

Maryland & District of Columbia Area

Guidelines for Area Group Records Coordinator

April 2017

The Area **Group Records Coordinator** maintains a data base of groups that meet in the Area; the names and contact information for Group Representatives, Alternate Group Representative, and/or the Current Mailing Address contact, and the Area World Service Committee contact information; and coordinates that information with World Service Office, the Delegate, and the Chairperson

Eligibility and Qualifications:

1. General:

- Any AI-Anon member who is not also a member of Alcoholics Anonymous is eligible to serve.
- Be familiar with the *AI-Anon Alateen Service Manual* and have a good understanding of the Steps, Traditions and Concepts of Service.
- Be willing to have name, address, phone number, and Email address made available to AI-Anon/Alateen members..
- Be available to travel throughout the Area to attend AI-Anon/Alateen functions.
- Be available to serve for a full 3-year term.
- Be able to use Email and to access information on WSO's eCommunities system.

2. Position Specific:

- Attention to details and good organizational skills are necessary.
- Familiarity with database software Microsoft Word, Excel required.

Responsibilities and Duties:

1. General

- Attendance at Area Meetings.
 - Attend all Area Assemblies and Area World Service Committee (AWSC) meetings.
 - Prepare a written report on activities and send it to Area Chairman and Area Secretary at least two weeks prior to each AWSC meeting. This report will become part of the AWSC minutes and be published in the Area newsletter.

- Be prepared to give a brief oral report at each Area Assembly and AWSC meeting.

2. Position Specific

- Follow guidance in AI-Anon Guideline: Group Records Coordinator (G-36).
- Become familiar with the Anonymity Policy Statement from World Service Office and the Traditions pertaining to protecting a member's anonymity.
- Conduct the roll call at AWSC meetings and area assemblies.
- Research and respond to WSO, Group questions, issues, concerns in a timely matter. Contact the Group Rep, District Rep, and AI-Anon Information Service to resolve questions of whether meetings have disbanded.
- Notify District Reps with details of all New Group Registrations in their district.
- Check Area 24 email weekly or more often for group changes and process them through the WSO online database.
- Encourage all groups to process any changes through the Group Records Coordinator as requested by WSO.
- Maintain records of all correspondence via flash drive under district involved.
- Encourage District Reps to access the WSO database for their District to ensure WSO records are up to date and send corrections Group Records to ensure accurate information.
- Run, Export Reports, send reports to District Rep prior to each AWSC and Assembly.
- Send Group Reports to the Area Web Coordinator and Area Newsletter Editor when there are relevant changes. Send District Reports to the appropriate District Reps and AISs when there are relevant changes.
- Maintain the list of Area positions and District Representatives. Send to the World Service Office, the Area Newsletter Editor, and the Area Secretary when there are changes.
- Check Groups in NO Mail Status often, verify, and resolve issues if possible. Research and respond to any requests (usually comes from District Reps or WSO).