

**POSITION TITLE:** Group Records Coordinator

**UPDATE DATE:** 7/2021

**UPDATED BY:** Group Records Coordinator (Panel 59, 2019-2021)

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#### **POSITION DESCRIPTION**

The Group Records Coordinator (GRC) is responsible for maintaining Area 61 Al-Anon group records in the World Service Office (WSO) online database. Relative to the Area's Al-Anon group data, the GRC acts as the communication connection between the WSO, Area, Al-Anon member, Group, District and Area Information Service Center. The Group Records Coordinator may choose to have an alternate and/or committee to help fulfill the duties of this position.

#### **JOB REQUIREMENTS**

- ❖ Detail-oriented with good organizational skills.
- ❖ Comfortable with using database software (a computer is provided by the Area).
- ❖ Ability to communicate via email.
- ❖ *Useful skills: Familiar with the Twelve Concepts of Service. Working knowledge of Microsoft programs, word processing and spreadsheet software.*

#### **DUTIES & RESPONSIBILITIES**

- ❖ As needed:
  - Monitor Area 61 GRC email for changes and requests for information; make changes to online WSO database records; contact DR and group if questions.
  - Responds to requests from WSO regarding Area Group Records.
  - Works closely with Area Information Service Center for Southeastern Wisconsin group updates and requests for information.
  - Requests that groups use GR-1 form for changes and encourages use of WSO identification number in form.
  - Researches and responds to questions regarding meetings; source is generally email from individual or forwarded by the Area 61 Web Site Coordinator.
  - Work with the Web Site Coordinator to resolve issues and questions.
  - Forward Area 61 Alateen meeting changes to Area Alateen Process Person (AAPP) if received.
  - Provides number of active groups in Area to the Area Officers.
  - Keep up to date of postings on AFG Connects for Group Records Coordinators.
  - Following your term, act as a mentor to your successor.
- ❖ Semi-annually:
  - Attend Spring and Fall AWSC meetings and Spring and Fall Area Assemblies. Distributes reports to Districts for groups in No Mail, Bounced E-mail and Not Meeting categories. Requests that any changes be returned promptly. Make such changes, if any, in the WSO Group Records database. Submits report to the Area Secretary by the deadline.
  - Send group information to Area Officers and Coordinators upon request.
- ❖ End of term
  - Schedule a Position Turnover Meeting with successor immediately after the Fall Election Assembly to begin preparing her/him to be able to fulfill the position at the beginning of the new term (January 1). Hand over all materials that you will not need to fulfill your duties through the end of your term. Hand over any materials held back after your term ends.

**PUBLISHED RESOURCES**

- ❖ Area Group Records Coordinator Guideline (G-36)
- ❖ Al-Anon/Alateen Service Manual
- ❖ WIUPMI-Area 61 Policy Manual

**OTHER RESOURCES**

- ❖ Group Records Coordinator Manual
- ❖ WSO's AFG Connects
- ❖ Former Group Records Coordinators