

**POSITION TITLE:** Group Records Coordinator

**UPDATE DATE:** 5/11/2018

**UPDATED BY:** Group Records Coordinator (Panel 56, 2016-2018)

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#### **POSITION DESCRIPTION**

The Group Records Coordinator (GRC) is responsible for maintaining Al-Anon group records for the Area; a Microsoft Access database is used for this purpose. Relative to the Area's Al-Anon group data, the GRC acts as the communication connection between the Al-Anon member, group, district, information service, Area, the entire Area service structure, and the World Service Office (WSO). The Group Records Coordinator may choose to create 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 applications (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 Access, word processing, and spreadsheet software.*

#### **DUTIES & RESPONSIBILITIES**

- ❖ As needed
  - Monitor Area 61 email for changes and requests for information; make changes to online WSO database records; contact DR and group if change warrants it.
  - Research and respond to questions regarding meetings; source is generally email from individual or forwarded by the Web Site Coordinator.
  - Respond to requests by outside agencies, e.g., Great Rivers 2-1-1, WI Public Health Information and Referral Services.
  - Work with the Web Site Coordinator to resolve issues and questions.
  - Communicate Alateen meeting changes to Area Alateen Process Person (AAPP) when received.
  - Respond to inquiries from the Southeast Wisconsin Service Center.
- ❖ Monthly
  - Review Area 61 Database on the online WSO database.
  - Assure group changes are communicated to the Web Site Coordinator.
  - Send new group reports to the Area 61 Delegate.
- ❖ Semi-annual
  - Attend Spring & Fall AWSC meetings and Spring & Fall Assemblies. Submit your report to the Secretary by the deadline.
  - Send all group information to the Officers and Coordinators on-request.
- ❖ Annual:
  - Process groups' Annual Update Sheets when returned to the Group Records Coordinator or WSO.
- ❖ End of term
  - Schedule a Position Turnover Meeting with your 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.