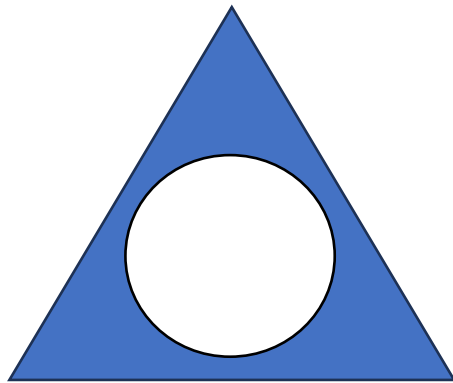


Al-Anon Family Groups -Tennessee Area 52

Group Records Coordinator



GROUP RECORDS COORDINATOR

DUTIES

- A. Is familiar with Basic Skills and Knowledge Requirements of Area Officers and Coordinators found at the beginning of this document,
- B. Serves as a primary contact between the Area and the World Service Office (WSO) regarding group records.
- C. Processes group records change requests for Area Al-Anon Groups and enters these changes into the WSO Group Records databases. The WSO suggests changes are made within seven days of receipt.
- D. Verifies new Area Al-Anon Group's registration information or groups for accuracy.
- E. Checks weekly for changes processed by the WSO in the WSO Group Records database.
- F. Follows the World Service Guideline "Group Records Coordinator" (G36).
- G. Ensures that groups in the Area know that mail from the WSO is sent to the group's current mailing address (CMA).
- H. Provides electronic copies of the Group Detailed Reports to the District Representatives two weeks prior to Area meetings.
- I. Bring printed copy of all group listings to Assembly for review including active, inactive, and no mail group listings.
- J. Keeps a record of all registration and update requests for at least one year. All group changes should be documented.
- K. Provides Group Representative's and CMA's email addresses to the Area Newsletter Editor and trusted servants maintaining special care for anonymity.
- L. Educate members on the Area Group Records process for registering new groups and submitting group changes.