



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION

Approved: by the Assembly 7 August 2021

Effective Date: 21 August 2021

Position: GROUP RECORDS COORDINATOR

Term: Three years

Appointed by the Area Chairperson

Reviewed: March 2021

General Description

The primary responsibility of the Area Group Records Coordinator (GRC) is to serve as the liaison between the Area and the WSO regarding the Area's group records. The GRC keeps Area officers informed on the status of the group records process and highlights any issues that require Area Officer support. The GRC works with District and Group Representatives to ensure their group records are current and accurate. The GRC works closely with the Website Coordinator to ensure that the group records information displayed on the Area Website is correct and current.

Tasks

- Updates the WSO/Area databases with all changes received from the groups or the WSO.
- Registers new groups.
- Monitors and informs groups of no mail status.
- Monitors the Area group records change spreadsheet.
- Follow Group Record Coordinator Guideline: G-36.
- Provides additional training and assistance to groups with the group records process.
- Writes reports for VAWSC meetings and Assemblies and delivers 3-5 minutes summary.
- Provides Districts with updates on group records status as needed.
- Works with the WSO Group Records Team to maintain group records, add new groups, and provide information in response to WSO questions.
- Provides labels to the Area editors for group mailings as needed.

Time

- Attend Assemblies, currently scheduled for spring and fall online, but two days per Assembly when in-person meetings resume.
- Attend two, one-day VAWSC Meetings as called by Area Chair either online or in-person.
- Prepare Assembly/VAWSC Group Records Coordinator reports.
- Weekly records maintenance that varies according to volume of changes submitted by groups.

Position Requirements and Desired/Helpful Skills

- Good organizational skills and attention to detail.
- Knowledge of the WSO and Area group records databases and ability to apply updates.
- Availability to attend VAWSC and Assembly meetings
- Understanding of the Area and world service structure
- Verbal and written communication skills that reflect the principles of Al-Anon.
- Word processing and spreadsheet skills.
- Proficiency in the use of e-mail for communication with the VAWSC and WSO.
- A service sponsor.