



## **Virginia Area Al-Anon Alateen Assembly, Inc.**

### **AREA JOB DESCRIPTION** **Approved: 2024 Spring Assembly** **Effective Date: May 6, 2024**

**Position: GROUP RECORDS COORDINATOR**

**Term: 3 years**

**Appointed by the Area Chairperson**

**Reviewed: January 2024**

#### **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:**

- Maintain Google sheet of all VA Area Group Records information, including Alateen meetings
- Update Meeting List on the VA Area Website. Meetings without A WSO number should not be listed unless special circumstances so warrant
- Update the WSO database with all changes received from the groups or the WSO
- Register new groups
- Monitor and inform groups of no mail status and reported not meeting status
- Follow Group Record Coordinator Guideline: G-36. (WSO) and Area Group Records Process (revised 10/14/22)
- Provide additional training and assistance to groups with the group records process as needed/requested
- Submit reports for VAWSC meetings and Assemblies and deliver a summary as requested by the Chair
- Provide Area Officers and VAWSC members with group record information as needed/requested

- Works with the WSO Group Records Team to maintain group records, add new groups, and provide information in response to WSO questions

**Time:**

- Attend Assemblies, currently scheduled for spring and fall two days per Assembly
- Attend two, one-day VAWSC Meetings as called by Area Chair
- Prepare Assembly/VAWSC Group Records Coordinator reports
- Timely records maintenance that varies according to volume of changes submitted by groups

**Position Requirements and Desired/Helpful Skills:**

- Word processing, Google sheet and Excel spreadsheet skills \*\*These are critical to this position\*\*
- Good organizational skills and attention to detail
- 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
- Proficiency in the use of e-mail for communication with the VAWSC and WSO
- Have a Service Sponsor