



NORTH CAROLINA / BERMUDA AFG, INC. AREA WORLD SERVICE COMMITTEE

Area Group Records Coordinator

The Group Records Coordinator is appointed by the Area Chairperson to serve a three-year term. The qualifications for this position are to have two years of Al-Anon experience, good typing skills, and a working knowledge of using an Internet-based program in order to transmit information to the World Service Office Group Records Department.

Group Records Coordinator Duties

- The Group Records Coordinator acts as liaison between District Representatives, the Area and the World Service Office by updating group information. The Group Records Coordinator notifies the District Representative of any group that has been designated as “No Mail Status” and requests that the District Representative determine if there is a valid current mailing address (CMA) for the group. (Note: Alateen group records are handled by the Area Alateen Process Person.)
- The Group Records Coordinator sends a “Welcome to the Area Service Structure” letter to each newly registered group advising the group of its district number and the name, phone number and email address of the District Representative (DR). A copy of this letter is emailed to the District Representative.
- The Group Records Coordinator provides updates to the Area Web Coordinator for the Area Website meeting information and the Area Database for groups that have sent information directly to WSO.

Area World Service Committee (AWSC)

- The Group Records Coordinator has voice and vote on the AWSC.
- The Group Records Coordinator’s expenses for AWSC activities related to transportation, meals, hotel and required supplies are reimbursed through the Area Treasury.
- The Group Records Coordinator prepares (in July or according to the Area Treasurer’s schedule) a list of anticipated expenses for the upcoming budget year.
- The Group Records Coordinator has access to the generic email account for AWSC communications, and regularly checks the generic account or arranges to have these emails forwarded to a personal account.
- The Group Records Coordinator prepares a report for each AWSC meeting and e-mails it to the Area Secretary at least one (1) week prior to the meeting.
- The Group Records Coordinator sends an updated Area Group List to the Area Treasurer when requested for Area Appeal letters.

Area Assembly

- The Group Records Coordinator prepares a report for the Area Assembly and e-mails it to the Area Secretary by one (1) week after the Assembly.
- The Group Records Coordinator’s expenses related to printing of a report, transportation, meals, hotel and required supplies are reimbursed through the Area Treasury.

World Service Office (WSO)

- The Group Records Coordinator reviews and distributes information posted on AFG Connects to relevant AWSC members.
- The Group Records Coordinator participates in WSO-hosted Area Group Records Coordinator conference calls, and conveys relevant information appropriately.