

# BC/Yukon Area Group Records Coordinator

## Job Description

### As a Member of Area World Service Committee

The Area World Service Committee is comprised of Area Officers, Area Coordinators, Al-Anon Information Service/Literature Depot Liaisons and District Representatives. The purpose of this committee is to plan for the general improvement of both the Assembly and the groups. The AWSC members meet between Assemblies to initiate projects, make recommendations to Assembly and plan the agenda for Assembly.

### Area Coordinator General Responsibilities

Area Coordinators serve as a communication link between the WSO departments and trusted servants in the BC/Yukon area. Each coordinator is responsible for communicating with Al-Anon and Alateen members in BC/Yukon to inform members of available resources and encourage their use. They coordinate the activities of their assigned service area. Coordinators may also initiate activities to improve services to Assembly and groups. The Area Coordinator unifies the Al-Anon and/or Alateen special services for the Area. He/she works cooperatively with the Area Officers and members of the Area World Service Committee.

Interested applicants must submit a service resume to the BC/Yukon Area Chair requesting a specific position. BC/Yukon Area Coordinators are appointed by the Area Chair in consultation with Area Officers and are asked to serve for a 3 year term. They vote at Area World Service Committee Meetings, but not at Assembly unless they are also acting as a Group Representative.

### General Qualifications

- An active member of Al-Anon who attends meetings on a regular basis and not also a member of Alcoholics Anonymous (Pg 86-87 *Al-Anon/Alateen Service Manual - 2018-2021*)
- Able to attend AWSCM in May, Assembly in September and Officer/Coordinator meeting in January or February. (Up to one extra officer/coordinator meeting may be scheduled if required)
- Able to communicate effectively in English both verbally and in written form
- Familiar with Traditions and Concepts
- Aware of Area and World Service structure
- Willing to work cooperatively with members of the Area World Service Committee
- Internet and computer skills including MS Word and Excel
- Proficient use of e-mail is necessary
- Maintain a binder of pertinent information to pass along to next coordinator
- Able to lead by example (see leadership essay on page 196, *Al-Anon/Alateen Service Manual*)
- Have (or acquire) a current copy of the *Al-Anon/Alateen Service Manual* for reference

**Purpose of Group Records Coordinator:**

The BC/Yukon Area Group Records Coordinator “serves as the nuts and bolts of the communication connection between the AI-Anon and Alateen member, the group, district, information service, area and the entire service structure and the World Service Office” (Guideline G-36) This coordinator maintains current and accurate records of group information. He/she also maintains current and accurate contact information for District Representatives and Area service members.

**Specific Experience/Skills required:**

- Good communication and organization skills
- Ability to pay attention to detail
- Ability to respond promptly to time sensitive information and requests

**Primary duties:**

- Register new groups through the WSO Group Records database (as needed)
- Update all group changes through the WSO Group Records database
- Update BC/Yukon Area group records spreadsheets and inform BC/Yukon Area Bulletin, BC/Yukon website, 3 AIS offices as changes occur and new groups are established (approx. 3-7 hrs per week)
- Update AWSC member lists (DRs and Officers/Coordinators) held by Area and WSO
- Prepare reports for Officers & Coordinators, District Representatives & Group Representatives for AWSCM and Assembly (approx. 8-10 hrs in May and September)
- Assist the registration committee at AWSCM and Assembly
- Reconcile information from AWSCM and Assembly with existing data (approx 6 hrs/meeting)
- Reconcile BC/Yukon Area Group Records with those of WSO (approx. 1 hr/month)
- Attend out-of-town meetings: Officers & Coordinators Meeting (one day in January or February), AWSCM (Friday-Sunday in May), Assembly (Friday-Sunday in September)
- Prepare report for Bulletin (1 hour per month)
- Maintain binder and pass to incoming Group Records Coordinator at end of term.

**Communication:**With Groups

- Notify of any problems with Current Mailing Address and/or group email address
- Educate about efficient ways to communicate changes in the group
- If necessary contact GR for clarification of information submitted

With Districts

- Confirm information about new groups before submitting to WSO
- Notify DRs of any group changes submitted by GR's

With Area

- Notify BC/Yukon Bulletin editor and Area Information Services about new groups, inactive groups, and changes in meeting places and times.
- Prepare an interim annual report in the April Bulletin and a full annual report in the August Bulletin

With WSO

- Reconcile group information with WSO database
- Participate in conference calls & conversations as initiated by WSO staff

Most communication is done by e-mail, but phone contact is also used

**Time commitment:** Noted above in Primary Duties

**Further information is available in AI-Anon Guideline G-36**