

Job Description for GROUP RECORDS COORDINATOR

Introduction: The elected Officers and appointed Coordinators (3-year term) are the Board members of Southern California World Service of AFG, Inc., a California Nonprofit Public Benefit Corporation and charitable 501(c)(3) tax-exempt entity per the Internal Revenue Service. An SCWS Coordinator must live within the California South Area during their entire term. The Coordinators act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the duties of their position for the Area, mileage and expenses for which are reimbursed according to approved budget. The Coordinators accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are not eligible to hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.

1. **ELIGIBILITY / QUALIFICATIONS** – Active member of Al-Anon in CA(S) with good organizational skills and ability to pay attention to detail. Strong general computer and Internet skills. Experience working with computer databases. Ability to communicate via email. Working knowledge of the 12 Steps, Traditions and Concepts, current *Al-Anon/Alateen Service Manual* and Knowledge-Based Decision-Making (KBDM). Previous Group Representative (GR) experience preferred, but not required. Has an understanding of the Area and World Service structure and SCWS Bylaws. Must maintain confidentiality of non-profit information.
2. **OFFICIAL DUTIES / RESPONSIBILITIES**
 - Serves as primary contact between the Area and WSO regarding Al-Anon Group Records.
 - Receives and distributes WSO group records information to the District Representatives (DRs).
 - Uses the WSO Online Group Records application to register the groups, make group changes and generate reports as needed.
 - Informs groups in Area that mail from the WSO goes to Current Mailing Address (CMA) and not to Group Representative (GR) unless the GR is the CMA.
 - Reports about record-keeping at the Area level.
 - Encourages members to use the WSO Online Group Records application, and assists them in how to access it.
 - Communicates with Al-Anon Information Services in the Area, including sending the Intergroup Offices new meeting information, location changes.
 - Updates Area's records with all changes received from groups or the WSO.
 - Run reports from WSO group records database as requested by SCWS Board, DRs or AIS Offices.
 - Process temporary on-line meeting forms.
 - Update SCWS roll call document.
 - Works with other Area Coordinators and DRs to strengthen the Area's Groups. Maintains lists of Area AIS/LDC contact information.
 - Sends new groups a welcome letter via email.
 - Informs groups which districts they are located in and provides the name and contact information of their District Representative.
 - Provides training for new DRs and GRs in how to access e-Communities, if assigned by the Area.
 - Prepare and present written report for each quarterly SCWS meeting and email to Secretary and Bulletin Editor.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED**
 - Strong computer and Internet skills.
 - Is accessible, available, responsive, and flexible.
 - Is able to communicate effectively, prepare written reports and meet deadlines.
4. **ADDITIONAL SKILLS NEEDED** – Has a strong sense of responsibility, able to prioritize and work independently or as a team member.

5. **EQUIPMENT / TECHNOLOGY NEEDED** – Computer with Internet access, database software (provided by SCWS if needed). Working knowledge of virtual platforms, i.e., Zoom, GoToMeeting, etc.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – 5-10 hours per week. Additional time just prior to Assembly as new Group Representatives are registering. Attends 8 SCWS meetings per year, 7-8 hours each, with a prepared report: Feb, Aug Committee (3rd Sat) and May, Nov Assembly (3rd Sat) and Jan, Apr, Jul, Oct Board (Sun). Attend the Annual SOS and support events of other Coordinators. See Mandatory Area Meeting Attendance table below.
7. **PREPARATION** –
 - Working knowledge of WSO *Guideline, G-36*.
 - Meet with outgoing SCWS Group Records Coordinator for orientation and training. Notebook with detailed procedures will be provided at Turnover Meeting.
8. **TRAVEL** – May attend one service event outside SCWS Area during three-year term. Makes own travel arrangements, within budget guidelines.

NECESSARY AREA MEETING ATTENDANCE

SCWS Board	January, May, July, October	3 rd Sunday	10:00am to 4:00pm
Area World Service Committee (AWSC) + new DR Orientation @ 8am	February, August	3 rd Saturday	9:00am to 4:00pm
Area Assemblies + new GR Orientation @ 8am	May, November	3 rd Saturday	9:00am to 4:00pm
Sharing of Service (SOS)	January	3 rd Saturday	10:00am to 4:00pm
Longtimer's Event	Last year of 3-year panel	Saturday	10:00am to 4:00pm

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