

Group Records Coordinator's JOB DESCRIPTION

Introduction: The elected officers and appointed coordinators (3-year term) of Southern California World Service, Inc., are the board members of SCWS, Inc., a legal 501(c)(3) Not-For-Profit Corporation. 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 any office beyond the group level.

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 Service Manual and KBDM (Knowledge-Based Decision Making). Has an understanding of the Area and World Service structure. Must keep executive confidentialities.
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 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. Works with other Area Coordinators and DRs to strengthen the Area's Groups. Maintains lists of Area trusted servants (Officers, Coordinators, DRs, liaisons, past Delegates). 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 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. Has voice and vote at Board and Committee Meetings.
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).
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – 2 hours a 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 or TEAM event and support events of other coordinators.
7. **PREPARATION** – Talk with past SCWS Group Records Coordinator. 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.
9. **PAGE REFERENCES** – For other activities and details, see WSO Guideline G-36. See SCWS Bylaws.