

Records Coordinator Job Description

Per World Service Handbook; Revised 1992:

Specific duties for Area Coordinators are not spelled out in the World Service Handbook although Guidelines for Area Coordinators for special services are available from WSO (G-20). See the Digest of Al-Anon and Alateen Policies, pages 101-102, 126 for more information.

Duties shared by all Coordinators/Chairs:

- Attend AWSC meeting on Sat and Sun during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports for their respective committees and presents them in paper form at Assembly to Colorado Area Secretary and AC chair. Presents reports to Assembly in a manner set by Area Chair. May also submit email reports
- Communicate the activities of their positions by submitting an article for each edition of the Colorado Area newsletter
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, they inform the Finance Committee Chair promptly prior to making expenditures.
- Maintains current Coordinator Workbook for duration of the three year term for the next Records Coordinator
- Available to share experience strength and hope with future Records Coordinator

WSO has guidelines regarding Records Coordinator (G36)

Duties of the Records Coordinator:

- Maintain Records database for the following categories: Groups & meetings, AWSC membership, Butterfly subscriptions
- Provide work products (reports, labels, etc.) based on the above database to Area personnel and other Al-Anon points of contact as needed
- Coordinate with Other Points of Contact Colorado Area personnel and other Al-Anon POCs) whose information requirements overlap with the Colorado Area (to help us keep our data and process consistent)
- Website Coordinator: Co-chairing the “one-database project” (to reduce redundant databases within the fellowship and simplify the group records change process); collaboration on web-based interactive group change form; collaboration on evolving database technology.
- Provide assistance for those needing to submit database changes.
- Provide Colorado Area updates to WSO as requested

Work product possibilities include:

Current meeting lists for website

AWSC list for website alias update

Colorado Area membership lists for,

DR, Coordinators, WIA, DIA, Service Centers,

Alateen lists for AAPP, service centers and website

