

Area Group Records Coordinator

Term: 3-year term that begins January 1st after the Election Assembly. Elected by the Assembly at the end of each term or appointed by the Area Chairperson.

Qualification: (Motion 269: three-year-trial Spring 2024-Spring 2027)

The requirements of the offices of Treasurer, Secretary, and Coordinators could be filled by Group Representatives who have served at least one year as a GR or other active AI-Anon members who have attended Assembly and /or AWSC as a guest of their district.

Estimated minimum time commitment: Minimum of 5 minutes per day to check and read emails from AFG Connects and AFG Records. 1-2 hours per month to contact groups flagged by AFG Records and make changes to Group Records on the AI-Anon.org and Montana AI-Anon websites. Additional time is required for Assembly preparation.

WSO Guidelines Link for Area Group Records Coordinator:

[G36-Area Group Records Coordinator.pdf](#)

Purpose of the Area Group Records Coordinator: To ensure that the Area's records are accurate on the AI-Anon.org website and that the Area Virtual/Hybrid Meeting spreadsheet displayed on the Montana AI-Anon website is up to date.

Recommended

- Access to a computer with internet connectivity and the ability to use email and applicable software.
- Have access to a printer to make hard copies of changes requested by AFG Records. This is especially important as once a group is declared an inactive meeting address, CMA, GR, people's contact information, and phone numbers should no longer be displayed.
- Be willing to take tutorials (if needed) in order to gain knowledge of
 - Word and Excel or Google Docs, Forms, and Sheets.
 - Groups.io (posting files, calendar posting, etc.)
- May create a Work Group with committee members. Take minutes at committee meetings.
- Join Montana AFG - Groups.io electronic communication platform.
- Join AFG Connects - WSO electronic platform to stay connected with other Areas and WSO.
- Be willing to attend AGRC web conference calls and pass on pertinent information to the DRs, Delegate, Chairperson, AWSC, and the Assembly.

Duties and Responsibilities

- Act as a liaison for group records information between Groups, Area Officers and Coordinators, and WSO Group Records.

- Participate on the committee to recertify the Montana Area 32 Alateen Safety and Behavioral Requirements.
- Maintain current information on registered groups by updating group information.
- Notify Area Officers, and the affected DR and District Group Records Coordinator about new groups and changes in group information. When applicable, submit information to News & Views.
- Take responsibility for updating the Area Virtual/Hybrid Google docs spreadsheet displayed on the Montana Al-Anon website.
- Check new group applications to ensure all information is accurate before WSO registers a group.
- Give a report at each Assembly. The report will include how many groups, active groups, new groups, and virtual meetings are in the Area.
- Join Montana AFG Main Groups.io and AWSC groups to enable communication with fellow service members. Area GRC will also be added as Owner to the Montana Group Records Coordinators Group to enable communication with the District Group Records Coordinators.