

GROUP RECORDS COORDINATOR

PURPOSE: To facilitate timely communication within NCWSA and between NCWSA and WSO with respect to the Group Records

NOTE: Timeliness is essential to each of the following group records functions. Two (2) weeks advance notice is requested for reports or labels from the Group Records Coordinator.

FUNCTIONS:

- NCWSA Labels**
- ◆ Provide Northern California World Service Area (NCWSA) group mailing labels to the NCWSA Treasurer for mailing of the annual financial appeal from the Treasurer.
 - ◆ Provide labels for all groups, Alateen groups and District Alateen Coordinators to Alternate Alateen Coordinator, as requested.
 - ◆ Provide mailing labels for groups, NCWS Committee, subscribers, complimentary and exchange newsletters to 12-Stepper Editor, as required.
 - ◆ Provide mailing labels, once a year to the No. California Alateen Conference Committee (NoCAC) of all groups, Alateen groups, District Alateen Coordinators and NCWSC members.
- NCWSA Reports**
- ◆ Provide NCWSA group and AI-Anon Information Service (AIS)/Literature Distribution Center (LDC) reports to Treasurer to be used as a source of WSO#s for record keeping.
 - ◆ Provide reports (or labels) of all groups, Alateen groups and District Alateen Coordinators to Alateen Coordinator, as requested
 - ◆ Provide printout of Institutions groups to Institutions Coordinator, as required
 - ◆ Provide written group records report to District Reps and Group Reps, as required.
 - ◆ Provide reports and/or labels for group meetings that are conducted in languages other than English to the Non-English Speaking Coordinator, as requested.
 - ◆ Provide reports for group meetings that are conducted in Spanish to the Spanish Speaking Liaison, as requested.
 - ◆ Provide registration reports and voting cards required for Assemblies.
- Other Duties**
- ◆ Serve as the Group Records link between the Area Delegate and WSO, at the Delegate's discretion.
 - ◆ Give financial input to Budget Committee regarding the office's budget requirements.
 - ◆ Print and distribute WSO reports of Group addresses to District Reps for updating.
 - ◆ Return updated WSO printouts to WSO, as required, via diskette.
 - ◆ Communicate with districts and groups to keep their information current in the NCWSA data base.
 - ◆ Update the data base with all changes received from Groups or WSO.
 - ◆ Provide Group update forms to the 12-Stepper Editor and Group Reps at Assembly.
 - ◆ Send new groups a welcome letter, a copy of Bylaws and an information sheet showing their local contacts
 - ◆ Assist Registration Committee at Assembly with Voter Registration, as well as make a presentation at the GR Orientation on voting procedures as well as explain how to change the address for group or group representative.