Area Alternate Delegate/Group Records Coordinator Procedure

The purpose of this procedure is to help the Alternate Delegate/Group Records Coordinator in performing his or her job with ease throughout the term.

1. Works along with the Delegate to be aware of current issues. In the event the Delegate becomes unavailable to attend the World Service Conference (WSC) or complete his/her term, the Alternate Delegate is prepared to step in to attend the WSC or complete the term.
2. Attends South East Regional Delegates Get Together (SERDGT) each year of the term before the WSC.
3. Serves as a member of the Area World Service Committee (AWSC) and attends AWSC meetings (held in January, March, June, and October) and Area Assemblies (held in March, June, and October).
4. Serves as the primary contact for group records between the groups, Al-Anon Information Services (AIS), District Representatives (DRs), Area and World Service Office (WSO).
5. Serves as the "keeper" of all Area Al-Anon group information. Makes applicable changes directly to the WSO meeting directory database in a timely manner. (Alateen group records are maintained by the Area Alateen Process Person.)
6. Communicates any changes to group records procedures, established by WSO, to DRs.
7. Evaluates and updates the Area group records procedures for effectiveness as needed and updates the Group Records Procedures information on the Area website. Ensures DRs are familiar with the Group Records Change Form (GR-1) found on the WSO website and the KY Area website.
8. Notifies DRs when WSO sends the Annual Update Request to group's Current Mailing Addresses (CMAs).
9. Regularly keeps informed via email from WSO Group Records and *AFG Connects* as to announcements and procedural changes implemented by WSO.
10. Registers all new groups in the WSO group records electronic database. Notifies Contact Mailing Address (CMA) of group number assigned by WSO via email welcome letter, copying the DR, Delegate, Area Chair, Area Treasurer, AIS (if applicable) and Area Secretary (where there is not a DR).
11. Notifies DRs and/or CMAs when either the group's US postal mail or email is returned undeliverable from the WSO, placing the group in applicable "No Mail" or "Bounced Email" status.
12. Must have internet access/email. Skills recommended are the ability to update electronic records, the ability for attention to detail, and good organizational skills.
13. Welcomes GRs and guests at Area Assembly registration. Sets up and maintains sign-in logs at all Assemblies. Prepared to inform GRs and guests which district their group is located in.
14. Provides name tags for attendees at Area Assemblies. following each Assembly, stores name tags for re-use at next Assembly. Replenishes name tag supplies as needed.
15. Gives count of Assembly attendees to the Area Chairperson and adds to Group Records Coordinator report.
16. Encourages DRs to review and verify district records in *AFG Connects* on a regular basis.
17. Presents Group Records Report at each Area Assembly.
18. Submits article for the Area newsletter four times a year.

Revised June 2020