

**TEXAS EAST AREA 53 GROUP RECORDS COORDINATOR
JOB DESCRIPTION**

TERM LENGTH: Three Years (Beginning January 1, after election).

PURPOSE: *To provide timely group information to and from the World Service Organization (WSO) and the Area.*

WSO REQUIRMENTS: Have access to the internet and be able to enter information into a database.

QUALIFICATIONS: Regularly attends Al-Anon Meetings.

VOTING QUALIFICATIONS: Votes at the Area World Service Committee (AWSC) meetings but not at Assemblies UNLESS he/she is also a Group Representative.

RESPONSIBILITIES:

- Be a current Al-Anon member.
- Attend 2 Area World Service Meetings and 2 Assemblies every year.
- Good organizational skills and the ability to pay attention to detail.
- Strong general computer and internet skills. Must have a computer with internet access, ability to communicate via e-mail and be knowledgeable in Microsoft Excel.
- Have a WSO Service Manual to answer questions about the requirements for starting and naming a new group.
- Be flexible. A lot of the information from groups comes in an e-mail rather than on a GR-1. Although the GR-1 is preferable, requiring the GR-1 can slow down the process or prevent information from being disseminated.
- Upon receipt, or soon thereafter, of information from a group, DR, or Information Center:
 - a. Enter the new information in the WSO on-line database.
 - b. Notify the Information Center and DR of the Group's District all the information about the group (e.g., send an email to the DR, the information center and/or the ETAAA web coordinator the new information and describe changes).
- Upon receipt, or soon thereafter, of information to organize a new group:
 - a. Review the name and make sure it meets WSO standards for the name.
 - b. Enter the new information in the New Registration section of the WSO on-line database. Contact the person if the name includes the name of the facility they are meeting at as this will be an automatic rejection from WSO (for example, Faith AFG meeting at Faith Church).
 - c. Once WSO registers the new group and assigns the Group Number, send all of the information about the group to the Information Center, DR of the Group's District, and/or the ETAAA web coordinator (e.g., send an email to the DR, information center and/or the ETAAA web coordinator with the new group information).

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- On a timely basis (e.g., once a week) report any group changes sent to WSO to the DR, the information center and/or the ETAAA web coordinator.
- On a timely basis report to the DRs any group(s) in No-Mail status and ask them to contact the group.
- Once a quarter, prepare a list of mailing addresses or mailing labels of all active AFGs to the *Beacon* Editor. The format of how this is done is worked out between the two entities.
- Twice a year ask the DRs and the information centers if they want a complete listing of the Groups. The DRs have access to the WSO on-line database. Provide the listing as requested.
- Turns in Area related expenses to the Area Treasurer within timeframe requested by the Treasurer of the event (e.g., Assembly, AWSC).

Contact Information-Who Gets a Report in What District as of Panel 54 (2015-2017):

District 1:	DR, Information Center, and ETAAA web coordinator
District 2:	DR and ETAAA web coordinator
District 3:	Information Center and ETAAA web coordinator
District 4:	DR and Houston Information Center
District 5:	District Group Records Coordinator, DR, Houston Information Center, and, if a Spanish AFG, Houston Spanish Information Center
District 6:	DR and Austin Information Center
District 7:	DR and Houston Information Center
District 8:	DR and Beaumont Information Center
District 9:	DR and ETAAA web coordinator
District 10:	DR and ETAAA web coordinator
District 11:	DR and ETAAA web coordinator
District 12:	DR, District Secretary, San Antonio Information Center
District 13:	DR and San Antonio Information Center

Excel Spreadsheet Tips:

- Mailing lists and labels.
- The spreadsheet that is exported has the meetings on each row and database information in each column. To identify just the groups (and not multiple meetings) the following commands can be executed.
- Select the Data tab
- Choose “Remove Duplicates”
- A list of columns will pop up. Choose “Unselect All”. Then check the box “Group ID”
- A new list will generate.
- Save the list to a new worksheet. This list can be manipulated to generate mailing labels. All GR information must be deleted. All columns are deleted except for the Group ID, Group Name, Status, CMA Name, and the columns associated with the CMA address.

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- When providing spreadsheets to the Information Centers you will not want to remove duplicates, as each row is a different meeting. All GR information should be deleted/cleared.