

GROUP RECORDS COORDINATOR

PURPOSE:

To facilitate timely communication within NCWSA and between NCWSA and WSO with respect to the Group Records by maintaining databases. Group Records Coordinator is 'Keeper' of group information for the Area.

FUNCTIONS:

NCWSA Labels and Reports:

- * Provide NCWSA group mailing labels to the mailing committee for mailing of the annual financial appeal letter when requested by NCWSA Treasurer.
- * Provide to mailing committee, at request of *12-Stepper* Editor, mailing labels that includes NCWSA groups; NCWSC Committee; subscribers, complimentary and exchange newsletters.
- * Provide mailing labels, when requested, once a year to the No. California Alateen Conference Committee (NoCAC) of all groups, Alateen groups, and NCWSC members.
- * Provide labels for all groups and committee members as requested by NCWSA Officers and Committee members.
- * Provide NCWSA group and AI-Anon Information Service (AIS)/Literature Distribution Center (LDC) reports to Treasurer to be used as a source of WSO numbers for record keeping.
- * Provide reports (or labels) of all groups including Alateen to NCWSA Officers, Coordinators and Liaisons as requested.
- * Provide written Group Records Coordinator reports to *12 Stepper* for publication after Committee Meetings and Assemblies. Provide written and oral report to NCWSA Committee Meetings and Assemblies.
- * Provide sign-in sheets and voting cards required for Assemblies.

Other Duties:

- * Verify data base current mailing addresses with an USPS authorized agent to maintain USPS Bulk Mailing requirements.
- * 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. NCWSC guidelines see section XII. NCWSC Guidelines can be found on website: ncwsa.org; click service tab; click guidelines; click NCWSC guidelines.
- * Print and distribute WSO reports of Group addresses to District Reps for updating.
- * Communicate with districts and groups to keep their information current in the WSO and NCWSA data base.
- * Update the NCWSA and WSO data bases with changes received.
- * Provide Group A16 update forms and A16i (instructions) to the Group Representatives 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.
- * Explain how to change the address for group or group representative or to register a new group to the Assembly.

NOTE:

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

EQUIPMENT AND SPACE REQUIRED:

- * Space needed is a desktop with computer equipment including a printer and software for Microsoft Access. NCWSA will provide as needed. NCWSA supplies a small two file drawer cabinet and a storage/travel cart. For communication purposes internet access is necessary.

TIME AND ATTENDANCE REQUIREMENTS:

- * Attendance requirements:
 - NCWSC Committee meetings; see NCWSC guidelines Section VI: NCWSC Guidelines can be found on website: ncwsa.org; click service tab; click guidelines; click NCWSC guidelines.
 - NCWSA Assemblies; see NCWSA Bylaws Article IV. NCWSA Bylaws can be found on website: ncwsa.org; click service tab; click bylaws.
 - WSO Group Records Coordinator conference call 3 hrs per year.
- * In the beginning of the panel it takes a while to become familiar with the data base. In addition, all the groups and NCWSC committee have turned over. These two items may take 40 - 50 hours.
- * Once the initial data base is updated, maintenance, label production and reports requires about 4 -5 hours a month plus previously listed attendance requirements.

REIMBURSEMENT:

- * Use form A4 reimbursement of expenses. See NCWSC guidelines section X. NCWSC Guidelines can be found on website: ncwsa.org; click service tab; click guidelines; click NCWSC guidelines.
- * Examples of additional expenses reimbursed; vender expenses for verification of data base for USPS non-profit mailings; labels for *12 Stepper* mailings.

HOW TO DO THIS?

- * See Group Records procedure binder.
- * Electronic instructions. (contact current Coordinator)
- * See Al-Anon Guidelines G-36