

## Area Group Records Secretary

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

### Position Description:

- Work on computer using the Fellowship New Vision software to maintain an accurate database and mailing list of the groups and trusted servants in the Area.
- Maintain an accurate mailing list for the Northern Light newsletter.
- Update the Webmaster with an accurate database of the list of groups.

### Responsibilities:

- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, and the Joint Workshop.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Print out instructions for installing your FNV Digital Certificate and send your passwords on to the Webmaster.
- This position requires an adequate internet service for downloading and uploading large files.
- Update the DCM's with their current group record reports with either an email or hard copy at the February, June, August and December Committee Meeting and the Spring and Fall Assemblies.
- Maintain a working relationship with the Records Department at GSO.
- Work with the Groups, DCM's and GSR's in each district to maintain accurate information for the Group Database (FNV) at GSO.
- Record the new groups in Area 35 as information is received and distribute information on new groups to the respective DCM and Area secretary.
- Work with and provide the Area Webmaster with updated and new group information in order to keep the website meeting listings up-to-date.
- Upload exported group information from Fellowship New Vision to aameetinglocator.org.
- Work with Web Coordinator of aameetinglocator.org to make sure that information is listed correctly.
- Update and produce mailing lists for Area Mailings.
- Send updated Northern Light mailing list to Cold Spring Record for the Northern Light mailings 6 times a year.
- Work with Group Records Secretary for Area 36 and update their Officer and Chair information so they will receive the Northern Light Newsletter.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Provide Area Committees with any information requested.
- Update the Trusted Servant Guidelines for the Group Record Secretary. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2<sup>nd</sup> year.
- At the end of your rotation place all the changes for GSR's, DCM's, Chairs, and meetings that you have recorded on a jump drive or hard copy and give to Brad I. for our archives.
- When rotating out, help the incoming Group Records Chair with experience, records, information, and any helpful suggestions for serving.