

## **Records Coordinator Position Description**

*The current Al-Anon Alateen Service Manual contains the primary role description relating to this position. Specifics to the Colorado Area are included below.*

*On the WSO website, see Guideline G-36, Records Coordinator*

### **Duties shared by all Coordinators:**

- Attend AWSC meetings during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports, forward them to Area Secretary, and present them at Assembly in a manner set by the Area Chair.
- Communicate the activities of their positions by submitting an article for each edition of the Area newsletter, The Butterfly.
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, inform the Finance Committee Chair promptly prior to making expenditures.
- Be available to share experience, strength and hope with incoming and future Records Coordinators.

### **Duties of the Records Coordinator:**

- Maintain Records database for the following categories: Groups & meetings, AWSC membership, Butterfly subscriptions
- Provide work products (reports, labels, etc.) based on the above database to Area personnel and other Al-Anon points of contact as needed
- This position requires a proficient knowledge of database programs, such as Microsoft Access.
- Coordinate with other Points of Contact (POC) in the Colorado Area and other Al-Anon POCs whose information requirements overlap with the Colorado Area, to help us keep our data and process consistent
- Collaborate with the Area Website Coordinator and Butterfly Coordinator to reduce redundant databases within the fellowship and simplify the group records change process.
- Provide assistance for those needing to submit database changes.
- Provide Colorado Area updates to WSO as requested

### **Work product possibilities include:**

- Current meeting lists, including Alateen, for District Representatives and the Area Website o AWSC list
- Website alias update list
- Colorado Area membership lists for:
  - District Representatives
  - Other Area Coordinators
  - Weekend in Al-Anon
  - Day in Al-Anon

- Service Centers – Denver Area, Pikes Peak (Colorado Springs) and other Al-Anon / Intergroup Information Services
- Alateen Area Process Person

Revised October 2021