

Records Coordinator Position Description

Per *AI-Anon Alateen Service Manual 2014-2017*, page 131:

Area Coordinator: *An AI-Anon / Alateen member, not necessarily a Group Representative (GR), {elected according to the Colorado Area Guidelines}. The Coordinator usually serves for a three-year term and votes at the Area World Service Committee meetings, but not at the Assembly unless he is a GR. An Area Coordinator unifies one of the AI-Anon special services for an Area...*

Per *AI-Anon Alateen Service Manual 2014-2017*, page 72:

Area Coordinators: *coordinate the activities of their service (Archives) in the Area and are a liaison between the Area World Service Committee (AWSC), other Area committees, and the groups. They convey service information from the WSO to the districts, AISs, and groups*

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 in paper form and present them in paper form at Assembly to the Area Secretary and present them in a manner set by the Area Chair. May also submit reports via email.
- 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 AI-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 AI-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
- AWSC list
- Website alias update list
- Colorado Area membership lists for:
 - District Representatives
 - Other Area Coordinators
 - Weekend in AI-Anon
 - Day in AI-Anon

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