

SIAFG (Southern Illinois Al-Anon Family Group) Group Records Secretary Job Description 2013

****Italics is from the SIAFG By-Laws***

Written by Mary S.

Necessary qualifications, skills, equipment, and time:

- Private computer access
- Typing or lots of experience with hunt and peck
- Knowledge of Excel or willingness to learn and have someone willing to help you learn
- Be familiar with navigation of e-mail systems
- Time to work on records (AFG, Inc., (WSO), SIAFG, g-mail, communicating changes w/webmaster and DR's or District Contact person), help with communication of SIAFG Officers, Coordinators, District Representative, Group Representatives and CMA's (Current Mailing Addresses). This is a job that requires attention on a very regular basis.

Specific Jobs:

- ***Attend SIAFG and SIWSC meetings.***
- ***Group Information: Shall keep a confidential and current registered group list containing the name and address and phone number of each registered group.*** Keep an e-mail address for each group also. Update AFG, Inc. (WSO), SIAFG, g-mail, and website of group information changes. Keep a current e-mail contact for each group in the SIAFG list, g-mail, and AFG Inc.(WSO) especially the CMA (Current Mailing Address). All group, GR, and CMA (Current Mailing Address) information is changed at the WSO level by computer.
- Have available a complete list of SIAFG groups at each SIAFG meeting. Each district list is available at all SIAFG meetings for the District Representatives or member from that district.
- ***Meeting Lists: Shall be the link for Meeting Lists between AFG, Inc., SIAFG and all Al-Anon/Alateen Family Groups, District Meeting Lists Coordinators, and/or District Representatives, and any others doing work in the area of Meeting Lists.*** Update the siafg.org website through the SIAFG webmaster.
- ***Members: Shall send, or cause to be sent to Group Records at AFG, Inc (WSO), the names and addresses of all SIAFG members***
- ***siafggrprec@gmail.com:*** Keep g-mail account updated for Officers, Coordinators, District Representatives, Group Representatives, and District Meeting List Coordinators.
- ***Labels:*** Keep USPS mailing address labels updated for officers, coordinators, DR's, GR's, and CMA's for those groups and individuals without electronic communication.
- ***Email:*** Send/notify availability to Officers, Coordinators, District Representatives, Group Representatives of Assembly Meeting notification, Updated officer, coordinator, and DR List, News-O-Grams and AWSC (Area World Service Committee), and SIAFG Assembly Minutes and SIAFG treasurer's reports. The Recording Secretary and News-O-Gram Coordinator provide this information.
- ***Mail:*** Send out by mail the News-O-Grams, minutes, treasurer's reports, updated Officers, Coordinators and DRs' List, and assembly meeting announcements to those without electronic connections. The Recording Secretary and News-O-Gram Coordinator send the information to the Group Records' Secretary.
- ***Board minutes:*** Send SIAFG Board Minutes to SIAFG Board. The Recording Secretary provides the minutes.

SIAFG Group Records Policy is that Area 16 (Southern Illinois Al-Anon Family Groups) will send all group record changes and new registrations to the SIAFG Group Records Secretary. He/She will make changes to the Area 16 SIAFG and WSO records. DRs will have read only access and run reports for their specific districts from WSO. If they find needed changes they will contact the SIAFG Group Records Secretary.