

Alcoholics Anonymous District 90

REGISTRAR

Revised Job Description 2018

General Description: It is suggested that any person interested in becoming the District Registrar should have a minimum of two (2) years continuous sobriety, own or have regular access to a computer, and have some proficiency with MS Word, Excel, email and normal internet activities. The District Registrar will be a voting member of the District 90 Officers Committee, and the District 90 GSR Committee and will serve a two-year term along with other District Officers.

Position Duties/Responsibilities:

1. Maintaining the District Roster which includes current names, addresses, telephone numbers, email address, etc., for all District Officers, GSR's and Group contacts in the District. This roster should be updated at least once per year. A copy of this roster will be provided to the District Archivist and DCM in Excel format on CD ROM by the April GSR meeting each year. Hardcopies of this roster are to be made available in sufficient quantity at each April GSR meeting for all members of the District 90 GSR Committee. Other hardcopies should be made available as required or requested during the year. The information contained in this roster should be considered confidential and be treated as such and should not be shared with anyone outside the District 90 GSR Committee.
2. Process all Group Change Forms and New Group Registrations throughout the year. Interface with the Area Registrar on a regular basis to keep the database current and accurate. Update the District roster and mailing list on a regular basis. Maintain records of all New Group Registrations and Group Change forms.
3. Maintain the District 90 Convention flyer mailing database. Update the database after each convention to purge outdated information, add new names and addresses, and make this database available to the Convention Chair and the DCM in Excel format on CD ROM, by the April GSR meeting each year. Coordinate with the Convention Chair, Treasurer, or Flyers and Mailings Chair as required.