

## Registrar

### Purpose:

To provide an overview of the role of the Registrar for Alcoholics Anonymous, Area 27. The Registrar position is appointed by the Area Chair, and approved by the full assembly. The Registrar reports directly to the Chair, but is responsible for communicating with all Area 27 officers and committee chairs.

### Primary Duties:

The Registrar's primary duty is to maintain a local database of all groups and key personnel in Area 27. This includes a list of:

- all group names, and their associated Group Service Representatives (GSR) and Alternate Group Service Representatives (ALT-GSR)
- all group meeting place and times
- the mailing address, telephone number(s) and email(s) for key personnel in the area
- all District Committee Members (DCM) and the Alternate District Committee Members (ALT-DCM), their mailing address, telephone number(s) and email(s)
- all area committee chairpersons, their mailing address, telephone number(s) and email(s)
- all area officers, including the Delegate, Alternate Delegate, past delegates, and current trustees for the Southeast Region, their mailing address, telephone number(s) and email(s)

### Secondary Duties:

The secondary duties of the Registrar include:

- maintaining an open line of communication with the General Service Office (GSO) through telephone, email, and direct access to the Fellowship New Vision Database
- updating GSO with any changes to the information noted above in the primary duties section
- assisting new groups in getting registered with GSO
- organizing and supervising registration at all Area Assemblies
- providing a record of attendance at each Assembly to report back to the Assembly at the conclusion of the Assembly
- assisting the Chair and Alternate Chair in the performance of their duties that relate to necessary retrieval, organization, and presentation of information about Area 27

- producing mailing labels for the Area Secretary for all GSRs, DCMs, area officers, area committee chairs, Delegate, Alternate Delegate, past delegates, and the Southeast Regional Trustee who elect to receive Assembly minutes, newsletters, and assembly information by US mail approximately one month after each Assembly
- forward those labels to the Area Secretary for distribution of the minutes
- producing a full or subset of labels for any legitimate AA purpose when properly requested and approved by the Chair

#### Necessary Skills:

In order for the Registrar to ably accomplish the above duties, the following skills are suggested:

- ✓ Strong communication skills
- ✓ Available use of a telephone where voice messages can be left
- ✓ Electronic mail
- ✓ Email address
- ✓ Knowledge of sending and receiving email
- ✓ Basic computer skills
- ✓ Familiarity with Excel spreadsheets, including importing comma-separated values [csv] into them, and sorting them by various criteria
- ✓ Familiarity with Microsoft Word, and specifically the ability to merge data in the forms of letters, labels, and lists based on an Excel spreadsheet
- ✓ Familiarity with basic database concepts and a willingness to learn the use of a pre-defined database system in FileMaker Pro.
- ✓ Familiarity with printing documents
- ✓ Ability to summarize data, such as attendance information
- ✓ Strong organizational skills
- ✓ A basic knowledge of the AA Traditions and the Concepts
- ✓ A considerable amount of time to devote to the task, as there are some weeks where 20 plus hours of time are required in order to perform the duties noted above

#### Recent History:

It was not until a few years ago that the Registrar's duties, defined above, were extracted from the duties of the Area Secretary. The workload of each of those positions was considerable and factored into the Assembly's decision to create a new role for Registrar.

Prior to 2008, the Registrar maintained all information in an Excel database. As the area grew and additional information was required to accomplish the above-noted duties, a decision was made to transfer the data to FileMaker Pro, a comprehensive and flexible database. This was

accomplished to facilitate data entry, retrieval, and organization. In its present form, there are numerous layout screens that have been pre-configured; thus database construction is not a required skill to effectively perform the job of Registrar.

Questions:

Please feel free to contact the current Registrar or Chair if you have any questions.