

GROUP RECORDS COORDINATOR

The work of the Group Records Coordinator (GRC) helps ensure:

- that information provided to the public about Al-Anon and Alateen meetings in our Area is kept up to date, so that those seeking our meetings can be sure to find us, and
- that group contact information provided to the WSO is kept up to date, so that WSO's lines of communication with Area groups will be uninterrupted

The GRC maintains accurate group records for the Area and communicates changes to:

- WSO (via their online database)
- Coordinators of the Area Website, Meeting List, and Answering Service
- the District Representative in the affected district
- the Area World Service Committee

Before each printing of a new meeting list, the GRC solicits updates from the District Reps, sending them their district's current records and requesting their prompt feedback.

The GRC confers with the Meeting List Coordinator before the printing of the new list to ensure good correlation of information.

The GRC makes group records information available at Spring and Fall Assemblies for members to verify the accuracy of the information.

The GRC participates in conference calls conducted by the WSO for GRCs.