

## AREA D REGISTRAR Job Description (Two Year Term)

The Registrar:

- has a reasonable period of continuous sobriety;
- has an understanding of the AA program and of AA Traditions;
- has the willingness and availability to regularly attend Area Assemblies and Committee Meetings;
- has access to a computer with the Internet and email facilities (preferably not an employer's) and a working printer
- has a basic knowledge of Excel Spreadsheets
- maintains an up to date list of all AA Groups in their Area and all their registered GSRs as well as separate lists of each District within the Area with their DCMs and GSR information (names, email addresses, phone numbers and where applicable home addresses);
- maintains an up to date list of all members of the Area Committee
- prints out the GSR Sign In Sheet, Committee Sign In Sheet and Observers Sign In Sheet for each Area Assembly;
- ensures all those attending an Area Assembly has signed the appropriate Sign In Sheet and gives the Chairperson / Secretary the numbers of who is eligible to vote on any motion or matter;
- provides the Area Secretary with a list of all who attend the Area Assemblies for recording in the Minutes of that Assembly;
- ensures and maintains the privacy of all GSRs and Committee members' information – only giving a copy of the Master Group & GSR information to the Area Delegate and Area Secretary.