

Area 1 Alabama / NW Florida Registrar Responsibilities/Duties

1. Actively participate in the process of the General Service Conference, by being familiar with the Agenda Items, Advisory Actions, Additional Committee Considerations, and all related background material for the Conference Committee on Finance. Offer information, experience, and input to our Delegate to help prepare him/her for the General Service Conference.
2. Attend, serve, and participate as a voting member of the Area 1 Assembly.
3. Prepare yearly estimated budget and maintain records of expenditures.
 - a. Purchase materials/supplies necessary to meet responsibilities.
 - b. Keep up with all receipts for supplies purchased.
 - c. Turn receipts over to Area Treasurer for reimbursement.
4. Prior to Area Assembly, obtain name badges from the Montgomery Chamber of Commerce.
 - a. Call several days in advance 334-261-1102 and request 500 each Assembly
 - b. There is a .10 charge for the name badges.
5. Ensure registration area is set up prior to 5 PM on the Friday of Area Assembly.
 - a. Two tables, end to end, in front of registration booth, for sign-in and flyers of upcoming events (If tables are not set up, see Area One Chair)
 - b. Make sign sheets, dated on each page with columns for:
 - i. Number
 - ii. Name
 - iii. Group
 - iv. City and State
 - v. Enough lines for 350-400 members to sign in each quarter
6. Registration officially opens at 7 PM on the Friday of Area Assembly but, in the past, it has been made available early.
 - a. Keep a supply of name badges, pens, and tags, along with the registration book available.
 - b. Put out blank hotel reservation forms as a courtesy to the membership and the hotel, (completed for should be turned in at the hotel front desk, not the registration table).
7. Keep current roster available at Registrar's table for GSRs and DCMs to check, (most current roster [with all changes] should be available for Sunday morning sign-in including Groups, DCMs, Area Committee Chairs, and Area Officers).
8. Completed registration pages inserted in plastic sleeves for Archives Committee.
9. Keep group information database updated and current including meeting times and types if possible, (sometimes only times will be available).
10. Maintain and make available Group Change Forms and New Group Forms for GSRs and DCMs.
 - a. Collect Group Change Forms and New Group Forms from GSRs and DCMs and update Area database with current information.
 - b. Mail copy of Group Change Form to GSO (address is on form), or email an electronic copy to records@aa.org
 - c. Mail entire New Group Form to GSO (address is on form), or email an electronic copy to records@aa.org. Make copy of original for Area records before mailing.
11. Maintain, and have available, blank District Change Forms:

- a. Collect completed District Change Form from DCMs.
 - b. Update Area database and mail to GSO, (or email electronic or scanned completed forms to GSO at record@aa.org)
12. Maintain working contact with GSO, (Call GSO and ask to speak with someone in the Records Department).
13. Attends Sunday morning Area One Assembly and reports to Area Assembly.
 - a. Sign the Roll Call Roster by 9 AM on Sunday morning.
 - b. Responsible for Roll Call when necessary at Area One Assembly;
 - i. Suggested Roll Call order:
 1. GSRs in numerical District order.
 2. DCMs in numerical District order.
 3. Committee Chairs.
 4. Area Officers.
14. Provide Registrar Report during Sunday morning business meeting including total members registered and total GSR's signed in.
15. Provide following information to the Area Committee during January and April Agenda Committee Meeting, (Area Secretary has handouts for Area Committee – coordinate effort with Area Secretary).
 - a. January
 - i. DCMs receive Two (2) each: New Group Forms; Group Change Forms
 - b. April
 - i. Delegate receives list of all group in Area One (1) – printout of CD ordered by Registrar from GSO in January.
 - ii. Treasurer received list of list of groups with city list.
 - iii. DCMs receive One (1) each: New Group Form; Group Change Form
16. Provide mailing labels to Area Secretary for mailing of Area Assembly minutes, (labels are also made available to Districts for AA-related use only at the request of the DCM).
17. For more information on duties, responsibilities, and qualifications of Area Officers and Area Committee Chairs, please see the A.A. Service Manual, and other General Service Conference-approved literature.

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