

Motion to amend the Duties & Responsibilities of the Registrar and to create Duties & Responsibilities for the Alternate Registrar

Motion

The Area Registrar moves to amend the Duties & Responsibilities of the Registrar and to create Duties & Responsibilities for the Alternate Registrar as follows (additions are in bold, deletions are struck through):

Registrar

Qualifications

- **Responsible person with a reasonable period of continuous sobriety.**
- Computer literate, preferably with some understanding of databases **and spreadsheet tools.**
- **Ability to organize, communicate, and manage detailed information.**
- **Ability to responsibly handle and protect personal information.**
- **Familiarity with the Area and District service structures and the ability to communicate throughout it and with G.S.O.**
- An average of five hours a week will be required. The workload will vary greatly from week to week. **Additional time will be needed for entering changes after District elections.**
- The position requires the use of a proprietary web-based database **maintained and operated by G.S.O. Training on how to use the database is provided by G.S.O. called Fellowship New Vision (FNV).** ~~There is a tutorial available.~~

Responsibilities

- Perform all duties as outlined in the Officers Responsibilities section of this document.
- **Work with Trusted Servants to gather and verify accurate and up-to-date names, addresses, email addresses and phone numbers of Trusted Servants at the group, district, and area levels.**
- **Maintains a clear line of communication with GSO staff members involved with maintaining group and trusted servant records in the GSO database**
- **Takes advantage of Registrar trainings and sharing sessions hosted by GSO staff whenever possible**
- Maintain the **G.S.O. FNV** database of all Groups and their G.S.R.s, **Alternate G.S.R.s, and** ~~or M(m)ail C(e)ontacts~~; the N.I.A. **Officers and Service Committee Chairs**; and the **D.C.M.s, Alternate D.C.M.s, and Service Committee Chairs** ~~roster of Trusted Servants~~ in each of the Districts in Area 20.
- **Maintain the N.I.A. database of all Trusted Servants that are not included in the G.S.O. database, such as Alternate Service Committee Chairs, District Officers, Appointed Service Positions, etc.**
- **Open local P.O. Box for receiving group forms by mail. Close old P.O. Box making sure forwarding of mail will take place for a minimum of one year (two years would be preferred.) Collect mail at least once a week and enter any changes in the databases.**

- Update forms used in N.I.A. as needed, and include the new P.O. Box address and effective dates. Forms include the New Group Form, Group Change Form, District Service Position Change Form, and D.C.M./Alternate D.C.M. Change Form.
- Maintain a list of District level group record-keepers (usually the Secretary, but sometimes a District Registrar, G.S.R. Contact Chair, or L.C.M.) and provide training workshops on the forms used in N.I.A. and using reports in their record keeping.
- E-mail group contacts after changes have been entered into the databases, notifying them that the changes have been made and providing them with their group number. Copy the D.C.M., Alternate D.C.M., and District level group record-keeper as well.
- From the G.S.O. FNV database and N.I.A. database, generate the N.I.A. Mailing List to be used for Assembly and Committee Meeting Minutes, as approved by the 2002 Winter Assembly, and for the Concepts newsletter, as approved by the 2003 Spring Assembly, and to include:
 - All current members of the Area Assembly and their Alternates as defined in the Area Guidelines.
 - All Group mail contact persons. (*moved up the list*)
 - The East Central Regional Trustee.
 - The East Central Regional Correspondent.
 - All District Level Trusted Servant **Officers and** Chairpersons with a corresponding Committee at the N.I.A. t(T)to include the following positions: **Secretary, Treasurer, Accessibilities, Answering Service, Archives, Bridging the Gap, Cooperation with the Professional Community, Corrections, Grapevine, Literature, Newsletter, Public Information, Treatment Facilities, and Web Administrator. (*reordered committees alphabetically*)**
 - Only those people who hold current service positions described above should be included on the N.I.A. Mailing List.
 - When a person rotates out of service, the incoming Trusted Servant replaces the outgoing **Trusted** Servant on the N.I.A. Mailing List.
- ~~At the Assembly make available New Group and Group Change forms.~~
- ~~On a quarterly basis, provide to each D.C.M. a list of registered groups in their district. The FNV tutorial includes instructions for generating the list.~~
- Maintain a roster of all **Area Committee members** ~~area-trusted servants~~, which includes:
 - Service position
 - First name
 - Last name
 - **City and State**
 - Telephone number
 - E-mail address
 - Whenever updates are made to the roster, distribute the roster by e-mail to all **T(t)rusted S(s)ervants** on the list.
 - The distribution e-mail should clearly indicate the confidentiality of the roster and should warn against indiscriminate distribution and posting in any publicly accessible internet location.

- Participate at the registration table at Assemblies and Area Committee meetings.
- Make a report at Assemblies and Committee meetings. (*moved down the list*)
- Provide an **anonymity-protected** Area Roster at **Assemblies and Committee meetings** to verify contact information for all Area Trusted Servants and D.C.M.s.
- Maintain attendance records for Area Trusted Servants.
- Maintain a count of total number of attendees **at Assemblies and Committee meetings, including the number of voting members by category, and provide the total to the Area Secretary for the meeting minutes.**
- **Maintain Area Registrar laptop and accessories.**
- **Maintain and update the Area 20 Registrar's Handbook as needed.**

Alternate Registrar

Qualifications

- Same as the Registrar but with only 2-3 hours per week required.

Responsibilities

- Perform all duties as outlined in the Officers Responsibilities section of this document.
- Receive training on and assist the Registrar in maintaining the G.S.O. database.
- Assist the Registrar in maintaining the N.I.A. database of all Trusted Servants.
- On a quarterly basis, provide to each D.C.M. a list of registered groups in their district and their G.S.R.s, Alternate G.S.R.s, and Mail Contacts.
- On a quarterly basis, provide to each D.C.M. a list of their District Trusted Servants.
- On a quarterly basis, provide to the Area Treasurer and Alternate Treasurer the Area Treasurer's Reference List of Groups in N.I.A.
- Create rosters of all District Level Trusted Servant Officers and Chairpersons with a corresponding Committee at the N.I.A., and their alternates, and provide the rosters to the corresponding Area Officers and Service Committee Chairpersons.
 - Whenever updates are made to a roster, distribute the roster by e-mail to that Area Officer or Service Committee Chairperson.
 - The distribution e-mail should clearly indicate the confidentiality of the roster and should warn against indiscriminate distribution and posting in any publicly accessible internet location.
- Participate at the registration table at Assemblies and Area Committee meetings.
- At Assemblies and Area Committee meetings, make available New Group Forms, Group Change Forms, District Service Position Change Forms, DCM/Alternate DCM Change Forms, and the current roster of the Area Committee.

Background

With the change from Fellowship New Vision (FNV) to Fellowship Connection (FC), some changes need to be made to the Duties & Responsibilities (D&R) of the Area Registrar, in order to align with the new terminology and abilities of FC. The qualifications from the AA Service Manual (BM-31) and information from previous motions passed by the Area Assembly relating to the Registrar and the mailing list are also integrated. The NIA 20 Service Manual does not contain any D&R for the Alternate Registrar. The proposed D&R are based on current practices, information from the "Area 20 Registrar's Handbook," and moving some D&R from the Registrar to the Alternate Registrar.

References

NIA 20 Service Manual

<http://aa-nia.org/wp-content/uploads/NIA-20-Service-Manual-web-202012.pdf>, pages 37-38

NIA 20 Assembly Actions 1972-2021

<http://aa-nia.org/wp-content/uploads/NIA-Assembly-Actions-1972-to-Winter-2021.pdf>

- 2002-13 - Motion that mailing list for Assembly and Committee Meeting Minutes contain only names of those holding current service positions
- 2003-01 - Motion that Concepts mailing list be same as NIA current service position mailing list
- 2011-5 - Motion to distribute an anonymity protected version of the Area Roster via e-mail

The A.A. Service Manual

https://www.aa.org/sites/default/files/literature/en_bm-31_3.pdf, pages 36-37 (S-27 & 28)

Follow Up Action Required

Update the NIA 20 Service Manual. On page 37-38, replace the section on the Registrar with the approved changes and add the section on the Alternate Registrar.

Respectfully Submitted

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