**Hawaii Area 17**

*Alcoholics Anonymous General Service*

Date: 01/21/2023

Person reporting and position: Sean Fox, Registrar

Duties:

The duties of the registrar have evolved with the implementation of Fellowship Connection. Registrars often are a crucial first point of contact for A.A. groups and trusted servant’s data. Although the registrar’s duties will vary by area, the need for accurate information and clear communication is the foundation of this role. Other duties may include:

**-**Develops and maintains records of all groups in the area, including group name, meeting location, and GSR or group contact

**-**Works with trusted servants to maintain accurate and up-to-date names, addresses, email, addresses, and phone numbers of the GSRs, DCMs, district and area officers, and area committee members

**-**Works locally with delegates and DCMs on verifying the accuracy of the data submitted and wherever necessary following up communication for corrections

**-**Works with the G.S.O. Operations department in keeping area information up to date

**-**Notify area committee members of upcoming area meetings

**-**Register all voting members at area assemblies and determine a quorum

**-**When voting, determine whether a motion is accepted or defeated

**-**Perform such other duties as may, from time to time, be deemed necessary by the area assembly.

**-** Appoint the area’s standing committee chairs in conjunction with other area officers

For this panel I will be dedicated to not only accomplishing my duties as listed above, but to also work diligently towards getting Area 17’s roster updated. I will also work to get all host DCMs trained and informed on our spreadsheets. Also I will work with all DCMs on questions and training on Fellowship Connection.