

Hawaii Area 17

Alcoholics Anonymous General Service

Date: 09/09/2023

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

In a continued effort to keep our Area updated, I have been working diligently to ensure the information received by GSO is up to date and current. I have been working thoroughly with Member Services to make necessary corrective actions regarding our district counts. In July, the Delegate and I, received a memo regarding the "Unkown Group Status". Together, with the

DCM's, we have manage to get our count in that category down to 7 (we had 46 at the time of the Memo being received). The deadline for our first progress report is September 29th, we plan to be at ZERO by that time. Mahalo for all the assistance provided. Deborah L. and I have set a plan in place to train each Assembly hosting district on best practices and Q&A. We look forward to meeting with Hilo/Hamakua District 7, Mark N. and team, to continue this best practice. Finally, we appreciate the allotted time given by our Area Chair, Jeannie, to allow us all to get registered for the upcoming Inventory Assembly. These continued best practices will certainly ensure our smooth operations and much needed assistance for the Host District and it's committee's.