**Hawaii Area 17**

*Alcoholics Anonymous General Service*

Date: 02/25/2023

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

So with our first assembly behind us we are making progress in the Area 17 clean up isle. However, we still have a long way to go in order to get our area updated with GSO. Changes to your Districts must come to me as soon as you are aware. Thank you to those who have been diligent in this process thus far. DCM’s please be aware that out of our 14 districts, 8 have filled out the physical change form. This must be done for our Area record keeping. Once I have all 14 DCM’s physical copy of the change form I will inform member services that they can issue read only access to our fellowship connection. One last note….I still have 48 Unknown groups listed on fellowship connection, which means I’m still looking for Active or inactive group updates and if they are active I need a contact person for the group in question. Mahalo to you all for your Service and support, it is so greatly appreciated!