

Hawaii Area 17

Alcoholics Anonymous General Service

Date: 04/01/2023

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, at this point, we are at the close of our second assembly of the year. We want to remind the area of a few hot topic items. Regarding host districts and registration, it is imperative that Host DCM's remember to be in constant contact with myself and our Alt. Chair. We are here to serve you and your district and want to help in every way we can through communication. Once you

have your registration, homestay, and transportation chairs appointed they also need to know who to communicate with in the structure to help them better serve.

We are also committed to helping you clean up and grow your district. This is going to take everyone to accomplish. Over the next few months, we will be in constant contact with each of you to work towards this goal. Please know that we want to help you enjoy this awesome panel and your experience in this service position.