

VIRTUAL AREA A REGISTRAR

BACKGROUND AND JOB DESCRIPTION

BACKGROUND

The Virtual Area A is seeking AAs residing in Australia to nominate for the service position of Registrar which has been added to the current Committee structure in line with the suggestions outlined in Section 5, Part 2, pages 16-17 of The Australian AA Service Manual (Ninth Edition). Accordingly, the Registrar is a voting member of the Area Committee as per Concept IV, rotating every 2 years. Also, given the number of listed meetings under the scope of the Virtual Area A, the workload of registrar will be distributed between the Registrar's Working Group comprising, as a minimum, the Delegate, Alternate Delegate and coordinated by the Area Registrar.

JOB DESCRIPTION¹

The Virtual Area A Registrar will develop and maintain records of all virtual Groups and their meetings. The records include Group information such as Group name, meetings, meeting format, time, location, and GSR or contact for the Group. The Registrar will also be responsible for names, residential status, and contact details of the GSRs, DCMs, District officers, Area officers and other Area Committee members (where applicable).

The primary task for the Registrar and working group is collection and organisation of data relating to:

1. How many Groups there are in the Area.
2. How many meetings there are in the Area.
3. Approximately how many Members there are in the Area.
4. The approximate make-up of the Members in the Area (i.e., % local vs international)
5. Other Group data deemed relevant.

The members of the Registrar and working group will be in close contact with the Groups in the Area. If Groups do not respond to the request to register, the Registrar or a working group member will contact them directly for their details.

The specific tasks for the Virtual Area A Registrar include:

1. Bring the Virtual Area A Group Register up to date, and ensuring it is current as an ongoing task.
2. Coordinate the activities of the working group, including the strategy for reaching out to virtual meetings and Groups, and allocation of tasks and priorities as necessary.
3. Regularly report activities of the working group and relevant statistical findings and trends at Area Committee meetings and Assemblies, and to the General Service Office.

¹ Adapted from The Australian AA Service Manual (Ninth Edition): Section 5, Part 2, pages 16-17.

4. Proactively recruit AAs to join the working group to share the workload.

The Virtual Area A Registrar will demonstrate a willingness to be organised and have sufficient computer literacy and familiarity with spreadsheet data collection.

The Virtual Area A is seeking to elect someone to this position at the next Assembly on Sunday February 25, 2024. Please express your interest by emailing the Virtual Area A Secretary, Helen R (aaausvirtualarea.secretary@gmail.com).