SETA AREA REGISTRAR
AND ALTERNATE REGISTRAR
JOB DESCRIPTION

General Description: The Registrar is elected by the Area Assembly to serve a two-year term. The Registrar is a voting member of the Area Assembly and a member of the Area Committee. The Alternate Registrar is a voting member in the absence of the Registrar.

Position Description: Area Registrar develops and maintains records of registered groups, either active or inactive, within the Southeast Texas Area. These records include Group information such as Group name, meeting location and time. The Registrar is also responsible maintaining names and addresses, phone numbers of GSRs, DCMs, area officers and other Area committee members. Any information change or addition generated at the district or group level is sent to the Area registrar Registrar to be entered into the General Service Office ("GSO") database. Area Registrar is the custodian of the area display map and individual district maps. It is very helpful to become familiar with district boundaries.

The Area provides a laptop. Registrar to have general office experience. Knowledge of computers is important. Having experience with or a willingness to learn database operations is helpful, but not a requirement. This service position demands time, organization skills and attention to detail; changes and additions are constant. A minimum of three years of continuous sobriety and two years of previous service in this Area Assembly.

Duties and Responsibilities:
- Generate from the GSO database the annual group information sheets. These sheets are distributed to the District Committee Members for review and update. The Registrar records all changes received from the DCM's in the GSO database. These updates are used by GSO to generate the AA regional directories.
- Communicate with the District Committee Members group information listed for their district, as listed in GSO database, by providing them a printed list of that information when needed.
- Provide the Delegate with a list of all groups, Area committee and mailing labels as needed.
- Be available at each quarterly assembly meeting to collect updates from new GSRs, DCMs etc. for processing before the next mailing.
- Perform roll call at Quarterly Area Committee meeting and the Quarterly Area Assembly meeting. Qualify the voting members of the Assembly for assembly voting matters.
- Communicate with and be willing to involve the Alternate Registrar.
- Provide information, as needed, to the SETA Information Technology committee.
- Encourage DCMs to elect district registrars.
- Prepare a budget and attend the Annual Budget Meeting.
- Job Descriptions will be reviewed or revised by April of every even-numbered year to reflect any necessary changes or additions to the position. In addition, file review or revision will be noted in footer of job description with year of review or revision.

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JOB DESCRIPTION CONTINUED

- The reviewed or revised job description will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.
- The Registrar will be responsible for coordinating with the Area Assembly host district to perform registration for voting and non-voting members of the Assembly. The Registrar will maintain and bring to the Assembly adequate supplies necessary for registration. Supplies include:
  - Lanyards / Badge Holders (most people prefer the lanyards you wear around your neck, because the kind that you have to pin on yourself can damage your clothes)
  - Lanyard return box would be helpful if you want them returned for future use
  - Name tags or badge inserts (new lanyards will come with name tags, but if recycling lanyards, badge inserts are needed)
  - Sharpies and pens
  - Three Sign-In Books
    - Two books for voting members
    - One book for non-voting members
  - Cash box/bag and CASH to make change with (Coffee Tags are $5)
  - Scissors
  - Paperclips
  - Numbered Stickers (Green)
  - New GSR Stickers (Red)
  - Coffee Stickers
  - Three Framed Signs
    - Registration Here
    - Voting Members Sign-In
  - Forms include:
    - New Group Forms (attached)
    - New GSR Forms (attached)
    - Group Change Forms (attached)
    - Agendas (will be emailed as soon as available)
- District Maps (attached)
- Area Roster (attached)

The Registrar will maintain a roster of members of the Area Committee plus Past Delegates, the Archivist, the Webmaster and the Postmaster. The document will include name and position, mailing address, phone number, and e-mail address. This roster should be updated following each Quarterly Assembly and sent to individuals on the roster, but only individuals on the roster. Primary means of distribution will be by e-mail. This document must be treated as "Personal and Confidential."

Responsibilities for using SETA computer equipment

Where computer equipment is provided for a SETA service position, that User's Job Description should outline the responsibility for computer use and maintenance.

1. *All Information Technology equipment should always be stored in a manner that does not expose same to extreme ambient or damaging conditions.*
2. *The assigned user should store and use the equipment during his/her term. If there is a vacancy in the position the alternate takes possession until the position is filled. Unused equipment should be referred back to the Area Committee for disposition.*
3. *In order to preserve and secure SETA's data, the assigned user should use SETA equipment for Area business when supplied. Use of personal equipment is discouraged.*
4. *All data relating to Area business should be stored on the SETA-provided equipment.*
5. *Transfer of SETA equipment to the new user should take place as soon as practicable after elections and completion of assigned tasks.*
6. *Data from all SETA equipment should be backed up on to currently available backup media supplied by SETA, such as another computer, flash drive or optical disk. Backed up data should also be kept at an alternate site. Backup media should be passed to the successor at the end of the term.*