

A Motion to Modify the District 12 Assembly Service Manual

The District 12 Group Services Committee, by a unanimous vote taken on June 6, 2011, presents the following motion to the District 12 Assembly for their consideration.

Moved that the description of the District Registrar which is on page 39 of version 3.5 of the Service Manual, be modified as described below. These modifications are being proposed to clarify the communication required of the District Registrar.

Modify the first paragraph by replacing the final sentence with the following:

All changes made by the District Registrar shall be communicated via email to the following distribution list.

- *NHAA Area Registrar (registrar@nhaa.net)*
- *NHAA Area Service Office (office@nhaa.net)*
- *District 12 DCM (NHDistrict12DCM@gmail.com)*
- *District 12 Alternate DCM (district12altdcm@gmail.com)*
- *District 12 Secretary (district12secretary@gmail.com)*
- *District 12 LCM Committee Chair (consult the current LCM committee)*

Replace paragraph 5 with the following.

The District Registrar coordinates with the District Secretary to provide contact information as the Secretary requires.

These changes will result in the following complete description of the District Registrar.

District Registrar

This position is responsible for maintaining and disseminating all district group and meeting information. The District Registrar keeps an updated file listing each group's or meeting's name, location, time and day of meeting, nature of meeting, GSO reference number, current GSR data and alternate GSR or contact person information. Changes are submitted to the District Registrar by the representative of the group via the "Area 43 Alcoholics Anonymous Group Change Form". All changes made by the District Registrar shall be communicated via email to the following distribution list.

- NHAA Area Registrar (registrar@nhaa.net)
- NHAA Area Service Office (office@nhaa.net)
- District 12 DCM (NHDistrict12DCM@gmail.com)
- District 12 Alternate DCM (district12altdcm@gmail.com)
- District 12 Secretary (district12secretary@gmail.com)

- District 12 LCM Committee Chair (consult the current LCM committee)

When new GSR's are seated in the Assembly the Registrar will ensure that they are presented with the GSO GSR packet and a copy of the District Service Manual.

The Registrar also maintains an accurate list of current district officers, chairpersons and LCMs, complete with their addresses and telephone numbers. The District Registrar maintains the list of meetings within each zone in the District.

NHAA Area 43 will, annually, provide the District Registrar with a printed list of group information which it has received from GSO. The District Registrar is responsible for auditing this information to ensure it's accuracy and return any corrections to NHAA Area 43 in the time frame specified by NHAA Area 43.

The District Registrar coordinates with the District Secretary to provide contact information as the Secretary requires.

The Registrar is responsible for the publication of the District Meeting List. A new District Meeting List should be published, at least quarterly, or more frequently if sufficient changes are received by the Registrar to warrant it.

The Registrar must supply a quarterly report to the district to keep that body informed of major changes and allow an opportunity to close any gaps in its information gathering process.