

RHODE ISLAND/AREA 49

PROCEDURES FOR STARTING, CHANGING, AND CLOSING A GROUP

STARTING A GROUP

When people come together and decide to form an Al-Anon group, they must fill out a Registration/Group Records Change Form (GR-1). This form may be obtained from the Group Records Coordinator or on line at www.riafg.org. Click on the following options:

1. World Service Office
2. Members page
3. Login – password
4. Groups
5. New Group Registration

Detailed instructions on completing the form and steps needed to follow in starting a new group are clearly outlined. The form may be sent to the Area Group Records Coordinator or directly to the WSO, either electronically or by mail. When the Group Records Coordinator has been notified of the registration of a new group, it is his/her responsibility to then notify the District Representative and the Webmaster of the new group.

CHANGES TO A GROUP

Any changes to a group can be made on the same GR-1 form that is used to register a group. It should be sent to the Area Group Records Coordinator to make the changes in the WSO on-line database. It is the Group Records Coordinator's responsibility to then forward any changes as to meeting place, address, day, time, meeting type, or contact information, to the District Representative and the Webmaster.

CLOSING A GROUP

When a group decides it wants to close, the Group Representative, or some appointed member of the group, notifies their District Representative and the Group Records Coordinator of their decision to close. The Group Records Coordinator then changes the status of the group to Inactive in the WSO internal records.

In the event that a group is "rumored" to be closing, or if someone reports of having gone to a meeting and no one was there, the group's District Representative should be notified in order to verify that group's status. If there is no District Representative, then the Area Chair will appoint another Area Officer to verify the group's status. If it is determined that the group is closed, then the Group Records Coordinator should be notified to change the group's status to Inactive. The Group Records Coordinator then notifies the Webmaster to remove the group from the meeting list.

When a group closes, all materials and literature should be brought to the Area office for future use by new groups.