

Round Table Topic: Registrars

Date: 3-??-2019

Moderator: Sharon **Secretary:** Not identified

Identified Topics:

1. **Why does it take so long to GSR packets?** No one knew.

2. **What is the job of a Registrar?** An overview of Registrar responsibilities was discussed (but no notes were recorded). What do we do with correctional facilities? What about unknown Groups? We can streamline the process using pdfs. There is a new system. Information is sent to General Service Office. It is nice to get packets back when requested. In one case, someone asked monthly for the GSR packet, followed by a second request, then it arrived. Some Districts have extra packets that they provide to new GSRs and ask for them back when terms complete. The new system may have a box that can be checked to show the packet has been mailed.

3. **What is the overview process?** Enter data; send spreadsheets; some Districts perform orientations; clean up and correct meeting information; Google Drive sheets. Correctional facilities don't seem to have different formats.

4. Group versus meeting differences? Someone sent directive to clean up unknowns. Unknowns might come back. Inactive Groups are determined by GSO, which can be cross-correlated with Central Offices. Also under duties, work with Treasurers and send new form to Groups if a Group can't be found. Some Group names: Form sent to District, open or closed, notify that information has been submitted. What address app can be used to check addresses? Mostly Google.