

**INFORMATION FLOW FOR GROUP RECORDS INFORMATION TO ENSURE
ACCURATE MIAMI-DADE WEBSITE AND WHERE AND WHEN**

Group Action:

When a meeting change of any kind (day, time, location, contact person, GR, etc.) occurs, the Group Representative needs to send a GR-1 change form to the district representative for 200 or 190. (dr200@alanonsofla.org or dr190@alanonsofla.org).

District Action:

The DR or the group records chair for 200 sends the GR-1 forms to the Area group records chair and to the AIS Liason (ais@alanonsofla.org). The DR for 190, since District 190 has no group records chair, will send the forms to the Area group records chair and to the AIS Liason (ais@alanonsofla.org).

AIS Action:

The AIS Liason sends the GR-1 forms to the Where and When chair (newcomers@alanonsofla.org) and to the Webmaster (admin@alanonsofla.org). The Website is updated immediately and the Where and When is updated the next time it is published, currently three times a year.