

AL-ANON-CER EDITOR

QUALIFICATIONS:

- Any Al-Anon/Alateen member who is not also a member of AA is eligible to serve.
- Be thoroughly familiar with the Service Manual from World Service Office, Guidelines from World Service Office, and have a working knowledge of the Steps, Traditions and Concepts of Service.
- Have time to edit, prepare and mail the *Al-Anon-Cer* before due date.
- Computer Skills needed.
- Must be willing to have name, address and phone number published in Area newsletter.
- Be available to travel throughout the Area.
- Be available to serve three years.

DUTIES:

- Attend all Area World Service Committee meetings (2 per year), give report and vote on issues.
- Attend all Area Assembly meetings (2 per year, possibly 3 in election year), give report and vote on issues only if also holding service position of Group Representative.
- Establish an Editor's Committee to assist with obtaining mail and various jobs to be performed to ensure cooperation in getting the *Al-Anon-Cer* mailed before due date of each issue.
- Follow World Service Office Guideline for Newsletters.
- Obtain from Area Group Records Coordinator a current list of Area World Service Committee members including name, position, address and phone number of each.
- Maintain a master list, obtained from Area Group Records Coordinator of all Area World Service Committee members, Group Representatives, Group ID#, Individual Subscribers with names, addresses, and phone numbers. Exchange newsletters with other Areas.
- Cooperate with Area's Treasurer, Secretary, and Chairman to ensure prompt payment of expenses of the newsletter for printers, non-profit mailing permit, non-profit mailing account at the post office, etc.
- Publish names, addresses and phone numbers of all Area Officers, Coordinators, Liaisons, past Delegates, Northeast Regional Trustee and Trustee at Large and Al-Anon/Alateen Information Services, in each issue of the *Al-Anon-Cer*.
- Maintain and publish an Area calendar in each issue, and request Area Officers and District Representatives to notify Editor as soon as possible of dates of events in their Districts, and include Area events on calendar.
- Keep open communication with Al-Anon/Alateen Information Services for current information for the Area newsletter about these services.
- Maintain a notebook with all information, contacts and activities of Editor to be passed to the next Editor.
- Prepare a written or typed report of activities, thoughts and hopes for the Area to be given to the Area Archivist at the end of service term.