

## **Area 24 Public Outreach Coordinator Guidelines**

Public Outreach Coordinator (Public Information, Cooperating with Professional Community and Institutions)

### **Qualifications:**

- Any Al-Anon member who is not also a member of AA is eligible to serve.
- Be thoroughly familiar with the Al-Anon/Alateen Service Manual from the the WSO office and have working knowledge of the Steps, Traditions and Concepts of Service.
- Be able to travel throughout the area.
- Be able to serve for three years.
- Able to attend AWSC meetings and Assemblies. (2 per year for 3 years)
- Be willing to have name, address and phone number published in the Area Newsletter
- Computer Skills

### **Duties:**

- Area Liaison between WSO, Area 24, Groups and Districts as it relates to Public Outreach.
- Presents reports/updates to the AWSC & Area Assembly.
- Informs communities about the fellowship helping them to understand the help Al-Anon/Alateen can provide.
- When needed meets and talks to Spiritual Leaders, Healthcare providers, educators, or managers of local or television stations as it relates to share Al-Anon/Alateen literature, PSA's.
- Helps bring the Al-Anon/Alateen presence to local hospitals, rehabilitation centers, libraries, schools or penal facilities.
- May hold open meetings to invite community professionals in the area.
- Places Al-Anon/Alateen posters, literature in public areas.
- Maintains a notebook containing Public Outreach activities to be given to the next Public Outreach Coordinator.
- In keeping with continuity and building relationships shares, experience, strength and hope as it relates to this position with the new incoming Public Outreach Coordinator.

Al-Anon is attracting when it tells people why we are, what we are, what we do and how; We let them know that we are available if and when help is needed. We state facts, which are communicated via the press, radio, TV, films always stressing anonymity at the public level. "Al-Anon/Alateen Service Manual" page 107