

Maryland & District of Columbia Area
Guidelines for Area Newsletter Coordinator

April 2017

The Area **Newsletter Coordinator** or **Area Newsletter Editor** prepares quarterly editions of the *Al-Anon-Cer*, the Area newsletter, and distributes it by mail and/or email to all members of the Corporation. The newsletter includes the Corporation's calendar of events, a list of directors and others serving at and above the Area level, and a list of District Representatives, together with their contact information. The newsletter also contains announcements, and other articles and information.

Eligibility and Qualifications:

1. General:

- Any Al-Anon member who is not also a member of Alcoholics Anonymous is eligible to serve.
- Be familiar with the *Al-Anon Alateen Service Manual* and have a good understanding of the Steps, Traditions and Concepts of Service.
- Be willing to have name, address, phone number, and Email address made available to Al-Anon/Alateen members..
- Be available to travel throughout the Area to attend Al-Anon/Alateen functions.
- Be available to serve for a full 3-year term.
- Be able to use Email and to access information on WSO's eCommunities system.

2. Position Specific:

- Have time to edit, prepare and mail the *AL-ANON-CER* before due date.
- Office skills helpful.

Responsibilities and Duties:

1. General

- Attendance at Area Meetings.
 - Attend all Area Assemblies and Area World Service Committee (AWSC) meetings.
 - Prepare a written report on activities and send it to Area Chairman and Area Secretary at least two weeks prior to each AWSC meeting. This report will become part of the AWSC minutes and be published in the Area newsletter.

- Be prepared to give a brief oral report at each Area Assembly and AWSC meeting.
- Communications with World Service Office.
 - Keep aware of information from the WSO by regularly checking the eCommunity for this position.
 - Take part in all WSO conference calls this position.

2. Position Specific

- Follow guidance in *Al-Anon Guidelines: Newsletter Editors (G-21)*.
- Establish a 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.
- Obtain from Area Group Records Coordinator a current list of Area World Service Committee members including name, position, address and phone number of each.
- Cooperate with Area's Treasurer, Secretary, and Chairman to ensure prompt payment of expenses of the newsletter.
- Publish names, addresses and phone numbers of all Area Officers, Coordinators, Liaisons, past Delegates, 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.