

# **BC/YUKON AREA PUBLIC OUTREACH COORDINATOR JOB DESCRIPTION**

## **As a Member of Area World Service Committee**

The Area World Service Committee is comprised of Area Officers, Area Coordinators, Al-Anon Information Service/Literature Depot liaisons and District Representatives. The purpose of this committee is to plan for the general improvement of both the Assembly and the groups. The Area World Service Committee (AWSCM) meets between Assemblies to initiate projects, make recommendations to Assembly, and plan the Agenda for Assembly.

## **Area Coordinator General Responsibilities**

Area Coordinators serve as a communication link between the WSO departments and trusted servants in the BC/Yukon Area. Each coordinator is responsible for communicating with Al-Anon and Alateen members in BC/Yukon to inform members of available resources and encourage their use. They coordinate the activities of their assigned service area. Coordinators may also initiate activities to improve services to Assembly and groups. The Area Coordinator unifies the Al-Anon and/or Alateen special service for the Area. He/she works cooperatively with the Area Officers and members of the Area World Service Committee.

Interested applicants must submit a service resume to the BC/Yukon Area Chair requesting a specific position. BC/Yukon Area Coordinators are appointed by the Area Chair in consultation with Area Officers and are asked to serve for a 3 year term. They vote at Area World Service Committee Meeting, but not at Assembly unless they are also acting as a Group Representative.

## **General Qualifications**

- An active member of Al-Anon who attends meetings on a regular basis and is not also a member of Alcoholics Anonymous (P86 Al-Anon/Alateen Service Manual 2018-2021 edition)
- Able to attend AWSCM in May, Assembly in September and Officer/Coordinator meeting in January or February. (Up to one extra officer/coordinator meeting may be scheduled if required).
- Able to communicate effectively in English both verbally and in written form.
- Familiar with the Traditions and Concepts.
- Aware of Area and World Service structure.
- Willing to work cooperatively with members of the AWSCM.
- Internet and computer skills which includes MS Word and Excel and knowledge of chairing a Zoom meeting.
- Proficient use of email is necessary.
- Maintain a binder of pertinent information to pass along to the next coordinator.
- Able to lead by example (see leadership essay on page 196, Al-Anon/Alateen Service Manual 2018-2021 edition.)
- Have (or acquire) a current copy of the Al-Anon/Alateen Service Manual for reference.

## **Purpose of Public Outreach Coordinator**

The BC/Yukon Area Public Outreach Coordinator “serves as the communication link between the WSO and the BC/Yukon Area” (Guideline G-36). The Public Outreach Coordinator encourages groups and districts to participate in public outreach activities and provides information to members to assist them in initiating public outreach activities in their districts in two areas:

- Public/Media which is internet, newspapers, university and colleges and some radio, which does not interfere with World Service Office (WSO) advertising nation wide on tv and radio.
- Outreach to the Professional Community such as clergy, counsellors, therapists, mental health workers, medical personnel and law enforcers (police, lawyers, judges).

## **Specific Experience/Skills required:**

- Good communication and organizational skills.
- A good understanding of attraction vs promotion.
- Creativity and problem solving skills.
- Ability to response promptly to time sensitive requests.
- Ability to create and present Reports for Area AWSCM and Assembly.
- Able to organize a group of members to act as the Public Outreach Committee for a 1 year term.
- Chair Committee meetings.
- Able to speak at group and district meetings to let members know who we are and what we do.

## **Primary Duties**

- Facilitate workshop and displays for AWSCM and Assembly to inform members of public outreach opportunities and their importance to the growth of Al-Anon and Alateen Family Groups.
- Participate in Zoom and/or telephone conference calls with other Public Outreach Coordinators in North America when scheduled by WSO.
- Encourage members to become involved in Public Outreach initiatives.
- Encourage members to become involved as a committee member for Public Outreach.
- Communicate with membership through monthly reports submitted to the BC/Yukon Area Bulletin.
- Maintain communication with districts to become aware of Public Outreach initiatives and communicate ideas to members in other Areas and districts for their use.
- Generate enthusiasm for members to become involved in Public Outreach activities.
- Attend out-of-town meetings such as Officers & Coordinators Meeting (one day in January or February), Area World Service Committee meeting (Friday – Sunday in May), Assembly (Friday – Sunday in September and facilitate the Public Outreach Committee meeting (the 3<sup>rd</sup> Saturday of each month 10:30 a.m. – Noon) and attend Group Meetings to bring attention to what the groups can do for Public Outreach by either a talk and/or a presentation.
- Maintain binder to be passed to incoming coordinator.

## **Communication**

### Groups

- Provide information to Group Representatives at Assembly.
- Respond to questions from Group Representatives.

### Districts

- Request information about local Public Outreach activities.
- Respond to questions from District Representatives and local Public Outreach committees.

Area

- Prepare workshops and/or displays for Public Outreach at AWSCM and Assembly.
- Maintain contact with Area Officers and Coordinators in the form of Minutes or Reports.
- Prepare an interim annual report in April and a full report in August to be posted to the website by the Website Coordinator.

WSO

- Review AFG Connects and distribute Public Outreach information as it is released by WSO.
- Participate in Zoom calls in February and August of each year and provide the information to the Public Outreach Committee, Officers and Coordinators and Group and District Reps.

**Time Commitments**

Weekly:	Reviewing and sending emails and responding to questions	3 hours
Monthly:	Write Reports and contact Groups and Districts via Zoom or in person.	4 hours
	Attend monthly Committee Meetings and prepare an agenda	2 hours
Weekends:	2 weekends per year for AWSCM and Assembly	6 days
Twice a Year:	Attend Officer & Coordinators meetings 1 day each meeting	2 days
	Prepare workshops and/or displays for AWSCM and Assembly.	16 hours

Resources: Al-Anon Guidelines G-10, G29 and G38 and The Best of Public Outreach S-40.