

BC/Yukon Area Bulletin Coordinator Job

Description

(Updated Jan. 2024)

As a Member of Area World Service Committee

The Area World Service Committee (AWSC) 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 AWSC members meet 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 services 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 Meetings, 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 not also a member of Alcoholics Anonymous (Pg 163 *Al-Anon/Alateen Service Manual*)
- 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 Traditions and Concepts
- Aware of Area and World Service structure
- Willing to work cooperatively with members of the Area World Service Committee
- Internet and computer skills including MS Word and Excel
- Proficient use of email is necessary.
- Maintain a binder of pertinent information to pass along to next coordinator.
- Able to lead by example (see leadership essay on page 199, *Al-Anon/Alateen Service Manual*)
- Have (or acquire) a current copy of the *Al-Anon/Alateen Service Manual* for reference

Purpose of Bulletin Coordinator:

The BC/Yukon Bulletin acts as a communication link connecting all AI-Anon members. It provides information from many service-related resources: Assembly/Area World Service Committee, Districts, Groups, Members, AI-Anon Information Services (AIS) and World Service Office.

Specific Experience/Skills required:

- Good communication, time management and organization skills
- Ability to pay attention to detail.
- Ability to use online publishing software (i.e. Microsoft)
- Ability to respond promptly to time sensitive information.

Primary Duties:

- Clarity of communication is the Editor's job. If a submission is unclear, inaccurate, or misleading – contact the writer first, then BC/Yukon Chair or Delegate for clarification. Changes to content (other than punctuation) should not be done without prior consent.
- Responsible for Bulletin deadlines and distribution.
- Prepare an interim annual report in the April Bulletin for the AWSCM and a full annual report in the August Bulletin for Assembly.

Computer:

Produce using Microsoft Word or Microsoft Publisher and saved in pdf. A draft copy is emailed to the Officers for final edits/input. PDF format is used for uploading the online issue and for emailing to members.

Deadlines:

- **Submissions:** 15th of the month prior to current issue (e.g. – 15th of July for the August issue). The 15th works well to give time for receiving submissions other than by email.
- **Printing:** 25th of the month or date deemed appropriate by Editor is the final date for the Bulletin to be printed. Upload the bulletin to the BC/Yukon Website Coordinator to put on our website.

Production:

- Submissions: Officers and Coordinators submit most of the content. AI-Anon/Alateen service related only (no personal sharings). Received primarily by email. They can also be mailed or phoned in to the Area Bulletin Editor. (This gives those who are not electronically set up the opportunity to participate). An AA event can be included if it includes AI-Anon participation.
- As the submissions come in for each issue, saving them in a separate folder for each month keeps them organized. 15th is the deadline but can be extended until the 20th to allow for later submissions as deemed appropriate by the Area Bulletin Editor.

Distribution:

- Receive subscription payments via mail, record in spreadsheet and then mail to the Treasurer.
- Maintain up-to-date subscriber database/spreadsheet.
- Print labels from spreadsheet for monthly mail out
- Send renewal notices to members when subscription renewal is due.

- Purchase supplies for mailing (envelopes, labels, stamps)
- Arrange cost effective photocopying service.
- Stuff envelopes and mail

Time commitment:

- Approx. 8 hours or less each month – additional time for printing and mail distribution.

Traditions and Policy:

There are copyrights to be aware of when using any content from the AI-Anon Conference Approved Literature (CAL), and the Forum. We do not include anything from outside organizations.

RESOURCES:

Guideline G-21

E-Comm for Newsletter Editors from WSO

Copyright and reprinting guidelines

WSO Style Sheet