



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION

Approved: by the Assembly 7 August 2021

Effective Date: 21 August 2021

Position: AREA NEWSLETTER COORDINATOR

Term: 3-year term

Appointed by the Area Chairperson

Reviewed: July 2021

General Description

The Area Newsletter Coordinator is appointed by the Virginia Area Chairperson and is responsible for the production and distribution of the Virginia Area Newsletter. The Newsletter helps promote communication, promote Area events and encourage participation to attend events and consider future service opportunities. This includes, but not limited to the collecting of Virginia Area Items of Interest, notices of events, and articles from Area members. The Newsletter is posted on the Virginia Area Website and distributed to the VAWSC members for distribution.

Expenses incurred by this position are covered in the Newsletter Coordinator's budget (reference VA Area Treasurer's Report for actual budget amount).

Tasks

Prepare and distribute a newsletter on a recurring basis.

- Follow Newsletter Guidelines G-21.
- Format can be determined by the Coordinator and approved by the Area Officers
 - Coordinate with Area DR's for entries to for the Newsletter.
 - Distribute the Newsletter on a reoccurring basis, suggested 3-4 times per year to VAWSC members and posted on Area Website.

Time

Twice yearly Assemblies are two-day events.

- ⌚ Prepare for each Assembly & present brief report: 6 – 8 hours each Assembly
- ⌚ Twice yearly VAWSC Meetings are one-day events.
- ⌚ Prepare for each VAWSC meeting & present brief report: 6 – 8 hours each meeting
- ⌚ Semi-annual Officers and Coordinators Meetings are one day events
- ⌚ Producing written reports: 1 – 2 hours per event.
- ⌚ Newsletter preparation: 16 – 20 hours per newsletter

Position Requirements and Desired/Helpful Skills

- ⌚ Verbal and written communication skills.
- ⌚ Computer skills including the ability to maintain spreadsheets and/or databases.
 - Familiar with working with laying out newsletters.
- ⌚ Word processing skills for producing written reports.
- ⌚ Proficiency in the use of email for communication with the Virginia Area Officers, Coordinators, the VAWSC and WSO.
- ⌚ Good command of the written English language.
- ⌚ Editing and proofreading skills
 - Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual.
- ⌚ Thorough knowledge of Al-Anon/Alateen Service Manual
- ⌚ A Service Sponsor