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.
- 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.
1️⃣ Prepare for each Assembly & present brief report: 6 – 8 hours each Assembly
2️⃣ Twice yearly VAWSC Meetings are one-day events.
3️⃣ Prepare for each VAWSC meeting & present brief report: 6 – 8 hours each meeting
4️⃣ Semi-annual Officers and Coordinators Meetings are one day events
5️⃣ Producing written reports: 1 – 2 hours per event.
6️⃣ 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