

Virginia Area Al-Anon and Alateen Family Groups

Position: Newsletter Coordinator

Term: 3 year term

General Description

Coordinate Newsletter is appointed by Chair and is primarily responsible for the production and distribution of the VA Area newsletter, which includes by collecting articles from Area members. 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 (attached to this position description).
- Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual.

Time

- Twice yearly Assemblies are two-day events.
- Prepare for each Assembly: 6 – 8 hours each Assembly
- Twice yearly VAWSC Meetings are one-day events.
- Prepare for each VAWSC meeting: 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.
- 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.