

# **AL-ANEWS COORDINATOR** (Volunteer Position – by Vote or Appointment)

## **IN GENERAL**

- Term of 3 years, congruent with Area Panel term
- Submit a Trusted Servant Profile by July District Meeting of voting year.
- Familiar with the Al-Anon and Alateen Service Manuals and WSO Guidelines
- District 23 Website - [Service Manuals/WSO Guidelines/Other Resources](#)
- Have a working knowledge of MailChimp and Microsoft Publisher or be willing to learn.
- Having a Service Sponsor is strongly recommended.
- Reading the Washington Wanderings is recommended

## **MONTHLY**

- Attend all District meetings (or ask someone to represent you).
- Review past months meeting minutes and submit corrections to the District Secretary.
- Produce the Al-Anews Newsletter (Monthly or Quarterly) which may include:
  - District 23 Member articles on how Service has helped in their recovery that will help attract people into Service.
  - Articles on Steps, Traditions, Concepts and Warranties
  - Quarterly donations report
  - Upcoming District and Area Events
  - Contact information for District Panel/Groups
    - District E-Mails only – do not publish personal information.
  - Excerpts from Al-Anon Conference Approved Literature (CAL)
    - Copyright credit needs to be given when using CAL. See Al-Anon Guidelines under Traditions and Policy.
- Print, Copy and Distribute requested quantities of newsletter for Group distribution. Copies not picked up at District Meeting go to the Literature Depot Coordinator for distribution.
- Provide one copy to the Archives Coordinator.

## **ANNUALLY**

- Submit an estimated annual budget for the Al-Anews Coordinator position to the District Budget Committee
- In March each year submit a short report to the District of the past year's events and activities

## **AS NEEDED**

- Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area Districts and Area Coordinators.
- Encourage members to participate on committees, events, and Al-Anews Newsletter projects.
- Mail copies to WSO, Washington Wanderings, Washington Area Archivist and Seattle AIS when requested.

**“We are not in this alone! Together We Can Make It! Let It Begin With Me!”**