

PUBLIC OUTREACH (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
- Familiar with WSO Guidelines pertaining to Public Outreach
- District 23 Website - [Service Manuals/WSO Guidelines/Other Resources](#)
- Ability to store approx. 2-3 boxes of Public Outreach Materials
- 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.
- Give short report on past months Public Outreach activities.
 - Hospitals, Institutions, and other professional communities contacted to provide Outreach materials.
 - Requests from hospitals, institutions, or other professional communities for Al-Anon literature, participation
- Present suggested Public Outreach activities along with estimated expenses and volunteers needed for District discussion and approval.

ANNUALLY

- Submit an estimated annual budget for the Public Outreach position to the District Budget Committee
- In March of each year submit a short report to the District of the past years' events and activities.

AS NEEDED

- Submit an estimated need for pamphlets 2 weeks prior to upcoming activities to the Literature Depot Coordinator (check with Lit Depot Coordinator for current budget amount available).
- Visit groups and encourage participation in Public Outreach activities.
- Ask for Al-Anon members to volunteer to serve at Public Outreach events
- Provide report to Al-Anews Coordinator of upcoming and past Outreach events.
- Work closely with the Speaker Bureau Coordinator to arrange speakers for Public Outreach events and activities.
- Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area Districts and Area Coordinators.

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