

NEWSLETTER COORDINATOR (Volunteer Position)

Editor is to attend all District meetings or send a representative to gather information. Review past months meeting minutes and submit any corrections to the District Secretary.

Print, copy and distribute quantities requested by District at the District meeting.

Print only district email addresses for Coordinators, GR's and Officers. No personal emails.

Familiarize oneself with the duties of the Newsletter Coordinator, and the WSO Guidelines. Follow the WSO Al-Anon guidelines (P21). Copyright credit needs to be given when using Conference Approved Literature (CAL). See Al-Anon Guidelines under Traditions and Policy.

Give extra copies to District 23's Literature Distribution Center for any absent Group Representatives and Coordinators.

Be willing to mail copies to World Service Office, District Archivist, Washington Wanderings, Washington Area Archivist and Seattle A.I.S., when requested. Each month give the District Archivist a copy of the newsletter.

Coordinator may choose to do the newsletter on a monthly or quarterly basis.

Be willing to encourage group members to participate on committees, events or on

NEWSLETTER COORDINATOR (Volunteer Position)

Newsletter projects.

When the District Treasurer submits a Quarterly Donations Report to the district meeting it is to be published in the newsletter.

Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area districts and Area Coordinators.

Submit an estimated budget to the District Budget Committee.

A subscription to the Washington Wanderings is recommended.

Having a Service Sponsor is strongly recommended.

In March each year, submit a short report to the District of the past years events or activities.

Encourage District 23 members to write articles that will attract people into service. This may include sharing's on how service work has helped with their recovery through the Steps, Traditions, Concepts and Warranties.

District voted/approved on 2/01/16