

Area Newsletter Coordinator

GENERAL DESCRIPTION: (to include term of service)

The Hawaii Area Newsletter Coordinator, who serves as Editor of the Island Serenity, is selected by the five elected officers (Delegate, Alternative Delegate, Chairperson, Treasurer, and Secretary), after submitting an Al-Anon Service Experience Form to the Area Chairperson to be selected to serve a 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

Groups, districts, area officers and coordinators support the newsletter by submitting articles for publication regularly and especially if a new process/program needs area-wide distribution.

SKILLS NEEDED FOR POSITION (or ability and willingness to learn):

- Possession of, knowledge of and capability to use the Al-Anon Alateen Service Manual;
- Writing and editing skills are helpful for this position;
- Computer capable to:
- Do page layout and design;
- Prepare documents in MS Word, MS Excel and/or MS PowerPoint or other office suite software;
- Create pdf documents for distribution to members and posting to yahoo e-group;
- Participate in WSO Newsletter Coordinator e-communities;
- Ability to research and use internet capability:
- Conference calling
- Online meetings (Join.com, GotoMeeting, Webex, etc.)
- Yahoo Groups (for document sharing and email list)

Travel/Time Commitment:

- Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held for two days in the first year of the panel;
- Attend all Area Assemblies, which are held twice per year for two days each. The Spring Assembly is traditionally held on O`ahu, and the Fall Assembly is traditionally held on a Neighbor Island;
- Participate in periodic Area Committee telephone conference calls to handle the affairs of the Area between Assemblies;

REFERENCES:

- 2014-2017 Al-Anon/ Alateen Service Manual (Pages 65, 72, 131-132);
- Al-Anon Guidelines: Area Newsletter (G-21) (Both of the above can be found at <http://www.al-anon.alateen.org/members>).
- Hawaii Area World Service Committee Policies and Procedures (Page 2, Coordinators) (available at www.afghawaii.org);
- Annual HAWSC Budget.

HELPFUL HINTS: (things you learned along the way that might be helpful)

- Send out reminders to the HAWSC members that you need submissions several weeks in advance of the publication date;
- Look for items of interest for inclusion in the newsletter, such as upcoming fundraisers, recaps of conventions or other Al-Anon events, new books or pamphlets that have been published, as well as materials from Al-Anon Area Highlights and the Forum. The more creative you are about what goes into the newsletter, the easier it will be to put out each issue;
- Find out what districts, groups, etc. are doing for public outreach projects and write an article about it.;
- If you find that submissions are difficult to obtain, ask DRs to send you their meetings minutes and glean info for articles from them.