

# Job Description for BULLETIN COORDINATOR

Introduction: The elected Officers and appointed Coordinators (3-year term) are the Board members of Southern California World Service AFG, Inc., a California Nonprofit Public Benefit Corporation and a charitable 501(c)(3) tax-exempt entity per the Internal Revenue Service. An SCWS Coordinator must live within the Southern California Area during their entire term. The Coordinators act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the duties of their position for the Area, mileage and expenses for which are reimbursed according to approved budget. The Coordinators accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are not eligible to hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.

1. **ELIGIBILITY / QUALIFICATIONS** – Familiarity and experience with Microsoft Publisher, Microsoft Word, Adobe PDF, email, DropBox and other similar programs and applications. Good writing and organizational skills. Is accessible, available, responsive and flexible and able to communicate effectively in written documents and in person. Capable of meeting deadlines and must maintain confidentiality of non-public information. Past or current registered Group Representative (GR) experience preferred but not required. Active member of Al-Anon in CA(S) with working knowledge of the 12 Steps, Traditions and Concepts, current *Al-Anon/Alateen Service Manual*, Knowledge-Based Decision-Making (KBDM) and SCWS Bylaws. Have an understanding of the Area and World Service structure.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** -
  - Solicit and receive quarterly reports and other written material by email from Area Delegate, Officers and Coordinators, AIS Intergroup Liaisons, Convention Chairs, District Representatives and other trusted servants to prepare a quarterly newsletter, *The Bulletin*, containing such reports and other material.
  - Obtain printed copies of *Bulletin* from printer and mail printed copies to various specified individuals on a list maintained by the *Bulletin* Coordinator from information received from the Area.
  - Prepare a second version of the *Bulletin*, with certain private information redacted from the printed version, for publication of the Area website.
  - Prepare and present written *Bulletin* Coordinator report for each quarterly SCWS meeting.
  - Attend meetings of the Board of SCWS.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** –
  - Working knowledge of publishing software to assemble *The Bulletin*.
  - Time management is essential to gather and assemble reports.
  - Able to allot appropriate time to position and all it entails.
  - Is accessible, available, responsive, and flexible.
  - Is able to communicate effectively, prepare written reports and meet deadlines.
4. **ADDITIONAL SKILLS NEEDED** – Has a strong sense of responsibility, able to prioritize and work independently or as a team member.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to computer with Internet connection, email with attachments, word processing and spreadsheet and publication software. SCWS provides software (if needed) to perform the duties.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – For each *Bulletin*, 30-40 hours to assemble and email to printer, 3-4 hours to label, package and mail. Attends 8 SCWS meetings per year, 7-8 hours each, with a prepared report: Feb, Aug Committee (3<sup>rd</sup> Sat) and May, Nov Assembly (3<sup>rd</sup> Sat) and Jan, Apr, Jul, Oct Board (Sun). Attend the Annual SOS or TEAM event and support events of other coordinators.
7. **PREPARATION** – Experience creating newsletter/ community publication is strongly recommended.

- Join the WSO Newsletter blog (by invitation).
- Review *The Bulletin* current guidelines
- See Style Sheet from WSO.
- See WSO Guideline G-21 (for newsletter editors).
- See also *Guidelines* G-22, G-15, G-37 to answer questions from District Representatives in writing their reports.
- Meet with outgoing *Bulletin* Coordinator for orientation and training, as needed. Notebook with detailed procedures will be provided at Turnover Meeting.

8. **TRAVEL** – Visit post office quarterly to mail *The Bulletin*, shipped by printer to Bulletin Coordinator. Attend one service event outside SCWS Area during three-year term. Makes own travel arrangements, within budget guidelines.

#### **MANDATORY AREA MEETING ATTENDANCE**

SCWS Board	January, May, July, October	3 <sup>rd</sup> Sunday	10:00am to 4:00pm
Area World Service Committee (AWSC) + new DR Orientation @ 8am	February, August	3 <sup>rd</sup> Saturday	9:00am to 4:00pm
Area Assemblies + new GR Orientation @ 8am	May, November	3 <sup>rd</sup> Saturday	9:00am to 4:00pm
Sharing of Service (SOS)	January	3 <sup>rd</sup> Saturday	10:00am to 4:00pm
Longtimer's Event	Last year of 3-year panel	Saturday	10:00am to 4:00pm

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