



Al-Anon Family Group – Tennessee
Area 52

Service Position Description
Newsletter Editor

Primary Duties:

- Attend scheduled Area meetings
- Participate in WSO AFG Connects, discussion groups or conference calls, if available
- Provide a written report and oral report during Area meetings; post the written report to the Area e-tree within two (2) weeks of each meeting
- Follow World Service Guideline G-21 Area Newsletters
- Keep list of Area officers and coordinators with phone numbers, mailing addresses and e-mail addresses
- Include the following reports in each issue of the Newsletter: Delegate, Alternate Delegate, Secretary, Chairperson, Treasurer, Area Coordinators and DR's
- Include only information from WSO and Tennessee Area 52 business
- Prepare and distribute an Area Newsletter four (4) times per year, corresponding with AWSC and Assembly meetings
- Include information in the Area Newsletter in adherence to the Twelve Traditions and Twelve Concepts of Service
- Proof-read the Area Newsletter prior to printing
- Send the Area Newsletter via e-mail or U.S. Mail to each Group Representative (GR) and individual subscribers in accordance with a pre-determined timeline; send Area Newsletter to AWSC members via the AWSC e-tree
- Create a timeline for submissions, printing and distributing

Other Duties:

- Submit budget request to Treasurer two weeks prior to the Fall AWSC meeting
- Work with the Area Group Records Coordinator to maintain the correct Group Representatives (GR's)
- Keep a record of financial costs regarding printing/distributing the Area Newsletter; keep the Area Treasurer updated on expenses
- Purchase supplies as needed
- Deliver pertinent information relating to the service position to the incoming Newsletter Editor

Basic Skills Required:

- An interest in the Area Newsletter
- Access to the internet, e-mail and the AWSC e-tree
- Basic written communication skills, including writing, editing and distributing documents using Microsoft Word, Excel and .pdf applications for Area meetings, over the e-tree and by e-mail
- Good organization
- Detail oriented
- Ability to handle money
- Resources to print mailing labels

Basic Requirements of all Area Officers/Coordinators:

- Regularly attend Al-Anon meetings
- Have a personal sponsor
- Have or be willing to seek a service sponsor
- Have previously served in Al-Anon service at the Group, District, AIS or Area level
- Attend all scheduled Area meetings during the term
- Have the ability and willingness to communicate with other officers and coordinators
- Are thoroughly familiar with the current Al-Anon/Alateen Service Manual
- Have a working knowledge of the Steps, Traditions and Concepts of Service
- Follow job duties as outlined in the current Al-Anon/Alateen Service Manual and WSO Guidelines
- Willing to share experience, strength and hope with the next person who fills this position
- Willing to have name, address, phone number and e-mail address published in Tennessee Area 52 publications
- Able and willing to serve a three-year term
- Is not also a member of Alcoholics Anonymous

In the event the elected or appointed Trusted Servant cannot or will not perform the responsibilities contained in the Service Position Description, the Area Chairperson will contact the Trusted Servant and attempt to resolve the issues.

If the Trusted Servant remains unwilling or unable to perform these responsibilities, further action including removal may be considered.

Removal of an Officer/Coordinator may be considered if he/she is:

- A. Absent at two or more consecutive Area Meetings without advance notice or reason
- B. Not carrying out the responsibilities listed in the Service Position Description