



## Al-Anon Family Group – Tennessee Area 52

### Service Position Description Public Outreach Coordinator

#### Primary Duties:

- Attend scheduled Area meetings
- Participate in WSO AFG Connects, discussion boards 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-38 Area Public Outreach Coordinator
  - o Serve as communication link between the World Service Office (WSO) and your Area
  - o Motivate districts and Al-Anon Information Services (AIS's) to form outreach committees
  - o Distribute service projects and information from the WSO to Area Assemblies, districts and AIS's
- Inform the general public through the media, professionals, facilities and organizations about who we are, what we do and how to get in touch with us
- Provide this information personally and by using committees or local Tennessee Public Outreach (P.O.) volunteers
- Work actively with radio and tv PSA's; help with distributing the PSA's and assisting volunteers in carrying out this activity

#### Other Duties:

- Submit budget request to Treasurer two weeks prior to the Fall AWSC meeting
- Participate in WSO e-communities and WSO conference calls; report information to the AWSC via the AWSC e-tree and to the groups
- Assist the Area, districts, AIS's and GR's with public outreach
- Plan and implement public outreach projects for the Area
- Deliver pertinent information relating to the service position to the incoming Public Outreach Coordinator

#### Basic Skills Required:

- An interest in Area public outreach
- 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 and willingness to communicate with the public

**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
- B. Not carrying out the responsibilities listed in the Service Position Description