

SUNSHINER – NEWSLETTER JOB DESCRIPTION

Purpose of the Position:

Disseminate information from Area World Service to groups in all districts.

Eligibility Requirements for the Position

Has served at Area level for one year

Newsletter Coordinator cannot be a dual member of AA

Attendance Requirements

Attend: 2 Assemblies, 2 AWSC Meetings and possibly an Area Service Seminar.

At Assembly lead/Chair the “Break out” meeting for the Newsletter. Give an oral report on the Breakout session in the specified time and hand in a hand written report to the Secretary.

Always give both written reports and oral reports for the Newsletter at the Assembly (125 copies) and AWSC (45 copies of reports) to be placed by you into the Panel bins made available by the Area Chair. Make 175 copies of your report for the last Assembly.

Duties and Responsibilities for all Coordinators

- This position is a 3 year Term.
- Coordinators are liaisons with all Area 10 Districts and WSO and with the appropriate district chairperson
- Each Coordinator is responsible for a written report or article for the Sunshiner by the dead-line set by the Sunshine Coordinator.
- Participates in WSO e-communities and any WSO Conference Committee
- Set up a generic email address that can be passed consistently from panel members to panel members, changing only the password by the new panel member.
- Replies promptly to emails, phone calls, texting, and all communication.
- Is familiar with the Florida South Area 10 By-Laws
- Coordinators serve all districts of Area 10, not just the area they live in.
- To be willing to serve as a support to the new incoming panel member.

Duties and Responsibilities Specific to the Newsletter

- Must have a computer.
- Place three issues of the Newsletter onto the Web, one approximately 3 weeks prior to the AWSC Meeting in February, one approximately 3 weeks prior to the Spring Assembly, and one, 3 weeks prior to the Fall Assembly.
- Delegates Report (Article), (and or Chairs Article), Chairs Agenda, Calendar, Alternate Delegates Report, (Do not put Treasurers Report on line), Secretaries minutes only prior to the Assemblies, Coordinators Reports are to go into the Newsletter on line. Make sure to put deadlines for Newsletter submission in Newsletter Report.
- Provide an email to all Panel members with a reminder of deadline for submitting articles for Newsletter.
- A link needs to be sent to all District Representatives of the Newsletter when it goes out.
- All Newsletter should be sent to and an Al-Anon proofreader to be certain that all personal information has been removed for anonymity before posting on-line. It then gets sent to the Web Coordinator for proof reading who posts it on line.
- Articles will be given to you by the Delegate, Secretary, Treasurer, Coordinators and any member of Al-Anon that is Conference approved
- All issues must include: The Sunshiner: Florida South Area10; the Date: and the Issue; Volume Numbers
- Permission must be received from WSO to quote from our literature. Request forms may be printed out from the “Members” website or you may call or email for permission.
- Contact Counterparts in all Districts.

Revised Sept. 2014