

NEWSLETTER “SUNSHINER” COORDINATOR - Job Description

(generic email goes here)

Eligibility Requirements for the Position:

Any Al-Anon member who has served a minimum of one (1) year at the Florida South Assembly level and has not previously served in that coordinator’s position for a full 3-year term. (This is a 3-year commitment.)

Job-Specific Duties and Responsibilities:

- Uses a newsletter format to disseminate information from Area World Service Committee (AWSC) to members in all Area 10 districts.
- Requires a computer (computer savvy is extremely helpful) and internet access.
- Publishes Sunshiner editions three (3) times per year; within 4 weeks after AWSC meetings and Assemblies.
- Format for the layout can be the same as any prior panel or completely original.
- All issues must include the following, in some fashion: The Sunshiner, Florida South Area 10, the date (range/season/quarter), and the issue with volume number.
- Sets realistic deadlines for submitting members. Deadlines should allow for organization, layout and proofreading before publishing, and include specific methods for submissions.
- Sends reminder e-mails to panel of needs/desires for reports and/or other content timely enough for preparation and submission.
- Content items may include: Delegate's report/article, Chairperson's article, Alternate Delegate's report, Coordinators reports, any personal sharing on service, event calendar, event flyers (no phone numbers or last names), notices for Area 10 service positions and job descriptions, reminders, suggestions, agendas, changes, announcements, regular Al-Anon related columns, various Al-Anon contact information (no phone numbers or last names), Area 10 map.

Note: Meeting Minutes and Treasurer Reports are posted on the website secured server and should not be in the newsletter; however the Secretary and/or Treasurer may submit articles or content for publication.

- IMPORTANT REMINDER: Permission must be received from WSO to quote anything from CAL & quoting from any other literature is prohibited. Request forms may be printed out from the “Members” website or you may call or e-mail for permission.
- Utilizes member volunteers to proofread newsletter. E-mails draft to be reviewed by proofreader(s) for grammar, punctuation, content and to ensure all personal member and financial information has been removed for anonymity and security.
- E-mails completed Newsletter to Area Web Coordinator for posting in .PDF format.
- E-mails link (not as an attachment) of posted newsletter to subscription list, which includes all DRs, AISLs, Coordinators, and Officers.

- Regularly updates subscription list with requests generated by area website and any panel member changes.

General Duties and Requirements of the Coordinator:

- Attends and casts votes on business at two (2) (Winter and Summer) Area World Service Committee Meetings (AWSC) in years one and two of the panel, and three (3) AWSC meetings in year three of the panel.
- Attends two (2) Assemblies (Spring and Fall) each calendar year for all three years of the panel.
- Prepares and presents a written report for each AWSC meeting, complying with any deadline and method for submission established by the Chairperson. **(Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year).**
- Prepares and presents a written report for each Assembly, complying with any deadline and method for submission established by the Chairperson. **(Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year).**
- Attends Florida South Area 10 Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
- Participates at district events within Florida South Area 10, when invited.
- Participates in all WSO communication opportunities, i.e., conference calls and *AFGConnects*.
- Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
- Becomes familiar with the AFG Florida South (Area 10), Inc. Bylaws.
- Serves as a support to the corresponding/new incoming panel member.
- Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
- Prepares written reports, articles or information for any Area 10 publications, announcements or website publication by the deadline requested.
- Is responsible to serve all districts within Area 10.
- Each coordinator serves as a liaison with all Area 10 Districts and WSO and keeps in touch with the appropriate district chairpersons.
- Uses a contact list of Panel members, provided by the Group Records Coordinator, to communicate with DRs and AISLs.
- Will need to obtain or create a contact list, and communicate regularly with all District level Chairpersons or other positions that correspond to the coordinator position. *(Coordinators serve at the Area level while chairpersons serve at the District / AIS level.)*
- Leads “break-out” meetings whenever on the agenda for Area World Service Committee meetings and Assemblies. Assures that written notes of the breakout meeting are provided to the Area Secretary.
- Failure to be present at two consecutive Area World Service Committee/Assembly meetings (combined) is grounds for removal and replacement of a Coordinator.