

PUBLIC OUTREACH COORDINATOR - Job Description

publicoutreach@afgfls.com

Eligibility Requirements for the Position:

Anyone who has served a minimum of two (2) full years in Florida South (AREA 10) (FL-S) as a Group Representative (GR) and has not previously served in that Coordinators' position for a full 3-year term is eligible (This is a 3-year commitment).

Job-Specific Duties and Responsibilities:

Public Outreach informs the public about who we are, what we do, and how to get in touch with us. Our goal is to attract to our program those whose lives have been affected by someone else's drinking. We also strive to generate awareness of Al-Anon Family Groups as a trusted resource to help families and friends of alcoholics in every community.

The Area Public Outreach Coordinator is responsible for the following:

1. Familiarize yourself with the WSO website, guidelines specific to your role, the Al-Anon/Alateen Service Manual, and the Public Outreach "Toolkit"
2. *Cooperate* in a team effort with other Public Outreach Chairpersons (Public Information (PI), Cooperating with the Professional Community (CPC), and Institutions within Area 10
3. *Motivate* Districts and Al-Anon Information Services (AISs) to form outreach committees
4. *Encourage* Districts and AISs to carry projects and information to the groups and local communities
5. *Review and approve* materials created by groups, Districts, and AISs to support local outreach projects as described in the "Public Outreach" section of the on-line/current *Al-Anon/Alateen Service Manual*, such as posters, billboards, and flyers to ensure they are aligned with the Area's Public Outreach message and adhere to Al-Anon's spiritual principles, Traditions, and policies
6. *Distribute* service projects and information from the World Service Office (WSO) to Area Assemblies, Districts, AISs, PO Chairpersons, and Group Representative (GRs) to carry projects and information to the groups
7. *Educate* the fellowship about the need to attract those who are still suffering to our program
8. *Communicate* about public outreach activities from Districts and AISs with the Assembly and WSO
9. *Liaise* with other Area Coordinators, Area Chairperson, and Delegate, and Districts within Area 10.
10. Participates in WSO communication, i.e., conference calls and AFG Connects

Note: WSO suggests Public Outreach Coordinators becoming an Al-Anon Member Involved in Alateen Service (AMIAS) and having knowledge of Area 10 Alateen Safety and Behavioral Guidelines Policy.

General Duties and Requirements of the Coordinator:

1. Attends AWSC meetings as a voting member during the Panel.
2. Attends all Assembly meetings as a non-voting member during the panel unless they are representing a group. In which case, they would vote on the Groups behalf.
3. Prepares and presents a written report for each AWSC and Assemblies meeting, complying with any deadline and method for submission established by Area Chairperson.
4. Attends Florida South Area 10 Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
5. Participates at district events within Florida South Area 10, when invited.
6. Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
7. Becomes familiar with the BYLAWS OF Al-Anon Family Groups Florida South (Area 10), Inc. and has knowledge and access to FL-S Policies, Procedures, Guidelines and Processes.
8. Serves as support to the incoming Public Outreach Coordinator.
9. Must have computer and internet access, and ability to participate in virtual platforms. Must be able to use word processing, open PDF or compatible programs and be otherwise computer literate to utilize electronic voting and access on-line registration programs that may be used by the Area.
10. 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.)*
11. 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.

Note: If any Area Coordinator fails to perform the duties of that position, which includes providing written reports, and/or does not attend any two (2) meetings during a twelve (12) month period (from the first missed meeting), including Florida South (AREA 10) Assembly or Area World Service Committee (AWSC) Meetings, the Area Chairperson may ask for their resignation.

If the Area Coordinator does not submit their resignation, and there is just cause, they may be removed by a motion that is made and passed at the AWSC or Florida South (Area 10) Assembly Meeting and the Area Coordinator will be removed effective immediately.