

**POSITION STATEMENT FOR AREA COMMITTEE MEMBER POSITION HELD
FOR A PERIOD OF THREE YEARS**

NEWSLETTER COORDINATOR

Objective: Prepare a monthly newsletter of SA Area Al-Anon events and details for members.

Duties:

Be familiar with AGSO guidelines on the content, copyright etc. for the newsletter. Layouts can be changed.

Prepare a monthly newsletter in accordance with AGSO guidelines advising members of SA Area events using articles provided by or asked for by Area Committee and members. Email this to members on the Newsletter list. Keep the emails private in a 'blind copy' group mailing so as not to break anonymity.

Post a copy to members who are subscribers. Stamps, envelopes, paper are provided by the Area Office.

Liaise with the AA office to receive notices of AA camps with Al-Anon participation to include in the Newsletter as they fall due.

Maintain the database of members wanting to receive the newsletter via email. Review the list annually.

Each January send subscription notices to individuals wanting a hard copy of the newsletter. It was voted in June 2013 for a free newsletter to be posted to members of 20 years or more.

February 2016