

Maryland & District of Columbia Area

Guidelines for Area Public Outreach Coordinator

April 2017

The Area **Public Outreach Coordinator** maintains contact with public outreach or public information representatives and/or committees active in the Area, and assists them in educating the general public and media, the professional community, and institutions as to what Al-Anon is, what it does, and how to get in touch with it.

Eligibility and Qualifications:

1. General:

- Any Al-Anon member who is not also a member of Alcoholics Anonymous is eligible to serve.
- Be familiar with the *Al-Anon Alateen Service Manual* and have a good understanding of the Steps, Traditions and Concepts of Service.
- Be willing to have name, address, phone number, and Email address made available to Al-Anon/Alateen members..
- Be available to travel throughout the Area to attend Al-Anon/Alateen functions.
- Be available to serve for a full 3-year term.
- Be able to use Email and to access information on WSO's eCommunities system.
Note. If a coordinator does not have access to a computer or has only limited computer skills, another Al-Anon member may serve as an "E-Buddy" to handle this part of the position.

2. Position Specific:

- Have good organizational and communication skills.
- Experience in public outreach, working with professionals, or dealing with institutions is useful.

Responsibilities and Duties:

1. General

- Attendance at Area Meetings.
 - Attend all Area Assemblies and Area World Service Committee (AWSC) meetings.
 - Prepare a written report on activities and send it to Area Chairman and Area Secretary at least two weeks prior to each AWSC meeting. This report will

become part of the AWSC minutes and be published in the Area newsletter.

- Be prepared to give a brief oral report at each Area Assembly and AWSC meeting.

- Communications with World Service Office.
 - Keep aware of information from the WSO by regularly checking the eCommunity for this position.

 - Take part in all WSO conference calls this position.

2. Position Specific

- Follow the guidance in *AI-Anon Guidelines: Area Public Outreach Coordinator*. (G-38).
- Establish lines of communications with local service arms performing public outreach in our Area such as AI-Anon Information Services (AIS) and Districts.
- Maintain a list of all institution meetings in the Area along with the contact information for the person coordinating the meeting.
- Work with the Area Webmaster on the public outreach aspects of our Area website.
- Prepare an annual report for the Area Steering Committee summarizing the major public outreach activities within the Area.
- Pass public information ideas from the World Service Office (WSO) to local AISs and Districts.
- If requested, assist Districts not in an AIS to start up public outreach activities.