

# Bulletin Coordinator's JOB DESCRIPTION

Introduction: The elected officers and appointed coordinators (3-year term) of Southern California World Service, Inc., are the board members of SCWS, Inc., a legal 501(c)(3) Not-For-Profit Corporation. The coordinators act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the duties of their position for the Area, mileage and expenses for which are reimbursed according to approved budget. The coordinators accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are not eligible to hold any office beyond the group level.

1. **ELIGIBILITY / QUALIFICATIONS** – Has strong technology skills (word processing and publishing software, cloud storage, emails with attachments). Is accessible, available, responsive and flexible and able to communicate effectively in written documents and in person. Must meet print deadlines and keep executive confidentiality. Active member of Al-Anon in CA(S) with working knowledge of the 12 Steps, Traditions and Concepts, current Service Manual and KBDM (Knowledge-Based Decision Making). Have an understanding of the Area and World Service structure.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** – Receive reports by email and collected from Secretary at Area meetings to prepare and distribute electronically a quarterly newsletter, *The Bulletin*, containing Area Committee and Assembly minutes, financials and committee reports, to Group Representatives, Area Committee members, Past Delegates, and members who have signed up to receive it electronically. Prepare and mail a print version to Past Delegates and subscribing members. Prepare and present written Bulletin Coordinator report for each quarterly SCWS meeting and email to Secretary. Has voice and vote at Board and Committee Meetings.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** – Working knowledge of publishing software to assemble *The Bulletin*. Time management is essential to gather and assemble reports. Able to allot appropriate time to position and all it entails. Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written reports and meet deadlines.
4. **ADDITIONAL SKILLS NEEDED** – Has a strong sense of responsibility, able to prioritize and work independently or as a team member.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – Access to computer with Internet connection, email with attachments, word processing and spreadsheet and publication software. SCWS provides software (if needed) to perform the duties.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – For each Bulletin, 30-40 hours to assemble and email to printer, 3-4 hours to label, package and mail. Attends 8 SCWS meetings per year, 7-8 hours each, with a prepared report: Feb, Aug Committee (3<sup>rd</sup> Sat) and May, Nov Assembly (3<sup>rd</sup> Sat) and Jan, Apr, Jul, Oct Board (Sun). Attend the Annual SOS or TEAM event and support events of other coordinators.
7. **PREPARATION** – Experience creating newsletter/ community publication is strongly recommended. Talk with past Bulletin coordinators. Join the WSO Newsletter blog (by invitation). There are current guidelines on content in *The Bulletin*. Notebook with detailed procedures will be provided at Turnover Meeting.
8. **TRAVEL** – Visit post office quarterly to mail *The Bulletin*, shipped by printer to Bulletin Coordinator. May attend one service event outside SCWS Area during three-year term. Makes own travel arrangements, within budget guidelines.
9. **PAGE REFERENCES** – See Style Sheet from WSO. See WSO Guideline G-21 (for newsletter editors). See also G-22, G-15, G-37 to answer questions from District Representatives in writing their reports. See SCWS Bylaws.