

## **NEWSLETTER COORDINATOR** (*Volunteer Position*)

Editor is to attend all District meetings or send a representative to gather information. Review past months meeting minutes and submit any corrections to the District Secretary.

Print, copy and distribute quantities requested by District at the District meeting.

Familiarize oneself with the duties of the Newsletter Coordinator in the Al-Anon and Alateen Service Manual, and the WSO Guidelines.

Give extra copies to District 23's Literature Distribution Center for any absent Group Representatives and Coordinators.

Be willing to mail copies to World Service Office, District Archivist, *Washington Wanderings*, Washington Area Archivist and Seattle A.I.S. when requested. Each month give the District Archivist a copy of the newsletter.

Coordinator may choose to do the newsletter on a monthly or quarterly basis.

Be willing to encourage group members to participate on committees, and at events or on Newsletter projects.

When the District Treasurer submits a Quarterly Donations Report to the district meeting it is to be published in the newsletter.

Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area districts and Area Coordinators.

Submit an estimated budget to the District Budget Committee.

A subscription to the *Washington Wanderings* is recommended.

Having a Service Sponsor is strongly recommended.

In March each year, submit a short report to the District of the past years events or activities.