

## **PUBLIC INFORMATION (PI) COORDINATOR**

*(Volunteer Coordinator)*

Attend all District meetings or send a representative. Review past months meeting minutes and submit any corrections to the District Secretary.

Familiarize oneself with the duties of the Public Information (PI) Coordinator in the Al-Anon and Alateen Service Manual, and WSO Guidelines.

Report on all District Public Information (PI) activities.

Give the District Newsletter Coordinator all pertinent Public Information (PI).

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

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

Submit a list of anticipated expenses for each new project for the District's information.

Gain District's support before making a commitment that includes other member's participation.

Literature for each project will be obtained through District 23's Literature Distribution Center.

Submit an estimated budget to the District Budget Committee and the Literature Distribution Center.

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