

Newsletter Coordinator

- A. Gathers material for a District 14 Newsletter, in keeping with Al-Anon's 12 Traditions. Specific duties include:
 - 1. Solicits information relevant to recovery, service, events, and District 14 business.
 - 2. Edits, publishes, and disseminates information through Constant Contact (an online newsletter service) or via a similar method that would maintain anonymity of all newsletter subscribers.
 - 3. Provides links to area and worldwide Al-Anon resources in the Newsletter.
 - 4. Arranges for one print copy of each newsletter for each Al-Anon Group in our District.
 - 5. Sends a copy of the Newsletter to the 12-Stepper and NCWSA Archives.
- B. Manages the District 14 Newsletter online accounts (email, newsletter distribution site, etc.) with the following guidelines:
 - 1. Provides updated login information to the District Officers (District Representative, Alternate District Representative, Secretary, and Treasurer).
 - 2. Maintains the archiving of each newsletter and provides a link to the archives to the Website Coordinator for publication on the District 14 Website.
 - 3. Gathers email addresses and maintains the Contacts list, ensuring unused and/or invalid emails are removed as needed and that members are able to unsubscribe at will.
 - 4. **Submits receipts for reimbursement within 90 days!**