

## **DRAFT FOR REVIEW**

### Northern California District 14 AFG Incorporated Guidelines May 2025

## Newsletter Coordinator

### **Eligibility**

- Elected by District 14 for a three-year term or until the end of the current panel.

### **General duties**

- The Coordinator or Alternate shall attend District 14 Monthly Meetings and report on current activities.
- Report all expenses to the Treasurer within 90 days with receipts for expenditures. They will also report contributions with a written record of all contributions.
- The Coordinator has the right to form a committee to assist in carrying out the functions of the Coordinator.
- The Coordinator or Alternate shall attend the budget meeting and submit a request to the Treasurer.

### **Specific duties**

1. Solicit material for a District 14 Newsletter, in keeping with AI-Anon's 12 Traditions
2. Gather information relevant to recovery, service, events and District 14 Business
3. Edit, publish and disseminate information through Constant Contact (an on-line newsletter service)
4. Provide links to area and worldwide AI-Anon resources in the Newsletter
5. Responsible for gathering email addresses and maintaining this list on the Constant Contact Website
6. Arrange for one print copy of each newsletter for each AI-Anon Group in our District
7. Maintain the archiving of each newsletter and provide a link to the archives on the District 14 Website
8. Send a copy of the newsletter to the 12-Stepper and NCWSA Archives

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