Public Outreach Coordinator

The Public Outreach Coordinator service role includes public information and cooperating with the professional community.

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. Stimulate interest and activity in public outreach by guiding members who wish to carry our program to organizations and people outside our current membership
2. Gain the best results by encouraging communications of ideas between committee members
3. Cooperate with the Institutions Coordinator and Alateen Coordinator to avoid duplications of effort. Two people contacting the same organizations is bound to cause confusion.
4. Locate and contact Al-Anon CPC and Public Outreach Committee Members in NCWSA to seek and secure useful information and guidance and to send them new information and ideas
5. Keep up-to-date records of groups and organization contacts and activities associated with these groups
6. Cooperate with the DR and Officers on District 14 activities
7. Prepare an annual report of activities and projects for the Northern CA Institutions and Public Outreach Coordinators with submission to the District
8. Monitor and respond to incoming queries on the District 14 Website from Individuals (English and Spanish) and from professionals seeking information or having questions about Al-Anon. Responses are made directly to individuals. Professionals seeking information are passed onto the Institutions Coordinator. Someone who reads and writes Spanish must be recruited to field the individual queries in Spanish.

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