

**TEXAS EAST AREA 53 NEWSLETTER (BEACON) EDITOR  
JOB DESCRIPTION**

**TERM LENGTH:** Three Years (Beginning January 1, after election).

**PURPOSE:** *A newsletter is a vital communication link to help keep groups and members informed. The **BEACON** Texas East Area 53 Newsletter.*

**SKILLS:** Working computer skills; especially knowledge of computer word processing program, desktop publishing program, and digitizing programs (e.g., Microsoft Word, Microsoft Publisher, Adobe PDF)

**QUALIFICATIONS:** Regularly attends Al-Anon meetings.

**VOTING QUALIFICATIONS:** Votes at the Area World Service Committee (AWSC) meetings but not at assemblies UNLESS he/she is also a Group Representative.

**RESPONSIBILITIES:** *(Reference: World Service Organization (WSO) Guideline G-30)*

- Provide up-to-date Service Information to all groups within the Texas East Area 53 and to subscribing individuals using articles from Area Officers, Coordinators, and Al-Anon Information Service (AIS) Liaisons and Al-Anon/Alateen members to share Service news for publishing and sharing with others, using PDF format.
- Check for grammar, punctuation, spelling, and uniformity of terms as defined in *Al-Anon/Alateen Service Manual* including the correct spelling of “Al-Anon” and “Alateen”, with hyphens in the proper place. Use current WSO style sheet.
- Publish newsletter master quarterly (January, April, July, October) with word processing program and provide to printer for copying and collating.
- Prepare (fold, tape, apply address labels, sort and bundle) for non-profit permit bulk mailing for AWSC members, WSO, personal and exchange subscriptions, and Group addresses provided quarterly by Area Group Records Coordinator.
- Encourage other Al-Anon/Alateen members to assist with preparation and distribution to keep on schedule.
- Maintain listing of subscriptions and/or mailing changes received for paid and email subscriptions.
- Forward all subscriptions monies to East Texas Area 53 Treasurer.
- Maintain up-to-date e-mail address lists for those preferring electronic distribution in lieu of U S Postal distribution.
- Attend four AWSC meetings (voting member) and two Area Assembly meetings a year and provide written and oral reports.
- Turns in Area related expenses to Area Treasurer within timeframe requested by the Treasurer of the event (e.g., Assembly, AWSC, etc.).