

**TEXAS EAST AREA 53 PUBLIC OUTREACH COORDINATOR
JOB DESCRIPTION**

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

PURPOSE: *Our goal is to attract to our program those whose lives are of have been affected by someone else's drinking, so those who need our program can find the help and hope we offer.*

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 Guideline G-38*): General duties for Area Coordinators are in the World Service Handbook. More information about the Public Outreach Coordinator duties is in G-38. Information of the Public Outreach Coordinator connections to others is in the Service Manual.

- Communication link between the WSO (World Service Office) and East Texas Area 53.
- Communicate and work with Area Chairperson, and the Delegate, website coordinator, Alateen coordinator, and literature coordinator.
- Motivate districts and Al-Anon Information Services (AISs) to form outreach committees.
- Make presentations or hold workshops at area assemblies or district meetings.
- Distribute service projects and information from the WSO to area assemblies, districts, and AISs.
- Educate the fellowship about the need to attract those who are still suffering to our program.
- Travel to Districts requesting presentations.
- Request reports of public outreach activities from the districts and AIS have to share with the assembly and the WSO.
- Attend all Area World Service Committee Meetings.
- Attend all Area Assemblies and present report.
- Provides the written report to the *Beacon* Editor 4 times a year by the deadline.
- Participates in Area Conference calls with WSO and other Areas when calls are scheduled.
- Turns in Area related expenses to Area Treasurer within timeframe of the event (e.g., Assembly, AWSC, etc.)
- Participate in WSO conference calls regarding public outreach events, topics, and issues.
- Actively open communications between public outreach coordinators and DR's.
- Personal expectations: maintain a lack of expectations regarding communication response to gathering and/or responses to tracking public outreach projects outside DR reports at Assemblies or AWSC meetings.
- Understand copyright issues as it relates to WSO and Al-Anon.

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- Understand anonymity as it relates to all written and printed materials for public outreach projects. This is not open to autonomy of a group.