

Name of Position – Newsletter Editor (3 year term)

Overview of Position – “News and Views” is the Al-Anon publication for Saskatchewan. This is an important tool for communication throughout the province. You are responsible for what goes in the newsletter and seeing that it is produced accurately, on schedule and within budget. It is not Conference Approved Literature and cannot be used at an Al-Anon meeting.

Pre-requisite – None: need only be an active member of Al-Anon. It is helpful to have a good computer background to set up the newsletter format.

Must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO.

Motion 4/17: That Position Guidelines for Saskatchewan Al-Anon Coordinators and Table Officers be updated to include: “must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO.” Area Secretary to update position guidelines. **Carried**

Responsibilities at Committee Meeting -

Attendance twice a year is expected – meetings are held in spring and fall, usually in March and September each year.

Have a report ready – (10 min max)

May volunteer to lead or assist workshops or town hall meeting

May volunteer for various committee initiatives/jobs

Responsibilities at Assembly -

Attendance twice a year is expected – meetings are held in spring and fall, usually in June and November each year

Have a report ready – (5 min max)

Incoming personal sharing (15min) Spring Assembly – year 1

Outgoing service sharing (15 min) Fall Assembly – year 3

Man a table and hand out copies of the current issue to paid subscribers. Have a current subscription list with you to check off as copies are picked up.

Encourage and collect new subscriptions and renewals. Collect cheques and cash and write out receipts for each new subscription or renewal. Turn in all cheques and cash collected to Area Treasurer before end of Assembly.

Sit at the Coordinators Table during the Business meeting unless you are holding a Group Rep position.

Attend Saturday evening “Ask-it-Basket” session. It is helpful to bring along a copy of the Al-Anon/Alateen Service Manual, and be familiar with its contents as well as the Concepts and Traditions.

On-going Responsibilities -

Encourage and collect sharing’s from Al-Anon members throughout the province
Produce a maximum 8-page (4 sheets of paper double-sided) newsletter using these sharing’s. Keep an update list of subscriptions in the books provided.

Keep record of finances and submit receipts (ie: for printing, envelopes and stamps) to Area Treasurer. Deliver newsletters in a timely fashion (mail or hand out at assembly or email).

Newsletter Details -

The newsletter is published 4 times a year. The winter issue goes out February 15th, the spring issue at Spring Assembly, the summer issue on August 15th, and the fall issue at Fall Assembly. After Assemblies, you must mail out any subscriptions that were not picked up.

After assemblies, update your subscription list

The front page of each issue must be in color, the choice is yours. All other pages are on white.

The World Service phone number and website, and the Saskatchewan Al-Anon logo and website must be on the front page.

Each page must have the name of the newsletter and issue; (ex; News & Views Spring Issue 2009) to give credit each time the article is copied.

Please include a suggested theme or topic for the next issue.

Each issue will not exceed 8 pages. This is for mailing purposes. Weight should not exceed one stamp.

Each issue should contain a subscription page which includes “News & Views” and the address of the current Newsletter Coordinator.

Once the newsletter is proofread, by someone else, and ready to copy, you will use whatever the least expensive method is to produce it for the number of paid subscriptions you have plus one for your files. (Staples do a nice job for a good price). Send email subscriptions in PDF form so they can be read on all devices. Send an email copy to the World Service Office at areahighlights@al-anon.org

Payment for copies and supplies is made from your advance.

It is up to your discretion as to what the newsletter will contain. Some grammatical editing to the sharing’s are accepted, but try not to change the “flavour” of the writing.

You cannot reprint articles from the Forum, unless copying permission is granted at the end of the article or obtained from WSO.

Please refer to the Al-Anon Guidelines #G-21 for other important guidelines.

Budget Amount - \$650.00

Motion 29/14 That the News & Views budget be increased from \$500.00 to \$650.00 per year.

Keep all receipts and turn them into the Area Treasurer at each Committee and Assembly. She/he will top you back up to \$650.00 at the start of each year. At the end of the 3rd year of this position, return monies left from your advance to the Area Treasurer. This budget is used for production, postage, envelopes, cost of computer ink, personal paper use creating the newsletter and any other supplies you need.

Subscriptions:

The money that you collect from new and renewed subscriptions throughout the year goes directly to the Area Treasurer. Add these names to your subscription list. The treasurer will also send you names of new subscribers as he/she receives them during the year. Add them to your subscription list also. Keep track of when each subscription expires. Use the "Time to Renew" stamp on the last issue the person will receive before renewal.

By the end of your term, clean and organize any boxes being passed on to the new person. Update your Job Guideline and submit to the Area Secretary. (Updated March 2021)