

## **Butterfly Coordinator Job Description**

Per World Service Handbook; Revised 1992:

*Specific duties for Area Coordinators are not spelled out in the World Service Handbook although Guidelines for Area Coordinators for special services are available from WSO (G-20). See the Digest of Al-Anon and Alateen Policies, pages 101-102, 126 for more information.*

### **Duties shared by all Coordinators:**

- Attend AWSC meeting on Sat and Sun during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports for their respective committees and presents them in paper form at Assembly to Area Secretary and AC chair. Presents reports to Assembly in a manner set by Area Chair. May also submit reports via email
- Communicate the activities of their positions by submitting an article for each edition of the Area newsletter
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, they inform the Finance Committee Chair promptly prior to making expenditures.
- Maintain Butterfly Workbook for duration of the three year term for the next Butterfly Coordinator.
- Available to share experience strength and hope with future Butterfly Coordinators.

*WSO has guidelines regarding Newsletter Editing (G21)*

### **Duties of Butterfly Coordinator**

**Coordinate the publication of The Butterfly 3 times years. Tasks include:**

- Obtain Butterfly mailing labels from Records Coordinator.
- Collect and edit when necessary, newsletter submissions of from Colorado Area Officers and Coordinators, and encourages personal recovery stories, artwork, highlights of Area events, quips and quotes.
- Print and mail Butterfly (AWSC members and GRs at no cost)
- Maintain Butterfly records using Area 5 computer (provided with position). Submit hard copies and disk to Archives after three year term
- Obtain non-profit mail permit from post office.
- Coordinate with Postal Services for bulk mailing (trays, current weight for bulk mailing trays etc...)

**Additional suggested guidelines for newsletter publication:**

- Publish newsletter prior to Area Assemblies using following deadlines
  - January 15th** deadline for material requests,  
mail issue by January 30th for March Assembly.
  - May 15th** deadline for material requests,  
mail issue by May 30th for July Assembly.
  - September 15th** deadline for material requests,  
mail issue by September 30th for November Assembly.
- Work with Area Treasurer to set up non-profit agreements for supplies including staples, tape, printer cartridges, printing company
- For groups with no GR, newsletter is sent to current mailing address

- Print additional newsletters for Assemblies and Delegate to take to WSC
- Print and provide blank Newsletter order forms and envelopes at Assemblies

**Suggestions to be included in each issue**

Area Delegate report (Spanish translation),

Assembly Agenda and Flier

Flyers for area events, Weekend in Al-anon, AA state convention, Day in Al-anon.

Current AWSC mailing list.

Budget report (November issue)