

Public Information 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 Colorado 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 Colorado Area newsletter
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures the budget. If expenditures are likely to exceed budgeted amounts, they inform the Finance Committee Chair promptly prior to making expenditure
- Maintains current Coordinator Workbook for duration of the three year term for the next Coordinator
- Available to share experience strength and hope with future Coordinator

*WSO has guidelines set down regarding Professional Outreach
(G29, G10 G38)*

Duties of the Public Information Coordinator:

For Colorado Area purpose Public Outreach has been broken down into two coordinator positions CPC and PI

- Act as liaison between Colorado Area and WSO in regards to PO information
- Support Public Outreach Action Committee during Area Assembly
- Act as clearinghouse in regards to knowing the PO efforts throughout Colorado Area
- Provide PO resource support, which may include but is not limited to, connecting districts interesting in a particular outreach with districts doing it already, responding the website requests forwarded from website coordinator, provide PO workshops as requested, provide limited financial resources for districts unable to finance own PO endeavors,
- Participate in WSO public outreach conference calls as appropriate.
- Coordinate with CPC coordinator to avoid double headed management.
- Offer support to Districts participating in Health Fairs in April.
- Assist in the coordination of media based outreach