

## Butterfly Coordinator Job Description

Per *Al-Anon Alateen Service Manual 2014-2017*, page 131:

**Area Coordinator:** *An Al-Anon / Alateen member, not necessarily a Group Representative (GR), {elected according to the Colorado Area Guidelines}. The Coordinator usually serves for a three-year term and votes at the Area World Service Committee meetings, but not at the Assembly unless he is a GR. An Area Coordinator unifies one of the Al-Anon special services for an Area...*

Per *Al-Anon Alateen Service Manual 2014-2017*, page 72:

**Area Coordinators:** *coordinate the activities of their service... in the Area and are a liaison between the Area World Service Committee (AWSC), other Area committees, and the groups. They convey service information from the WSO to the districts, AISs, and groups*

Per *Al-Anon Alateen Service Manual 2014-2017*, page 73:

**Area Newsletter Editor:** *performs a vital service by providing sup-to-date information to the groups within the Area as guided by the AWSC.*

On the WSO website, see Guidelines regarding Newsletter Editing G-21.

### Duties shared by all Coordinators:

- Attend AWSC meetings during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports in paper form and present them in paper form at Assembly to the Area Secretary and present them in a manner set by the 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, *The Butterfly*.
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, inform the Finance Committee Chair promptly prior to making expenditures.
- Be available to share experience strength and hope with incoming and future Butterfly Coordinators.

### Duties of Butterfly Coordinator

**Coordinate the publication of *The Butterfly* 3 times per year.**

#### 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 World Service Conference
- 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)

***NOTE: Currently, The Butterfly policies are being reviewed by a Task Force of the AWSC. When those policies are approved by the AWSC and/or the Area, this Position Description will be revised***

As revised: November 2017 (mkm)