

Public Outreach Coordinator Position Description

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

Area Coordinator: *An AI-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 AI-Anon special services for an Area...*

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

Area Coordinators: *coordinate the activities of their service (Archives) 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*

Also see pages 109 through 116 regarding Public Outreach.

On the WSO website (AI-Anon.org), see Guidelines G-10, G-14, G-29, G38 regarding Professional Outreach, and the member's website "Public Outreach" section to access the latest information on Outreach to Institutions, Outreach to Professionals, Outreach to Public/Media, and other Outreach tools including "The Best of Public Outreach".

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 Public Outreach Coordinators.

Duties of the Public Outreach Coordinator:

The Colorado Area Assembly voted to combine the previous positions of Public Information (PI) and Cooperating with the Professional Community (CPC) / Institutions into one position of Public Outreach.

- Act as liaison between Colorado Area and WSO in regards to PO information
- 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:
 - Connect districts interested in a particular outreach with districts doing it already
 - Respond to website requests forwarded from Website Coordinator
 - Conduct PO workshops as requested
 - Coordinate limited financial resources for districts unable to finance own PO endeavors
- Participate in WSO public outreach conference calls as appropriate.
- Offer support to Districts participating in Health Fairs in April.
- Assist in the coordination of media based outreach