



NORTH CAROLINA / BERMUDA AL-ANON / ALATEEN AREA WORLD SERVICE COMMITTEE

Area Newsletter Editor

The North Carolina / Bermuda Al-Anon / Alateen Area Bylaws, Article VII, Officers, Section 14, define the role of the Area Newsletter Editor Coordinator as:

“The Area Newsletter Editor Coordinator shall in general perform all duties incident to the office of Area Newsletter Editor Coordinator and such other duties as from time to time may be prescribed by the Chairperson or by the Board of Group Representatives and described in the Al-Anon / Alateen Service Manual.”

The Area Newsletter Editor is appointed by the Area Chairperson to serve a three-year term, but may be appointed to a subsequent term(s) if willing to serve multiple terms.

Area Newsletter General Information

- The area newsletter is published four times per year and consists of no more than five double-sided 8 ½ X 14 pages folded in half.
- The area newsletter is mailed free of charge to each registered group and all AWSC members. The cost of postage is limited to one first class stamp / one ounce.
- Group mailing labels are provided by the Alternate Delegate for all Al-Anon and Alateen groups in the Area. The Area Newsletter Editor requests labels from the Alternate Delegate in ample time for them to be printed and mailed.
- Newsletters mailed to Bermuda are placed in a large envelope and mailed to:
P O Box 1401
Hamilton, HM HX
Bermuda
- Complementary copies of the Area newsletter are exchanged with other Areas as requested.
- A complimentary copy of the Area newsletter is sent to WSO.
- The newsletter is available to members for individual subscriptions. Subscribers may elect to receive the newsletter in electronic or print version. Individual subscription mailing labels are maintained and printed by the Newsletter Editor.
- The Area newsletter contains Area business to include reports or articles from Area officers and coordinators as well as news from each district provided by the DR. The Newsletter Editor requests submissions from AWSC members with the deadline and specifications for content, length, type size and font.
- The newsletter may contain personal sharings.
- The newsletter contains the mailing address all Area officers and coordinators. Phone numbers are not published.
- Sufficient copies of the Area newsletter are provided to the Area Delegate for the World Service Conference in April.
- The Area Newsletter Editor Coordinator maintains a record of the cost of each issue based on printing, mailing, labels, supplies, etc.

Area Newsletter Format

- The mast of each page contains the following:
 - The page number
 - The title of the newsletter “Area 42 North Carolina/Bermuda AFG Newsletter”
 - The volume number of the edition which changes each year.
 - The issue number of the edition which changes each edition.
 - The season of the edition.
 - The year of the edition.
- Be consistent with font and headers throughout the edition.
- Provide captions for pictures.
- In keeping with the Eleventh Tradition, no member’s full face is shown when using photos.
- Set margins to allow for stapling, called “saddle stitch binding.”

Area World Service Committee (AWSC)

- The Area Newsletter Editor has voice and vote on the AWSC.
- The Area Newsletter Editor is assigned to the Fellowship Communication Service Arm.
- The Area Newsletter’s expenses related to transportation, meals and hotel for these meetings are reimbursed through the Area Treasury.
- The Area Newsletter Editor prepares a report for each AWSC meeting and e-mails it to the AWSC by the Wednesday prior to the meeting.
- The Area Newsletter Editor prepares (in October or according to the Area Treasurer’s schedule) a list of anticipated expenses for the upcoming budget year.
- The Area Newsletter Editor has access to an e-mail account for AWSC communications or arranges to have an “e buddy” who will receive e-mails on his or her behalf.
- The Area Newsletter Editor regularly checks the Area G-mail account or arranges to have these e-mails forwarded to a personal account.

Area Assembly

- The Area Newsletter Editor has voice at the Area Assembly.
- The Area Newsletter Editor’s expenses related to printing of a report, transportation, meals and hotel are reimbursed through the Area Treasury.
- The Area Newsletter Editor prepares an exhibit table for display at each Area Assembly to sell subscriptions to the newsletter.
- The Area Newsletter Editor prepares a report for the Area Assembly and e-mails it to the AWSC by the Wednesday prior to the meeting. Sufficient copies for all assembly attendees are provided

The Area Newsletter Editor needs the following computer skills:

- Word processing / publishing program
- Label printing capabilities
- Creation of Portable Document Format (PDF) documents
- Programs compatible with the Internet