



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

## Area Public Outreach Coordinator

The North Carolina / Bermuda Al-Anon / Alateen Area Bylaws, Article VII, Officers, Section 13, define the role of the Area Public Outreach Coordinator as:

“The Area Public Outreach Coordinator shall in general perform all duties incident to the office of Area Public Outreach 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 Public Outreach Coordinator is appointed by the Area Chairperson to serve a three-year term.

### **Area Public Outreach Coordinator Duties**

- The Area Public Outreach Coordinator coordinates Public Outreach (PO) efforts in the Area.
- The Area Public Outreach Coordinator is the link of communication between the World Service Office, the Area, and the District Public Outreach Coordinators.
- For more information refer to Guideline G-38 “Area Public Outreach Coordinator.”

### **Area World Service Committee (AWSC)**

- The Area Public Outreach Coordinator has voice and vote on the AWSC.
- The Area Public Outreach Coordinator chairs the Public Outreach Service Arm meetings and plans the upcoming Public Outreach projects, considering issues pertinent to Public Outreach in our Area and other objectives as assigned by the Area Chairperson.
- The Area Public Outreach Coordinator’s expenses related to transportation, meals and hotel are reimbursed through the Area Treasury.
- The Area Public Outreach Coordinator has a budget for carrying out public outreach projects within the Area.
- The Area Public Outreach Coordinator prepares a report of public outreach updates and activities for each AWSC meeting and e-mails it to the AWSC by the Wednesday prior to the meeting.
- The Area Public Outreach Coordinator prepares (in October or according to the Area Treasurer’s schedule) a list of anticipated expenses for the upcoming budget year.
- The Area Public Outreach Coordinator 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 Public Outreach Coordinator regularly checks the area G-mail account or arranges to have these e-mails forwarded to a personal account.
- The Area Public Outreach Coordinator prepares a written report for the Area Newsletter if requested. Type size, font, and deadline are determined by the Area Newsletter Editor.

## **Area Assembly**

- The Area Public Outreach Coordinator has voice at the Area Assembly.
- The Area Public Outreach Coordinator's expenses related to printing of a report, transportation, meals and hotel are reimbursed through the Area Treasury.
- The Area Public Outreach Coordinator prepares an exhibit table for each Area Assembly.
- The Area Public Outreach Coordinator chairs the Public Outreach Service Arm meeting and communicates the Area Public Outreach projects to the Group Representatives to implement the projects. This time may be used to exchange information on public outreach ideas, needs, projects desired, etc. District Public Outreach Coordinators attend this service arm.
- The Area Public Outreach Coordinator prepares a report for each Area Assembly and e-mails it to the AWSC by the Wednesday prior to the meeting. Sufficient copies for all assembly attendees are provided

## **World Service Office (WSO)**

- The Area Public Outreach Coordinator reviews information posted on the "e-Communities" for Public Outreach Coordinators.
- The Area Public Outreach Coordinator receives information about Public Service Announcements (PSAs) from WSO. Information about the PSAs and steps to encourage TV and radio stations to play them are communicated to the members in our Area through the Public Outreach Coordinator.
- The Area Public Outreach Coordinator participates in the Public Outreach Coordinator conference calls.
- The Area Public Outreach Coordinator communicates directly with WSO by sending emails to [wso@al-anon.org](mailto:wso@al-anon.org) and placing PUBLIC OUTREACH in the subject line. The message is forwarded to the correct individual.
- The Area Public Outreach Coordinator may be asked by WSO to participate in national public outreach efforts.
- The Area Public Outreach Coordinator forwards public outreach requests from WSO to the districts for local follow up with organizations or individuals. This is done by e-mail to all District Representatives and district Public Outreach Coordinators for distribution to groups.

## **On-going Projects and Dates to Remember**

Blood Alcohol Testing Mobile (BAT Mobile): The BAT Mobiles are supported through the NC Department of Health and Human Services which uses our literature at the 450 educational events attended each year.

The NC School Counselors Convention in October or November—District meeting schedules are requested from DRs and literature is provided.

The Council of Community Programs

"Leave Literature" in honor of Lois W.'s birthday on March 4

April: Alcohol Awareness Month—second mailing of *Al-Anon Faces Alcoholism* (Copies must be ordered by the February deadline.)

September: National Recovery Month—*Al-Anon Faces Alcoholism* is released (Copies must be ordered by the July deadline.)

## **Equipment**

English and Spanish Public Outreach display boards

Public Outreach business cards