



NORTH CAROLINA / BERMUDA AFG, INC. AREA WORLD SERVICE COMMITTEE

Area Public Outreach Coordinator

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 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 printing of display board documents, 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 Area Secretary at least one (1) week prior to the meeting.
- The Area Public Outreach Coordinator prepares (in July 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 the generic email account for AWSC communications.
- The Area Public Outreach Coordinator regularly checks the area generic email account or arranges to have these emails forwarded to a personal account.

Area Assembly

- The Area Public Outreach Coordinator has voice at the Area Assembly.
- The Area Public Outreach Coordinator prepares an exhibit table for each Area Assembly.
- The Area Public Outreach Coordinator prepares a report for the Area Assembly and e-mails it to the Area Secretary by one (1) week after the Assembly.

World Service Office (WSO)

- The Area Public Outreach Coordinator reviews information posted on the AFGConnects for Public Outreach Coordinators.
- The Area Public Outreach Coordinator receives information about Public Service

Announcements (PSAs) from the Delegate, who receives it from the WSO. The Area Public Outreach Coordinator presents the new PSAs at Spring Assembly for the groups to view. A report is sent from WSO listing those the PSAs are sent to; groups are encouraged to write letters to or contact stations to air the PSAs at their local television and radio stations.

- The Area Public Outreach Coordinator participates in the Public Outreach Coordinator conference calls conducted by the WSO and reports what was discussed with the AWSC.
- The Area Public Outreach Coordinator communicates directly with WSO by sending emails to 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.

Ongoing 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 various 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. This project needs to be mentioned at AWSC meetings so DRs can bring back to their groups and start planning in their budgets.
- The North Carolina Foundation for Alcohol and Drug Studies Scholarship Winter School held in February – need literature provided. This project needs to be mentioned at all AWSC meetings so DRs can bring back to their groups and start planning in their budgets.
- “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).
- English Public Outreach display boards showing projects being worked on and any news to be shared are displayed at Area Assemblies and other events.
- Coordinates with Districts on public outreach events.