

Position Description

LinkLetter Editor

Volunteer

AA Declaration

*I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there and for that:
I am responsible*

Responsible to

Office Manager/ Committee/ AA Groups

Tradition 2; For our group purpose there is but one ultimate authority – a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.

Purpose

The position of LinkLetter Editor supports the NSCSO's operation of a monthly newsletter to the Groups in Area E by being responsible for the collation, organisation, production and distribution of the Linkletter.

Duties & responsibilities

Your duties as LinkLetter Editor are to include but are not limited to the following:

- Collate, organise and produce a monthly newsletter compiled of AA news, changes to local meetings, upcoming events, notices of importance and interest to the Area E Groups
- Organise Linkletter for distribution using the guidelines provided.
- Produce enough Linkletters to send out with monthly mailouts for the groups.
- Newsletter to be ready for distribution by week 3?? of the month after NSCSO monthly meeting
- Coordinate email distribution of the newsletter to members who receive the newsletter via email.
- Attend monthly NSCSO Meetings

Qualifications

Basic knowledge of Microsoft Word and Excel and email. Pleasant manner, problem solving ability, patience and dependability

LinkLetter Editor – Position Description cont

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Length of Appointment

The LinkLetter Editor is assigned for 2 years from AGM. After the 2 years if there is no other volunteer for this position the current LinkLetter Editor maybe reappointed.

Time Commitment

Varying hours per week. Publishing bi-monthly; in the office for 4 hours to coordinate distribution.

Sobriety Requirement

This position requires a minimum of 2 years sobriety

Location

The LinkLetter Editor position may work from home if the volunteer has computer access and/or from the Office in St Ives.

Support

Training for this position will be provided. In addition, the Office Manager and Office Administrator will be available for assistance