

# **AIS CALGARY – NEWSLETTER EDITOR**

**Term: 3 years January 2019 – December 2021**

This position requires a person with:

- a) access to a secure computer
- b) access to and proficiency in MS Publisher (or equivalent desktop publishing software) or a willingness to learn
- c) Proficiency with Microsoft Word, Adobe Acrobat, e-mail and the internet
- d) flexibility in dealing with last minute changes

## **Duties:**

- Attend 5 AIS meetings per year (September, November, February, April and June)
- Non-voting position unless also representing a specific group
- Create 5 newsletters per year following the 2019 *AIS Calgary Newsletter Directive* detailing deadline schedules and submission criteria
- Publish announcements about local AI-Anon, Alateen and AA events with AI-Anon participation
- Publish schedules for telephone Monitoring and District Outreach activities
- Publish AIS Officers and Coordinators names and their contact information
- Publish AIS Financial information (Treasurer's Report)
- Maintain regular contact with the Monitoring, Alateen and Public Outreach coordinators to make sure the most current and accurate information is being reported
- Maintain and monitor the aiscalgarynewsletter@gmail.com account
- Maintain email distribution lists(s) - including adding new requisitions and deleting addresses as necessary
- Distribute AIS newsletter via e-mail using BCC to preserve anonymity of recipients (once approved by Chair)
- Prepare and submit an annual budget request to Treasurer for approval at February meeting

Time: 6-10 hours per issue

Usually over 3-10 days *following the AIS meeting*

The time commitment is in addition to attending the 5 AIS meetings

*On occasion, all positions may require an additional time commitment for projects on an ad hoc basis.*

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| <p style="text-align: center;"><b>Extend the gift of recovery to others<br/>by requesting their assistance and support</b></p> |
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