

**Name of Position – Public Outreach Coordinator** (3 year term)

**Motion 10/04** That the Public Outreach Coordinator and the Literature Coordinator Positions be changed from a two year term to a three year term. This is to be effective at the Spring Assembly 2004.

**Overview of Position** – Supporting public outreach throughout the province and communicating what is happening in public outreach at each service level. Keeping track of and restocking the Public outreach board (a board with Al-Anon information such as pamphlets, posters, and bookmarks that can be set up at any public outreach event.)

**Pre-requisite** – open to any Al-Anon member who is also not a member of AA. It is helpful to have a working knowledge of the various levels of service and guidelines regarding public outreach.

Must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO.

**Motion 4/17:** That Position Guidelines for Saskatchewan Al-Anon Coordinators and Table Officers be updated to include: “must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO.” Area Secretary to update position guidelines. **Carried**

**Responsibilities at Committee Meeting -**

Attendance twice a year is expected – meetings are held in spring and fall, usually in March and September each year.

Have a report ready (10 min max)

Bring Public Outreach Board if a District requests it

May volunteer for various committee initiatives/jobs

May volunteer for assembly jobs such as workshops or town hall meetings

**Responsibilities at Assembly -**

Attendance twice a year is expected – meetings are held in spring and fall usually in June and November each year.

Incoming personal sharing (15 min) Spring Assembly – year 1

Outgoing service sharing (15 min) Fall Assembly – year 3

Lead the Public Outreach Service Team; facilitate discussion around what the service team would like to accomplish; it is helpful to designate a secretary to take notes and submit them to the Area Secretary.

Have a report ready – (5 min max)

Attend Saturday evening "Ask-it-Basket" session. It is helpful to bring along a copy of the Al-Anon/Alateen service Manual, and be familiar with its contents as well as the Concepts and Traditions.

**On-going Responsibilities/Job Details -**

Communicate with committee members (usually via email) any upcoming public outreach events as well as any information regarding public outreach from WSO.

Provide support and/or public outreach materials to groups/districts that make requests

Facilitate workshops when requested

Keep track of public outreach board (who has it currently, who has requested it next) Restock giveaways for public outreach board as required; ensure the board is intact and in good condition.

Communicate with WSO via e-communities and conference calls

Encourage district/group participation in public outreach through contests, suggestions, prizes etc.

**Budget Amount** – Public Outreach Coordinator; \$500.00/yr

**Motion 15/16** That the budget line of \$300.00 for the Public Outreach Coordinator and the budget line of \$200.00 for Public Outreach Display Board Shipping by merged into one line of \$500.00 for Public Outreach Coordinator budget.

**How the Budget is used -**

**Public Outreach Coordinator**

To purchase items required for workshops

To share costs to attend district/group events as invited (groups/districts are encouraged to be self-supporting, costs can be shared if prohibitive)

To purchase items for prizes/incentives for public outreach projects

To ship board as required; vouchers can be purchased so groups/districts do not have to pay out of pocket shipping costs (groups are encouraged to save shipping costs by sending the board with a member whenever possible)

To restock giveaways (use as many free pamphlets etc. as possible)

**By the end of your term, clean and organize any boxes being passed onto the new person.**

**Update your Job Guideline and submit to Area Secretary. (Updated March 2017)**