

San Diego / Imperial Area 8 Newsletter Committee Guidelines

(Updated 9-27-09)

Primary Purpose

The purpose of the Newsletter Committee is to carry the message of Alcoholics Anonymous through the development and publishing of a newsletter to serve the San Diego/Imperial Area (Area 8). The Newsletter is published five times a year in English and Spanish editions following each Area 8 Assembly and posted online on the Area 8 website prior to the next Area 8 Assembly. It is supported solely through Area contributions.

The newsletter includes but is not limited to ...

- A message from the Area Chair or alternate Chair
- A message from the Area Delegate or alternate Delegate
- The minutes of the last Area Assembly
- The Area Financial Report presented at the previous Area Assembly
- Articles from Area standing committees, district DCMs and GSRs
- Information regarding AA service, events and announcements
- Sharing of experience in recovery, unity and service
- Information pertaining to Area actions, finances and meetings

Committee Members

The Newsletter Committee shall consist of the following members:

- A. Chairperson
- B. Alternate Chairperson
- C. Editor
- D. Secretary
- E. Distribution Person
- F. Other Helpers

Officers

A. CHAIRPERSON

1. Qualifications:

- A. A minimum of two (2) years of continuous sobriety
- B. A minimum of one (1) year of Area service
- C. Six (6) months prior involvement in the Newsletter Committee
- D. A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Alcoholics Anonymous, Area 8 structure and guidelines and the Newsletter Committee guidelines

2. Responsibilities:

- A. Schedule and conduct monthly Newsletter Committee meetings
- B. Schedule additional Newsletter Committee meetings when necessary
- C. Receive and review articles for inclusion in the newsletter
- D. Submit articles to the Area Translation Committee for translation
- E. Forward articles and translations to the Editor for inclusion in the newsletter
- F. Forward final newsletter file(s) to ITC for posting on the Area 8 website
- G. Attend all monthly Area Committee meetings and report back relevant information
- H. Create a yearly budget for the committee and present it to the Area Committee
- I. Prepare written or verbal reports on the condition and functioning of the Newsletter for the Area Committee Meeting or Assemblies as requested
- J. Delegate duties to Newsletter Volunteers as needed
- K. Have access to a computer to receive articles, translations and communicate with other Newsletter Committee members in the preparation and delivery of the newsletter
- L. Term of Service: 2 years
- M. May only service as Chairperson for 1 term

B. ALTERNATE CHAIRPERSON

1. Qualifications:

- A. A minimum of two (2) years of continuous sobriety
- B. A minimum of one (1) year of Area service
- C. A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Alcoholics Anonymous, Area 8 structure and guidelines and the Newsletter Committee guidelines

2. Responsibilities:

- A. Attend all Newsletter Committee meetings
- B. In the event of the Chairperson's absence, will perform the duties of the Chairperson
- C. Attend monthly Area Committee meetings and Assemblies in lieu of the Chairperson when needed
- D. Help the Chairperson and Editor with the Newsletter Committee duties
- E. Term of Service: 2 years

C. EDITOR

1. Qualifications:

- A. A minimum of two (2) years continuous sobriety
- B. Six (6) months prior involvement in the Area 8 Newsletter Committee
- C. A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Alcoholics Anonymous, Area 8 structure and guidelines and the Newsletter Committee guidelines

2. Responsibilities:

- A. Attend all Newsletter Committee meetings
- B. Receive articles and translation for inclusion in the newsletter from the chairs
- C. Report any problems to the Chair or Alternate Chair immediately
- D. Create printable newsletter documents in English and in Spanish
- E. Term of Service: 2 years

D. SECRETARY

1. Qualifications:

- A. A minimum of two (2) years of continuous sobriety
- B. A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Alcoholics Anonymous, Area 8 structure and guidelines and the Newsletter Committee guidelines

2. Responsibilities:

- A. Keep minutes of all meetings and business of the committee
- B. Email minutes to the newsletter committee members
- C. Term of Service: 2 years

E. DISTRIBUTION PERSON

1. Qualifications:

- A. A minimum of two (2) years continuous sobriety
- B. A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Alcoholics Anonymous, Area 8 structure and guidelines and the Newsletter Committee guidelines

2. Responsibilities:

- A. Maintain a current list of email addresses of all people on the Area Committee Contact List. This list can be obtained from the Area Registrar.
- B. Send out an email notice to everyone on the email list to let them know the latest newsletter has been posted on the Area website. This email notice should be in English and in Spanish.
- C. Term of Service: 2 years

F. OTHER HELPERS

1. Qualifications:
 - A. A minimum of two (2) years sobriety.
2. Responsibilities:
 - A. Attend all Newsletter Committee meetings
 - B. Other duties to support the Newsletter Committee such as:
 - a. proof read newsletters in progress
 - b. make printed copies of the newsletter as directed
 - c. solicit articles and flyers for the newsletter
 - d. take and distribute minutes of Newsletter Committee meetings

Operational Guidelines

A. Voting

1. Voting members of the Newsletter Committee shall be Officers and existing assistants. The Chairperson can vote only in the event of a tie.

B. Motions

1. Any voting member of the Newsletter Committee may make a motion
2. Any voting member of the Newsletter Committee may second a motion
3. Motions will carry with a simple majority

C. Elections

1. The Chairperson and Alternate Chairperson of the Newsletter Committee are elected prior to the final Area Committee meeting of each odd-numbered year and take office January 1 of each even-number year.
2. Chairs are elected by and from the voting committee membership
3. The Chairperson may service only 1 term.

D. Meetings

1. Meetings are held the second Monday of each month at 6:30 p.m. at Keith's Restaurant, 9449 Kearny Mesa Rd., San Diego 92126
2. Fewer or additional meetings may be held at the discretion of the Newsletter Chairperson.

E. Special Considerations

1. The November Assembly of each odd year is an Election Assembly. Therefore, the November issue of the newsletter for odd years may not contain by-lines of anyone eligible to stand for election. This includes all members of the current Area Committee and anyone who has served on the Area Committee the previous year. This includes all Area officers, Area committee chairs and DCMs. Articles from such people may be submitted anonymously or by a member of their committee or district.
2. The newsletter may contain regularly featured columns from Area committees, Area Districts or Area Officers as approved by the Newsletter Committee.
3. The volume number of the newsletters is increased each year. There are 5 issues published per year in January, April, May, September and November. The issue number range is 1 to 5. The current volume and issue number for the November 2009 issue is Vol. XXI No.5