



News-O-Gram Position

The purpose of the News-O-Gram is:

- to provide information to all Al-Anon/Alateen Groups in Area 16
- to encourage attendance at Assembly Meetings
- to attract Al-Anon members to service

Specific Tasks and Methods

1. Shall issue, or cause to be issued, a News-O-Gram six weeks prior to (SIAFG) Southern Illinois Family Groups Assembly Meetings. (A completed News-O-Gram shall be emailed to the SIAFG webmaster to be posted on the SIAFG's website.)
2. Shall inform the Records Secretary of the posting, who shall then give notice to members on record that the latest News-O-Gram has been posted on the website.
3. Shall set a deadline for any reports, flyers, articles, etc. to be received by the News-O-Gram Coordinator for the next issue. This deadline shall be announced at each Assembly Meeting.
4. Shall send a "reminder" one week before the deadline to the Recording Secretary who will pass the information via email to members on record.
5. When necessary, shall serve as mailing coordinator. (Recording Secretary will prepare and send mailing labels of those who are unable to receive the News-O-Gram on a computer. After receiving the list, News-O-Gram Coordinator shall be able to have the necessary number of News-O-Grams printed (back to back). Each of the News-O-Grams to be mailed will need to be folded, stapled, return addressed and stamped. Anything over six sheets of paper will need additional postage.
6. Shall keep receipts of printing and postage costs and turn it in to the Treasurer for reimbursement.
7. Shall give a financial report at each Assembly Meeting.

Skills Needed

1. Basic computer skills using a word processor (cut and paste, formatting, and use of clipart)
2. Internet service to send and receive information as stated in the "Specific Task and Methods" above.