

### **Area Public Outreach Coordinator Duties:**

- The Area Public Outreach Coordinator is the link of communication between the World Service Office, the Area, and the Districts.
- World Service invites the PO Coordinators to join in on telephone conference several times a year. At this time PO Coordinators from all over the country share their experience or projects from their area.
- PO Coordinators review information posted on the “e-communities” for Public Outreach.
- PO Coordinators receives information about Public Service Announcements (PSAs) from WSO.
- As Area PO Coordinator you are the contact for World Service if any special requests are presented to the World Service Office. Ex: a hospital has contacted the office about an upcoming health fair and they would like Al-Anon participation. You would then want to contact the local district to see if they would like to participate.
- Reference the guideline G-38 “Area Public Outreach Coordinator” for more information.
- Encouraged to attend the Area World Service Committee (AWSC) on Saturday and the Area Assembly on Sunday.
- Prepares a written report for both days sharing events or possible projects for the Area.
- Shares any ideas of Public Outreach with the News-O-Gram.
- Add any special events or projects to the Website via the webmaster.
- PO Coordinator’s expenses related to printing of a report, transportation, and part of the hotel (\$45.00) are reimbursed through the Area Treasury for the AWSC and the Area Assembly meeting.