

Communications Coordinator and Committee

Purpose: To fulfill the AIS mission “to provide a network of communication to our communities and to our fellowship” by managing content across multiple platforms.

COORDINATOR POSITION

Oversee the Communications Committee activities.

TASKS:

- A. Recruit members to complete the activities of:
 1. WEB EDITOR
 2. EVENTS EDITOR
 3. NEWSLETTER EDITOR
 4. MEETING DIRECTORY EDITOR
- B. Monitor the Communications email and OneDrive and promptly forward emails to the appropriate committee editor or appropriate AIS Coordinator for action.
- C. Develop new communications strategies as needed to increase awareness of Al-Anon and AIS-related activities to our members in Districts 14–22.
- D. Lend guidance to the editors and ensure that their tasks are being completed.
- E. Attend AIS Council and Board meetings.
- F. Ensure that the AIS domain name and Weebly website program and Promote marketing website are renewed at the end of each term in conjunction with the Tech team.

Desired position abilities:

- Internet access
- Ability to recruit committee members.
- Ability and time to attend AIS Council Meetings on the second Thursday of each month.
- Ability and time to attend AIS Quarterly Board Meetings.
- Knowledge of Al-Anon Traditions and Legacies.
- Knowledge of or the desire to learn about Al-Anon service arms and regular activities of Al-Anon in our area.

WEB EDITOR

Maintain the site on a platform (currently Weebly) that does not require special web skills so the position can be easily passed on to the next webmaster.

TASKS:

- A. Publish content, maintain continuity of themes, design layout, and streamline navigation of the site.
- B. Keep site up to date by insuring that content is current, engaging, and accurate.
- C. Keep search engine optimization up to date to ensure that users find our site and get accurate information about AIS.
- D. Produce a mass email using Weebly Promote to announce that the monthly Bits is ready for printing and reading.
- E. Optional: Create a new web page for the current month’s newsletter to make it easier to read on mobile devices.
- F. Produce a monthly Council meeting reminder mass email using Weebly Promote.
- G. Produce “urgent” mass emails using Weebly Promote at the request of the Chair. (Rare occurrence.)
- H. Maintain the list of all members who have subscribed to receive e-mail notifications from AIS.
- I. Monitor Google search page issues.

Desired position abilities:

- Attention to detail.
- Dependability.
- Access to a laptop or desktop computer and to the internet and a personal email.
- Ability to work well with others including coordinating activities with other committee editors.

EVENTS EDITOR

Maintain the Master events calendar and keep events up to date on the website.

TASKS:

- Create a .pdf and .jpg of flyers submitted for publication after checking them to make sure they meet AIS guidelines and AI-Anon principles. Post them to the Events page.
- Maintain the Featured Events section of Home page.
- Create flyers for repeating events that have asked us to just change the date and post the same flyer each month.
- Maintain the Master Calendar of events for the year in a file format commonly available to all members.
- Post a .pdf of the Master Calendar to the website and update it as needed.
- Send a monthly calendar to the Newsletter Editor for publishing in the newsletter.

Desired position abilities:

- Attention to detail.
- Dependability.
- Access to a laptop or desktop computer and to the internet and a personal email.

NEWSLETTER EDITOR

Produce a monthly newsletter to be sent electronically on the first day of each month.

TASKS:

- Write and/or solicit original materials from members.
- Insure content from members is in keeping with the AI-Anon Legacies, the current BITS newsletter guidelines and copyright laws.
- Update required information including:
 - AIS Officers and Coordinators
 - AIS Financials
 - Where the Money Goes
 - District Rep and Meeting information
 - Monthly Calendar (in Coordination with the Meeting Directory Editor)
- Send content to proofreaders for proofing.
- Design the newsletter and create a .pdf of it for posting to the website.
- Coordinate with the Web Editor in the creation of the Bits mass emailing and the Council meeting reminder email.

Desired position abilities:

- Attention to detail.
 - Dependability.
 - Access to a laptop or desktop computer and to the internet and a personal email.
 - Ability to work well with others including coordinating activities with other committee editors.
- Knowledge of visual design principles is encouraged.

MEETING DIRECTORY EDITOR

Produce a printable directory of all meetings in Districts 14–22 that can be posted to the website and maintain a “confidential” list of Group contacts.

TASKS:

- Produce a meeting directory in a file format readily available to future volunteers of this position.
- Save the file as a .pdf and upload to the website.

- C. Make changes to the directory as they arise and upload to the website.
- D. Write the Meeting Update section for each month's newsletter and send to the Newsletter Editor
- E. Keep an open line of communication with the WA Area Group Records Coordinator to help ensure that the meeting information is the same at AIS and WA Area levels of service.
- F. Maintain a list of contacts for each Group so the Group can be contacted electronically if needed.

Desired position abilities:

- Intermediate level ability with common business software.
- Strong attention to detail and ownership for project timelines
- Access to a laptop or desktop computer and to the internet and a personal email.