

**PUBLIC INFORMATION AND COOPERATING WITH THE
PROFESSIONAL COMMUNITY COORDINATOR**

REV: 10/14/95

JOB DESCRIPTION:

1. Shall be a link between WSO, NCWSA, District Public Information Coordinators and/or District Representatives and others doing work in the Public Information area of AlAnon/Alateen Family Groups. (Bylaws of Northern California World Service Area of AFG, Inc.)
2. Shall be a link between WSO, NCWSA, District CPC Coordinators and/or District Representatives and others doing work in the Cooperating With the Professional Community area of AlAnon/Alateen Family Groups. (Proposed since CPC was added to Public Information.)

HOW:

1. Copy and distribute press releases, Public Service Announcements, campaign information etc. from New York World Service Office to all Area District Representatives, District Coordinators, and officers if applicable. This applies to both Public Information and Cooperating With the Professional Community.
2. Collect and report important information and feedback to Virginia Beach from the Area.
3. Answer questions and requests from Districts.
4. Submit typed reports and attend NCWSC meetings and Assembly.
5. Plan and conduct workshops as requested by Area or Districts.

TIME FRAME:

15-20 hours per month when needed. (Does not happen every month.)

EQUIPMENT: Space required at home is two or three file folders.

Typewriter or computer for reports
NCWSA Guidelines
NCWSA Bylaws
WSO Handbook
PI/CPC folders
Paper

Imagination and some creativity

So far there is no equipment provided for this job. NCWSA does have an overhead projector that can be used at meetings.