

# Area Northern Light Editor Guidelines

Area 35, Alcoholics Anonymous, Trusted Servant Guidelines

Updated: June 2015

## Position Description:

- Publish an informative and attractive newsletter to the Area in a timely fashion
- Encourage District reports and be available to work with districts on communication.
- Although copywriting or publishing specialization are not required, a prospective editor should have some technical experience in editing or publishing, taking into account the programs used to lay out the newsletter.

## Responsibilities:

- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience
- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, and the Area 35/36 Joint Workshop.
- Attend the annual Service Conference, Regional Forums and/or Conferences where fully reimbursed.
- Compile annual budget by the January Workshop of the first year and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Submit for reimbursement of expenses in a timely manner to ensure the consistent and more predictable disbursement of Area funds
- Prepare and give report at Area events to keep body informed of newsletter content, both positive as well as any problems, concerns or changes.
- List deadline for Area minutes, reports and articles in the Northern Light, and send a reminder email to Officers and Action Chairs as the deadline approaches.
- Provide encouragement for writing articles, particularly to DCMs and Area Action Committee Chairs. This must conform to the guidelines as shown in the Newsletter (on the right side-bar around page 11) which states: No Anonymous articles – Each article must have a title, author's first name last initial and city or town of author. There are other helpful guidelines in the Northern Light in addition to what is in here.
- Listen to comments from the Area on the content of the newsletter.
- Keep informed of activities and issues going on within Alcoholics Anonymous as a whole.
- Communicate with the Area 35 Chairperson about content to be included in specific issues regarding items such as Financial Responsibility Statements (budgets), delegate resumes, conference and forum information, agenda items, etc.
- On a daily basis or as near to it as possible, check emails for any content or contributions, or correspondence pertaining to content destined for publication in the next issue.
- Gather useful Service information to publish from sources within the Area, Region, and A.A. as a whole.
- Obtain, read and use other Area newsletters (GSO has record of these).
- Publish the Area budgets in the January/February issue the first year and the July/August issue the second year.
- Ensure that all last names, addresses (including the return address for the newspaper), and phone numbers are removed from the web version. Ask for help to edit any mistakes or anonymity breaks for printed and online version.
- Send digital copy by email to printer and ask for confirmation of receipt. Send a reminder or ask about the status of the printing process three to four days after sending the digital copy to the printer.
- You should leave the printer at least 2 weeks to print the Northern Light and mail it out.
- Maintain or design a flexible layout that can be both used on the area35.org website and sent to the printer.

- Work closely with the Area 35 Webmaster and Web committee on decisions such as whether or not a flyer should not be included in the newsletter or on the public website.
- Become familiar with the bulk mailing process. At this time the deadline is set for a little over a month before next event. This leaves 2 weeks or so to compile reports, minutes and articles and publish as a PDF document.
- At the beginning of the first rotation establish who will be collecting the newspapers from the print shop to transport them to events; this will most likely depend on which action committee chair is nearest and should also allow for a back-up person in the event the designated courier cannot fulfil the task.
- At this time the newsletter is laid out in Microsoft Publisher and converted into Adobe Acrobat PDF format so Editor should have Publisher. Area 35 has provided a laptop computer with current software to be used in generating the Northern Light. Report any technical or software issues to the Area Chairperson.
- Updated the Trusted Servant Guidelines for the Northern Light Editor. Submit the updated guidelines to the Area 35 Chairperson no later than the June committee meeting of the second year.
- When rotating out, help the incoming Northern Light Editor with experience, records, information, and any helpful suggestions for serving.
- Never forget to have fun putting the Northern Light together by exploring different ways to add content and “freshen up” recurring items and text boxes. If you enjoy what you are doing others will find the position attractive.