

## TWELVE STEPPER EDITOR

Communication.....The purpose of our newsletter is communication.....

1999 Job Description - How'd you do that???

### Communication - Primary Purpose-

To exchange our experience, strength and hope in regards to Al-Anon service in each issue of *The 12 Stepper*.

To adhere to the Guidelines set up by the WSO Area Newsletter Guidelines (G-21); Job description WSO Handbook pg. 99; NCWSC guidelines.

To follow the principles of Al-Anon's Twelve Steps, Traditions, and Concepts of Service

Shall issue, or cause to be issued, *The 12 Stepper*, three times a year or as authorized by NCWSA.

Provide up to date information to Al-Anon and Alateen groups registered with NCWSA, paid subscribers, and exchange members. Publish reports, events, assembly and conventions of NCWSA and NCWSC.

Get all the worker bees available.

Required to attend all NCWSC and NCWSA Assembly meetings as scheduled.

NCWSA yearly Convention - 12 Stepper Blue Board must attend, per motion 4-11-92, with reduced cost subscription forms, manned by No One. Expenses not covered for Convention attendance. Suggest bring Blue Board to Assembly, too.

### How to Do this Miracle!!!

Help! Help! Help! Alternate Editor and Al-Anon volunteers as required.

Currently printing is by adult handicapped students in Sacramento Area: and a sub committee handles printing and mailing.

Information for the newsletter comes from items of Al-Anon service related interest and reports submitted by officers, coordinators and district representatives attending NCWSC meetings and assembly.

Time required for publishing is about 60 hours per issue or about 240 hours per year.

Volunteer committee hours needed for proofing, labeling and bundling is 6-10 hours per issue or 18-30 hours per year.

### Funding - Tradition 7

NCWSA assumes all financial liability and expenses for the printing and mailing of *THE 12 STEPPER*. Individuals and Groups may subscribe to *THE 12 STEPPER* to help defray costs.

Each registered group receives a complimentary subscription. Its our way to say Howdy!

Committee Expenses: See NCWSC Reimbursement Guidelines. Attendance is voluntary at NCWSA Convention. - The Editor is not required to attend. (Blue Board Required to Attend)

Office expenses see NCWSC Guidelines.

Printing: The printer will bill treasurer. Verify printer has current address and get printing receipt for memo to treasurer. Coordinate with treasurer for verification process.

Postage: Advance requisition submitted to treasurer for postage (\$500 each request, \$100 yearly permit due in Feb.).

Budget: Reviewed yearly

### Equipment:

Pentium 233 HD

Microsoft Windows 95 CD

Microsoft Word

Scanner software

Hewlett Packard 670C Desk Jet Printer

Mustek 1200 III (scanner)

KDS 17' Digital Monitor

Microsoft Natural Keyboard

Microsoft PS2 Mouse