

# Policy and Procedure

## The Newsletter Editor's Duties and Responsibilities



**Anchorage Alaska Intergroup**

Effective Date: 09, 2015

**AAI Policy #: Undetermined**

**Adopted: 02, 2014**

**Revised: 09, 2015**

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## Duties and Responsibilities of Anchorage Alaska Intergroup Board Officers

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Purpose:

The purpose of defining the Newsletter Editor's duties and responsibilities is to provide clarification and a clear understanding of the role of Newsletter Editor.

Additional Authority:

None

Scope:

Newsletter Editor

Responsible Party:

Anchorage Alaska Intergroup

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### **POLICY**

The Newsletter Editor has the responsibilities of writing a monthly newsletter, providing the Corresponding Secretary with a copy, and emailing the Northern Lights to the members and other service bodies.

### **PROCEDURE**

1. The Newsletter Editor's responsibilities are the following:
  - a. write a monthly newsletter following the WSO and AAI Newsletter Guidelines,
  - b. observe the Traditions before publishing the newsletter,
  - c. observe copyrighted material, not publishing OA logo, Lifeline and A Step Ahead articles without permission,
  - d. select only material from within the OA Fellowship,
  - e. include a brief summary of minutes and financial statements, information about upcoming OA events, and articles about personal recovery,
  - f. credit sources reprinted from other OA newsletters articles,
  - g. provide the newsletter to the correspondence Secretary for USPS mail distribution, and
  - h. distribute the newsletter (the Northern Lights) via email.