Central New Mexico Intergroup

Job Title:	Newsletter Editor	Job Category:	Committee Chair*
Abstinence requirement:	3 months current abstinence		
Term of Office:	2 years		

Prepared by: Gloria B, originally	Updated: July 2018

Job Description

ROLE AND RESPONSIBILITIES

The Newsletter Editor is chair of the Newsletter Committee. It is suggested that this position be held by a seasoned member with a working knowledge of OA's Steps, Traditions, Concepts, and Tools, and strong abstinence. The Committee consists of the CNMI Chair, the CNMI Vice chair, and one or two long-time members who have experience with the Steps & Traditions. Ideally, the previous Editor would be one of the members.

The Committee serves as the review team for the newsletter before publication. The CNMI Vice Chair is specifically tasked with assuring adherence to OA Twelve Traditions in the publication of the newsletter, but all committee members provide support for this very important duty. The Committee also serves as a reference for the Editor with regard to questions concerning appropriateness and validity of submissions for publication, etc.

The primary responsibility of the Newsletter Editor is to compose, produce, and distribute a monthly newsletter for the CNMI fellowship. This includes reviewing submissions for appropriateness, clarity, punctuation, grammar, correct reference to approved literature, and Tradition adherence; reviewing event information for "who, what, where, when"; and contacting the submitter with questions.

The editor will also prepare and submit a budget request when prompted by the CNMI Treasurer.

The current publication content consists of:

Masthead - includes the CNMI logo, the month and year of publication, volume and issue numbers, along with contact information for Central New Mexico Intergroup.

Standard - The OA Responsibility Pledge, the statement of policy regarding membership in OA, Step and Tradition of the Month, Intergroup Meeting information, upcoming newsletter deadline, information for electronic newsletter delivery, calendar of upcoming CNMI, Region 3, and WSO events, meeting changes & updates, and information for submitting meeting changes to WSO and CNMI, "From the Chair", and "From the Editor".

Changing - Recovery articles submitted by CNMI members, detailed information about upcoming workshops, Region events, CNMI elections, etc., and, if there is room, reprinted *Lifeline* articles, information from oa.org including *Lifeline* topics with submission deadlines, podcasts, new publications, etc.

After composing the newsletter, the editor sends it to the committee for review. After making any needed corrections, the newsletter is finalized and taken to the printer.

The editor brings the printed copies of the newsletter to the CNMI meeting, and presents the receipt for reimbursement from the CNMI Treasurer. Following the meeting, the electronic newsletter is distributed to the CNMI Newsletter email list by the ECC and posted to the website by the website manager.

The newsletter editor is also responsible for having copies of the current meeting list printed quarterly, for distribution with the newsletter to the fellowship.

The editor is responsible for archiving a print and electronic copy of each newsletter produced.

PREFERRED SKILLS

The editor should have computer skills including word processing and document management. That person should be proficient with Microsoft Word, including formatting, as well as have strong skills with grammar, punctuation, and attention to detail. Committee members should have strong skills with grammar, punctuation, and attention to detail.

ADDITIONAL NOTES

"Guidelines for OA Newsletters" is available at oa.org.

The Newsletter Editor has access to the CNMI email account to receive newsletter submissions.

The Electronic Communications Coordinator maintains the CNMI Newsletter Mailing List in the email account.

*See CNMI bylaws, Article VII for more information about Committees and
CNMI Policy Manual, Article ____ for Committee chair qualifications and duties