Central New Mexico Intergroup

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

Prepared by: Leslie SK	Date: October 2021

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 and 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 ensuring adherence to OA Twelve Traditions is 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 and produce 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 any questions.
- The editor will also prepare and submit a budget request when prompted by the CNMI treasurer.
- The current publication content should consist of:
  - **Masthead** Includes the CNMI logo, month and year of publication, volume and issue number and contact information for CNMI.
  - **Standard** The OA Responsibility Pledge, statement of policy regarding OA membership, Step and Tradition of the month, CNMI meeting information, upcoming newsletter deadline, upcoming CNMI, Region 3 and WSO events, and current list of meetings with info as to how to submit meeting changes and, if desired, article "from the Chair" and/or "from the Editor.
  - **Changing Recovery** articles submitted by CNMI members, upcoming Zoom or in person workshops, Region events, CNMI elections and current meeting information with links.
- After composing the newsletter the Editor sends it to committee members for review. Once, finalized, the newsletter is distributed to the CNMI Newsletter email list by the Electronic Communication Coordinator (ECC) and posted to the website by the Website Manager. The Editor is responsible for archiving an electronic copy of each newsletter produced.

PREFERRED SKILLS

The Editor should have computer skills including word processing and document management.   The person should be proficient with formatting skills and have strong grammar, punctuation and attention to detail.

ADDITIONAL NOTES:

Guidelines for OA Newsletters is available at oa.org
The ECC maintains the Newsletter Mailing list in the email account.

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