

EL FAROLITO NEWSLETTER EDITOR AND COMMITTEE CHAIR

POSITION DESCRIPTION

- El Farolito (The Little Lamp) was founded in 1970 as the monthly Official Newsletter of the New Mexico Area 46 Assembly of Alcoholics Anonymous. The position requires a commitment of 24 months and is selected by the Area 46 Chair Person and voted in at the December Assembly of the off year of voting for Trusted Servants. The newsletter consists of print and email versions. The Newsletter is solely prepared by the Newsletter Editor And based on the receiving monthly reports and flyers from Trusted Servants, Delegates, Officers, Committees and Districts.
- The newsletter is zero based budgeted and receives contributions from AA Fellowship Groups throughout the state. The keeping of records and administration of funds is the second primary task of the Newsletter Editor. Monthly updates of financials are published in the newsletter.
- The editor is required to submit written and oral reports 3 times a year at Assembly of the status of readership, finances and other matters related to the growth of the newsletter. Holding Committee meetings is an ongoing process for input on suggested changes, opportunities and feedback.
- The editor also coordinates with the Registrar to maintain an Excel database, adding, removing, receiving subscriptions, and changing information. The ELF databases (print and email) information is provided of changes.
- The Newsletter editor receives mail with contributions in a specific Mailbox at the US Post Office, processes and pays for returned mail and makes contribution check deposits to the NM Bank & Trust in Albuquerque. Statements from the printer, email distributor, US Postal Service expenses and miscellaneous work product expenses are paid through the checking account by the editor.
- The time commitment varies each month based on the size of the newsletter, the volume of contribution paperwork, the committee meeting and Area Assembly attendance.
- Guidelines for the newsletter content are in the Area Information Pamphlet (AIP) which is distributed at Assemblies. The AIP is available online within the Quick Links section of the Service website.
- A personal computer, previous 2-year records for reference and training will be provided to make for a smooth transition

SKILLS REQUIRED:

- Microsoft Suite, Excel, Word, PowerPoint (Templates are provided for all documents required)
- Create artistic ideas in layout and design within professional limits according to the standard format identified in the AIP.
- Email address will be provided for receipt of reports.
- Depending on location coordination with a local post office may be required to set up a postal box for receipt of contributions.

RELATIONSHIPS:

- Work with all-Trusted Servant and newsletter recipients.

CRITICAL DATES:

- Newsletter submissions are to be received by 15th of the month.
- Newsletter must be mailed by the first of the month.
- Bank Statements will be received from the Treasurer the first part of the month for posting.
- Mailbox must be checked at least twice a month with deposits submitted to bank.
- Email submissions require brief additional formatting with removal of finances and last names and must be submitted to the Technology Chair by the first of the month. Email distribution must be sent via the vendor with an attached cover page and links to the website location of the current issue. This happens when the Technology Chair had acknowledgement of received that the submitted version of the newsletter has been posted to the website.

Contact: Area 46 Chair at chair@nm-aa.org to bid for El Farolito Newsletter Editor at elfarolito@nm-aa.org for more information. Start date January 1, 2025.