SETA NEWSLETTER CHAIRPERSON
JOB DESCRIPTION

General Description: The Newsletter Chairperson is elected by the Area Assembly to serve a two-year term. They are a voting member of the Area Assembly and a member of the Area Committee.

Position Description: Communicate information pertaining to SETA service work and in support of our Area Delegate with GSRs and Area Officers by regular publication of a newsletter.

Requirements:
Have access to a word processor and e-mail (SETA may provide a computer if needed).

Duties/Responsibilities:
- Work with a newsletter committee (a committee is recommended)
- Meet as a committee to determine format, planning and content
- Gather and prepare copy of Area news, including Delegate's report. May include local AA news, information about groups and committees, and reprinted material from A.A. literature. Follow GSO guidelines on use of AA's trademarks and logos and reprints (see AA. Service manual)
- Proof read copy
- Submit to printer for quarterly publication.
- Encourage groups, districts and committees to submit news and articles.
- Attend and participate in Area committee meetings and Area quarterly meetings.
- Have a supply of current newsletters at Quarterly meetings.
- Submit information to the SETA Information Technology (was Website) Chairperson as appropriate to the office.
- Report to assembly.
- Provide copies to GSO and Regional Trustee and Multilingual Chairperson.
- Send an electronic copy to Area committee (allseta@aa-seta.org).
- When leaving office, be willing to work with the incoming Newsletter chair and be willing to be a consultant to ensure a smooth transition.
- Prepare annual budget and attend annual budget meeting.
  Job Descriptions will be reviewed or revised by April of every even numbered year to reflect any necessary changes or additions to the position. In addition, the review or revision will be noted in the footer of job description with year of review or revision.

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JOB DESCRIPTION CONTINUED

- The reviewed or revised job description will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.

Responsibilities for using SETA computer equipment

Where computer equipment is provided for a SETA service position, that User's Job Description should outline the responsibility for computer use and maintenance.

1. *All Information Technology equipment should always be stored in a manner that does not expose same to extreme ambient or damaging conditions.*
2. *The assigned user should store and use the equipment during his/her term. If there is a vacancy in the position the alternate takes possession until the position is filled. Unused equipment should be referred back to the Area Committee for disposition.*
3. *In order to preserve and secure SETA's data, the assigned user should use SETA equipment for Area business when supplied. Use of personal equipment is discouraged.*
4. *All data relating to Area business should be stored on the SETA-provided equipment.*
5. *Transfer of SETA equipment to the new user should take place as soon as practicable after elections and completion of assigned tasks.*
6. *Data from all SETA equipment should be backed up on to currently available backup media supplied by SETA, such as another computer, flash drive or optical disk. Backed up data should also be kept at an alternate site. Backup media should be passed to the successor at the end of the term.*