



Area 32 District 8: Service Position Descriptions

PI/CPC Coordinator · Public Info. and Cooperation with Prof. Communities

The PI/CPC Coordinator coordinates and oversees all outreach efforts to carry the message of Al-Anon to the community including but not limited to: general public, doctors, attorneys, counsellors, law enforcement, libraries, shelters, non-profits, and churches. The time commitment varies in hours/month. The term is 2 years. Prerequisite for the position is: 2 years of active Al-Anon recovery.

Duties include:

1. Attend monthly District meetings and submit a written report to the Secretary
 2. Submit accurate information to and periodically review community calendars
 3. Work with WSO and local TV/radio stations to distribute PSAs
 4. Order and stock pamphlets and meeting schedules in racks around the community
 5. Maintain a list of locations where pamphlets are accepted and distributed
 6. Make contacts with professionals and establish a working relationship as a point-of-contact for them and those they serve
 7. Report to Area 32 Coordinator and assist with Area projects, as needed
 8. Coordinate with Gallatin County Alcohol and Drug Services to schedule speakers
 9. Review the PI/CPC binder to familiarize yourself with past projects and maintain records of current outreach efforts
 10. Request a PI/CPC budget as part of the District annual budget
 11. Submit expenses for reimbursement in keeping with the Group Conscience
 12. Brainstorm and propose new and creative outreach efforts
 13. Reference G-9 for additional guidance. <https://al-anon.org/pdf/G9.pdf>
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District 8 Absence Policy: Per a motion passed by voting GRs, if any person holding a district position (officer and coordinator) is absent from 3 district meetings in a row without submitting a written report in advance to the Secretary, the position will be forfeited and the District may seek a replacement.

In advance of completing the term, Officers and Chairs are encouraged to find an Alternate/Incoming person and serve as a Service Sponsor for several months.

Adopted 2007, Revised & Adopted 5/2021