

Alki-Line is a Bi-Monthly Publication of Area 11



ALKI-LINE



Alki-Line's Primary Purpose is to Publish

Dates of Events

Articles

Poems, Cartoons & Other Material about the

Experience, Strength & Hope of Recovery

The *Alki-Line* Committee Members Are Elected by the Districts in Area 11

Members Solicit Submissions • Attend Monthly Meetings • Voice Opinions • Vote

COMMITTEE POSITIONS

- **Area 11 Chair & Co-Chair**
- **Editor & Co- Editor**
- **Graphic Designer & Co - Graphic Designer**
- **Secretary**
- **Treasurer**
- **Circulation Manager**
- **Event Reporter**
- **Special Events Liaison**



**Meetings - 1st Tuesday of each month at 7:30pm
Masonic Lodge, Meriden**

**On the month *Alki-Line* is not published,
a volunteer from the *Alki-Line* committee produces a flyer
recruiting articles and other material for publication.**



***THE FLYERS ARE TAKEN TO THE AREA 11 MEETING
FOR DISTRIBUTION BY THE DISTRICTS***

Submissions Accepted

- *Each submission passes a 2/3 vote of the committee • 250 words or less*
- *Each submission conforms to the Concepts & Traditions of AA*
- *Each submission carries the AA message*
- *Submissions are not to be too religious or too political*
- *No letter or explanation of rejection unless requested by the submitter*
- *Grapevine articles are printed with the source cited*
- *Alki-Line includes a maximum of one cartoon & one poem per issue*
- *Alki-Line does not publish registration forms*



**This is an honest fellowship; we presume all submissions are original or in the public domain.
Following publication all copyright reverts to the author.**

CHAIR

- Leads *Alki-Line* monthly meetings
- Attends Area 11 monthly meetings
 - Assures publication & online presence of each issue
 - Delegates duties to committee members
- Cost effective use of budget
- Responsible to Area 11

Co - CHAIR

- Leads meetings in Chairperson's absence
- Assists committee responsibility co-ordination
- Maintains notebook of past *Alki-Lines* & other Area newsletters & guidelines
 - Document motions & group conscience.



SECRETARY

Takes Minutes at Meetings • Prepares & Distributes Minutes • Maintains Notebook

EDITOR

- **Collects & reviews all submissions** • **Monitors e-mail & post office box**
- **Converts hard copy into electronic format** • **Forwards submissions to committee**



GRAPHIC DESIGNER

- **Provides print out of the issue layout for committee proofing**
- **Provides camera-ready layout for printer** • **Provides PDF for Area 11 Website**

Co - GRAPHIC DESIGNER

- **Assists the graphic designer** • **Assumes duties if necessary**

TREASURER

- Maintains records of expenditures, reimbursements & receipts approved by the Alki-Line Committee
- Prepares &/or assists the Chairperson in providing a year-end budget



CIRCULATION MANAGER

- Mails current issues of *Alki-Line* to individuals on U.S. mailing list
- Maintains mailing list, keeps addresses current, adding new as requested
- Maintains supplies - stamps, envelopes, mailing labels • Submits receipts for supplies



EVENT REPORTER

- Responsible for covering & reporting events in person or by proxy
- Uses discretionary style for report, such as recap, interview attendees, do's and don'ts, affect on AA, what it meant to me, etc)
- Submits the report to Editor • Submits receipts for reimbursement

SPECIAL NEEDS LIAISON

- Maintains contact with the Special needs Committee re: *The Alki-Line*



**When anyone, anywhere, reaches out for help,
I want the hand of AA always to be there.
*And for that I Am Responsible.***

