

Assistant Editor/Mainstay Service Representative Resume

NAME: _____

ADDRESS: _____

PHONE: (M) (W) (H)

EMAIL ADDRESS:

PERSONAL HISTORY

DATE OF BIRTH:

DATE OF SOBRIETY:

STATE OF HEALTH:

Assistant Editor/Mainstay Service Representative Duties

Gather letters/articles for Mainstay within Assistant Editor/Mainstay Service Rep's Region
Type handwritten letters and format for production
Initial "edit" - ensure word length up to 600 words (editorial licence generally allows 10% over)
Proof reading
Send contributions to the Editor as they arrive, prior to deadline for each issue.
Regular contact with Editor/production team. (Usually via email)
Work with Editor/production team to ensure AA's message is carried to alcoholics
Assist Writing the 'Dear members' editorial each month, in collusion with Editor/production team/rotating with team members
Promote Mainstay at meetings, Intergroup and among AA network.
Ask AA members for contributions - letters up to 600 words, articles, events notices and reports - for the area.
Encourage individuals and groups to subscribe to Mainstay - including sponsored subscriptions, and subs into institutions.

Mainstay Service Position Personal Attributes Required

Basic ability to proof read letters
Able to type handwritten letters
Understanding of AA message of recovery - contributions should be in the spirit of AA.
Able to censor/edit letters as required

Terms:

2 years sobriety
3 years term before position rotates
Time commitment approximately 2 - 5 hours weekly - fluctuates during release dates etc.

AA BACKGROUND (CV)

KNOWLEDGE AND SKILLS TO FULFILL ROLE

I have read the information entered above. To the best of my knowledge, it is correct..... AND I WILLINGLY ACCEPT THE POSITION IF SO SELECTED.

Signature of Candidate

Date

Send to; The Manager, NZ GSO, PO Box 6458, Wellington 6141