

# *The Point* Policies Manual

*The Point* is published monthly to inform A.A. members about business and meeting affairs in the Intercounty Fellowship of Alcoholics Anonymous (San Francisco and Marin Counties) including complete financial activity. Presently, we also list activities and events and provide extensive editorial content that carries the message by reflecting local experience, strength, and hope.

Each month a complimentary copy is mailed to registered secretaries and treasurers for the purpose of sharing with the groups. Complimentary copies are also mailed to each individual participating in the Faithful Fivers program and/or donating more than \$60 per year to Central Office, and members who have contributed an article within the last twelve months and have submitted mailing addresses. Complimentary copies are also handed out to IFB members at each month's meeting. Annual subscriptions are currently offered at \$12 per year and individual copies are sold at the bookstore for \$1.

The Editorial Committee consists of the following members: Chair, Editor, Associate Editor, Layout Person, Recording Secretary, Layout Sheet Coordinator, Contributor Liaison and, as needed, a Central Office Staff representative. All members who attend the meetings are heard, but an individual viewpoint will not necessarily grow into the group conscience. Everyone can present ideas and voice concerns and opinions. While we operate under a perpetual group conscience, only members of the Editorial Committee and Contributors who have attended three consecutive committee meetings are eligible to vote on issues facing the committee.

## **EDITORIAL POLICY**

*The Point is published monthly to inform A.A. members about business and meeting affairs of the Intercounty Fellowship of Alcoholics Anonymous in San Francisco and Marin counties.*

*In addition, The Point publishes original feature articles submitted by local A.A. members that reflect the full diversity of experience and opinion found within the fellowship of Alcoholics Anonymous. No one viewpoint or philosophy dominates its pages, and in determining the editorial content, the editors rely on the principles of the Twelve Traditions.*

*The Point illustrates the shared experience of individual A.A. members working the A.A. program and applying the spiritual principles of the Twelve Steps. Yet what works for one individual or A.A. group may not always work for another. For this reason, from month to month, articles may be published that appear to contradict one another. Seeking neither to gloss over difficult issues, nor to present such issues in a harmful or contentious manner, The Point tries to embody the widest possible view of the A.A. fellowship.*

*The Point welcomes submissions from all A.A. members in San Francisco and Marin counties. Nothing published should be construed as a statement of A.A. policy, nor does publication constitute endorsement by A.A. as a whole, the Intercounty Fellowship Board, the Central Office, or The Point Editorial committee. Submissions of letters or articles that help communicate an individual's experience, strength and hope and carry the A.A. message are welcomed.*

*Please note that submission of an article does not constitute promise of publication. Articles are evaluated based on the Twelve Traditions, and while editing is done for purposes of clarity and length, the editors encourage all writers to express their experience in their own unique way. No payment can be made for submissions, nor can material be returned. It is not the practice to return edited articles to the author for final approval prior to publication. At times, articles may be reprinted without the author's permission, but the author's byline will always be included in these cases. Email submissions to [thepoint@aasf.org](mailto:thepoint@aasf.org).*

*This policy is subject to revision.*

## **EDITORIAL POLICY – SHORT FORM**

*The Point is published monthly to inform A.A. members about business and meeting affairs of the Intercounty Fellowship of Alcoholics Anonymous in San Francisco and Marin counties.*

*In addition, The Point publishes original feature articles submitted by local A.A. members that reflect the full diversity of experience and opinion found within the fellowship of Alcoholics Anonymous. No one viewpoint or philosophy dominates its pages, and in determining the editorial content, the editors rely on the principles of the Twelve Traditions.*

## **FLYER INCLUSION POLICY**

*The Point includes copies of local event flyers on an “as space allows, first-come, first-printed” basis. Submissions are due no later than the close of business on the 10<sup>th</sup> of the month prior to publication and must be emailed in an editable format to [thepoint@aasf.org](mailto:thepoint@aasf.org). This same general rule applies to groups wishing to list their speakers, as well. The following is the Flyer Inclusion Policy as adopted by the Central Office Committee (COC) in April 2005.*

Event flyers are eligible for publication if the following qualifications are met:

- 1) The event is sponsored by an A.A. Group, Conference, or Service Entity.
- 2) The event includes an A.A. meeting.
- 3) The event does not directly support an outside entity.
- 4) The event posts no commercial advertising on the flyer.
- 5) The event participation is based on the Twelve Traditions.
- 6) The event's inclusion in *The Point* does not constitute endorsement.

## **CONTENT DEADLINES and SUBMISSION INFORMATION**

Articles: By the 15<sup>th</sup> of the month two months prior to publication (i.e. an article for the June issue is due no later than April 15<sup>th</sup>).

Flyers: The close of business on the 10<sup>th</sup> of the month prior to publication (flyer is due by May 10 for June issue).

All submissions should be in an editable, electronic format.

## **POLICY FOR UNSOLICITED SUBMISSIONS**

While *The Point* Committee maintains a roster of current contributors from whom we solicit articles, we do, from time to time, receive unsolicited submissions. It is our policy to acknowledge each and every submission via email or snail mail if email is not available. (See "Unsolicited Submissions" letter in Appendix.)

## **POSITION DESCRIPTIONS**

### **CHAIR**

**Role:** The Chair mutually represents *The Point* and the IFB to each other, leads the Point Committee business meetings, and participates equally in other Committee functions.

### **Responsibilities:**

The Chair delivers a written and verbal report each month to the IFB on the actions and needs of the Point Committee and in turn brings relevant information from the IFB to the Committee. The Chair prepares a written agenda for, and facilitates, each Committee meeting.

With other Committee members, and to the extent that he or she is willing and able, the Chair contributes as an author, recruits other contributors and editorial members, develops subject matter, and helps update editorial policy.

**Requirements:**

Approximately 4 to 6 hours per month. The IFB bylaws require all committee chairs to be members of the IFB. The Point Committee Chair must be able to attend the monthly IFB meeting on the first Wednesday of every month and the Point Committee meetings on the second and fourth Tuesdays of every month.

The Chair should be organized, detail-oriented, and possess strong keyboard and oral communication skills in order to present at the IFB (50 – 70 people) and field questions, and then prepare and implement the agenda for the Point Committee meetings (5 – 10 people), where he or she will moderate the proceedings within time constraints while acknowledging various points of view.

Experience in editorial planning for a publication or newsletter is strongly preferred, but not specifically required.

**EDITOR****Responsibilities:**

The Editor leads brainstorming for each issue and coordinates monthly article contributions. The Editor also recruits writers and manages author relationships and works with other committee members to ensure all articles are assigned and received on time. The Editor is responsible for assigning each new article submission with a unique document identifier (e.g, “A29”) before distribution to the committee. With assistance from Associate Editors, the Editor edits and proofreads content each month and ensures all articles are appropriate word length for the layout. The Editor also reviews the layout for each issue with the Layout Person and assists with layout when necessary. In addition, the Editor contributes to each issue by authoring “From the Editor” and any assigned articles.

**Requirements:**

Approximately 12 to 14 hours per month. The Point Editor must be able to attend The Point Committee meetings on the second and fourth Tuesdays of every month. The Editor should be organized, detail-oriented, and possess strong computer (MS Excel, MS Word), written and oral communication skills. Experience in editorial planning, management and production for a publication or newsletter is strongly preferred, but not specifically required.

**ASSOCIATE EDITOR****Responsibilities:**

Associate Editors participate in brainstorming for content and assist the Editor by recruiting contributors and coordinating monthly contributions. The Associate Editor also works with other committee members to ensure editorial content is submitted on time. Associate Editors assist the Editor with editing and

proofreading each month to ensure all articles are appropriate word length for the layout. Associate Editors also contribute to each issue by authoring assigned articles.

**Requirements:**

Approximately 6 to 8 hours per month. The Point Associate Editor(s) must be able to attend The Point Committee meetings on the second and fourth Tuesdays of every month. They should be organized, detail-oriented, and possess strong computer (MS Word or other word processing needed; MS Excel and MS Publisher helpful), written and oral communication skills. Experience writing or editing for a publication or newsletter is strongly preferred, but not specifically required.

**LAYOUT PERSON**

**Responsibilities:**

The Layout Person is primarily responsible for the layout and design of all pages containing editorial content. The Layout Person flows in text, finds and places graphics, and ensures that all pages of The Point are laid out in an attractive and readable fashion. The Layout Person also participates in brainstorming content and may contribute to each issue by authoring assigned articles.

**Requirements:**

Approximately 10 to 12 hours per month. *The Point* Layout Person must be able to attend The Point Committee meetings on the second and fourth Tuesdays of every month. They should be organized, detail-oriented, and possess strong computer skills (MS Publisher and MS Word). Training in graphic design and/or experience with layout or production for a publication or newsletter is strongly preferred, but not specifically required.

**SECRETARY**

**Responsibilities:**

The main duty of *The Point* secretary is to take minutes at the meetings and distribute them to the rest of the Editorial Committee via email. The minutes are basically a double-check of the upcoming issues' spreadsheets as well as a synopsis of future Point issues, what was discussed or assigned at the meeting, and a record of what other issues or matters were addressed in the meeting.

The secretary should also maintain a physical or digital file of all of the minutes to be used in the compilation of *The Point* Committee achievements for the annual IFB report.

**Requirements:**

Approximately 6 hours per month. The Secretary must be able to attend *The Point* Committee meetings on the second and fourth Tuesdays of every month; be fluent in the English language; know proper grammar, spelling and sentence structure; be able to capture meeting discussion and dialogue in a quick and precise manner; be able to communicate that in a coherent record that is distributed to the proper committee members, and be familiar with Microsoft Word.

Organization, attention to detail and the ability to capture key points in a meeting are also necessary.

**LAYOUT SHEET COORDINATOR****Responsibilities:**

The Layout Sheet Coordinator is primarily responsible for the coordination and upkeep of the list of stories, contributors, word count and editorial status of every article for each month's edition of *The Point*. The Layout Sheet Coordinator gathers information from emails from contributors, committee members, and editors. The Layout Sheet Coordinator ensures that the layout sheet is accurate and accounts for each page in the monthly editions, as well as articles that are banked for future publication. The Layout Sheet Coordinator reports on the editorial status of each issues articles on a regular basis to committee members, participates in brainstorming about content and may contribute to each issue by authoring assigned articles.

**Requirements:**

Approximately 6 to 8 hours each month. The Layout Sheet Coordinator must be able to attend committee meetings on the second and fourth Tuesdays of every month and must be organized, detail-oriented, and possess strong computer skills (particularly MS Excel and MS Word). Experience with layout or production for a publication or newsletter is strongly encouraged, but not specifically required.

**CONTRIBUTOR LIAISON****Responsibilities:**

The Contributor Liaison maintains the contributor database and communicates periodically with the contributors by email in order to solicit articles for *The Point*. The Contributor Liaison also coordinates the complimentary one-year subscription for published contributors.

**Requirements:**

Approximately 4 to 6 hours each month. The Contributor Liaison must be able to attend committee meetings on the second and fourth Tuesdays of every month and must be organized, detail-oriented, and have adequate computer skills

(particularly MS Excel, MS Word and email) to maintain the contributor database and communicate with a large group by email.

## **CONTRIBUTOR**

### **Responsibilities:**

Contributors submit articles on an as needed basis, as notified by the Contributor Liaison via email. Contributors may also submit unsolicited articles. Articles should focus on recovery from alcoholism, as more completely stated in *The Point's* editorial policy.

### **Requirements:**

Contributors should adhere to word count requirements, deadlines and topic suggestions, and accept editorial revision without requiring approval of final version. Contributors should provide a byline for the story and a mailing address for a complimentary one-year subscription to *The Point*.

## **PRINT & PRODUCTION COORDINATOR**

### **Responsibilities:**

The Print & Production Coordinator prints each issue and inserts, and works with office staff to recruit and coordinate volunteers to collate, stuff, fold and label the copies for mailing. The Print & Production Coordinator makes sure that the layout of each issue is aligned properly when printed and ideally takes each month's mailing to bulk mail.

### **Requirements:**

Approximately 10 to 12 hours per month (3 to 4 to print and 7 to 8 to produce and mail). The ability to take direction from staff, learn how to use the copier and printer at Central Office, organize and supervise volunteers, sort accurately by zip code, drive or recruit driver to deliver newsletters to bulk mail.

## **TIMELINE**

The timeline for producing an issue is as follows:

Roughly three months prior to publication the committee begins brainstorming for a theme and potential topics for articles. The committee begins to think of writers who may be a good fit for a particular topic. Other sources of themes and topics include current events and unsolicited articles. Within the next month the committee begins to look for contributors to commit to an article. The deadline for articles is the 15<sup>th</sup> of the month, two months prior to the issue. Flyers and announcements need to be submitted no later than the 10<sup>th</sup> of the month prior to publication and are inserted on a first come, first served basis.

## **APPENDIX A**

### **SAMPLE RESPONSE TO LETTER TO THE EDITOR:**

Dear Reader:

Thank you for corresponding with *The Point*. We appreciate input from all of our readers. We publish comments when possible, and invite anyone from the Intercounty Fellowship of San Francisco and Marin to submit articles for publication. We are blessed with a truly glorious diversity of members, and we are grateful for their shared experience, strength and hope.

Just as in an individual meeting, in each issue of *The Point* we strive to share our experience, strength and hope with each other that we might solve our common problem and help others to recover from alcoholism. We do this by allowing each writer to speak for themselves, as themselves, as much in their own voice as possible. While we edit to make sure we hew as closely to the traditions as possible, and of course for spelling and grammar, we do not change any single member's experience or opinion. It is the diverse voices of our membership we want to hear, and their strength that will keep us sober.

Once again, thank you for your comments. We appreciate your interest in *The Point*, and invite members of our Fellowship to submit articles for publication consideration anytime. We love to hear from you.

Yours truly,

*The Point* Editorial Committee

## **APPENDIX B**

### **SAMPLE RESPONSE TO UNSOLICITED CONTRIBUTION:**

Dear Reader:

Thank you for submitting your article to *The Point*. We invite anyone from the Intercounty Fellowship of San Francisco and Marin to submit articles for publication. We are blessed with a truly glorious diversity of members, and we are grateful for their shared experience, strength and hope.

Just as in an individual meeting, in each issue of *The Point* we strive to share our experience, strength and hope with each other that we might solve our common problem and help others to recover from alcoholism. We do this by allowing each writer to speak for themselves, as themselves, as much in their own voice as possible. While we edit to make sure we hew as closely to the traditions as possible, and of course for spelling and grammar, we do not change any single member's experience or opinion. It is the diverse voices of our membership we want to hear, and their strength that will keep us sober.

We will consider your article for publication in *The Point*, but we cannot guarantee it will be published. If it is published, we will let you know in which issue it appears and provide you with a complimentary one-year subscription, as long as you give us your mailing address. We may reprint your article in a future issue as well, with your same byline.

Thank you again for submitting your article to *The Point*!

Yours truly,

*The Point* Editorial Committee