



## **HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS**

### **HARBOR LIGHT EDITOR**

*(Sobriety requirement: 24 months)*

The Harbor Area Service Committee *Harbor Light* Editor is elected each year to select and chair a committee whose responsibility it is to prepare and publish the monthly *Harbor Light* Bulletin.

The committee will:

- ◆ Solicit meeting notices from the groups,
- ◆ Obtain Harbor Area Service Committee and Board meeting minutes,
- ◆ Obtain the Hospital & Institution Committee report
- ◆ Obtain any other news of interest to the Harbor Area for inclusion in the Bulletin.

The Committee will prepare the layout and format for the Bulletin, publish the newsletter, collate and prepare it for mailing, attract and maintain the list of subscribers.