

Role – Newsletter Copy Editor

Description:

You will be reviewing the stories submitted to the Step by Step newsletter for grammar and spelling, and for any breaks of the 12 Traditions

Qualifications:

* To have at least three months of current continuous abstinence
* To have been in OA for at least a year
* To be working the OA steps with a sponsor
* To have an understanding of the 12 Traditions

Tasks involved:

* Once every 3 months, receive a Word document from the Newsletter Co ordinator containing stories submitted by OA members
* Review the spelling and grammar of the stories and make suggested corrections
* Identify any potential breaks of the 12 Traditions (eg mention of specific outside enterprises by name, or any information given which might break the writer’s anonymity) and indicate these in the document
* Send the document back to the Newsletter Co ordinator

Working with:

Your main contact will be with the Newsletter Co ordinator and also other volunteers including other Copy Editors and maybe the Designer

Approximate time commitment:

2-3 hours every 3 months

Technical requirements:

This role requires Internet access, a word processor such as Microsoft Word or a free equivalent, and would be more easily done on a laptop/PC although it is possible to do on a tablet