

# Best Practice Tip Sheet

## Time-Honored Solutions And Survival Strategies to Trouble-Shoot Your Way Through the Communications Secretary Position For Region III

The very first thing to do once you have accepted your post-election hugs and high-fives is to ... take a deep breath. That feeling of terror and horror washing over you? It's called buyer's remorse, other wise known as "What was I thinking? How can I possibly do this job perfectly?" Well, you can't. Not the perfect part, anyway. But you can proceed by trusting the process. And following these simple tips. Presented in no special order, are some things that might make your new job easier (And there are twelve of them. How 'bout that!):

1. Horizon is supposed to be published twice a year approximately 90 days before the assembly. (Theoretically. Although it's come out as late as two weeks before). It's published electronically and posted on the Region III web site in both pdf and html formats. This version is created using a simple word processing program called OpenOffice. You can get fancier publishing programs that will do more high-level functions, but you don't have to.
2. I have the templates. Just ask!
3. Because it's electronic, there's no limit on how many – or how few – pages you publish. Among the items that are always published are a calendar, flyer or feature story on the assembly/convention, the minutes from the last assembly, trustee or committee reports if available, contact info for steering committee and standing committees, and a clip-out form for group donations to Region III.
4. Virtually all our copies are sent by email, but I am happy to mail a paper copy to anyone who asks. So far, no takers.
5. Electronic email addresses are available from Lorie Baird at lbaird@oa.org. Ask from them in Excel format for easy selection.
6. Right now, you are the gatekeeper for the editorial content of the web site. Most groups are savvy enough to send their materials in pdf form for easier posting. Others are not and may require a little editing.
7. Check your email daily as you will get messages from the fellowship. Most of them are people forwarding event notices, but others are may be newcomers or people who want to know about the Wednesday night meeting in Houston or if there's a Sunday meeting in Salt Lake City. Since it's likely you'll be answering from a totally different place, I steer these inquiries to intergroups. If I happen to know somebody in a particular city, I might forward the email and give them a heads up.
8. You may also get emails from people wanting to promote diet plans or eating disorders programs. Keep the traditions in mind in your gatekeeping role.
9. It's also important to watch for emails from fellow steering committee members. Email is our main means of keeping in touch.
10. The steering committee usually participates in two conference calls, one in August, the other in January, to keep up with business. They last less than 90 minutes and are very efficient. Just make sure you are on the same time zone as the chair and things will run smoothly!
11. Check the region web page at least once a week. That way you can spot trouble before it becomes a crisis. Our fellow OA's are also good watchdogs.
12. You will make mistakes – miss emails, drop the ball, blow deadlines, go underground for a little while for work/family/life calamities. And it's OK. Relax. Have fun. Do service.

In Loving Service to OA,  
Mary R.

