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# Desktop Publishing Chairperson

## Position Description

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<b>Type of Position</b>	Committee	<b>Commitment Length</b>	1 Year
<b>Continuous Recovery</b>	1 Year	<b>Time Commitment</b>	High

### Role of the Desktop Chairperson

Under the direction of the AA and Al-Anon Chairs, the Desktop Chairperson is responsible for creating the entire look and feel for the current year's conference. This position requires constant attention to detail and must work closely with the Board and the Webmaster Chairpersons. The Desktop Publishing position is one of the most skill based positions within TWC.

### Essential Functions

- Create the overall look and feel of the conference theme starting with Logo design.
- Update existing documents and create new ones.
- Converting files to PDF format for website upload and file sharing.
- Organize tasks to facilitate successful project completion.
- Be able to pay for website and be reimbursed (up to \$350 for signage, much less for most print jobs).

### Talents Needed for Success

- Advanced computer skills required; specifically knowledge of Microsoft Word, Microsoft Publisher or PowerPoint, and Adobe Acrobat.
- Advanced Project Management skills.
- Creativity in the area of design.
- Ability to work with and take direction from others.
- Ability to work within a budget.

### TWC Purpose (taken from the TWC bylaws)

The purpose for which the corporation is organized is solely for charitable and educational purposes as described in Section 501 (c) (3) of the Internal Revenue Code of 1954 (as amended or corresponding provisions of any future United States Internal Revenue Code), especially relating to the education of gay, lesbian, bisexual, transgender and allied communities on substance abuse issues.



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## **Desktop Publishing Chairperson**

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#### **Discrimination policy (taken from TWC bylaws, Article VI – Public Policy)**

This corporation, in its dealing with clients, applications, employees and organizations will in no way discriminate against any individual or group of individuals because of race, creed, color, sex, sexual orientation, gender identity or expression, disability, religion, national origin, age, height, weight, veteran status, marital status or political affiliation.



# Desk Top Publishing

## Timeline

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The Desktop Publishing Chairperson creates the entire look and feel for the current year's conference. This begins by working with the AA and AI-Anon Chairs in early July to understand their vision for the conference. Together with the chairs you will create the current year's logo. The Desktop Publishing Chairperson continues this theme in print material throughout the entire year. This position works closely with the Webmaster Chairperson. This position requires a named co-chair for smooth transition between program years.

Timing	Task / Item
Every Month	<ul style="list-style-type: none"> <li>• Attend every Committee meeting.</li> <li>• Create flyers for all events a minimum of two months in advance of each event.</li> <li>• Create print advertisements for Between the Lines (BTL) and e-mail one week prior to publication.</li> <li>• Advertisements should be in BTL a minimum of 10 days prior to the event.</li> </ul>

Timing	Task / Item
For <b>July</b> Meeting	<ul style="list-style-type: none"> <li>• Design logo with chair's approval.</li> <li>• Design flyer for September event and for September Volunteer meeting (in conjunction with committee meeting); send to Webmaster &amp; Chairs.</li> </ul>
For <b>August</b> Meeting	<ul style="list-style-type: none"> <li>• Update and print Event Postcards per AA/AI-Anon Chairs.               <ul style="list-style-type: none"> <li>○ Use half page or cardstock.</li> <li>○ Print 300 – 500 for mailing list &amp; 200 to pass out.</li> </ul> </li> </ul>
For <b>September</b> Meeting	<ul style="list-style-type: none"> <li>• Make contact with BTL for free advertising before September meeting.</li> </ul>
For <b>October</b> Meeting	<ul style="list-style-type: none"> <li>• Provide Chairs with previous year's newsletter and ask them to submit newsletter articles by the November meeting.</li> </ul>
For <b>December</b> Meeting	<ul style="list-style-type: none"> <li>• Secure all information for the newsletter by December 1.</li> <li>• Notify Registration Chairperson that you'll need all address labels by end of month.</li> <li>• Create registration form for conference; get Board approval.</li> <li>• Work on Newsletter:               <ul style="list-style-type: none"> <li>○ Have Chairs approve it and take to printer; double-sided on 11x17 paper using heavier paper stock and include copy of Registration form inside.</li> <li>○ Print total number of copies needed for the mailing list (usually about 500) plus the quantity needed for the Outreach</li> </ul> </li> </ul>



## Desk Top Publishing

### Timeline

	<p>Chairperson (about 100) and then another 25-50 to pass out at meetings.</p> <ul style="list-style-type: none"> <li>○ Get stickers for closure after folding.</li> <li>○ Print on 11X17 paper b&amp;w copies with 8½X11 registration form inside (60# Text stock); buy paper separately to save money; \$0.07 per page to copy = \$0.35 for whole packet plus cost of folding &amp; paper.</li> <li>○ Print an extra 100 Registration forms to pass out.</li> <li>○ Turn over all supplies &amp; newsletter to 7<sup>th</sup> Board Member so they can stuff and get in mail by first week in January; usually takes a week to complete.</li> </ul>
<b>In January</b>	<ul style="list-style-type: none"> <li>● Begin working on conference signage &amp; program; could take as much as <b>20 hours</b> of intensive work to complete these.</li> <li>● Workshop schedule can be updated in both, all other information should be easily translatable year-to-year.</li> <li>● Update logo on all signage &amp; conference program.</li> </ul>
<b>In February</b>	<ul style="list-style-type: none"> <li>● Send out meeting list to committee chairs and other contacts asking for updates on it.</li> <li>● Update list, choose new color for the revised list.</li> </ul>
<b>In March</b>	<ul style="list-style-type: none"> <li>● Complete &amp; copy programs for envelope-stuffing party; usually held a week prior to the conference. <ul style="list-style-type: none"> <li>○ Make an extra 30 copies over estimated conference attendance (about 350).</li> <li>○ Make 750 copies of the meeting list (tri-fold).</li> </ul> </li> <li>● Finish signage week of conference, print in full color or to save money, do in b&amp;w w/separately printed color logos that you glue on them. <ul style="list-style-type: none"> <li>○ Produce them in the 20”X30” print.</li> <li>○ Tape them onto the existing Boards.</li> </ul> </li> </ul>