

Grassroots Team

Outline of Responsibilities

The Grassroots Team consists of members of Area 79 who work together to produce the Grassroots Forum after each Quarterly or Assembly. The team is chaired by the Grassroots Chair from the Area Service Committee. There are three roles on the team: Text Formatter, Compositor, and Proofreader. The Compositor and Text Formatter can be the same person depending on skills and available time.

The Grassroots Forum development is guided by the Grassroots Style Guidelines. The Style Guidelines is an evolving document edited by the Grassroots Chair with the Grassroots Team as needed.

The general workflow is that the Grassroots Chair receives all documents for Grassroots from the Secretary.

1. The Chair does an initial proof of all the documents.
2. The Chair divides up the documents among the Proofreaders
3. The Proofreaders edit each document according to the Grassroots Style Guide and return the edited documents to the Chair.
4. The Chair sends the proofread documents to the Text Formatter who imports them into Adobe InDesign, then formats them correctly for the magazine.
5. The Text Formatter and the Chair send the Formatted documents to the Compositor who creates the final document for the magazine.
6. The Chair does a final review of the magazine and distributes it to the fellowship.

A.A. members interested in joining the Grassroots Team should have a minimum of two years sobriety. An ability to see the larger picture, especially as it relates to the Traditions of A.A., is essential.

Term of service for each position is two years, but this can be renewed once at the discretion of the Grassroots Chair. Members can live anywhere in the BC/Yukon Area as business is conducted online via email and virtual meetings.

Individual position descriptions are listed below.

Proofreader

Typical Proofreader Tasks

- Read and understand the Grassroots Style Guide

- Receive the documents from the Grassroots Chair to review.
- Review each document and edit it to make it align with the Grassroots Style Guide and free of anonymity breaks.
- Return the documents to the Grassroots Chair by the given deadline
- Ask for help with any problems or uncertainty about how to edit a document

Skills for Proofreader

- Knowledge of Word or similar word processing application with ability to edit and format a document.
- Good English skills and able to understand and proofread documents.
- Ability to email documents and/or use a file hosting service to transfer documents.

Text Formatter

Typical Text Formatter Tasks

- Read and understand the Grassroots Style Guide
- Receive documents from the Grassroots Chair that have been edited according to the Grassroots Style Guide.
- Work with the previous and current Text Formatter / Compositor and the Grassroots Chair to understand the formatting needed.
- Edit these documents in terms of formatting and presentation so they are ready for the magazine.

Skills for Text Formatter

- Knowledge of Word or similar word processing application with ability to import text into Adobe InDesign before editing and formatting a document.
- Good English skills and able to understand and proofread documents.
- Ability to email documents and/or use a file hosting service to transfer documents.
- Understanding of how to format documents for Grassroots.

Compositor

Typical Compositor Tasks

- Receive documents from the Grassroots Chair for the magazine.
- Integrate images provided by the Grassroots Chair and other freely licensed images into the magazine.
- Create fillers for empty sections using A.A. Conference approved quotes, drawings, photos, etc.
- Work with the Text Formatter and the Grassroots Chair

- Use Adobe Acrobat Pro and Adobe InDesign to produce the magazine
- Prepare the PDF documents for distribution.

Skills for Compositor

- Knowledge of Word or similar word processing application with ability to import text into Adobe InDesign before editing and formatting a document.
- Knowledge of Adobe Acrobat Pro and Adobe InDesign
- Good English skills and able to understand and proofread documents.
- Ability to email documents and/or use a file hosting service to transfer documents.
- Understanding of how to format documents for Grassroots.