

ACA COMLINE BLOG SUBCOMMITTEE SUMMARY

Purpose: To provide a global forum for the exchange of recovery experience, strength, and hope for adult children through the online publication of articles, poems, artwork, music, stories, and other expressions submitted by members of the ACA Fellowship, and to serve as an additional resource for news and current information about ACA for members. Current Focus: Continuing to develop and improve the ComLine Blog to attract more visitors/readers and more contributors/authors.

Description: This subcommittee of the WSO Literature Committee publishes new material bi-weekly on the ComLine Blog; receives content submitted by ACA members for publication; evaluates and prepares content for publication; solicits content submissions; creates content; solicits feedback from blog visitors and evaluates for possible changes; recommends changes to Literature Committee.

Officers: Brad H; Chair: Open; Vice Chair: Open; Secretary/Archivist: Open

Members: Christine B, Justine F, Brad L, Marcin C, Brad H., Mardi M., Charlie H.

Meets: Every month on the third Saturday at 1:00 PM Central US Time.

Join Zoom Meeting:

<https://us02web.zoom.us/j/85733515540?pwd=SDBBUEdSUkxtTG9BTFlZVmc1SHorUT09>

Zoom Meeting ID: 857 3351 5540; Passcode: comline

Volunteer Roles:

- Managing Editor – Establishes procedures for receiving, evaluating, and processing new content for publication; develops and maintains records in shared Google drive; schedules content publication; performs final review and approval for publication; reviews feedback; prepares activity reports; provides guidance to other volunteers.
- Writer/Editor/Proofreader/Publisher – Following the adopted Submission Processing Steps, reviews and evaluates submitted content; prepares suggested edits and communicates with author for resolution of any issues, maintaining records of all communications; updates the status of each item as it changes; determines the blog category and tags for each item; selects and attaches a public domain photograph or other graphic image to accompany each text item; notifies the Managing Editor when the item is ready for final review and approval for publishing.
- Reporter – Discusses with others possible topics for blog articles or other items for publication; gathers information about events, people, issues, and other topics that may be of interest to the fellowship; identifies and solicits writers or other possible authors of content on selected topics or events.
- Photographs/Graphic Images Editor – Serves as a resource for others in locating appropriate visual content to accompany blog postings.
- Process and Quality Control Manager – Oversees process or procedural matters; writes policy and procedures for preparing content for publication; monitors execution of processes and recommends improvements.

- Secretary/Archivist – Prepares meeting agendas; keeps meeting minutes; prepares and presents reports on subcommittee activities; ensures accurate records are created and maintained; tracks and reports progress on assigned tasks.
- Marketing/Outreach Manager – Identifies and executes opportunities to broaden access to the blog; receives and analyzes feedback from authors and visitors to the blog; develops new ways to attract submissions and feedback; designs and administers surveys or polls to measure submission and visitor experiences.