

POSITION TITLE: Literature Coordinator

UPDATE DATE: 5/11/2018

UPDATED BY: Literature Committee (Panel 56, 2016-2018)

POSITION DESCRIPTION

The Literature Coordinator is responsible for keeping the members informed about our Conference Approved Literature (CAL), especially new materials. The Literature Coordinator is also responsible for purchasing, selling and storing the Area's CAL. The Literature Coordinator may choose to create an alternate and/or committee to help fulfill the duties of this position.

JOB REQUIREMENTS

- ❖ Detail oriented with good organizational skills.
- ❖ Be familiar with all CAL literature and encourage its use.
- ❖ Have available space to store inventory (boxed CAL as well as 2 book shelves, a cart, a dolly, a pamphlet display rack and plastic crates) and a large vehicle to transport necessary items to events.
- ❖ Have access to a computer, be comfortable using email, and able to take/process literature orders via email.
- ❖ Be physically fit enough to lift heavy items in transporting, setting up, and take down of CAL.
- ❖ *Useful Skills: Familiar with the Twelve Concepts of Service, comfortable working with inventories and money.*

DUTIES & RESPONSIBILITIES

- ❖ As needed
 - Keep an inventory and reorder literature as needed.
 - Be available 4 to 6 times a year to attend various Al-Anon and AA functions to sell and/or discuss literature. These functions would be in addition to attending AWSC meetings and Assemblies. Records and money collected from any literature sales should be given to the Treasurer.
 - Read new literature and inform members of what it contains.
 - Participate in conference calls through the World Service Office (WSO).
 - Any recordings purchased by the Area will be made available to Al-Anon or Alateen groups through the Literature Coordinator.
 - Literature sold at any event will be replenished.
 - Following your term, act as a mentor to your successor.
- ❖ Semi-annual
 - A complete inventory amount should be shared with the Area Treasurer twice a year...typically in January and in June.
 - Attend Spring & Fall AWSC meetings as well as Spring and Fall Assemblies. Submit your report to the Secretary by the deadline.
 - Take a leadership role on the Literature Committee.
 - Sell CAL literature at Assemblies and any AFG State Conventions.

- ❖ End of term
 - Schedule a Position Turnover Meeting with your successor immediately after the Fall Election Assembly to begin preparing her/him to be able to fulfill the position at the beginning of the new term (January 1). Hand over all materials that you will not need to fulfill your duties through the end of your term. Hand over any materials held back after your term ends.

PUBLISHED RESOURCES

- ❖ Area Literature Coordinators Guideline (G-6).
- ❖ Literature Distribution Centers Guideline (G-18).
- ❖ Ordering Literature Guideline (G-31).
- ❖ Al-Anon/Alateen Service Manual.
- ❖ Area 61 Policy Manual.

OTHER RESOURCES

- ❖ WSO's AFG Connects.
- ❖ Former Literature Coordinators.