

Job Description for LITERATURE COORDINATOR

Introduction: The elected Officers and appointed Coordinators (3-year term) are the Board members of Southern California World Service of AFG, Inc., a California Nonprofit Public Benefit Corporation and a charitable 501(c)(3) tax-exempt entity per the Internal Revenue Service. The Coordinators act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the duties of their position for the Area, mileage and expenses for which are reimbursed according to approved budget. The Coordinators accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are not eligible to hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.

1. **ELIGIBILITY / QUALIFICATIONS** – Active member of Al-Anon in CA(S) with working knowledge of the 12 Traditions and 12 Concepts, current *Al-Anon/Alateen Service Manual* and Knowledge-Based Decision-Making (KBDM). Past or current Group Representative (GR) experience preferred but not required. Have an understanding of the Area and World Service structure and SCWS Bylaws. Must maintain confidentiality of non-public information.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** –
 - Is link between the WSO and membership through active participation at Assembly and Area World Service Committee (AWSC) meetings.
 - Act as a resource for Area on Conference Approved Literature (CAL) and inform the WSO about Area Literature activities, such as Writing Workshops.
 - Maintain/update, store and set up a CAL Display at SCWS events.
 - Pass along information from the WSO to SCWS to create enthusiasm for use of CAL.
 - Participate in e-communities and literature conference calls for Area Literature Coordinators twice a year.
 - Become familiar with CAL approval process and policies on reprint, copyrights and trademarks.
 - Encourage members to write sharings for ongoing and new CAL Projects.
 - Encourage and inform GRs regarding use of CAL by members, Groups and Districts.
 - Be available to attend District, Intergroup and Group events when invited in order to share with enthusiasm the experience, strength and hope of our literature.
 - Establish relationships with Area's AIS/LDC office staff and Boards. Collaborate with AIS/LDC Coordinator regarding literature issues.
 - Prepare and present written report for each quarterly SCWS meeting and email to Secretary and *Bulletin* Coordinator.
 - Set up literature display at Assemblies (does not sell CAL). Single pieces of CAL and Displays stored in SCWS storage facility.
 - Contact WSO before each Assembly for new literature items as their periodic mailing does not correspond with the date of our meeting.
 - Arranges for interested Al-Anon Information Offices/Literature Distribution Centers (AIS/LDCs) to sell current *Service Manual* and limited pieces of CAL at Assembly meetings.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** – Recommended to have been Literature Chair for a convention, at one's home Group or other service event. Very basic understanding of how LDCs operate. Leadership skills to speak in public, plan and prepare a presentation to carry the message. Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written reports and meet deadlines.
4. **ADDITIONAL SKILLS NEEDED** – Ability to use computer, email with attachments, word processing, presentation programs. Reliable transportation with room for a couple of boxes. Comfort with public speaking. Ability to lift and carry a box that weighs approximately 20 pounds. Has a strong sense of responsibility, able to prioritize and work independently or as a team member. Working knowledge of virtual platforms, i.e., Zoom, GoToMeeting, etc.

5. **EQUIPMENT / TECHNOLOGY NEEDED** – computer, internet connection, word processing, presentation software.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Takes 3 hours a month of personal time plus time to participate in outreach events and workshops. Attends 8 SCWS meetings per year, 7-8 hours each, with a prepared report: Feb, Aug Committee (3rd Sat) and May, Nov Assembly (3rd Sat) and Jan, Apr, Jul, Oct Board (Sun). Attend the Annual SOS event and support events of other Coordinators.
7. **PREPARATION** –Contact WSO before each Assembly for new items as their periodic mailing does not correspond with the date of our meeting. Notebook with detailed procedures will be provided at Turnover Meeting.
8. **TRAVEL** – Visit Districts and Intergroups when invited. May attend one service event outside SCWS Area during three-year term. Makes own travel arrangements, within budget guidelines.

MANDATORY AREA MEETING ATTENDANCE

SCWS Board	January, May, July, October	3 rd Sunday	10:00am to 4:00pm
Area World Service Committee (AWSC) + new DR Orientation @ 8am	February, August	3 rd Saturday	9:00am to 4:00pm
Area Assemblies + new GR Orientation @ 8am	May, November	3 rd Saturday	9:00am to 4:00pm
Sharing of Service (SOS)	January	3 rd Saturday	10:00am to 4:00pm
Longtimer's Event	Last year of 3-year panel	Saturday	10:00am to 4:00pm

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