

LITERATURE & FORUM COORDINATOR

POSITION DESCRIPTION – SUMMER ASSEMBLY 2020



LITERATURE & FORUM COORDINATOR

- THE TASK FORCE HAS OFFICIALLY CREATED A POSITION DESCRIPTION FOR SUBMISSION FOR THE ASSEMBLY' S APPROVAL.
- THE TASK FORCE MEMBERS WERE: TMF (CHAIR), VICKI, LESLIE, DEBBY, AND MICHELLE.
- RICK, OUR DELEGATE PARTICIPATED AND HELPED A TON TOO.

TASK FORCE CHARGE

- **TASK FORCE CHARGE:**
 - **DEVELOP A NEW JOB DESCRIPTION FOR CO AREA AFG LITERATURE COORDINATOR FOR CONSIDERATION BY THE AREA ASSEMBLY.**

POSITION DESCRIPTION

- **PER AL-ANON ALATEEN SERVICE MANUAL 2018-2021, PAGE 137: AREA COORDINATOR: AN AL-ANON / ALATEEN MEMBER, NOT NECESSARILY A GROUP REPRESENTATIVE (GR), {ELECTED ACCORDING TO THE COLORADO AREA GUIDELINES}. THE COORDINATOR USUALLY SERVES FOR A THREE-YEAR TERM AND VOTES AT THE AREA WORLD SERVICE COMMITTEE MEETINGS, BUT NOT AT THE ASSEMBLY UNLESS HE/SHE IS A GR. AN AREA COORDINATOR UNIFIES ONE OF THE AL-ANON SPECIAL SERVICES FOR AN AREA.**

POSITION DESCRIPTION CONT.

- **DUTIES SHARED BY ALL COORDINATORS:**

- ATTEND AWSC MEETINGS DURING ASSEMBLIES, FINANCE MEETING TRADITIONALLY HELD IN SEPTEMBER AND OTHER MEETINGS AS DESIGNATED BY AWSC.
- WRITE COMMITTEE REPORTS IN PAPER FORM AND PRESENT THEM IN PAPER FORM AT ASSEMBLY TO THE AREA SECRETARY AND PRESENT THEM IN A MANNER SET BY THE AREA CHAIR. MAY ALSO SUBMIT REPORTS VIA EMAIL.
- COMMUNICATE THE ACTIVITIES OF THEIR POSITIONS BY SUBMITTING AN ARTICLE FOR EACH EDITION OF THE AREA NEWSLETTER, THE BUTTERFLY.
- RESPONSIBLY CONDUCT THE FISCAL AFFAIRS OF THEIR POSITIONS, MAINTAINING EXPENDITURES WITHIN THE BUDGET. IF EXPENDITURES ARE LIKELY TO EXCEED BUDGETED AMOUNTS, INFORM THE FINANCE COMMITTEE CHAIR PROMPTLY PRIOR TO MAKING EXPENDITURES.
- BE AVAILABLE TO SHARE EXPERIENCE STRENGTH AND HOPE WITH INCOMING AND FUTURE RECORDS COORDINATORS.

POSITION DESCRIPTION CONT.

- DUTIES OF THE LITERATURE-FORUM COORDINATOR:
- AN AL-ANON MEMBER THAT IS FAMILIAR WITH MOST OF THE CAL, ITS PURPOSE AND FOUNDATION WITHIN THE PROGRAM OR A WILLINGNESS TO LEARN ABOUT IT.
- BECOME FAMILIAR WITH WSO GUIDELINES: G-6 “AREA LITERATURE COORDINATOR GUIDELINE” AND G-32 “AREA FORUM COORDINATOR GUIDELINE” .

POSITION DESCRIPTION CONT.

- RETAIN A LIBRARY COPY OF EACH ITEM OF CAL FOR REFERENCE FOR THE DURATION OF THE TERM.
 - PURCHASED AND OWNED BY THE AFG OF COLORADO TO BE PASSED ALONG TO THE NEXT COORDINATOR.
 - MAY BE ASKED TO DISPLAY THE LIBRARY AT AREA EVENTS THROUGHOUT THE YEAR.
 - THE DISPLAY LIBRARY DOES NOT NEED TO HAVE ALL AVAILABLE CAL AT EACH ASSEMBLY, BUT THIS IS AT THE DISCRETION OF THE COORDINATOR.

POSITION DESCRIPTION CONT.

- EDUCATE AREA ON LITERATURE AND *THE FORUM*
 - WHENEVER POSSIBLE ATTEND AREA AND DISTRICT EVENTS AND VARIOUS WORKSHOPS THAT SUPPORT CAL AND *THE FORUM*.
 - *THE FORUM*- ENCOURAGE SUBSCRIPTIONS, SUBMISSIONS, HAVE WRITING WORKSHOPS, AND WORK WITH WSO.
 - REACH OUT TO GROUPS AND DISTRICTS TO LEARN HOW THEY USE CAL/ *THE FORUM* AT MEETINGS.
 - OFFER SUPPORT AND INFORMATION TO ALL LITERATURE DISTRIBUTION CENTERS.

POSITION DESCRIPTION CONT.

- PARTICIPATE IN WSO LITERATURE AND *THE FORUM* COORDINATOR CONFERENCE CALLS & AFG CONNECTS.
 - HAS ACCESS TO BOTH LITERATURE COORDINATOR AND *THE FORUM* COORDINATOR AFG CONNECTS.
 - BE WILLING TO OBTAIN AND SHARE IDEAS WITH OTHER LITERATURE/FORUM COORDINATORS AND WITH THE COLORADO AREA.
- WORK WITH PUBLIC OUTREACH COORDINATOR IN DEVELOPING LITERATURE DONATION PROJECTS.
- ENTHUSIASM AND WRITING SKILLS ARE HELPFUL, AS ARE COMPUTER SKILLS FOR CORRESPONDENCE, FLYERS, AND ASSISTANCE IN HELPING OTHERS WRITE ARTICLES.

HUGE THANK YOU FROM THE TASK FORCE

- **THANK YOU FOR ENTRUSTING US WITH THIS SERVICE OPPURTUNITY AND WE HOPE YOU FEEL WE HAVE PRODUCED A QUALITY DESCRIPTION FOR THE COLORADO AL-ANON AREA!**