

Literature & Forum Coordinator

Specific duties for Area Coordinators are not spelled out in the World Service Handbook although Guidelines for Area Coordinators for special services are available from WSO (G-20).

Also see Guideline G-24, Alateen Coordinators.

Specifics to the Colorado Area are included below. Also refer to the Colorado Area Guidelines.

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, forward them to Area Secretary, and present them at Assembly in a manner set by the Area Chair.
- 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 Literature & Forum Coordinators.

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”.
- 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.
- 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.
- 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.

Revised October 2021