

Literature Coordinator Job Description

Per World Service Handbook; Revised 1992:

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). See the Digest of Al-Anon and Alateen Policies, pages 101-102, 126 for more information.

Duties shared by all Coordinators:

- Attend AWSC meeting on Sat and Sun during Assemblies, finance meeting traditionally held in September and other meetings as designated by AWSC.
- Write committee reports for their respective committees and presents them in paper form at Assembly to Colorado Area Secretary and AC chair. Presents reports to Assembly in a manner set by Area Chair. May also submit reports via email
- Communicate the activities of their positions by submitting an article for each edition of the Colorado Area newsletter
- Responsibly conduct the fiscal affairs of their positions, maintaining expenditures within the budget. If expenditures are likely to exceed budgeted amounts, they inform the Finance Committee Chair promptly prior to making expenditure
- Maintains current Coordinator Workbook for duration of the three year term for the next Coordinator
- Available to share experience strength and hope with future Coordinator

*WSO has guidelines set down regarding Literature
(G18 G31)*

Duties of the Literature Coordinator:

- Maintain adequate supply of literature on hand for orders from the Colorado Area
- Knowledge of Literature offered by AFG
- Set up a bank account to deposit funds and pay all invoices incurred under literature.
- Mail out literature orders and keep tract of invoices and balances due.
- Order and pay for literature ordered from WSO
- Keep a running ledger of monies deposited from literature sales.
- Send to Colorado area treasurer a quarterly report and all sales tax collected for literature sales.
- Send to Colorado area treasurer excess sales money
- Area literature coordinator must attend five functions yearly. Three assemblies, DIA, State Convention, and WIA
- Send to Colorado area treasurer money plus taxes on sales for Day In Al-Anon, Colorado State Convention, Weekend in Al-Anon and the three assemblies within two weeks of sales at such event.