

Maryland & District of Columbia Area
Guidelines for Area Literature Coordinator

April 2017

The Area **Literature Coordinator** encourages the use of Conference approved literature, provides information on new and/or revised literature, and maintains a supply of catalogs and order forms.

Eligibility and Qualifications:

1. General:

- Any Al-Anon member who is not also a member of Alcoholics Anonymous is eligible to serve.
- Be familiar with the *Al-Anon Alateen Service Manual* and have a good understanding of the Steps, Traditions and Concepts of Service.
- Be willing to have name, address, phone number, and Email address made available to Al-Anon/Alateen members..
- Be available to travel throughout the Area to attend Al-Anon/Alateen functions.
- Be available to serve for a full 3-year term.
- Be able to use Email and to access information on WSO's eCommunities system.

2. Position Specific:

- Have an appreciation for Al-Anon Conference Approved Literature as tool for personal recovery and as a means of maintaining the unity of the Al-Anon Family Groups.

Responsibilities and Duties:

1. General

- Attendance at Area Meetings.
 - Attend all Area Assemblies and Area World Service Committee (AWSC) meetings.
 - Prepare a written report on activities and send it to Area Chairman and Area Secretary at least two weeks prior to each AWSC meeting. This report will become part of the AWSC minutes and be published in the Area newsletter.
 - Be prepared to give a brief oral report at each Area Assembly and AWSC meeting.

- Communications with World Service Office.
 - Keep aware of information from the WSO by regularly checking the eCommunity for this position.
 - Take part in all WSO conference calls this position.

2. Position Specific – Literature Coordinator

- Follow the World Service Office Guidelines for Area Literature Coordinator (G-6).
- Read and become familiar with each piece of new literature and those pieces that are revised, and share this with the Area.
- Maintain a supply of current catalogs and order forms for distribution and reference.
- Encourage using literature in recognition of service, as gifts, in fund raising and in service work.
- Share information from the World Service Office through articles in the Area Newsletter.
- Create displays of books, pamphlets and other material for Area activities.