

AREA 10 FLORIDA SOUTH – LITERATURE COORDINATOR POSITION

Eligibility

1. Any Al-anon Member who has served a minimum of one (1) year at the Area 10 Florida South Assembly level (and has NOT previously served a full 3-year term in this position) may put their name in the draw box at the Fall Assembly.
2. Must be present at the Fall Assembly, October 24-26, 2014 at Fort Lauderdale Marriott, 6650 N. Andrews Avenue, Fort Lauderdale, FL 33309.

Requirements

1. Attend and receive all currently owned CAL at the Panel's Turn Over Meeting, held in the final months of the 3rd year of that Panel. Be willing to serve as a support to the new incoming panel members.
2. A vehicle that can transport CAL needs to be the entire backseat and rear of a small SUV as your luggage will take up the front passenger seat of your small SUV; if you have a smaller vehicle you will need a helper with an additional vehicle to transport the currently owned CAL. (Note: This is subject to change.)
3. Space to securely store the CAL. (Note: This is subject to change.)
4. Maintain an inventory of CAL for your reference with regards to ordering for requested Area events.
5. Transport and sell CAL at 2-AWSC and 2-Assembly annually; plus anywhere else you are invited/required to attend within Area 10. Order all CAL for annual convention.
6. Compose, email and present written and oral Literature Coordinator Report at the AWSC and Assembly Meetings four (4) times a year for three consecutive years.
 - a. 45 copies of Report for Panel Binds at AWSC;
 - b. 45 copies of Report for Panel Binds at Assembly;
 - c. 125 copies of Report for GR Folders at Assembly; and
 - d. 175 copies for LAST Assembly of the panel you are serving on.
7. At Assembly, chair the Breakout Meeting and provide oral and written report to the Assembly.
8. Become familiar with the Florida South Area 10 Bylaws.
9. Communications from Area & WSO are done electronically. Therefore, it is important to keep contact information current and check email frequently to insure prompt responses to requests and inquiries.
10. Set up a generic email address that can be passed consistently from panel to panel, within Area 10, changing only the password by the new panel member.
11. WSO will issue you a logon & password for your use on the e-community, maintained by WSO, for communication with all Literature Coordinators in the United States.
12. Participate in the Literature Coordinator Conference Calls & Discussion Boards from WSO (about 4-5 times @ year) to share in the experience, strength and hope of other Literature Coordinators and pass all pertinent information on to the Area.
13. Order from WSO all CAL needed for Area 10 functions.
14. Maintain cash sales box and work closely with Area Treasurer.
15. Keep and attach all receipts from expenses incurred to Florida South Area 10 Reimbursement Form and submit to Area Treasurer at AWSC and Assembly meetings.
16. Be willing to grow through service and experience the joy of being a trusted servant and making all kinds of new friends over the next 3-years.

(Revised 9/2014)