

LITERATURE COORDINATOR - Job Description

(generic email goes here)

Eligibility Requirements for the Position:

Any AI-Anon member who has served a minimum of one (1) year at the Florida South Assembly level and has not previously served in that coordinator's position for a full 3-year term. (This is a 3-year commitment.)

Job-Specific Duties and Responsibilities:

- Has space to safely store the Area 10 Library of CAL.
- Maintains a library consisting, as complete as possible, of one copy of each item of CAL for reference, and for display at Area 10 AWSC, Assembly, and Events. The Literature Coordinator may also be asked to display this library at District events throughout Area 10.
- Participates in WSO Literature Coordinator Conference Calls and Discussion Boards. Conference Calls will have an agenda of specific items and will solicit ideas from the Coordinators; discussion boards are often initiated by the Coordinator through AFG CONNECTS and all Literature Coordinators have access to the initiated board conversations.
- Promote the use of the "Forum" and encourage subscriptions and submissions.
- Promote the use of all CAL in the Area.

General Duties and Requirements of the Coordinator:

- Attends and casts votes on business at two (2) (Winter and Summer) Area World Service Committee Meetings (AWSC) in years one and two of the panel, and three (3) AWSC meetings in year three of the panel.
- Attends two (2) Assemblies (Spring and Fall) each calendar year for all three years of the panel.
- Prepares and presents a written report for each AWSC meeting, complying with any deadline and method for submission established by the Chairperson. **(Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year).**
- Prepares and presents a written report for each Assembly, complying with any deadline and method for submission established by the Chairperson. **(Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year).**
- Attends Florida South Area 10 Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.

- Participates at district events within Florida South Area 10, when invited.
- Participates in all WSO communication opportunities, i.e., conference calls and *AFGConnects*.
- Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
- Becomes familiar with the AFG Florida South (Area 10), Inc. Bylaws.
- Serves as a support to the corresponding/new incoming panel member.
- Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).
- Must have computer and internet access.
- Prepares written reports, articles or information for any Area 10 publications, announcements or website publication by the deadline requested.
- Is responsible to serve all districts within Area 10.
- Each coordinator serves as a liaison with all Area 10 Districts and WSO and keeps in touch with the appropriate district chairpersons.
- Uses a contact list of Panel members, provided by the Group Records Coordinator, to communicate with DRs and AISLs.
- Will need to obtain or create a contact list, and communicate regularly with all District level Chairpersons or other positions that correspond to the coordinator position. *(Coordinators serve at the Area level while chairpersons serve at the District / AIS level.)*
- Leads “break-out” meetings whenever on the agenda for Area World Service Committee meetings and Assemblies. Assures that written notes of the breakout meeting are provided to the Area Secretary.
- Failure to be present at two consecutive Area World Service Committee/Assembly meetings (combined) is grounds for removal and replacement of a Coordinator.