

LITERATURE COORDINATOR - Job Description

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Eligibility Requirements for the Position:

Anyone who has served a minimum of two (2) full years in Florida South **(AREA 10) (FL-S)** as a Group Representative (GR) and has not previously served in that Coordinators' position for a full 3-year term is eligible. This is a 3-year commitment.

Job-Specific Duties and Responsibilities:

1. Has space to safely store the Area 10 Library of CAL.
2. Maintains a library consisting, as complete as possible, of one copy of each item of CAL for reference, and for display at Area 10 Assembly, and if asked, at other Area 10 Events.
3. 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.
4. Promote the use of the "*Forum*" and encourage subscriptions and submissions. Renews the Florida South Area 10 Forum Subscription.
5. Promote the use of all CAL in the Area.

General Duties and Requirements of the Coordinator:

1. Attends AWSC meetings as a voting member during the Panel.
2. Attends all Assembly meetings as a non-voting member during the panel unless they are representing a group. In which case, they would vote on the Groups behalf.
3. Prepares and presents written reports for all AWSC and Assembly meetings, complying with any deadline and method for submission established by the Chairperson.
4. Attends Florida South Area 10 Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
5. Participates at district events within Florida South Area 10, when invited.
6. Participates in all WSO communication opportunities, i.e., conference calls and *AFGConnects*.
7. Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
8. Becomes familiar with the BYLAWS OF Al-Anon Family Groups Florida South (Area 10), Inc. and has knowledge and access to FL-S Policies, Procedures, Guidelines and Processes.
9. Becomes familiar with the AFG Florida South (Area 10), Inc. Bylaws.
10. Serves as a support to incoming Literature Coordinator.
11. Submits receipts to the Area Treasurer, using the appropriate Area reimbursement form(s).

12. Must have computer and internet access, and ability to participate in virtual platforms. Must be able to use word processing, open PDF or compatible programs and be otherwise computer literate to manage electronic voting and access on-line registration programs that may be used by the Area.
13. Prepares written reports, articles or information for any Area 10 publications, announcements or website publication by the deadline requested.
14. Is responsible to serve all districts within Area 10.
15. Each coordinator serves as a liaison with all Area 10 Districts and WSO and keeps in touch with the appropriate district chairpersons.
16. Uses a contact list of Panel members, provided by the Group Records Coordinator, to communicate with DRs and AISLs.
17. 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.)*
18. 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.

Note: If any Area Coordinator fails to perform the duties of that position, which includes providing written reports, and/or does not attend any two (2) meetings during a twelve (12) month period (from the first missed meeting), including Florida South (AREA 10) ASSEMBLY or Area World Service Committee (AWSC) Meetings, the Area Chairperson may ask for their resignation.

If the Area Coordinator does not submit their resignation, and there is just cause, they may be removed by a motion that is made and passed at the AWSC or Florida South (Area 10) Assembly Meeting and the Area Coordinator will be removed effective immediately.