



Al-Anon Family Group – Tennessee Area 52

Service Position Description - as per TN Area 52 Literature Guidelines Literature Coordinator

Primary Duties:

- Attend scheduled Area meetings
- Participate in WSO AFG Connects, discussion boards or conference calls, if available
- Provide a written report and oral report during Area meetings; post the written report to the Area e-tree within two (2) weeks of each meeting
- Follow World Service Guideline G-6 Area Literature Coordinator
 - o Read and become familiar with each piece of Conference Approved Literature (CAL)
 - o Encourage the use of the Al-Anon/Alateen Service Manual
 - o Create displays of CAL, including books, pamphlets and other materials, for district and area events
 - o Suggest that groups display CAL in meetings; start literature study meetings; develop an understanding of Al-Anon's Three Legacies by using CAL as a meeting topic
 - o Encourage the use of CAL in recognition of service, as gifts, for fund-raising prizes and in service work
 - o Maintain a supply of current catalogs, order forms and WSO Sharing Sheets that help members focus on their writing
- Participate in WSO Area Literature Coordinator conference calls
- Pass on CAL information from WSO to Area members through the links of service
- Keep track of WSO discount policies and state regulations regarding the sale of literature
- Bring a supply of CAL to all Area meetings
- Provide a large transport vehicle and space for storing literature, storage bins, handcarts, petty cash and literature supplies between Area meetings
- Deliver money to Treasurer at the close of each Area meeting, minus the funds that remain in petty cash (\$100)

Other Duties:

- Submit budget request to Treasurer two weeks prior to the Fall AWSC meeting
- Available to answer questions or refer people to the appropriate source for information
- Share information from the World Service Office via the AWSC e-tree or the Area Newsletter
- Deliver pertinent information relating to the service position to the incoming Literature Coordinator

Basic Skills Required:

- Access to the internet, e-mail and the AWSC e-tree
- Basic written communication skills, including writing, editing and distributing documents using Microsoft Word, Excel and .pdf applications for Area meetings, over the e-tree and by e-mail
- Good organization
- Detail oriented
- Enthusiasm for CAL

Basic Requirements of all Area Officers/Coordinators:

- Regularly attend Al-Anon meetings
- Have a personal sponsor
- Have or be willing to seek a service sponsor
- Have previously served in Al-Anon service at the Group, District, AIS or Area level
- Attend all scheduled Area meetings during the term
- Have the ability and willingness to communicate with other officers and coordinators
- Are thoroughly familiar with the current Al-Anon/Alateen Service Manual
- Have a working knowledge of the Steps, Traditions and Concepts of Service
- Follow job duties as outlined in the current Al-Anon/Alateen Service Manual and WSO Guidelines
- Willing to share experience, strength and hope with the next person who fills this position
- Willing to have name, address, phone number and e-mail address published in Tennessee Area 52 publications
- Able and willing to serve a three-year term
- Is not also a member of Alcoholics Anonymous

In the event the elected or appointed Trusted Servant cannot or will not perform the responsibilities contained in the Service Position Description, the Area Chairperson will contact the Trusted Servant and attempt to resolve the issues. If the Trusted Servant remains unwilling or unable to perform these responsibilities, further action including removal may be considered.

Removal of an Officer/Coordinator may be considered if he/she is:

- A. Absent at two or more consecutive Area meetings without advance notice
- B. Not carrying out the responsibilities listed in the Service Position Description