



NORTH CAROLINA / BERMUDA AL-ANON / ALATEEN AREA WORLD SERVICE COMMITTEE

Area Literature Coordinator

The North Carolina / Bermuda Al-Anon / Alateen Area Bylaws, Article VII, Officers, Section 11, define the role of the Area Literature Coordinator as:

“The Area Literature Coordinator shall in general perform all duties incident to the office of Area Literature Coordinator and such other duties as from time to time may be prescribed by the Chairperson or by the Board of Group Representatives and described in the Al-Anon / Alateen Service Manual.”

The Area Literature Coordinator is appointed by the Area Chairperson to serve a three- year term.

Area Literature Coordinator Duties

- The Area Literature Coordinator sells Conference Approved Literature (CAL) at the Area Assemblies in November and May, the February Al-Anon / Alateen Convention, and the July AA Convention.
- The Area Literature Coordinator prepares for each sales event by:
 - Ordering five copies of each book, ten copies of each pamphlet, one hundred “Serenity Prayer” and “Al-Anon / Alateen Declaration” cards, and one of each Spanish book. If a new piece of CAL is released, have a minimum of 25 books or 100 pamphlets.
 - Obtaining sufficient change for the cash box.
 - A supply of plastic grocery bags for large orders.
- The Area Literature Coordinator contacts the host of each event and requests three long tables with sufficient space to stand or sit and for storage of boxes.
- The literature table is open at events during times when there is no meeting or speaker.
- The Area Literature Coordinator may enlist assistance with selling literature.
- Books and pamphlets are ordered from a Literature Distribution Center or the World Service Office. The sale price of books and pamphlets is marked on a sticker and will include an amount above the list price found on the literature order form (approximately 12%) to cover sales tax and shipping/handling costs.
- The Area Literature Coordinator maintains an area literature checking account to purchase literature and deposit receipts from sales of literature. Checks are made payable to “NC AWS Literature.” The Area Literature Coordinator makes deposits after each event and reports the sales totals at the next AWSC meeting or Assembly. At the start of a new term, this account is transferred to the incoming Area Literature Coordinator by completing a signature card. All funds remaining in this account at the end of each fiscal year are transferred to the Area Treasury.
- The Area Literature Coordinator purchases copies of the *Al-Anon / Alateen Service Manual* for each AWSC member when a new version is released. The cost is allocated to “AWSC / Assemblies Supplies” on the budget.
- At the end of each fiscal year the Area Literature Coordinator will inventory the literature on hand and determine its value. An accounting for all monies spent and received will be made at the end of each fiscal year. This may include a minimal loss for free materials that are given away.

Area World Service Committee (AWSC)

- The Area Literature Coordinator has voice and vote on the AWSC.
- The Area Literature Coordinator is assigned to the Fellowship Communication Service Arm.
- The Area Literature Coordinator's expenses related to transportation, meals and hotel are reimbursed through the Area Treasury.
- The Area Literature Coordinator prepares a report of literature news and updates for each AWSC meeting and e-mails it to the AWSC by the Wednesday prior to the meeting.
- The Area Literature Coordinator prepares (in October or according to the Area Treasurer's schedule) a list of anticipated expenses for the upcoming budget year.
- The Area Literature Coordinator has access to an e-mail account for AWSC communications or arranges to have an "e buddy" who will receive e-mails on his or her behalf.
- The Area Literature Coordinator regularly checks the Area G-mail account or arranges to have these e-mails forwarded to a personal account.
- The Area Literature Coordinator prepares a written report for the Area Newsletter if requested. Type size, font, and deadline are determined by the Area Newsletter Editor.

Area Assembly

- The Area Literature Coordinator has voice at the Area Assembly.
- The Area Literature Coordinator's expenses related to printing of a report, transportation, meals and hotel are reimbursed through the Area Treasury.
- The Area Literature Coordinator sells Conference Approved Literature (CAL) at the Spring and Fall Area Assemblies.
- The Area Literature Coordinator prepares a report of literature news and updates for each Area Assembly and e-mails it to the AWSC by the Wednesday prior to the meeting. Sufficient copies for all assembly attendees are provided.

Al-Anon / Alateen and AA Conventions

- The Area Literature Coordinator's expenses related to transportation, meal and hotel are reimbursed through the Area Treasury.
- The suggested literature supply at the AA convention is:
 - 10 copies of *Lois Remembers* (B-7)
 - 25 copies of *Al-Anon's Cofounders* (P-87)
 - 30 copies of *Alcoholism, A Merry-Go-Round Named Denial*(P-3)
 - 30 copies of *Alcoholism the Family Disease* (P-4)
 - 30 copies of *A Guide for the Family of the Alcoholic* (P-7)
 - 100 copies of *Youth and the Alcoholic Parent* ((P-21)
 - 100 copies of *Has Your Life Been Affected by Someone's Drinking?* (S-20)
 - 100 copies of *Just for Today* (M-13) Alateen bookmark

World Service Office (WSO)

- The Area Literature Coordinator reviews information posted on the "e-Communities" for Literature Coordinators.
- The Area Literature Coordinator participates in the Literature Coordinator conference calls.