



NORTH CAROLINA / BERMUDA AFG, INC. AREA WORLD SERVICE COMMITTEE

Area Literature Coordinator

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 Alcoholics Anonymous 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.
 - Maintain 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 22%) to cover sales tax and shipping/handling costs.
- At the start of the Area Literature Coordinator’s term, a check for \$100 is to be placed in the literature cashbox in order to make change at events attended by the Area Literature Coordinator. Checks for literature are to be made out to “NC/Bermuda AFG, Inc.” The checks and any cash collected at Area events from literature purchases are to be mailed by the Area Literature Coordinator to the Area Treasurer. The cashbox fund of \$100 is to be returned to the Area Treasurer at the end of the Literature Coordinator’s term of service.
- 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 “Literature Purchases” line item 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’s expenses related to transportation, meals, and hotel and required supplies 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 Area Secretary at least one (1) week prior

to the meeting.

- The Area Literature Coordinator prepares (in July 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 the generic email account for AWSC communications and regularly checks the email account or arranges to have these emails forwarded to a personal account.
- The Area Literature Coordinator may ask a fellow member of AI-Anon to assist at the literature table at the AI-Anon and AA conventions. Area will pay for the cost of said member.

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, hotel and required supplies are reimbursed through the Area Treasury.
- The Area Literature Coordinator sells Conference Approved Literature (CAL) at the Spring and Fall Area Assemblies and at the AI-Anon / Alateen and AA Conventions.
- The Area Literature Coordinator prepares a report of literature news and updates for each Area Assembly and e-mails it to the Area Secretary by one (1) week after the Assembly.

World Service Office (WSO)

- The Area Literature Coordinator reviews information posted on the AFGConnects website for Literature Coordinators.
- The Area Literature Coordinator participates in the Literature Coordinator conference calls.