

Literature Coordinator's JOB DESCRIPTION

Introduction: The elected officers and appointed coordinators (3-year term) of Southern California World Service, Inc., are the board members of SCWS, Inc., a legal 501(c)(3) Not-For-Profit Corporation. The coordinators act in accordance with the spiritual principles of Al-Anon Family Groups while conducting the duties of their position for the Area, mileage and expenses for which are reimbursed according to approved budget. The coordinators accept additional demands on their time and possess some special skills relevant to their position. Members of Al-Anon in SCWS who also are members of A.A. are not eligible to hold any office beyond the group level.

1. **ELIGIBILITY / QUALIFICATIONS** – Active member of Al-Anon in CA(S) with working knowledge of the 12 Traditions and 12 Concepts, current Service Manual and KBDM (Knowledge-Based Decision Making). Have an understanding of the Area and World Service structure. Willingness to serve. Must keep executive confidentialities.
2. **OFFICIAL DUTIES / RESPONSIBILITIES** – Is link between the WSO and membership through active participation at Assembly and committee meetings. Act as a resource for Area on CAL and inform the WSO about Area Literature activities, such as Writing Workshop. Maintain/update, store and set up a CAL Display at SCWS events. Pass along information from the WSO to SCWS and to create enthusiasm for use of CAL. Participate in e-communities and literature conference calls for area literature coordinators twice a year. Become familiar with CAL approval process and policies on reprint, copyrights and trademarks. Encourage members to write sharings for ongoing and new CAL Projects. Encourage and inform GRs on use of CAL by members, groups and districts. Be available to share at Districts, Intergroups and events when invited. Share with enthusiasm the experience, strength and hope of our literature. Prepare and present written report for each quarterly SCWS meeting and email to Secretary and Bulletin Editor.

CAL sales at Assembly meetings. Literature coordinator does not sell CAL, but provides literature displays at Assembly meetings. Arranges for interested LDCs to sell Services Manuals and limited pieces of CAL at Assembly meetings, implemented at May 2014 Assembly. Single pieces of CAL and Displays stored in SCWS storage facility.
3. **BASIC SKILLS / PERSONAL QUALITIES / EXPERIENCE NEEDED** – Recommended to have been literature chair for a convention, in one's home group or other service event. Very basic understanding of how LDCs operate. Leadership skills to speak in public, plan and prepare a presentation to carry the message. Is accessible, available, responsive, and flexible. Is able to communicate effectively, prepare written reports and meet deadlines.
4. **ADDITIONAL SKILLS NEEDED** – Ability to use computer, email with attachments, word processing, presentation programs. Reliable transportation with room for a couple of boxes. Comfort with public speaking. Ability to lift and carry a box that weighs approx 20 pounds. Has a strong sense of responsibility, able to prioritize and work independently or as a team member.
5. **EQUIPMENT / TECHNOLOGY NEEDED** – computer, internet connection, word processing, presentation software.
6. **REALISTIC TIME COMMITMENT OF THIS POSITION** – Takes 3 hours a month of personal time plus time to participate in outreach events and workshops. Attends 8 SCWS meetings per year, 7-8 hours each, with a prepared report: Feb, Aug Committee (3rd Sat) and May, Nov Assembly (3rd Sat) and Jan, Apr, Jul, Oct Board (Sun). Attend the Annual SOS or TEAM event and support events of other coordinators.
7. **PREPARATION** – Ongoing communication with LDCs, e-communities. Contact WSO before each Assembly for new items as their periodic mailing does not correspond with the date of our meeting. Notebook with detailed procedures will be provided at Turnover Meeting.
8. **TRAVEL** – Visit districts and intergroups when invited. May attend one service event outside SCWS Area during three-year term. Makes own travel arrangements, within budget guidelines.
9. **PAGE REFERENCES** – For other activities and details, see p. 61, 64, 72, 102-108 of 2014-2017 *Service Manual*, and Article IX of SCWS Bylaws. See WSO Guideline G-6.