

Virginia Area Al-Anon and Alateen Family Groups

Position: Literature Coordinator

Term: 3-year term

General Description

The Literature Coordinate is appointed by the Area Chair. The Coordinator's activities include liaison between the Virginia Area World Service Committee (VAWSC), action committees, Districts and Groups. The Literature Coordinator conveys service information from the World Service Office (WSO) to the Districts, Al-Anon Information Service (AIS) and Groups. The Literature Coordinator's primary responsibility is to provide information at Assemblies regarding Conference Approved Literature (CAL) as well as making presentations and conducting workshops at Area and District meetings. Expenses incurred by this position are covered in the Literature Coordinator's budget (reference VA Area Treasurer's Report for actual budget amount).

Tasks

- Assist in the education of and providing presentations to VA Area members about all CAL at Assemblies.
- Provide CAL displays at Assemblies and special events.
- Follow Area Literature Coordinators Guidelines G-06 (attached to this position description).
- Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual.

Time

- Twice yearly Assemblies are two-day events.
- Prepare for each Assembly: 6 – 8 hours each Assembly
- Twice yearly VAWSC Meetings are one-day events.
- Prepare for each VAWSC meeting: 6 – 8 hours each meeting
- Semi-annual Officers and Coordinators Meetings are one day events
- Producing written reports: 1 – 2 hours per event.

Position Requirements and Desired/Helpful Skills

- Verbal and written communication skills.
- Computer skills including the ability to maintain spreadsheets and/or databases.
- Word processing skills for producing written reports.
- Proficiency in the use of email for communication with the Virginia Area Officers, Coordinators, the VAWSC and WSO.