

# BC/Yukon Area Literature Coordinator

## Job Description

### As a Member of Area World Service Committee

The Area World Service Committee is comprised of Area Officers, Area Coordinators, Al-Anon Information Service/Literature Depot Liaisons and District Representatives. The purpose of this committee is to plan for the general improvement of both the Assembly and the groups. The AWSC members meet between Assemblies to initiate projects, make recommendations to Assembly and plan the agenda for Assembly.

### Area Coordinator General Responsibilities

Area Coordinators serve as a communication link between the WSO departments and trusted servants in the BC/Yukon area. Each coordinator is responsible for communicating with Al-Anon and Alateen members in BC/Yukon to inform members of available resources and encourage their use. They coordinate the activities of their assigned service area. Coordinators may also initiate activities to improve services to Assembly and groups. The Area Coordinator unifies the Al-Anon and/or Alateen special services for the Area. He/she works cooperatively with the Area Officers and members of the Area World Service Committee.

Interested applicants must submit a service resume to the BC/Yukon Area Chair requesting a specific position. BC/Yukon Area Coordinators are appointed by the Area Chair in consultation with Area Officers and are asked to serve for a 3 year term. They vote at Area World Service Committee Meetings, but not at Assembly unless they are also acting as a Group Representative.

### General Qualifications

- An active member of Al-Anon who attends meetings on a regular basis and not also a member of Alcoholics Anonymous (Pg 163 *Al-Anon/Alateen Service Manual*)
- Able to attend AWSCM in May, Assembly in September and Officer/Coordinator meeting in January or February. (Up to one extra officer/coordinator meeting may be scheduled if required)
- Able to communicate effectively in English both verbally and in written form
- Familiar with Traditions and Concepts
- Aware of Area and World Service structure
- Willing to work cooperatively with members of the Area World Service Committee
- Internet and computer skills including MS Word and Excel
- Proficient use of e-mail is necessary
- Maintain a binder of pertinent information to pass along to next coordinator
- Able to lead by example (see leadership essay on page 199, *Al-Anon/Alateen Service Manual*)
- Have (or acquire) a current copy of the *Al-Anon/Alateen Service Manual* for reference

**Purpose of Literature Coordinator:**

The BC/Yukon Area Literature Coordinator “is a vital link in Al-Anon service, carrying the message of recovery and unity through Al-Anon Conference Approved Literature (CAL) to the districts, Al-Anon Information Services (AISs), Literature Distribution Centers (LDCs), groups, and members in their Area”. (Guideline G6)

**Specific Experience/Skills required:**

- Good communication and organization skills
- Creativity and presentation skills
- Ability to respond promptly to time sensitive requests

**Primary Duties:**

- Read and become familiar with each piece of Al-Anon literature
- Be able to create “displays” of the literature at District and Area functions in such a way as to bring more attention to what is available through CAL.
- Encourage members to write and submit articles to be published in CAL projects
- Distribute WSO writing guides that help members focus their writing on a particular project
- Participate in telephone conference calls with other Literature Coordinators from across North America when scheduled by WSO
- Share information coming from the WSO by writing monthly articles for the BC/Yukon Area Bulletin, and/or having the information available at AWSCM and Assembly
- Encourage the use of Al-Anon literature in recognition of service, as gifts, in fund-raising, and in service work
- Act as a resource for their Area on Conference Approved Literature and generally try to increase the visibility of CAL throughout the Area
- Communicate with WSO about Area literature activities

**Communication:**With Groups

- Communicate information on an ongoing basis through the BC/Yukon Area Bulletin
- Provide news updates on upcoming literature projects and electronic literature availability to Group Representatives at Assembly to take back to their members
- Maintain and check Literature Coordinator email and respond to inquiries
- Respond to Group invitations to provide or aid in providing Literature meetings

With Districts

- Communicate information through the BC/Yukon Area Bulletin
- Provide news updates on upcoming literature projects and electronic literature availability to District Representatives at AWSCM

- Present literature workshops and displays at district events
- Maintain and check Literature Coordinator email and respond to inquiries

#### With Area

- Include articles about CAL in the BC/Yukon Area Bulletin
- Prepare workshops and displays for AWSCM and Assembly
- Maintain contact with the Area Chair and Delegate to brainstorm ideas and generate enthusiasm for the use and the creation of CAL.
- Aid in providing information or fielding questions on CAL which has been directed to the Area Chair or Delegate
- Review all information brought back from WSC by the Delegate
- Prepare an interim annual report for the April Bulletin and a full annual report for the August Bulletin

#### With WSO

- Review emails and communicate information as it is released from WSO
- Communicate to WSO what literature activities are happening in the Area
- Participates in conference calls & conversations as initiated by WSO staff

#### **Time commitment:**

- Weekly: app. 1 hour to review e-mails and respond if required
- Monthly: 3-4 hours to write reports and review and respond to emails
- Three Weekends a Year: for Officer/Coordinator meeting, for AWSCM and for Assembly
- As Needed: attending events requesting Literature Displays and/or speaking requests, preparing for AWSCM and Assembly, and participating in WSO conference calls

**Length of Term:** 3 years

Resources: Al-Anon Guidelines G-6