

# Literature Coordinator

## **A. Per World Service Handbook; revised 2002-2004**

Specific duties for Area Coordinators are not spelled out in the World Service Handbook, although Guidelines for Area Coordinators for special services are available from WSO (G-6, G-18, G-31).

## **B. Duties as practiced by past Literature Coordinators**

The Area Literature Coordinator works to generate an interest in Conference-Approved Literature (CAL) in the Area. The Coordinator is responsible for keeping literature on hand to send out to members and groups when asked to do so. The Coordinator will also keep on hand a supply of order forms and catalogs for distribution and reference. In addition, the Coordinator

1. Maintains a supply of literature for display and sale at the following Area functions:
  - a) All assemblies
  - b) State convention
  - c) Weekend in Al-Anon
  - d) Day in Al-Anon
2. Keeps enough literature on hand by ordering from the World Service Office. When buying literature, use the "Guideline for Literature Distribution Center" to determine which discounts can be used. It is most beneficial to take advantage of all discounts available.
3. Conducts a once a year inventory and gives it to the Area Treasurer; each item is counted. The value of the literature is determined by figuring the price per item based on the discounts.
4. Maintains accurate financial records and submits to the Area Treasurer on the form provided by the Treasurer in a timely manner to comply with IRS requirements.
5. Maintains a checking account and makes sure it balances each month. All expenses for the Coordinator are to be paid from this account. All receipts should be kept for proof of expenses. Attached is the bank account and check statements guidelines for AFG of Colorado.
6. May take literature to all workshops and districts when asked. It is the responsibility of the ones asking to pay for the Coordinator's mileage and meals.
7. Becomes familiar with the various pieces of literature in order to introduce the literature to Al-Anon members, outside groups, when possible, and perhaps act as an advisor to groups on the literature topics available for their purposes.
8. Attends all Area World Service Committee Meetings.

9. Attends all Area assemblies and presents a written report, usually limited to two minutes.
10. Writes an article for each issue of the *Butterfly*.

### **C. Bank Account and Check Statements Guidelines**

1. Find a bank that will give you an account for a non-profit organization. The account name is "AFG of Colorado", next line "Literature Fund", and then your address or post office box.
2. It is acceptable to have a checking account that earns interest.
3. There **must be four (4) signatures** on the signatory card. You must be one of them and three of the officers (Delegate, Alternate Delegate, Chairman, Secretary, or Treasurer).
4. There **must be two (2) signatures on each check** you write. You and one of the other people on the signatory card should sign each check. Have several checks signed in advance so you can use the checks for any and all expenses you may have.
5. A small service charge per month is all right (\$3.50 or less).
6. Reconcile your bank statement at the end of each month. This will be needed when you send in your annual expenses to the Treasurer.

(Revised Lin C. 2003)

AL-ANON FAMILY GROUPS OF COLORADO AREA LITERATURE

Name: \_\_\_\_\_

Year: \_\_\_\_\_

1    2    3    4    Quarter (circle one)

Date: \_\_\_\_\_

Beginning Balance: _____
Amount of Orders: _____
Amount of Deposits: _____
Service Charge: _____
Miscellaneous Deductions: _____
Refunds: _____
Other (explain): _____
Ending Balance: _____

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