

Position Description
INDIANA AREA AL-ANON FAMILY GROUPS

POSITION NAME: Literature Coordinator

TERM LENGTH: Three Years (Beginning January 1, after election of Area Chairperson)

DESCRIPTION: An Al-Anon member who has 3 current and consecutive years in Al-Anon participation and is not a member of Alcoholics Anonymous. The Literature Coordinator votes at Area World Service Committee (AWSC) meetings but not at Area Assemblies UNLESS he/she is also a Group Representative (GR). The Literature Coordinator is appointed by the Area Chairperson.

Responsibilities:

- Attends all AWSC meetings and Area Assemblies.
- Keeps groups updated on new or revised literature in a timely manner.
- Encourages members to respond to World Service Office (WSO) requests for articles/sharings for literature in progress.
- Offers support and information to the Area and local Literature Distribution Centers (LDC).
- Provides a report for each AWSC, Area Assembly, and *Lifelines* issue.
- Participates in all position related communications with WSO.

Approved 11/2016