

Position Description
INDIANA AREA AL-ANON FAMILY GROUPS

POSITION NAME: Literature Distribution 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 Distribution 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 Distribution Coordinator is appointed by the Area Chairperson.

Responsibilities:

- Attends all AWSC meetings.
- Attends and provides literature for sale at all Area Assemblies.
- Attends and provides literature for sale at Area Al-Anon/Alateen and AA Conventions.
- Provides a clean, dry, and safe area to store literature free from pets, smoke and mold.
- Must be bonded.
- Orders literature in a timely manner to keep literature in stock.
- Pays World Service Office (WSO) either at time of order placement or within 30 days.
- Provides order forms and catalogs to Area Al-Anon/Alateen Groups.
- Receives orders either by E-mail, telephone or regular mail.
- Establishes mode of delivery.
- Receives correct payment and fills orders.
- Provides mail order service with shipping/handling charged as is stated on the order sheet.
- Maintains office supplies.
- Brings requests to display and/or sell literature at other events to AWSC and/or Area Assembly.
- Works with Public Outreach in bringing literature to events.
- Prepares report for each AWSC and Area Assembly itemizing income and expenses.
- Submits articles to each *Lifelines* issue.
- Participates in all position related communications with WSO.
- Presents books for auditing every January.

Approved 11/2016