

Name of Position – Literature Coordinator (3 year term)

“Al-Anon members who are also members of A.A., participate fully in all group activities, including group conscience decisions. However, they do not hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or A.A. as a whole.” – p.87 AL-ANON/ALATEEN SERVICE MANUAL.

Overview of Position

Area Literature Coordinators are 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 (AIS), LDC's, groups, and members in their areas.

Pre-requisite – Open to any Al-Anon member who is not also a member of AA. It is helpful to have working knowledge of various levels of service and guidelines regarding literature.

Must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO.

Motion 4/17: That Position Guidelines for Saskatchewan Al-Anon Coordinators and Table Officers be updated to include: “must have access to personal email address and an electronic device that can access email and the internet, to provide communication with Districts, Area and WSO.” Area Secretary to update position guidelines. **Carried**

Responsibilities at Committee Meeting

- Attendance twice a year is expected – meetings are held in spring and fall, usually March and September each year.
- Have a report ready (10 min. Max)
- May volunteer for various committee initiatives/jobs
- May volunteer for assembly jobs such as workshops or town hall meetings

Responsibilities at Assembly

- Attendance twice per year is expected – meetings in spring and fall, usually June and November each year
- Incoming personal sharing (15min) Spring Assembly – year 1
- Outgoing service sharing (15 min) Fall Assembly – year 3
- Have a report ready – (5 min max)

Ongoing Responsibilities/Job Details

- Communicate with committee members (usually via email) any news regarding literature
- Forum Coordinator (see guideline G32)
- Provide support/information to groups/districts that make requests
- Facilitate workshops when requested
- Encourage members to submit sharings for upcoming CAL projects
- Communicate with WSO via e-communities and conference calls
- Encourage district/group participation in using/learning more about CAL literature through contests, suggestions, prizes etc.

Budget Amount - \$300.00/yr

Motion 21/01 That a Saskatchewan Literature Coordinator be elected in the Fall 2001 Assembly for a two year term commencing January 1, 2002 and that this Coordinator be given an annual budget of \$300.00.

MOTION 10/04: Barb L./Devon T. **CARRIED.**

That the Public Outreach Coordinator and the Literature Coordinator positions be changed from a two year term to a three year term. This is to be effective at the Spring Assembly 2004.

How the Budget is used (submit receipts to Area Treasurer quarterly)

- To purchase items required for workshops
- To share costs to attend district/group events as invited (groups/districts are encouraged to be self-supporting, costs can be shared if prohibitive)
- To purchase prizes/incentives for literature projects
- To support literature efforts in the province as needed

By the end of your term, clean and organize any boxes being passed on to the new person.

Update your Job Guideline and submit to Area Secretary.

(Updated March 2024)