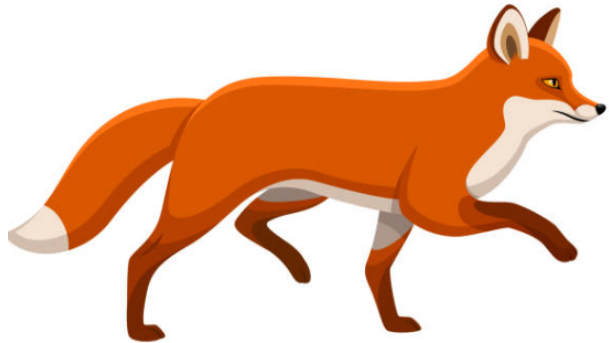


# Literature Coordinator's Report Assembly October 2021



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## Report Outline

- **AREA 9 news**
  - CAL Workshops in preparation
    - Zoom format
    - Resuming January 2022
- **WORLD SERVICE notes from Literature Coordinators ListServe: Topics of interest**
  - We Need Alateen Members' Experience, Strength, and Hope for a New Alateen Bookmark!
  - You-tube channel alert
- **Area 9 Literature Coordinator Position Description**
  - Year 1 report card

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## Area 9 news: Conference Approved Literature Workshops:

In preparation for 2022

- Dates TBD
- Using Zoom

- 1) Lois Remembers B-7
- 2) A New Look At the “OLD” Readers B-6 and B-16
- 3) Suggestions?  
*What literature would you like to see a workshop developed around?*
- 4) The Process of Developing New CAL (G-6): *Where does new CAL come from? (“Advanced” workshop - please contact me if you are interested)*

## **CLIP FROM G-6 (for tentative Area 9 Workshop #4)**

### **The Process for Developing Conference Approved Literature (CAL)**

Al-Anon’s Conference Approved Literature originates with an idea, which can come from any Al-Anon member, group, or service arm. The Conference gives conceptual approval to ideas that meet the needs of the fellowship in a way not already covered in existing literature.

After Conference approval, the WSO requests personal sharings from members around the world. The Literature Committee and WSO Staff coordinate the piece’s development. Through this process, the literature reflects the views of our fellowship without being limited to one person’s thoughts or ideas. Drafts are reviewed by the Literature Committee and members of the Policy Committee to assure they adhere to Al-Anon principles, policies, and Traditions. This process provides a series of “checks and balances” to the creation of our literature. The Conference does not evaluate or give approval to any literature produced outside of this process.

*See Al-Anon/Alateen Service Manual (P-24/27) and Why Conference Approved Literature? (P-35).*

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## World Service notes

### We Need Alateen Members' Experience, Strength, and Hope for a New Alateen Bookmark!

Dear Literature Coordinators,

The World Service Office is currently accepting sharings from Alateen members for a new Just for Tonight Alateen Bookmark, which was given conceptual approval by the 2021 World Service Conference. Please encourage all Alateen members to submit sharings for this project by December 31, 2021.

Alateen members can find the writing guide and/or submit sharings online at [al-anon.org/sharing](http://al-anon.org/sharing). They can also email sharings to [wso@al-anon.org](mailto:wso@al-anon.org) (with "Alateen Just for Tonight" in the subject line), or mail to AFG, Inc., 1600 Corporate Landing Parkway, Virginia Beach, VA 23454-5617, Attn: "Alateen Just for Tonight."

Thank you for your help in sharing this information!

Yours in Service,

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Tom Coffey  
Associate Director--Literature  
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### Are you subscribed to the official Al-Anon Family Groups Headquarters, Inc. YouTube channel?

**What are the benefits of subscribing to the WSO's YouTube channel?**

- ◆ You will be the first to know when new videos are published, allowing you to enjoy some recovery.
- ◆ Increase your recovery by carrying the message. You can easily share all of our videos to your preferred social media platform.

**How do you subscribe to our channel?**

- ◆ Go to: [Al-Anon Family Group Headquarters, Inc. - YouTube](#),
- ◆ Subscribe to our channel, and
- ◆ Hit the bell to receive notifications when new videos are published.

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Beth Rodriguez  
Senior Social Media Specialist  
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## 2021 Review of Job Duties: Report card

**BOLD FACE** - in progress or pending

**BOLD FACE** - no opportunity yet

*Italics* - on hold due to COVID

Red = likely typo

# AFG Area 9 Job Description and Duties

## Area Literature Coordinator

### ***Job Description***

The Area Literature Coordinator requires organizational and communication skills. The primary function is to act as an information conduit between WSO and the Area regarding Conference Approved Literature. It requires that the Coordinator become familiar with all Conference Approved Literature. Participates in Thought and Task Forces on behalf of the Area as a whole.

### ***Job Duties***

- 1. Disseminates information received from WSO and other Area Literature Coordinators to the Area.**
- 2. Is familiar with WSO Guidelines G-6, G-13 and G-31**
  - G-6 Al-Anon Guidelines for Area Literature Coordinators
  - G-13 Suggested Programs for Meetings (typo in job description?)**
  - G-18 Al-Anon Guidelines for Literature Distribution Centers

G-31 Al-Anon Guidelines for Ordering Literature

**3. Participates on WSO Literature Conference Calls twice annually.**

4. *Creates displays of books, pamphlets, and other materials for District and Area events. Uses these at Assembly and AWSC.*
5. *Encourages interest in Conference Approved Literature within the Area and the Districts. Supports District LDCs.*
6. *Visits and coordinates with Districts upon request. The Coordinator may speak at workshops about some facets of CAL and LDC's.*
7. **Fields questions concerning literature from the Area or forwards questions to WSO for clarification.**
8. *Distributes CAL bookmarks and flyers at Area functions on behalf of WSO. Encourages the use of CAL in fundraising, anniversaries and District events.*

**9. Informs WSO about Area literature/LDC activities**

10. **Requests and encourages Area members to submit sharing for new WSO CAL under development.**
11. The Literature Coordinator does not have CAL inventory.
12. Requests and encourages members and groups to use CAL at meetings.
13. Informs Area members how to obtain current CAL catalog, maintain a supply of order forms. **(available on line S-16)**

**OTHER: - 3 zoom workshops; thought force member**

**\*\*If you are unable or unwilling to adhere to the AFG Area 9 Service Position Guidelines and General Duties, please do not stand for this position.**

AFG Area 9 – Florida North Page 1 Area Literature Coordinator Job Description and Duties  
Last Update: August 2020 AWSC

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Contact Area 9 Literature Coordinator  
[literature-61@afgarea9.org](mailto:literature-61@afgarea9.org)