



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION

Approved: by the Assembly 7 August 2021

Effective Date: 21 August 2021

Position: AREA LITERATURE/FORUM COORDINATOR

Term: 3-year term

Appointed by the Area Chairperson

Reviewed: February 2021

General Description

The Literature/Forum Coordinate is appointed by the Area Chairperson. The Coordinator's activities include liaison between the Virginia Area World Service Committee (VAWSC), action committees, Districts and Groups. The Literature/Forum Coordinator conveys service information from the World Service Office (WSO) to the Districts, Al-Anon Information Service (AIS) and Groups. The Literature/Forum Coordinator's primary responsibility is to provide information at Assemblies regarding Conference Approved Literature (CAL) and *The Forum* as well as making presentations and conducting workshops at Area and District meetings. Expenses incurred by this position are covered in the Literature Coordinator's budget (reference VA Area Treasure's Report for actual budget amount).

Tasks

- Assist in the education of and provide presentations to VA Area members about all CAL and *The Forum* at Assemblies.
- Provide CAL/Forum displays at Assemblies and special events.
- Follow Area Literature Coordinators Guidelines **G-06**, as well as Area Forum Coordinator Guidelines **G-32**. (see guidelines at al-anon.org/guidelines)
- Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual.

Time

- Prepare for the VAWSC meeting: 1-2 hours each meeting.
- Attend the VAWSC meeting twice yearly: one-day event.
- Prepare for the Assembly: 6-8 hours for each meeting.
- Attend the Assembly twice yearly: two-day event.
- Provide written reports for events: 1-2 hours

Position Requirement and Desired/Helpful Skills

- Verbal and written communications skills.
- Computer skills including the ability to maintain spreadsheets and or/databases.
- Word processing skills for producing written reports.
- Proficiency in the use of email for communication with the Virginia Area Officers, Coordinators, the VAWSC and WSO.
- A Service Sponsor