



Northern California World Service Area *Literature & Forum Coordinator Guideline*

PURPOSE:

To inform Area groups and Literature Distribution Centers (LDCs) about the World Service Office's (WSO) Conference Approved Literature (CAL) and *The Forum*, being mindful to include translation for our non-English speaking members.

PREREQUISITES, REQUIRMENTS, SKILLS or TALENTS NEEDED:

- Interest in CAL and *The Forum*.
- Willingness to learn and educate others about new CAL when it is released.
- Some lifting of plastic totes weighing up to 25 pounds each. Ability and space to store totes in a safe, dry area.
- Ability to write reports and communicate clearly.

DUTIES:

- Relay the WSO communications between Area groups and LDCs.
- Prepare reports for and attend assemblies and NCWSC meetings.
- Participate in twice yearly Literature Web Conference Calls facilitated by Literature staff from the WSO. Participate in quarterly *Forum* Web Conference Calls facilitated by *Forum* Editor from the WSO.
- Plan workshops for members of the various service arms within the Area.
- Maintain a resource library of one (1) piece of each item of CAL and *The Forum* magazine for displays at assemblies and other Area events.
- Subscribe to *The Forum* magazine and have it sent directly to the Archives Coordinator for the 3-year panel.
- Maintain the Literature page on the NCWSA website with Webmaster. This includes maintaining the list of Literature Distributions Centers (LDCs) located within NCWSA's geographic boundaries.
- Provide the WSO CAL catalogs, *Forum* subscription forms, the WSO *Writing Guideline* (F-1) and *Information and tips for GRs as Forum Representatives* at Area assemblies (F-2).
- Order literature for Institutions as requested by Institutions Coordinator.
- Order CAL for NCWSC members when requested.
- Provide Service Manuals for all of NCWSC members at the new term and when Service Manuals are reprinted.

RESPONSIBILITIES:

- Keep this Guideline up to date, if revision is needed send the revised guideline to the NCWSA Bylaws Coordinator.

AMOUNT OF TIME PER MONTH, YEAR or TERM REQUIRED:

- Attend Spring (Delegate's) assembly & Fall assembly 4.5 days/yr.
- Attend NCWSC meetings. 4.5-6 days/yr.
- The WSO Literature Coordinator Web Conference Calls 1.5 hrs. each/ 2 yr.
- The WSO *Forum* Coordinator Web Conference Calls 1.5 hours/quarterly
- Prep literature for displays at assemblies up to 8 hrs. each, May & Oct
- Workshops and other literature tasks Varies through year



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- Order literature for Institutions Varies through year

EXPENSES:

Expense reports for travel and office expenses are to be submitted to the Treasurer in a timely manner and kept within the Budget submitted and approved by the NCWSC.

- Office supplies, copies and literature for all related duties
- Materials needed for workshops, though local district/AIS support is requested

RESOURCES:

- Computer for writing reports and wi-fi for attending Web Conference calls and access to AFG Connects communities
- WSO GUIDELINES:
 - a. Area Literature Coordinator, (G-6)
 - b. Area Forum Coordinator, (G-32)
- NCWSA GUIDELINE:
 - a. Literature and Forum Coordinator, (B-12)
- REFERENCE DOCUMENTS:
 - a. NCWSA Bylaws
 - b. NCWSC Guideline
 - c. Al-Anon/Alateen Service Manual, (P-24/27)

FORMS USED:

- A04 NCWSA Expense Reimbursement Form
- A15 NCWSA Outside Vendor Payment Request
- S-16 WSO English Literature Order Form
- SS-16 WSO Spanish Literature Order Form
- S-41 *The Forum* subscription order form for assemblies, workshop displays and Archives