

**NORTHERN CALIFORNIA WORLD SERVICE AREA  
LITERATURE COORDINATOR  
REVISED JOB DESCRIPTION**

05/20/99 1997-1999 Northern California World Service Area (NCWSA) Literature Coordinator

Term of service: Three (3) consecutive calendar years, coinciding with NCWSA panel rotations, effective January 1-December 31 of those designated years.

Election: By NCWSA Committee (NCWSC) at the October meeting immediately following Election Assembly.

Requirements for election: See NCWSA Bylaws.

Responsibilities: **“Link of Service” between local groups and World Service Office (WSO) to educate and inform re: Conference Approved Literature (CAL).**

- ◆ Relay communications received from WSO to NCWSA groups via reports directly to the Group Representatives (GRs) at annual assemblies, and between assemblies via reports at each NCWSC meeting, *and relay communications from the groups to WSO.*
- ◆ Carry out all responsibilities as listed in WSO’s Guidelines for Area Literature Coordinators, G-6, most recently revised in 1997. Also see current WSO Service Manual (P-24/27).
- ◆ Responding to invitations from groups/Districts to speak/share re: Conference Approved Literature (CAL) and its developmental processes.
- ◆ Plan area workshops for members/groups/LDCs re: CAL, which may include writing workshops.
- ◆ Create and maintain a resource library of a minimum of two (2) pieces of each piece of CAL (except banners and kits) for use in education and research.
- ◆ Create and maintain displays of CAL for use at conventions, assemblies and other area-sponsored events.
- ◆ Create and maintain an accurate list of Literature Distribution Centers (LDCs) located within NCWSA’s geographic boundaries.
- ◆ Provide the LDC list to members/groups via availability at area-sponsored events.
- ◆ Provide the list to committees planning area-sponsored events for their use in arranging for CAL sales at those events.
- ◆ Provide current WSO CAL catalogs and order forms at all area-sponsored events.
- ◆ Provide LDC ordering/processing/storage services for NCWSA as directed by NCWSC trusted servants (for example, order materials for the Chairperson for annual GR assembly packets, or other Delegate/Officer/Coordinator needs).
- ◆ Provide for sale of NCWSA Bylaws and WSO service manuals at annual assemblies and as otherwise directed by the NCWSC.
- ◆ Provide for sale of CAL translation materials at area-sponsored events.

## THE “HOW” SECTION: LITERATURE COORDINATOR

Reports: Make 65 copies of your report for each NCWSC meeting (in February, May and October, and annual assembly in September). Always announce new literature, as well as upcoming CAL workshops/events.

Planning for CAL at area-sponsored events: Be available to assist other Coordinators and the NCWSC committee literature chairpersons (events, such as Convention, Assembly, etc.). Your attendance at these events is encouraged but not required; they are not funded. **Providing the CAL displays and order forms is required.** Mileage reimbursement may be considered if the hosting event committee is unable to make arrangements for transport of the displays/order forms.

Current annual area-sponsored events and their relevant responsible parties include:

- ◆ Convention/Convention Coordinator, each year’s Convention committee (in March)
- ◆ Annual Assembly/Chairperson, local District hosting committee (in September, Election Assembly may be in October; special assemblies on demand)
- ◆ NoCAC/Alateen Coordinator, each year’s NoCAC committee (in November)
- ◆ Diversity Day/Non-English Speaking Coordinator (so far, has been in April or May)
- ◆ NCWSA’s AI-Anon participation in AA’s annual Hospitals & Institutions Conference/Institutions Coordinator (usually in April)

Budget/expenses: All job-related expenses (including NCWSC meetings) are paid for by NCWSA. If also serving as a GR at assemblies, expenses should be divided between the group and NCWSA in adherence with the Concept 1 and Tradition 7. Other events (such as local/District workshops or AI-Anon participation in AA events) to which you are invited as NCWSA’s Literature Coordinator are usually be paid for by the event’s committee that invited you. If they do not have adequate funds available, expenses may be submitted to NCWSA for reimbursement out of the Literature Coordinator budget.

- ◆ Provide reality-based budget suggestions and appropriate feedback to budget committee each year when requested.
- ◆ Submit expense reports in a timely manner for NCWSC meetings (including assemblies), office supplies/expenses/travel and participation on other NCWSC committees.

## THE “HOW” SECTION: LITERATURE DISTRIBUTION CENTER

The Literature Coordinator is also the area’s LDC Coordinator. The jobs are related, but different. In this aspect, you are responsible not for educating but for procuring materials as directed and approved by the NCWSC via job descriptions, motions and committee decisions.

- ◆ Inventory all of the literature at the beginning and end of your term, as well as pre- and post-event inventories of materials taken to each event.
- ◆ Maintain the inventory between events in a weather-safe area your home (not a porch or uninsulated garage).

You are responsible for counting the number of items, not maintaining the balance of the inventory’s monetary value; that responsibility is the area treasurer’s.

The accounting method currently approved by the NCWSA for tax purposes is LIFO (last in, first out), which may mean valuation changes of the literature as WSO adjusts prices both up and down. For this reason, it may be simpler to provide volunteers a chart of the sales prices (including WSO’s shipping/handling percentage) at events, rather than mark each individual book/pamphlet/poster/material, as has been done in the past.

### Orders:

- ◆ Place orders with WSO via the LDC order forms, utilizing all discounts as eligible (see G-18 and G-31). Utilize consignment orders whenever possible/appropriate.
- ◆ Communicate with WSO re: any discrepancies in packing slips/invoices.
- ◆ Comply with WSO policies re: returning consignment materials following events.
- ◆ Process payment of invoices via the current area guidelines, utilizing the required forms.

### Sales:

- ◆ Literature is sold at its current WSO listed price, plus the percentage of shipping/handling charged to the area by WSO (currently 7%). **Any other price changes (increases or decreases) or distribution (no charge) must be approved by the NCWSC.**
- ◆ You are provided with sales instructions and procedures, literature (including inventory), literature displays (including posters in frames), literature racks (currently four), WSO order forms (several types; check current WSO catalog for listing), cash boxes (currently two), calculators (also currently two, one per cash box), receipt books, California sales tax guide and percentage tables, and signs.

Transfers: CAL may be transferred out of the area’s LDC inventory to other Delegate/Officer/Coordinator budgets by written approval of the requesting trusted servant via the appropriate expense report form. No sales tax is calculated for intra-NCWSA transfers; value of the appropriate shipping/handling charge is added.