

Area Literature and *The Forum* Coordinator

GENERAL DESCRIPTION: (to include term of service)

The Hawaii Area Literature Coordinator also serves as *The Forum* Coordinator.

The Area Literature/*The Forum* coordinator is selected by the five elected officers (Delegate, Alternative Delegate, Chairperson, Treasurer, and Secretary), after submitting an AI-Anon Service Experience Form to the Area Chairperson to be selected to serve a 3-year term. (Selection procedures are outlined in Hawaii Policies and Procedures Section IV.)

Groups, districts, information services/intergroups, and Newsletter Editors are encouraged to keep their Literature Coordinator informed about local activities involving CAL.

Each area's Literature Coordinator receives periodic updates on the Literature/ *Forum* e-community from the World Service Office (WSO), include newsletters, announcements, letters, and Conference call announcements and minutes. Pamphlets, new books, and other items may be mailed. This information then is relayed by the Literature Coordinator at assemblies and to District Representatives (DRs), information services/intergroups (AISs), literature distribution centers (LDCs), committees, and Newsletter Editors, who convey it to Group representatives (GRs) and individual members. Thus the Literature Coordinator becomes a "link of service" between the members, groups, and districts in their area and the WSO.

SKILLS NEEDED FOR POSITION (or ability and willingness to learn):

- Possession of, knowledge of and capability to use the AI-Anon Service Manual;
- Computer capable to:
 - ◊ Prepare documents in MS Word, MS Excel and/or MS PowerPoint or other office suite software;
 - ◊ Create pdf documents for distribution to members and posting to e-group;
 - ◊ Make PowerPoint presentations.
- Ability to research and use internet capability:
- Conference calling
- Online meetings (Zoom,Join.com, GotoMeeting, Webex, etc.)
- Google drive (for document sharing and email list);
- Participate in WSO Literature and Forum Coordinator conference calls and e-communities.

Travel/Time Commitment:

- Participate in periodic WSO Literature or Forum Coordinator conference calls;
- Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held for one day in the first year of the panel;
- Attend all Area Assemblies, which are held twice per year for two days each. The Spring Assembly is traditionally held on O`ahu, and the Fall Assembly is traditionally held on a Neighbor Island;
- Participate in periodic Area Committee telephone conference calls or virtual meeting(typically one hour)to handle the affairs of the Area between Assemblies;
- Possibly travel to the neighbor islands, when invited, if the budget allows.

REFERENCES:

- 2022-201725Service Manual (Page 61, 62, 67, 69,75, 76, 161;
- Al-Anon Guidelines: Area Literature Coordinators (G-06) (Both of the above can be found at <http://www.al-anon.alateen.org/members>);
- Hawaii Policies and Procedures
 - ◊ Section I A-C and subsection Literature/Forum;
 - ◊ Sections IV, V, VI.
- Annual HAWSC Budget.

SPECIFIC GUIDELINES: (pertinent to the job, not already addressed in above references)

- Communicate with members of the panel between area meetings and assemblies;
- Bring questions/issues raised by members, GRs, and DRs as needed to the attention of the Area Assembly and Area Service Committee.
- Serve on Thought Forces, Task Forces or Selected Committees between Area Committee Meetings and Assemblies;
- Answer questions regarding *The Forum* subscription and submission guidelines; refer to WSO when appropriate.

PROCESS USED: (if not already addressed in the specific guidelines above)

- Email for routine contact and reminders;
- Use conference call or virtual technology for group calls;
- Use online meeting technology to share documents. This is particularly helpful when working on task and thought force presentations.

HELPFUL HINTS: (things you learned along the way that might be helpful)

- Do not just blandly promote *The Forum*. Share experience, strength and hope as to how this Conference Approved Literature (CAL) assists you personally;
- Meet with the DRs and GRs and ask what literature their groups use (or do not use) regularly and what general issues their group may be having. (i.e. use of non-CAL in meetings, lack of sponsors, etc);
- Provide suggestions on literature to use (references to service manual, CAL pamphlet, sponsorship pamphlet, etc);
- Encourage writing and submissions when sharing is requested for new CAL publications and at any time for *The Forum*;
- Provide information about new and available CAL;
- Don't be afraid. Say yes to leadership opportunities;
- Ask for help when you need it;
- Remember that encouraging use of CAL and The Forum is the responsibility of all Al-Anon members, not just the Literature/Forum coordinator.