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## New Mexico / El Paso Area 38 Service Position Manual

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Position Title: Literature Coordinator

\*In area 38, the Alternate Delegate, Alternate Chairperson, Literature Coordinator, and The Forum Coordinator positions are held by one person

Term of Service: 3 years as per Area Election Cycle

How Elected: Group Representatives vote at Election Assembly

Eligibility:

- Ø If the Literature Coordinator is a separate position;  
All AI-Anon members except members of AA

Description of Responsibilities:

- Recipient of World Service Office-Conference Approved Literature (CAL) information and requests for member submissions
- Communicate at Assemblies any changes to the CAL list
- Promote CAL to Area AI-Anon members
- Participate in Area World Service Committee meetings, Area assemblies, and Team meetings
- Provide reports of activities/information at Area World Service Committee meetings and Area assemblies
- Contact District Representatives as to what is needed in their district

- Utilize assigned Action Team to assist in identifying projects and facilitating in the accomplishment of Area projects

References:

√ Service Manual pages

Area Coordinators pages 107, 126, 129-130

Coordinators pages 31, 60, 107, 134

Conference Approved Literature (CAL) pages 31, 61, 82-89,  
135

Literature Distribution Center (LDC) page 80

Literature pages 71, 82-89

Al-Anon Alateen Service Manual 2004-2006

√ Guideline Sheet: G-6