

DRAFT FOR REVIEW

Northern California District 14 AFG Incorporated Guidelines May 2025

Lending Library (CD/Tape Lending)

Eligibility

- Elected by District 14 for a three-year term or until the end of the current panel.

General duties

- The Coordinator or Alternate shall attend District 14 Monthly Meetings and report on current activities.
- Report all expenses to the Treasurer within 90 days with receipts for expenditures. They will also report contributions with a written record of all contributions.
- The Coordinator has the right to form a committee to assist in carrying out the functions of the Coordinator.
- The Coordinator or Alternate shall attend the budget meeting and submit a request to the Treasurer.

Specific duties

1. Keeps collection of audio material of 12-Step Program Speakers (AI-Anon and AA)
2. Attends District Meeting with the Library
3. Keeps track of CD's, making phone calls to non-returned CD borrowers
4. Copies non-copyrighted material

-end-