

Northern California District 14 AFG Incorporated Guidelines
Approved May 2025

Literature Coordinator

The Literature Coordinator is responsible to District 14 for maintaining the Literature Distribution Center. It is recommended that the Literature Coordinator develop a committee of at least two (2) assistants: at least one person as the Financial Assistant and at least two (2) people for the Literature Distribution function.

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. Cooperate with the DR and GRs to stimulate interest in all Conference Approved Literature (CAL) to include the AI-Anon/Alateen Service Manual
2. Pick up messages and fill orders
3. Encourage all members in the District to become familiar with CAL and currently available material
4. Maintain current lists of CAL, keep inventory on hand of up-to-date material and well stocked
5. Maintain records of orders, sales, checking account(s) and quarterly sale tax reports to the State of CA Board of Equalization
6. Become familiar with all WSO sales terms and procedures
7. Cooperate with the Speaker Meeting if literature is needed
8. Keep track of all donations of literature
9. Provide monthly sales, cost records and Quarterly Tax Reports to the D14 Treasurer
10. Resolve any credit issues with any groups ordering literature
11. Maintain up-to-date banking records and signature cards
12. Regularly provide reports at the D14 meeting of literature depot activities and financial results
13. Make weekly deposits of checks and cash received from groups

14. Provide literature to the DR and Coordinators at the regular price. Forward receipts to the Treasurer for reimbursement by the District
15. Store the Meeting Schedules and bring them to the Monthly District Meeting
16. Provide literature on consignment for special events
17. Pay, as received, monthly phone bill, AFG bills and rent (if needed)
18. Make an annual report of Literature Depot activities at the February District Meeting

-end-