NCWSA GUIDELINE, B-12
Literature & Forum Coordinator

PURPOSES:
Inform Area groups and Literature Distribution Centers (LDCs) about World Service Office’s (WSO) Conference Approved Literature (CAL) and The Forum.

PREREQUISITES, REQUIREMENTS, SKILLS or TALENTS NEEDED:
- Interest in CAL and The Forum, including E-Books and online publishing.
- Willingness to learn and educate others about new CAL when it is released.
- Ability to write reports and communicate clearly.

DUTIES:
- Relay communications between Area groups, LDCs, and WSO.
- Maintain the Literature page on the NCWSA website, including Lit Hits, if desired.
- Prepare reports for and attend Assembly and NCWSC meetings.
- Participate in twice yearly Literature Conference Calls facilitated by Literature staff from WSO.
- Plan Area workshops for members/groups/LDCs re: CAL and The Forum, which may include writing workshops.
- Create and maintain a resource library of a minimum of one (1) piece of each item of CAL (except banners and kits) for use in education and research.
- Collect and maintain each copy of The Forum, which is handed off to NCWSA’s Archives Coordinator periodically.
- Create and maintain displays of CAL and The Forum for use at Assemblies.
- Create and maintain an accurate list of Literature Distributions Centers (LDCs) located within NCWSA’s geographic boundaries. Maintain this information on the NCWSA website.
- Provide WSO CAL catalogs and Forum forms at Area-sponsored events.
- Order literature for Institutions as requested by Institutions Coordinator.
- Provide Service Manuals for all of NCWSC members at the new term and when Service Manuals are updated.

RESPONSIBILITIES:
- Term of service - Three consecutive years of an Area panel, Jan. 1- Dec. 31, following election by NCWSC at Election Assembly
- Be knowledgeable about Conference Approved Literature.
- Attend Assemblies, NCWSC meetings, and other events as needed.

TIME REQUIRED:
- Attend Spring (Delegate’s) Assembly & Fall Assembly 4.5 days/yr.
- Attend NCWSC 4.5-6 days/yr.
- WSO Literature Coordinator Conference Calls 2 hrs. each/ March & Oct
- Order and prep lit displays for Assemblies up to 8 hrs. each, May & Oct
- Writing Workshops or other lit tasks 1 day/workshop est.
- Order literature for Institutions Varies through year

EXPENSES:
- Room and travel for Assemblies and NCWSC meetings
- Supplies and literature for all related duties

EQUIPMENT NEEDED:
- Display racks, if desired. Already have several.
- Any other means of making displays and literature and The Forum information available to groups, Assemblies, and NCWSC.
- Materials needed for workshops, though local district/AIS support is requested

FORMS USED:
- A04 NCWSA Expense Reimbursement Form
- A15 Outside Vendor Payment Request
- S-16 WSO English Literature Order Form
- SS-16 WSO Spanish Literature Order Form

OTHER INFORMATION:
Reference Documents: NCWSA Bylaws Article VIII, Section 10. Duties of Literature/Forum Coordinator, WSO’s guidelines, G-6, and WSO Service Manual for Area Literature Coordinator.