

## **LITERATURE DISTRIBUTION CENTER COORDINATOR** (*Elected Position*)

Attend all District meetings or send a representative. Preferably be bonded. Register as a Literature Distribution Center with the World Service Office.

Submit a written report of all transactions to the District, including deposits, accounts receivable and accounts payable, showing a bottom line (a sample copy to be passed on to the new District 23 Literature Distribution Center Coordinator).

Familiarize oneself with the duties of the LDC Coordinator in the AI-Anon and Alateen Service Manual (found as a LDC), and the WSO Guidelines.

Review past months meeting minutes and submit any corrections to the District Secretary.

Be familiar with the contents of all Conference Approved Literature (C.A.L.) and have literature available for all District functions.

Be available as a resource to all District 23 Groups, District 23 Coordinators and cooperate with other Washington Area districts and Area Coordinators.

Give District Newsletter Coordinator all pertinent District Literature Distribution Center information.

Receive and make phone calls about the District Literature Distribution Center and direct inquiries to the appropriate AI-Anon member.

Make deposits at least once a week. Reconcile bank statement. Pay routine expenses in a timely manner, routine expenses to include rent, postage, bank charges, phone bill, copies, office supplies, casualty insurance premium if applicable, and literature purchases from World Service Office (W.S.O.).

Keep an adequate inventory, ordering literature as needed. Keep inventory records up to date.

Make regular donations to the District 23, Washington Area and World Service Office (W.S.O.) per District's approval.

See the WA Wanderings for a list of names and phone numbers of Group Representatives, District Coordinators, Washington Area Officers and World Service Office.

Act as a lending library for the videos, books, tapes, CD's, DVD's or display board/racks and banner that may be borrowed.

Present an annual budget at each February District meeting

A subscription to the *Washington Wanderings* is recommended.

Having a Service Sponsor is strongly recommended.

In March each year, submit a short report to the District of the past years events or activities