

# Literature Depot Coordinator (Voted Volunteer Position)

## IN GENERAL

- Update Literature Distribution Center Registration contact information with the WSO.
- Willing to become primary signer on the Dist 23 Lit Depot Checking Account (a District Officer will also be listed as a back-up signer)
- Space available to store a 4-drawer file cabinet and approximately 25 medium size boxes of Al-Anon and Alateen literature
- Familiarize oneself with the WSO guidelines for LDC Coordinator.
- District 23 Website - [Service Manuals/WSO Guidelines/Other Resources](#)
- Familiar with the Al-Anon and Alateen Service Manuals
- Familiar with available Conference Approved Literature (CAL) for both Al-Anon and Alateen
  - Provide a copy of literature no longer being distributed to Archives.
- Reading the Washington Wanderings is recommended.
- Having a Service Sponsor is strongly recommended.

## MONTHLY

- Attend all District meetings or send a representative.
- Submit a written report of all transactions to the District, including literature order receipt numbers and amounts, deposits, expenses, and the current bank balance.
- Review past months meeting minutes and submit any corrections to the District Secretary.

## AS NEEDED

- Provide District Newsletter Coordinator with process for ordering and pick-up of literature (call, text, or email) for publication in the Al-Anews.
- Respond to order requests in a timely manner.
- Make Deposits for orders received and pay expenses in a timely manner.
- Keep an adequate inventory, ordering literature from WSO as needed.
- Maintain an accurate inventory of Literature Depot contents.
- Have Literature available for District functions as requested.
- Provide a sample copy of the monthly report to the new District 23 Literature Depot Coordinator

## ANNUALLY

- In March each year, submit a short report to the District of the past years' events or activities.
- Make consistent donations to District 23 as Depot funds allow, maintaining an ample reserve.

## AS TIME ALLOWS

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

**“We are not in this alone! Together We Can Make It! Let It Begin With Me!”**