

# Al-Anon Guidelines

The Shared Experience of Al-Anon and Alateen Members.

## Area Forum Coordinator

G-32

Area *Forum* Coordinators encourage groups and members to subscribe to *The Forum* and to submit sharings. They are a vital link in Al-Anon service, carrying Al-Anon's message of recovery as printed in *The Forum* to the Districts, Al-Anon Information Services (AISs), Literature Distribution Centers (LDCs), Group Representatives (GRs)—who are the *Forum* Representatives in their groups—and members in their Areas.

Depending on the procedures followed in the Area, an Area *Forum* Coordinator is either elected or appointed for a term varying from one to three years. Groups, Districts, Information Services/Intergroups, and Newsletter Editors are encouraged to keep their *Forum* Coordinator informed about local activities and events at which *The Forum* can be represented.

Each Area's *Forum* Coordinator also receives periodic information from the World Service Office (WSO), most of it posted electronically. The *Forum* Coordinator then shares this information at Assemblies and with District Representatives (DRs), AISs/Intergroups, LDCs, committees, Website Coordinators, and Newsletter Editors, who convey it to GRs and individual members. Thus, the *Forum* Coordinator becomes a "link of service" between the WSO and the members, groups, and Districts in their Area.



### Tips for Coordinators

- Since most communication from the WSO is done electronically, it is important to keep contact information current and check email frequently.
- Participate whenever possible in *Forum* Coordinator conference calls and on discussion boards hosted by the WSO to share in the experience, strength, and hope of other *Forum* Coordinators.
- Consider developing and/or using an email distribution list to quickly pass information from the WSO on to groups, Districts, AISs, LDCs, Newsletter Editors, Website Coordinators, and others in the Area.
- Feel free to contact the WSO with *Forum*-related questions from the Area or questions about your role as Coordinator.

### Action ideas

- Set an example! Read and use *The Forum* yourself.
- Write regular articles about *The Forum* for your Area newsletter.
- Suggest the election of District *Forum* Coordinators/Chairpersons.
- Maintain personal contact with District and group *Forum* Representatives.



This guideline may be photocopied.

This piece may be adapted by a General Service structure and distributed within that structure.

- Be available to GRs and DRs for assistance in conducting writing workshops.
- Send GRs and DRs information pertaining to *The Forum*, including promotions and needs for special articles or photos.
- Distribute *The Forum* Writing Guideline (F-1) to help members focus their writing.
- At Area functions, report about articles or photos by your Area's members that have been published in *The Forum*.
- Keep *The Forum* visible at meetings and group, District, and Area events.
- Ask Area World Service Committee (AWSC) members to assist you by subscribing to and sharing the value of *The Forum* as they conduct their service activities.
- Inform the Magazine Editor at the WSO of exciting Area activities and share formats developed for workshops, skits, and presentations.
- Preserve a record of your efforts, both successful and unsuccessful, to pass on to the next Coordinator.

## Increasing readership

- Encourage each group to have at least one group subscription.
- Maintain a supply of complimentary copies and order blanks (downloadable from [al-anon.org/forum-order](http://al-anon.org/forum-order)).
- Offer subscriptions to *The Forum* as door prizes at Al-Anon events.
- Work with the Districts to supply complimentary subscriptions to the District *Forum* Chairperson.
- Send new groups a welcome letter or email and include a subscription order blank for *The Forum* (downloadable from [al-anon.org/forum-order](http://al-anon.org/forum-order)).
- Encourage GRs to serve in their capacity as *Forum* Representatives to their groups by drawing attention to *The Forum* and encouraging members to read it and subscribe.
- Use a *Forum* display board at conventions, Area Assemblies, group anniversaries, and other events. Provide subscription order forms for distribution (downloadable from [al-anon.org/forum-order](http://al-anon.org/forum-order)) and make extra copies available (the Area may want to maintain multiple subscriptions for this purpose).
- Encourage longtime members to sponsor subscriptions or donate recent past issues of *The Forum* to newcomers.
- Let members know that issues of *The Forum* are available electronically. Information is available at [al-anon.org/shop](http://al-anon.org/shop) under "Products > Digital Products."

## Encouraging members to write

Distribute *The Forum* Writing Guideline (F-1) (found at [al-anon.org/writing-guide](http://al-anon.org/writing-guide)) at Al-Anon events and encourage members to submit their sharings. Member photos or graphic designs are also welcome. Photos may be submitted as prints or digital files but cannot reveal full faces of members. All submitted material becomes the property of AFG, Inc. AFG, Inc. cannot publish copyrighted writings or photos. Sharings may be submitted via mail, email, or online at [al-anon.org/sharing](http://al-anon.org/sharing).

- Schedule regular writing workshops for Al-Anon members.
- Offer to help with *Forum* workshops or skits at District and Area events and meetings.
- Inform the fellowship that sharings are needed from all Al-Anon members, including women, men, adult children, parents, grandparents, and Alateens. Sharings about applying a Step, Tradition, or Concept of Service to our personal lives are always needed.
- Challenge Alateen Coordinators to encourage members and Alateen Group Sponsors to send sharings.
- Encourage longtime members to write and share their service experiences as well as how they cope with problems as longtime members.
- Write and submit something yourself!

