

Area Literature Chair

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Coordinate the work of individual AA members, groups, and districts to read and utilize AA literature.
- Provide information in the Area with respect to Literature, coordinating the exchange of ideas and resources between districts.
- Provide experience and assistance in developing projects that will further the carrying of our AA message using our literature.

Responsibilities:

- Read and become familiar with the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Actions Book, Robert's Rules, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, Area Assemblies, annual Service Workshop, Area 35/36 Joint Workshop, Zonal Forums, and be available to attend District meetings.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Submit expenses for reimbursement in a timely manner to insure the consistent and predictable disbursement of Area funds.
- Become familiar with all available Conference approved Literature.
- Maintain a small and manageable Area literature inventory.
- Facilitate district and group literature orders.
- Have literature available for purchase at Area Assemblies.
- Display literature at all Area service meetings.
- Encourage awareness of new or recently developed literature and service pieces.
- Have current literature order forms available at all Area functions.
- Encourage Districts to have a Literature chair, and assist them in identifying relevant material to stock.
- Work with other committees to have available literature they might need in their committee activities.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Submit new literature items and reprints to the Archives Committee for archiving.
- Record and report the literature finances regarding what cash is on hand, how much material was sold, etc., at Assemblies and Area Committee Meetings.
- Open a bank account, or work with the Area 35 Treasurer, for purchasing and selling literature.
- Update the Trusted Servant Guidelines for the Literature chair. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of the 2nd year.
- When rotating out, provide the incoming Literature chair with experience, records, information, and any helpful suggestions for serving.