

## **Proposal – Literature Chair**

### **Background**

Literature is one of the prime methods of carrying the AA message. AA World Service publishes books, pamphlets, flyers, Committee Workbooks, Service Material, cards, Guidelines, and newsletters. Proposals for new literature and for revising current literature are discussed at all General Service Conferences. At the Northeast Regional AA Service Assembly (NERAASA), there is a Literature panel and a breakout workshop on both evenings with discussions about the newest AA literature and revisions to current literature. At the New York State Informational Workshop (NYSIW), a Literature Panel is often on the agenda. Currently, Area 48 members do not have a committee to monitor AA literature, discuss it, help members be aware of what is new or being edited, or advise the Delegate on Literature proposals. About half of the Districts in Area 48 have a Literature Chair. However, there is no avenue for these chairs to meet at the Area level and report back to their groups and districts because we do not have a Literature Chair. The Area did have a Literature Chair in the past, but the position was combined with the other duties performed by the Alternate Chair.

This proposal is for a dedicated Committee chaired by an elected Literature Chair.

### **Proposal**

That Area 48 HMB, re-establish a Literature Committee with a Chair elected by a vote of the District Literature Chairs. This position should be funded the same as other Committee Chairs.

Term of Service Position: 2 Years.

#### **Responsibilities**

Chairs the Literature Committee.

Informs groups, districts or area assembly members, through displays and other suitable methods, of all available Conference-approved literature, audiovisual material and other special items.

Become familiar with the information on G.S.O.'s A.A. website ([www.aa.org](http://www.aa.org)).

Considers suggestions regarding proposed additions to and changes in Conference-approved literature and audiovisual material.

- Encourages A.A. members to read and purchase A.A. literature.
- Works closely with District Literature Chairs and assists Districts with establishing local Literature committees.
- Assists Districts and Clusters with making Literature and other AA Conference-Approved material available to the AA membership.
- Attends Area, State and Regional Service meetings, assemblies, conventions, and forums as described in section Event Participation and Funding of this manual.
- Submits expense reports on time as described in the Allocations section of this manual.
- Maintains and submits a full inventory of all literature, books and pamphlets, received, purchased, sold and on-hand to the Finance Committee on a quarterly basis.

- Submits a full record of all money on hand, all money received from purchasers of Literature, as well as all monies spent in ordering, shipping, and any other handling processes, to the Finance Committee.

All checking/financial accounts related to the Area Literature, unless otherwise explicitly authorized by the Area Assembly, need to adhere to the following guidelines:

- All persons on the Literature account are required to have minimum of 3- 5 years of sobriety
- No debit cards (activated or used)
- 3-4 signers on the account
- 2 signatures required on all checks
- Closure or transfer of all accounts to new Chair within 30 days of Rotation.
- If the account cannot be closed within 30 days, then this needs to be disclosed to the Area Chair, Area Treasurer and new Literature Chair (if applicable), as soon as this is known
- Any misappropriation of monies needs to be reported immediately to the Area Chair, Area Treasurer, Finance Committee and new Literature Chair (if applicable).

#### Qualifications

- A solid period of sobriety (generally three to five years)
- Service experience at the group and district level.
- Is familiar with the A.A. Service Manual, HMB Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

#### The Area Literature Committee

- The Literature Committee is chaired by the Area Literature Committee Chairperson.
- All District Literature Chairs and District Alternate Literature Chairs make up the Area Literature Committee.
- Other A.A. members of the fellowship can serve as active service workers on the committee. Interested A.A. members are encouraged to talk with the Area Literature Chair.

#### Getting Started

- It is suggested to meet with the immediate past chair of the service committee. If there had not been a chair of the service committee in some time, the new chairperson can work with the Area Delegate, Area Chairperson, Past Delegates, a service sponsor or a past Literature Chair.
- Read the A.A. Service Manual - The Literature Workbook and the Literature Representative Handbook, which are available from the A.A. Literature Office, are also key tools to help you get started.
- The General Service Office Literature Desk staff can provide shared experience from the fellowship. They are available at [https://www.aa.org/pages/en\\_US/contact-literature-desk](https://www.aa.org/pages/en_US/contact-literature-desk) or by calling 212-870-3400.

Literature

- A.A. Service Manual - [http://www.aa.org/assets/en\\_US/en\\_bm-31.pdf](http://www.aa.org/assets/en_US/en_bm-31.pdf)
- Twelve Steps / Twelve Traditions - [http://www.aa.org/pages/en\\_US/twelve-stepsand-twelve-traditions](http://www.aa.org/pages/en_US/twelve-stepsand-twelve-traditions)
- Literature Catalog - <https://b2c.aaws.org/p-330-literature-catalog.aspx>
- Order Form - [https://b2c.aaws.org/aawsFiles/pdf/aacatalog\\_orderform.pdf](https://b2c.aaws.org/aawsFiles/pdf/aacatalog_orderform.pdf)

**Budget**

If approved, the following monies would need to be added to the 2020 Budget for Literature Chair:

Position total	Expense Allocation	NERAASA	NYSIW	HMB Conv.
\$1,950	400	550	500	500

In addition, \$ 800 would be needed as seed money to purchase materials from AAWS for the upcoming Convention and all Area events.

Respectfully submitted,

Cathy P. – Area Secretary  
 Bill W. – Past Delegate