

# ***CENTRAL COAST CENTRAL OFFICE INTERGROUP***

## **Literature Chair**

### **QUALIFICATIONS**

1. The Literature Chair shall have a minimum of 2 years continuous sobriety.
2. The Literature Chair shall be appointed by the Board of Directors to serve a one-year term, renewable for one additional term.

### **TIME ESTIMATE**

No specific work hours are required but it is estimated the Literature Chair will spend up to 6 hours monthly. Attendance at Board and Intergroup meetings is 2 hours.

### **DUTIES**

The Literature Chair shall perform their duties in the best interest of the Central Office, keeping in mind the overall purpose and guidelines of Alcoholics Anonymous.

Specific duties include the following:

1. Track inventory and purchase AA literature from World Services as needed.
2. Communicate with Treasurer to pay literature invoices.
3. Pick up literature if it is not delivered directly to the office.
4. Attend monthly Board and Intergroup meetings.
5. Maintain an inventory of literature from World Services.
6. Perform a physical inventory of literature annually.
7. Maintain literature display at the Central Office.