

The Duties of the SLAA Intergroup Literature Officer *page 1 of 1*

I. Purpose: This document is to provide SLAA members an understanding of how the Intergroup Literature Officer acts as a “trusted servant” of SLAA.

II. General Responsibilities of All Officers: The following statement is copied from the Bylaws and provided within this template of position duties for your convenience. It should accurately reflect the Bylaws; if it does not, remind the Bylaws officer that this section of the template must be updated.

1. Attendance at all Intergroup meetings is required. If officers cannot attend, they should:

a) arrange for a replacement who can perform their duties, or

b) supply an official written report, or in the case of a non-reporting officer, supply an official written notice of non-attendance, which must be sent either to the Chair or the Recording Secretary prior to the Intergroup meeting.

(10/15/2005)

Officers who fulfill these criteria are considered “Not In Attendance.” If officers fail to make these arrangements for a given meeting, they are considered “Absent” from that meeting.

2. In the event that an Intergroup officer is Absent (rather than “Not In Attendance”) 3

consecutive meetings or 4 in a calendar year, they may be replaced if the group favors such action.

(7/17/99)

3. Reporting and non-reporting officers

a) Reporting officers should provide a written or verbal report at each Intergroup meeting.

b) Non-reporting officers may make a report at any Intergroup meeting provided they notify the Chair in advance, and must make a report if requested in advance by the Chair or by a vote of Intergroup.

4. Outgoing officers work at the end of their terms with incoming officers to transfer the duties of the position.

III. Specific Responsibilities of the Literature Officer: It is important that you remember to document the responsibilities of your position. At the end or beginning of your term, inform the Bylaws officer of how, if at all, these responsibilities have changed.

A. On-going and As Needed.

1. Purchases literature as needed for Intergroup from Fellowship Wide Services (FWS). Tracks this activity by using and maintaining a sales order sheet and an inventory sheet (using Quicken / Excel or similar software). This may include donations to libraries and to start new groups.

2. Coordinates with the Registrar / Webmaster to maintain a webpage for online literature orders (ie – keep the most up to date sales order sheet online).

3. Collects and deposits funds from literature sales into the Intergroup bank account which is maintained by the Treasurer.

4. The Literature Officer is a non-reporting officer (per 10/15/2005 vote); however, a report is required whenever normal operations are disrupted. Such reports may include:

- revenue from sales of literature to local Fellowship

- expenses from purchases from FWS

5. Receives, stores, and delivers all literature to Intergroup meetings.

B. Time Sensitive Duties.

1. Monthly - Distributes SLAA literature at Intergroup meetings.

2. Every 2 months submit parking receipts, tolls, etc. to Treasurer for reimbursement.