

## **Ann Arbor Intergroup GUIDELINES FOR LITERATURE COORDINATOR**

### **Statement of Purpose**

The Ann Arbor Intergroup (IG) supports OA Groups in our area in carrying the message to compulsive overeaters. The Literature Coordinator provides literature which reinforces how to live the Twelve Steps and Twelve Traditions. Coordinator also encourages the use of OA and AA approved literature.

### **Guidelines:**

The Literature Coordinator is responsible for the Ann Arbor Area Intergroup's supply, sales and storage of OA approved literature. Regular attendance at Intergroup and Intergroup sponsored events is expected.

### **Criteria:**

Abstinent six months (self-determined). Familiarity with computer and spreadsheet is recommended, ability effectively handle money (calculate sales, count change, balance).

### **Responsibilities:**

#### **ORDERING, INVENTORY AND DISTRIBUTION**

1. Order, track and distribute OA literature, keeping a prudent supply of books and pamphlets on hand
2. Safely store literature
3. Develop a system of distribution via IA and meetings being mindful of anonymity.
4. Provide literature for sale at workshops, working with organizers
5. Fill and distribute orders to meet the needs of groups and individuals
6. Write the cost (face value with no shipping cost) on each item when new shipments are received, so the price is known

#### **FINANCES**

1. Update item prices as necessary
2. With the IG Treasurer, develop a process for payment of literature
3. Provide copies of invoices and orders for the IG Treasurer
4. Turn over money collected from literature sales to the IG Treasurer

#### **REPORTING**

1. Develop a system of record keeping
2. Regularly report purchases, sales, expenses and income to IG meetings
3. Report separately those packets for which the IG covers the cost
4. Report separately literature sold at workshops

#### **LITERATURE EXPERTISE**

1. Check oa.org to keep apprised of new, updated or discontinued items and share this information at meetings, IG, or workshops
2. Bring outdated literature to IG and get a group conscience on what to do with it
3. Gain knowledge of the various literature as to clarify differences or make suggestions if asked

**Schedule:**

There are no set time schedules related to this position. However, certain times of the year are frequently busier and require extra time commitment. For example, extra orders are often made before and after a workshop, which will have a large increase in sales over a typical month.

Due to its nature, this position relates to all committees or positions.

May 15, 2020