

Duties and responsibilities of the Area 15 Literature Committee chairperson

Chair the quarterly business meeting/workshop of the Area 15 Literature Committee at Area 15 assemblies; collect and deliver remarks of interest – news from the Literature Desk at GSO, updates on work being done by other Area Literature committees, etc. – to deliver at the start of the meeting.

Assist the Literature Committee in the district hosting the Area 15 assembly by determining an appropriate workshop topic for that district committee to present at the quarterly business meeting/workshop of the Area 15 Literature Committee at Area 15 assemblies; if the assembly host district does not have a district Literature Committee, work with the group at large to determine a topic of interest, find a volunteer to research and present the topic, and offer help as needed.

Compile a report out of the quarterly business meeting/workshop of the Area 15 Literature Committee at Area 15 assemblies, not to exceed 3 minutes, and deliver it at the Sunday morning business meeting at South Florida Area 15 assemblies.

Provide an agenda for virtual Area 15 Literature Committee meetings and provide it to the Area 15 Literature Committee virtual meeting coordinator two weeks prior to the meeting. Collect and deliver remarks of interest to district Literature Committee chairs at those meetings.

Receive final Conference agenda items pertaining to Literature and background material for those items from Area 15 Delegate in mid-February of each year. Review background and prepare a synopsis to share with district Literature Committee chairs as quickly as possible to assist them in communicating the background to their committee members.

Work with district Literature Committee chairs so they can render an informed decision on Conference agenda items pertaining to Literature at the April Area 15 Literature Committee meeting; convey that group conscience to the Area 15 Delegate and the South Florida Area body at the April pre-Conference sharing session at the area assembly.

Maintain communication with the GSO staff person on the Literature Desk; provide that person with bi-annual reports of activities of district Literature Committees in South Florida Area 15 so he/she can cull details for possible sharing with other area Literature Committees in the U.S. and Canada and for possible inclusion in Box 4-5-9.

Be on the lookout for A.A. literature-related content to share with district Literature Committee chairs: Box 4-5-9 articles, opportunities to attend virtual A.A. Literature workshops, special offers on purchasing literature, etc.; share via email or at Literature Committee meetings.

Duties and responsibilities of the Area 15 Literature Committee secretary-treasurer

Track expenses of the Area 15 Literature Committee and provide reimbursement to committee members for expenses as needed.

Working with the Area 15 Literature Committee chairperson, provide an agenda for upcoming Literature Committee meetings/workshops prior to each Area 15 quarterly meeting.

Distribute a sign-in sheet at Area 15 Literature Committee quarterly meetings/workshops for the purpose of creating a list of individuals to whom to send meeting/workshop minutes following the quarterly; send minutes to those individuals within two weeks of each quarterly meeting/workshop.

Provide a treasurer's report at quarterly Area 15 Literature Committee meetings.

Provide a treasurer's report to the South Florida Area body at the Sunday morning business meeting at Area 15 quarterlies.

Attend virtual Area 15 Literature Committee meetings and provide a treasurer's report.

Work with the Area 15 Literature Committee chair and district Literature Committee chairs to prepare a budget request for submission to the Area Finance Committee toward the end of each calendar year.

Be available to assume the responsibilities of the Area 15 Literature Committee chair in the absence of the chair.