

Literature Secretary/Liaison – Edinburgh & Midlothian Intergroup

Term: [Typically a three-year term, to be confirmed by the Intergroup]

Purpose: The primary purpose of a literature secretary/liaison is to ensure that AA's message of recovery is carried through the availability of Conference-approved literature. This involves making sure that groups and members in the Intergroup area have access to the books and pamphlets that are essential to the AA program.

Key Responsibilities:

- **Procurement and Inventory:** Ordering, managing, and maintaining a supply of AA Conference-approved literature (e.g., the Big Book, Twelve Steps and Twelve Traditions, pamphlets, and other approved materials).
- **Distribution:** Facilitating the distribution of literature to AA groups and members within the Intergroup. This could involve setting up a literature stall at Intergroup meetings, coordinating orders, or managing a system for groups to acquire materials.
- **Record-keeping:** Keeping accurate records of literature sales and inventory. This person would work closely with the Intergroup Treasurer to handle accounts, payments, and financial reconciliation related to literature.
- **Communication:** Acting as a point of contact for literature-related questions from groups and members. They would also likely be responsible for sharing information about new or updated literature from the General Service Office (GSO).
- **Service and Support:** Participating in Intergroup meetings and committees, and being available to support groups with their literature needs. This role is a service position, and as such, it would be guided by the Twelve Traditions of AA.

Suggested Qualifications and Traits:

- **Sobriety:** A period of 3 years continuous sobriety ?
- **Willingness and Dependability:** A demonstrated willingness to serve and a dependable presence at meetings.
- **Program Knowledge:** A good understanding of the Twelve Steps, Twelve Traditions, and the AA program as a whole.
- **Organisational Skills:** The ability to manage inventory, keep accurate records, and handle correspondence.
- **Teamwork:** The capacity to work collaboratively with other Intergroup officers.