Edinburgh and Midlothian Intergroup
Service Role Descriptions

LITERATURE SECRETARY / LIAISON

Purpose of the Role

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.

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

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Qualifying Requirements

- **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.

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.