

Intergroup Literature Chair Job Description

Qualifications:

- Nominee or Chair must meet and maintain all the qualifications outlined for Board members outlined in WNYIG bylaws Article IV, section 3.

Term:

- Elected for a 1 year term.
- Can serve a maximum of 3 consecutive terms (3 years)

Responsibilities:

- Voting member of the IG board.
- Duties outlined in WNY IG bylaws Article IV, Section 6.
- Responsible for producing a monthly accounting of literature bank account balances.
- Primary signer on IG Literature bank account.
- Order literature from OA, Inc. website (www.oa.org) or OA literature catalog for purchase by WNY OA meetings. Receive funds from said groups to purchase literature from IG (including shipping fees).
- Notify IG and membership of changes in literature (new or retired) from World Service
- Ensure that there is literature for sale at special events.
- Optionally arrange for the purchase of AA approved literature for sale to WNY OA meetings and special events.