

LITERATURE COORDINATOR Job Description (Two Year Term)

The Literature Officer:

- has a reasonable period of continuous sobriety
- has the willingness and availability to regularly attend quarterly Area Assemblies and all Area Committee Meetings
- has access to a computer with the Internet and email facilities (preferably not an employer's) to be able to communicate with other committee members efficiently, and place online literature orders with the Australian GSO
- is a responsible person who can keep good records
- gives an activity and stock levels report at each Area Assembly and Committee meeting
- Ensures service manuals, guidelines and GSR packs (made up by Area D) and any other literature the committee agrees to make available at Assemblies are available at each Assembly for sale.
- Keep records of what is sold and other expenses and pass money and details onto the Area Treasurer
- Order PI literature as requested by the Area PI coordinator and groups