**Literature Coordinator** *Bylaw IV.3 (not Exec Bd.)*

Term: not specified *Bylaw V.1*

Maximum three consecutive years as Literature Coordinator. *Bylaw V.3*

Qualifications: *Bylaw VII.3*

1. OA membership: 6 months

2. Abstinence: 3 months

3. Intergroup service: 6 of the last 8 months

If no qualified candidate is available, these requirements may be modified by the Intergroup Assembly. *Bylaw V.5, VII.9*

Duties:

1. Maintain Intergroup set of literature, reordering to replenish as necessary.

2. Stay informed about new OA literature and recommend purchases to Intergroup Assembly.

3. Arrange transport of literature and staffing of literature table for Intergroup events.

4. Oversee cash handling for literature table at Intergroup events and coordinate with Treasurer.

5. Upload documents relevant to future Literature Coordinators to “Position-specific Documents/Literature” Dropbox folder

6. Operate Intergroup literature store and make sales tax payments on literature sales.

*Duties are based on Nov. 2012 Job Description (“EB OA IG Job Duties . . .”) in “Service Position Descriptions” Dropbox folder.*

*NOTES:*

*Should the duties include “Attend Intergroup Assembly meetings”?*