

<b>Job title</b>	Literature Committee
<b>Reports to</b>	Unknown

### **Job purpose**

Maintain AA-approved literature and AA chips/tokens for the Queen Meeting House for use by the various groups that meet in the house. Work with House Treasurer to stay within budget guidelines while ensuring that adequate stock of these items are on hand.

### **Duties and responsibilities**

Procure AA approved literature and chips/tokens for the meeting house:

- AA Chips/Tokens
- AA Big Books, 12x12 books, AA pamphlets, and other AA related literature available at the East Valley Intergroup (EVI)
- Other Supplies as Required

Provide receipts to House Treasurer for funds expended for supplies to maintain budget records and provide reimbursement to Supplies Person for funds spent on behalf of the house.

Maintain adequate stock of AA-approved literature and AA chips/tokens on hand by means of regular inspection to determine which items require replenishment.

Create a system of monthly inventory that tracks usage and provides information for budgeting purposes. At present this does not exist.

Responsible for being “Trusted Servant” of house funds. Staying within budget limitations, spending house resources wisely and accounting for all funds expended.

### **Qualifications**

Ability to work within budgetary guidelines.  
 Use sound judgement on use of house funds.  
 Reliable  
 Honest

### **Working conditions**

No Special working conditions.

### **Physical requirements**

Some lifting required to restock shelves and cabinets in meeting house.

### **Direct reports**

*Ideally, a job description should be reviewed annually and updated as often as necessary.*

*A national organization agreed to post this policy on [www.hrcouncil.ca](http://www.hrcouncil.ca) as part of the HR Toolkit. Sample policies are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization*