

Position Description

Literature Office

Volunteer

AA Declaration

*I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there and for that:
I am responsible*

Responsible to

Office Manager/ Committee/ AA Groups

Tradition 2; For our group purpose there is but one ultimate authority – a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.

Purpose

The position of Literature Officer supports the NSCSO's operations of providing the sales of AA approved and non approved literature on requirement of the Groups in Area E by being responsible for the ordering, maintaining and stocking of literature.

Duties & responsibilities

Your duties as Literature Officer are to include but are not limited to the following:

- Maintain and reorder stocks of AA books, pamphlets, banners, medallions etc for sale to Area E Groups
- Liaise with suppliers regarding orders and availability of stocks
- Update and distribute Literature Price List to the Area E Groups
- Stocking shelves and pricing items
- Keep up to date on new literature available and requests from Groups
- Organise Annual stocktake
- Attend NSCSO monthly meeting and report on literature sales and changes

Qualifications

Basic knowledge of Microsoft Word and Excel and email. Pleasant manner, problem solving ability, patience and dependability

Length of Appointment

The Literature Officer is assigned for 2 years from AGM. After the 2 years if there is no other volunteer for this position the current Literature Officer maybe reappointed.

Literature Officer – Position Description cont

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Time Commitment

Varying hours per week. This can be a substantial time commitment.

Sobriety Requirement

This position requires a minimum of 2 years sobriety

Location

The Literature Officer position needs to be able to work at their convenience in the office at St Ives.

Support

Training for this position will be provided, In addition, the Office Manager and Office Administrator will be available for assistance