

## Mid-Atlantic Regional Literature Sub-Committee Guidelines

### 1. Purpose

The committee's purpose is to coordinate the creation, development, and revision of literature for the fellowship when regional group conscience directs us.

The committee serves as a liaison between the areas/groups it serves and the World Literature Sub-Committee when literature comes from world, provides support to areas holding committee meetings and workshops on and between regional service dates in alternating areas then, compiles information for rough draft to be sent back to world.

### 2. Functions

- a. It takes 2/3 majority vote to change literature policy at the regional level.

### 3. Structure and Duties

- a. Officers (Name and requirements of position)

Chair (2 yr. commitment) requires a suggested 2 years clean, working knowledge of the 12 steps and 12 traditions, as well as the sub-committee and its purpose and function.

Vice-Chair (2 yr. commitment\*) this position has the same suggested requirements as the Chair's position.

Secretary (1 yr. commitment) requires a suggested 1 year clean and the willingness and desire to serve.

Vice-Secretary (2 yr. commitment\*\*) also requires a suggested 1 year clean and the willingness and desire to serve.

- b. Duties

Chair – To Chair literature sub-committee meetings, prepare agenda, establish time and place of meetings and inform sub-committee members, give verbal and written report at regional service meetings, keeps communication flowing from world and regions, and maintains accurate files of all correspondence.

Vice-Chair – To send out form letter at least 1 month prior to each regional literature sub-committee meeting to all area literature chairs in our region, perform duties of chair if they are absent, and assist chair in their duties.

Secretary – To maintain accurate minutes of all sub-committee meetings, maintain archives of all sub-committee minutes, and chairs meeting in absence of chair and vice-chair.

Vice-Secretary – To perform the duties of secretary in their absence, assist secretary in their duties, and takes over the secretary's position at the end of their term.

- c. Officer Attendance Policy

All officers are required to attend subcommittee meetings as part of their commitment. They are to be responsible enough to notify the chair or vice-chair in case of their absence.