

Glass House Literature Chair Duties and Responsibilities

The Literature Chair is an elected member of the Glass House Steering Committee and serves as the supply agent for all literature, sobriety chips and medallions disseminated through the group.

The Grapevine, which is a paid monthly publication is not a duty of the Literature Chair. The Grapevine is a General Service Position, elected in September for a one year commitment.

Areas of service for Literature Chair are as follows:

A. Financial Emissary

1. Secure check from Corporation Treasurer for literature purchases from the Central Office OR purchases literature, submits a receipt for items, and receives a reimbursement check from the Treasurer.
2. Assure that expenditures are prioritized to group needs.

B. Text Maintenance

1. Price each text and provides payment envelopes in the book.
2. Shelve and arranges stock in shelf space.
3. Conduct weekly inventory for supply maintenance.
4. Obtain special orders of texts as requested by members.
5. Ensure that all titles carried are in stock, available, and accessible to members.

The following titles are kept in stock. An asterisk (*) denotes high volume literature sales.

- *Big Book Hard Back**
- *12x12 Hard Back**
- *AA Comes of Age*
- *As Bill Sees It Hard Cover*
- *Came to Believe Small Print*
- *Living Sober Sm. Print*
- *Dr. Bob And the Good Old Timers*
- *Daily Reflections**
- *12x12 Large Print**
- *12x12 Soft Cover**
- *Big Book Large Print**
- *12x12 Pocket Size*
- *As Bill Sees It Soft Cover*
- *Daily Reflections Large Print**
- *Experience, Strength and Hope*
- *Big Book Large Print Unabridged**
- *Living Sober Large Print*
- *Came to Believe Large Print*
- *As Bill Sees It Large Print*
- *Big Book Soft Cover**
- *Big Book Pocket Size*

- *AA Service Manual and Concepts Manual*
- *Emotional Sobriety*
- *Big Book Large Print, only First 164 pages*

*** High Volume Sales**

C. Newcomers Packets

1. Stock items for newcomers' packets with items listed below. The pamphlets for Newcomer Packets are available at no charge from the Central Office.
 - **AA at a Glance**, (blue sheet)
 - **"Where do I go from here,"** (yellow sheet)
 - **Information on Alcoholics Anonymous**, (folded white sheet)
 - **Problems Other than Alcohol**, (short white with blue strip)
 - **Glass House Bookmark with Meeting Schedule**, (Not from Central Office, Steering Committee Publication Chair obtains from Printing Company used by Glass House). You can find these in Literature Room or Sound Room.
2. Prepare newcomer packets and have them in literature room. Keep packets supplied at Chairperson's chair beside the Coins in Meeting Room and in the Half Measures Room or in the Box that Members use for AA set up on Tuesday evenings.

D. Stock and maintain a supply of sobriety chips and birthday medallions.

1. Keep all meetings supplied with chips recognizing established periods of sobriety (silver, desire and red, 30 day chips are high volume).
2. Maintain a supply of Birthday Medallions which assures coverage of all celebrants at monthly meeting.
3. Order and pick up chips from Central Office as needed. (A stock supply of 10 for years 1-20 and 5 for years 21+ is recommended.)
4. Check board to ensure higher sobriety number medallions are secured.
5. Communicate with Birthday Night chair to ensure medallions for all celebrants. Al-Anons attend to their own Medallion maintenance. They keep their medallions in the Half Measures Room in the Corner cabinet. The Birthday Chair and Al-Anon Chair secure the Al-Anon chips for the Birthday Night.
6. Check Chips Container in Big Room and Half Measures Room and ensure there are coins to pass out. This is a weekly task, as Silver, Desire and Red, 30 Day chips go quickly.

E. Secure and Maintain Pamphlet Supply

Monitor pamphlet display racks in 3 areas; 1) area outside the Big room by back door, (next to Glass Literature Display Case), 2) Kitchen, and 3) Literature Room. Ensure it is restocked as needed.

F. Ensure that all literature is AA approved.

updated August 5, 2018, Suzie J.