

South Florida Area Committee on Literature COMPOSITION, SCOPE AND PROCEDURE

The Literature Committee of the South Florida Area is comprised of all participating Districts of the South Florida Area. The District Literature Committee Chairperson or liaison usually represents each district.

The officers of the Literature Committee and their qualifications are:

Chairperson One year of Literature Committee*
experience and five years of continuous sobriety

Alternate Chairperson / One year of Literature Committee*
Secretary-Treasurer experience and three years of continuous sobriety.

The district Literature committee Chairpersons (or alternates if the chair is not present) and the officers are all voting members at the Area Literature Committee business meeting. However, any A.A. member is welcomed to the business meeting and is invited to participate in any discussions after district reports are read.

* Area Literature Discussion Group Experience may be substituted for Literature Committee Experience

The responsibilities of the officers are as follows:

Literature Committee Chairperson

To conduct all business of the committee. Chairs the business meeting. Responsible for relaying to the South Florida Literature Committee any information from the General service Office or from the Conference or Trustees Committees on Literature. The Chairperson writes a report to be given verbally at the business meeting of the South Florida Area Conference. The written report is then given to the South Florida recording secretary for inclusion in the area Minutes. The South Florida Area Literature Chairperson has a vote at the South Florida Area Conference business meeting. The Area pays for one night's lodging at each quarterly. The committee chairperson, at the April quarterly, makes sure that all agenda items pertaining to the Literature Committee are discussed and a sense of the meeting taken with a discussion and vote at the Literature Committee business meeting. Recommendations from the committee will be given at the Area assembly from the chairperson for our delegate. The chairperson may be asked to participate in workshops in the South Florida area. This usually is done on an individual basis and is not part of the chairperson's responsibilities.

Alternate Chairperson/ Secretary-Treasurer

Needs to attend all South Florida Area quarterly business meetings so that, in the absence of the Literature chairperson, he or she is able to conduct the committee's business smoothly and to be knowledgeable and well informed of all committee business and activities. Reviews any new or updated literature and shares this information with the Committee. The alternate chairperson may be asked to participate in outside workshops if the chairperson is unable to do so. This is also done on an individual basis and is not an Area responsibility.

Passes and maintains sign-in sheet at the business meeting. Keeps a record of all district Literature chairperson's addresses and phone numbers for purposes of communication. These are confidential and only for use by the Area Literature officers and district Literature chairpersons. Takes notes and records proceedings of business meetings and sends to all persons on the sign-up sheet plus the District Literature chairpersons and officers of the committee. Receives \$300.00 yearly from the Area treasurer for committee expenses. Writes checks, keeps records of expenses, and reports these verbally at the South Florida Area business meeting. This written report is given to the Area recording secretary for inclusion in the quarterly minutes.

The election of the committee officers is held at the Literature business meeting every two years at the October voting assembly weekend. In the event that an officer is unable to complete his or her full term of office, a replacement will be elected as needed at the quarterly Literature Committee business meeting.