

## SFV H&I GUIDELINES

### **F. LITERATURE FUND CHAIRPERSON AND CO-CHAIRPERSON:**

1. Shall have a minimum of three years of continuous sobriety and two years of continuous Committee service at the time of election.
2. Shall hold office for one year and may be reelected for one succeeding term.
3. Shall receive and maintain records of all monies obtained for the express purpose of purchasing AA literature to be distributed to facilities/institutions served by panels of the Committee. Literature funds shall also be used to secure a suitable storage facility for literature and committee records with executive boards approval.
4. Shall maintain a two-signature checking account with a local bank.
  - A) Two of the following valid Signatures [required] shall be those of the, Literature Fund Chairperson, Director and Co-Director.
  - B) All Literature Funds shall be accounted for through. transactions on this account.
5. Shall maintain and purchase, as required, a sufficient inventory of AA literature to be dispersed through Facility Chairpersons and Panel Leaders of the Committee.
6. The Literature Fund Chairperson shall be elected as stated in the paragraph on Committee elections, and in the final vote, the person in second place in the vote tally shall be named the Literature Fund Co-Chairperson.
7. Shall periodically review the suggested literature list from the New York Central Office, and augment the inventory accordingly.
8. Shall obtain receipts for all funds disbursed and~ maintain a file of such receipts.
9. Shall make a financial report to the Committee at each-Committee Business Meeting and shall supply printed copies of current report at each committee business meeting.
10. Upon expiration of term of office, shall turn over to the newly elected Literature Fund Chairperson all funds, records, and checkbooks, along with an inventory of literature on hand.
11. If termination is through voluntary or involuntary resignation, all records, funds, and checkbooks, and an inventory of literature on hand, shall be turned over to the Director immediately.
12. *The Literature Chair or Co-Chair shall attend all Committee Board and Business Meetings.*

### **G. REGISTRAR:**

1. Shall have a minimum of one year of continuous sobriety and one year of continuous Committee service at the time of appointment.
2. Shall be appointed for a period of one year, and may be reappointed successively for only one more year.
3. Shall attend every Committee Board & Business Meeting, or appoint and alternate, for the purpose of recording the attendance of each committee member.
4. Shall maintain an up-to-date attendance of each member present.
5. Shall notify director of members with insufficient attendance to maintain voting eligibility, & keep a record of date & response (if any) of notification.
6. Shall advise appropriate Facility chairpersons of recurring , unexcused absences.
7. At meetings designated for elections, shall post the attendance to verify the voting eligibility of each member present.
8. At the end of term of service shall turn over all records to the newly appointed registrar.
9. *The Registrar shall be elected as stated in the paragraph on Committee elections.*

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