

## **SETA LITERATURE CHAIRPERSON**

### **JOB DESCRIPTION**

**General Description:** The Literature Chairperson is elected by the Area Assembly to serve a two-year term, and is a voting member of the Area Assembly and a member of the Area Committee.

**Position Description:** To raise the awareness for A.A. Conference-approved literature, audiovisual and other special items.

**Duties and Responsibilities:**

- Be familiar with all A.A. Conference-approved literature, audiovisual material and other special items.
- Inform groups, districts and area assemblies, through displays and other suitable methods, of all available A.A. Conference-approved literature, audiovisual material and other special items.
- Encourage A.A. members to read and purchase A.A. Conference-approved literature.
- Encourage the Area Assembly Host District to have A.A. Conference-approved literature available at assemblies.
- Communicate on a regular basis with the GSO Literature Coordinator to obtain current literature information from the A.A.W.S. Board, the GSO Publications Department and the Trustees' and Conference Literature Committees for this committee's review and reporting to the Southeast Texas Area Assembly.
- Communicate on a regular basis with the Area IT Committee with updates to the SETA website for the Literature page.
- Assist the Area Delegate in reviewing Conference Literature Agenda items.
- Schedule and Chair Committee meetings on a regular basis.
- Develop and maintain a list of district and group literature representatives.
- Encourage A.A. members, districts/groups representatives to attend Area Literature Committee meetings.
- Encourage responsible use of funds allocated by the area assembly.
- Submit articles to the area newsletter about A.A. literature and/or committee activity.
- Prepare written and oral committee report for the Quarterly Assembly; ensure that the written report is submitted to appropriate Area servant.
- Attend and participate in the Area Committee meetings and Area Assemblies.
- Cooperate and share information with other Area Service committees.

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### **JOB DESCRIPTION CONTINUED**

- Assist incoming Chairperson with rotation of position.
- Prepare a budget and attend the Annual Budget Meeting.
- Job Descriptions will be reviewed or revised by April of every even numbered year to reflect any necessary changes or additions to the position. In addition, file review or revision will be noted in footer of job description with year of review or revision.
- The reviewed or revised job description will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.

#### ***Responsibilities for using SETA computer equipment***

*Where computer equipment is provided for a SETA service position, that User's Job Description should outline the responsibility for computer use and maintenance.*

1. *All Information Technology equipment should always be stored in a manner that does not expose same to extreme ambient or damaging conditions.*
2. *The assigned user should store and use the equipment during his/her term. If there is a vacancy in the position the alternate takes possession until the position is filled. Unused equipment should be referred back to the Area Committee for disposition.*
3. *In order to preserve and secure SETA's data, the assigned user should use SETA equipment for Area business when supplied. Use of personal equipment is discouraged.*
4. *All data relating to Area business should be stored on the SETA-provided equipment.*
5. *Transfer of SETA equipment to the new user should take place as soon as practicable after elections and completion of assigned tasks.*
6. *Data from all SETA equipment should be backed up on to currently available backup media supplied by SETA, such as another computer, flash drive or optical disk. Backed up data should also be kept at an alternate site. Backup media should be passed to the successor at the end of the term.*