

Proposal for Changes to Literature Position For October 2023 Assembly

Approve a one-time purchase of Credit Card Reader equipment, not to exceed \$350, for ongoing use by the Literature Committee at Area events. The current estimated costs are as follows:

Description	Qty	Amount
Tablet - SAMSUNG Galaxy Tab A8 10.5" 32GB Android Tablet	1	\$179.60
Card Reader and System Software (Square POS Systems)	1	\$49.00
Card Reader Dock/Charger (Square POS Systems)	1	\$15.00
Misc. (Storage Cases and 40 Ft Extension Cord)	1	\$55.98
Total Estimated Cost		\$299.58

Approve proposed changes to the Area Service Manual to reflect the current roles and responsibilities of the Literature Chairperson. The changes include:

- updating the terminology per accountant directive to not use "sold" and replace with "contributions"
- adding the use and maintenance of a Credit Card Reader account and device
- updating the qualifications of the Literature Chair

The actual proposed changes are highlighted below and if approved should be updated in the NENY Area 48 Service Manual:

Section 4.9 Literature

Term of Service Position: 2 Years.

Responsibilities

- Chairs the Literature Committee.
- Informs groups, districts and area assembly members, through displays and other suitable methods, of all available Conference-approved Literature, audiovisual material and other special items.
- Becomes familiar with the information on G.S.O.'s AA website (www.aa.org).
- Considers suggestions regarding proposed additions to and changes in Conference-approved Literature and audiovisual material.
- Encourages AA members to read and purchase AA Literature.
- Works closely with District Literature Chairs and assists Districts with establishing local Literature committees.
- Assists Districts and Clusters with making Literature and other AA Conference- Approved material available to the AA membership.
- Attends Area, State and Regional service meetings, assemblies, conventions, and forums as described in section **Event Participation and Funding** of this manual.
- Submits expense reports on time as described in the **Allocations** section of this manual.

- Maintains and submits a full inventory of all Literature, books and pamphlets, received, purchased, **sold** **contributed** and on-hand **in inventory** to the Finance Committee on a quarterly basis.

- Submits a full record of all money on hand, **all money received from purchasers of Literature**, **all contributions received** as well as all monies spent in ordering, shipping, and any other handling processes, to the Finance Committee.

~~- All checking/financial accounts related to the Area Literature Committee, unless otherwise explicitly authorized by the Area Assembly, need to adhere to the following guidelines:~~

- Maintain a checking account for use by the Area Literature Chairperson, adhering to the following guidelines:

- Name on the account should be "NENY Area Association, Literature"

- All persons on the Literature account are required to have three or more years of continuous sobriety.
- No debit cards (activated or used)
- 3-4 signers on the account
- 2 signatures required on all checks
- Closure or transfer of all accounts to new Chair within 30 days of rotation.
- If the account cannot be closed within 30 days, then this needs to be disclosed to the Area Chair, Area Treasurer, Finance Committee, and new Literature Chair (if applicable), as soon as this is known.
- Any misappropriation of money needs to be reported immediately to the Area Chair, Area Treasurer, Finance Committee and new Literature Chair (if applicable).

- Maintain a Credit Card Reader APP Account and a Credit Card Reader Point of Sale Device (POS) for maintaining inventory and taking digital contributions. The Credit Card Reader account should be linked to the NENY Area Association Literature Account

Qualifications

- Three or more years of continuous sobriety.
- Service experience at the group and district level.
- Ability to run online reports from the Credit Card Reader Application and provide online reports to the Finance Committee.
- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

Respectfully submitted by,

Allen V, Area 48

Panel 72 Literature Chair