

TUALATIN VALLEY AREA LITERATURE SUB-COMMITTEE GUIDELINES

PRIMARY PURPOSE:

The Tualatin Valley Area Literature Sub-committee's primary purpose is to provide approved Literature to meetings, Groups, other sub-committees and individuals.

COOPERATION:

Provide literature at least once a month at Area or upon request as deemed necessary

BUSINESS MEETING:

Business meetings of this Sub-committee shall be held not less than once a month immediately following Area's business meeting.

MEMBERSHIP:

Any member may become a member of the Literature Sub-committee at any time.

All members are bound to comply with the clean time requirements for Officer Positions.

Clean time for the purpose of this committee shall be construed as freedom from the abuse of any mind or mood altering substance

Relapse shall result immediately in the loss of privileges and duties from the Literature Sub-committee until such time as the clean time requirements are met

VOTING:

Any member of the Literature Sub-committee is eligible to vote at all Sub-committee meetings.

ELECTIONS:

Elections of the Chairperson shall be held once a year in December with the new term beginning in February. The term for the Chairperson is one year.

Elections of the treasurer shall be held every two years in December with the new term beginning in February. The term for Treasurer is two years.

All candidates must be present at the time of nomination and election.

All candidates must meet the qualifications stipulated in these Guidelines unless waived by the Sub-committee. Only in the absence of a qualified candidate may the Sub-committee waive certain qualifications.

An officer may resign at any time. When an elected Officer becomes unable to discharge the duties of that position a successor shall be appointed by the chairperson or Treasurer, whichever is appropriate. To be approved by the Sub-committee at the next general meeting.

No position may be held by the same person for more than two consecutive terms.

Any Officer may be removed his or her term by a majority vote of the Sub-committee.

OFFICERS:

A service board of Executive Officers shall consist of a chairperson/Secretary and a Treasurer.

In the case of resignation of the chairperson, the Treasurer will assume the duties of the Chairperson until a new Chairperson is elected.

In the event of the resignation of the Treasurer, the Chairperson will fill that position until such time as the Sub-committee elects a new Treasurer.

The Literature Sub-committee does not require the services of a Vice-Chairperson at this time.

QUALIFICATIONS AND DUTIES OF ELECTED POSITIONS:

Chairperson:

It is suggested that the Chairperson have two years clean time, a minimum of six months service on the Literature Sub-committee and a working knowledge of the Literature Sub-committee procedures.

RESPONSIBILITIES INCLUDE:

- A) Coordinating all literature sales events. Monitoring all changes in the current literature/products catalog
- B) Presiding at all general business and special meetings
- C) Filing appointed positions.
- D) Being a co-signer of the Literature sub-committee bank account.
- E) Chairperson acts as Secretary at all business meeting.
- F) Recording minutes of all Sub-committee meeting.

TREASURER:

Requires five years clean time and one year working knowledge of Literature Sub-committee procedures.

RESPONSIBILITIES INCLUDE:

- A) Keeping an accurate record of all money's
- B) Keeping a record of financial obligations and accounts, and making a written report at each monthly area business meeting
- C) Disbursing money's at the authorization of the Literature Sub-committee.
- D) Maintaining a reasonable supply of literature and making it available for sale at the monthly Area business meeting
- E) Being a co-signer of the Literature sub-committee bank account.
- F) Handling all public relations contacts involving policy matters and/or interpretations at the level that pertains to literature.
- G) Having access to a computer and being proficient with Quickbooks 5.0.

GENERAL INFORMATION:

Any elected Officer of the Literature Sub-committee is automatically disqualified from holding and elected position upon the loss of his/her clean time, but may become eligible again when he/she conforms to clean time requirements.