



Adult Children of Alcoholics & Dysfunctional Families (UK)

ACA UK Intergroup – Service Committee: Literature

Overview:

The ACA UK Literature Committee oversees the licensed printing and distribution of ACA WSO approved literature within the UK and European Community. The committee reports directly to ACA UK Intergroup and works in conjunction with the ACA UK Public information Committee and the ACA UK Intergroup Treasury.

Service commitment:

- One Year
- Weekly commitment – One hour (Avg.)
- Monthly Intergroup meeting (3rd Saturday) – One hour

Suggested requirements:

- Previously held a service position at group or intergroup level within ACA/ACOA.
- Be proposed and seconded by ACA members (vote pending).
- Be active in ACA (Working the steps with a sponsor or fellow traveller).

Role:

1. Liaise with the printers via email to monitor stock levels.
2. Respond to 'low stock level' notifications from the printer, raise with the Literature committee and Intergroup treasurer prior to placing the agreed stock order.
3. Maintain an optimum balance between the print-run (which determines how much we pay Martins for each book) and the storage costs which we pay to Martins for the two storage pallets that hold our stock.
4. Provide a monthly report to UK Intergroup regarding stock levels, orders placed and issues or matters arising in relation to literature.
5. Monitor and respond to email enquiries to the literature@acoa.uk email address.
6. Liaise with the UK Intergroup Treasury to assist in reporting to ACA/ACOA WSO.
7. To monitor and evaluate the literature requirements of ACA UK.

For further information about this committee or service role please contact:

literature@acoa.uk