

JOB DUTIES
Literature Chair of Cape Atlantic Intergroup (CAIG)

Reports to: Chairperson & Vice Chairperson

Purpose: To ensure that meeting lists are made, and that literature is purchased & sold to meetings within CAIG area.

Job Duties

- Take regular inventory of literature (Monthly)
- Order literature based on inventory & sale history (As needed)
- Complete sales orders for groups and Service Committees (As needed)
- Coordinate sales pick-up/delivery (As needed)
- Enter literature sales into computer
- Audit sales entries for error/loss
- Update computer with inventory counts & price changes (As needed)
- Receive & verify shipments (As needed)
- Stock shelves (As needed)
- Maintain & distribute price list (As needed)
- Coordinate special sales events (As needed)
- Verify & update meeting info (As needed)
- Price out production cost of meeting lists; proofread prior to printing (Bi-yearly)
- Maintain updated meeting list with Website & Phone Coordinator Chairpersons (As needed)
- Assemble packs of meeting lists for sale (As needed)
- Form a committee & recruit volunteers to sell literature at CAIG Business Office
- Write & present reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)