

LITERATURE COMMITTEE GUIDELINE

“This Committee is responsible for all Conference Approved Literature (CAL) and its mission is to see that every aspect of the Al-Anon program of recovery is presented in comprehensive written material for our members, friends and the world at large. The Committee suggests creation of material to meet new needs or changing conditions and is charged with the revision of existing books and pamphlets.

Our literature is a principal means for facilitating Al-Anon’s growth, unity and service. The influence of the many thousand books and pamphlets distributed each year is incalculable. For these reasons, Al-Anon’s policy is to produce only high-quality literature.”

2018-2021 Al-Anon/Alateen Service Manual
Twelve Concepts of Service, Concept Eleven

I. MEMBERSHIP

- a. At-Large Chairperson
- b. Up to five At-Large members, including the Committee Chairperson, selected according to the At-Large Committee Selection Process
- c. Associate Director—Literature (World Service Office [WSO] Staff Liaison)
- d. Delegate members from each panel
- e. Trustee Liaison, member of the Board of Trustees (BOT) (ex-officio, non-voting)

II. MEETINGS

- a. Quarterly, preceding meetings of the BOT, or as needed, using web conferencing.

III. DUTIES AND RESPONSIBILITIES

- a. Develops and maintains a working knowledge of the Process for Developing Conference Approved Literature
- b. Reads Al-Anon literature on a consistent basis and is familiar with literature that the Committee is currently addressing
- c. Keeps attuned to the needs and requests of the membership regarding CAL
- d. Suggests the creation or revision of literature
- e. Suggests consolidation or discontinuance of literature
- f. Assures that Al-Anon/Alateen literature is:
 - Identifiably Al-Anon in content and feeling
 - Responsive to identified needs
 - Factually accurate
 - Timely
 - Understandable by a broad-based reading audience
- g. Reviews recovery material in accordance with the Process for Developing Conference Approved Literature
- h. Reviews service material about CAL

Literature Committee Chairperson

I. ELIGIBILITY

- At-Large Al-Anon member

II. SELECTION PROCESS

- Appointed by the Chairperson of the Board (COB) prior to the World Service Conference (WSC) and announced at the Annual Board Meeting

III. DUTIES AND RESPONSIBILITIES

- Prior to commencing their term, attends the April Committee meeting as an observer.
- Approves proposed agenda from WSO Staff Liaison for all Committee meetings.
- Chairs all Committee meetings
- Assigns and coordinates thought forces, task forces, and work groups as needed.
- Approves drafts of Committee meeting minutes.
- Ensures that Committee assignments are completed on time.
- When required, leads discussions at thought forces, task forces, and work groups.
- Is available for consultation with WSO Staff Liaison when needed.
- Collaborates with WSO Staff Liaison and Trustee Liaison to determine best date for next Committee web conference call.
- Collaborates with WSO Staff Liaison and Trustee Liaison to review and select At-Large candidates to recommend to Executive Committee for approval.

Literature Committee Trustee Liaison

I. SELECTION PROCESS

- Appointed by the COB at the Annual Board Meeting

II. DUTIES AND RESPONSIBILITIES

- Links the voice and perspective of the BOT with the Committee
- Writes quarterly Committee report and reviews it with At-Large Member Chairperson and WSO Staff Liaison.
- Submits Committee report to Quarterly BOT meetings.
- In shared leadership, serves with WSO Staff Liaison as representative of the Committee at WSC.
- Keeps WSO At-Large Member Chairperson and Staff Liaison apprised of all relevant conversations with the fellowship.
- Collaborates with WSO Staff Liaison and At-Large Member Chairperson to determine best date for next Committee web conference call.
- Collaborates with WSO Staff Liaison and At-Large Member Chairperson to review and select At-Large candidates to recommend to Executive Committee for approval.
- Collaborates with WSO Staff Liaison to provide input for the prospective At-Large Member Chairperson to COB.