

LITERATURE PERSON

The typical responsibilities of the Literature person are:

1. Always be on time (preferably at least 10 minutes before the meeting begins).
2. Keep MA literature available, and separate from non-approved literature.
3. Give literature report telling members what literature is available.
4. Set up "Newcomer Packets" with MA pamphlets, schedules, and flyers, and make sure newcomers get what they need.
5. Replenish the literature as needed.

PLEASE REMEMBER:

1. All people with commitments should attend steering committee meetings. Steering committee meetings are for the group's business only, and are held at a different time than the regular meeting.
2. All people with commitments should find someone to fill in if they cannot make the meeting.
3. Our leaders are but trusted servants; they do not govern.