



LITERATURE SECRETARY

Qualifications

1. Intergroup Officers should have been working the Twelve Steps of UA for at least 6 months with a sponsor.
2. Be familiar, or willing to familiarise themselves with, the Twelve Traditions of UA.
3. Intergroup Officers should be solvent for six months as defined with their UA sponsor.
4. Be part of a home UA group.

General responsibilities for all Intergroup Officers

1. Shall email the Executive Secretary with an officer report for each UA-UK IG meeting, describing actions taken since the last meeting.
2. Shall save copies of all documents needed to perform their officer role in the UA-UK IG Google Drive and maintain archives as necessary.
3. Shall perform all other necessary duties pertaining to their role as requested in UA-UK-IG meetings.
4. Shall handover to the next officer and be available for the period of one month only after the term of office.
5. Shall familiarise themselves with the Simplified Robert's Rules of Order (Appendix 4).
6. Shall read and respond to emails between UA-UK IG meetings.

Literature Secretary responsibilities

1. Keep a master copy of the 'About UA' leaflet.
2. Share the 'About UA' leaflet with meetings who want to print hard copies.
3. Place literature orders for the UA-UK Convention.
4. Sell or arrange a committee to sell literature at the UA-UK Convention.
5. Ensure that all literature on the UA-UK website is readily available and up-to-date.