**Literature Chair – 2 year term:**

1. Orders literature from the World Service Office for resale to members and groups of VIIG.
2. Assigns prices to literature based on face value cost, exchange rates, shipping and other costs.
3. Distributes literature in a timely manner, upon the collection of payment.
4. Maintains a monthly financial record and reports to VIIG
5. Stores and maintains a list of donated OA literature to be dispersed as requested by VIIG and reports this information.
6. When directed by the VIIG Board, distributes a startup packet of literature to new groups within VIIG.
   1. The packet is to contain the following materials from the OA Catalog
   * # 990P-Overeaters Anonymous 12 Steps and 12 Traditions (pocket edition)
   * # 730 New Group Starter Kit
   1. *The packet expense is presented to the treasurer at the next VIIG meeting.*
7. Provides a report at all VIIG regular meetings

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As the Literature Chair is a member of the board the following sections of the Vancouver Island Intergroup Bylaws apply:

**Section 4.1 – The Intergroup Board**

The Intergroup board consists of the following positions:

1. The board officers: Chair, Vice-Chair, Secretary and Treasurer.
2. Standing Committees: Event/Retreat Coordinator, Group Coordinator, Literature Chair, Newsletter Editor, Public Information Chair, and Webmaster
3. The World Service Business Conference Delegate(s)
4. The Regional Representative(s)

**Section 4.2 - Intergroup Board Qualifications**

1. To be a regular attendee of an active group for a period of one (1) year.
2. Familiarity with the Twelve Traditions and the Twelve Concepts of OA Service.
3. Abstinence is strongly encouraged although not required, except for the following positions:
   1. World Service Business Conference delegates must comply with the abstinence and length of service requirements in the OA, Inc. Bylaws, Subpart B, Article X, Section 3c.
   2. Region representatives must comply with the abstinence and length of service specified in the Bylaws of Region One Overeaters Anonymous, ARTICLE V, Section 3.
4. Exceptions in qualifications, except for the World Service delegate and Region representative(s), may be granted by the VIIG board.

**Section 4.3 - Intergroup Board Duties**

1. Serve as guardians of the Twelve Steps, Twelve Traditions and Twelve Concepts with respect to the functions of the intergroup
2. Perform the duties of their offices in accordance with the VIIG bylaws, policies and procedures
3. Serve as guardian of Intergroup funds
4. Provide a forum for the interchange of ideas and information among member groups