

## Group positions - Literature and Refreshments

Taken from p79 of the **AA Structure Handbook for Great Britain 2013**

### Literature Secretary

- Ensures that the group has available its own copy of the *Big Book (Alcoholics Anonymous)*. Orders and keeps the group supplied with books and pamphlets published by AA and available from GSO
- Puts together selected packs of literature for newcomers and makes sure stocks are replenished
- Ensures that literature is on display and available to members at group meetings, encouraging members to buy from the collection
- Makes available the current edition of *The AA Service and Structure Handbooks for Great Britain*, especially at business meetings
- Passes any accounts for payment of literature to the Treasurer
- Helps the Secretary to circulate *AA Service News*, convention flyers, notices from GSO, etc.

### Refreshment Helpers

- Many AA members have reported they get almost as much good out of coffee and conversation before or after a meeting as they do out of the meeting itself. AA members consider sharing over coffee at these times a vital part of AA routine
- Often AA members say they first felt they belonged when they began helping with the chairs, tidying the room, making the coffee and tea or doing washing up. Some newcomers find such activity helps them to talk to other members. For many of us this experience is our first contribution to AA service
- Any expenses for refreshments may be reclaimed from the group treasurer
- After each meeting the room should be left clean, tidy and in proper order

*Please note from Conference Report 2011, Committee 1, question 1 re the newcomer - “ **The tea/coffee person often acts as a secondary Greeter, letting the Secretary know if there are any newcomers. Mid-meeting drinks breaks and post-meeting conversations are also identified as useful opportunities for one-to-one chats. This is where Twelfth Step work can begin.**”*