# Literature Chair Job Description

1. Prepare and submit a budget for items for inclusion in the Convention budget
2. Order and obtain all literature, as projected for sale throughout Convention, directly from World Service Office. Funds will be provided from the Convention Treasury.
3. Reference previous convention guidelines for quantity and items to order.
4. Have all literature price list in even dollars.
5. Maintain accurate records of all literature purchased.
6. Collaborate with ‘Service Co-ordinator’ to schedule volunteers to staff the Literature table during all operating hours. Schedule a responsible person to handle monetary transactions during operating hours
7. The Service Co-ordinator (responsibility of Hospitality and Service Chair) will help schedule additional volunteers if needed.
8. Obtain “Lifeline” information and order forms for the Literature Table.
9. Work with Convention Treasurer to create money handling procedures for volunteers, as well as procedures for tracking inventory.
10. Oversee the Literature Table and see that it is staffed at all times.
11. All checks received at the Convention for literature purchased must be made out to Region 6 Convention account.
12. Prepare a wrap-up report with information on Literature Committee work to be submitted to Region 6 post-Convention.