

**GENERAL SERVICE ASSOCIATION OF ABA**  
**Terms of Reference**  
**LITERATURE & OUTREACH COMMITTEE**

**PURPOSE:** •To develop and produce ABA's literature, including books and pamphlets, other printed materials, and audio materials.

• In the area of Outreach, to ensure that all ABA Groups worldwide are informed about newly available literature and about upcoming events, and to be the first contact for Groups bringing to the GSA problems and questions related to Group development and operation.

**MEMBERSHIP:** Committee membership will include at least one member of the Board of Directors, a Chair who is an ABA member and is appointed by the Board, and other members as determined by the Chair. ABA members will constitute at least three-quarters of the Committee and will have maintained a minimum of two years of continuous sobriety. The GSA Administrative Assistant will be an *ex officio* member of this Committee.

**OPERATION:** Meetings will be held at the call of the Chair. Minutes will be kept and will be available for Board review. Decisions will be made by consensus, and if consensus cannot be reached on a given issue, it will be brought to the Board. All major issues will be brought to the Board for discussion and decision. The Chair or her/his designate will report verbally or in writing to the Board at every meeting. The Chair will prepare a written report for the Annual General Meeting.

**DUTIES:** This Committee will carry out the following activities:

1. Monitor the need for ABA textbook reprinting
2. Make minor changes in the reprint as required and communicate these to the printer
3. Prepare all further editions of the ABA textbook as requested by the Board
4. Write, edit, and arrange layout and printing of all books, booklets, and pamphlets as requested and approved by the Board
5. Record and produce audio materials, e.g. speakers at ABA retreats and conferences
6. Facilitate new literature distribution to all ABA Groups by preparing flyers or electronic notices for dissemination to all Groups (through liaison with Admin Assistant)

7. Ensure all Groups are notified of upcoming ABA events (in liaison with Retreat & Conference Committee)
8. Respond, preferably in writing, to all requests from Groups for advice regarding matters such as Group development and growth, practical application of ABA Traditions, etc. Complex or ambiguous problems will first be brought to the Board for discussion and consensus.
9. Maintain close liaison with the General Service Representatives Committee in order to be maximally responsive to the needs of ABA Groups worldwide for new literature and similar support.

**REMUNERATION:** Committee members, excluding the Administrative Assistant of the GSA, receive no remuneration for their work, but will be reimbursed by the Treasurer for all reasonable, pre-approved out-of-pocket expenses incurred in carrying out their duties.

*Date approved by Board: 14 Feb 2007*  
*Reviewed: 22 Feb 2011*  
*Revised: 22 Feb 2011*