

# **LITERATURE COMMITTEE GUIDELINE**

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“This Committee is responsible for all Conference Approved Literature (CAL) and its mission is to see that every aspect of the Al-Anon program of recovery is presented in comprehensive written material for our members, friends, and the world at large. The Committee suggests creation of material to meet new needs or changing conditions, and is charged with the revision of existing books and pamphlets.

Our literature is a principal means for facilitating Al-Anon’s growth, unity, and service. The influence of the many thousand books and pamphlets distributed each year is incalculable. For these reasons, Al-Anon’s policy is to produce only high-quality literature.”

*2014-2017 Al-Anon/Alateen Service Manual*  
Twelve Concepts of Service, Concept Eleven

## **I. Membership\***

- a. Volunteer Chairperson, selected by the Chairperson of the Board
- b. Up to five At-Large members per Committee including the Chairperson
- c. Associate Director—Literature
- d. Delegate members from each panel

## **II. Meetings**

- a. Annually at the World Service Conference with the Delegate members
- b. At least three additional meetings per year; reporting to the next scheduled meeting of the Board of Trustees

## **III. Duties**

- a. Develops and maintains a working knowledge of the Process for Developing Conference Approved Literature
- b. Reads Al-Anon literature on a consistent basis and is familiar with literature that the Committee is currently addressing
- c. Keeps attuned to the needs of the membership regarding Conference Approved Literature
- d. Suggests the creation or revision of literature
- e. Suggests consolidation or discontinuance of literature
- f. Reviews recovery material in accordance with the Process for Developing Conference Approved Literature
- g. Reviews service material proposed by the Programs Department

\*Chairperson of the Board and Executive Director may attend as ex officio, non-voting members.