PPG-13

FAMILIES ANONYMOUS (FA) INC.

Literature Committee Operating Procedures

Adopted by the World Service Board July 21, 2012
Revised August 18, 2012

(Review July 2014)

CONTENTS

PURPOSE OF THESE PROCEDURES 1
LITERATURE COMMITTEE PROCEDURES 1
Selection of Vendors 1
Reordering Current Literature Pieces 1
Text of Literature Pieces 2
Pricing of New Literature Pieces 2
Obsolete or Replaced Items 2
Updating the Hardcopy Literature Catalog (WSOF-4) and the New Group Pack Contents List (WSOF-02) 2
Communication with the Website Administrator 3
Communication with the Treasurer 3
Compliance with Intellectual Property Policy 3

PURPOSE OF THESE PROCEDURES

The purpose of these procedural guidelines is to streamline the work of both the Literature Committee and the World Service Board while remaining in compliance with FA's governance policies.

These procedural guidelines delegate to the Literature Committee certain authority that has heretofore been held by the World Service Board.

LITERATURE COMMITTEE PROCEDURES

Selection of Vendors

The Literature Committee will obtain at least three competitive price quotes for the initial print run of a piece.

The Literature Committee will select, within reason, the vendor offering the best combination of price, quality, and service.

Reordering Current Literature Pieces

The Literature Committee will routinely order approximately a one-year supply (plus or minus 5%) of any literature piece based on historical sales figures available from the Peachtree system.

The Literature Committee may order less than a one-year supply if deemed appropriate, especially on a new item or an item for which an accurate annual sales figure is unavailable or unclear.

The Literature Committee may reorder subsequent print runs from the same vendor, provided the per-item cost is no more than 10% greater than the per-item cost of the previous order.

The Literature Committee may use the price quotes obtained for one piece and apply them to another piece of equivalent size and specifications.

For an existing literature piece, the Literature Committee will obtain, approximately every 2 years, updated price quotes from at least three vendors in order to ensure that the current vendor is still competitive

Text of Literature Pieces

The Literature Committee will continue to seek board comments on any new literature piece and will obtain board approval prior to publication of that piece.

The Literature Committee will continue to seek board comments on any substantive change in the wording of an existing piece (such as additions to the text or changes to meaning) and will obtain board approval prior to publication of that piece.

When opinions are requested from the WSB (as is currently being done), the full Literature Committee will evaluate all suggestions made by board members and will be responsible for the final decision as to whether those suggestions will be incorporated into the final draft.

Prior to ordering a print run, the Literature Committee may make minor, nonsubstantive changes and corrections to a piece (such as “proof and polish” the piece, update the copyright page, and the like).

Pricing of New Literature Pieces

The Literature Committee will establish the selling price of any new literature piece according to previously established pricing guidelines approved by the board.

Obsolete or Replaced Items

The Literature Committee will continue to communicate directly with the WSO regarding any literature pieces that are obsolete and will, when appropriate, request that they be discarded.

Obsolete pieces are those that contain a significant error or other problem that renders them inappropriate for continued sale to the membership. They shall not be pieces that contain only minor inconsistencies with a more recent version.

Updating the Hardcopy Literature Catalog (WSOF-4) and the New Group Pack Contents List (WSOF-02)

The Literature Committee will remove from the hardcopy literature catalog any entry for a discontinued or replaced literature piece and add an entry for each new literature piece

The Literature Committee will modify descriptions and other information to optimize the literature catalog for use by the fellowship.

The Literature Committee will modify the NGP contents list to reflect additions to and deletions from the literature catalog.

Communication with the Website Administrator

The Literature Committee will continue to inform the website administrator of changes in the literature catalog by emailing a PDF of the revised literature catalog for posting on the website.

Whenever a new literature piece is introduced or the cover of an existing literature piece is changed, the Literature Committee will instruct the WSO to forward a copy of that literature piece to the website administrator so that he/she can upload a photograph of the new cover to the website.

Communication with the Treasurer

The Literature Committee will continue to communicate with the treasurer in the same manner as it currently does, including requesting purchase orders from the treasurer and sending notifications to add or delete items from the Peachtree inventory.

Compliance with Intellectual Property Policy

The Literature Committee will continue to comply with the FA Intellectual Property Policy by:

- providing backups (i.e., “Golden Masters”) of all current literature pieces to the WSO, either electronically or via durable media (e.g., CD or DVD

- creating secondary backups (i.e., “Backup Masters”) of all current literature pieces, and storing them in a secure location

- maintaining backups of WSO forms “owned” by the Literature Committee, as identified in the Intellectual Property Policy and currently consisting of #WSOF-02 (#8001 New Group Pack Contents) and #WSOF-04 (Literature Catalog).