

Confidential A.A. Document

York Area Intergroup of Alcoholics Anonymous

Job Description Bookstore Committee Chairperson

Summary

The Bookstore Committee Chairperson is responsible for leading the Bookstore Committee. Generally, the Bookstore Committee Chairperson is responsible for coordinating the activities of the Bookstore Committee to support the Bookstore and its Manager and Treasurer.

Qualifications

The Bookstore Committee Chairperson should be a responsible person with a solid period of sobriety (two or more years of continuous sobriety is required to be considered for the position). He or she should be organized enough to lead a committee to support the Bookstore operations, Manager and Treasurer. Otherwise, the person elected may need some temporary assistance from the former Committee Chairperson in leading the Bookstore Committee until they gain enough experience to handle the job themselves.

Duties

The Bookstore Committee Chairperson is responsible for planning, organizing and managing Bookstore Committee activities. The Committee Chairperson will help plan and execute activities that support the Bookstore operations. Activities may include staff recruitment and assistance, fundraisers, and Pop Up Bookstores where books are sold offsite. They will prepare monthly reports and represent the Bookstore Committee at all Intergroup meetings or related events.

Training Requirements

One to two months working with the current Bookstore Committee Chairperson and Bookstore Committee, along with attending Intergroup meetings.

Knowledge and Skills Requirements

The Bookstore Committee Chairperson should have knowledge of bookstore retail operating principles. They should be effective planners and problem solvers, neat and well organized, friendly and approachable. The Bookstore Committee Chairperson should also have the ability and willingness to work with a diverse group of people and have strong skills in writing reports and correspondences. They should possess strong multi-tasking skills, excellent oral communication skills and the ability to perform consistently, even under pressure.

Working Conditions

The Bookstore Committee Chairperson normally works during normal Bookstore Committee meetings, although unscheduled work may be necessary for events like workshop(s), group events or local conference (i.e. Sunlight of the Spirit). They may have to be exposed to dust when assisting with inventory related tasks; and perform minor lifting when receiving new stocks.