

PPG-13

FAMILIES ANONYMOUS, INC.

**Literature Committee
Operating Procedures**



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CONTENTS

PURPOSE OF THESE PROCEDURES.....	1
LITERATURE COMMITTEE PROCEDURES	1
Selection of Vendors	1
Reordering of Current Literature Pieces	1
Text of Literature Pieces	1
Obsolete or Replaced Items.....	2
Pricing of Literature Pieces	2
Literature Translations	2
Updating the Literature Catalog, the Literature Pack Contents Lists, and the Revision Dates of FA Literature.....	3
Compliance with Intellectual Property Policy	3
Communication with the Website Administrator	4
Communication with the Treasurer.....	4
Communication with the World Service Office.....	4
Communication with National Convention Planning Committees.....	4
Communication with the FA Fellowship.....	5

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 (WSB) 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 WSB.

LITERATURE COMMITTEE PROCEDURES

Selection of Vendors

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

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

Reordering of Current Literature Pieces

The Literature Committee shall routinely order approximately a one-year supply (plus or minus 5%) of any literature piece based on historical sales figures available from the QuickBooks 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, or an item published as a service and anticipated to have a low annual sales volume (such as the current Spanish-language translations).

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 shall 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 shall assure that literature pieces are compliant with FA's various corporate policies and with text previously approved by the WSB. The Literature Committee shall make any compliance changes in time for the next printing.

It shall be the responsibility of the Literature Committee to create and develop FA's new literature pieces. Upon the committee's completion of any new literature piece, the committee's chair shall seek WSB comments on that piece and shall obtain WSB approval prior to publication of that piece.

It shall be the responsibility of the Literature Committee to update, edit, and otherwise revise FA's existing literature pieces. Upon the committee's revision of any existing literature piece (such as

altering the text or changing a meaning), the committee's chair shall seek WSB comments on the revision and shall obtain WSB approval prior to publication of that revision.

When opinions are requested from the WSB, the full Literature Committee shall evaluate all suggestions made by WSB members and shall be responsible for the final decision as to whether to incorporate those suggestions into the final draft.

All "volunteer contributors" (as defined in FA's Intellectual Property Policy and Limited License [PPG-06]) shall abide by the stipulations of PPG-06. Each Literature Committee member or non-Literature Committee member who contributes or works on a literature piece shall submit a signed Contributor's Agreement and Assignment of Rights form (WSOF-42L for Literature Committee members; WSOF-42 for non-Literature Committee members) assigning to FA all rights to their original or edited work.

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).

Obsolete or Replaced Items

The Literature Committee shall continue to communicate directly with the World Service Office (WSO) regarding any literature piece that is obsolete and shall, when appropriate, request that the remaining inventory be discarded. Obsolete pieces are those that contain a significant error or other problem that renders them inappropriate for continued sale to the membership.

Pieces shall not be considered obsolete if they contain only minor inconsistencies with a more recent version. Unless otherwise instructed by the Literature Committee, the WSO shall sell out the inventory of the older version before beginning to sell the newer version.

Pricing of Literature Pieces

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

The Literature Committee shall periodically perform a comprehensive analysis of gross profit (*a*) for each literature piece (namely, the difference between the selling price of that piece and the direct cost of producing that piece [i.e., printing + printer-to-WSO shipping]) and (*b*) for each category of literature pieces. The Literature Committee may then recommend either that the pricing guidelines be modified by raising a category selling price; that a low-sales-volume piece be discontinued entirely or be discontinued in printed form but continue being offered online; or that such other action be taken to realize a gross-profit goal in the range of no less than 50% and optimally close to 75%.

Literature Translations

The Literature Committee shall undertake the translation into Spanish, and the publication, of select English-language FA literature pieces.

The Literature Committee shall facilitate the translation of FA's English-language literature by international groups and international intergroups in accordance with FA's International Policy (PPG-04). The Literature Committee's role shall include reviewing translation requests, approving (or not approving) a literature piece for translation, assisting the group or intergroup as needed, and reviewing the final translation prior to publication. These tasks shall be done in coordination with the International Groups Committee and the WSB chair.

Updating the Literature Catalog, the Literature Pack Contents Lists, and the Revision Dates of FA Literature

The Literature Committee shall issue a revised literature catalog (WSOF-04) whenever a change occurs.

The Literature Committee shall remove from the catalog (WSOF-04) any entry for a discontinued or replaced literature piece and shall add an entry for each new literature piece.

The Literature Committee shall modify descriptions and other information to optimize the literature catalog for use by the fellowship and to feature new and newly revised literature pieces.

The Literature Committee shall email the revised catalog (a full-color version and a black-and-white version) to the WSO office administrator, the WSO data management coordinator, the FA treasurer, the FA website manager, the WSB chair, and any other person(s) deemed appropriate to include in this mailing. Accompanying the revised catalog shall be a cover letter describing the changes that have been made in the catalog.

The Literature Committee shall modify the following WSOF (World Service Office form) contents lists to reflect additions to and deletions from the literature catalog:

- New Group Pack (#8001) Contents List (WSOF-02)
- New Group Pack Spanish (#8001S) Contents List (WSOF-02S)
- Silent Auction Pack (#5017) Contents List (WSOF-36)
- Silent Auction Pack Spanish (#5017S) Contents List (WSOF-36S)
- Starter Kit (#8003) Contents List (WSOF-19)
- the contents list for any other pack that may be created from time to time

The Literature Committee shall modify the Revised Dates of FA Literature document (for internal WSO use only) to reflect the date of the most current edition of each piece (either the initial publication date or most-recent substantive revision date, whichever is more recent) or the date that the piece was discontinued.

Compliance with Intellectual Property Policy

The Literature Committee shall comply with the FA Intellectual Property Policy (PPG-06), including by:

- placing appropriate copyright and trademark notices in FA literature pieces
- facilitating work with “volunteer contributors,” both from within the Literature Committee and from the fellowship at large, in creating and developing new literature and updating and revising existing literature

The Literature Committee shall provide the WSO with backups (i.e., “Golden Masters”) of FA’s current literature pieces and any WSO forms and contents lists “owned” by the Literature Committee, as identified above. “Golden Masters” are defined as the most up-to-date edition of the item. They may be sent to the WSO either electronically or via durable media (e.g., CD or DVD).

The Literature Committee shall create secondary backups (i.e., “Backup Masters”) of the above items and store them in a secure location.

Communication with the Website Administrator

The Literature Committee shall 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. The Literature Committee shall include with the catalog an itemized description of what has been changed.

Whenever it modifies a literature piece that is offered as a free download, the Literature Committee shall email the website administrator the new version 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 shall 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's e-store.

Communication with the Treasurer

The Literature Committee shall continue to communicate with the treasurer in the same manner as it currently does, including requesting purchase orders.

The Literature Committee shall continue to notify the treasurer of any changes in the literature catalog so that the treasurer can add to, delete from, or modify prices in, the QuickBooks inventory. Such notification shall consist of a PDF of the revised literature catalog and an itemized description of the changes.

The Literature Committee shall receive from the treasurer a monthly Literature Purchases Summary for use in comparing prices and selecting vendors. The Literature Committee shall also receive periodically a Literature Costs Analysis for use in pricing literature pieces, as described above.

Communication with the World Service Office

The Literature Committee shall be in communication with the World Service Office (WSO) regarding all the relevant stipulations herein.

The Literature Committee shall receive from the WSO a monthly Inventory Reorder Worksheet (IRW) for use in determining when and how many literature pieces should be ordered so that adequate inventory is maintained.

Communication with National Convention Planning Committees

The Literature Committee shall comply with sections of the FA Convention Policy (PPG-14) that pertain to literature sold, displayed, or given away at the fellowship's annual convention.

The Literature Committee shall be available to assist a Convention Planning Committee (CPC) as needed, such as with obtaining literature display boards from the WSO, designing literature order forms, calculating the cost of literature giveaways, and facilitating the WSB's donation of literature for the convention's silent auction.

The Literature Committee, at its discretion, may offer for direct sale at a convention any FA literature items that are new or recently revised.

Communication with the FA Fellowship

The Literature Committee shall be responsive to communications from FA members, providing answers to queries (if possible) and/or forwarding said communications to other WSB members or committees for informational or follow-up purposes.

The Literature Committee shall seek to enhance literature sales by preparing informational material regarding new and existing literature pieces. This may include e-mail blasts to the fellowship, articles published in the *Twelve Step Rag*, and any other methods developed by the Literature Committee and approved by the WSB to communicate with the fellowship.