

LITERATURE COMMITTEE REPORT
(SUBMITTED FOR March 9, 2024 TELECONFERENCE)

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Nov 2023 – Feb 2024 Highlights

1. Wrote a Traveler request for new volunteers to fill committee Chair positions and linked to an article on ComLine.
2. Sent the step survey and letter to the Board of Trustees and received requests for revision of the letter.
3. Completed Literature Evaluation response to writers of Connections document and approved to send to the Board for release in fellowship review as soon as proofreading is complete.
4. Worked with Publishing to format A New Hope for publication.
5. Concluded fellowship review period for Bill of Rights and identified a reader team to review comments.
6. Drafted a Communications workflow document for the new Communications Subcommittee.
7. Finalized a Draft of Literature Policies (see attached) and sent to the Board of Trustees.
8. Created a Commitment to Service specifically for members of Literature Evaluation subcommittee.
9. Sent a statement about members using Tony A steps to the Board with request for review by outside counsel.
10. Worked with website designers to present graphics and descriptions of all conference-approved literature and literature in process.

Current Literature Projects

1. Recruit to fill vacancies in committee, subcommittee and working group structure.
2. Review a revised process document from Literature Evaluation that includes communication with writer teams prior to a letter being sent.
3. Revise History of Conference Approved Literature and find volunteer to attach supporting ABC minutes.
4. Set up Town Hall on Safety Tent Card before ABC
5. Began discussion of suggested template for requesting new shares for Big Red Book revision.
6. Began process of summarizing Feedback on Bill of Rights.
7. Literature Evaluation began process to revise questions on the feedback-on-existing-literature form with goal to better tabulate results, particularly with respect to Loving Parent Guidebook.

Longer Term Projects:

1. Engage with Delegates and propose changes to OPPM relating to role of Delegates in literature creation and review process.
2. Work with Publishing Committee to write “Writer Guidelines” for publishing issues such as design, graphics, and efficient interface with Publishing.
3. Work with the Publishing Committee to create a process for literature document identification of “master documents,” storage and retrieval.
4. Evaluate and make recommendations about free literature.
5. Assess existing trifolds with a view toward retiring, revising, combining, turning into a searchable web-based resource or continuing as is.



Call for Literature Committee Volunteers

We seek volunteers:

- 1. Communications Coordinator: review web presence, update and maintain communications to fellowship.**
- 2. Volunteer Coordinator: respond to volunteers to help them find the best fit within committee work.**

To learn more about volunteer opportunities, please complete the Literature Committee volunteer interest form (<https://acawso.org/literature-committee-volunteer-interest/>).

Sincerely yours in service,

The Literature Committee Roster

Christine B., Chair, Literature Committee
Vice Chair--Open
Committee Secretary, Karin O
Board Liaison--OPEN
ComLine Brad H, Chair
Erin D, Chair, Literature in Development Subcommittee

Denise W, Vice Chair Literature in Development
Alexandra E, Chair, Language Subcommittee
Greg R., Chair, Literature Evaluation Subcommittee

Ralph B, Vice Chair, Literature Evaluation

Ralph B, Publishing Liaison

Marcin., IT Coordinator

Literature Committee Policy [Most Recent Edit: 2024.03.04](#)

This Literature Policy guides the ACA WSO Literature Committee in the creation, evaluation, and approval of Conference Approved literature.

1. We support openness to the ACA fellowship in writing, reviewing, and publishing literature, including complete and accurate information on the websites <http://adultchildren.org> and <http://acawso.org>.
2. We support use of language that is gentle and not directive (example: use “suggest” instead of “must do.”), spiritual and not religious, inclusive, easy to translate, and easy to understand (goal: grade level 6th grade; 10th grade is acceptable.).
3. We try for broad representation in ACA literature. We want it to represent the lived experiences of all ACA members, including but not limited to, race, ethnicity, gender, sexual orientation, disabilities, spirituality, belief systems, a wide range of social, economic, and cultural backgrounds, and other under-represented experiences.
4. We support spiritual inclusion in ACA literature. Spiritual inclusion means representing, embracing, and honoring different spiritual or secular expressions of a higher power. Inclusion requires love, acceptance, flexibility, and an orientation toward community.

5. We ask literature submitted for review to refer to a higher power in the lower case and to suggest that readers use or refrain from using whatever term works or does not work for them.
 6. We are committed to providing timely and cost-effective accessible formats of ACA literature around the world.
 7. Literature Evaluation gives priority to evaluating literature according to when the project was submitted and its importance, as reflected by the WSO Board of Trustees and/or the Delegates.
 8. Literature in Development gives priority in creating literature, first, to literature proposals submitted through Conference proposals and, second, to projects that have been suggested by the WSO Board of Trustees or the Literature Committee as meeting a fellowship need.
 9. We support inclusion of properly conducted, published, and attributed outside studies in ACA literature.
 10. We support submitting to fellowship review any piece of literature that the Literature Evaluation Subcommittee has evaluated and which has adequately addressed suggestions that it feels are needed. After fellowship review, we respond to and incorporate fellowship comments, in consultation with the writer team where appropriate, in the final version submitted to the WSO Board of Trustees and the Conference for approval.
 11. We support the ACA Open Literature Policy as it appears under “Selection of Non-Program Literature, on pages 612 and 613 of “Adult Children of Alcoholics,” (the Big Red Book), except that the words “Twelve Step recovery program” be changed to “ACA Solution.”
 12. We try to protect the ACA logo and copyright wherever possible.
 13. We ask volunteers who work on our committees to sign a nondisclosure agreement. Each subcommittee may request members to sign its version of a commitment to service agreement based on its functioning and needs. We ask those who submit documents for evaluation and all members of writer teams to sign a copyright release.
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