

Eastern Counties Area of Narcotics Anonymous Literature Subcommittee Guidelines

PURPOSE:

To fulfill our primary purpose by purchasing and distributing Narcotics Anonymous literature to members and groups of Eastern Counties Area of Narcotics Anonymous.

ELECTIONS:

All officers shall be voted in at the Literature Subcommittee meeting. Nominations in March, elections in April, and are affirmed at the Area Service Committee in May.

CHAIR

DUTIES:

1. Attends all monthly meetings of the Area Service Committee, and gives oral and/or written report of expenditures.
2. Is responsible for money received from the groups for literature, and for procuring literature from the Regional Service Office.
3. With the Treasurer, prepare a report of inventories, income and expenditures for periodic audit by the Executive Board of the Area Service Committee in May.
4. Submit a written report of the year's inventory of service at the end of term.
5. Function according to the Eastern Counties Area of Narcotics Anonymous Literature Subcommittee Guidelines

REQUIREMENTS:

1. 3 years clean time
2. 6 months active participation on the Literature Subcommittee.
3. Knowledge and application of the Twelve Steps and Twelve Traditions preferably have a working relationship with a sponsor.
4. Administrative and organization skills are important.
5. A willingness to serve and commit personal time. Ability to attend all ASC meetings and fulfill duties.

VICE CHAIR

DUTIES:

1. Assist Chair and assumes all duties of the chairperson in his/her absence.
2. Attends all monthly meetings of the Area Service Committee, and gives oral and/or written report in absence of Chair.
3. Supervises committee volunteers in filling of the groups' literature orders.
4. Function according to the Eastern Counties Area of Narcotics Anonymous Literature Subcommittee Guidelines

REQUIREMENTS:

1. 2 years clean time
2. 1 year of experience as a Group Service Representative or a service commitment with the Area Service Committee, or one if its subcommittees.

3. Knowledge and application of the Twelve Steps and Twelve Traditions preferably have a working relationship with a sponsor.
4. Administrative and organization skills are important.
5. A willingness to serve and commit personal time. Ability to attend all ASC meetings and fulfill all duties.

SECRETARY/TREASURER

DUTIES:

1. Attends all monthly meetings of the Area Service Committee.
2. Maintains accounting of the subcommittee's inventory, expenditures and income.
3. Assists the Chair in preparing orders for purchases of literature from the Regional Service Office.
4. With the Chair, prepares a report of inventories, income, and expenditures for periodic audit by the Executive Board of the Area Service Committee.

REQUIREMENTS:

1. A minimum of 2 years clean time.
2. 1 year of experience as a Group Service Representative, or a service subcommittee with the Area Service Committee, or one of its subcommittees.
3. Knowledge and application of the Twelve Steps and Twelve Traditions preferably have a working relationship with a sponsor.
4. Accounting skills are important.
5. Willingness to serve and commit personal time. Ability to attend all ASC meetings and fulfill all duties.

PROCEDURES

Under the direction of the Chair, the committee is the responsible for:

1. Maintaining an inventory of Narcotics Anonymous literature, chips, etc. as approved by the Area Service Committee.
2. Taking orders and selling those items, at cost, to the Area's groups at its regularly scheduled meetings.
3. Turning over to the Treasurer of the Area Service Committee the money received for the literature purchased by the groups, and obtaining a check from him/her to the Southern California Regional Service Office for the purchase of items to replenish inventory.

MEETINGS

The Literature Subcommittee meets the 2nd Monday of every month at 6pm at the Santa Fe Springs Neighborhood Center. Procedures for the developing, coordinating and maintaining the services of the Subcommittee may be discussed at these meetings. The sixth concept of NA Services states: "Group conscience is the spiritual means by which we invite a loving higher power to influence our decisions." It should be remembered that all of our dealings and decisions should be governed by the principles of the Twelve Traditions and the Twelve Concepts.

AUDITS

The Treasurer or Vice Chair of the Area Service Committee shall conduct audits of the records of the Subcommittee, at the same time it conducts its audits of its own books. The chairperson and treasurer

of the Subcommittee shall attend such audits with the records of the subcommittee, and be prepared to answer any questions regarding the subcommittee's transactions.