

# Literature Subcommittee Policy

## The Purpose and Function of the Literature Subcommittee:

- I. The primary purpose of the subcommittee is to maintain an adequate supply of NA of literature and have it available at the Susquehanna Area Service Committee Meeting (SASC) The subcommittee facilitates the evaluation process for any NA literature from the fellowship. In all its proceedings the subcommittee shall adhere to The Twelve Traditions, Twelve Concepts of service, the resources of "A Guide to Local Service "and the "Handbook for NA literature committee.

## Literature Subcommittee Responsibility:

- I. Literature Subcommittee is responsible for making sure literature is available at SASC for the groups and the subcommittees H&I , and Public Relations .
- II. Literature is responsible to meet at SASC @ 6pm in order to set up and report to GSRs the committee activities for the month.
- III. Evaluate new NA fellowship literature and facilitate discussions with members at large
- IV. Maintaining accurate meetings schedules and updates to regional for those updates

## Qualifications and Duties of the elected subcommittee members:

- I. The elected positions of the subcommittee shall consist of a,  
Chairperson  
Vice-Chairperson  
Literature Subcommittee Members

- II. Chairperson:

Elected by the SASC and shall fulfill the SASC requirements of a subcommittee Chairperson.

- The qualification for this position is a two (2) years clean time requirement.
- Service commitment holds up to one year. 6 month experience on the committee is preferred.
- The chairperson must train the vice-chairperson on how to take/keep track of inventory and how to place the orders to the Regional Service Center.
- Attends SASC and provides written reports of all monthly matters,give inventory expenses, issues or changes in the subcommittee, and inform GSRs of literature up for fellowship review input
- Chairperson must keep records and prior order forms for up to 1 year
- Chairperson/Vice Chairperson should go to Regional Service Center in Baltimore once a month to restock literature or have it shipped to the proper address of where literature needs to go.

- Chairperson/Vice chairperson should attend the On Months at the Regional Service meeting to represent the Literature Subcommittee and exchange ideas with literature subcommittees in different areas, to pick up fliers for other special events going on around our region for distribution locally and updates on literature out for review.
- Periodically re-asses the quota for each item according to the needs of the area.
- Provide accurate and up to date literature order forms and schedules
- Report all expenses to Treasurer in order to get a check to mail out to the Regional Service center for our payments of literature, schedules, and order forms.

**III. Vice-Chairperson:**

Elected by the SASC after Chairpersons commitment has expired and shall fulfill the SASC requirements of a subcommittee chairperson.

- Suggested 1 years clean time requirement.
- Two year commitment (1 year as Vice Chair, 1 year as Chair, *if elected*)
- The vice-chairperson must follow and pay attention to Chairpersons training on how to take/keep track of inventory and how to place the orders to the Regional Service Center.
- Attends and shows up to SASC in order to help set up and prepare for literature orders to be filled for the homegroups of Susquehanna Area.
- 

Vice Chairperson should go with the Chairperson to Regional Service Center in Baltimore for the Regional Area meeting. Runs subcommittee in absence of Chair

**IV. Other Subcommittee Members:**

- There is a no clean time requirement.
- Is ready to be of service and help fill the orders of the inventory as directed by Chair.
- Help clean up at the end.
- Participate in discussion of literature review.

Suggested no more than five committee members fill orders around the table to avoid errors.

**New Groups and Schedules:**

**V. New groups shall receive... (Welcome Packet)**

- 1 – Basic Text
- 1 – It works how and why
- 1 – Just for today
- 1 – A guide to local service
- 1 – Set of readings
- 5 each – Mixed IP's
  - #7 Am I an Addict?
  - #11 Sponsorship
  - #12 Triangle of Self obsession
  - #19 Self-acceptance

# 22 Welcome to NA

- Key tags – 2 white and 1 of the rest

VI. Area Schedules...

- Area schedules must provide World and Regional web internet addresses on the front cover.
- Homegroups in need of support will be marked with an (\*) next to the name of the meeting.
- All meetings should have the day of the week, homegroup name, address, time, and meeting format listed.
- Provide forms for homegroups to make changes to their meeting times and places for both area and regional schedules and facilitate those changes
- When adding or making changes to the Regional schedule they have to be sent to the Regional literature Committee @ the Free State Regional Service Center... Email – barsc@verizon.net  
Fax – 410-362-8505  
Regional Schedules are updated 3 times a year

Update Website Subcommittee of changes received to schedules Budget:

VII. The subcommittee shall restock literature inventory to a max of \$1500.00 per month.

This amount of money should include all cost such as, literature, Schedules, Order forms, taxes, shipping & handling fees, and fuel surcharges (therefore if delivered). Any addition money needed needs to go through SASC.

An accurate continuous inventory shall be kept at all times in order to stay at this budget.

Procedures for Accepting and Filling literature orders:

VIII. Literature order cut off time will be 7:30pm.

Any literature turned in after 7:30pm will not be accepted, processed, or filled.

- All literature orders shall have a new order form, announcements/fliers, and purchased literature and its order receipt.
- Literature order forms and payments must be given to the area treasurer before the literature Subcommittee fills the literature form.
- All payments are due at the time of order and must be in a money order form  
NO CASH ACCEPTED.