

LAKE ERIE GENERAL SERVICES  
*LITERATURE SUBCOMMITTEE GUIDELINES*

**PURPOSE:** To initiate all necessary functions to order and supply literature to groups and members.

**Chairperson - Nominated and voted in by the ASC**

1. One (1) year commitment
2. 3 years clean time
3. Knowledge of the 12 Steps, 12 Traditions, 12 Concepts and Knowledge of the Area L.E.G.S. Guidelines and Procedures
4. Required to attend Literature Subcommittee, ASC and Regional committee meetings
5. Active involvement in Narcotics Anonymous
6. See Area Guideline #26, when contacting an outside entity

**DUTIES**

1. Set date and agenda for meetings
2. Initiate all necessary correspondence, including communication between Groups, Area, Region and WSC
3. Keep Area L.E.G.S. informed of all ongoing Subcommittee activities
4. Ultimately be responsible for files, records, and over all functions of the Literature Subcommittee
5. Turn over all files, records and receipts to Area Treasurer at end of term
6. Must have access to a computer

**VICE CHAIR**

1. One (1) year commitment
2. 2 years clean time
3. Ability to assume responsibilities in the absence of the Chair
4. Knowledge of the 12 Steps, 12 Traditions, 12 Concepts and Knowledge of the Area L.E.G.S. Guidelines and Procedures
5. Active involvement in Narcotics Anonymous
6. See Area Guideline #26, when contacting an outside entity

**DUTIES**

1. To work closely with and assist in all duties of the Literature Chair
2. To carry out responsibilities delegated by the Literature Subcommittee Chairperson and/or Subcommittee
3. Required to attend Literature Subcommittee, ASC and Regional committee meetings
4. Must attend Regional Subcommittee meeting in absence of the Literature Chair
5. Must have access to a computer

## LITERATURE SUBCOMMITTEE GUIDELINES

1. That the sales of literature to any outside enterprise are at our cost.
2. That Area L.E.G.S. Literature Subcommittee provide each new group requesting it, a starter kit, consisting of five (5) of each IP (1,2,5,6,7,8,11,22,23,26), one of "The Group" booklet, a set of readings and (10) meeting schedules, to be provided by the Area Service Committee General Fund.
3. That any group or individual that has bounced two (2) checks or owes previous funds to the Literature Subcommittee, needs to pay back the funds before being able to purchase any more literature.
4. That all groups including new groups may request fifty (\$50) worth of literature on credit, unless a prior debt is owed to AREA that has not been paid. The \$50 credit is to be paid back to the AREA within a three (3) month period.
5. That the Literature Subcommittee has an operating budget of fifty (\$50) to be taken from Area LEGS general fund. All previous receipts pertaining to operating budget must be turned in attached to Area's receipt form before receiving new budget from the Area.
6. That any group may receive literature through the mail at their request, but they must pay the postage charge to cover the cost of mailing
7. That the Literature Subcommittee has an adequate amount of literature to supply the needs of Area LEGS.
8. That the Literature Subcommittee meet only when directed by the ASC to review any new literature or when requested by the Sub Committee.
9. That the Literature Subcommittee monthly report include an inventory control-containing previous totals, sales, subcommittee transfers, orders received and each item on hand to be turned in to the Area Secretary.
10. That the Literature Subcommittee Chairperson or Vice Chairperson be allowed to get funds (in the form of a check) to replenish literature upon approval of the ASC voting body and provided the funds are available in the current literature subcommittee's budget and the Area's general fund. All approved subcommittee transfers are to be taken from the general fund and added to that check.
11. All financial transactions are to be handled by check or money order.
12. That the Literature Subcommittee Chairperson or Vice Chairperson only charge for the items they have on hand, all special orders must be paid for in advance, to ensure that the group or individual wants the item ordered