

Central Sierra Narcotics Anonymous Area Service Committee Literature Subcommittee Guidelines

- I. **Definition and Purpose of the Subcommittee:** The C.S.N.A Area Literature Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous. The primary purpose of the Subcommittee is to maintain an adequate supply of Narcotics Anonymous (NA) Literature and have it available at the CSNAASC business meeting. 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 of NA, the resources of A Guide to Local Services and the Handbook for NA Literature Committee.
- II. **Functions of the Subcommittee:**
 - A) Maintains an adequate supply of NA literature to meet the needs of the CSNAASC.
 - B) Stocks and makes available review and approval-form literature.
 - C) Serves as a communication link in all matters of literature between the groups, CSNAASC, California Mid-State Region, and the World Service Committee.
 - D) Provides the forum and atmosphere where members may contribute to the development and creation of NA literature.
 - E) Holds Subcommittee meetings as needed.
 - F) Communicates and disburses all information to and from volunteers.
 - G) Distributes Literature to all groups via CSNAASC meetings.
 - H) Provides representation and participation in the CSNAASC.
 - I) Elects and/or appoints members to fulfill the needs of the Subcommittee.
 - J) Maintains an current cycle (one year) of all Subcommittee Records. And transfers records to Archive at end of Cycle.
- III. **Structure of elected positions:**

The elected positions of the Subcommittee shall consist of a Chairperson and Vice Chairperson. All positions, with the exception of the Chairperson and Vice Chair, who is elected by the CSNAASC, are elected by the Subcommittee. If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next CSNAASC meeting where a new Chairperson will be elected or appointed.
- IV. **Qualifications and Duties of Elected Committee Members:**
 - A. Chairperson: Elected by the CSNAASC and shall fulfill the CSNAASC requirements of a Subcommittee Chairperson. Suggested clean time requirement of two years. These responsibilities include:
 - 1) Attends and provides written reports of all monthly activities and inventories at each CSNAASC meeting.
 - 2) Announces and holds scheduled Subcommittee meetings as needed.

- 3) Prepares an agenda for and maintains order at each meeting.
- 4) Elects or appoints other committee members as necessary.
- 5) Channels all funds to the Treasurer of the CSNAASC.
- 6) Maintains and records all transactions of petty cash, with a limit of \$50.00 each month at the start and completion of ASC.

B. Vice-Chairperson: elected by the ASC. Suggested clean time requirement of one year.

Responsibilities to the Subcommittee include:

- 1) Assumes the duties of Chairperson in the case of Chairperson's absence.
- 2) If the office of Chairperson should become vacant, the Vice Chairperson assumes the duties until a Chairperson is elected or appointed by the CSNAASC.
- 3) Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
- 4) Responds to all inquiries of members relating to policy and procedure.

V. Procedure for Inventory Management:

- A) The Subcommittee shall maintain a literature inventory as dictated by the Literature Base Inventory Sheet.
- B) The total of funds and shall not exceed Actual replacement cost of sold Literature to achieve Literature Base. When the value of the funds exceeds this amount, the excess funds will presented be available CSNAASC for general expenses.
- C) An accurate continuous inventory shall be kept at all times.
- D) Physical inventory shall be taken every January or upon the election of the new Subcommittee Chairperson and reported to the CSNAASC.

VI. Procedures for Accepting and Filling Orders

- A) An orders will be placed at the ASC prior to 2:45 pm on day of the CSNAASC Meeting.
- B) All information on the order form must be complete to process the order.
- C) Payment for literature is due upon order by cash, check, or money order. All checks and money orders are to be payable to: CSNA
- D) Order accuracy must be confirmed upon receipt of order. Any discrepancies must be addressed by 2:45pm of the CSNAASC meeting.

VII. Procedures for Review of NA Literature

- A) The Subcommittee facilitates the evaluation process for any NA literature from the WSO. The Subcommittee will follow the procedures outlined in the Handbook for NA Literature Committee for these processes.
- B) The literature committee also evaluates any local fellowship NA literature such as newsletters and/or writings that wished to be put into future NA literature. The Subcommittee will follow the procedures outlined in the Handbook for NA Literature Committee for these processes