

SEAZNA Literature Committee

Subcommittee Guidelines

Reviewed and Updated as of Nov. 29, 2009

References:

- WSO, Handbook for Narcotics Anonymous literature Committee, Revised 4/91.
- Southeastern Arizona Area Service Committee of Narcotics Anonymous Guidelines. Priority of Guidelines; wherever and/or if ever there is an apparent conflict in guidance between the Area Guidelines and the guidelines set herein, the Area Guidelines are dominant and to be adhered as a priority.

A. Purpose

1. The Literature subcommittee handles the purchase and sales of Narcotics Anonymous literature and related materials from WSO to the groups in the Southeastern Arizona Area of Narcotics Anonymous (SEAASC).
2. The subcommittee also deals with our primary purpose as it is achieved in writing. The Literature Subcommittee seeks out and forwards input of the Area in respect to literature being developed by the World Service Conference.

B. Functions

1. To provide groups within the SEAASC with Narcotics Anonymous literature.
2. To review all new NA literature submitted to the Fellowship as a whole.
3. To conduct a service meeting.
4. The subcommittee will maintain a stockpile of literature for the purpose of resale to the groups at the Area meeting.
5. The subcommittee will also strive to maintain an adequate supply of NA materials as the subcommittee feels is prudent to have in stock.
6. The subcommittee shall coordinate review of new Narcotics Anonymous Literature as needed.

C. Officers

1. A service board of officers shall consist of a chairperson, a vice chairperson, and a secretary.
2. Any subcommittee officer or member who relapses will automatically be removed from the subcommittee.
3. Any subcommittee officer is removed after missing two consecutive monthly subcommittee meetings. In the case of resignation, the vice chairperson shall assume the position of chairperson until Area Service Committee (ASC) elects a chairperson. If the vice chairperson cannot or will not assume the position, the area vice chairperson will act as the Literature Subcommittee until the ASC fills the position. In the event of resignation, the Literature chairperson position shall be held open for a period of one month, and then the ASC Chairperson will appoint an interim Literature chairperson.

4. Any Literature Subcommittee officer or member violating federal, state or local laws shall immediately step down, for whatever length of time deemed appropriate by the subcommittee.

D. Qualifications, Duties of Officers

1. Chairperson

- a) It is suggested that the chairperson have two years clean time plus a minimum of six months activity in literature work.
- b) To be elected by the GSRs at the annual ASC election held each August, for the term of one year, in accordance with the SEAASC Guidelines.
- c) Provide education and guidance to the Fellowship at large, topics that relate to NA literature and guidelines and adheres to the 12 Traditions.
- d) Serve as the SEAASC representative to the Arizona Regional Literature Subcommittee.
- e) Bring before the general meeting of the subcommittee matters that should be acted upon by the subcommittee.
- f) Carry out policies and orders for the subcommittee.
- g) Attend ALL ASC meetings.
- h) Attend or support regional Literature Subcommittee meetings.
- i) Will report wholesale value in stock when making reports to the ASC.
- j) Submits a written report of all subcommittee activity, progress, goals and needs at each monthly ASC meeting.
- k) At the September ASC meeting, the chair will submit a budget for the coming year to be approved by the ASC at the following meeting.
- l) Shall seek to encourage participation of the Fellowship in literature review and will cooperate with other Area subcommittees.
- m) Shall maintain accurate records of all literature sales on a monthly basis.

2. Vice Chairperson

- a) It is suggested the Vice Chairperson have at least one year clean time and six months experience in literature responsibilities.
- b) Insure that all groups have adequate literature for their meetings by acting as literature distributor at the monthly Area meetings held once a month.
- c) Help coordinate the literature order for WSC.
- d) Assume the responsibilities of the chairperson In the event of the chairs' absence.

3. Secretary

- a) It is suggested that the secretary have at least one year clean time.
- b) Record minutes of all subcommittee meetings, copy, and distribute them.
- c) Keep records of all subcommittee members; including addresses and telephone numbers.