

Green Mountain Area of Narcotics Anonymous Literature Subcommittee Guidelines

I. Definition and Purpose of the Subcommittee:

The Green Mountain 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 carry the Narcotics Anonymous message of recovery in written form to addicts in our area. The Subcommittee will maintain an adequate supply of Narcotics Anonymous (NA) literature and have it available at the monthly GMASC area meeting. The Subcommittee serves as a communication link in all matters concerning literature between the groups, GMASC, Region, and World. The Subcommittee provides a forum and atmosphere where members may contribute to the creation and development of NA literature. 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) The Literature Subcommittee will maintain and distribute a stockpile of NA literature at all GMASC meetings sufficient enough to supply the needs of all NA groups in the area attending the regular monthly meetings. The amount of stockpile will be evaluated and adjusted by the Subcommittee.

B) The Subcommittee will be self-sustaining, and will use the funds from the monthly sales of literature to replenish the stockpile of NA literature.

C) Upon request, the Subcommittee will distribute a welcome package to new groups, donated by the GMASC, consisting of a pair of all informational pamphlets & key tags.

D) The Subcommittee elects and/or appoints members to fulfill the needs of the Subcommittee.

E) The Subcommittee views and updates guidelines as necessary.

F) The Subcommittee provides a forum and atmosphere where members may contribute to the development and creation of NA literature.

G) The Subcommittee holds scheduled Subcommittee meetings.

H) The Subcommittee serves as a communication link in all matters of literature between the groups, GMASC, Region, and the World.

I) The Subcommittee regularly takes inventory of literature stockpile.

III. Membership:

A) Any NA member may become a member of the Subcommittee at large by attending two consecutive Subcommittee meetings. One becomes a voting member at the second meeting. For members at large, the second unexcused absence constitutes resignation from the Subcommittee. To be excused, notify any Subcommittee officer prior to the monthly meeting.

B) Any NA member is encouraged to attend Subcommittee meetings and workshops where anyone present may participate in discussions.

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IV. Structure of Elected Trusted Servant Positions

A) The elected positions of the Subcommittee shall consist of a Chairperson, Vice Chairperson, and Secretary. All positions, with the exception of the Chairperson, who is elected by the GMASC, are elected by the Subcommittee.

B) 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 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 GMASC meeting where a new Chairperson will be elected or appointed.

V. Elected Subcommittee Trusted Servants Positions

A. Chairperson

1. The Literature Chairperson is elected by the Area Service Committee as outlined in (GMA) Guidelines. The Literature Sub-Committee is directly responsible to the GMASC through the Literature Chairperson.
2. The Literature Chairperson must attend all Subcommittee and GMASC meetings. The Literature Chairperson is a voting member of the Regional Literature Subcommittee and should attend Regional meetings. Chairperson acts as a link of communication between the Subcommittee, the GMASC and the Regional Literature Subcommittee.
3. The Chairperson should be aware of all matters that affect Literature in the GMA.
4. The Chairperson clean time requirement is 2 years.
5. The Chairperson announces and holds scheduled Subcommittee meetings.

B. Vice Chairperson

1. The Literature Subcommittee elects its own Vice Chairperson. Clean time requirements are one year. Vice Chairperson should be familiar with the literature stockpile. The Vice Chairperson assumes the duties of the Chairperson if the Chairperson is unable to serve, or until a new Chairperson is elected.
2. The Vice Chairperson works with the Chairperson to maintain the smooth operation of this Subcommittee.
3. The Vice Chairperson should attend all Literature Subcommittee & GMASC meetings. It is suggested that the Vice Chairperson attend Regional Literature Subcommittee meetings.
4. The Vice Chairperson works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
5. The Vice Chairperson responds to all inquiries of members relating to policy and procedure.

C. Secretary

1. The Literature Subcommittee elects its own Secretary. The Secretary must have one year clean time.

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2. The Secretary will keep an accurate set of minutes of all Literature Subcommittee meetings. These minutes are to be properly typed and approved by the Subcommittee during the reading of the monthly minutes.
3. The Secretary keeps an updated inventory of literature stockpile.
4. The Secretary keeps current records of all Subcommittee members including names, phone numbers and email addresses.

VI. Procedure for Inventory Management

- A) The Literature Subcommittee shall maintain a literature inventory of no more than \$1,749.00. The total of funds and inventory shall not exceed \$1,749.00. When the value of the inventory and funds exceeds this amount, the excess funds will be available to the GMASC for general expenses.
- B) An accurate continuous inventory shall be kept at all times.
- C) Physical inventory shall be taken every May or upon the election of the new Subcommittee Chairperson in October and reported to the GMASC.

VII. Procedures for Accepting and Filling Orders

- A) An order is placed by filling out the literature order form at the monthly GMASC meeting.
- B) Order forms must be filled out completely and accurately in order to process the order.
- C) Payment for literature is due upon receipt by cash, check, or money order.
- D) Order accuracy must be confirmed upon receipt of order. Any discrepancies must be addressed by the end of the GMASC meeting.
- E) Special orders placed to NAWS require a prepayment made at the GMASC and will be delivered at the following GMASC meeting.
- F) Literature will add 12% to current NAWS catalogue prices to cover the cost of shipping.

VIII. Procedures for Review of NA Literature

- A) The Subcommittee facilitates the evaluation process for any NA literature from NAWS. The Subcommittee will follow the procedures outlined in the Handbook for NA Literature Committee for these processes.