

Northwestern Michigan Area of Narcotics Anonymous
Literature Subcommittee Guidelines

Article I: Definition and Purpose of the Subcommittee

The Northwestern Michigan 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 Area Service Committee meeting. The Subcommittee serves as a communication link in all matters concerning literature between the groups, the Northwestern Michigan Area Service Committee of Narcotics Anonymous (NWMASCNA), 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.

Article II: Functions of the Subcommittee

- A) The Literature Subcommittee will maintain and distribute a stockpile of NA literature at all NWMASCNA 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 Area Service Committee, consisting of a Group Starter Kit, two (2) of each increment of key tag, and a Basic Text.
- 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, NWMASCNA, Region, and the World.

- I) The Subcommittee regularly takes inventory of literature stockpile.
- J) The subcommittee will hold two (2) welcome packets to give to any new GSRs that come to Area.

Article III: Membership

- A) Any NA member may become a member of the Subcommittee by attending a Subcommittee meeting.
- B) Any NA member is encouraged to attend Subcommittee meetings and workshops where anyone present may participate in discussions.

Article IV: Structure of Elected Trusted Servant Positions

- A) The elected positions of the Subcommittee shall consist of a Chairperson and a Vice Chairperson. All positions, with the exception of the Chairperson, who is elected by the NWMASCNA, 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 NWMASCNA meeting where a new Chairperson will be elected or appointed.

Article V: Elected Subcommittee Trusted Servants Positions

A. Chairperson

1. The Literature Chairperson is elected by the Area Service Committee as outlined in the Northwestern Michigan Area Service Committee Guidelines. The Literature Sub-Committee is directly responsible to the NWMASCNA through the Literature Chairperson.
2. The Literature Chairperson must attend all Subcommittee and NWMASCNA meetings. Chairperson acts as a link of communication between the Subcommittee and NWMASCNA.
3. The Chairperson should be aware of all matters that affect Literature in the Northwestern Michigan Area.
4. The Chairperson clean time requirement is two (2) years.

5. The Chairperson announces and holds scheduled Subcommittee meetings.

B. Co-Chairperson

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

Article VI: Procedure for Inventory Management

- A) The Literature Subcommittee shall maintain a literature inventory of no more than \$3,500.00. The total of funds and inventory shall not exceed \$4,500.00. When the value of the inventory and funds exceeds this amount, the excess funds will be available to the NWMASCNA for general expenses.
- B) An accurate continuous inventory shall be kept at all times.
- C) Physical inventory shall be taken every August upon the election of the new Subcommittee Chairperson and reported to the NWMASCNA.
- D) If a literature order, placed by a group, remains uncollected in the possession of the literature committee for a period of two (2) months, it will be donated to the ASC for distribution to any group or addict who may be in need of said literature.

Article VII: Procedures for Accepting and Filling Orders

- A) An order is placed by filling out the literature order form at the monthly NWMASCNA 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 NWMASCNA meeting.
- E) Special orders placed to NAWS require a prepayment made at the NWMASCNA and will be delivered at the following NWMASCNA meeting.
- F) Literature will add 10% to current NAWS catalog prices to cover the cost of shipping.
- G) Donations of Literature to Home Groups.
 - 1. Upon request by a home group, the Literature Subcommittee may make donations of literature to home groups in the Northwestern Michigan Area in amounts up to \$40.00 total at the discretion of the Literature Subcommittee. This donation to a home group, if approved by the Literature Subcommittee, shall only occur one (1) time per year per home group with the year running August - July. Said donations must be reported to the NWMASCNA in the Subcommittee's Trusted Servant Report and the funds for the amount that has been donated shall be deducted from the Literature Subcommittee's funds and transferred to the Area's general funds.

Article VIII: Procedures for Review of NA Literature

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