

1 **Laurel Mountain Highlands Area of**
2 **Narcotics Anonymous**
3 **Literature Subcommittee Guidelines**

4 (Approved July 16, 2016)

5 **I. Definition and Purpose of the Subcommittee:**

6 The Laurel Mountain Highlands Literature Subcommittee (hereafter referred to as
7 the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous.
8 The primary purpose of the Subcommittee is to carry the Narcotics Anonymous
9 message of recovery in written form to addicts in our area. The Subcommittee will
10 maintain an adequate supply of Narcotics Anonymous (NA) literature and have it
11 available at the monthly LMHANA area meeting. The Subcommittee serves as a
12 communication link in all matters concerning literature between the groups and
13 LMHANA. In all its proceedings the Subcommittee shall adhere to The Twelve
14 Traditions, Twelve Concepts of Service of NA, the resources of A Guide to Local
15 Services and the Handbook for NA Literature Committee.

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17 **II. Functions of the Subcommittee:**

18 A) The Literature Subcommittee will maintain and distribute a stockpile of NA
19 literature at all LMHANA meetings sufficient enough to supply the needs of all
20 NA groups in the area attending the regular monthly meetings. The amount of
21 stockpile is not to exceed \$1,500 as per LMHANA Guidelines.

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

24 C) Upon request, the Subcommittee will distribute a welcome package to new
25 groups, donated by the LMHANA, consisting of a set of Group Reading Cards and
26 \$15 of their choice of informational pamphlets.

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

29 E) The Subcommittee views and updates guidelines as necessary.

30 F) The Subcommittee meets on the 3rd Saturday of each month at 11:30am, prior to
31 the LMHANA ASC meeting.

32 G) The Subcommittee will take inventory of literature stockpile quarterly.

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34 **II. Membership:**

35 A) Any NA member may become a Literature Subcommittee member based on
36 their expressed interest and meeting the clean-time requirements.

37 B) Money handlers must have at least one-year clean.

38 C) Attend all ASC meetings. Three unexcused absence from three meetings is an
39 automatic resignation.

40 D) Subcommittee meetings are open to any NA member and anyone present may
41 participate in discussions.

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43 **V. Structure of Elected Trusted Servant Positions**

44 A) The elected positions of the Subcommittee shall consist of a Chairperson, Vice
45 Chairperson. All positions, with the exception of the Chairperson, who is elected
46 by the LMHANA, are elected by the Subcommittee.

47 B) If an elected committee member becomes unable to discharge the duties of that
48 position, a successor shall be named by the Chairperson and approved by the
49 Subcommittee at the next meeting. Should the Chairperson be unable to discharge
50 the duties of that position, the Vice Chairperson will automatically assume the
51 position of the Chairperson until the next LMHANA meeting where a new
52 Chairperson will be elected or appointed.

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54 **V. Elected Subcommittee Trusted Servants Positions**

55 **A. Literature Chairperson**

56 Elected by majority vote from the LMHANA Service Committee for a one-year
57 term in accordance with and accountable to LMHANA policy and guidelines, as
58 well as, directly responsible to those they serve the NA groups of LMHANA.

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60 **Qualifications:**

- 61 1. Suggested minimum of one-year continuous clean time.
- 62 2. Suggested six months of previous in service at any level.
- 63 3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 64 4. Have a sponsor and a NA home group.
- 65 5. A working knowledge of the LMHANA Literature Guidelines and NAWS
66 Handbook.
- 67 6. The ability to organize, coordinate, and serve the literature subcommittee.
- 68 7. Have the willingness to give the time and resources necessary to conduct the
69 business of the literature subcommittee.
- 70 8. Attend all ASC meetings. Unexcused absence from three meetings is an
71 automatic resignation.

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73 **Duties:**

- 74 1. Coordinate all LMHANA literature subcommittee business and generate
75 enthusiasm and involvement in the literature subcommittee.
- 76 2. Prepare the monthly agenda of matters they should act upon to bring before the
77 subcommittee.

- 78 3. Shall provide an emailed monthly report to area secretary no later than one week
79 following ASC meeting, on the status of the literature stockpile.
80 4. Maintain subcommittee archives that are to be given to the next literature
81 chairperson.
82 5. Report all monthly literature incomes, expenditures, and stockpile balances to
83 LMHANA and the literature subcommittee, as well as validate by turning over all
84 cash and receipts of sales to the LMHANA Treasurer.
85 6. Maintain the LMHANA literature stockpile through the purchase of NA
86 literature at the Tri-State Regional Service office or NAWS office.
87 7. Keep an updated literature order form for distribution, which contains all
88 available literature for purchase.
89 8. Adhere to the LMHANA literature and NAWS guidelines and handbooks.
90 9. Attend at least one regional level workshop annually if available.
91 10. The monthly prudent reserve currently stands at 1,500 dollars.

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93 ***Vice Chairperson***

- 94 1. The Literature Subcommittee elects its own Vice Chairperson. Clean time
95 requirement is 1 year. Vice Chairperson should be familiar with the literature
96 inventory. The Vice Chairperson assumes the duties of the Chairperson if the
97 Chairperson is unable to serve, or until a new Chairperson is elected.
98 2. The Vice Chairperson works with the Chairperson to maintain the smooth
99 operation of this Subcommittee.
100 3. The Vice Chairperson should attend all Literature Subcommittee & LMHANA
101 meetings.
102 4. The Vice Chairperson works closely with the Chairperson to become familiar
103 with all aspects of the Chairperson's responsibilities.

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105 **VI. Procedure for Inventory Management**

- 106 A) The Literature Subcommittee shall maintain a literature inventory of no more
107 than \$1,500.00.
108 B) An accurate continuous inventory shall be kept at all times.
109 C) Physical inventory shall be taken every December or upon the election of the
110 new Subcommittee Chairperson in October and reported to the LMHANA.

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112 **VII. Procedures for Accepting and Filling Orders**

- 113 A) An order is placed by handing in the literature order form at the monthly
114 LMHANA meeting.
115 B) Order forms must be filled out completely and accurately in order to process the
116 order.

- 117 C) Orders will be filled on a first come first served basis. Orders will be accepted
118 beginning at 12pm and no later than 2pm.
- 119 D) Payment for literature is due upon receipt by cash, check, or money order.
- 120 E) Order accuracy must be confirmed upon receipt of order. Any discrepancies
121 must be addressed by the end of the LMHANA meeting.
- 122 F) Special orders placed to NAWS require a prepayment made at the LMHANA
123 and will be delivered at the following LMHANA meeting.
- 124 G) Literature will add 10% to current NAWS catalogue prices to cover the cost of
125 shipping.