

Greater San Jose Narcotics Anonymous Service Committee
Literature Subcommittee Guidelines
Draft Version 3
June 28, 2010

I Purpose

- A. The Purpose of the Literature Subcommittee shall be to distribute NA Literature and meeting supplies to the San Jose fellowship.
1. Literature sales shall take place only after the close of the ASC meeting, unless otherwise directed by GSJNA ASC
 2. Literature is provided at-cost, not at a profit.
 - a. At-Cost means RSO list price, minus volume discount, plus sales tax, shipping cost, and Literature Committee Supplies, all rounded up to the nearest quarter.
 3. Only Literature and meeting supplies provided by Northern California Regional Service Office or NA World Service shall be offered for sale.
 - a. Exceptions include materials such as:
 - i. San Jose meeting directories provided by the PI subcommittee.
 - ii. Literature order forms.
 - iii. Other service-related materials for distribution to NA groups

II Structure

A. General Qualifications for Trusted Servants

1. Clean Time
 - a. Active in NA fellowship
 - b. Working knowledge of the Twelve Steps and Twelve Traditions of NA
 - c. No history of theft of NA funds, unless full restitution and amends have been made, and the problem addressed through the Steps.
2. Service Experience
 - a. As a member of the Literature Committee
 - b. Ability to deal with financial accountability/reporting, and inventory control.
 - c. Knowledge of working ASC
 - d. Good working knowledge of Second Tradition Group Conscience decision-making process.
3. Willingness to Serve.

B. Officers

1. Chair
 - a. Qualifications
 - i. Minimum of two (2) years continuous abstinence from drugs.
 - ii. Recovery knowledge based on having worked the Twelve Steps of NA.
 - iii. Working knowledge of Twelve Traditions of NA and the Twelve Concepts of service.
 - iv. Service experience
 01. One (1) year prior Literature Subcommittee experience.
 02. Preferably as Vice-Chair of Literature.
 - b. Duties
 - i. Conducts monthly business meeting of Literature Subcommittee.
 - ii. Keeps copies of RSO orders and invoices, business meeting minutes, ASC reports, expenses, inventories, order forms and sales figures, using spreadsheets and other tools as needed.
 - iii. Purchases supplies needed Literature committee, gives receipts to ASC Treasurer for reimbursement.
 - iv. Receives and communicates information to keep things running smoothly.

- v. Provides RSO invoices to ASC treasurer at ACS meeting (or before) and insured that payment is received in a timely manner by RSO.
- vi. Counts cash from Literature sales at the end of ASC with ASC Treasurer.
 - 01. Reconciles cash count, sales ticket totals, and value of inventory sold.
- vii. The Literature Subcommittee Chair (or Vice-Chair) shall mail a report to the ASC at its monthly meeting on the fourth (4th) Wednesday.
 - 01. A written report shall be distributed to GSRs and Administrative committee members.
 - 02. An oral report to the ASC shall be delivered, with an opportunity for questions and comments.
 - a. The report shall provide information about operations, finances, and other pertinent information relating to NA Literature and Periodicals on local and levels of service.
 - b. Chair speaks for the committee, so the report should be developed in consultation with the committee members.
- viii. Determines the At-Cost Pricing is up-to-date.
- ix. Provides English and Spanish literature order forms to GSRs.
- x. Responds to requests and questions from the NA fellowship relating to literature.
- xi. Receives corrected end-of-night inventory and sales figures from Chair and/or Treasurer after ASC meeting.
 - 01. Keeps copies of RSO orders and invoices, business meeting minutes, ASC reports, expenses, inventories, order forms, and sales figures.
- xii. Orders Literature inventory from Northern California Regional Service Office.
 - 01. Predicts next month's sales demand based on experience and feed back from literature committee.
 - 02. Adjusts inventory levels to reflect changing fellowship needs over time.
 - 03. Attempt to balance, demand and stock to the extent possible.
 - 04. Provides ASC Chair and Vice-Chair, with copies of RSO order.
 - 05. Places order in timely fashion, allowing RSO at least four (4) business days to process and ship orders.
 - 06. Trains Vice-Chair in ordering, as backup.
- xiii. Gives report at business meeting on status of inventory and ordering receives feedback and assistance from committee.
- c. Election
 - i. Chair is nominated by Literature committee at February ASC meeting.
 - ii. Chair is elected by ASC at March meeting.
 - iii. Chair's term begins April.
- d. Term of Service
 - i. Term of service is one (1) year.
- e. Removal from Office
 - i. Relapse.
 - ii. Abandonment of position.
 - iii. Theft of NA funds.
 - iv. Unacceptable performance.
- 2. Vice-Chair
 - a. Qualifications
 - i. As described in General Qualifications for Trusted Servants
 - ii. Minimum of one (1) year continuous abstinence from drugs.

- iii. Service Experience
 - 01. One (1) year prior Literature Subcommittee experience.
 - b. Duties
 - i. Attends and participated in the monthly business meetings.
 - ii. Attends the ASC meetings and works to fulfill Literature Committee duties there.
 - 01. Organizes, coordinates, and trains all aspects of the Ordering Processing Desk.
 - iii. Assists Chair in receiving payments for orders at ASC.
 - iv. Receives training to prepare for service as Chair the following year.
 - v. Holds and keeps current copies of Literature committee records, for training and for backup.
 - vi. Performs duties of Chair in his/her absence.
- 3. Inventory Control Specialist
 - a. Qualifications
 - i. As described in General Qualifications for Trusted Servants
 - ii. Minimum of one (1) year continuous abstinence from drugs.
 - b. Duties
 - i. Attends and participated in the monthly business meetings.
 - ii. Attends the ASC meetings and works to fulfill Literature Committee duties there.
 - iii. Unloads new shipment into inventory monthly at ASC.
 - iv. Coordinates and supervises the set-up and break-down of literature at ASC meeting.
 - v. Responsible for recording inventory of English, Spanish, and Subcommittee inventories for Literature Committee Chair.
 - 01. Coordinates and supervises actual inventory count by over-seeing complete process.
 - vi. Tracks and reports to Literature Committee Chair "Short List" if any.
- 4. Secretary
 - a. Qualifications
 - i. As described in General Qualifications for Trusted Servants
 - ii. Minimum of six (6) months continuous abstinence from drugs.
 - b. Duties
 - i. Attends and participated in the monthly business meeting.
 - ii. Attends the ASC meetings and works to fulfill Literature Committee duties there.
 - iii. Accurately records and transcribes minutes of Literature Committee business meeting.
 - iv. Reads minutes of previous meeting as the first item of business on the business meeting agenda, and records correction to minutes.
 - v. Provides Chair and other committee members with a written copy of the minutes in a timely fashion, via e-mail, letter, fax, or in person.
- 5. Literature Committee Members
 - a. Qualifications
 - i. Clean Time
 - 01. There is no minimum clean time requirement, but members are expected to remain abstinent and maintain an active program of recovery.
 - 02. Active in NA Fellowship
 - 03. Program of recovery based on Twelve Steps and Twelve Traditions of NA.
 - 04. No history of theft of NA funds, unless reimbursement and amends have been made.
 - ii. Service Experience
 - 01. Service experience is very helpful, but not a requirement for service as a Literature committee member.
 - 02. Members will be given duties suitable for their aptitude and experience.

03. New members will be mentored by an experienced member, who will assist them in learning to perform the work of the committee.

iii. Willingness to serve

b. Duties

i. Business Meetings

01. Attend monthly business meetings

02. Participate in discussion of issues and information of group conscience

03. Provide information and insight on improving operations and working better as a team.

04. Assist Literature Chair in recruiting committee members as needed.

ii. Area Service Committee Meeting

01. Attend the monthly ASC meeting on the fourth (4TH) Wednesday, monthly.

02. Arrive at 6:00pm, or as closely to that time as possible.

03. Stay until the Literature committee work is done after the ASC meeting, if at all possible.

III Theft Policy Structure

A. Insert theft policy here