

Greater San Jose Narcotics Anonymous Service Committee
Literature Subcommittee Guidelines
Version 4
December 13, 2024

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 distribution shall take place only after the close of the ASC meeting.
 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.

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.
 - a. Attends subcommittee regularly.
 - i. Must not miss more than three consecutive meetings in a row.
 - b. Must attend two consecutive subcommittee meetings to vote during group-conscious decisions

B. Officers

1. Chair

- a. Qualifications
 - i. Minimum of two (2) years continuous abstinence from drugs.
 - ii. Service experience
 1. One (1) year prior Literature Subcommittee experience.
 2. 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 tools and methods as needed.
 - iii. Purchases supplies needed Literature committee, gives receipts to ASC Treasurer for reimbursement.
 - iv. Uses Literature email address to correspond to ASC members.

- v. Provide RSO invoices to ASC treasurer at ACS meeting (or before) and ensure that RSO receives payment in a timely manner.
- vi. Ensures payment was made to Treasurer
- vii. The Literature Subcommittee Chair (or Vice-Chair) shall read the report to the ASC at its monthly meeting.
 - 1. A written report shall be distributed to GSRs and Administrative committee members.
 - 2. 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. Responds to requests and questions from the NA fellowship relating to literature.
- x. Keeps copies of RSO orders and invoices, business meeting minutes, ASC reports, expenses, inventories, order forms, and sales figures.
- xi. Orders Literature inventory from Northern California Regional Service Office.
 - 1. Prints invoices and provides to Inventory Control Specialist for fulfillment.
 - 2. Adjusts inventory levels to reflect changing fellowship needs over time.
 - 3. Attempt to balance, demand and stock to the extent possible.
 - 4. Provides ASC Chair and Vice-Chair, with copies of RSO order.
 - 5. Places orders in timely fashion, allowing RSO at least four (4) business days to process and ship orders.
 - 6. Trains Vice-Chair in ordering, as backup.
- xii. 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
- iv. Term of Service
- v. Term of service is one (1) year.

d. 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.

b. Service Experience

- i. Preferably one (1) year prior Literature Subcommittee experience

- b. Duties
 - i. Attends and participated in the monthly business meetings.
 - ii. Attends the a minimum of three ASC meetings in a term, to be trained for Chair position
 - 1. Is trained in the online ordering system
 - 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 their 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. Enters inventory in to online system.
 - iii. Unloads monthly inventory shipments into to storage.
 - iv. Receives monthly invoices from the Chair, to fulfill all orders from storage and distributes orders at the end of ASC.
 - v. Responsible for recording inventory of English, Spanish, and Subcommittee inventories for Literature Committee Chair.
 - 1. Coordinates and supervises actual inventory count by over-seeing complete process.
 - vi. Tracks and reports inventory stock to Literature Committee Chair.
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. Accurately records and transcribes minutes of Literature Committee business meeting.
 - iii. Provides Chair and other committee members with an email copy of the minutes within 48 hours of the meeting date.
5. Literature Committee Members
- a. Qualifications
 - i. Clean Time
 - 1. There is no minimum clean time requirement, but members are expected to remain abstinent and maintain and active program of recovery.
 - 2. Active in NA Fellowship
 - 3. Program of recovery based on Twelve Steps and Twelve Traditions of NA.
 - 4. No history of theft of NA funds, unless reimbursement and amends have been made.
 - ii. Service Experience
 - 1. Service experience is very helpful, but not a requirement for service as a Literature committee member.
 - 2. 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

1. Attend monthly business meetings
2. Participate in discussion of issues and information of group conscience
3. Provide information and insight on improving operations and working better as a team.
4. Assist Literature Chair in recruiting committee members as needed.

III Removal from Position

A. For all positions as follows:

- i. Relapse.
- ii. Abandonment of position,
 1. defined as two or more consecutive absences without good cause or communication.
- iii. Theft of NA funds.
- iv. Fails to do duties of the job*.
 1. *defined by subcommittee vote of what is inappropriate for the position.