

## **Literature Sub-Committee Guidelines**

### **ARTICLE I Purpose**

- Section 1. To carry the message in written form to the addict who still suffers.
- Section 2. To serve as a communication link in all matters of literature between groups and literature Sub-committees on all levels -- Area, Region, and World.
- Section 3. To provide a forum and atmosphere where members may contribute to the creation and development of N.A. Literature.
- Section 4. To hold quarterly review workshops scheduled by the chairperson, and open to all N.A. members.

### **ARTICLE II Function**

- Section 1. Submit a Budget to the RSC annually, that budget will include but shall not be limited to:
  - 1. Administrative expenses ( postage, copies, bank service charges, phone bills, etc.)
  - 2. Review Process
  - 3. ASC Stockpile support per approved guidelines
- Section 2. Maintain and distribute "Area Literature Committee Stockpile Guidelines"
- Section 3. Disperse "ASC Stockpile Package" as outlined in the "Criteria for ASC Stockpile Package Disbursement". The "Criteria for ASC Stockpile Package Disbursement" shall be approved by the RSC.
- Section 4. Review and update guidelines as necessary

### **ARTICLE III Membership**

- Section 1. Area Literature Committee chairpersons or representatives are automatically voting members ( one per Area ), as are the vice chairperson, and the secretary-treasurer of the Regional Literature Sub-Committee. One vote per person.
- Section 2. Any N.A. member may become a member at large by attending two consecutive business meetings. One becomes a voting member at the second meeting. For members at large, the second unexcused absence constitutes resignation from the Sub-committee. To be excused, notify any Regional Literature Sub-Committee officer before the conference.
- Section 3. Committee meetings and workshops are open to any N.A. member, and anyone present may participate in discussion.

### **ARTICLE IV Elected Officers**

#### **Section 1. Chairperson**

- A. Qualifications: Defined by the Regional Service Conference.
- B. Terms: Defined and elected by the RSC.
- C. Description of Duties: A description of the chairperson's duties can be found in the current handbook for N.A. literature committees.

1. Attends and conducts all Regional Literature Sub-Committee functions.
2. Sets the agenda for all Regional Literature Sub-committee functions
  - ...example.... a. Open with a moment of silence
  - b. Read the Twelve Concepts and/or Twelve Traditions
  - c. Read, amend if need and approve minutes from prior meeting
  - d. Introduction and requests for additions to the agenda
  - e. Officers reports
  - f. Area committee reports
  - g. Old business
  - h. New Business
  - i. Announcement and/or open forum
  - j. Schedule next meeting
  - k. Close in the usual manner
3. Makes reports to Regional Service Conference.
4. Contact person with World Service Conference Literature Sub-Committee.
5. Tie-breaker -- not a voting member of Regional Literature Sub-committee.
6. Supplies information to Area Literature Sub-committee Chairperson.
7. General ( participating ) member of World Service Conference Literature Sub-committee.
8. Signer on Regional Literature Sub-committee checking account

## **Section 2 Vice Chairperson**

- A. Qualifications: The clean time requirement of one year may be waived by a two-thirds majority of the voting members present.
- B. Terms: Elected by Regional Literature Sub-committee on the quarter when Regional Service Conference elections are held. This office is not to be held by the same person for more than two consecutive terms. A portions of a term is not counted as a full term.
- C. Description of Duties:
  1. Attends all Regional Literature Sub-committee functions.
  2. Acts as chairperson in that person's absence.
  3. Liaison to Area Literature Sub-committee chairpersons.
  4. Will be a signer on Regional Literature Sub-committee checking account.
  5. Voting member of the Regional Literature Sub-committee.

**Section 3 Secretary-Treasurer**

- a. Qualifications: The clean time requirement of one year may be waived by a two-thirds majority of the voting members present.
- b. Terms: Elected by Regional Literature Sub-committee on the quarter when Regional Service Conference elections are held. This office is not to be held by the same person for more than two consecutive terms. A portions of a term is not counted as a full term.
- c. Description of Duties:
  1. Attends all Regional Literature Sub-committee functions.
  2. Takes and distributes minutes of Regional Literature Sub-committee functions.
  3. Maintains a file of works in progress.
  4. Maintains checking account. Ensures that the Regional Treasurer is a signer on the account.
  5. Makes financial reports to Regional Literature Sub-committee.
  6. Signer on Regional Literature Sub-committee checking account.
  7. Voting members of the Regional Literature Sub-committee.