Literature
Sub-Committee Guidelines

ARTICLE I Purpose

Section 1. To carry the message in written form to the addict who shill 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.