

Greater Los Angeles Area Service Committee  
Of  
Narcotics Anonymous

Literature Subcommittee  
Guidelines

(Approved March 2013)

## **I. DEFINITION AND PURPOSE**

The Greater Los Angeles Literature Subcommittee is a volunteer group of Narcotics Anonymous members. The primary purpose of the Subcommittee is to assist the Greater Los Angeles Area Service Committee (GLAASC) in carrying the message of recovery by maintaining an adequate supply of Narcotics Anonymous (NA) Literature, available at the regular GLAASC meetings as well as interim periods between GLAASC meetings. In all proceedings the Subcommittee shall adhere to the GLAASC Area Guidelines, Twelve Traditions, Twelve Concepts of NA Service, A Guide to Local Services, as well as the Handbook for NA Literature Committee.

## **II. FUNCTIONS OF THE SUBCOMMITTEE**

- A. Maintains an adequate supply of NA literature to meet the needs of the GLAASC Groups.
- B. Distributes literature to all Groups and Subcommittees of the GLAASC.
- C. Provides representation and participation to the GLAASC.
- D. Maintains and reports accurate and timely inventory records to the GLAASC.

## **III. ELECTED POSITIONS**

### **A. Chair Person**

Qualifications:

- 1. Suggested clean time two years
- 2. Elected by the GLAASC.
- 3. A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts.
- 4. A willingness to serve.

Description of Duties:

- 1. Regular and timely reporting to the GLAASC on all matters concerning the Subcommittee.
- 2. Maintain and direct order at each Subcommittee meeting.
- 3. Maintain physical custody of the Subcommittee's inventories, including all cash and literature stocks.
- 4. Provide the Subcommittee with literature pricing calculations.
- 5. Assume all duties of unfilled positions of the Subcommittee.
- 6. Attends Executive Body meetings

Terms:

1. 12 month term from January to December.
2. Two consecutive terms is a maximum.

B. Vice Chair Person

Qualifications:

1. Clean time requirement of one year.
2. A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts.
3. A willingness to serve.

Description of Duties:

1. Regular and timely reporting to the GLAASC on all matters concerning the Subcommittee.
2. Maintain and direct order at each Subcommittee meeting.
3. Maintain physical custody of the Subcommittee's inventories, including all cash and literature stocks.
4. Provide the Subcommittee with literature pricing calculations.
5. Assume all duties of unfilled positions of the Subcommittee.
6. Attends Executive Body meetings

Term:

1. 12month term from January to December.
2. Two consecutive term maximum.

C. Secretary

Qualifications:

1. Clean time requirement of 6 months.
2. Working knowledge of the 12 Steps, 12 Traditions, 12 Concepts.
3. A willingness to serve.

Description of Duties:

1. Attends all GLA Literature Sub Committee Meetings.
2. Takes and distributes minutes of GLA Sub Committee functions.
3. Maintains a file of works in progress.
4. Voting member of the GLA Literature Sub Committee.
5. Receives and files archive material checking of the archive list.

Term:

1. A 13 month term from November to December of the following year.
2. A two consecutive term maximum.

#### **IV. INVENTORY MANAGEMENT**

- A. All literature sold through the Subcommittee shall be approved by Narcotics Anonymous World Services (NAWS).
- B. Literature shall be priced to cover all costs incurred (price, tax, shipping, etc) but not to produce profit. Literature pricing adjustments must be reported to and approved by the GLAASC the month prior to taking effect.
- C. All cash collected from sales during a month shall be reported by the Subcommittee Chair during their regular report; cash collected during a regular GLAASC meeting shall be reported at the end of that meeting, either by announcement of the Subcommittee Chair or by the GLAASC Treasurer during their Closing Report.
- D. Payment for literature is due upon receipt by cash or check / money order made payable to the GLAASC.
- E. Payment for literature re-stocks shall be made directly from the GLAASC general fund in the form of a check drafted to the supplier for the exact amount of the literature sold during the previous month.
- F. Maintains literature stockpile of \$2500.00

#### **V. GUIDELINES AMENDMENTS**

Changes to these guidelines require approval from the GLAASC.