

UNCOAST AREA OF NARCOTICS

ANONYMOUS

AREA SERVICE COMMITTEE

LITERATURE

SUBCOMMITTEE

POLICIES & PROCEDURES



Literature Subcommittee Policy and Guidelines

Mission : The Literature Subcommittee serves two primary purposes.

- Acquisition and distribution of NA literature to groups and subcommittees
- Participates in the development and approval of new NA literature

Acquisition of NA literature and Approved Ancillary Items (Ancillary items include literature racks, key tags, medallions, and special orders.)

All NA literature is acquired from an approved source (Florida RSO, NAWS, etc.).

Inventories are to be kept at the stocking levels determined through cooperation between the Treasurer and the Literature Chair.

All literature and ancillary items are acquired and distributed according to the guidelines of the Fellowship Intellectual Property Trust (http://www.na.org/admin/include/spaw2/uploads/pdf/legal-sales/2012_FIPT_Final.pdf).

Distribution of NA Literature and Approved Ancillary Items

NA literature is distributed at Area Service.

Literature orders must be received by the Literature Subcommittee (literature@uncoastna.org) no later than the Sunday before ASC.

Orders received during ASC will be delivered the following month at ASC.

Fiscal Integrity: All moneys collected (check, money order, or cash) are to be turned over to the Area Treasurer no later than the end of that month's ASC.

Membership

The Facilitator (Chair)

- Is elected by the groups according to the qualifications and processes described in the ASC Policy pertaining to a Subcommittee Chair
- Is responsible to turning over all funds received to the ASC Treasurer according to ASC Policy
- Is the single point of accountability for all matter related to Literature in the Uncoast Area
- Reports to the Area Service Committee (ASC) both a written and oral report of the activities, plans, challenges, and budget at its regularly scheduled meetings
- Prepares an agenda for and presides over each subcommittee meeting
- Upholds the Traditions, the Concepts, and ASC Policy in all matters
- Submits annual budget to ASC in October
- Coordinates literature distribution to all groups and subcommittees in the Uncoast Area
- Tracks inventories
- Orders supplies within budgetary guidelines
- Possesses at least basic level computer skills

The Co-facilitator (Vice-Chair)

- Is training to be the Facilitator the following term.
- Has the willingness to give the time and resources to do the job
- Has the leadership ability to perform the duties of the Facilitator in that person's absence.

- Has the knowledge, skills, and aptitudes to perform the duties of any vacant subcommittee positions

Subcommittee Members

- There are no clean time or experience requirements for membership on the Literature Subcommittee
- Members are expected to be available at all ASC meetings and at other times as needed for processing orders