

Southern Utah Area Literature Subcommittee Guidelines

I. Definition and Purpose of the Subcommittee:

The Southern Utah Area Literature Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous. The primary purpose of the Subcommittee is to maintain an adequate supply of Narcotics Anonymous (NA) Literature and have it available at the ASC business meeting. The Subcommittee facilitates the evaluation process for any NA literature from the fellowship. In all its proceedings the Subcommittee shall adhere to The Twelve Traditions, Twelve Concepts of Service of NA, the resources of A Guide to Local Services and 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 ASC.
- B) Stocks and makes available review and approval-form literature.
- C) Serves as a communication link in all matters of literature between the groups, SUANA and the World Service Committee.
- D) Holds scheduled Subcommittee meetings
- E) Communicates and disburses all information to assisting members.
- F) Distributes Literature to all groups via NASU ASC meetings.
- G) Provides representation and participation in the NASU ASC.
- H) Elects and/or appoints members to fulfill the needs of the Subcommittee.
- I) Maintains an archive of all Subcommittee minutes.

III. Structure of elected positions:

The elected positions of the Subcommittee shall consist of a Chairperson, Co-Chairperson, and Secretary. All positions, with the exception of the Chairperson, who is elected by the NASU ASC, are elected by the Subcommittee.

If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Co-Chairperson will automatically assume the position of the chairperson until the next NASU ASC meeting where a new Chairperson will be elected or appointed.

V. Qualifications and Duties of Elected Committee Members:

- A. *Chairperson:* Elected by the NASU ASC and shall fulfill the NASU requirements of a Subcommittee Chairperson. These responsibilities include:
 - 1. Attends and provides written reports of all monthly activities and inventories at each NASU ASC meeting.
 - 2. Announces and holds scheduled Subcommittee meetings.
 - 3. Prepares an agenda for and maintains order at each meeting.

4. Submits annual budgets for approval to the NASU ASC, at the beginning of each elected year.
5. Elects or appoints other committee members as necessary.
6. Channels all funds to the Treasurer of the NASU.
7. Assists facilitate group literature orders
8. Signer on account
9. One (1) year commitment

B. *Co-Chairperson*: elected by the Subcommittee. Suggested clean time requirement of two year. Responsibilities to the Subcommittee include:

1. Assumes the duties of Chairperson in the case of Chairperson's absence.
2. If the office of Chairperson should become vacant, the Co-Chairperson assumes the duties until a Chairperson is elected or appointed by the NASU ASC.
3. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
4. Responds to all inquiries of members relating to policy and procedure.
5. Assists facilitate group literature orders
6. One (1) year commitment with acclimation into Chairperson

C. *Secretary*: Suggested clean time requirement of six months. Responsibilities to the Subcommittee include:

1. Records minutes of all meetings of the Subcommittee and maintain archives of prior meeting minutes and related materials.
2. Copies and distributes minutes from Subcommittee meetings.
3. Keeps current records of all Subcommittee members including addresses, phone numbers, and e-mail addresses.
4. Attends all Literature Subcommittee Meetings and assists the Chairperson with the money handling duties.
5. Assists facilitate group literature orders

VI. Procedure for Inventory Management

- The Subcommittee shall maintain a literature inventory of no less than \$1500.00 and no more than annual budget.
- The total of funds and inventory shall not exceed annual budget. When the value of the inventory and funds exceeds this amount, the excess funds will be available NASU ASC for general expenses.
- An accurate continuous inventory shall be kept monthly.
- Physical inventory shall be taken every elected year or upon the election of the new Subcommittee Chairperson and reported to the NASU ASC.
- An interim sample physical inventory of 10% of the fastest moving items shall be monthly to check the accuracy of the continuous inventory.

VII. Procedures for Accepting and Filling Orders

A) An order is placed by:

- Website/email

- The website location of the order form is in Google Drive
- The email address for sending the order form is: literature@nasouthernutah.
- Orders for website and email are taken until 12:00 Midnight on the Sunday prior to the NASU ASC Meeting.
- Phone call/text to Subcommittee Chairperson.
 - Phone orders are taken until 12:00 Midnight on the Sunday prior to the NASU ASC Meeting.
- *IF* all else fails at the NASU ASC business meeting.
 - Orders that are placed at the area are taken until the beginning of the business meeting.

B) Books, manual's, and booklets will be rounded to the nearest half dollar (.50), IP's, service pamphlet's, and key tags/medallions will be rounded to the nearest dime (.10), and specialty items will be rounded to the nearest quarter (.25) to cover shipping cost.

C) Payment for literature is due upon receipt by cash.

D) Order accuracy must be confirmed upon receipt of order. Any discrepancies must be addressed by the beginning of the NASU ASC meeting.

E) Special orders placed to the WSO will be placed one week after the NASU ASC and requires a prepayment.

VIII. Procedures for Review of NA Literature

A.) The Subcommittee facilitates the evaluation process for any NA literature from the WSO. The Subcommittee will follow the procedures outlined in the Handbook for NA Literature Committee for these processes.

B.) The literature committee also evaluates any local fellowship NA literature such as newsletters and/or writings that wished to be put into future NA literature. The Subcommittee will follow the procedures outlined in the Handbook for NA Literature Committee for these process