

## **LITERATURE DISTRIBUTION SUB-COMMITTEE GUIDELINES**

### **PURPOSE:**

To procure from the Regional Service Office all literature and related items and distribute them at the group level. To procure and distribute meeting lists from the Literature Committee as needed. Distribution is done largely at the monthly Area Service Committee meeting and is also available as required throughout the month.

### **TRUSTED SERVANTS AND MEMBERSHIP:**

Chairperson, Vice-Chairperson and general members.

### **QUALIFICATIONS AND RESPONSIBILITIES:**

**Chairperson:** *Nominated and elected by the South Broward Area Service Committee*

1. Three (3) years clean time;
2. Six (6) months prior involvement on Literature Distribution Sub-committee;
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Knowledge of purchasing and inventory

The Literature Distribution Chairperson is responsible for purchasing inventory. He/she maintains records, fills literature orders, sells meeting lists at established price, fills out report in the form of a balance sheet and submits it to the Administrative Committee at each ASC. He/she must attend all ASC meetings and attend the meeting with the ASC Vice-Chairperson prior to the ASC. He/she submits a written report at each ASC which includes literature purchases, sales, starter kits, etc. to be included in the minutes. He/she should acquaint him/herself with the South Broward Area Service Policy.

**Vice-Chairperson:** *Nominated and elected by the Literature Distribution Sub-Committee by its voting members.*

1. Two (2) years clean.
2. Three (3) months prior involvement on the Literature Distribution sub-committee.
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The Vice-Chairperson assists the chairperson at the ASC meeting. This is a two (2) year commitment. The first year is spent becoming familiar with the position of chairperson and filling in for them in his/her absence. The second year he/she becomes the chairperson with a vote of acclimation from the ASC. He/she should acquaint him/herself with the duties and responsibilities of the Literature Distribution Chairperson and become familiar with the South Broward Area Policy.

### **General Members:**

1. No clean time requirement
2. Willingness to fulfill the commitment;
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Assists the Chairperson in whatever capacity he/she is needed.

## SOUTH BROWARD AREA POLICY

### **AGENDA FOR SUB-COMMITTEE MEETING:**

1. Open meeting with the Serenity Prayer
2. Read the Twelve Traditions
3. Establish voting members
4. Review Sub-Committee business
5. Old business
6. New business
7. Review business of the day
8. Announcements
9. Establish next meeting date, time and place
10. Close meeting with the Serenity Prayer

### **BUDGET:**

Budget is \$2,000 per month, which includes the literature order from RSO and meeting lists. Supplies, which may be needed, include: staples, bags, rubber bands, inkpads and stamps.

### **LITERATURE:**

1. GSR's, RCM's, Alternates, as well as the Administrative Committee and Sub-Committee chairpersons are to receive copies of Policy with five (5) extra copies available.
2. The Policy Package will be sold at cost when replacing, lost, or stolen copies. Free to all new groups and when updates are issued.
3. Old outdated meeting lists in the ASC's possession will be destroyed in an environmentally correct manor by the Literature Committee.
4. The procedure for literature purchases are as follows:
  - a. GSR's will put all group's money in an envelope marked with the group's name, the GSR's name and the total money amount enclosed, which includes, the literature amount requested and the donation amount.
  - b. The Sub-Committee will check dollar amounts while filling groups' orders and report any differences in dollar amounts to the treasurer.
5. Group Starter Kit shall include:
  - a. One (1) "Reading Card Set"
  - b. One (1) "Group Booklet"
  - c. One (1) "Policy Package"
  - d. One (1) *Narcotics Anonymous Basic Text*
  - e. One (1) *It Works: How and Why*
  - f. Twenty (20) Meeting Lists
  - g. Ten (10) "White Booklets"
  - h. Ten (10) White Key Tags
  - i. Five (5) each I.P.'s 5-9, 11-16, 19, 20, 22, 23
  - j. Three (3) each I. P.'s "In Times of Illness" and "The Group"
  - k. Five (5) each Key Tags 30, 60 and 90 days; 6 and 9 months
  - l. Two (2) each 1 year "Moon Glow" Key Tag
  - m. One (1) Gray and one (1) black and gold key tag