

## **2013 Santa Cruz Area Literature Committee Guidelines**

**Our Purpose:** To supply the Santa Cruz Area Narcotics Anonymous Fellowship with literature and to maintain a supply of literature to meet the fellowship's demands.

### **Functions:**

1. To maintain the literature supply by placing orders with the RSO on a monthly basis.
2. To hold regular monthly subcommittee meetings.
3. To distribute literature at the monthly ASC meeting and as needed at local Activities Committee Events.
4. To maintain a general checking account as follows:
  - a. Two signatures are required on the account for withdrawals.
  - b. A prudent reserve of \$500 will be maintained, with a maximum balance of \$2,000.
  - c. Financial records will be maintained, based on a fiscal year July 1 – June 30.
5. To process special orders as they occur.
6. To update guidelines once every year.

**Participants:** The Literature Subcommittee shall be comprised of a Chairperson, a Vice Chairperson, a Treasurer, a Secretary, and any other members who want to be part of the committee.

### **Chairperson**

**Term of Service:** One Year

#### **Requirements:**

- Two Years Clean
- A working knowledge of the 12 steps, traditions, and concepts of service.
- Ability to head subcommittee meetings.

#### **Duties:**

- Supervise the Literature Sales Table's purchases and sales.
- Maintain and keep all Literature Subcommittee's records.
- Co-sign on all bank account transactions.
- Coordinate all Literature subcommittee functions.
- Be responsible for storage and care of literature.
- Attend all Literature Subcommittee functions.

### **Vice Chairperson**

**Term of Service:** One Year

#### **Requirements:**

- Two Years Clean
- A working knowledge of the 12 steps, traditions, and concepts of service.
- Ability to head subcommittee meetings in the Chairperson's absence.

- It is suggested that the Vice Chairperson be interested in becoming the Chairperson in the following year.

**Duties:**

- Assist the Chairperson in supervising the Literature Sales Table's purchases and sales.
- Assist the Chairperson in maintaining and keeping all Literature Subcommittee's records.
- Attend all Literature Subcommittee functions.
- Act as Chair in the event of the Chairperson's absence.

**Treasurer**

**Term of Service:** One Year

**Requirements:**

- Two Years Clean
- A working knowledge of the 12 steps, traditions, and concepts of service.
- The Treasurer must demonstrate personal financial responsibility.

**Duties:**

- Maintain the Literature Subcommittee's bank account and financial records, and report on them at ASC and at Literature Subcommittee Meetings.
- Pay invoices and expenses.
- Attend all Literature Subcommittee Functions.

**Secretary**

**Term of Service:** One Year

**Requirements:**

- Six Months Clean
- A working knowledge of the 12 steps, traditions, and concepts of service.

**Duties:**

- Attend all Literature Subcommittee Functions.
- Take minutes during Literature Subcommittee meetings and bring them back for approval at the following month's meeting.
- Assist the Chairperson and Vice Chairperson as needed with Clerical Tasks.

**Members**

Anyone with a desire to serve

**\*\*Officers may be elected for an additional one year term. \*\***