

Granite State Area Literature Subcommittee Guidelines

March 2019

Article I

Name

For internal purposes, the name of this subcommittee shall be the Granite State Area Literature Subcommittee (GSALS). For all state and Federal purposes, this entity shall be named the Literature Committee of NA.

Article II

Purpose

- 1) To serve as a communications link in matters pertaining to literature between the group and literature committees on the levels of area, region, and world.
- 2) To provide a forum and an atmosphere where members may contribute to the development and creation of NA literature.
- 3) To maintain an adequate supply of Narcotics Anonymous Literature (Including key tags and medallions {from 1 year to 35 years}) and have it available for sale between the hours of 8:30 A. M. and 9:10 A. M. the day and location of the Granite State Area service committee meeting.
 - A) Inventory is not to be accessed by anyone that does not hold a position on the GSALS.

Article III

Subcommittee Function

- 1) To hold a subcommittee meeting not less than quarterly.
- 2) To prepare and follow all GSALS guidelines.
- 3) To sell literature to the groups and subcommittees of the GSA.
 - A) Sales team composition.
 - 1) Greeter
 - A) Greets GSRs and other customers, asking that they “please” check their orders for accuracy before leaving.

B) Takes orders from Computer Tech that have been invoiced and gives them to the treasurer when the purchaser is present for payment.

C) Assists treasurer by bundling ones into bundles of \$25.00, for easier counting at the end of sales.

2) Computer Tech

A) Takes orders that have been picked and checked by Q. C. and creates an invoice.

B) Prints out sales reports for the Literature Coordinator for making the next month's NAWS order.

3) Quality Control

A) Two workers who check each picked order by one reading off the pick order and checking it off as the other counts each item.

4) Order Taker

A) Takes orders from walk-in GSRs/customers, and creates a pick order on NAWS order form, with the group/customer name, the date, and whether or not they wish to pre-order anything that is not in stock.

5) Treasurer

A) Takes moneys from customers and returns correct change.

B) Counts total moneys in cash box, giving all but the following month's reserve to the chair person, for deposit to the AREA treasurer.

6) Order Pickers

A) Volunteers who pick the orders and give them to Q. C.

7) Literature Coordinator

A) Gets the inventory from storage and delivers it to sales area.

B) Sets up inventory tables so that items are in the order they appear on the NAWS order forms.

C) Attempts to resolve all customer and process related issues.

D) Keeps a list of pre-orders.

E) Returns inventory to storage.

F) All sales other than those taking place prior to the GSASC are at the discretion of the GSALS chairperson and must have at least three GSALS members present, one of which must be the chairperson, the vice chairperson or the Literature Coordinator.

G) All sales orders other than those sold to subcommittees are charged S&H in an amount to reflect operating costs.

H) To accept pre-orders for sales through the GSALS Gmail, granitestatenaliterature@gmail.com up until midnight the Friday before the Area Service Committee meeting.

I) To accept pre-paid pre-orders for all items sold by NAWS that are not included in regular inventory.

J) To conduct regularly scheduled workshops and open forums on literature relevant topics.

Article IV

Voting Policy

1) Voting participants: Any and all interested members who have attended at least one of the previous two subcommittee meetings.

2) Voting Procedure: To be a 2/3 majority in any and all matters that would change or amend GSALS guidelines in any way. Any other matters require a simple majority.

Article V

Subcommittee Composition

(Positions 6 and 7 can be filled by positions 1, 2 or 5)

1) Chairperson

2) Vice Chairperson

3) Treasurer

4) Co-signer of GSALS funds (Area Treasurer)

5) Secretary

6) Literature Coordinator

7) Computer Tech

A) Because life happens, AT LEAST two members of the GSALS should know how to fill this position at sales.

Article VI

Election of Trusted Servants

1) All trusted servant positions are elected in September.

A) All elected servants of the GSALS (excepting the chairperson, who is elected by the GSASC) are elected by the GSALS

2) Trusted servant positions are elected for a term of one year or until successors are elected. New terms of service begin the ASC immediately following the September elections.

3) No trusted servant is eligible to serve more than two terms consecutively in the same office, unless approved by 2/3 vote of GSALS.

4) Clean time requirements are as follows:

A) Chairperson: 3 years

B) Vice Chairperson: 3 years

C) Treasurer: 1 years

D) Secretary: 1 year

E) Literature Coordinator: 3 years

F) Computer Tech: 1 year

Article VII

Duties and Requirements of Trusted Servants

1) Chairperson

A) Should have at least one year of experience on a literature subcommittee and a willingness to serve.

B) Should have a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve concepts of Narcotics Anonymous.

C) Should have a willingness to donate one's time and resources.

D) Should attend all meetings of the GSALS and chair said meetings in an orderly fashion.

E) Should prepare and follow an agenda for each GSALS meeting.

F) Should attend and represent the GSALS at all ASC meetings and submit a report*, including a financial inventory as appropriate. Financial inventory should include, but is not limited to, the following:

- 1) Previous month's NAWS order
- 2) Any subcommittee orders
- 3) Expenditures for the month
- 4) Sales for the present month.
- 5) Area deposit.

* MUST include name of Trusted Servant who holds the key and access card to storage, per ASC guidelines.

G) Should appoint Ad-Hoc chairpersons as needed

H) Should insure that the Twelve Traditions are upheld in all matters

2) Vice Chairperson

A) Should have at least six months of experience on a literature subcommittee and have a willingness to serve.

B) Should have a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.

C) Should assist the Chairperson in writing the report, if needed.

D) Should be willing to donate one's own time and resources.

E) Should attend all workshops and meetings of the GSALS.

F) Acts as chairperson in the case of the chairperson's absence.

G) If office of chairperson becomes vacant, to serve as chairperson until confirmed by ASC or a new chairperson is elected.

3) Secretary

A) Should have six month of experience on a literature subcommittee and a willingness to serve.

B) Should attend all GSALS workshops and meetings.

C) Should keep an accurate set of minutes of all GSALS workshops and meetings.

4) Treasurer

- A) Should abide by Article VIII of the GSALS guidelines.
- B) To be the custodian of the GSALS funds.
- C) To give reports of the receipts and disbursements at each regular GSALS meeting.
- D) Should attend all GSALS workshops and meetings.
- E) To disperse funds as necessary in accordance with GSALS decisions if funds become available for scheduled events.

5) Literature Coordinator

A) Orders literature from NAWS as needed by using the sales report, pre-order list and orders received by subcommittees/ASC.

- 1) Keeps Area's credit card information to making the NAWS orders and does not give it to anyone but the chair, vice chairperson or treasurer in the case of being absent during the time the order must be placed.

B) Emails lists of inventory used to fill subcommittee orders and starter kits for the ASC to the GSALS email so that the Computer Tech can subtract items from current inventory, fills said orders, arranges delivery/pick-up of said orders and collects checks or invoices orders to turn over to the ASC treasurer for subcommittee reimbursement. (All item costs are the same as the NAWS order form to keep uniformity of pricing to simplify computer inventory, but subcommittee/ASC orders are discounted per NAWS discount and shipping policies)

1) Starter Kits:

- 1 An Introductory Guide to Narcotics Anonymous
- 1 Twelve Concepts for NA Service
- 1 In Times of Illness
- 1 The Group Booklet
- 1 NA: A Resource in Your Community
- 5 IP #2 The Group
- 2 IP #17 For Those In Treatment
- 1 IP #24 Money Matters: Self-Support in NA
- 5 IP #1 Who, What, How, and Why
- 5 IP #5 Another Look
- 5 IP #6 Recovery and Relapse

10 IP #7 Am I an Addict?
5 IP #8 Just for Today
5 IP #9 Living the Program
10 IP #11 Sponsorship
5 IP #12 The Triangle of Self-Obsession
5 IP #13 By Young Addicts, For Young Addicts
5 IP #14 One Addict's Experience
10 IP #16 For the Newcomer
5 IP #19 Self-Acceptance
10 IP #22 Welcome to NA
2 IP #23 Staying Clean on the Outside
1 IP #26 Accessibility for Those with Additional Needs
2 IP #27 For the Parents or Guardians of Young People in NA
10 IP #29 An Introduction to NA Meetings
1 Group Treasurer's Record Pad
5 Group Trusted Servants: Roles and Responsibilities
5 Principles and Leadership in NA Service
1 Group Readings (Set of 7)
10 White Keytars
10 Orange keytags
5 Green keytags
5 Red keytags
3 Blue keytags
3 Yellow keytags
2 Moonglow keytags
2 Grey keytags
2 Black kaytags

C) Obtains NAWS order forms as needed by the subcommittee.

D) Orders supplies as needed; sandwich bags for keytags at sales, totes for storage, and any other items deemed necessary by the GSALS.

E) Converts pre-orders from the GSALS gmail into pick orders, if the Computer Tech is unable to, to enable orders to be picked at 8:30 A. M. on the day of sales.

6) Computer Tech

A) Inputs all orders from NAWS into inventory.

- B) Creates invoices from all pre-orders for sales.
- C) Reports discrepancies in inventory at GSALS meetings.
- D) Creates sales reports.
- E) Subtracts all subcommittee/ASC orders from inventory.
- F) Trains others how to use the invoicing system as needed.

Article VIII
Financial Accountability

1) Transaction procedures:

- A) To be responsible for accurately tending money during operations.
- B) To make sure there is an accurate receipt detailing each transaction retained for the subcommittee's records.
- C) To count up monies collected during transactions, immediately following the completion of said transactions. This must be done with at least one other trusted servant of the GSALS present.
- D) Keep an accurate and legally binding ledger of all transactions. Upon request, these records can be audited at any time.
- E) The journal, ledger, and all supporting records must be made available to any NA member for general review. The journal and ledger will be made available upon request. The supporting records will be made available upon request within a 24-hour time period, unless infeasible.
- F) Must prepare monthly and yearly financial statements to be included in the monthly minutes and subcommittee year-end report.

2) Accounting periods

- A) Fiscal years begins June 1 and ends May 31.
- B) Fiscal year is broken into 12 periods consistent with the calendar year, with period 1 being June and period 12 being the following May.