



Kings/Tulare Area Service Committee  
Of  
Narcotics Anonymous  
Literature Subcommittee

Guidelines  
(Approved March 2010)

## **I. DEFINITION AND PURPOSE**

The Kings / Tulare Area Literature Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of Narcotics Anonymous members. The primary purpose of the Subcommittee is to assist the Kings / Tulare Area Service Committee (KTASC) in carrying the message of recovery by maintaining an adequate supply of Narcotics Anonymous (NA) Literature, available at the regular KTASC meetings as well as interim periods between KTASC meetings. In all proceedings the Subcommittee shall adhere to the Twelve Traditions, Twelve Concepts of NA Service, A Guide to Local Services, as well as 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 KTASC Groups.
- B.) Distributes literature to all Groups and Subcommittees of the KTASC.
- C.) Provides representation and participation to the KTASC.
- D.) Maintains and reports accurate and timely inventory records to the KTASC.

## **III. ELECTED POSITIONS**

- A.) Chair; elected by the KTASC. Suggested clean time two years.

Duties:

- 1. Regular and timely reporting to the KTASC on all matters concerning the Subcommittee.
- 2. Maintain and direct order at each Subcommittee meeting.
- 3. Maintain physical custody of the Subcommittee's inventories, including all cash and literature stocks.
- 4. Provide the Subcommittee with literature pricing calculations.
- 5. Assume all duties of unfilled positions of the Subcommittee.

- B.) Vice-Chair; elected by the Subcommittee. Suggested clean time two years.

Duties:

- 1. Attend all Subcommittee meetings.
- 2. Maintain accurate and timely accounting, including statements of literature inventory and cash-on-hand.
- 3. Assist the Chair with literature pricing calculations.
- 4. Attend KTASC regular meetings to assist in distributing literature and collecting money.
- 5. In the absence of the Chair, the Vice-Chair shall assume those duties until a new Chair can be elected by the KTASC.

- C.) Secretary; elected by the Subcommittee. Suggested clean time one year.

Duties:

- 1. Attend and records minutes of all Subcommittee meetings.
- 2. Maintain archives of all Subcommittee matters.

#### **IV. INVENTORY MANAGEMENT**

- A.) All literature sold through the Subcommittee shall be approved by Narcotics Anonymous World Services (NAWS).
- B.) Literature shall be priced to cover all costs incurred (price, tax, shipping, etc) but not to produce profit. Literature pricing adjustments must be reported to and approved by the KTASC the month prior to taking effect.
- C.) All cash collected from sales during a month shall be reported by the Subcommittee Chair during their regular report; cash collected during a regular KTASC meeting shall be reported at the end of that meeting, either by announcement of the Subcommittee Chair or by the KTASC Treasurer during their Closing Report.
- D.) Payment for literature is due upon receipt by cash or check / money order made payable to the KTASC.
- E.) Payment for literature re-stocks shall be made directly from the KTASC general fund in the form of a check drafted to the supplier for the exact amount of the literature sold during the previous month.

#### **V. GUIDELINES AMENDMENTS**

Changes to these guidelines require approval from the KTASC.