

Passaic County Area Service Committee *Literature Sub - Committee Policy*

Where – St. Brendan’s Church
Corner of Crooks & Lakeview Ave
Clifton, NJ

When – Every Second (2nd) Sunday of the Month (same time as PCASC)

Time – 1:00 pm – Show up about 30 minutes earlier to Set up (12:30pm)

Purpose: Narcotics Anonymous Fellowship–Approved Literature is a tool available to our NA Groups that assist in fulfilling their primary purpose of carrying the message to the addict who still suffers. Our literature is available to anyone, addict or non-addict, or for those who wish to purchase it, however, the Group level is our main distribution point for NA literature.

Qualifications for Chairperson:

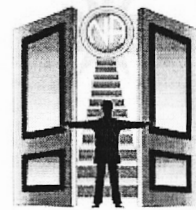
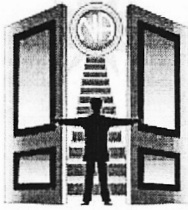
1. Two (2) years continuous abstinence of all mind and mood altering chemicals.
2. Elected at the (PCASC) March meeting, and takes office the following month (April) and serves for a term of 1 year or until Elections take place in March
3. A Legal Source of Income, (a job or self supporting)
4. Must have a valid address to receive UPS shipments of Literature and/or personal transportation to pick up missed shipments at your local UPS office or you can go to the G.N.Y.R.S.O. office in New York to pick up.

(Area not responsible for reimbursement of traveling expenses and is not affiliated with UPS in any way)

5. Working knowledge of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous.

Responsibilities of the Chair:

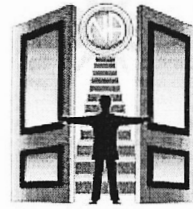
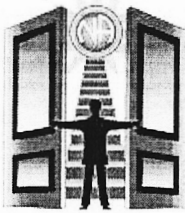
- ❖ The Committee will meet the same time and place where their Local Area Groups meet for Service. All Workshops, Review Committee’s, etc. will be specified by the Literature Chair. (See the Literature Handbook for help in formatting a meeting)
- ❖ To serve as a communication link on all levels between the Group, Area, Region, World in matters of all Literature.



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Responsibilities of the Chair (con't)

- ❖ To make Area aware of any and all Literature projects. If interested in taking part in any of the reviews, the Chair then schedules the meetings for anyone to attend.
- ❖ To maintain an adequate supply of Narcotics Anonymous Fellowship Approved Literature to meet the needs of the Local Area Groups, H&I, PI, or any individual. (Motion 01-10-10-11 (passed 02-21-10) – Not to stock/sell any Literature in PCASC that is not Fellowship-Approved
- ❖ Re-Stock of Literature is ordered from G.N.Y.R.S.O.,
154 Christopher Street, Suite 1A, New York City, NY 10014
(Phone) 1-212-929-6262 – Ext. 2 (Fax) 1-212-929-7153
** Literature Chair must make payment within 30 Days after receipt of shipment as per the Invoice. Make a copy of the Invoice give to the Treasurer and the Treasurer will Issue you the check to be mailed with a copy of the Invoice.
- ❖ The stock of Literature is at the discretion of the Literature chair to insure NO over stocking with something that may be discontinued or revised.
 1. Basic Text, It Works H&W, Just for Today, Step Working Guide – 50 Each
(depending on space available, or at the chair discretion)
 2. IP's – No more than 100 each with the exception of the pamphlets H&I and P.I. use regularly, for those, should be stocked at 200 each.
 3. Welcome Key Tags (White) should be stocked at 500 each, all others should be stocked at 100 each depending on quantity sold each meeting.
 4. Medallions should stock at:
(1 year – 5 year > 20 Each)
(6 year – 10 year > 15 Each)
(11 year – 25 year > 5 Each)
All others are specially ordered with advance notice



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Responsibilities of the Chair (con't)

5. All other Speciality Items such as Audio CD's, Pocket size books, covers, etc. can be ordered individually. If the Literature Chair is re-stocking the Literature then it can be ordered and the individual will not be responsible for the Shipping/Handling charges, However if the Literature is not being re-stocked it will be up to the individual for any and all shipping/handling charges.
- ❖ Hospital & Institution's & Public Relations have budgets in which no money is collected. They are to fill out an order form and give it to the chair. Their order is filled last (exceptions are made). Once the order is filled their costs are separate from the group or individuals and filed on the Treasurer Literature Report at the end of each meeting so the Treasurer can deduct the amount from their budgets.
 - ❖ Anyone may volunteer to help fill orders, any & all questions should be directed to the Chair or Vice Chair.
 - ❖ **Motion # 1-10-10-11** to get Board approved literature out of circulation at PCASC since we (Addicts) didn't get to approve the literature before printing. (#2204 – Disruptive & Violent Behavior) has been removed from Literature closet. No Literature that is not Fellowship-Approved is not to be stocked or sold in the PCASC unless directed otherwise by the PCASC
 - ❖ **Motion # 9-11-11-04** Literature is NOT to be given out or released till the end of Area Service.

Qualifications for Vice – Chairperson

1. One (1) years continuous abstinence of all mind and mood altering chemicals.
2. Fill any and all Responsibilities in the Chairperson's absence.
3. Work side by side with the Chair.