

## BEEHIVE AREA SERVICE COMMITTEE LITERATURE SUBCOMMITTEE GUIDELINES

### I. Definition and purpose of the Subcommittee

The Beehive Area Literature Subcommittee (hereafter referred to as the subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous. The primary purpose of the Subcommittee is to maintain an adequate supply of Narcotics Anonymous (NA) Literature and have it available at the Beehive Area Service Committee business meeting. The Subcommittee facilitates the evaluation process for any NA literature from the fellowship. In all its proceedings the Subcommittee shall adhere to The Twelve Traditions, Twelve Concepts of Service of NA, the resources of A Guide to Local Services and the Handbook for NA Literature Committee.

### II. Functions of the Subcommittee

1. Maintains an adequate supply of NA literature to meet the needs of Beehive Area Service Committee.
2. Provides the forum and atmosphere where members may contribute to the development and creation of NA Literature.
3. Distributes Literature to all groups via Beehive Area Service Committee meetings.
4. Provides representation and participation in the Beehive Area Service Committee meetings.

### III. Structure of elected positions

Chairperson is elected by the Beehive Area Service Committee. Vice Chairperson is elected by the Literature Committee.

### IV. Qualifications and Duties of Elected Committee Members:

A. **Chairperson:** Shall fulfill the Beehive Area Service Committee requirements of a Subcommittee Chairperson.

Suggested clean time requirements of two years. There responsibilities include:

1. Attends and provides written reports of all monthly activities at each Beehive Area Service Committee meeting.
2. Announces and holds scheduled literature review workshops.
3. Prepares an agenda for and maintains order for literature review workshops.
4. Channels all funds to the WSO.
5. Mails received area order form and check to WSO within 3 days of completion of the Beehive Area Service Committee meetings.
6. Transports all received literature to next Beehive Area Service Committee meetings.
7. Any literature materials that do not fit in the literature "box" will be transported from and to Beehive Area Service Committee meeting and all available or stored literature will be returned to the next Beehive Area Service Committee meeting.

B. **Vice Chairperson:** Elected by the Literature Committee. Suggested clean time requirement of one year.

Responsibilities to the Vice Chair include:

1. Assumes the duties of the Chairperson in case of Chairperson's absence.
2. If the office of Chairperson should become vacant, the Vice Chairperson assumes the duties until a Chairperson is elected or appointed by the Beehive Area Service Committee.
3. Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
4. Responds to all inquiries of members relating to literature policy and procedure.

### V. Procedures for Accepting and Filling Orders:

1. Orders will only be accepted until 1:45 PM on the third Sunday of the month, with the exception of orders totaling more than \$100.00 which will only be accepted until 1:30 PM on the third Sunday of the month.
2. Orders must be on the most current Beehive Area Service Committee literature order form.

3. Only orders from groups or subcommittees will be accepted.
4. The order form is given to the literature subcommittee then payment is made to area treasurer, receipt is then returned to literature subcommittee and literature is then provided.
5. Order accuracy must be confirmed upon receipt of order. Any discrepancies must be addressed by the end of the Beehive Area Service Committee meeting.

**VI. Procedures for Filling Back Orders and Special Orders:**

1. Back orders and special orders will require prepayment and will receive a receipt that will be returned to the literature subcommittee at the following months Beehive Area Service Subcommittee meeting in return for back ordered or special ordered items.

**VII. Procedures for Review of NA Literature:**

1. Subcommittee facilitates the evaluation process for any NA literature from the WSO. The Subcommittee will follow the procedures outlined in the Handbook for NA Literature Committee for these processes.