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# **Primary Purpose Area Literature Guidelines**

## **Revised January 2008**

### **Introduction:**

These guidelines set forth a description, of the purposes, and functions, suggested, by the Primary Purpose Area Literature Committee. They also describe, the Duties of Trusted Servants for the Area Literature Committee. The Literature committee used the Handbook for Narcotics Anonymous Literature committee, The Guide to Local Services, and The Guide to World Service handbook. To ensure proper procedure, was followed, for developing these guidelines.

### **ARTICLE I. Purpose and Functions:**

1. To serve, as a communication link, in all matters of literature, between the group, and other literature committees, on all levels Area, Region, and World.
2. To provide a forum, where NA members, may contribute, to the development, creation, translation, and distribution of NA literature.
3. To distribute, "starter kits", to new groups, after they announce their meetings at the ASC.
4. To develop, and submit budgets, to the ASC.
5. To prepare a quarterly newsletter for the Primary Purpose Area of Narcotics Anonymous.

### **ARTICE II. Trusted Servants and their duties:**

#### **Chairperson:**

1. Suggested clean time of 1 year, or more.
2. Attend, and chair, Literature Committee meetings.
3. Liaison between; Region, Area, and World Literature committee's.
4. Submit expense receipts to A.S.C. Treasurer, for reimbursement.
5. Submit order forms for new Literature, to the Area.
6. Maintain, and distribute starter kits to new groups.
7. Attend Regional Literature meetings, and submit a report, at the Monthly A.S.C., concerning; Area, Region,  
and World Literature Business.
8. Willingness to give the time, and resources, necessary to accomplish these objectives.
9. This position is a 1- year requirement.
10. Regular attendance at monthly Literature Committee Meetings is required.

#### **Vice Chairperson**

1. Suggested clean time of 1 year, or more.
2. Assit Chairperson as needed.
3. Chair Literature Committee meetings, when chairperson is not available.
4. Maintain close contact with chairperson, in order to facilitate literature Committee functions.
5. Serve as Secretary, when one is not present.
6. Attend Regional, and Area meetings, with Literature Chairperson.
7. This position is a 1-year requirement.

8. Willingness to give the time, and resources, necessary to accomplish these objectives.
9. Regular attendance at monthly Literature Committee Meetings is required.

**Secretary:**

1. Suggested clean time of 6 months, or more.
2. Takes minutes at the literature committee meetings. Distribute minutes, at the literature committee meetings, for approval.
3. Maintain updated phone/email list of literature committee members.
4. Send Literature committee minutes to all members, within two weeks after each meeting.
5. To review, and maintain, these guidelines, as necessary, when changes occur.
6. Willingness to give the time, and resources, necessary to accomplish these objectives.
7. This position is a 1-year requirement.
8. Regular attendance at monthly Literature Committee Meetings is required.

**ARTICLE III. Membership**

1. Membership is open to all addicts.

**ARTICLE IV. Voting Participants and Procedures**

1. Active membership is considered after attending 2 (two) consecutive sub-committee meetings.
2. Those addicts who have been defined as members of this subcommittee are eligible to vote on matters concerning literature work within the Area Service Committee.

**ARTICLE V. Nominations and Elections**

1. Nominations and election will be held yearly in accordance with Primary Purpose Area Service Committee. Refer to **Article V, Section 2, sub section C.**