

# GOLD COAST AREA POLICY MANUAL

## LITERATURE DISTRIBUTION SUBCOMMITTEE POLICY

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# **GOLD COAST AREA POLICY MANUAL**

## **LITERATURE DISTRIBUTION**

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# **GOLD COAST AREA POLICY MANUAL**

## **LITERATURE DISTRIBUTION**

### **SUBCOMMITTEE POLICY**

#### **1. PURPOSE**

- 01 To procure from the Regional Service Office all literature and related items and distribute them at the
- 02 group level. To procure and distribute meeting lists from the PR Subcommittee as needed.
- 03 Distribution is done largely at the monthly Area Service Committee meeting and is also available as
- 04 required throughout the month.

## 2. MEMBERSHIP and MONEY HANDLING

### A. GENERAL MEMBERS

- 1) One (1) day clean, holder of a white key tag.
- 2) The willingness to fulfill the commitment.
- 3) Willingness to learn about living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

DUTIES: Assists the Subcommittee in whatever capacity is needed.

### B. MEMBERSHIP and MONEY HANDLING PRIVILEGES

- 1) The size of the Subcommittee is at the discretion of the Chairperson.
- 2) Members with less than one (1) year clean time are limited to no money handling duties.

### 3. SUBCOMMITTEE TRUSTED SERVANTS

#### A. CHAIRPERSON

Nominated and elected by the ASC.

- 1) Three (3) years clean time.
- 2) Six (6) months prior involvement in the Literature Distribution Subcommittee.
- 3) An example of living recovery through application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- 4) Knowledge of purchasing and inventory.

DUTIES: Is responsible for purchasing inventory. Maintains records. Fills literature orders. Sells meeting lists at established price. Must attend all ASC meetings and attend the pre-ASC meeting with the ASC Vice-Chairperson. Should acquaint him/herself with the Gold Coast Area Service Policy.

#### B. VICE-CHAIRPERSON

Nominated and elected by the Activities Committee from its voting members.

- 1) Two (2) years clean time.
- 2) An example of living recovery through application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- 3) Knowledge of purchasing and inventory.
- 4) Required to attend ASC.

DUTIES: Assists the chairperson and fills in when necessary.

## 4. SUBCOMMITTEE MEETINGS and BUDGET

### A. AGENDA FOR MEETINGS

- 1) Opening Prayer
- 2) Reading of the Twelve Traditions
- 3) Review Subcommittee guidelines
- 4) Old business
- 5) New business
- 6) Review business of the day
- 7) Announcements
- 8) Establish next meeting time and place
- 9) Close meeting with prayer of choice

### B. MOTIONS

- 1) May be made and seconded by members.

### C. BUDGET

- 1) The annual budget must reflect supplies and operating expenses. Operating expenses may include such things as office supplies, photocopying, stamps, rent, etc.
- 2) The rolling budget for ordering literature and maintaining inventory shall be six thousand dollars (\$6000.00)

## 5. LITERATURE ORDERS and ACCOUNTING

### A. LITERATURE ORDER PROCESSING

- 1) Pre-orders emailed or texted to the Chairperson or Vice Chairperson prior to the ASC will be available before the ASC meeting begins.
- 2) Any special ordered item(s) over \$10.00 be pre-paid prior to ordering.
- 3) Same day, or written orders, received prior to the start of the ASC will be available as they are filled. Receipts with duplicates will be available on all transactions.
- 4) All groups shall receive 20 free meeting lists with their orders. Additional meeting lists may be ordered using the order form.
- 5) The Group Starter Kit will be distributed as requested and directed by the ASC; it consists of:
  - a) 20 meeting lists
  - b) 5 key tags of each color
  - c) 5 white books
  - d) 5 each of IP #7, #11, #16, #22
  - e) 1 group booklet
  - f) 1 set of reading cards.
- 6) The Literature Distribution Committee may sell literature to groups or addicts outside of our Area, as well as institutions in or outside of our Area
- 7) January Literature order shall include order for conference agenda reports as needed by area representatives and groups. A list of people/groups requesting reports to be made at Jan ASC.

## **B. SALES and ACCOUNTING**

- 1) The Literature Distribution Committee may have a \$50.00 change drawer.
- 2) At the end of the ASC, all cash receipts and credits are balanced and an accounting is submitted to the Treasurer at an agreed upon time but as soon as possible following the ASC.
- 3) All funds collected must be turned over to Area Treasurer within two (2) hours of the end of the ASC meeting. Any sales occurring between ASC meetings must either be deposited directly by the literature distribution chair into the ASC Bank account or turned over to the ASC treasurer within two (2) days of the transaction. The ASC treasurer will supply the literature distribution committee with a book of deposit slips.
- 4) All Subcommittees receive literature from Literature Distribution and pay full face value plus tax. If Literature Distribution cannot meet the immediate needs of the Area, it may go to the Region to purchase their literature order.
- 5) Submits a written report to the ASC Secretary for inclusion in the minutes which includes an inventory of all items on hand and on back order following the ASC meeting (using the existing Literature Order Form) and an itemized list of all sales and disbursements to groups, subcommittees and others.
- 6) When Lit. Distribution takes over in August 2005 that the cash register be used to hold all the money that is taken in by Literature Distribution.



## 6. LITERATURE INVENTORY and PURCHASE

### A. INVENTORY

- 1) Inventory is taken and assigned a dollar value. Confirmation is made of a Six Thousand Dollar (\$6,000.00) account balance.
- 2) ASC Chairperson, ASC Vice Chairperson, ASC Treasurer and ASC Assistant Treasurer along with the Literature Distribution Chairperson will perform an annual Literature Distribution audit to be held prior to August ASC.

### B. PURCHASING

- 1) Purchases are made as needed and arrangements are made directly with the RSO. Purchases are made based on sales and inventory.
- 2) An order is written based on sales and inventory and arrangements are made with the appropriate entity to purchase. Any back orders and specialty items over \$10 are paid in advance.
- 3) The Chairperson will make arrangements with the ASC Treasurer to pay the current month's literature bill with the appropriate entity.
- 4) For accounting purposes, the cost for requested printed ASC Policy Manuals for distribution will be charged to the Literature Distribution budget.
- 5) All contracts committing the Gold Coast ASC or its subcommittees (except convention) to amounts larger than \$500 are to be reviewed by the ASC Chair, ASC Vice-Chair and ASC Treasurer in conjunction with representatives from the committee wishing to enter into the contract. All such contracts are to be signed by the ASC Chair or the ASC Treasurer in the Chair's absence.