



NYCASC

New York City Area Service Committee

of

Narcotics Anonymous

Literature Subcommittee Policy

Guide Lines of NYCASC Literature Subcommittee Policy

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Literature Sub Committee was established in the **New York City Area Service Committee**. Producing literature (formally published written material) to help full fill our primary purpose: **Our primary purpose for carrying the message to the addict who is still suffering.**

1a. **Tasks**

This Literature distributor is responsible for purchasing NA Literature through the RSO and distributing literatures and item to the GSR's.

Literature orders will all be pre-ordered and may be picked up at the NYCASC meeting

After the NA literatures are all distributed, the trusted servant is responsible for putting all the literature away.

Responsible for all NA Literatures, inventories, records and attend the NYCASC meeting

Of

At the end of every Area meeting that all money orders will be turned over to the NYCASC Treasurer

To make sure that all money orders amount correspond to the groups order form

At the end of the NYCASC meeting, all literatures should be lock up

2. **Activities**

To distribute literature materials to the group's and keep written reports and maintain inventories to the Local Groups NYCASC.

3. **Responsibility**

To attend monthly steering and regular meetings at New York City Area Service committee.

To assure accountability, maintains complete record of all transactions and give reports to the NYSACS. Maintain adequate inventory of NA literature distribution for Area Service Committee at monthly meetings.

Performs regular audits to ensure that literature disbursements are reasonably accounted

for.

Removal from subcommittee with 3 absences within the yearly commitment will result in a discussion for removal by the NYCASC.

4. Literature Distribution Chairperson Qualifications

3 years clean time

1 year Area Service

An understanding of the 12 Steps, 12 Traditions, & the 12 Concepts of NA

The ability to make a 1year commitment to the NYCASC; not to exceed 2years