

# GOLD COAST AREA POLICY MANUAL

## LITERATURE REVIEW SUBCOMMITTEE POLICY

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# **GOLD COAST AREA POLICY MANUAL**

## **LITERATURE REVIEW**

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# GOLD COAST AREA LITERATURE REVIEW SUBCOMMITTEE POLICY

## 1. PURPOSE

01 All Conference approved literature published for Narcotics Anonymous is produced from within the  
02 Fellowship. These items may be initiated by individuals, but true group conscience is obtained  
03 initially through the efforts of the Area Subcommittee. The Literature Subcommittee can initiate  
04 and/or produce review form items. They should also use meetings and/or workshops to collect input  
05 from the Fellowship on review and input form literature and to inform the Fellowship about approval  
06 form literature so that a true group conscience can be forwarded through the service structure to the  
07 World Service Conference.

## 2. SUBCOMMITTEE MEMBERSHIP

### A. GENERAL MEMBERS

- 1) One (1) day clean time to get involved.
- 2) The willingness to fulfill the commitment.

DUTIES: It is required that you attend the Subcommittee meetings. If you are unable to attend, please call the Chairperson or the Vice-Chairperson. If you do not call/attend for two (2) consecutive meetings you lose your voting privileges until reestablished. Can assist in all work by this Subcommittee. May provide ideas for new literature and input on review form items.

### B. VOTING PRIVILEGES

- 1) Voting members of the Subcommittee shall be all literature Committee members, with the exception of the Chairperson, who have participated for a period of two (2) consecutive meetings. Privilege is established at the start of the third meeting.
- 2) Voting privileges are lost after missing two (2) meetings; privilege is reestablished after attending two (2) consecutive meetings at the start of the third meeting.

### 3. SUBCOMMITTEE TRUSTED SERVANTS

#### A. CHAIRPERSON

Nominated and elected by the ASC.

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

DUTIES: Is responsible for review and input form and approval form literature from the World Service Conference Literature Committee. Should hold meetings and/or workshops to inform the area fellowship about these items and to collect input on these items and forward them to the Regional Service Literature Committee and World Literature Committee. Arranges times and agendas for all Subcommittee meetings and workshops and communication with other committees. Acts as liaison between the Area and the Literature Subcommittee. Must attend all ASC meetings and give an oral and written report to include a financial account of monies spent. Must attend the meeting with the ASC Vice-Chairperson prior to the ASC. Is responsible for utilizing the most cost effective method of preparing all materials, that is, review form literature, workshop materials (i.e.: hand copying, collating, etc.). Must attend all RSC meetings. Should acquaint him/herself with the Gold Coast Area Service Policy.

#### B. VICE-CHAIRPERSON

Nominated and elected by the Literature Review Subcommittee from its voting members.

- 1) One (1) year clean time.
- 2) Three (3) months prior involvement in the Literature Review Subcommittee.
- 3) An example of living recovery through application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

DUTIES: Fills in for Chairperson when needed. Assists Chairperson in maintaining order in Subcommittee meetings. Works closely with the Chairperson in planning and executing all the committee's activities. Should attend all Literature Committee meetings.

**C. SECRETARY**

Nominated and elected by the Literature Review Subcommittee from its voting members.

- 1) Six (6) months clean time.
- 2) Secretarial experience and some organizational ability.

Takes accurate minutes at Subcommittee meetings and will make copies available upon request.

Assists the Chairperson in typing and mailing all communication with other committees.

## 4. SUBCOMMITTEE MEETINGS and FINANCES

### A. AGENDA FOR MEETINGS

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

### B. MOTIONS

- 1) May be made and seconded only by voting members.

### C. QUORUM and VOTING

- 1) A quorum is a simple majority of the voting members. Once a quorum is established at each meeting, it stays throughout the meeting.
- 2) In the event of a tie, the Chairperson will exercise his/her right to break such tie.

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40 3) These voting procedures apply to regular Subcommittee meetings as opposed to workshops.

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42 4) Anyone attending a workshop on review and input literature may vote.

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47 **D. BUDGET**

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49 1) Annual budget for general operating expenses, these should include office supplies, art  
50 supplies, postage, copies, meeting hall fees, etc.

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52 2) RSC TRAVEL: The Chairperson, or Vice-Chairperson in their absence, are reimbursed up to  
53 Fifty Dollars (\$50.00) for travel and hotel expenses per RSC. Monies can be obtained in  
54 advance upon request.

55  
56 3) All contracts committing the Gold Coast ASC or its subcommittees (except convention) to  
57 amounts larger than \$500 are to be reviewed by the ASC Chair, ASC Vice-Chair and ASC  
58 Treasurer in conjunction with representatives from the committee wishing to enter into the  
59 contract. All such contracts are to be signed by the ASC Chair or the ASC Treasurer in the  
60 Chair's absence.