

## **Mile High Area Service Committee Literature (MHASC) Subcommittee Guidelines**

### **I. Definition and Purpose of the Subcommittee:**

The Mile High 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 MHASC 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:**

- A) Maintains an adequate supply of NA literature to meet the needs of the MHASC.
- B) Stocks and makes available review and approval-form literature.
- C) Serves as a communication link in all matters of literature between the groups, MHASC, Colorado Region, and the World Service Committee.
- D) Provides the forum and atmosphere where members may contribute to the development and creation of NA literature.
- E) Holds scheduled Subcommittee meetings
- F) Communicates and disburses all information to and from volunteers.
- G) Distributes Literature to all groups via MHASC meetings.
- H) Provides representation and participation in the MHASC.
- I) Elects and/or appoints members to fulfill the needs of the Subcommittee.
- J) Maintains an archive of all Subcommittee minutes.

### **III. Structure of elected positions:**

The elected positions of the Subcommittee shall consist of a Chairperson, Vice-Chairperson, and Secretary/Treasurer. All positions, with the exception of the Chairperson, who is elected by the MHASC, are elected by the Subcommittee.

If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next MHASC meeting where a new Chairperson will be elected or appointed.

### **V. Qualifications and Duties of Elected Committee Members:**

- A. *Chairperson:* Elected by the MHASC and shall fulfill the MHASC requirements of a Subcommittee Chairperson. These responsibilities include:
  - 1. Attends and provides written reports of all monthly activities and inventories at each MHASC meeting.
  - 2. Announces and holds scheduled Subcommittee meetings.
  - 3. Prepares an agenda for and maintains order at each meeting.

4. Submits quarterly budgets for approval to the MHASC, one quarter in advance.
5. Elects or appoints other committee members as necessary.
6. Channels all funds to the Treasurer of the MHASC.

B. *Vice-Chairperson*: elected by the Subcommittee. Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:

1. Assumes the duties of Chairperson in the 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 MHASC.
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 policy and procedure.

C. *Secretary/Treasurer*: Suggested clean time requirement of one year. Responsibilities to the Subcommittee include:

1. Records minutes of all meetings of the Subcommittee and maintain archives of prior meeting minutes and related materials.
2. Copies and distributes minutes from Subcommittee meetings.
3. Keeps current records of all Subcommittee members including addresses, phone numbers, and e-mail addresses.
4. Attends all MHASC Meetings and assists the Chairperson with the money handling duties.

## **VI. Procedure for Inventory Management**

- The Subcommittee shall maintain a literature inventory of no less than \$5000.00 and no more than \$7000.00.
- The total of funds and inventory shall not exceed \$7000.00. When the value of the inventory and funds exceeds this amount, the excess funds will be available MHASC for general expenses.
- An accurate continuous inventory shall be kept at all times.
- Physical inventory shall be taken every June or upon the election of the new Subcommittee Chairperson and reported to the MHASC.
- An interim sample physical inventory of 10% of the fastest moving items shall be quarterly to check the accuracy of the continuous inventory.

## **VII. Procedures for Accepting and Filling Orders**

A) An order is placed by:

- Website/email
  - The website location of the order form is:  
<http://www.nacolorado.org/denver/literature.html>
  - The email address for sending the order form is listed at the above website.

- Orders for website and email are taken until 12:00 Noon on the Saturday prior to the MHASC Meeting.
- Phone call to Subcommittee Chairperson.
  - Phone orders are taken until 12:00 Noon on the Saturday prior to the MHASC Meeting.
- ***IF*** all else fails @ the MHASC business meeting.
  - Orders that are placed at the area are taken until the business meeting break at the area meeting. All information on the order form must be complete to process the order.

B) Literature will add 10% to all orders. 6% goes to shipping, 4% goes to generate funds for the MHASC. Subcommittees are excluded.

C) Payment for literature is due upon receipt by check or money order.

D) Order accuracy must be confirmed upon receipt of order. Any discrepancies must be addressed by the end of the MHASC meeting.

E) Special orders placed to the WSO will be placed by the 15<sup>th</sup> of the month and requires a prepayment.

### **VIII. Procedures for Review of NA Literature**

A.) The 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.

B.) The literature committee also evaluates any local fellowship NA literature such as newsletters and/or writings that wished to be put into future NA literature. The Subcommittee will follow the procedures outlined in the Handbook for NA Literature Committee for these processes.