

GUIDELINES FOR
THE EASTERN INLAND EMPIRE AREA
LITERATURE REVIEW SUBCOMMITTEE

Purpose:

The Primary Purpose of the Literature Review Subcommittee (LRS) is to carry the message of recovery in written form to the addict who suffers. All activities directed to that end shall be carried out in accordance with the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

Functions:

1. To review, evaluate, comment, and assist on new literature as received from any members of Narcotics Anonymous, from the Regional Literature Subcommittee, and from the World Literature Committee.
2. To review, evaluate, and comment on works in progress as submitted.
3. To develop new literature projects as the need is perceived.
4. To hold workshops to gather input on literature projects as the need is perceived.
5. To serve as a communication link in all literature matters between the EIE Area and Literature Review Committees at all levels of service.
6. To create and provide an area newsletter.

Trusted Servants: The trusted servants of the EIE LRS shall consist of the following:

1. *A Chairperson*
2. *A Vice-Chairperson*
3. *A Secretary / Treasurer*
4. *All Subcommittee Task Force Chairpersons*

1. *Chairperson:*

The Chairperson will be elected by the EIE Area Service Committee for a term of one (1) year. The EIE LRS will send the Subcommittee's nomination for chairperson to the Area Service Committee (ASC) in October of each year. It is suggested that the Chairperson have two (2) years of clean time and one (1) year of service on this subcommittee. Responsibilities include:

- a. To bring before the LRS matters that are to be acted upon by that subcommittee.
- b. To attend or delegate someone to attend the EIE ASC meeting.
- c. To provide an agenda for all LRS meetings.
- d. To preside over LRS meetings.
- e. To receive all LRS correspondence and coordinate with the secretary the subcommittee's response.
- f. To attend or delegate someone to attend the Southern California Regional Literature Review Subcommittee meeting.
- g. To act as the liaison between the area and Literature Review Committees at all levels of service.
- h. To distribute N.A. review and approval form literature to members of the committee
- i. To assign other tasks within this area of responsibility to other members of the committee when necessary.
- j. To make available regular written reports to the EIE ASC and Southern California Region.
- k. To have an understanding of the World Service Conference Literature Committee's Handbook for N.A. Literature Committees.
- l. To appoint a task force chairperson to deal with any specific matters needing group action and organization.

2. *Vice-Chairperson:*

The Vice-Chairperson will be elected by the active members of the LRS for a term of one (1) year. It is suggested that the Vice-Chairperson have one (1) year of clean time and at least six (6) months of service on this committee. Responsibilities include:

- a. To assume the responsibilities of the chairperson in the event of the chairperson's absence.
- b. To act a coordinator of task force committees.
- c. To carry out the policies and orders for the LRS as communicated by the chairperson.

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- d. To assist the chairperson in all duties of the LRS.
- e. To be available to help all LRS members find all resources available from N.A.
3. *Secretary / Treasurer*
The Secretary / Treasurer will be elected by active members of the LRS for a term of one (1) year. It is suggested that the Secretary / Treasurer have one (1) year of clean time and at least (6) months service experience including fulfillment of a money-handling position. Responsibilities include:
 - a. To record the LRS meeting minutes.
 - b. To copy and distribute these minutes.
 - c. To keep records of all LRS members, including addresses and telephone numbers.
 - d. To help the chairperson with all LRS correspondence.
 - e. To keep the LRS archives and files.
 - f. To keep the LRS treasury, where applicable.
 - g. To keep accurate financial records of all contributions and expenses, and to have these records available at all times.

Requirements and Duties of Voting Participants:

It is *required* that all participants shall have the following:

1. A willingness and desire to serve.
2. An understanding and practical experience of the Twelve Steps and Twelve Traditions of N.A., and a willingness to learn the Twelve Concepts.
3. Maintenance of clean time throughout participation.

Operational Guidelines:

1. The LRS shall hold regular monthly meetings at a time and place as designated by the chairperson and approved by a two-thirds (2/3) vote of all active members present. Special meetings may be called by a majority vote of the LRS members, or by the LRS Chairperson. Reasonable notice of such special meetings must be given to all LRS members.
2. All LRS meetings are open to any N.A. member.
3. Any interested member of N.A. becomes an active member of the LRS by attending two (2) consecutive LRS meetings.
4. Any active member of the subcommittee shall lose their vote by not attending two (2) consecutive LRS meetings.
5. An inactive member may have their vote restored by two-thirds (2/3) vote of all active members present.
6. All active members and officers of this subcommittee are eligible to vote.
7. Only active members may make a second of a motion.
8. All literature generated by the subcommittee must follow the Twelve Steps and Twelve Traditions of N.A. In addition, it must comply with the guidelines presented by the World Service Conference in the 'Handbook for Narcotics Anonymous Literature Committees.'
9. An officer may serve for more than two (2) consecutive terms of said office if no other qualified and interested member can be found.
10. All regular business will be decided by a simple majority vote of present active members.
11. A two-thirds (2/3) majority vote of all active voting members is required to amend the guidelines.
12. A Task Force Committee may be formed to deal with specific matters that need group action and organization. The LRS Chairperson shall appoint a Task Force Chairperson (TFC), and each TFC shall form their own committee. All Task Force actions must be approved by a simple majority vote of the LRS.
13. All expenditures in excess of \$20.00 must be approved by a two-thirds (2/3) majority vote of active voting members.