



**EASTERN INLAND EMPIRE AREA OF NARCOTICS ANONYMOUS**  
**LITERATURE DISTRIBUTION GUIDELINES**

**PURPOSE:**

To fulfill our primary purpose by purchasing and distributing Narcotics Anonymous literature to members and groups of Eastern Inland Empire of Narcotics Anonymous.

**MEMBERSHIP:**

The Literature Distribution Committee shall consist of administrative officers: Chairperson; Vice-Chairperson; Literature Disbursement person. Any member of Narcotics Anonymous who wishes to be a member at large.

**ELECTIONS:**

All officers shall be voted in at the Area Service Committee (ASC) meeting. Elected annually in November; training in December, Officers assume duties in January serving thru December. No members shall serve more than two (2) consecutive terms.

**REQUIREMENTS AND DUTIES OF CHAIR PERSON:**

- A. Clean time requirement of three (3) years.
- B. Working knowledge of the 12 steps, 12 traditions and 12 concepts of Narcotics Anonymous.
- C. Service experience at an Area level of one (1) year. Within the last five (5) years.
- D. Be custodian of the Literature Distribution bank account and be a co-signer on the account.
- E. Keep the Area Service Committee Literature Distribution financial ledger.
- F. Make a report of expenditures at each ASC meeting. Providing a verbal report of current month, and written report of previous months business.
- G. Submit all financial records quarterly for the ASC Auditors. Be prepared for emergency audit of the Literature Distribution financial ledger. (This emergency audit would be made by 2/3 majority vote of active participants of ASC.)
- H. Function according to the Literature Distribution Procedural Guidelines.
- I. Submit a written report of the year's inventory of service at the end of term.
- J. Must have ways and means to fulfill commitment (Basic math skills, computer skills, internet access, access to reliable transportation.)

**VICE-CHAIR PERSON:**

- A. Clean time requirement of two (2) years.
- B. Working knowledge of the 12 steps, 12 traditions and 12 concepts of Narcotics Anonymous.
- C. Service experience at an Area level of one (1) year. Within the last five (5) years.
- D. Assist chairperson in all duties.
- E. Be co-signer of the Literature Distribution checking account
- F. Function according to the Literature Distribution Procedural Guidelines.
- G. Submit a written report of the year's inventory of service at the end of term.



**LITERATURE DISBURSEMENT PERSON:**

- A. No clean time required
- B. Willingness to be of service at Area level
- C. Disburse orders to GSR's and members at ASC.
- D. Participate in filling Area orders, prior to ASC meeting.

**LITERATURE DISTRIBUTION OPERATIONAL GUIDELINES:**

1. The Literature Distribution Chairperson shall keep a copy of the literature order and give a copy to the GSR/Member upon purchase of order.
2. The Literature Disbursement Person shall keep signed white copy of receipt when GSR/Member picks up order.
3. Keep a monthly literature order file for the current fiscal year.
4. Keep and file monthly bank statements for the current fiscal year.
5. An audit is to be performed on a quarterly basis by the Auditor (designated representative). All cash receipts, as well as bank statements, check register and ledger are to be current and available at the time of the audit.
6. The Chairperson must submit a written and oral report to all GSR's at the monthly ASC meeting.
7. UNDER NO CIRCUMSTANCES is the Literature Distribution Chairperson to purchase literature unless monies in the checking account are assured.
8. No literature will be sold on credit.
9. Literature Distribution WILL NOT accept personal checks. However, if a group has a checking account, a group check will be accepted.
10. Count monies at the ASC by the Chairperson and Vice Chairperson of either Literature Distribution of the ASC.
11. In the event literature is not picked up by a GSR/Member for three (3) consecutive months, the order will then go back into Literature Distribution's base without a refund.
12. Literature Distribution shall maintain a prudent reserve of \$500.00.
13. Chairperson or Vice Chairperson may use their own discretion when buying necessary supplies for Literature Distribution and provide receipts.
14. All Literature pricing will be based on the actual cost of literature from the supplier. Plus tax and six percent (6%) shipping cost for that particular item, rounded to the nearest nickel.
15. Literature Distribution will not accept more than two dollars (\$2.00) in change.

**THESE GUIDELINES MAY BE AMENDED BY A 2/3 MAJORITY VOTE OF THE ASC.**