

1 HEART OF NEW YORK AREA  
2 LITERATURE SUB-COMMITTEE GUIDELINE  
3

4 A. Name  
5

6 1. The name of this subcommittee of the Heart of New York Area Service Committee of  
7 Narcotics Anonymous (HONYALC) shall be Heart of New York Area Literature Subcommittee  
8 of Narcotics Anonymous (HONYALC).  
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10 2. This subcommittee shall hereafter be referred to as HONYALC  
11 in these guidelines.  
12

13 B. PURPOSE  
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15 1. The basic purposes and services of a literature committee are as  
16 follows:  
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18 a. To maintain an adequate supply of Narcotics Anonymous literature to meet the needs of  
19 the local fellowship. To stock and make available review and approval-form literature.  
20

21 b. To serve as a communication link in all matters of liter-  
22 ature between the group and literature committees on all levels-area, region, and world.  
23

24 c. To provide the forum and atmosphere where members may contribute to the development  
25 and creation of N.A. literature.  
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27  
28 C. FUNCTIONS  
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30 1. This committees primary responsibility is to make sure an  
31 an adequate supply of N.A. Literature is maintained for the groups and service committees it  
32 serves. The following items pertain to the purchase and distribution of literature:  
33

34 a. In accordance with suggested guidelines from the Hand  
35 book For Narcotics Anonymous Literature Committees  
36

37 will be needed, instead will try to maintain as close to  
38 the amount that will be sold as possible. Overstocking  
39 ties up fellowship funds that could be used in other  
40 ways to carry our message of recovery.  
41

42 b. Literature will only be sold and distributed at the  
43 monthly meeting of the HONYASCNA.

- 44
- 45 c. The HONYASCNA Treasurer will be responsible for  
46 the collection of funds and approving sales prior to the distribution of literature.  
47
- 48 d. To ensure an adequate supply of literature a record of  
49 what was distributed at the monthly meeting of the  
50 HONYASCNA will be kept.  
51
- 52 e. A running tally will be kept of the stockpile inventory  
53 and will be available to any member upon request.  
54
- 55 f. The monetary value of the literature stockpile will be  
56 reported on a quarterly basis.  
57
- 58 g. A physical inventory will be taken prior to the January  
59 meeting of the HONYASCNA by the outgoing and incoming chair of the HONYASCNA.  
60
- 61 h. The cost of literature to groups in the Heart of New  
62 York Area of Narcotics Anonymous will be set by the  
63 Groups of the HONYASCNA. The cost of literature will be reviewed periodically as needed to  
64 maintain an  
65 adequate stockpile of literature.  
66
- 67 i. Literature distributed to subcommittee of the  
68 HONYASCNA will be distributed at cost.  
69
- 70 2. The HONYALC will serve as a communication link for  
71 the fellowship as follows:  
72
- 73 a. The HONYALC is a volunteer group of recovering addicts from the fellowship of  
74 Narcotic Anonymous.  
75 Membership in this subcommittee is open to any recovering addict with a desire to serve.  
76
- 77 b. The HONYALC is directly responsible to the  
78 HONYASCNA and further to the addicts in recovery within this area.  
79
- 80 i. The HONYALC will hold at least one regularly  
81 Scheduled meeting each month. Additional meetings held by discretion of committee as needed.  
82
- 83 ii. A written report of the HONYALC activities will be given each month at the regularly  
84 scheduled meeting of the HONYASCNA.  
85
- 86 c. The HONYALC serves the fellowship of Narcotics

87 Anonymous by carrying the written message of recovery to the fellowship and the addicts who  
88 still suffer.

89  
90 3. The HONYALC will provide the forum and atmosphere  
91 where members may contribute to the development and creation  
92 of N.A. literature.

93  
94 a. Informing the HONYASCNA and the groups therein of written material that is being  
95 developed and reviewed within the fellowship of Narcotics Anonymous.

96  
97 b. Arrange a place and time for review and  
98 input of write material provided by the  
99 World Service Conference Literature  
100 Committee.

101  
102 c. Hold literature workshops for the purpose  
103 generating items for submission to  
104 WSCLC or for inclusion in a newsletter.

105  
106 D. MEMBERS

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108 1. Membership of this Subcommittee shall be composed of the Chairperson, Vice-  
109 chairperson, Secretary, Literature  
110 Distribution Person and any recovering addict who has the desire to serve on the committee.

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112 2. A member shall be considered a voting member after attending  
113 two consecutive committee meetings. All other members will  
114 be considered non-voting members. Any voting member who  
115 misses two consecutive monthly meetings without communi-  
116 cating with the committee will loose their voting privileges.

117  
118 a. The HONALC will strive to reach a group conscience as opposed to holding a vote. If it  
119 becomes necessary for a vote a  $\frac{3}{4}$  majority will be required.

120  
121 b. The HONALC Chairperson shall vote only to make or  
122 break a tie.

123  
124 E. REQUIREMENTS AND RESPONSIBILITIES OF OFFICERS

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126 1. Chairperson

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128 a. The chairperson shall be elected by the Group Service Representatives at the regular  
129 meeting of the HONYASCNA in November and serve a term of one (1) year starting with the  
130 January meeting of the HONYASCNA.

131

132 b. It is recommended that the person elected to fill position of HONYALC Chairperson  
133 have a minimum  
134 of one (1) year of continuous clean time in Narcotics  
135 Anonymous, and have experience with the committee.

136

137 c. The chairperson is responsible for communicating with  
138 other trusted servants and members of the committee to ensure continuity of effort.

139

140 d. The chairperson schedules and sets up regular  
141 meetings, including times, date, and locations and  
142 directs the focus of the meeting.

143

144 e. The chairperson is responsible for making regular  
145 reports to the HONYASCNA, and serving as liaison  
146 between the WSC Literature Committee and the  
147 members of the HONYANA.

148

149 f. After the election of a new committee chairperson at  
150 The HONYASCNA November meeting the Outgoing  
151 chair will arrange with the incoming chair a time to conduct the physical inventory. It is  
152 recommended that this be done between the December and January meeting of the  
153 HONYASCNA.

154

155

156 2. Vice Chairperson

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158 a. The vice chairperson assists the chair person in all duties relating to literature work.

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160 b. The vice chairperson is a key figure in the structure of any Literature committee and acts  
161 as the chairperson, if, for any reason, the chairperson is unable to attend literature committee  
162 meetings pr fulfill the responsibilities or the positions.

163

164 c. The vice chairperson will attend so much as possible all meetings of the subcommittee.

165

166 3. Secretary

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168 a. The secretary records minutes of the literature committee meeting.

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170 b. The secretary maintains an active file of works in progress.

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172 c. The secretary may recruit other member to assist in the performance of clerical duties.

173

174 4. Literature Distribution Person

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176 a. The literature distribution person will fill literature order at the monthly meeting of the  
177 HONYASCNA that have been approved by the treasurer of the HONYASCNA.

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179 b. The literature distribution person will record what literature was distributed at the  
180 monthly meeting of the HONYASCNA.

181

182 c. The literature distribution person will order literature  
183 and maintain the literature stockpile.