



**GUIDELINES OF THE SOUTH PUGET
SOUND AREA OF NARCOTICS
ANONYMOUS LITERATURE
SUBCOMMITTEE**

v. 1.0

Approved: April 2025

Updated: February 2025

1 NAME

The name of this assembly will be the South Puget Sound Area Literature Subcommittee, hereafter referred to as the LSC.

2 PURPOSE

The basic purpose and service of a Literature Subcommittee is to maintain an adequate supply of Narcotics Anonymous literature to meet the needs of the local fellowship. The LSC also serves as a communication link in all matters of literature between groups and literature subcommittees on all levels of NA services.

3 ACCOUNTABILITY OF THE BODY

The LSC will be directly responsible to the South Puget Sound Area Service Committee. The LSC Chair and Vice Chair will monitor and compile trending reports to determine purchase quantities. Bi-annual literature inventories will be conducted in conjunction with the regularly scheduled ASC audits. Funds will be handled by one of the following positions: LSC Chair, Vice Chair or Inventory Control Officer and coordinated with the ASC Treasurer. The subcommittee officers and members will not make any decision or take any actions that conflict with the Twelve Traditions or Twelve Concepts of Narcotics Anonymous. The LSC will adhere in all its actions to the following documents in the order of priority as listed below:

- The Twelve Traditions and Twelve Concepts of Narcotics Anonymous
- The current Guidelines of the ASC
- A Guide to Local Services in NA, and conference approved service handbooks
- Consensus Based Decision Making (CBDM) Basics

4 LSC MEMBERS

Any Narcotics Anonymous member or interested person may attend the LSC meeting. Literature workshops are open to any NA member and all members present may participate in those discussions.

One becomes a voting member of the LSC by attending two consecutive meetings. Two consecutive unexcused absences constitutes a loss of voting privileges at the subcommittee meeting. To be excused, notify an LSC officer prior to the subcommittee meeting.

The LSC Chair is elected annually by the ASC in October in conjunction with the ASC guidelines. Other members of the LSC are elected annually within the subcommittee. The LSC Chair will appoint positions if no voting members are present or if a position becomes vacant between elections.

The LSC will meet a minimum of once a month. Some positions may meet more often due to coordination of duties.

4.1 Officers of the LSC:

Chair

- Adhere to the duties outlined in the ASC Guidelines.
- Set agenda, attend, and conduct the monthly LSC meetings.
- Ability to keep digital records.
- Conducts bi-annual literature inventories in conjunction with scheduled ASC audits.
- Attends all Washington Northern Idaho Region (WNIR) Literature Subcommittee meetings and provides a written report.
- Provides a written report of all LSC activities for the past month, including applicable updates from WNIR and an overview of literature orders.
- Work together with members of the LSC and fill in as needed.
- Votes only in the event of a tie among the subcommittee.
- Mentors successor (typically the Vice Chair).

Vice Chair

- Suggested minimum clean time of one year; may be waived by current LSC members.
- Ability to keep digital records.
- Attends the monthly LSC meetings.
- Sign ASC Financial Responsibility Agreement form.
- Fills in for LSC Chair as needed. Helps support the LSC Chair in fulfilling duties of the LSC.
- Mentors successor.

Secretary

- Suggested minimum clean time of six months; may be waived by current LSC members.
- Ability to keep digital records.
- Attends the monthly LSC meetings, takes attendance, records minutes and electronically submits them as a PDF to the ASC Web Coordinator in a timely manner.

- Collaborates with LSC on any guideline updates to be reviewed and approved by the ASC.
- Collects and maintains LSC member contact information.

Inventory Officer

- Suggested minimum clean time of two years; may be waived by current LSC members.
- Ability to keep digital records.
- Attends the monthly LSC meetings.
- Attends the monthly ASC meetings to distribute literature and collect funds.
- Sign ASC Financial Responsibility Agreement form.
- Coordinate with ASC Treasurer for securely managing ASC credit card information for ordering.
- Track item inventory in a shared spreadsheet.
- Assess inventory needs and place the monthly order to NORCAL (Northern Region of California NA); provide digital receipt to ASC Treasurer.
- Monitor and respond to emails and process order requests.
- Maintain Web form on ASC Website for literature ordering.
- Prepare group orders for purchase at the ASC and communicate any quantity adjustments due to shortages, with new total due.
- Track prepaid orders and ensure items are provided at the next ASC meeting.
- Coordinate with the group for orders not collected at ASC; items from orders not collected will be returned to general inventory.
- Work with the Quality Control Officer to coordinate tasks and mentor.
- Use discretion regarding special requests between ASC meetings; work with the LSC Chair/Vice Chair as needed.

Quality Control Officer

- No minimum clean time required for this position.
- Attends the monthly LSC meetings.
- Use the SPSANA stamp (with phone number & logo) on all books, booklets, and Information Pamphlets, as directed by the committee.

- Work with Inventory Control Officer to assist with order verification and packing.
- Assist with bi-annual LSC inventory audit.
- Assist other committee members with duties as directed.

Workshop Coordinator

- Suggested minimum clean time of six months; may be waived by current LSC members.
- Ability to keep digital records.
- Attends the monthly LSC meetings.
- Coordinate with the LSC Chair to acquire information from Region Subcommittee meetings on special literature projects.
- Monitor NA World site (na.org) for any relevant information regarding literature.
- Works with RCM to conduct workshops for literature related projects for NA members to attend.
- Assist other committee members with duties as directed.

FINANCIAL RESPONSIBILITY

Money Handling

- Any committee member handling money will sign the ASC Financial Responsibility Agreement form.
- All funds collected for literature sales will be counted, documented and submitted to the ASC Treasurer before the end of the next ASC meeting.
 - All literature sales will include an itemized receipt.
 - Pre-orders will be identified during the ordering process and payment will be collected prior to the regular monthly NORCAL order placement. Tracking records will be kept for all pre-order sales and items will be provided at the next ASC meeting.
 - Donations are accepted and are considered ASC donations, and will not impact the budget for the next literature order. They will be submitted to the ASC Treasurer with the total collected and a receipt will be offered.
- Funds for H&I and PI subcommittee literature orders will be documented and reported to the ASC Treasurer for proper accounting within their budgets. The total cost for items will count towards the next literature order. No funds will be collected by LSC for these orders.
- Group Starter Kits will be provided to new groups at no cost. The funds will come from the ASC directly for these items.
- The ASC Treasurer will provide access to the ASC credit card for literature orders.

- When placing the monthly literature order with NORCAL, the total amount before shipping should not exceed the total amount collected through sales in the previous month (with the exception of PI orders, H&I orders, and Group Starter kits). Any pre-order items will match the cost of the item(s) before shipping.
 - Shipping is allocated within the ASC budget.
 - If the need arises for a larger order, a motion must be approved by ASC prior to ordering.
- Once the order is placed, provide a digital copy of the receipt to the ASC Treasurer via email (asc_treasurer@spsana.org).
- Travel allowance to attend Region in person is allocated within the ASC budget.
- Supplies for LSC order handling will be allocated within the ASC admin budget.
 - Supplies may include:
 - Printing service at The Mailbox for order receipts
 - Carbon copy receipt book
 - Ink pens - black and red
 - Permanent marker
 - Large and medium sized paper bags
 - Plastic sandwich bags that close
 - Refillable ink for SPSANA phone line stamp
 - Rubberbands
 - Staples/Stapler
 - Waterproof storage containers

Audits

- Biannual audit of LSC performed by ASC officers as defined in the ASC guidelines.
- ASC annual audit will include LSC sales records.