

**GUIDELINES FOR THE
EASTERN NEBRASKA LITERATURE COMMITTEE
FINAL 03/26/2011**

PURPOSE/OBJECTIVES

SECTION A: PURPOSE

The purpose of the ENNA literature committee is as follows:

1. To maintain an adequate supply of NA literature to meet the needs of the local fellowship.
2. To stock and make available literature up for review & approval.
3. To serve as a communication link between the groups and the literature committee on all service levels: area, region and world.

SECTION B: MONTHLY REPORTING

The monthly ENNA subcommittee (herein referred to as the Lit committee) should include:

1. Income
2. Expenses
3. Inventory
4. Accounts receivable (literature orders not yet received)

MEETINGS

SECTION A: SCHEDULE & LOCATION

Lit committee meetings will be held on the 1st Friday of each month starting 5:00 pm at 1725 S. 60th ST. St Matthew Church. Monthly physical inventory is done during the LIT meeting and is conducted by at least 2 members of the Lit committee.

DUTIES OF TRUSTED SERVANTS

SECTION A: CHAIRPERSON

The Lit committee chairperson attends all meetings of the ASC, conducts committee meetings, makes regular reports to the ASC, maintains close contact with all members of the Lit committee, serves as a liaison between WSO and the members of our area and assures that literature is available to the groups as the monthly ASC and as needed. Suggested cleantime requirement is 2 years. Is also a cosigner on the Lit committee checking account.

SECTION B: VICE CHAIR

The primary responsibility of the Lit committee vice chairperson is to assist the Lit chair in all duties concerning this committee. The VC attends all ASC meetings, works closely with the subcommittee members to coordinate responsibilities to fulfill this subcommittee's primary objective. The VC also assists the chair in conducting the subcommittee meetings and conducts the Lit committee in the Chairperson's absence. VC may step up to the Chair position when the position becomes available with the approval of the Lit committee and ASC. Suggested cleantime is 1 year.

SECTION C: SECRETARY

The secretary's first responsibility is to coordinate all activities of the subcommittee including scheduling of the meeting if necessary and preparing agendas. The secretary will take clear, accurate minutes of the Lit committee meetings and distribute those minutes to all committee participants within a reasonable period of time after each meeting.

SECTION D: TREASURER

The Lit Treasurers job is critical to the committee's work. The Treasurer receives payments from the groups for Lit orders distributed and pays for Lit orders from WSO as well as other expenses, administers the literature checking account, pays the rent for the committee's meeting space (\$10.00 month), reimburses officers and committee members for any expenses (copies, etc.) keeps careful records of all transactions, and reports on the financial condition of the lit committee at each of its meetings. Suggested clean time is 3 years. Is also a co-signer on the literature checking account. All monies received should be deposited in the literature checking account within five (5) business days.

COMMITTEE OFFICERS

SECTION A; ASSUMPTION OF DUTIES AND TERMS OF OFFICE

Terms of office for lit committee officers are one (1) year. In the spirit of rotation, a position will be held for no more than two (2) consecutive terms. Vacancies are to be filled as soon as possible following notification of the local fellowship.

The Vice-Chairperson may roll over to Chairperson if approved by ASC vote of confidence. If not approved, nominations will proceed.

The Treasurer must also have a vote of approval from the ASC prior to assumption of duties.

Newly elected officers shall assume their duties immediately following the committee meeting at which they are approved. Officers report to and are directly responsible to the ASC.

Minimum clean time requirements are suggestions rather than requirements however relapse requires removal from office.

After two (2) unexcused absences from either the committee meeting or physical inventory, an officer will be considered to have resigned. In order for an absence to be considered excused, the officer must contact the Literature Chairperson in advance of the committee meeting, to inform them of their absence along with the reason they are unable to attend. The Chairperson will announce at lit roll call that the person has been excused and the Secretary will note this accordingly in the lit minutes. Nominations should be closed one month prior to elections.

GENERAL GUIDELINES

SECTION A; FINANCES

Receipts of expenses should accompany reimbursement request.

A debit/visa bank card will be issued for the sole purpose of ordering literature online from the WSO. The PIN for cards will be kept secure and separate from the card.

Any and all groups or individual orders for literature will be paid for at the time of delivery unless prior arrangements are made with two members of the lit committee and not to exceed \$25.00.

The prudent reserve (total of all literature and monies) shall be \$4000. Funds in excess of \$4000, after monthly disbursements, shall automatically be forwarded to the ASC.

The lit checking account should be audited each time a new Treasurer is elected. The out-going Treasurer should make him or herself available to answer questions or provide explanations as required. The newly elected Treasurer, ASC Chairperson, and ASC Vice-Chairperson should conduct the audit. The ASC Chair may appoint a NA member to participate in should any of these positions be vacant.