Beach Area Literature Review
Subcommittee Guidelines 2016

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PURPOSE:

The primary purpose of the Literature Review Subcommittee (LRSC) is to review proposed literature as it is produced in draft form. To take that information to each respective group under the umbrella of that specific region, i.e. the beach area. To further encourage members of those particular groups, as well as direct those members to the draft forms of prospective literature, and suggest individual review.

Likewise our purpose is to participate in the World Wide Narcotics Anonymous literature review process in order to provide direction for future changes of existing NA literature or the generation of new recovery literature for NA.

We are simply trusted servants providing a forum as well as information as it is released in the areas of all past, present, and future Narcotics Anonymous approved literature. It is our hope that we humbly express the collective opinions of the greater whole.

MEMBERS:

All are welcome and encouraged to attend and participate in the LRSC. The regular meeting time is the 4th Saturday of every month at 3:00 pm at Twiggs coffee house located at 4590 Park Blvd, San Diego, CA 92116. **There is no clean time requirement to attend.**

All structured members are encouraged to have read and or have an understanding of the annual CAR report and procedures.

MEMBER STRUCTURE:

1. Chairperson
2. Vice-chair
3. Secretary
4. Treasurer
5. Participating members
MEMBER QUALIFICATIONS:

1. **Chairperson**- Suggested clean time requirement is 2 years continuous clean time. Fundamental knowledge of Narcotics Anonymous approved literature. A working knowledge of the 12 steps, 12 traditions, and 12 Concepts of Service. 1 year of service experience on an area level is also desirable.

2. **Vice-chair**- Suggested clean time requirements is 1 year continuous clean time. Growing understanding of Narcotics Anonymous approved literature. Working knowledge of the 12 steps, 12 traditions, and the 12 Concepts of Service. Willingness to step up a chair if needed. 1 year of service experience on an area level is also desirable.

3. **Secretary**- Suggested clean time requirement is 1 year continuous clean time. A growing knowledge of Narcotics Anonymous approved literature. Working knowledge of the 12 steps, 12 traditions, and the 12 Concepts of Service. Willingness to serve at any area literature review level.

4. **Treasurer**- Suggested clean time requirement is 2 years continuous clean time. Possess a source of income as well as a valid checking account. Have a working knowledge of the 12 steps, 12 traditions, and 12 Concepts of Service. As well as a willingness to serve at any area literature review level.

5. **Participating Members**- There is no clean time requirement to attend and participate. Our hope is that you have a desire to be of service and participate in the recovery process.

MEMBER DUTIES:

1. **Chairperson**-
   a) Attend all Beach Area Literature subcommittee monthly meetings and delegate.
   b) Attend all Beach Area ASC monthly meetings or send a representative.
   c) Provide written monthly reports to the ASC at monthly meetings.
   d) Perform all duties of the secretary and treasurer in their absence.
e) Provide direction as to any upcoming or current literature that is up for review.

f) Be a non voting member at the Beach ASC.

g) Be a tie breaking vote only after subcommittee votes.

2. **Vise-Chair**-

   a) Attend all Beach Area Literature Review Subcommittee meetings when able.

   b) Manage all Literature Review Subcommittee meetings if the chairperson is absent.

   c) Complete any task delegated to them.

   d) Back up Chairpersons duties. (listed above)

3. **Treasurer**-

   a) Attend all Beach Area Literature Review Subcommittee meetings when able.

   b) Maintain records of all transactions involving NA funds.

4. **Secretary**-

   a) Attend all Beach Area Literature Review subcommittee meetings when able.

   b) Manage the Literature Review subcommittee meetings when the Chair and Vice chair are absent.

   c) Take notes and prepare report for Chairperson to report to the Beach ASC.

   d) Maintain a contact list of all Literature Review subcommittee members.

5. **Participating members (non structured)**-

   a) Assist where ever needed at any event or meeting.

**PROCEDURES:**

The Chairperson is the only elected position of the Literature Review subcommittee. All other positions shall be filled Ad-Hoc.

No chair throwing, stapler throwing, hair pulling, or groin kicking of any kind will be tolerated at any Literature Review subcommittee meetings. Name calling however, will be accepted.
Service Prayer-

God, grant us knowledge that we may act according to your Divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that this may truly be your work, not ours-in order that no addict, anywhere, need die from the horrors of addiction.