

South Jersey Area Literature Review Committee Policy

August 2006

Definition and Purpose

1. The South Jersey Area Literature Committee is a volunteer group of recovering addicts from the fellowship of Narcotics Anonymous (NA). This committee is directly responsible to the efforts of the South Jersey Area Service Committee (SJASC) and its member groups.

Functions

1. To serve as the South Jersey Area Service (SJASC) Literature Review Communications linked to the New Jersey Regional Literature Committee (NJRLC). World Literature Committee (WLC) works in progress with regards to their priority list.
2. To receive, review, evaluate, input and submit review form approved NA literature.
 - a. To create original input for proposed literature projects.
 - b. This committee strives for unanimous decisions.
3. To hold at least one meeting per month.
4. The functions of this committee should be reflective of the principles of NA.

Structure and Duties of Elected Servants

Chairperson

1. Attend regularly scheduled SJASC meetings.
2. Reports all usage of funds by the committee.
3. The Chairperson is elected by SJASC.
4. Term of service is one year.
5. Minimum continuous clean time is two (2) years.
6. Must have working knowledge of 12 Steps, 12 Traditions and 12 Concepts.
7. Presides over the regular meetings of the committee and sets the agenda.

8. Distributes NA review and approval form literature to members of the committee.
9. Has the sole responsibility of being the communication link between this committee and the SJASC.
10. Establishes and maintains the budget with the SJASC Treasurer.
11. Represents the SJASC at the Regional Literature Review Committee Meeting.
12. To appoint a secretary in absence of the secretary.

Vice Chairperson

1. Is elected within the committee.
2. Assumes the responsibilities of the Chairperson in their absence.
3. Term of service is one (1) year.
4. Minimum continuous clean time is one (1) year.
5. Working knowledge of 12 Steps, 12 Traditions and 12 Concepts.

Secretary

1. Is elected within the committee.
2. Records the minutes of all committee meetings.
3. Records pertinent information regarding all Literature Review Projects.
4. Records all usage of funds by the committee.

Structure of the Committee

1. Any interested member of the South Jersey Area may become a member of this committee.
2. Committee meetings are open to any member of NA.
3. The meeting operates in an open forum; however, only members of the committee may participate in the committee conscience.
4. Participating membership is established for any member by attending two (2) consecutive meetings.

5. In the event that a committee member misses two (2) consecutive meetings without notification, their membership will have to be re-established.

Responsibility of the Committee Member

1. Every member of this committee who receives the literature from the Chairperson is expected to review the literature and return it to the Chairperson.
2. Any member of the committee may give input on review and approval literature they have read.

Funding

The funding for this committee will be from and through the treasury of the SJASC.

Miscellaneous

1. The Literature Review Committee is able to hold and participate in joint workshops, special events, open forums, and learning days on input, draft work or the literature process, hosted by or held with other area/ regional literature committees.
2. When the elected servants of the committee cannot or are unable to fulfill their duties within the committee, the elected servant can relinquish their commitment, but remain a participating member with regular attendance.