

# SPACE COAST AREA LITERATURE DISTRIBUTION SUBCOMMITTEE "SCALDS"

A division of the Space Coast Area Service Committee of NA



May 2019 v2



## Article I

### NAME:

The name of this Subcommittee is the Space Coast Area Literature Distribution Subcommittee (SCALDS).

## Article II

### PURPOSE

This subcommittee is formed to handle all facets of literature distribution for groups and members of the Space Coast Area.

### DEFINITION:

This service is to be performed in an approved, organized and efficient manner; taking care to ensure the accountability of the stock and funds for the local Fellowship to the best of our ability.

1. Maintain an adequate supply of NA literature to meet the needs of the SCASC groups and members; with occasional specialty items as requested while keeping the inventory at a minimum. Keep an updated inventory record.
2. Handle all facets of distribution in an approved, efficient and organized manner; to be careful of cleanliness, damage and shrinkage.
3. Report all activities, expenses and costs monthly; first verbally at the Area Service Committee meeting and as soon as possible afterward in written form to the Secretary for the minutes, and to the Treasurer to confirm figures for their report.
4. Order new literature from the RSO in a timely manner. When received, stamp all items that can be stamped with one of the identifying stamps showing the area and helpline number.
5. Update and maintain meeting lists and distribute them at the ASC as well.

## Article III

**MEMBERS:** Membership shall consist of the Chairperson and assistants to fill and distribute orders and meeting lists.

### **Chair:**

1. The Chairperson of this committee is elected at a meeting of the SCASC, usually in June. Recommended clean time is three *current* continuous years clean time in Narcotics Anonymous. Other requirements of the area: elections are held (preferably in June) with duties beginning at the start of the next ASC; shall not serve more than two terms consecutively, must have fulfilled a commitment in the Space Coast previously; and other requirements as per the area policy. The Chair is responsible for a wide-ranging series of duties including the reporting of activities, inventory, etc. and turning over funds to the ASC. It is important that the Chair train members and oversee all the activity of the committee.

### **Vice-Chair:**

1. The Vice-chair must have two years current continuous clean time in Narcotics Anonymous. The Vice-Chair will fill in for the Chair on occasion and be trained and prepared to serve as Chairperson when appropriate.

### **Assistants:**

2. Assistants are a valuable part of the committee. They are not elected at area but are interested and qualified volunteers. Continuous clean time is required throughout the commitment.

## Article IV

### RECORD KEEPING:

#### **Forms:**

1. Several forms have been developed to keep track of activities efficiently and orderly.
2. There is a longstanding record book and a ledger. These records keep track of all financial transactions. There is also a numbered receipt book.

## Article V

### DUTIES:

#### **Chair:**

The Chairperson is ultimately responsible for all facets of the committee and shall oversee and direct volunteers in the process. These processes follow:

- a. Keep aware of literature available along with any price changes and adjust records and order forms. Update all forms as needed along with monthly records. (Updating forms can be performed by any qualified member of the committee).
- b. Accept completed order forms from groups, subcommittees and individuals. Check over the form to ensure calculations are correct and legible. Write up a receipt and mark the receipt number on the order form along with the amount of cash or checks and change to be returned. Fill out Lit Distribution form with correct information. Current process of pre-ordering necessitates this function to be done before the area meets. All steps should be taken. In that case the assistant(s) shall distribute paid orders and meeting lists to the group rep at area. Any orders received at area will be filled as soon as possible the next week, , and the GSR or another group member shall arrange a pick up time with the Committee.

Note: Any orders received mid-month shall go through the complete process with receipt and added to the coming month's report. Keeping accurate records is vitally important in this subcommittee. The Chair will prepare a report at the ASC and present it verbally to the GSRs. It will include the day's distribution, with paid and unpaid amounts clearly available along with a narrative report on the last renewal order from the Region and amounts due or paid during the month. This report shall be completed on the computer and sent to the Treasurer and the Secretary to be included with the monthly minutes. The minutes are required to be issued to the GSRs and members within a two weeks' time frame from the end of the area meeting so it's imperative to release the report in a timely manner to adhere to area guidelines.

- c. The Chair will update the inventory and order replacement and new literature. Literature is to be stamped with the Space Coast helpline number. The literature is housed in a climate-controlled storage space. This preserves the integrity of the stock.

#### **Assistants:**

- a. Assistants are a necessary and a valuable part of the committee. Duties will vary depending on general participation and need. Included will be assisting transporting literature to and from the storage to area, setting up the same at the area, counting out pieces and preparing each order to be distributed at the meeting
- b. *Note: If there are any back orders, that will be noted when the order is filled before the area meeting.*
- c. Depending on the duties involved, assistants should have at least 60 days clean and have the physical ability to serve. It is recommended that they go over the responsibility with their Sponsor and the Chair of the committee before they commit. Once committed, they will be counted on to perform duties on a regular or agreed on basis.

## ARTICLE VI

### Budget and Finances

#### **Meeting list Budget:**

1. The meeting list budget is approximately \$20 monthly.

#### **Subcommittee budget:**

1. Climate controlled Storage currently requires approximately \$70.00 for a 5x5 room on the first floor.
2. The committee may use up to \$25 for any incidentals needed from the monthly receipts and report the expenditure(s). The funds do not have to be set aside in prudent reserve.
3. There is a petty cash fund of \$8.50 for early change if needed.

## APPENDIX

### SCALDS GENERAL INFORMATION

Excerpts taken from the "HANDBOOK FOR NA LITERATURE COMMITTEE, revised 4/91"

Narcotics Anonymous Conference-approved literature is a tool available to our NA groups that assist in fulfilling their primary purpose of carrying the message to the addict who still suffers. Our literature is available to anyone, addict or non-addict, who wishes to purchase it. The group level is our main distribution for NA literature to the addict seeking recovery. Our groups vary greatly in the amount of NA Conference -approved literature made available to members at their meetings. Group autonomy has also produced a variety of ways in which our NA Conference-approved literature is distributed. Groups generally sell Basic Texts and Recovery books, and freely give IP's and the Little White Booklet to newcomers. The group decides on which literature to make available and which literature to give away or offer for sale.

Some groups elect a trusted servant of the group to be responsible for the purchase of literature from their area service committee. Other groups choose to have their secretary, treasurer or group service representative (GSR) purchase literature for the group.

A literature distribution committee's primary responsibility is to make sure that an adequate supply of all NA literature is maintained for the groups and service committees it serves. This stockpile should include a full complement of conference-approved literature, both personal recovery and service-related, as well as an adequate supply of review and approval-form literature, if desired by the groups.

After funding is received from the service committee to establish a literature stockpile, it is imperative to maintain the stockpile on as full and consistent level as possible. The groups and subcommittees will be depending on the literature committee to supply their needs, so having all the literature they will need is a must. Any items that a literature committee doesn't have in stock will ultimately become items absent at our meetings. Try not to order more than will be needed; instead, try to maintain close to the amount that will be sold as possible. Overstocking ties up fellowship funds that could be used in other ways to carry our message of recovery.

Bookkeeping is a vital part of literature stock. Accurate record keeping is a must. It is a good idea to set up a bookkeeping system with the help of a member knowledgeable in such things. Normally this would include a general ledger, which can be verified by the order invoices and numbered sales receipts. Financial reports are then given at each meeting of the ASC. This will aid the service committee in assuring that it is responsible with our fellowship's funds to those they serve. Through accurate bookkeeping the safety of all individuals involved is assured. The monthly report should include (at the very least): 1. Income, 2. Expenses, 3. Inventory, 4. Accounts Receivable (lit orders and/or payments not resolved), and 5. Petty Cash on hand, and amount disbursed.

The importance of being responsible with the fellowship's funds cannot be over-emphasized. With a general ledger being maintained, numbered receipts filled out for each order, and periodic financial reviews, this responsibility can be accomplished. How to handle these financial situations should be reported to the area for review and approval.