

CAROLINA REGIONAL LITERATURE REVIEW SUBCOMMITTEE GUIDELINES

- I. Purpose: To carry the message in written form to the addict who still suffers.
- II. Functions:
 - A. To serve as a communication link between the Carolina Regional Service Committee (CRSC) and between the Carolina Regional Literature Review Subcommittee CRLRS and the areas about matters concerning NA Literature.
 - B. To evaluate and comment on literature prior to its approval (reviewing).
 - C. To assist area literature committees by:
 1. Sharing experience with written and verbal communications.
 2. Hosting workshops/meetings regarding literature review issues.
- III. Officer Qualifications:
 - A. Chairperson:
 1. Strongly suggest four (4) years continuous clean time.
 2. Completion of previous service commitments.
 3. Previous experience on area or regional literature committees (if possible).
 4. Administrative and organizational skills.
 5. A willingness to serve and commit time and resources.
 6. Elected by the body of the RSC.
 - B. Vice-Chairperson:
 1. Strongly suggest three (3) years continuous clean time.
 2. Completion of previous service commitments.
 3. Previous experience on area or regional literature committees (if possible).
 4. Administrative and organizational skills.
 5. A willingness to serve and commit time and resources.
 6. Elected by the body of the CRLRS.
 - C. Secretary:
 1. Strongly suggest two (2) years continuous clean time.
 2. Completion of previous service commitments.
 3. Administrative and organization skills.
 4. Willingness to serve and commit time and resources.
 5. Access to a typewriter or computer.
 6. Elected by the body of the CRLRS.
 - D. Vice-Secretary:
 1. Strongly suggest two (2) years continuous clean time.
 2. Completion of previous service commitments.
 3. Administrative and organization skills.
 4. Willingness to serve and commit time and resources.
 5. Access to a typewriter or computer.
 6. Elected by the body of the CRLRS.

IV. Responsibilities:

A. Chairperson:

1. Attend all meetings of the RSC.
2. Prepare a report (typed) to be given at the RSC. On business conducted by the CRLRS, as well as any other information deemed necessary by the Chairperson.
3. Is required to convene a meeting of CRLRS within sixty (60) days of his/her election.
4. Convenes regular meetings, at least four (4) per year, of the Carolina Regional Literature Review Subcommittee.
5. Prepare the agenda in order to direct the focus of the meetings.
6. Maintains close contact with the Vice-Chairperson and Secretary, as well as the members of the subcommittee.
7. Verifies and signs the minutes and sends them to the RSO for distribution to committee members.
8. Prepares a report about motions concerning literature in the Conference Agenda Report. This report shall contain any information necessary to clarify the motions in an unbiased manner. This report should be sent to all CRLRS members as well as to all members of the CRLRS.
9. Prepares a budget for presentation at the July RSC (due to Finance Chair by April RSC).
10. Keeps an updated membership list.
11. Keeps up-to-date archives.
12. Attends August RSC orientation meeting (even as outgoing Chair)--Passes along guidelines and any other useful information to incoming Chair.
13. Arrange for delivery of the Newsletter to each RSC meeting.

B. Vice-Chairperson:

1. Attends all meetings of CRLRS.
2. Assists the chairperson in duties as directed by the chairperson.
 - a. Scheduling and agendas.
 - b. Coordinating activities as assigned.
 - c. Preparing some of the written communication of the Chairperson.
3. Assumes all duties of chairperson in the event of her/his absence.
4. Maintains close contact with the chairperson.

C. Secretary:

1. Attends all meetings of CRLRS.
2. Sends copy of minutes to Chairperson within (10) ten days after each meeting.
3. Handles correspondence as directed by the chairperson.
4. Maintains an updated membership list (including address & phone #).

D. Vice-Secretary:

1. Attends all meetings of CRLRS.
2. Assumes all duties of the Secretary in the event of her/his absence.
3. Assists Secretary in duties as directed by the Secretary.

V. Member Qualifications:

- A. Area Literature chairperson, Regional Committee Members/Area Service Representatives, as well as Regional Committee Members/Area Service Representatives-Alts., are

- automatically voting members.
- B. Others may join, the committee as voting members by meeting the following criteria:
 - 1. Strongly suggest at least one (1) day clean time
 - 2. A willingness to serve.
 - C. In order to be considered a voting member, a person is required to attend two (2) consecutive meetings. Anyone, however, is invited and encouraged to participate in our meetings and workshops.
- VI. Member Responsibilities:
- A. Attendance at all CRLRS business meetings, as much as possible, communicating with a committee officer prior to meeting if unable to attend.
 - B. Completion of any assignments given by the chairperson.
 - C. After achieving voting member status, failure to attend two (2) consecutive meetings or sending written input constitutes a resignation from the committee. If this should affect an area chairperson, all communication will then be directed to the RCM/ASR.
- VII. Meetings of CRLRS:
- A. Members shall be notified of meetings of CRLRS in writing at least two (2) weeks in advance of the meeting.
 - B. RCMs/ASRs of areas with no active literature committee shall be notified in writing at least two (2) weeks prior to the next meeting.
 - C. Voting members from at least two (2) areas shall be present in order for the chairperson to convene a meeting of CRLRS.
 - D. A quorum, for the purpose of conducting the business of the CRLRS, shall consist of voting members from at least two (2) areas. (Without restricting the publishing of the "Carolina Freedom Express.")
- VIII. Carolina Regional Newsletter
- A. The CRLRS is responsible for creating, developing, and editing the regional newsletter.
 - B. The regional newsletter is to be published quarterly and normally distributed at each RSC.
 - C. A final draft will be sent to the RSO for reproduction, at least two (2) weeks prior to each RSC meeting.
 - D. The CRLRS will follow the Handbook for Narcotics Anonymous Newsletters when writing and editing the regional newsletter, unless otherwise stated in the Carolina Regional Guide To Policy.

These guidelines must be kept in accordance with current regional guidelines and the Handbook for Anonymous Literature Committee.