

**Edmonton Area of Narcotics Anonymous  
Literature Subcommittee  
Policy & Procedure Document**



**Approved: April 25, 2021**

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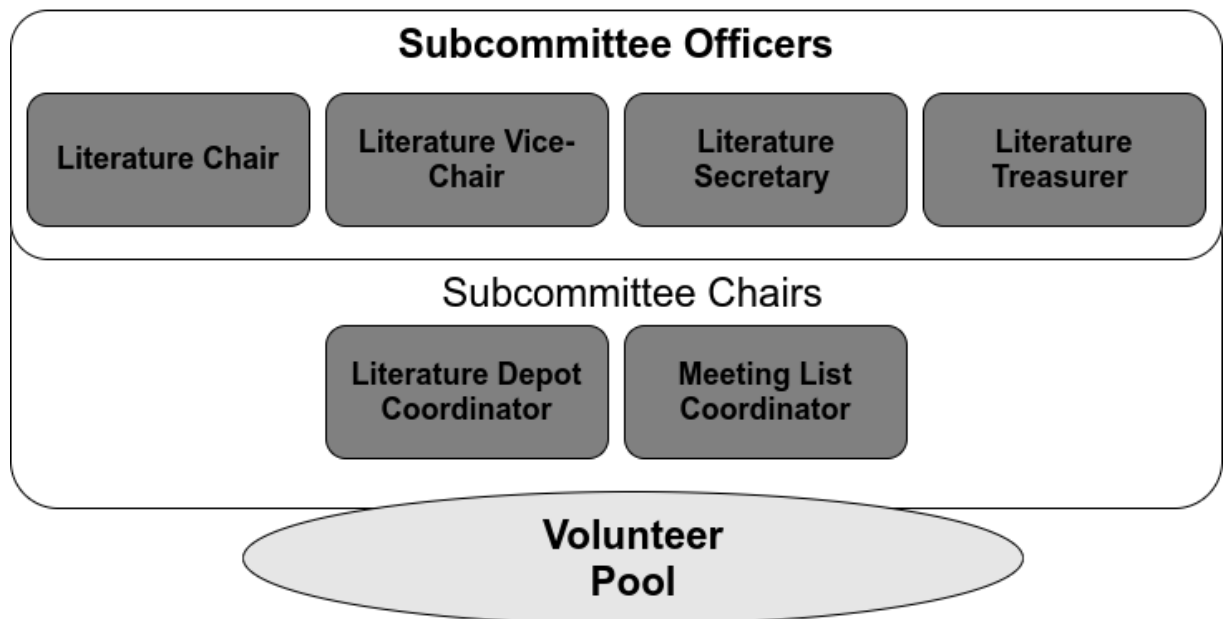
## 1. Name

- 1.1. The name of this Committee shall be the Edmonton Area of Narcotics Anonymous Literature Subcommittee, hereinafter called the Literature Committee.

## 2. Purpose, Mission

- 2.1. **Purpose:** *Our purpose is based on Tradition 9, "NA, as such, ought never to be organized, but we may create service boards or committees directly responsible to those they serve." The Literature Committee helps carry the message in written form to the addict who still suffers; acquiring and maintaining a stockpile of Narcotics Anonymous literature for distribution to EANA individuals and groups. Provide a forum and atmosphere where members may contribute to the development and creation of new NA literature. The Literature Committee serves as the communication link in all matters of literature between the groups, the Area, the Region and the World. "Our service structure depends on the integrity and effectiveness of our communications. (8th Concept)*
- 2.2. **Mission:** The mission of the Literature Committee is:
- 2.2.1. To maintain a stock of EANA approved literature and materials, and redistribute these to EANASC groups and subcommittees.
- 2.2.2. To proof and provide input on newly proposed literature and materials by NA World Service.

## 3. Structure



## 4. Service Meetings

*The Literature Committee meeting is a forum for the Groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers. It is an opportunity for committee members to receive information on literature-related issues they need guidance on and for committee members to report on the effectiveness and needs they have to continue to improve how to serve the fellowship. The Literature Committee has established a time and place to meet that accommodates the needs of the groups and current or prospective committee members.*

- 4.1. Regularly Scheduled Business Meetings
  - 4.1.1. Regularly Scheduled Business Meetings will be held monthly at the Edmonton Area Service Office every third (3rd) Tuesday of the month from 7:00 pm until 9:00 pm unless directed otherwise by the committee.
- 4.2. Special Meetings
  - 4.2.1. Special Meetings may be called by the Chair of the Literature Committee.
  - 4.2.2. Special Meetings may also be called upon the written request of voting members of the Literature Committee.
  - 4.2.3. Special Meetings will be held at the Edmonton Area Service Office at a date and time designated by the members.
  - 4.2.4. The purpose of the special meeting needs to be stated in writing.
  - 4.2.5. No business other than that which is stated will be conducted.
  - 4.2.6. At least one week's notice of the meeting will be given by the Secretary via email.
  - 4.2.7. No special meeting will last for more than 2 hours, except when a decision to extend this time is made by the members present.
- 4.3. Any Narcotics Anonymous member or interested person may attend any Literature Committee meeting.

## **5. Participation**

- 5.1. Any Narcotics Anonymous member may become a Literature Committee member by attending one regularly scheduled Literature Committee meeting.

## **6. Accountability: Privileges and Loss of Privileges**

*This section makes mention of "voting". All decisions are to be reached using the consensus process outlined in Section 12, except for elections. Elections will be conducted through voting, more specifically a secret ballot.*

- 6.1. Any Literature Committee member, who has attended 2 consecutive regularly scheduled Literature Committee meetings, except for the Chair, is eligible to vote at the 3rd regularly scheduled meeting.
- 6.2. Any Literature Committee member who has missed three consecutive Literature Committee meetings will lose their voting privileges.
- 6.3. Any Literature Committee member or observer may introduce discussion topics or proposals and participate in discussions if recognized by the Chair.
- 6.4. Any Literature Committee member may propose an amendment to these guidelines; however, all Literature Committee guideline changes are finalized by the ASC.
- 6.5. All Literature Committee members have one vote regardless of the number of positions held.

## **7. Trusted Servants**

*The Literature Subcommittee has a structure that clearly outlines the members that oversee the services we provide yet is flexible enough to accommodate fluctuations to those services. Our Literature Committee consists of:*

*Four (4) Officers: A Chair, Vice-Chair, a Secretary, a Treasurer;*

*And a Literature Depot Coordinator, Meeting List Coordinator and a Volunteer Pool.*

*These individuals are responsible for administering the general affairs of the entire Literature Committee. Because of that, great care must be taken in their selection.*

*For more discussion of the role of leadership in NA Services, see Concept Four in the Twelve Concepts for NA Service.*

7.1. Officers

7.1.1. The Officers of the Literature Subcommittee will be:

- 7.1.1.1. Chair
- 7.1.1.2. Vice-Chair
- 7.1.1.3. Secretary
- 7.1.1.4. Treasurer

7.1.2. Literature Admin shall not hold more than one Admin position at the Area or Subcommittee concurrently.

7.1.2.1. If holding more than one position concurrently, the member must resign from the former position before commencing the new one.

7.2. All elected Officers will perform their duties as described in these guidelines.

## **8. Election of Trusted Servants**

8.1. Literature Admin will be elected through a two-month process. Nominations, intent and a question period shall occur in January followed by the elections taking place at the February Literature meeting each year.

8.1.1. The question period shall conform with the questions outlined in Appendix A: Elections Nomination Questionnaire.

8.2. The officers shall be elected to a one-year term.

8.3. An officer may serve for three consecutive one-year terms in one position.

8.4. The term of the officer shall commence at the March Literature meeting or the next following regular meeting of the Literature Committee following the election.

### **8.5. Nominations:**

8.5.1. Any member of the Literature Committee may nominate a qualified individual for a committee position.

8.5.1.1. The qualification guidelines should be followed whenever possible as outlined in Section 10.

8.5.1.2. The Members of the Literature Committee may decide during the intent process, using the CBDM Process to waive these qualifications and requirements to allow a candidate to stand for election. *Except for the Treasurer's position, all requirements must be met to stand for the Treasurer's position.*

8.5.2. Literature Members are not eligible to serve more than three consecutive terms in the same position.

### **8.6. Intent:**

8.6.1.1. Intent to stand for each Literature Committee position must be presented to the appropriate Literature meeting:

- 8.6.1.1.1. In-person;
- 8.6.1.1.2. EANA Members will be given the opportunity for questions directly relating to the qualifications of the nominee;
- 8.6.1.1.3. A nominee who does not follow the above procedure will be considered to have withdrawn from the election process;
- 8.6.1.1.4. The Question Period shall conform with the content of

*Appendix A: Election Nomination Questionnaire.*

**8.7. Voting Procedure:**

- 8.7.1.1. Elections will be held by secret ballot with the count to be reflected in the minutes as such:
  - 8.7.1.1.1. Yes – No – Present but stand aside No Vote.
- 8.7.1.2. Multiple nominees will be reduced to a single nominee by popular vote.
- 8.7.1.3. A single nominee will undergo a vote of confidence requiring a 2/3 majority.
- 8.7.1.4. The chair will appoint two non-voting participants to distribute and collect ballots and report their results to the Chair.

**8.8. Interim Positions:**

- 8.8.1. An open position can be filled at any time, outside of the regular election schedule, however, it will result in an interim position.
- 8.8.2. Interim elections will follow the procedure outlined in 8.5. through 8.7.
- 8.8.3. Nomination, intent and voting may occur during the same meeting for interim positions.

**9. Removal of Trusted Servants**

- 9.1. Any Literature Committee Trusted Servants will be removed from office for non-compliance only after the person has been notified by either letter, email, phone call, or in-person by either the Literature Committee Chair or Vice-Chair.
- 9.2. Non-compliance includes, but is not limited to:
  - 9.2.1. Loss of abstinence from drugs.
  - 9.2.2. Misappropriation of NA funds or NA materials.
  - 9.2.3. Failing to perform the duties of their position as outlined in Section 11.
  - 9.2.4. Acts of physical violence harassment and/or sexual misconduct.
- 9.3. If situations of alleged non-compliance arise, an investigation into these matters will be conducted by EANASC Admin and three impartial EANA GSRs.
- 9.4. A Literature Committee Trusted Servant may be removed by a 2/3 majority vote for non-compliance defined as:
  - 9.4.1. Failure to submit a written report for two consecutive Literature Committee meetings as defined in Section 11.1.
  - 9.4.2. Inability to meet the outlined qualifications or perform duties as defined in Section 10.
  - 9.4.3. Missing three consecutive regularly scheduled Literature Committee meetings without reasonable justification.
- 9.5. A six-month moratorium will be required of Literature Committee Trusted Servants removed from their elected position.

**10. Roles and Qualifications for Trusted Servants**

- 10.1. It is recommended that all Literature Committee Officers possess the following qualifications.
  - 10.1.1. Have the willingness and desire to serve.
  - 10.1.2. Have a working understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
  - 10.1.3. Have read the Guide to Local Services Handbook and the Edmonton Area of Narcotics Anonymous Literature Subcommittee Policy and Procedure document.
  - 10.1.4. Understand the roles and responsibilities of the position.

10.1.5. Have the time and resources to be an active participant.

10.1.6. Willingness to commit to a one-year term of service.

#### **Officers of the Literature Committee**

##### **10.1.7. Literature Committee Chair:**

*The Literature Committee Chair is responsible for guiding the group to reach consent through the CBDM process, cultivating an atmosphere of respect, and various other administrative duties. The Chair's primary tools are the Consensus Process Model, which appears earlier in this document, a firm hand, a calm spirit, and a clear mind.*

- GLS – pg.48 (Amended)

10.1.7.1. 3-years uninterrupted clean time at the time of the election.

10.1.7.2. Willingness to commit to a 1-year term of service.

10.1.7.3. Has served as the Vice-Chair of the Literature Committee for a full term.

10.1.7.4. Familiar with all NAWS approved Literature relevant handbooks.

##### **10.1.8. Literature Vice-Chair:**

*The primary responsibility of the Literature Committee Vice-Chair is the coordination with the Volunteer Pool. The Vice-Chair keeps in regular touch with the other Subcommittees to stay informed of their projects and project possible needs. If disputes arise, the Literature Committee Vice-Chair helps find solutions to them. The Vice-Chair is also responsible to assist the Literature Committee Chair in conducting Literature Committee meetings. The Vice-Chair pays close attention to people's body language and reactions so that the body may come to a more complete proposal, embodying all viewpoints, and is charged with conducting the Literature Committee meetings in the Chair's absence.*

- GLS – pg.48 (Amended)

10.1.8.1. 2-years uninterrupted clean time at the time of the election.

10.1.8.2. Willing to move into the Literature Committee Chair position through an election.

10.1.8.3. Familiar with all NAWS approved Literature relevant handbooks.

##### **10.1.9. Literature Committee Secretary:**

*Secretaries handle all their committee's paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of committee meetings. In the process of keeping the minutes for each meeting, secretaries should regularly update the P&P document, and forward all changes to the ASC for adoption. Because effective communication is an ideal we strive for, secretaries should email minutes to Literature members and the ASC Secretary. They will need to keep an updated email list of participants' email addresses.*

- GLS – pg. 48 (Amended)

10.1.9.1. 2-years uninterrupted clean time at the time of the election.

- 10.1.9.2. Familiar with all NAWS approved Literature relevant handbooks.

**10.1.10. Literature Committee Treasurer:**

*The Literature Committee Treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as Treasurer, the Literature Committee must select their treasurer with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, Literature Committee expenses are not paid, or funds aren't properly accounted for. It's recommended that the Literature Committee elect people to this position who are financially secure, good at managing their finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful. The Literature Committee Treasurer manages money to/from the ASC Treasurer, administers the Literature Committee checking accounts, reimburses Officers, Subcommittee Coordinators for their budgeted expenses, keeps careful records of all transactions, and reports on the financial Committee general fund, the Treasurer is also responsible to prepare an annual budget for the Literature Committee. The Treasurer's Handbook, available from the World Service Office, contains a more detailed description of the Treasurer's job and most of the form's treasurers need for keeping their records.*

GLS – pg.49 (Amended)

- 10.1.10.1. 5-years uninterrupted clean time at the time of the election.
- 10.1.10.2. Has read the Treasurer's Handbook.
- 10.1.10.3. Familiar with all NAWS approved Literature relevant handbooks.

**Trusted Servants of the Literature Committee**

**10.1.11. Literature Depot Coordinator**

*Purpose: To coordinate the order fulfillment of the Literature Committee, payment and distribution of literature orders. Responsible for the maintenance of the Literature depot and training of members in the order fulfillment process.*

- 10.1.11.1. 3-years uninterrupted clean time at the time of the election.
- 10.1.11.2. Familiar with all NAWS approved Literature relevant handbooks.

**10.1.12. Meeting List Coordinator**

*Purpose: To maintain an up-to-date and accurate Meeting List. Working with groups and the website coordinator to ensure more up-to-date information is available to newcomers. Manage the distribution of the Meeting List through publishing and distributing digital copies for distribution.*

- 10.1.13. 2-years uninterrupted clean time at the time of the election.
- 10.1.14. Familiar with all NAWS approved Literature relevant handbooks

**10.1.15. Volunteer Pool**



*Purpose: To support the activities of the literature committee and fulfill any needs as they arise. (eg. order fulfillment, order distribution at ASC, Meeting List, participation in Monthly Literature Committee meetings, etc.)*

10.1.15.1. No clean time requirements.

10.1.15.2. Willingness to become familiar with all NAWS approved Literature relevant handbooks.

## **11. Roles of Officers and Trusted Servants**

*"For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern." (2nd Tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as literature trusted servants. Our groups have shown their trust in these individuals by, "delegating to the service structure the authority necessary to fulfil the responsibilities assigned to it." (3rd Concept). Once we select them, we trust our trusted servants.*

11.1. All Officers and Trusted Servants are required to:

11.1.1. Attend all Literature Committee Meetings

11.1.2. Make written monthly reports to the Literature Committee on the status of all proposed, current or completed plans.

11.1.3. Submit their completed written monthly reports via email to the Literature Committee Secretary one week before the Literature Committee meeting.

11.1.4. Ensure that the Traditions and Concepts are upheld in all matters.

**11.2. In addition to the qualifications and requirements listed above, further requirements for each service position are as follows:**

### **Officers of the Literature Committee**

11.3. **Chair**

11.3.1. Coordinates all Literature Committee efforts.

11.3.2. Keeps the meeting on task and focused on the agenda, with all decisions being made using the CBDM process adopted by EANASC.

11.3.3. Represents the Literature Committee at the regular meeting of the ASC and Special Meetings.

11.3.4. Takes responsibility as a signing officer for the Literature Committee bank account.

11.3.5. Responsible for the Edmonton Area Service Office Key.

11.4. **Vice-Chair**

11.4.1. In absence of the Chair, the Vice-Chair assumes all the responsibilities normally carried out by the Chair until the Literature Committee has an election for that position or the Chair returns.

11.4.2. Works closely with the Chair.

11.4.3. Works with all Subcommittee Administrators to assure the most effective and efficient use of available resources.

11.4.4. If the elected Admin position is vacant, ensures the duties of that position are fulfilled and/or delegated.

11.5. **Secretary**

11.5.1. Keeps a complete record in the form of minutes of every Literature Committee meeting.

- 11.5.2. Maintains complete files of all Literature plans, minutes, and correspondence.
  - 11.5.3. Help the Chair prepare and distribute the Agenda for each Literature Committee meeting.
  - 11.5.4. The Secretary will be responsible for distributing the following to Admin and members of the Literature Committee 48 hours before the next Literature committee meeting:
    - 11.5.4.1. The previous Literature meeting minutes.
    - 11.5.4.2. All advanced reports were received.
    - 11.5.4.3. Current Literature P&P document.
  - 11.5.5. Keep and update the list of Literature Admin and members, particularly email addresses.
  - 11.5.6. Record ballots with a Chair appointed observer and record the outcomes of elections of all elected positions.
  - 11.5.7. Maintain a living record of the policies and procedures and make monthly amendments as directed by the Committee and forward them to the ASC body for adoption.
  - 11.5.8. Conduct any correspondence that may be required.
  - 11.5.9. In the absence of the Chair and Vice-Chair, call the meeting to order and act as Chair until the immediate election of a Chair for that meeting.
- 11.6. Treasurer**
- 11.6.1. Be the custodian of the Literature Committee funds.
  - 11.6.2. Takes responsibility as a signing officer for the Literature Committee bank account.
  - 11.6.3. Make an annual financial summary 1 month before the end of each 1-year term, as well as having the books available for auditing at any time.
    - 11.6.3.1. A financial summary must be completed and submitted before leaving the position.
  - 11.6.4. Disburse funds as necessary following committee decisions.
  - 11.6.5. Remain in regular communication with Subcommittee Administrators.
  - 11.6.6. Must present detailed budgets to the Literature Admin according to the schedules in the Budgets and Financial Responsibility Section 13.

### **Trusted Servants of the Literature Committee**

#### **11.7. Literature Depot Coordinator**

- 11.7.1. Regularly check and respond to emails received at the EANA "Lit Order" email address.
- 11.7.2. Coordinate payment arrangements and order pickup.
  - 11.7.2.1. Mailing out literature orders for out-of-town orders.
- 11.7.3. Keep an accurate and up-to-date inventory of literature inventory and coordinate with Treasure to order more as needed.
- 11.7.4. Keep the depot organized; books, pamphlets and key tags easily accessible.
  - 11.7.4.1. Ensure depot is stocked and supplied with necessary supplies.
- 11.7.5. Train members in filling orders, keeping the depot organized and how to do the inventory.

- 11.7.6. Keep track of the inventory levels and report any low stock to the treasurer.
- 11.7.7. Responsible for coordinating the bi-annual inventory audits.
  - 11.7.7.1. Must present a detailed inventory audit report to the Literature Admin according to Literature Committee Audits in Section 13.
- 11.7.8. The keyholder for the Literature Cage at the Edmonton Area Service Office.

#### **11.8. Meeting List Coordinator**

- 11.8.1. Regularly check the EANA "Meeting List" email address for meeting list updates.
  - 11.8.1.1. Coordinate with the EANA Website Coordinator to ensure up-to-date and accurate information.
- 11.8.2. Responsible for updating and maintaining the printed EANA Meeting list.
- 11.8.3. Prepares and manages the publishing of the meeting list for distribution to the GSRs at the monthly ASC meetings.
- 11.8.4. Have the meeting list available to the Literature Depot Coordinator for distribution to groups outside of the ASC meeting or out of town.
- 11.8.5. Distribute PDF copy of updated Meeting List to ASC Secretary and EANA Website Coordinator.

#### **11.9. Volunteer Pool**

- 11.9.1. Complete task directed by the Literature Committee as needed.
- 11.9.2. Help with order fulfillment.
- 11.9.3. Assist with order distribution at ASC and the alternative appointed distribution location.
- 11.9.4. Update the printed EANA printed meeting list and print and distribute at ASC to GSRs.

## **12. Grievances**

*The Tenth Concept is our fellowship's guarantee of respect for the individual trusted servant. This concept may seem self-evident, but our belief in the principle involved is so strong that we want to say it loudly and clearly. Narcotics Anonymous is a spiritual society, with high ideals for how we treat each other. Our members, however, are only human, and we sometimes mistreat one another. The Tenth Concept is our spiritual society's promise that if one of us is wronged in the service environment, the aggrieved trusted servant may ask that the wrong be made right.*

*The Tenth Concept's guarantee of the right to appeal for a redress of a personal grievance is designed, in part, to protect those who exercise their Ninth Concept responsibility to speak their mind in service discussions. Together, the Ninth and Tenth Concepts support an atmosphere in which our members feel free to express themselves frankly on matters at hand. This open atmosphere is essential in developing an effective group conscience. If, after having demonstrated the courage of their convictions, individuals become the subject of reprisals initiated by those who have disagreed with them, the Tenth Concept allows them to petition the appropriate service body for redress of their grievance. Thus, the respect of our service structure for the rights of the individual NA member is guaranteed. In a fellowship such as ours, whose success is based upon mutual support and cooperation, that kind of respect for the individual is indispensable.*

*-Excerpt from the Tenth Concept*

- 12.1. The first item of new business at all regularly scheduled monthly meetings will be Grievances.

### **Procedure for Filing a Grievance**

- 12.1.1. To be heard, a grievance must:
  - 12.1.1.1. Be written and forwarded via email to the Literature Chair before the Literature Committee meeting.
  - 12.1.1.2. Clearly state the problem.
  - 12.1.1.3. Propose a resolution.

### **Discussion**

- 12.1.2. Voting and Non-Voting participants will discuss and attempt to resolve the grievance.
- 12.1.3. A time limit to discuss grievance will be set up by the Facilitator, subject to appeal.

### **Special Meeting**

- 12.1.4. The grievance escalation special meeting will only be conducted once.
- 12.1.5. This special meeting will be facilitated by the Literature Chair until a resolution is reached.
- 12.1.6. The participants of the grievance escalation special meeting will be the aggrieved, Literature Chair, Literature Vice-Chair, two ASC or Subcommittee Officers of the aggrieved choosing, and one member of the aggrieved choosing.
  - 12.1.6.1. The Literature Chair will invite the participants via email.
  - 12.1.6.2. Only the invited participants will take part in the EANA Consensus Process.
- 12.1.7. Once a resolution has been reached by consensus, the Literature Facilitator will report the following summary to the Literature Committee:
  - 12.1.7.1. The date the grievance escalation was received by the Literature Facilitator.
  - 12.1.7.2. The nature of the reason the email was sent, excluding the name of the aggrieved.
  - 12.1.7.3. The nature of the original grievance excluding names.
  - 12.1.7.4. The date and time this special meeting took place.
  - 12.1.7.5. The resolution of the grievance that was reached during the special meeting.

### **Grievances with Literature Committee Offices**

- 12.1.8. If there is a grievance with any Literature Committee Officers, the same process will be followed except that a neutral Subcommittee Chair will follow up with the aggrieved.
  - 12.1.8.1. When a grievance that involves any of the Literature Committee Officers is received by the Literature Chair, they will forward the email to one of the Committee Chairs to conduct the follow-up.
    - 12.1.8.1.1. The Committee Chair will be asked to conduct the follow-up of the grievance escalation in the

following order:

- 12.1.8.1.1.1. ASC
- 12.1.8.1.1.2. PRC
- 12.1.8.1.1.3. Events

### **13. Budgets and Financial Responsibility**

*Budgets are simply a projection of anticipated expenses but should be prepared so expenses are anticipated as closely as possible. All funding needs above 10% over the approved budgeted amount for the Literature Committee will be brought before the EANASC by the Literature Chair for approval by the GSRs.*

- 13.1. Schedule of Reporting deadlines:
  - 13.1.1. Annual Financial Summary:
    - 13.1.1.1. An annual financial summary is to be completed and submitted no later than 1 month before the end of each term of service.
- 13.2. The Literature Treasurer shall maintain an operating reserve of \$5000 for use by the Literature Subcommittee to facilitate the purchase of literature inventory.
  - 13.2.1. Literature Inventory Reserve shall not exceed the \$18,000 purchase value.
- 13.3. The average overall markup on all literature all is 15%.
- 13.4. The Literature Subcommittee shall maintain a cash float of \$50.
- 13.5. If the Literature account exceeds \$5200 at any month-end, the excess funds shall be transferred into the EANASC account on the first day of the following month.
- 13.6. Upon approval, the budgetary requests will be submitted by the Literature Facilitator to the EANASC for approval by the Edmonton Area GSRs.
- 13.7. Rent for the Literature Cage at the Edmonton Service Office shall be paid every month, on the first of each month.

#### **Literature Committee Audits**

- 13.8. Annual Inventory
  - 13.8.1. A thorough inventory shall be completed annually and reported to the EANASC.
  - 13.8.2. The inventory must be completed in April.
  - 13.8.3. The findings of the inventory are to be reported to the EANASC upon inventory completion.
- 13.9. Treasurer Audits
  - 13.9.1. Audits are to take place 1 month before the elections.
  - 13.9.2. People that are to be present for the Audit are:
    - 13.9.2.1. 1 Officer from the EANA Literature Committee Executive.
    - 13.9.2.2. 1 Committee Member with one-year experience.
    - 13.9.2.3. The current EANA Literature Committee Treasurer.
      - 13.9.2.3.1. The Treasurer is there for questions only and is not to take part in the audit.
  - 13.9.3. Materials needed for Audits of all EASC Books.
    - 13.9.3.1. Monthly records provided by the EASC Treasurer.
    - 13.9.3.2. Cheque stubs start from March to February annually.
    - 13.9.3.3. Expense sheets and/or receipts for all cheques written.
    - 13.9.3.4. Bank statements.
    - 13.9.3.5. Deposit books and receipt books.
    - 13.9.3.6. Treasurer's ledger (electronic copy)
  - 13.9.4. Audit Process for each month.

- 13.9.4.1. The Audit Lead will use the bank statement and Treasure's Ledger for each month.
- 13.9.5. The Assisting Member will use:
  - 13.9.5.1. Deposit Book.
  - 13.9.5.2. Receipt Book.
  - 13.9.5.3. Expense Receipts.
- 13.9.6. The Audit Lead will call out to the assisting member transactions and cheque numbers, line by line, off the bank statement and verify the same transactions, line by line, are recorded on the EANA Literature Committee Treasurer's Ledger.
  - 13.9.6.1. Each verified line item is to be check marked in red ink.
- 13.9.7. The assisting member will confirm deposit transactions on the bank statement by way of:
  - 13.9.7.1. Deposit book recorded amounts are congruent with bank statement deposits.
  - 13.9.7.2. Deposit receipts are congruent with EANA Literature Committee Treasurer's Ledger deposit entries.
    - 13.9.7.2.1. Each verified document is to be check marked and signed in red ink.
- 13.9.8. The assisting member will confirm expense transactions on the bank statement by way of:
  - 13.9.8.1. Ensuring that cheque stubs are congruent with bank statement transactions, as well as comparing bank statement cheques visions.
  - 13.9.8.2. Expense receipt amounts are congruent with bank statement withdrawals.
  - 13.9.8.3. Expense receipts are congruent with EANA Literature
  - 13.9.8.4. Committee Treasurer's Ledger withdrawal entries.
    - 13.9.8.4.1. Each verified document is to be check marked and signed in red ink.
- 13.9.9. The Audit Lead will record any missing information and discrepancies discovered during the comparison of the material provided for each month.
- 13.9.10. Each member will initial the material they are responsible for handling and have verified during the Audit Process.
- 13.9.11. Both Auditors are to initial the bank statement on the bottom right-hand corner of each page.
- 13.9.12. Once the month is completed, the materials are placed in the same order each month and returned to the month's envelope for archiving.
- 13.9.13. Both auditors are to initial the bank statement on the bottom right-hand corner of each month's envelope.
- 13.9.14. The February envelope for each year's Audit will contain:
  - 13.9.14.1. Deposit receipts for the entire year.
  - 13.9.14.2. The EANA Literature Committee Treasurer's Ledger (Electronic Copy)

**13.10. Audit Reporting**

- 13.10.1. After each Audit completion, the Audit Report Template will be used to provide all information recorded during the Audit.
  - 13.10.1.1. The Audit Report Template can be found in Appendix B.
- 13.10.2. Each Auditor must read and sign the Audit Report

- 13.10.2.1. An original signed copy of the Audit Report will be provided to the ASC Secretary to be included in the Advanced Reports for the next EANASC meeting.

## Appendix A: Election Nomination Questionnaire

1. How long have you been clean?
2. How long have you been in service?
3. What positions in service have you held?
4. Do you currently have a sponsor?
5. Do you attend NA meetings regularly?
6. Do you have a working knowledge of the 12 Steps? 12 Traditions? 12 Concepts?
7. Have you read our Policy and Procedures document?
8. Why do you want this position?
9. What special skills or experience can you bring to this position?
10. Do you have the time and resources to fulfil this commitment?
11. Are you familiar with all the roles and duties of this position?
12. Have you ever not fulfilled and/or been asked to step down from a service position?
13. Are you standing in any other service positions/roles currently?
14. Are you comfortable and able to provide this body with reports as per our P&P?
15. Have you ever misappropriated or stolen NA funds?
16. Are you comfortable dealing with NA funds knowing that there are regular audits of this position?
17. Do you have experience preparing financial reports?
18. Do any members have any further pertinent questions at this time?