

## 1) DEFINITION AND PURPOSE

The CAASC Literature Review Committee is a volunteer group of recovering addicts from the Cape Atlantic Area fellowship of N.A. This committee is directly responsible to the of the WLC works in progress with regards to their priority list. This committee serves the fellowship of N.A. as a whole, by carrying the written message of recovery to the fellowship and the addicts who still suffers. This committee recognizes and adhere to, where applicable, the policies and guidelines of the WLC.

## 2) Functions

- A. To serve as a communication link between the CAASL, the NJRLC, and WLC.
- B To review, input, submit, and receive review form, approval form, and approved NA literature; Also, to create original input for proposed literature projects. This committee does not work as individual, but only as a group 'this committee strives for unanimous decisions.
- C To hold at least two meetings a month
- D The functions of this committee should be reflective of the principles of NA.

## 3) STRUCTURE AND DUTIES OF ELECTED SERVANTS

A Chairperson: The chair is elected by the CAASCNA

- 1. Term of service is for one year
- 2. Minimum clean time is one year
- 3. Must have a working knowledge of the 12 Step and 12 Traditions of N.A
- 4. Presides over the regular meetings of tile committee, and sets the agenda
- 5. Distributes N.A. review and approval form literature to member the committee.
- 6. Has the responsibility of being the communication link between this committee and the area.
- 7 Establishes and maintains the revolving fund with CAASC treasurer.

B. Vice Chairperson: 'The vice chair is elected in committee and assumed the responsibilities of the chairperson in the absence of the chairperson.

- 1. Term of service is for one year
- 2. Minimum clean time is one year
- 3. Must have a working knowledge of the 12 Steps and 12 Traditions of N.A.
- 4 Is responsible for the order of the day.

C Secretary: A secretary is elected in committee to record pertinent information. A secretary pro tem will be appointed by chair in the absence of the secretary.

## 4. Structure of the Committee:

- A. Any interested member of the Cape Atlantic Area may become a member of this committee.
- B. Committee meetings are open to any member of NA.
- C. The meetings operate as an open forum, but only members of the committee may vote.
- D. Voting membership is established for any Cape Atlantic Area member by attending two meetings on a month or regular basis.
- E. In the event that a committee member misses three consecutive meetings his or her membership will have to be reestablished.

## 5. Responsibility of the Committee Members:

- A. Any member of the committee may give input on review and input literature they have read.
- B. Every member of the committee who receives literature from the chairperson is required to review that literature and return it to the chairperson.

