



## **STOCKPILE SUB-COMMITTEE GUIDELINES**

### **AS QUOTED FROM THE SERVICE MANUAL OF N.A.:**

"To assure that no addict seeking recovery need die without having found a chance to live a new and better way of life: From this day forward may we provide the necessary services."

### **ARTICLE I. FUNCTION & PURPOSE**

Section 1.01 TCANA Stockpile meets monthly to:

- (a) Supply literature to help carry the message of Narcotics Anonymous in written form to the addict who still suffers.
- (b) Maintain an adequate supply/stockpile of literature in order to meet the needs of the groups, ASC and its Sub-Committees.
- (c) The Literature committee may sell NA literature to any one wishing to purchase it.

### **ARTICLE II. VOTING PARTICIPANTS**

Section 2.01 Requirements

- (a) A quorum of three (3) addicts must be in attendance before any new business can be discussed or voted on.
- (b) An addict is considered a voting member after attending two (2) out of three (3) meetings of the Sub-Committee. Regular attendance keeps you a member.

Section 2.02 Trusted Servants

- (a) Trusted servants include, but are not limited to, the Chairperson, Co-Chair, Treasurer, Stockpile Clerk and the Regular members

### **ARTICLE III. QUALIFICATIONS, DUTIES & RESPONSIBILITIES**

Section 3.01 Election of Trusted Servants

- (a) All trusted servants shall be elected by this Sub-Committee except for the Chairperson who is elected by the ASC body
- (b) The Co-Chair shall be elected by this Sub-Committee, however, the candidate must be ratified by the ASC
- (c) All other positions are elected by the Sub-Committee
- (d) The only qualification for a regular member is the willingness to serve.

Section 3.02 Qualifications and Duties of Chairperson

- (a) Qualifications are reviewed and voted on according to ASC bylaws for elected servants
- (b) Attend and participate in all scheduled monthly literature sales
- (c) Attend the monthly ASC meeting and presents a monthly written report including a financial summary of the Sub-Committee's holdings.
- (d) Attend Policy Sub-Committee meetings whenever necessary.

- (e) Assist with the counting of all quarterly physical inventory or as needed

Section 3.03 Qualifications and Duties of Co-Chairperson

- (a) Six (6) months of clean time and a willingness to serve
- (b) Must be ratified by ASC body.
- (c) Will act as a substitute during the absence of the elected Chairperson
- (d) Attend and participate in all scheduled monthly literature sales
- (e) Assist with the counting of all quarterly physical inventory or as needed

Section 3.04 Qualifications and Duties of Treasurer

- (a) Two (2) years clean time and a willingness to serve
- (b) Minimum six (6) months involvement in service work in the TCANA Area body.
- (c) Must possess basic accounting skills in balancing property ledgers.
- (d) Maintains accurate financial records for the Sub-Committee
- (e) Provides a monthly financial report to the Stockpile Clerk
- (f) Makes certain that all money transactions are deposited into the Sub-Committee's bank account in a timely manner.
- (g) Attend and participate in all scheduled monthly literature sales
- (h) Assist with the counting of all physical inventory

Section 3.05 Qualifications and Duties of Stockpile Clerk

- (a) One (1) year clean time and a willingness to serve
- (b) Minimum six (6) months involvement in service work in the TCANA Area body.
- (c) Oversees that the money orders and cash collected are consistent with the merchandise ordered.
- (d) Keeps a record of all merchandise stored within the storage cabinets (currently done with a Microsoft Excel spreadsheet)
- (e) Orders all literature from the World Service Office of NA (currently done online through the WSO website using a username and password.)
- (f) Attend and participate in all scheduled monthly literature sales
- (g) Assist with the counting of all physical inventory

Section 3.06 Qualifications and Duties of Regular member

- (a) Willingness to serve
- (b) Attend and participate in all scheduled monthly literature sales
- (c) Assist with the counting of all physical inventory

## **ARTICLE IV. SALES AND ORDERING PROCEDURES**

Section 4.01 Group orders will be accepted from **5:30pm until 7:00pm** on the **first Thursday of every month.**

Section 4.02 Payments for literature merchandise must be made by money orders. The Sub-Committee can only accept up to \$1.00 in cash to allow for small ordering discrepancies.

Section 4.03 Group and sub-committee representatives are responsible for checking the accuracy of their literature order **before** leaving.

Section 4.04 If an ordered item is not in stock, then a back order will be noted. New shipments are usually placed with WSO every two (2) months. Back ordered merchandise may be picked up on regular scheduled literature sales day or brought to Area, if prior arrangements are made with the Stockpile Chairperson or Stockpile Clerk

Section 4.05 All Sub-Committees pay for their orders by checks issued by the Area Treasurer and will receive a 6% discount on all merchandise.

- Section 4.06 TCANA Stockpile group ordering forms will be included with every filled order and is also available online at TCANA's website ([www.TCANA.net/committees](http://www.TCANA.net/committees))
- Section 4.07 Stockpile clerk will place order with WSO. Currently done online at the WSO website ([www.naws.org](http://www.naws.org)) using a password and username.
- Section 4.08 Stockpile Sub-Committee can receive a slight discount on orders from WSO if the order is in excess of \$500.00. This would help offset the cost of shipping and handling.
- Section 4.09 WSO literature orders are shipped directly to the home of the designated trusted servant which is presently the Stockpile Chairperson.
- Section 4.10 Literature stockpile total value may not exceed \$2,750.00. Any overage must be donated to ASC during the next Area meeting.

## **ARTICLE V. LITERATURE SUPPLY STORAGE AND HANDLING**

- Section 5.01 All filled group orders will be maintained and checked for accuracy by the Stockpile members
- Section 5.02 All supplies will be kept in one locked cabinets currently located at 44 Oak St .
- Section 5.03 Keys to the cabinets are issued to the Chairperson, and Clerk.
- Section 5.04 A updated spreadsheet will be kept of all merchandise and will include the following information:
- (a) Starting quantity for each item
  - (b) Quantity of each item sold
  - (c) Quantify items remaining in stock
  - (d) Total value of merchandise
  - (e) Total value of back orders
  - (f) Total value of sales
- Section 5.05 A physical inventory will be done quarterly with the help of two (2) or more members present. Any discrepancies in merchandise amounts will be adjusted in the records and noted in the Chairperson's report to Area.