

Kings / Tulare Area Service Committee



Of

Narcotics Anonymous

G.S.R.

(Group Service Representative)

Handbook

Help Line Number
(559) 734-0403

Revised March 2010



Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.



Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. 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.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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Kings/Tulare Area Service Committee

Of

Narcotics Anonymous

Guidelines

(Revised August 2005)

KINGS/TULARE AREA SERVICE COMMITTEE GUIDELINES

ARTICLE I – NAME

The name of this body shall be the Kings/Tulare Area Service Committee of Narcotics Anonymous. Hereafter referred to as the KTASC.

ARTICLE II – BOUNDARIES

The service area shall include the geographical area which has the following boundaries: Kings and Tulare Counties.

ARTICLE III – PURPOSE

The KTASC is a committee of Group Service Representatives (GSRs), elected officers, sub-committee chairpersons, and observers/visitors, who meet monthly and whose whole purpose is to be supportive of its groups and members. The purpose is to link together the groups by providing support and promoting unity within the KTASC through the following services:

1. Assistance in resolving group problems.
2. Materials for use in meetings.
3. Assistance in improving communications within NA as a whole.
4. Public information services to the local community.
5. Activities designed to strengthen the Fellowship.
6. Administrative functions necessary to do these tasks.

ARTICLE IV – PARTICIPANTS

SECTION 1: The voting participants of the committee shall be the Group Service Representative (GSR), or in their absence, the Group Service Representative Alternate of each group. This committee shall have two classes of participants only, that of voting, and non-voting. Only voting participants shall have voting rights. No person shall have more than one vote.

SECTION 2: Non-voting participants: anyone other than the GSR or GSR Alternate as referred to in Section 1.

SECTION 3: The Chairperson shall have the right to vote only in case of a tie.

ARTICLE V – OBSERVERS/VISITORS

SECTION 1: Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classified as observers.

SECTION 2: Non-Narcotics Anonymous members shall be classified as visitors.

SECTION 3: Observers/visitors shall only have the specific right to request the floor

1. When or during:
 - A. Open Forum.
 - B. Questions on all reports.
2. The Chairperson has the exclusive right to grant or deny these request for the floor
 - A. By questioning the motives of the requestor.
 - B. Referring the requestor to Open Forum.

ARTICLE VI – OFFICERS AND ELECTIONS

SECTION 1: The officers of the committee shall be the Chairperson, a Vice-Chairperson, a Secretary and Assistant Secretary, a Treasurer and Assistant Treasurer, Regional Committee Member (RCM) and a Regional Committee Member Alternate (RCMA).

SECTION 2: Area Service Committee officers and Sub-Committee Chairpersons shall be elected positions. All officers and Sub-committee Chairpersons shall be elected in the month of May except as provided for in Article VI, Section 5.

SECTION 3: The officers, except Treasurer, shall be elected to serve for one (1) year or until their successors are elected, and their terms of office shall begin at the start of the regular meeting following the meeting at which they were elected.

SECTION 4: No officer shall hold more than one (1) office at any time within the ASC, and no officer shall be eligible to serve more than two (2) consecutive terms in the same office.

SECTION 5: In the case of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume the duties of Chairperson. In the case of a vacancy in the office of the Vice-Chairperson, the RCM shall assume the duties of the Vice-Chairperson. In the case of a vacancy in the office of the RCM, the RCMA shall assume the duties of the RCM until the start of the regular meeting following the election of a new RCM. In the event offices of the Regional Committee Member and Alternate become vacant, the Chairperson shall appoint representation to the Regional Service Meeting. In the case of a vacancy in the office of the Secretary or Treasurer, the assistant officer shall assume the duties of that office, except for signing on the KTASC bank account(s).

SECTION 6: Nominations – Any NA member may nominate a qualified individual for any KTASC position seconded by a GSR with a vote.

ARTICLE VII – REMOVALS

SECTION 1: An officer or sub-committee Chairperson shall be automatically removed from their position due to a loss of abstinence. Removals due to non-compliance shall be determined by a 2/3 majority vote. Non-compliance includes but is not limited to:

- A. Non-fulfillment of the duties of their position.
- B. Absence at two (2) consecutive regular meetings of the Area Service Committee without prior notification to the ASC Chairperson.
- C. Misuse of any KTASC funds and/or property.

SECTION 2: An officer or sub-committee Chairperson may resign by providing the Chairperson with written notice.

ARTICLE VIII – DUTIES OF OFFICERS

Committee officers shall be elected from active members of the Area, keeping in mind that prior experience such as group secretary, group treasurer, and sub-committee participation is valuable. All ASC officers may succeed themselves in office, keeping in mind, however, the Ninth Tradition and the principle of rotating leadership.

SECTION 1: CHAIRPERSON

Qualifications:

- A. Active for at least one (1) year in the service structure of NA.
- B. A suggested two years of continuous abstinence from all drugs.
- C. One (1) year commitment.
- D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the Area Guidelines.

Responsibilities:

- A. To open the meeting at the appointed time and call the meeting to order. To announce in proper sequence the Agenda that directs the business of the KTASC. To recognize participants or observers/visitors who are entitled to the floor.
- B. To stay and put to vote all questions that legitimately come before the KTASC as motions, or that relate to the Chairperson and to announce the result of each vote.
- C. To protect the KTASC from motions that are out of order by refusing to address them.
- D. To enforce the rules relating to debate and to keep the peace within the KTASC meetings by utilizing parliamentary procedures.
- E. To decide all questions of order, subject to appeal, unless, when in doubt, the Chairperson prefers to submit such a question to the KTASC for decision.
- F. To respond to inquiries of participants or observers/visitors relating to parliamentary procedures or factual information bearing on the business of the KTASC.
- G. To declare the meeting adjourned when the KTASC so votes or when applicable a time prescribed in the agenda, or at any time in the event of a sudden emergency effecting the safety of those present.
- H. To complete the agenda and submit it in writing to the Secretary to be attached to the minutes of the previous meeting.
- I. To conduct the general correspondence of the committee.
- J. To be a co-signer on the committee's bank account.
- K. To conduct meetings with impartiality and fairness.
- L. To appoint or remove all Ad hoc committees Chairperson(s).
- M. To be a holder of the P. O. Box key.
- N. Announce the total count of voting participants in attendance once quorum is established.
- O. To complete and sign a memorandum of Financial Responsibility Form.
- P. To appoint the Group Services Representative Coordinator.

SECTION 2: VICE-CHAIRPERSON

Qualifications:

- A. Active for at least one (1) year in the service structure of NA.
- B. A suggested two (2) years of continuous abstinence from all drugs.
- C. One (1) year commitment.
- D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the Area Guidelines.

Responsibilities:

- A. In the absence of the Chairperson, to serve as Chairperson.
- B. To act as parliamentarian for the KTASC meetings unless this task is specifically assigned to another individual.
- C. To maintain a current calendar of all business of the sub-committees.
- D. To attend at least one of all sub-committee meetings per month.
- E. To be an advisor and a non-voting member of all Sub-committees.
- F. To complete and sign a memorandum of Financial Responsibility Form.
- G. To be a co-signer on the committee's bank account.

SECTION 3: SECRETARY

Qualifications:

- A. Active for at least one (1) year in the service structure of NA.
- B. A suggested two (2) years of continuous abstinence from all drugs.
- C. One (1) year commitment.
- D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and Area Guidelines.

Responsibilities:

- A. In the absence of the Chairperson, Vice-Chairperson, and RCM, to call the meeting to order and to preside Pro Tem until the immediate election of the Chairperson.
- B. To keep a record of all proceedings of the committee.
- C. To keep on file all committee reports.
- D. To maintain the committee's official membership list and to call the roll.
- E. To maintain the committee's files and archives.
- F. To make the minutes and records available to any NA member upon request at their earliest convenience.
- G. To furnish committees with whatever documents are required for the performance of their duties.
- H. To maintain record book(s), in which the guidelines and minutes are entered, with any amendments properly admitted into the guidelines as an Addendum. To have the current record book(s) on hand at every meeting.
- I. To notify participants of each special meeting utilizing such method of notification as is agreed upon by the committee.
- J. To type and mail the correspondence of the committee that is not a responsibility of the other officers or sub-committees.
- K. To prepare an agenda in conjunction with the Chairperson prior to each meeting.
- L. To prepare the minutes no later than three weeks following each meeting.
- M. To be a co-signer of the committees bank account(s).
- N. To be a holder of the P.O. Box key.
- O. To retype, including all amendments and addenda and to make copies of Area Service Guidelines the month before elections.
- P. To complete and sign a Memorandum of Financial Responsibility Form.

SECTION 4: ASSISTANT SECRETARY

Qualifications:

- A. Active for at least six (6) months in the service structure of NA.
- B. A suggested one (1) year continuous abstinence from all drugs.
- C. One (1) year commitment.
- D. A willingness to become familiar with the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the Area Guidelines.

Responsibilities:

- A. To assist and/or assume the secretary's responsibilities in the absence of the Secretary.

SECTION 5: TREASURER

Qualifications:

- A. Active for at least one (1) year in the service structure of NA.
- B. A suggested three (3) years continuous abstinence from all drugs.
- C. Two (2) year commitment.
- D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the Area Guidelines.

Responsibilities:

- A. To be the custodian of the committee's funds.
- B. To be a co-signer on the committee's bank account(s).
- C. To make a report on the receipts and disbursements at each meeting.
- D. To make a full financial report at the annual KTASC meeting.
- E. To disburse funds as necessary, in accordance with committee decisions, when the funds are available.
- F. To advise the committee of financial obligations.
- G. To be a P.O. Box key holder.
- H. To review the operating expenses quarterly and arrive at a monthly average for the quarter, then establish a new prudent reserve as per Article XII, Section 4.
- I. To report funds in excess of the prudent reserve at each regular KTASC meeting.
- J. To complete a Memorandum of Financial Responsibility Form.

SECTION 6: ASSISTANT TREASURER

Qualifications:

- A. Active for at least one (1) year in the service structure of NA.
- B. A suggested two (2) years of continuous abstinence from all drugs.
- C. One (1) year commitment.
- D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and the Area Guidelines.

Responsibilities:

- A. To assist and/or assume the Treasurer's responsibilities, except for co-signing on the committee's bank account(s).
- B. To complete and sign a Memorandum of Financial Responsibility Form.
- C. To collect donations from the groups and to give a written receipt.

SECTION 7: REGIONAL COMMITTEE MEMBER (RCM)

Qualifications:

- A. Active for at least two (2) years in the service structure of NA.
- B. A suggested three (3) years of continuous abstinence from all drugs.
- C. One (1) year commitment.
- D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and Area Guidelines.

Responsibilities:

- A. In the absence of the Chairperson and the Vice-Chairperson, to serve as Chairperson.
- B. To represent the KTASC at the regular meetings of the Regional Service Committee.
- C. To make a report to the KTASC at each regular meeting, covering the business of the previous Regional Service Committee meeting.
- D. To complete and sign a Memorandum of Financial Responsibility Form.

SECTION 8: REGIONAL COMMITTEE MEMBER ALTERNATE (RCMA)

Qualifications:

- A. Active for at least one (1) year in the service structure of NA.
- B. A suggested two (2) years abstinence from all drugs.
- C. One (1) year commitment.
- D. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA, and Area Guidelines.

Responsibilities:

- A. In the absence of the RCM, to serve as the RCM.
- B. For training purposes, it is suggested to attend each RSC meeting.
- C. To complete and sign a Memorandum of Financial Responsibility Form.

ARTICLE IX – MEETINGS

SECTION 1: The regular meetings of the KTASC shall be held on the last Saturday of each Month, unless otherwise voted by the committee.

SECTION 2: The regular meeting in the month of May shall include elections as the first order of business after roll call as provided for in Article VI, Section 2.

SECTION 3: All special meetings called by the Chairperson of the KTASC, or upon request of a participant of the KTASC, shall be governed by these guidelines. All motions shall be passed by a simple majority of the voting participants in attendance at any special meeting. The purpose of the meeting shall be stated. No business other than that which is stated shall be conducted. At least eight (8) days notice shall be given.

SECTION 4: Two thirds (2/3) of the voting participants shall constitute a quorum.

SECTION 5: Any participant of the KTASC, except for the Chairperson, may entertain a motion.

SECTION 6: All motions pertaining to New Business shall be submitted in written form prior to New business and passed by a simple majority vote. All motions shall require intent. All voting shall be conducted by a show of hands. The Secretary shall make motion forms available.

ARTICLE X – STANDING SUB-COMMITTEES

SECTION 1: The KTASC may establish sub-committees as necessary to perform certain duties. The voting participants of the KTASC shall form these standing sub-committees upon approval. Standing sub-committees may include, but are not limited to: Public Information, Hospitals and Institutions, Literature, Activities, Merchandising, Blues Fest. At the inception of these standing sub-committees, the voting participants of the KTASC shall elect a Chairperson. Officers other than Chairperson of each standing sub-committee shall be elected by the sub-committee members.

SECTION 2: All standing sub-committees of the KTASC shall create and adopt guidelines, which are consistent with the guidelines of the KTASC, Twelve Traditions, and Twelve Concepts.

SECTION 3: The guidelines of each standing sub-committee shall be reviewed and approved by the KTASC.

SECTION 4: Appointed Position: Group Services Representatives Coordinator.

Qualifications:

- A. Six (6) months active service in the Narcotics Anonymous service structure.

Responsibilities:

- A. Provide necessary information to Group Service Representatives prior to Area Service Committee meetings.

ARTICLE XI – AMENDMENTS

SECTION 1: In order to amend these guidelines, a written motion must be submitted to the KTASC specifying article number, section number, and intent. After this motion has been seconded, it shall further be reviewed by an ad-hoc committee. The results of this review and the exact wording of the proposed amendment(s) shall be announced at the regular KTASC meeting. The GSRs shall take the proposed amendment(s) to their respective group for approval or disapproval. The GSRs shall report back to the following KTASC meeting to cast their group's vote of the proposed amendment(s).

SECTION 2: The Secretary shall keep amendments for Guidelines review.

ARTICLE XII – GENERAL FUND

SECTION 1: For the purpose of the KTASC, the General Fund shall be an account for the KTASC, sub-committees, and projects of the KTASC.

SECTION 2: Disbursements of funds from this account shall be monthly approved operating expenses of the KTASC, approved itemized request(s) from sub-committees, and/or projects of the KTASC. All requests are subject to Section 3 and Section 6 of Article XII.

SECTION 3: Requests from the General Fund shall be in written form with an itemized record of said request and must be approved by a two-thirds (2/3) vote of the KTASC quorum.

SECTION 4: Prudent reserve shall be defined as those funds required to sufficiently cover the operating budget of the KTASC and the approved allotments of the sub-committees for a period of three (3) months.

SECTION 5: Funds found to be in excess of the prudent reserve shall be reported by the Treasurer to the KTASC per Article VII, Section 5, Line 1.

SECTION 6: Disbursement of excess funds outside of the KTASC is to be made in April and October.

ARTICLE XIII – GUIDELINES FOR KTASC SUB-COMMITTEE REPORTS

SECTION 1: General reporting of progress during the previous month.

SECTION 2: General reporting of communications with Regional Sub-Committees.

SECTION 3: To report the time and place of committee meeting(s) and current activities.

SECTION 4: Try to limit speaking time when giving your report, avoiding any unnecessary rhetorical conversation. Submit a typed or hand written report including a complete financial statement.

SECTION 5: Include sub-committee Chairperson's current telephone number.

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Kings/Tulare Activity Committee
Of
Narcotics Anonymous

Guidelines

(Approved 2009)

ARTICLE I: NAME

The name of this committee shall be known as Kings-Tulare Activity Committee of Narcotics Anonymous.

ARTICLE II: BOUNDARIES OF SERVICE

The boundary of service, to serve the Kings-Tulare Area Service Committee within its geographical area.

ARTICLE III: PURPOSE

SECTION 1. To provide activities / functions for the Kings-Tulare Area Service Committee of Narcotics Anonymous.

SECTION 2. To enhance the primary purpose of carrying the message to the addict through promoting unity in the fellowship.

ARTICLE IV: 6TH TRADITION

In keeping with the 6th Tradition we are not affiliated with any outside organizations. Special prices are not given to organizations. However, newcomers unable to pay full donation shall be allowed to participate. (Refer to pg 168 How and Why)

ARTICLE V: MEMBERSHIP

Members of KTAC shall be open to any interested members of Narcotics Anonymous.

ARTICLE VI: VOTING

SECTION 1. Voting participants are to include the KTAC Officers, except the Chairperson, except in case of a tie.

SECTION 2. You become a voting member upon the attendance of the second consecutive meeting. You must re-establish voting rights if you miss two (2) consecutive meetings, not to exclude its officers.

ARTICLE VII: OFFICERS AND ELECTIONS

SECTION 1. It is strongly suggested that all interested members have a willingness to serve.

SECTION 2. The officers of the KTAC shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, and any appointed Subcommittee Chairperson.

SECTION 3. The officers of the KTAC shall be elected officers of the body of the

KTAC except for the chairperson. The chairperson is elected to the position through the Kings-Tulare ASC as provided for in their guidelines, ARTICLE VII, SECTION 2.

SECTION 4. All officers, except for the Chairperson, as provided for in ARTICLE VI, SECTION 2, shall be elected in the month of June.

SECTION 5. All officers elected through the KTAC are elected to serve on (1) year. These officers may serve no more than two (2) consecutive terms in any particular office.

SECTION 6. No officer shall hold more than one (1) office within the KTAC at one time.

SECTION 7. A Chairperson elected to a Sub-Committee before the month of June in any given year is also subject to the election of officers in the regular meeting of June.

ARTICLE VIII: REMOVALS

SECTION 1. An officer, or voting member may be removed from their position for non-compliance including, but not limited to:

- A) Loss of abstinence
- B) Non-fulfillment of the duties of their position.
- C) Absence at two (2) consecutive meetings of the KTAC without prior notice.

SECTION 2. Any officer of the KTAC may resign at any time.

ARTICLE IX: DUTIES OF OFFICERS

SECTION 1. Chairperson

- A) Preside over all KTAC meetings per Roberts Rule of Order, and over all functions / activities.
- B) Provide agenda for the KTAC meetings.
- C) To attend all Kings / Tulare ASC meetings to submit the KTASC monthly report to include its financial reports.
- D) Responsible for getting appropriate KTAC information to the RSC.
- E) Be responsible for the distribution of all KTAC function flyers.

SECTION 2. Vice-Chairperson

- A) Perform any or all duties of Chairperson in his / her absence.
- B) To be responsible for the housing, and distribution of all inventory on

hand.

- C) Keep an updated inventory of all items owned by the KTAC sodas, coffee pot, ice chest, etc. and the whereabouts of all items at all times.

SECTION 3. Secretary

- A) Record the minutes of each KTAC meeting.
- B) Be responsible for all incoming and outgoing correspondence.
- C) Act as custodian of the KTAC archives.
- D) Be responsible for arranging the printing and to provide the Chairperson with function / activities flyers as needed.

SECTION 4. Treasurer

- A) Maintain a record of cash flow.
- B) Oversees expenditures.
- C) To be the receiver and depositor of all funds of KTAC.
- D) To provide a written monthly financial report.

SECTION 5. Sub-Committee Chairpersons and officers of that committee to be subject to the KTAC Guidelines.

ARTICLE X: OPERATIONAL GUIDELINES

SECTION 1. The KTAC shall hold monthly meetings in a place as geographically centered as possible within our Area's boundaries on the 3rd Tuesday of each month (or regular meeting agreed upon date and time)

SECTION 2. Special meetings may be called by a simple majority vote or by the chairperson request.

SECTION 3. Any monetary transaction or purchase for the KTAC shall be voted upon by a 2/3 majority.

SECTION 4. To establish a quorum there must be a minimum of three (3) voting members present.

SECTION 5. Prudent Reserve

- A) A Prudent Reserve of 650.00 will be maintained at all times if at all possible.
- B) Any funds in excess of 650.00 will be donated to KTASC.

SECTION 6. In the event there is a need to amend the Prudent Reserve, the chairperson, upon a 2/3 majority vote of the KTAC will submit a request to the

KTASC for approval.

SECTION 7. After the function / activity, all money shall be counted and recorded by the Chairperson and Treasurer or two (2) previously designated officers.

SECTION 8. The guidelines may be amended by a 2/3 majority vote at a regular meeting or special meeting called to amend guidelines as needed.

SECTION 9. All active members of the KTAC have the right to make a motion and to second a motion.

ARTICLE XI: FUNCTIONS

SECTION 1. Chairperson

- A) Responsible for acquiring and securing key(s) to the facility being used for any KTAC function.
- B) Delegates volunteers from within and outside the KTAC to perform specific duties before, during, and after any function.
- C) Is responsible for arranging opening and closing of the facility.
- D) Co-signs any service / performance contracts pertaining to the function.
- E) Responsible for coordination all leaders, speakers, and readers asked to participate in KTAC hosted meeting and confirming their participation.
- F) In the case of any last minute decisions pertaining to the function, the Chairperson will take a group conscience from within the KTAC. If a reasonable effort has been made to hold a group conscience in the event that one cannot be held, an automatic vote of confidence is given in accordance with these guidelines to the Chairperson to make any last minute decisions pertaining to the function.
- G) With the Vice-Chairperson oversees and maintains a supply of inventory before and after each function.
- H) Arranges for the purchase of all necessary supplies for each function.

SECTION 2. Vice-Chairperson

- A) Performs any and all duties of the Chairperson pertaining to the KTAC hosted function in his / her absence.
- B) Performs any necessary task pertaining to the function as deemed necessary by the Chairperson.

SECTION 3. Treasurer

- A) Is responsible for all monetary transactions, which include collecting money / receipts at the door of any KTAC function.
- B) Counts all money upon receipt at the end of any function with the Chairperson or other designated officer.
- C) Provides all receipts and reimburses all funds for any expenses incurred in connection with the function.
- D) Co-signs any service / performance contracts pertaining to the function.

SECTION 4. Secretary

- A) Is responsible for typing up formats of any KTAC hosted function.
- B) Maintains a list of commitments by the KTAC members for duties to be performed for any function.
- C) Is responsible for all / any correspondence.

SECTION 5. KTAC Members

- A) Choose the format of the KTAC hosted meeting, including speakers, leaders, and readers. Participants are to be chosen by the KTAC's voting members.
- B) It is strongly suggested that all KTAC members commit themselves before, during, and after any function to perform any necessary tasks relating to any KTAC hosted function. Each member should make a commitment to stay until the doors close at the end of any function.



Gateway to the Sequoias Blues Fest Subcommittee
of the
Kings / Tulare Area Service Committee
of
Narcotics Anonymous

Guidelines

(Amended and Approved 8/2009)

I. BODY

This is the Gateway to the Sequoias Blues Fest Subcommittee (hereafter referred to as the GSBFS or Blues Fest) of the Kings / Tulare Area Service Committee of Narcotics Anonymous (hereafter referred to as KTASCNA).

II. PURPOSE

The purpose of the Blues Fest is to encourage unity and celebration among the members of Narcotics Anonymous. Keeping this in mind, the purpose of the GSBFS is to put on a kick-ass blues festival for the fellowship, in accordance with our primary purpose of helping the addict who still suffers, and with the 12 Traditions of Narcotics Anonymous.

III. FUNCTIONS

- A. To hold regular Blues Fest meetings.
- B. To provide a written report to the KTASCNA.
- C. To maintain a mailing address.
- D. To maintain a bank account requiring a minimum of two signatures.
- E. To encourage and support all GSBFS subcommittees.
- F. To encourage and support unity in all GSBFS and KTASCNA activities.

IV. PARTICIPANTS

All members of Narcotics Anonymous are encouraged and welcomed to participate, in a positive manner, with the GSBFS.

V. VOTING PARTICIPANTS

The voting participants of the GSBFS will consist of the GSBFS Executive Committee (the Chairperson only voting in a tie), and all subcommittee chairpersons or their appointed representatives.

VI. EXECUTIVE COMMITTEE

The executive committee executes the conscience of the overall committee. It is the administrative body of the Blues Fest consisting of a Chairperson, Vice-Chairperson, Treasurer, Co-Treasurer (if deemed necessary by the GSBFS), and Secretary. The offices of Vice-Chairperson and Secretary may be combined by the GSBFS. It is the responsibility of the Executive Committee to meet regularly to discuss the progress and performance of GSBFS subcommittees, the Blues Fest budget, and all other matters pertinent to or directly affecting the Blues Fest. The GSBFS works to ensure that the subcommittees work together, assisting wherever and whenever a subcommittee may need extra help, and must provide a written monthly report via the chairperson or other representative to the KTASCNA.

The qualifications required for all executive committee officers are: A working knowledge of the 12 Traditions of NA, a willingness to serve, and an ability to exercise patience and tolerance. For individual offices, active participation in NA and clean time is required as follows: **Chairperson—4 years, Vice-Chairperson—3 years, Treasurer—5 years, Co-Treasurer—3 years, Secretary—2 years.**

The duties of the executive committee are as follows:

1. **Chairperson**—arranges agenda and presides over regular meetings; delegates major tasks, encourages and monitors performance of each subcommittee, giving help when needed; helps resolve personality conflicts; keeps activities focused on the purpose of the Blues Fest and within the 12 Traditions of NA; prevents premature passage of motions to ensure greater understanding of the issues; acts as a liaison to KTASCNA.
2. **Vice-Chairperson**—serves as a liaison between the Blues Fest and KTASCNA and its subcommittees; acts as chairperson if chairperson is otherwise unavailable.
3. **Treasurer**—maintains and is responsible for Blues Fest bank account; keeps and makes available upon request an accurate financial ledger; gives financial reports at all Blues Fest meetings; works with the committee to establish and maintain a budget for the Blues Fest and its subcommittees; writes all checks and is responsible for collecting receipts for money paid out by subcommittees; responsible for all monies

received, including, but not limited to, revenues from registration, merchandising projects, fund-raising activities, and all other related income; pays all bills and advises committee and chairperson on cash supply, income flow and rate of expenditures.

4. **Co-Treasurer**—acts as treasurer in absence of treasurer; works with treasurer to double-check paperwork for accuracy.

5. **Secretary**—keeps concise and complete minutes at all regular Blues Fest meetings and keeps minutes of subcommittee reports; distributes copies of minutes at all regular Blues Fest meetings for approval; keeps a complete and up-to-date set of records of all meetings which should be available upon request; provides current minutes of the Chair person for reporting to KTASCNA; maintains a list of names, addresses, and phone numbers of all Blues Fest committee members, business contacts and other entities related to the Blues Fest; assists subcommittees in mailing and correspondence if and when necessary.

VII. SUBCOMMITTEES

All subcommittees shall maintain accurate records of their activities. This includes, but is not limited to, financial reports, expenditures, duplicate receipts, current avenues of endeavor, subcommittee, goals, and needs. The subcommittees shall work in close contact with the executive committee in accordance with the Twelve Traditions of Narcotics Anonymous. We must remember that cooperation and consideration are the keys that will make it work.

The recommended qualification for all subcommittee chairpersons is 2 years, with the exception of the merchandising committee, which will be 3 years. Each subcommittee chairperson should be aware of the responsibilities of each member and the tasks they have assumed, making sure that any task assigned them is properly carried out as they bear the primary responsibility of their subcommittee.

The subcommittees are as follows:

1. **EVENT STAFF**—responsible for security, keeping the peace, promoting safety, and assisting bands and attendees with any problems they might have; supervise transfers of cash where necessary. Is also responsible for ensuring that the porta potties are cleaned and ready for weekend of event and that the water truck is reserved for the weekend from Friday morning until Saturday night at the end of event (and have a licensed driver available at all times to operate water truck throughout event).

2. **GROUNDS and SIGNS**—responsible for keeping the event and camping grounds clean and for cleaning up after the event. Is responsible for keeping restrooms cleaned and stocked throughout the event. Responsible for posting signs and banners for festival. Responsible for sections that need to be roped off for the sounds and stage vendor.

3. **MERCHANDISING**—responsible for production and distribution of t-shirts, hats, and other merchandise for the Blues Fest. Responsible to contact and contract with any vendor that is to sell merchandise or jewelry at the festival.

4. **REGISTRATION AND INFORMATION**—responsible for announcement flyers, tickets, and merchandise receipts; receives, records, and mails tickets and merchandise receipts; coordinates with KTASCNA's Public Information committee.

5. **SNACK BAR**—responsible for purchasing and re-selling snacks at the event. Responsible to contract the caterer to prepare and sell meals at the festival. Responsible to contract the vendor to sell coffee drinks at the festival. To insure that food vendors agree to and understand the limits to items they are allowed to sell. Responsible for grocery list and shopping prior to event.

6. **SOUNDS and STAGE**—Responsible for locating, contracting all bands for the festival. Responsible for reserving hotel rooms needed for bands, ensuring that the sound vendor is contracted and any other back-

line equipment needed is reserved and delivered to event. Responsible for reserving the chairs and tables needed for event. Responsible for meeting and contracting with the event location personnel.

VIII. OPERATIONAL GUIDELINES

VOTING PROCEDURES: Participants outlined in section V.

- a. A simple majority will be accepted in all matters of regular Blues Fest business.
- b. A 2/3 majority will be accepted in major financial and policy matters affecting the blues Fest as a whole. Major financial are defined as involving expenditures over \$100 and include our prudent reserve, currently set at \$3,500. Prudent reserve refers to operating cash for the coming year, and does not include any left over merchandise.
- c. Any changes in these guidelines will require a 2/3 vote and approval of the KTASCNA.

MOTIONS

- a. Motion in matters concerning regular Blues Fest business can be made and seconded by any voting participant.
- b. Motions in major matters of finance and policy shall be submitted in writing and seconded by a voting participant during the discussion of new business.
- c. Motions may only be tabled for one regular Blues Fest meeting and must be resubmitted at the next meeting.

REMOVAL OF BLUES FEST COMMITTEE MEMEBERS

- a. Any Blues Fest officer or member may be removed from their service position by a 2/3 majority vote in the event that they fail to:
 1. Carry out their duties in a timely and responsible manner.
 2. Adhere to the principles of the 12 traditions.
 3. Attend two consecutive regular Blues Fest meetings without prior notice to the chairperson or appointed alternate representative.
 4. Maintain their abstinence from drugs.

FISCAL PROCEDURES

- a. The executive committee and each subcommittee will submit a rough budget of projected expenses to the chairperson in a timely manner, being revised as necessary.
- b. Major funds (over \$100) will be appropriated during old/new business by a 2/3 majority vote, and will be based on the treasury's ability to pay.
- c. Separate records will be maintained for the financial activities of all subcommittees.
- d. To pay sales tax to the State Board of Equalization for merchandise sold.

COMMITTEE

Narcotics Anonymous, as a fellowship, is defined by its principles. Our Twelve Steps detail our program for personal recovery. Our Twelve Traditions relate experience of our fellowship's first forty years with

such things as responsibility, authority, delegation, leadership, accountability, spiritual guidance, participation, communication, open-mindedness fairness, and finances. The Twelve Concepts, together, help insure that our fellowship's service structure remains devoted to service, not government.

Twelve Traditions

1. Our common welfare should come first; personal recovery depends on NA unity.
2. 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.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. an NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

TWELVE CONCEPTS

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains, services on behalf on NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to in.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving god to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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Kings/Tulare Area Service Committee
Of
Narcotics Anonymous
Literature Subcommittee

Guidelines
(Approved March 2010)

I. DEFINITION AND PURPOSE

The Kings / Tulare Area Literature Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of Narcotics Anonymous members. The primary purpose of the Subcommittee is to assist the Kings / Tulare Area Service Committee (KTASC) in carrying the message of recovery by maintaining an adequate supply of Narcotics Anonymous (NA) Literature, available at the regular KTASC meetings as well as interim periods between KTASC meetings. In all proceedings the Subcommittee shall adhere to the Twelve Traditions, Twelve Concepts of NA Service, A Guide to Local Services, as well as the Handbook for NA Literature Committee.

II. FUNCTIONS OF THE SUBCOMMITTEE

- A.) Maintains an adequate supply of NA literature to meet the needs of the KTASC Groups.
- B.) Distributes literature to all Groups and Subcommittees of the KTASC.
- C.) Provides representation and participation to the KTASC.
- D.) Maintains and reports accurate and timely inventory records to the KTASC.

III. ELECTED POSITIONS

- A.) Chair; elected by the KTASC. Suggested clean time two years.

Duties:

- 1. Regular and timely reporting to the KTASC on all matters concerning the Subcommittee.
- 2. Maintain and direct order at each Subcommittee meeting.
- 3. Maintain physical custody of the Subcommittee's inventories, including all cash and literature stocks.
- 4. Provide the Subcommittee with literature pricing calculations.
- 5. Assume all duties of unfilled positions of the Subcommittee.

- B.) Vice-Chair; elected by the Subcommittee. Suggested clean time two years.

Duties:

- 1. Attend all Subcommittee meetings.
- 2. Maintain accurate and timely accounting, including statements of literature inventory and cash-on-hand.
- 3. Assist the Chair with literature pricing calculations.
- 4. Attend KTASC regular meetings to assist in distributing literature and collecting money.
- 5. In the absence of the Chair, the Vice-Chair shall assume those duties until a new Chair can be elected by the KTASC.

- C.) Secretary; elected by the Subcommittee. Suggested clean time one year.

Duties:

- 1. Attend and records minutes of all Subcommittee meetings.
- 2. Maintain archives of all Subcommittee matters.

IV. INVENTORY MANAGEMENT

- A.) All literature sold through the Subcommittee shall be approved by Narcotics Anonymous World Services (NAWS).
- B.) Literature shall be priced to cover all costs incurred (price, tax, shipping, etc) but not to produce profit. Literature pricing adjustments must be reported to and approved by the KTASC the month prior to taking effect.
- C.) All cash collected from sales during a month shall be reported by the Subcommittee Chair during their regular report; cash collected during a regular KTASC meeting shall be reported at the end of that meeting, either by announcement of the Subcommittee Chair or by the KTASC Treasurer during their Closing Report.
- D.) Payment for literature is due upon receipt by cash or check / money order made payable to the KTASC.
- E.) Payment for literature re-stocks shall be made directly from the KTASC general fund in the form of a check drafted to the supplier for the exact amount of the literature sold during the previous month.

V. GUIDELINES AMENDMENTS

Changes to these guidelines require approval from the KTASC.

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Kings/Tulare Service Committee
Merchandise Subcommittee
Of
Narcotics Anonymous

Guidelines
(Approved Spring 2009)

ARTICLE 1: NAME

The name of this subcommittee will be the Kings / Tulare Area Service Committee Merchandise Subcommittee. Herein referred to as “The Subcommittee,” or KTASCMS.

ARTICLE 2: PURPOSE

The Subcommittee’s purpose will be to create fund-raising merchandise to support the Kings / Tulare Area Service Committee (KTASC) in their efforts to carry the message.

ARTICLE 3: MEETINGS

The Subcommittee encourages all NA members to attend any and all of our meetings.

SECTION 1: CONTACTING THE SUBCOMMITTEE

The Subcommittee will publish the Chairperson’s name and phone number in the KTASC MEETING SCHEDULE.

SECTION 2: PARTICIPANTS

Participants of the Subcommittee will consist of voting and non-voting members.

1: VOTING MEMBERS:

Anyone who attends three consecutive KTASC Merchandising meetings.

2: NON-VOTING MEMBERS:

A member who has not made three consecutive meetings, or one who has Missed two consecutive meetings without notification.

Chairperson will only vote to break a tie.

SECTION 3: QUORUM

A quorum of 3 voting members will be required to conduct business at any meeting of The Subcommittee.

SECTION 4: OCCURRENCE OF MEETINGS

1: General meetings will occur every two (2) weeks as determined by The Subcommittee.

2: Project meetings will be scheduled weekly to insure accountability of inventory and funds.

3: Emergency meetings will be scheduled as needed by the Chairperson.

ARTICLE 4: OFFICERS

The Subcommittee will consist of the following officers: Chairperson, Vice-Chairperson, Secretary, Treasurer, and Assistant Treasurer.

SECTION 1: TERMS OF OFFICE

Officers of The Subcommittee will serve one (1) year per term and not hold any office for more than two (2) consecutive terms.

SECTION 2: REQUIREMENTS TO HOLD OFFICE

All officers of The Subcommittee must be members of Narcotics Anonymous (NA) in addition to meeting the following requirements:

- 1: Willingness and the desire to serve in the office for at least one year.
 2. Working knowledge of the 12 Steps, the 12 Traditions, and the 12 Concepts of NA.
 - 3: A voting member of The Subcommittee.
 - 4: Requirements specific to the individual offices.
- These requirements may be waived by a 2/3 majority vote of the quorum.

A: CHAIRPERSON

- 1: A minimum of three (3) years of clean time.
- 2: Active for at least two (2) years in the service structure of NA.

B: VICE-CHAIRPERSON

- 1: A minimum of two (2) years clean time.
- 2: Active for at least one (1) year in the service structure of NA.

C: SECRETARY

- 1: A minimum of two (2) years clean time.
- 2: Active for at least one (1) year in the service structure of NA.

D: TREASURER

- 1: A minimum of three (3) years clean time.
- 2: Active for at least two (2) years in the service structure of NA.

E: ASSISTANT TREASURER

1. A minimum of three (3) years clean time.
2. Active for at least two (2) years in the service structure of NA.

SECTION 3: DUTIES

1: Officers will attend all meetings. In the event that any officer is unable to attend a meeting, notification of such an absence must be reported to any attending officer prior to The Subcommittee meeting.

2: SPECIAL DUTIES OF THE OFFICERS

A: CHAIRPERSON

To submit a written report at all The Subcommittee's scheduled and emergency meetings. To report to the KTASC as required by their guidelines, arrange the agenda of the next scheduled Subcommittee meeting and submit it to the secretary. Conduct The Subcommittee meeting in accordance with the 12 Traditions and the 12 Concepts. Implement the projects determined by The Subcommittee.

B: VICE-CHAIRPERSON

Assist the chairperson as needed, the vice-chairperson will follow the 12 Traditions and the 12 Concepts while conducting business relating to The Subcommittee, and conduct the meetings in the absence of the chairperson.

C: SECRETARY

A: Maintain the minutes of each meeting of The Subcommittee, prepare an agenda in concert with the chairperson, maintain a phone list of all officers and participants of The Subcommittee, notify officers and participants of special and emergency meetings and changes to the scheduled meeting times and / or places.

D: TREASURER

A: Maintain and submit the Subcommittee's funds and financial records including ledger, receipts, and signatures, disburse funds as directed by The Subcommittee.

B: Maintain a written inventory of The Subcommittee's merchandise.

E: ASSISTANT TREASURER

Assist the treasurer as needed and assume the treasurer's duties in the event of the treasurer's absence or the vacancy of the treasurer's position. Maintain a written inventory of The Subcommittee's merchandise.

SECTION 4: ELECTIONS

1: The chairperson will be elected by the KTASC and will hold office pursuant to the KTASC Guidelines as well as Article 4, Section 2 of the KTASCMS Guidelines.

2: All other officers will be elected by The Subcommittee pursuant to Article 4 Section 2 of the KTASCMS Guidelines.

SECTION 5: REMOVAL

1: Any officer will be subject to automatic removal due to loss of abstinence.

2: Officers may be subject to removal due to non-compliance when determined by a 2/3 majority vote of the quorum. Non-compliance includes but is not limited to:

A: No fulfillment of the duties of their position.

B: Absent at two (2) consecutive scheduled meetings of The Subcommittee without prior notification.

C: Misuse of Subcommittee funds, merchandise, and / or property.

SECTION 6: RESIGNATION

1: Any officer other than the chairperson may resign by providing the chairperson with written notice prior to any scheduled meeting.

2: The chairperson will follow the KTASC Guidelines when rendering his / her resignation.

ARTICLE 5: SAFEGUARDS

In order to protect its members, funds, and property, The Subcommittee will employ, without being limited to, the following property control measures:

SECTION 1: FUNDS

- 1: Cash on hand will be accounted by treasurer and assistant treasurer, as per Article 4, Section 3, Parts D and E.
- 2: In the event of a vacancy of the treasurer and / or assistant treasurer, cash on hand will be accounted by at least two officers.

SECTION 2: MERCHANDISE

- 1: All finished merchandise will be distributed by members of this subcommittee.
- 2: All merchandise allotted to a Subcommittee member will require a signature in the treasurer's ledger or an individual receipt.
- 3: Checks must be made payable to KTASC and less than \$50.00 each.
- 4: All merchandise will be accounted and inventoried the last week of the month.

SECTION 3: PRUDENT RESERVE

- 1: The prudent reserve will consist of the total of cash, inventory, and accounts payable.
- 2: A prudent reserve of \$600.00 will be maintained (if possible) at all times.
- 3: Any funds in excess of the prudent reserve will be donated to KTASC no later than its next regular meeting.

SECTION 5: PROJECTS

All projects under consideration will be researched and a written report of their projected cost and potential profit will be submitted to the Subcommittee before being initiated.

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PUBLIC RELATIONS GUIDELINES
for the
Kings-Tulare Area Service Committee
of
NARCOTICS ANONYMOUS®

(Adopted 3/30/2013)

KINGS-TULARE AREA SERVICE COMMITTEE PUBLIC RELATIONS GUIDELINES

I. DEFINITION AND PURPOSE

For our purposes in Narcotics Anonymous, **Public Relations** refers to all of the relationships we create and maintain with each other in our group and service communities, potential members, and the general public. We strive toward strong public relations so that addicts have the opportunity to learn about our program of recovery from drug addiction. It is our desire for Narcotics Anonymous to be alive and thriving in every local community, to assure that no addict in a hospital, institution or related facility seeking recovery need die without having had a chance to find a better way of life through the program of N.A. From this day forward may we provide the necessary services. This Subcommittee is a part of the Kings-Tulare Area Service Committee and is directly responsible to that committee as well as the fellowship as a whole.

II. FUNCTION

- A. To carry the N.A. message and fulfill the P.R. activities as outlined in the P.R. Subcommittee guidelines.
- B. To conduct a minimum of one monthly business meeting.
- C. To report on P.R. activities at the monthly KTASC meeting.

III. ADMINISTRATIVE OFFICER STRUCTURE

- A. Service board of officers shall consist of:
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Secretary
- B. Elections of officers shall be held at the P.R. business meeting upon a new term of office, or when that position becomes vacant. (see voting procedures).
- C. Officer's positions shall be filled by a majority vote of the P.R. Subcommittee's members present.
- D. A Subcommittee officer or member who relapses will automatically be removed from the Subcommittee. A Subcommittee officer may potentially be removed by majority vote after missing two consecutive monthly P.R. meetings without due cause and prior notification to the Subcommittee.
- E. In cases where the Chairperson resigns or is otherwise unable to fulfill their responsibilities, the Vice-Chairperson shall automatically assume the position of Chairperson until the P.R. Subcommittee elects a new Chairperson.

IV. VOTING PROCEDURES

- A. A simple majority will pass a motion.
- B. Voting participants are all members of the P.R. Subcommittee who have been in attendance 2 consecutive Subcommittee meetings immediately prior to vote.
- C. Officers can be removed by a 2/3-majority vote of the Subcommittee. Reasons for removal are missing 2 or more consecutive meetings without providing notification or failure to perform outlined responsibilities. In either case, the Subcommittee prior to the vote, must attempt to give that officer notification of possible removal.

V. ATTENDANCE

- A. Public Relations Subcommittee Officers shall attend all regular business meetings. In the event that a board member cannot attend, the Chairperson shall be notified.
- B. Any member of Narcotics Anonymous is welcome to attend all regular business meetings as a visitor and may share any concerns in the open forum portion of that meeting.

VI. ELECTIONS

- A. All Public Relations Subcommittee Officer positions elections are to be held in June at the P.R. Subcommittee meeting. The P.R. Chair shall be elected at the ASC annual elections held in May.

- B. All Public Relations Subcommittee Officer positions will be elected by a majority vote of all eligible voting members of the Subcommittee at that meeting. In the event that no committee is formed the Area Service Committee shall hold election for a Chairperson at their regularly scheduled election.
- C. Nominees for election to any Public Relations Subcommittee Officer position shall be selected from any members of having previous participation in service to the Public Relations Subcommittee and that meet suggested requirements.
 - 1. Nominees must be present at the time of election to state qualifications and to answer any questions.
 - 2. Election will be performed by a majority vote of the participating Subcommittee members at that business meeting.
 - 3. In the event of a tie the Chairperson shall break the tie.
- D. An election to fill a vacancy for an officer shall occur within 2 regular business meetings after the vacancy arises.

VII. QUALIFICATIONS AND DUTIES OF ADMINISTRATIVE OFFICERS

All Administrative Officers shall have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.

A. CHAIRPERSON

There is a Chairperson requirement of one year active participation at the Area Service Committee (ASC) or Regional Service Committee (RSC) level. The Chairperson shall be elected in accordance with the P.R. Subcommittee guidelines. The Chairperson must have a clear message of Narcotics Anonymous.

Clean time requirement: Two years

Term of office: One year.

Responsibilities:

1. Preside over and be capable of conducting regular monthly Subcommittee business meetings with good leadership skills.
2. Bring before the general meeting of the Subcommittee matters that should be acted upon.
3. Initiates and maintains communications between the public and P.R. Subcommittee. Provides a continuum of communication when the time comes that the current P.R. Chairs' time of service has concluded and a new P.R. Chair takes over.
4. Attend monthly ASC meetings and submit a written report on the activities of the P.R. Subcommittee.
5. To include in the monthly written report to the KTASC the following:
 - a. A financial report
 - b. A monthly update on activities of the Subcommittee
 - c. Upcoming events
 - d. The next scheduled meeting date, time, and place.
6. Shall have no regular vote on matters of Subcommittee business; however, shall cast the deciding vote in the event of a deadlock.
7. Facilitates orientations and evaluation of panel members on proper Narcotics Anonymous P.R. procedures and facility requirements with help of other P.R. members.
8. Responsible for all finances of this Subcommittee:
 1. Account for the management and distribution of all P.R. Subcommittee funds.
 2. Responsible to make available upon request, records and account balance information of Subcommittee funds.

B. VICE-CHAIRPERSON

There is a Vice-Chairperson requirement of one year active participation at Area Service Committee (ASC) or Regional Service Committee (RSC) level. The Vice-Chairperson must be able to share a clear Narcotics Anonymous message.

Clean time requirement: Two years

Term of office: One year

Responsibilities:

1. Assume the responsibilities of the Chairperson in the Chairperson's absence.
2. In the absence of any Public Relations Subcommittee Officer or open position the Vice-Chair will assume that position until the position is filled.
3. Assist Chair in orientating and evaluating panel members on proper Narcotics Anonymous P.R. procedures and facility requirements.

C. SECRETARY

There is a Secretary requirement of 6 months active service experience. The Secretary must be able to share a clear Narcotics Anonymous message.

Clean time requirement: One year.

Term of office: One year

Responsibilities:

1. Produce copies of meeting agenda and minutes provided by the Chairperson and distribute these at the Subcommittee meetings.
2. Record all P.R. committee business meetings.
2. Copy and distribute those minutes to officers at the monthly Subcommittee meeting.
3. Keep records of all P.R. committee members and their phone numbers.
4. Maintain a record of attendance at monthly P.R. committee business meetings.
5. Assume the responsibility of making a monthly report to the ASC in the absence of the Chairperson and Vice-Chairperson.
6. Keeper of P.R. Archives.

VIII. QUALIFICATIONS AND DUTIES OF THE P.R. SUBCOMMITTEE NON-ADMINISTRATIVE OFFICERS

Listed are descriptions of positions within the P.R. Subcommittee service structure that meet the current needs of our Area. In the event that the need for more panel leaders or service positions arises, that information is in our archives and can be added. All non-administrative officers shall have a working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Narcotics Anonymous.

A. CORRECTIONAL INSTITUTIONS PANEL LEADER

There is a Correctional Institutions Panel Leader requirement of 6 months active participation in PR service. Must be approved by the Kings and Tulare County Jail systems and the California Department of Corrections.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Invite approved panel members to the P.R. meetings and do all things necessary to conduct the meeting.
2. Communicate regularly with the P.R. Chairperson, informing him/her of any problems with the meetings/presentations.
3. Make a monthly report to the P.R. committee at the scheduled meeting.
4. Obtain any supplies that are necessary for the meetings.
5. Provide general information as well as the "Clarity Statement" to panel members and inform them of policies, rules and dress codes applicable to each facility.
6. Assist Chairperson in orientation, institution applications, facility requirements and training of panel members.
7. Maintain regular contact with facility Community Resource Manager.

B. RECOVERY HOME PANEL LEADER

There is a Recovery Home Panel Leader requirement of 6 months active participation in PR service.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Invite qualified panel members to the P.R. meetings and or presentations and do all things necessary to conduct the meeting.
2. Communicate regularly with the P.R. Chairperson and inform him/ her of any problems with the meetings and or presentations.
3. Make a monthly written report to the P.R. Chairperson of the P.R. Subcommittee.
4. Obtain any supplies that are necessary for the meetings and or presentations.
5. Provide general information to panel members and inform them of policies, rules and dress codes applicable to each facility.
6. Assist Chairperson in orientation, facility requirements and training of panel members.
7. Maintain regular contact with facility point of contact.

C. PHONE HELP LINE LEADER

There is a Phone Help Line Leader requirement of 6 months active participation in PR service.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Advocate recovery from addiction centered in N.A.
2. Ensure that a clear N.A. message is always shared with the caller.
3. Maintain close contact with the Help Line Service and keep it up dated.
4. Provide a monthly written report to the P.R. Committee.
5. Assist Chairperson in orientation and training of Help Line volunteers.

D. LITERATURE SERVANT

There is a Literature Servant requirement of 6 month active participation in PR service.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Respond to literature and merchandise requests from the PR Subcommittee.
2. Acquire and distribute written and recorded approved NA literature.
3. Communicate regularly with the PR Chairperson and provide a monthly written report to the PR Subcommittee.
4. Be able to delegate responsibility to others willing to aid in the distribution of literature to facilities in our area.
5. Assist Chairperson in orientation and training of literature distribution volunteers.

E. MEETING SCHEDULE SERVANT

There is a meeting schedule person requirement of 3 months active participation in PR service.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Produce, maintain and update the ASC meeting schedule & ASC Officer phone list.
2. Produce and maintain a hard copy of the meeting schedule & Officer phone list in a commonly available software format.
3. Collect "Meeting Information Change Form" from ASC and update the meeting schedule.
4. Provide the meeting change information to the Web Servant in a timely manner.
5. Produce meeting schedules every two months and make available for delivery to the ASC.
6. Provide a monthly written report to the PR Chairperson.

F. WEB SERVANT

There is a Web Servant requirement of 6 months active participation in PR service.

Clean time requirement: One year

Term of service: One year

Responsibilities:

1. Maintain web site as approved by the P.R. Committee.
2. Personal time and abilities necessary to maintain the web site.
3. Maintain contact with the meeting schedule person to update web site meeting schedule.
4. Meeting directory pages should be checked for updates at least every thirty days.
5. Provide a monthly written report to the P.R. Subcommittee.

G. PR PANEL MEMBERS

General members shall be approved by a majority vote of the PR Subcommittee. Panel members shall be cleared by facilities whenever required. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.

Clean time requirement: Six months, except when clean time is stipulated by the institution.

Term of service: 6 months

Responsibilities:

1. Be familiar with the PR meeting/presentation format.
2. To promote recovery from addiction centered in Narcotics Anonymous.
3. Adhere to the rules and dress codes of the facilities they are entering.
4. Present a clear Narcotics Anonymous message.
5. In the event a panel member cannot attend a scheduled meeting, that member will be responsible to contact the panel leader in a timely manner to make arrangements for that member's substitution.

IX. PR SUBCOMMITTEE SERVICE STRUCTURE

A. Officers:

1. Officers are voting members with the exception of the Chairperson who shall cast the deciding vote in the event of a deadlock.
2. The Chairperson shall hold no other service structure positions.

B. Panel Leaders:

1. Panel leaders may hold up to three panel positions within the PR service structure.
2. Literature, Meeting Schedule, and Web Servant shall be held to the same Panel Leader requirement.

X. GENERAL INFORMATION FOR PR MEMBERS

- A. Abstinence from all drugs is a requirement for all PR members.
- B. All new Subcommittee panel members must observe a panel meeting before sitting on a panel.
- C. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate on the panel serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to:
 1. The inmate or client inside
 2. The working ability and privilege of the Subcommittee to carry the message inside the facility.
- D. No PR Subcommittee member will interfere with or use influence in any facility, court or hospital, nor with any judge, doctor, probation or parole officer. Furthermore, PR Subcommittee members will not make any comments or promises regarding employment, parole, probation or medical problems.
- E. We carry only the message of NA: recovery from addiction through our spiritual program. Of course these members may participate on panels going to other facilities.
- F. PR members are encouraged to share responsibly
- G. PR panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.

XI. MEETINGS

SECTION 1: The P.R. Subcommittee shall meet at least once each month at a designated time and place that is well publicized, encouraging all members to attend.

XII. AMENDMENTS

SECTION 1: Any amendments to these guidelines will be reviewed and approved by the ASC before they become effective.

XIII. FUNDING

SECTION 1: Funding for this committee shall primarily come from the ASC.

SECTION 2: The prudent reserve for this committee will be established at \$400.

SECTION 3: When necessary, changes to the prudent reserve will be reviewed and approved by the ASC.

XIV. MEETING SCHEDULE UPDATES

SECTION 1: Meeting schedule accuracy is dependent upon Narcotics Anonymous Group input.

SECTION 2: Groups who send regular representation to ASC meetings can be relied upon to provide information on those groups who do not attend regularly.

SECTION 3: Group update information shall be gathered at regular ASC meetings. This information shall be passed on to the printer and web servant in a timely manner.

XV. WEBSITE

SECTION 1: The accuracy of the meeting information listed on the website, the ASC hard-copy schedule, and the group information listed in the NAWS database shall be audited for accuracy at a minimum of once each quarter.

SECTION 2: No personally identifiable information shall ever be posted on pages of the ASC website.

SECTION 3: Web pages designed for Subcommittees of the ASC shall first be approved by their respective Subcommittees before being made viewable to the public.

SECTION 4: Web pages designed for Subcommittees may include direct contact links to designated servants in those respective Subcommittees in order to provide timely communication between the public and those designated servants.

SECTION 5: Where practical, outside groups or organizations mentioned on any page in the website shall be clearly disclaimed as unaffiliated with Narcotics Anonymous.

SECTION 6: Chats, forums, discussions, and other similar content concerning personal recovery issues are not to be posted on the web site.

SECTION 7: Sales of merchandise will not be made on the web site.

SECTION 8: Copyrighted material will not be used on the web site without specific permission from the owner.

SECTION 9: No additional expense shall be made to the website without prior approval by the KTASC.

What We Do and What We Don't Do in Public Relations

When we act on our own in public relations we can lose the spirit of humility inherent in a "we" program. The damage that can be done to NA's reputation by individuals acting on their own can take a long time to repair. Being of service in PR we get a glimpse of humility every time a newcomer walks through the door of an NA meeting. We can then recognize the spiritual aim of the fellowship and our own place within it. We are grateful to be able to carry the message of recovery and can acknowledge the actions of a power greater than ourselves.

We Do:

- Follow our traditions, public relations plans, and guidelines.
- Be consistent. We follow through on our plans of action.
- Consult with members experienced in PR work before contacting the media.
- Stress our common welfare and the importance of unity.
- Stress that the only requirement for membership is the desire to stop using.
- Make directories of outside meetings available to clients/inmates.
- Start and end on time.
- Obey all dress codes and exercise common sense.
- Keep the staff aware of your whereabouts at all times.
- Stamp all literature you bring into a facility with the local help line number and Area PR address.

We Don't:

- Do it by yourself
- Take a stand on any controversial issues.
- Break another person's anonymity.
- Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
- Discuss conditions within the facility or opinions about staff members.
- Carry excessive cash or expensive flashy jewelry.
- Show favoritism to any inmate or client.
- Give anyone your personal address or phone number.



**Kings/Tulare Area Service Committee of Narcotics Anonymous
MEMORANDUM OF FINANCIAL RESPONSIBILITY**

DATE: _____

I, _____, a trusted servant of the fellowship of the
K.T.A.S.C. of Narcotics Anonymous agree to use properly and keep safe any money or other asset(s)
entrusted to me by the Fellowship of N.A.

I agree to avoid mixing Fellowship money with my own money or the money of anyone else.

I agree to use Fellowship money or other assets only as directed by the Fellowship of N.A.

I agree that if I misappropriate or misuse money or other assets belonging to the Fellowship, I will
accept full responsibility for their replacement.

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I
complete my term of service or if I am removed from service I agree to promptly turn over any
Fellowship money, assets, records or any other Fellowship property.

I agree to follow and adhere to the K.T.A.S.C. Anti-Theft Policy.

Signed,

Trusted Servant (Signature)

K.T.A.S.C. Chairperson (Signature)

Trusted Servant (Print Name)

K.T.A.S.C. Chairperson (Print Name)

This document was created to implement the K.T.A.S.C. Anti-Theft Policy. This agreement shall be held
in the K.T.A.S.C. Archives. Current copies of these documents are available upon request.

SAMPLE RULES OF ORDER

On the following pages, you'll find a simple set of rules of order. They have been adapted from *Robert's Rules of Order, Newly Revised*, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from *Robert's Rules*; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where *Robert's Rules of Order* are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

DEBATE, LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *main motions* and *parliamentary motions*.

MAIN MOTIONS

A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, “I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms.” The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a *second*—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, “I second that.” If nobody seconds a motion, the chair will say, “The motion dies for lack of a second.” This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee’s standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert’s Rules of Order* can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

PARLIAMENTARY MOTIONS

Parliamentary motions can be best understood as “sub-motions” made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

1. Motion to AMEND.

SIMPLE majority required.

Is DEBATABLE.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, “I move to amend the motion...” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment

is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a *friendly amendment*.

2. Motion to call the PREVIOUS QUESTION.

TWO-THIRDS majority required.

Is NOT DEBATABLE.

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, “*I call for the question,*” or “*I move the previous question.*” It is another way of saying, “I move that debate stop right now and that we vote immediately.” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

3. Motion to TABLE.

SIMPLE majority required.

Is NOT DEBATABLE.

One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying, “*I move we table this motion until such-and-such a date/meeting.*” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

4. Motion to REMOVE FROM THE TABLE.**SIMPLE majority required.****Is NOT DEBATABLE.**

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the table the motion to such-and-such." If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. Motion to REFER.**SIMPLE majority required.****Is DEBATABLE.**

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, "*I move to refer the motion to the such-and-such subcommittee.*" If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

6. Motions to RECONSIDER or RESCIND.**MAJORITY required varies.****Is DEBATABLE.**

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last or the current meeting.
- The member making the motion must have information on the issue that was not available in the original debate on the motion.
- The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

7. Request to WITHDRAW A MOTION.
UNANIMOUS CONSENT required.
Is NOT DEBATABLE.

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

8. Offering a SUBSTITUTE MOTION.
SIMPLE majority required.
Is DEBATABLE.

A *substitute motion* is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. Motion to ADJOURN.
SIMPLE majority required.
Is NOT DEBATABLE.

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, “*I call for the order of the day.*” This means, “I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda.” This does not require a second, is not debatable, and does not even *require* a vote—the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "*Point of information.*" This means, "I have a question to ask," *not* "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "*Point of order.*" The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chair says, "Overruled." This decision, as all others, can be appealed.

Point of appeal

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "*I appeal the decision of the chair.*" If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

Parliamentary inquiry

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "*Point of parliamentary inquiry.*" The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "*Point of personal privilege;*" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request

generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

VOTING PROCEDURES

There are several ways that votes can be taken. The most commonly used method is the *show of hands*. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

These are only brief notes on rules of order for business meetings. For further information, see *Robert's Rules of Order—Newly Revised*.

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

end: to make recovery from addiction available to any addict in the community who seeks it.

As the foundation of the worldwide NA service structure, groups have another responsibility: to help their members develop an understanding of the Twelve Traditions and the Twelve Concepts for NA Service. By doing so, groups take part in the continuing evolution of the Fellowship of Narcotics Anonymous as well as providing for themselves an understanding of how the highest ideals of our fellowship can be applied in their activities.

HOW CAN OUR GROUP SUPPORT OTHER NA SERVICES?

The Second Concept for NA Service says that the NA groups bear the final responsibility and authority for all the services of the extended NA Fellowship. Each group should send stable, active GSRs to participate in the work of the service structure on the group's behalf. And each group should consider how best to provide the funds the NA service structure needs to do its work.

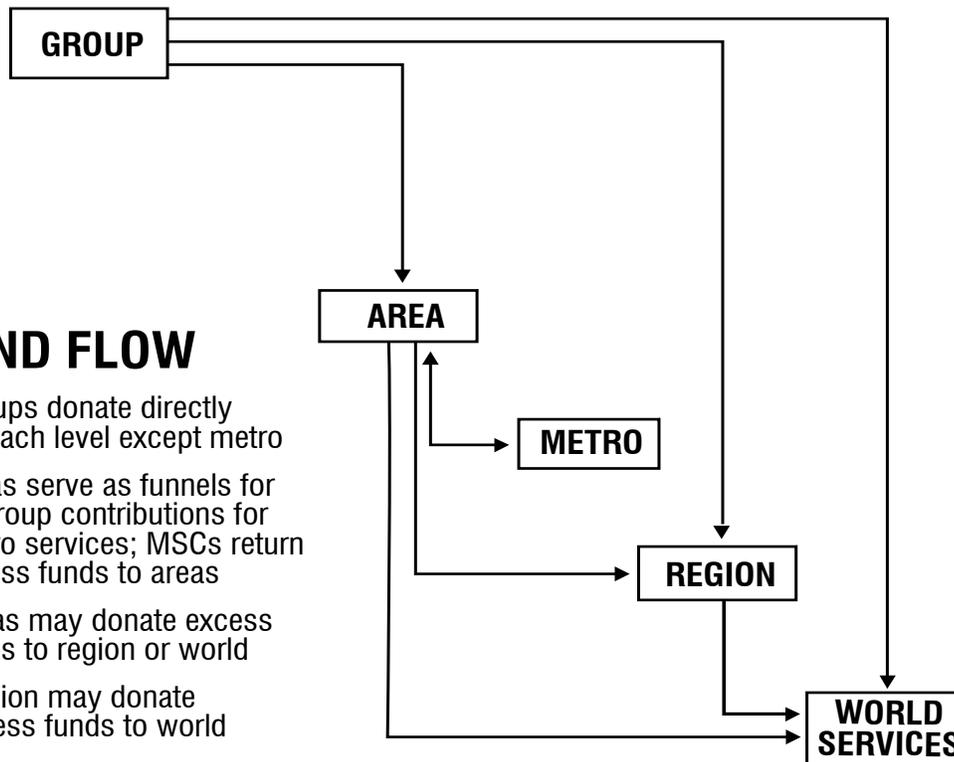
After paying the bills, most groups set a small amount of money aside to use in case an emergency arises. But, oddly enough, groups usually find that too much money in the till causes far more trouble than too little money. For this reason, we encourage your group never to hold large sums of money in reserve.

At least once a year, the group service representative attends the regional assembly. Each group is encouraged, if at all possible, to take the necessary steps to cover the expenses associated with its GSR's attendance at the regional assembly. Some groups will choose to set aside money each month toward this expense.

After paying expenses and setting aside a small emergency reserve, most groups contribute their surplus funds directly to the area committee, the regional committee, and Narcotics Anonymous World Services. For more discussion of the principles underlying group contributions to the rest of the service structure, see the essay on our fellowship's Eleventh Concept for NA Service elsewhere in this guide. For assistance in managing the details of direct contributions, see the *Treasurer's Handbook*, available from your area committee or by writing our World Service Office.

FUND FLOW

- 1) Groups donate directly to each level except metro
- 2) Areas serve as funnels for all group contributions for metro services; MSCs return excess funds to areas
- 3) Areas may donate excess funds to region or world
- 4) Region may donate excess funds to world



HOW CAN OUR GROUP BETTER SERVE OUR COMMUNITY?

By its very existence, the group is already providing a substantial service to the community. It's providing the support addicts in the community need to reenter the mainstream of society. But how can a group become more effective in reaching out to addicts who've not yet found NA? There are two general ways in which a group can better serve its community: through the area service committee and through activities coordinated by the group itself.

Most NA groups are served by an area committee.³ Area service committees coordinate efforts to carry the NA message on behalf of all the groups they serve. Community public information services, telephone contact lines, and panel presentations to addicts in treatment centers and jails are three ways in which most area committees carry the message either directly to the addict who still suffers or to those who may refer an addict to an NA meeting. Your group service representative can tell you more about how you and your group can more effectively join in the work of your area service committee. For further information, see the next chapter in this guide.

³ If you don't know how to contact the nearest area service committee, contact the World Service Office. They'll be happy to put you in touch.

Some NA groups reach out to their communities themselves, coordinating their activities with those of other groups either through their ASCs or through local cooperative councils (see the “Area Committees in Rural Communities” section toward the end of the next chapter). This is particularly the case in small communities and in areas where Narcotics Anonymous is very new. An NA group in a rural town obviously does not have as many people or as much money available as an area service committee in a large city, but opportunities exist nonetheless for carrying the recovery message effectively to others who may be seeking the solution we’ve found. If your group needs help in reaching out to the community, write to the World Service Office.

HOW CAN OUR GROUP SOLVE ITS PROBLEMS?

NA groups encounter a wide variety of problems: meetings are disrupted; treatment centers bus in large numbers of clients when the group is ill-prepared to receive them; the format goes stale; the clarity of our message becomes an issue; the coffee tastes like industrial-strength cleanser; the readings at the beginning of the meeting go on, and on, and on. These are just a few of the problems the average NA group must deal with from time to time. This guide doesn’t “lay down the law” on how to deal with these problems. It does point out some effective tools group members can use in solving their own problems.

The best source of solutions for the group’s problems, in most cases, is the group itself. “Having had a spiritual awakening as a result of these steps,” our Twelfth Step says, “we tried... to practice these principles in all our affairs.” When we collectively apply the insight received from that spiritual awakening to our group’s problems, we call that *group conscience*. Common sense, open minds, calm discussion, accurate information, mutual respect, and healthy personal recovery enable a group to deal effectively with almost anything that comes its way.

There are a number of printed resources the group may choose to use in gathering the information it needs to reach sound decisions. The Basic Text and our step and tradition book, *It Works: How and Why*, both provide a great deal of information about how NA’s Twelve Traditions can be applied to given situations. The chapter in this guide on the Twelve Concepts for NA Service gives in-depth explanations of the essential ideals underlying service activities in Narcotics Anonymous. *The NA Way Magazine* often has articles addressing problems the group might face. And bulletins available from the World Service Office deal in detail with a variety of subjects relating to the group’s work.

Another source of information the group might tap is the experience of other groups in its area or region. If the group has a problem and can’t come up with its own solution, it might want to ask its group service representative to share that problem at the next area service committee meeting. Area committees set aside a portion of every meeting for exactly that purpose. And while the area committee can’t tell a group what to do, it does provide a forum in which groups can share

with one another what's worked for them. Workshops conducted by the regional service committee provide the same kind of opportunity on a larger scale. For details on how the area or regional committee can help with group problems, see the chapters on those committees later in this guide.

SAMPLE MEETING FORMAT

This sample meeting format is just that—a sample. It's designed so that, if your group chooses, you can use it exactly as it is. However, you're encouraged to change it and rearrange it according to the needs of your group.

Leader:

Welcome members to the meeting and introduce yourself. Hello, my name is _____, and I am an addict. Welcome to this meeting of the _____ Group of Narcotics Anonymous. I'd like to open this meeting with a moment of silence (*15 to 20 seconds*) for the addict who still suffers, followed by the Serenity Prayer.

We like to extend a special welcome to newcomers. If anyone here is attending their first NA meeting, would you care to introduce yourself? We ask this not to embarrass you, but to get to know you better.

Is anyone here in their first thirty days of recovery? *Introductions.*

Do we have any out-of-town visitors? *Introductions.*

Is there anyone attending this meeting for the first time? *Introductions.*

If this is a closed meeting: This is a "closed" Narcotics Anonymous meeting. Closed NA meetings are only for addicts or those who think they might have a drug problem. If there are any nonaddicts visiting, we'd like to thank you for your interest in Narcotics Anonymous. Our local NA meeting list on the literature table will direct you to an NA meeting in our community that is open to nonaddicts.

If this is an open meeting: This is an "open" Narcotics Anonymous meeting. We'd like to welcome any nonaddict visitors and thank you for your interest in Narcotics Anonymous. We ask that you respect the primary purpose of this meeting, which is to provide a place where addicts can share their recovery with one another.

Leader:

For the protection of our group as well as the meeting facility, we ask that you have no drugs or paraphernalia on your person at the meeting. If you have any now, please leave, dispose of them, and return as quickly as possible.

Leader:

Recognize those with various periods of clean time—thirty, sixty, ninety days, six months, nine months, one year, eighteen months, and multiple years. Keytags, chips, or medallions may be given out.

Leader:

Select people before the meeting to read one or more of the following short pieces. These readings can be found in our White Booklet, the Basic Text, IP No. 1, or the group reading cards.

- a) Who Is an Addict?
- b) What Is the NA Program?
- c) Why Are We Here?
- d) How it Works
- e) The Twelve Traditions
- f) Just for Today
- g) We Do Recover

Leader:

Announce the type of meeting (participation, topic discussion, step study, speaker, etc.). Ask for topic or step and open the meeting for discussion, or introduce the speaker.

Leader:

About ten minutes before the meeting is scheduled to close, announce: That's all the time we have. I'd like to thank you for attending.

Leader:

Begin passing the basket around, announcing: The basket being passed around is one way of practicing our Seventh Tradition, which says, "Every NA group ought to be fully self-supporting, declining outside contributions." The money we collect pays for rent, literature, and refreshments. Through contributions from this group to various NA service committees, it also helps carry the NA message of recovery in our area and around the world.

If this is an "open" meeting: I'd like once again to thank our nonaddict guests for the interest they've shown in Narcotics Anonymous. Because of NA's tradition of self-support, this group asks that you not contribute any money when the basket passes your way.

Leader:

Do we have any NA-related announcements? (The GSR will make announcements of upcoming group activities and NA events in the area.)

Leader:

After the basket has come back around: Again, thanks for coming tonight. Would all those who care to, join in a circle to close? Various groups close in different ways: with prayers, brief recitations from NA literature, etc.

When closing their meetings, some groups ask those attending to respect the anonymity of others they've seen and heard there.

Keep coming back. It works!

THE AREA SERVICE COMMITTEE

Note: *If your area is a member of a metropolitan services committee, this chapter will not apply directly to your ASC. Please see the chapter on MSCs first for a description of area committees like yours.*

INTRODUCTION

“Workhorse” of the service structure—maybe that’s the best way to describe the area service committee. Most of the hands-on work of delivering NA services to the groups and the community occurs at the area level.

NA groups support meetings where addicts can share their recovery with one another. Only minimal organization is necessary to hold those meetings. But there are lots more that can be done to further the aims of Narcotics Anonymous:

- NA panel presentations at addiction treatment centers and correctional facilities can reach addicts particularly in need of what we have to offer.
- Public information presentations to schools and community groups, mailings to addiction treatment professionals, meeting notices in newspapers, and public service announcements on local radio and television stations can help direct people to NA.
- Directories showing where and when NA groups in the area hold their recovery meetings can help addicts and others find nearby meetings being conducted at times convenient to them.
- A phonline service can help addicts seeking recovery find a meeting in their area. It can also provide information about NA to interested community members.
- A ready supply of NA books and pamphlets can make it easier for groups to stock their literature tables.
- Social activities can help addicts feel more comfortable in their local NA community and increase unity and camaraderie among area members.¹

All of these services require a certain degree of organization, the complexity of which could easily divert NA groups from the week-in, week-out task of conducting Narcotics Anonymous meetings for their members. Most of these services also require more money and manpower than any single group could possibly muster. How do groups stay focused on their primary purpose and still see that these other services are developed and maintained? In the words of NA’s Ninth Tradition, they “create service boards or committees directly responsible to those they serve.” And the service committee closest to home, the

¹ Various handbooks describing these and other local services are available from the World Service Office. For further information, see the section titled “Subcommittees” later in this chapter and the list of bulletins and handbooks available from the WSO at the end of this guide.

committee best situated to provide the most direct service to the groups and the community, is the area service committee.

A newly formed area committee will not be able to provide the same level of service as a longer-established committee. That's only natural. A new area service committee should not expect to hit the ground running at full speed. The development of the full range of area services described in this chapter often takes a few years. Be patient and keep plugging; it's worth the effort.

Just as individual members of NA rely upon one another for support, so do area committees. New committees in particular can draw upon the experience of their neighbors in charting a course for local services, whether those neighbors are in the next county or the next country. New ASCs can also draw encouragement from their neighbors' assurance that, given time, effort, and the application of principles, "it works." None of us has to do it alone, not in personal recovery and not in service, not anymore.

THE AREA COMMITTEE AND OTHER NA SERVICES

Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs—and through them, in the area committee—for the necessary work to get done.

NA groups also send money to the area committee, money needed to coordinate panels, maintain phonelines, and conduct public information activities. Through their contributions of money and manpower, the groups exercise both their responsibility and their authority for NA services.

How does the area service committee relate in turn to NA's regional and world services? In much the same way as the group relates to the area committee: through carefully selected representatives who are delegated the authority necessary for effective service.

AREA COMMITTEE PARTICIPANTS

There are three groups of participants in most area service committees: GSRs and their alternates, administrative officers, and subcommittee chairpersons. The Seventh Concept for NA Service says that, "All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes." Group service representatives provide a "grass roots" perspective to the area decision-making process, helping ensure that the committee's feet are planted firmly on the ground. Administrative officers and subcommittee chairpersons also bear substantial responsibility for the fulfillment of area services. Their ongoing growth and experience in carrying out their duties is an invaluable resource to the area

as it develops and expresses its group conscience. We ought never allow a base of valuable experience to be created without utilizing it to the fullest. Each area is responsible to create its own decision-making plan. In doing so, area committees should carefully consider the Seventh Concept.

GROUP SERVICE REPRESENTATIVES (GSRs)

Group service representatives link their groups to the rest of Narcotics Anonymous. Most groups also elect an alternate GSR who can fill in for the group representative when needed. GSRs serve a dual role. As our fellowship's Second Concept for Service indicates, GSRs take part on their groups' behalf in the area committee and the regional assembly, conveying a sense of their groups' wishes to the service structure and bringing back information on what's happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole. For more information on the GSR's job, see both the Twelve Concepts for NA Service and the NA Group chapters appearing earlier in this guide.

Basic equipment for group service representatives usually includes copies of *A Guide to Local Services in Narcotics Anonymous*, area guidelines (if the area has them), and the log of area policy actions (available from the area secretary). Qualifications and terms of service for GSRs are determined by the groups, which elect them.

ADMINISTRATIVE OFFICERS

Many area service committees have six administrative officers: a chairperson, a vice chairperson, a treasurer, a secretary, and two regional committee members (RCMs). Areas belonging to a metropolitan services committee also have one or more metropolitan committee members (MCMs). (See the chapter later in this guide for information on metro committees and the role of MCMs.) These individuals are responsible for administering the general affairs of the entire area committee. Because of that, it's important that great care be taken in their selection. A substantial amount of clean time and personal maturity should be the first consideration, along with experience in the steps, traditions, and concepts of service. Our trusted servants should demonstrate the stability and personal sense of direction that serve as an example to others. They should be capable of serving without attempting to govern. The specific amount of clean time required for each office will vary from area to area according to how long the local NA community has been in existence.

Significant area service background often makes more effective administrative officers. Experience both as a group service representative and an area subcommittee member is helpful. Recent leadership experience as a

subcommittee chairperson will prove invaluable. For more discussion of the role of leadership in NA services, see the essay on Concept Four in the chapter on the Twelve Concepts for NA Service appearing earlier in this guide.

Chairperson

The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The chair's primary tools are the short-form rules of order, which appear at the end of this guide, a firm hand, a calm spirit, and a clear mind. The chairperson can find additional help in books about business meetings, decision-making processes, and volunteer organizations that are often readily available at local bookstores and libraries.

Vice chairperson

The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees. The area vice chair keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them. The vice chairperson works closely with subcommittee chairs when they prepare their annual reports and budget proposals.

The vice chairperson is also responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings him or herself in the chairperson's absence.

Secretary

Area secretaries handle all their committees' paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within a reasonable period of time after each meeting.

In the process of keeping the minutes of each meeting, secretaries should regularly update a log of area policy actions. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they affect. Secretaries should have copies of the most recent printing of the log of policy actions available for new GSRs and should periodically distribute updated versions to all area committee participants.

Because most secretaries mail minutes to area committee members, they need to keep an updated list of participants' addresses. With their committees' permission, they should mail copies of these lists once or twice a year to the World Service Office. These lists will make it possible for the WSO to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.

Treasurer

The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurers 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, area expenses are not paid, or funds aren't properly accounted for. It's recommended that areas elect people to this position who are financially secure, good at managing their personal 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 treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings. As the administrator of the area's unified general fund, the treasurer is also responsible to prepare an annual budget² for the area 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 forms treasurers need for keeping their records.

Cash transactions can create a number of problems for ASC treasurers. Having large quantities of currency can make an area treasurer particularly vulnerable to robbery. Handling large undocumented sums of cash may also leave the treasurer open to unwarranted accusations of theft, or may even provide an unnecessary temptation. That's why we encourage groups to make their ASC contributions in the form of checks or money orders payable to the area service committee whenever possible. When treasurers receive cash contributions for their areas, they should always make out receipts to the contributors immediately, keeping copies for themselves with their official records.

Wide experience also strongly suggests that, to help prevent theft, area committees should only use two-signature checks to pay their bills. In order for a check to be valid, it should be signed by the treasurer and another ASC administrative officer.

These cautions are offered to protect the treasurer from controversy as well as to protect area funds. Discussions of other considerations relating to both the treasurer's responsibilities and area finances appear later in this chapter. Readers can find more on general NA funding issues, including security and accountability, in the essay on Concept Eleven appearing in the chapter on the Twelve Concepts for NA Service earlier in this guide.

² See the section later in this chapter, "Area Budgeting."

Regional committee members (RCMs)

Regional committee members are just that: They serve as the core of the regional service committee, a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year around as a contact point between NA world and local services. Detailed information on the services provided by regional committees can be found later in this guide.

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

Both the region and its areas depend on RCMs to be well-versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips.

RCMs should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

Regional committee members serve two-year terms. Most areas have two RCMs serving at any one time, one elected in odd-numbered years and the other in even years. This helps regional committees maintain a balance between experienced members and those just learning the ropes. It also ensures that a regional committee serving only three or four areas will have enough members to be able to do its work.

ELECTIONS AND ROTATION

Some area committees hold elections for all their officers and subcommittee chairpersons at the same time each year; others stagger their elections, selecting members for different trusted-servant roles at different times of the year, so that their committees always have a mix of new and experienced leaders. Administrative officers and subcommittee chairpersons generally serve no more than two terms consecutively in the same position and, with the exception of RCMs, usually serve one-year terms. This allows for the rotation of a variety of individuals through an area's trusted-servant positions, providing a diversity of viewpoints and talents and a freshness of perspective that would be lacking were these positions to be held year after year by the same individuals. The rotation of trusted servants at the area level also helps the committee better reflect the full range of insight available among committee members, preventing the area

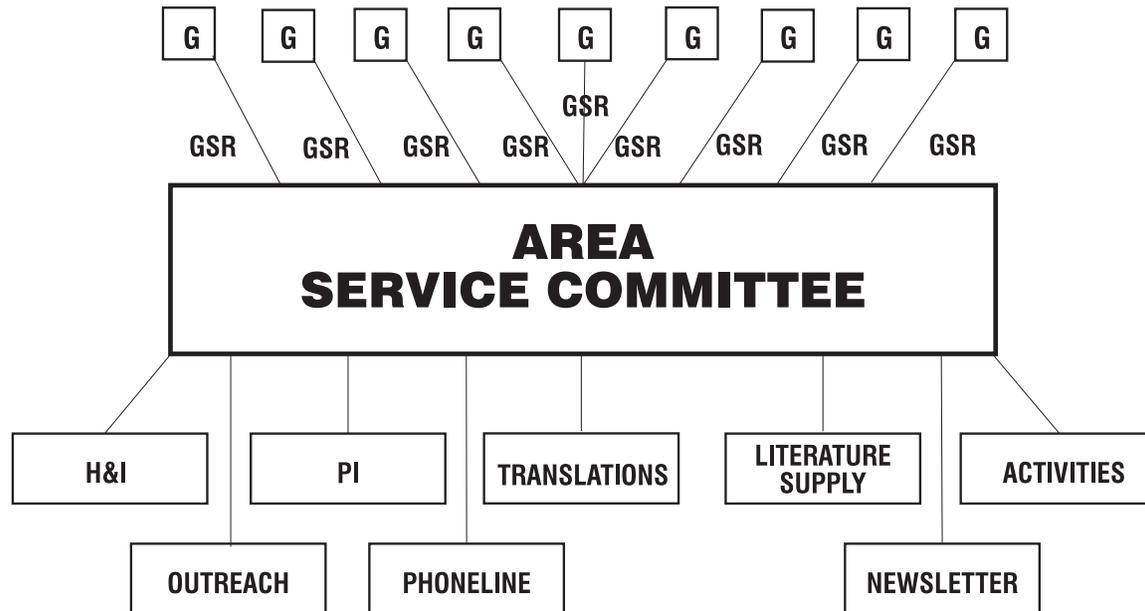
committee from becoming the mere extension of an individual's personality. Rotation emphasizes that our efforts to help carry the message through service involvement is just one way of practicing our Twelfth Step, no more or less special or praiseworthy than any other. The practice of rotation is founded on this fellowship's belief that service is more important than the servant, an extension of our tradition of spiritual anonymity.

Area committees can foster continuity in their services by a number of means. As mentioned in the previous paragraph, some area committees stagger their elections of trusted servants, ensuring these committees always have a certain proportion of experienced leaders. Many area committees also encourage those who have completed terms as administrative officers and subcommittee chairs to remain active in the ASC either in another leadership position, as individual members of one of the area's subcommittees, or informally. By balancing the practice of rotation with the kind of experience available from past officers, an area committee can partake of the best of both worlds.

SUBCOMMITTEES

In some ways, the relationship between an ASC and its subcommittees is very similar to the relationship between NA groups and their ASC; in others, it is quite different. Just as groups create an area committee to help them fulfill their primary purpose, so the ASC creates subcommittees to do the actual work involved in delivering its direct services—H&I, PI, phonedlines, activities, and the rest. If area subcommittees are to serve effectively, the ASC must delegate them sufficient authority to exercise their best judgment in fulfilling their duties. However, because an area committee must account to the groups for the actions of its subcommittees, ASCs generally maintain a somewhat tighter rein on their subcommittees than groups do on their area committees.

The balance between accountability and delegation is a delicate one. If an area committee exerts too much control over its subcommittees, those subcommittees will not be able to serve well. If the ASC delegates too much authority to its subcommittees, on the other hand, the area committee will not be able to account fully for itself to the groups it serves. An ASC should pay careful attention to the Twelve Concepts, especially Concept Five, when creating subcommittees, giving them sufficient liberty to serve freely while still maintaining their accountability.



The ASC is responsible not only to develop and maintain subcommittees in each field of service but also to coordinate the work of each of those subcommittees with the work of the others. For these reasons, all area committee participants need to become as informed as they can possibly be about subcommittee activities. Area committees devote significant portions of their meetings to reports from subcommittee chairpersons and discussions of subcommittee activities. Handbooks are available from the World Service Office for most of the subcommittees listed below. Specific directions for subcommittees in your area can be found in your log of policy actions and (if applicable) your area guidelines.

Most newly formed area service committees will probably not be able to support the same wide range of subcommittee services as a longer-established committee. Rather than attempt to set up all their subcommittees at once, it's recommended that new area committees take their time. Make sure the responsibilities of new subcommittees are well coordinated with those of existing ones. Bring subcommittees on line one at a time and give a great deal of attention to developing each subcommittee before bringing on another.

Translations

Translation subcommittees perform one of the most basic services possible for an NA community: They ensure that the written NA message is available in the language spoken by local members. Translation subcommittees also assist in

translating service-related correspondence and periodicals so that the members of their NA communities can take a fuller part in the life of the worldwide NA Fellowship. If your NA community needs a translation subcommittee but does not yet have one, Narcotics Anonymous World Services will be happy to help you start one. For assistance, contact the World Service Office.

Hospitals and Institutions

Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. *Treatment panels* are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. *Correctional panels* are held for inmates at jails, prisons, and forensic hospitals. The *Hospitals and Institutions Handbook*, available from your local H&I subcommittee or by writing the World Service Office, explains more about how to conduct panels, interact with facility administrators, and organize subcommittee work. The amount of work your local H&I subcommittee does will depend on a variety of factors: the number of treatment and correctional facilities in your area, the number of NA members in your area who are interested in H&I service, and the amount of collective experience in H&I work in your NA community.

H&I subcommittee responsibilities sometimes overlap those of the local public information subcommittee. For this reason, we encourage H&I and PI subcommittees to closely cooperate with one another. In some areas, H&I and PI subcommittees regularly send one or two members to each other's meetings to maintain communications, thereby minimizing the potential for conflict in these two key fields of service.

Public Information

The general mission of your area public information subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. Services provided by PI subcommittees vary widely from area to area. The simplest kind of PI project is the production and distribution of fliers throughout the community announcing that NA is available and that more information can be had either by calling the local NA information phoneline or by attending an NA meeting. As PI subcommittees become better developed, they often conduct public meetings for community members, distribute public service announcements to local radio and television stations, and respond to public media inquiries. Some PI subcommittees develop separate working groups called CPC panels (short for *cooperation with the professional community*) to focus especially on the NA community's relations with local treatment professionals. A *Guide to Public Information*, available from your local PI subcommittee or by writing the World Service Office, provides detailed information on conducting a wide range of projects designed to increase community awareness of Narcotics Anonymous.

Many public information projects serve primarily to encourage people to call the local phonenumber for more information on NA. Because of the close link between PI and phonenumber work, it will often benefit these two subcommittees to cultivate close relationships with one another. Some phonenumber and PI subcommittees make it a standard policy to send members to one another's meetings to better facilitate communication between the two. In some areas, a single subcommittee administers both the phonenumber and NA's public relations program.

Phonenumber

The phonenumber subcommittee maintains a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly. Phonenumber volunteers often serve as the first point of contact between the community-at-large and the NA Fellowship. For this reason, it's vital that careful attention be paid to the work of this subcommittee.

Phonenumber subcommittees in different NA communities organize their work in different ways to meet local needs. In some areas, PI and phonenumber services are operated jointly by a single subcommittee. In smaller communities, the phonenumber may be as simple as a call-forwarding service connecting callers with NA members' home telephones. In the larger metropolitan areas, computerized systems may route incoming calls to the appropriate people and information. For more details on NA phonenumber lines, consult *A Guide to Phonenumber Service*, available from your local phonenumber subcommittee or by writing the World Service Office.

Literature supply

The literature supply subcommittee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting. In some areas, this subcommittee may consist of only one or two people. In other areas, it may involve as many as half a dozen members who process group orders, monitor stock levels, and reorder materials from the local NA office or the World Service Office. To maintain accountability for all area funds, most areas ask their treasurer to serve as cashier for literature sales. The subcommittee then goes to the treasurer for a check when it has to reorder stock. To help organize the job of processing group orders, tracking inventory, and reordering depleted items, contact the World Service Office for available resources.

Newsletter

Some areas form subcommittees, which publish local newsletters listing area and regional events. Some newsletters also run articles on local service activities and members' recovery experiences. Keep in mind that NA newsletters are often read as if they speak for Narcotics Anonymous as a whole, no matter how many disclaimers the newsletter subcommittee prints. That's why we encourage the area committee to take special heed of the Fifth Concept when creating this subcommittee, ensuring the newsletter has a responsible editorial policy. A

Handbook for NA Newsletters, available from the World Service Office, provides more information on the work of the newsletter subcommittee.

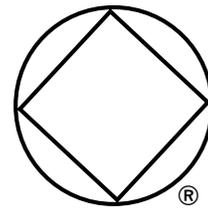
Activities

Dances, picnics, campouts, special speaker meetings—these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.

A couple of remarks must be made regarding legalities relevant to NA activities. Most activities subcommittees distribute fliers announcing their next event to NA groups in the area. If your subcommittee's flier displays one of the NA logos shown below, a small circled letter "R" (it looks like this: ®) should appear to the right of the logo. This mark shows that the logo is a registered trademark of Narcotics Anonymous worldwide and helps protect the logo from misuse outside the fellowship. For more information, see the bulletin, *Internal Use of NA Intellectual Property*, available from your World Service Office.



**Narcotics
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Some activities subcommittees have conducted raffles of one sort or another either as separate fundraising efforts or as parts of another activity. It should be noted that in many US states and in some other countries such raffles are considered gambling and, as such, are illegal. Activities subcommittees should also consider whether raffles, especially cash raffles or lotteries, appeal more to the spirit of self-interest than the spirit of voluntary support implicit in our Seventh Tradition.

Outreach

Outreach subcommittees serve as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and by car they make sure that no group and no addict has to go through it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts in touch with the mainstream of the NA Fellowship.

The outreach subcommittee is not the only subcommittee concerned with reaching out to isolated addicts. Sometimes addicts are isolated by factors other than geography: social, economic, and cultural factors, for instance. PI, H&I, and phonline subcommittees can help an area committee focus additional attention on the needs of addicts in our own communities who, for one reason or another, have not found NA accessible. Area service committees and their subcommittees need to do whatever they can to ensure that recovery is available to any addict who seeks it, “regardless of age, race, sexual identity, creed, religion, or lack of religion.” Area subcommittees engaging in community outreach activities may find help by contacting the World Service Office.

Meeting lists

Though production of meeting lists does not usually require the creation of a separate subcommittee, most area committees do have one or two people who are responsible for printing meeting schedules on a regular basis. In some areas, this job is handled by one of the committee’s administrative officers; in others, by one of the regular subcommittees. Meeting lists show days, times, locations, and other pertinent information for local NA meetings. Meeting schedules often show:

- whether the meeting is “open” or “closed,”
- meeting format (Basic Text study, discussion, etc.),
- location use restrictions (no smoking, etc.),
- additional needs services (wheelchair accessibility, availability of sign-language interpreter, etc.), and
- if the meeting is conducted by a specialized group (for instance, a men’s, women’s, gay, or lesbian group).

At one time or another, most area committees have asked themselves whether a particular meeting should be included on the list. The six points describing an NA group appearing at the beginning of the “NA Group” chapter in this guide have given most area committees the criteria they’ve needed in making such decisions.

Meeting lists are often used in conjunction with an area’s public relations program. For this reason, we encourage individuals and subcommittees responsible for preparing their area directories to do an especially thorough job. Some of the points to be given extra attention are the accuracy of all listings, the attractiveness and usability of the directory’s format, and profanity in the names of meetings being listed.

Area committees are encouraged to send a copy of their meeting schedule to the World Service Office each time the list is updated. In addition, areas can update their meeting information online at www.na.org. For more information, contact the Fellowship Services at the WSO. Accurate, current lists of meetings

help the WSO maintain an up-to-date directory for use in answering questions from around the world.

Ad hoc committees

Sometimes an area committee comes up with a question or special project that does not fit into any existing subcommittee's job description. Perhaps a new piece of NA literature is being developed by world services, for instance, and the area has been asked to gather input on the piece from NA members. Perhaps local members have come up with an idea for a new piece of NA literature that they want to develop a bit before they turn it over to world services. Maybe area groups have begun having difficulty finding new places in which to hold recovery meetings and want the ASC to give extended attention to the matter. Or perhaps the committee feels it's time to develop guidelines for itself. In such cases, the ASC may wish to create an *ad hoc committee* to address the issue.

Ad hoc committees are set up for specific purposes and have limited lives. When they have finished their jobs, they are disbanded. In creating an ad hoc committee, the ASC should clearly specify what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. Then the area chair may appoint either the entire ad hoc committee or just a chairperson who will put the ad hoc committee together later. Once the ad hoc committee's work is completed, the committee is dissolved.

AREA COMMITTEE POLICY AND GUIDELINES

One particular word comes to mind regarding area committee policy and guidelines: caution. Some area committees have found themselves so tangled in discussions of service policy and area guidelines—sometimes for months or even years at a time—that they have been sorely hampered in providing the services they were created to deliver in the first place. Here are a few points to consider when entering into policy discussions, points that may keep the confusion to a minimum and the committee squarely on track.

NA's Twelve Concepts for Service can be of great value in untangling knotty policy questions; some consider the concepts tailor-made resources for such discussions. Time invested in studying the Twelve Concepts will repay itself many times over with the clarity they provide. In particular, the concepts speak to the subject of delegated authority. For instance, according to the concepts, when groups want the area committee to perform services on their behalf, they delegate to the committee sufficient authority for the work to get done. And when the area committee elects officers and subcommittee chairs, expecting them to perform particular tasks, the committee also delegates to them the authority to apply their best judgment to the fulfillment of those tasks. Our trusted servants do not govern, but they must be given the trust necessary to effectively serve. These kinds of simple, direct principles can be effectively applied to any number of service-related policy questions.

Another tool that can help an area committee find its way out of “the policy maze” is, simply, a moment’s reflection on NA’s primary purpose. Unsophisticated as this may seem, it can be quite effective in solving some pretty complex problems. Area committees exist primarily to help make NA groups more effective in carrying the recovery message to the still-suffering addict. Area committee services either:

- attract addicts to meetings,
- provide materials for use in meetings,
- conduct activities designed to strengthen meetings, or
- perform the administrative functions necessary to do these things.

When caught in a conflict for which there seems to be no resolution, an area committee can stop, call for a moment of silence, and ask itself, “What does this discussion have to do with carrying the message?”

A regularly updated log of area policy actions can be of tremendous help. When confronted with a policy question, area committees can consult it to see what decisions have already been made regarding it. The policy log makes it unnecessary for area committees to rehash the same question over and over and over again.

Hopefully, enough tools already exist to provide adequate guidance for the work of most area committees: this chapter of *A Guide to Local Services*, the log of area policy actions, the short-form rules of order appearing toward the end of this guide, and the Twelve Concepts for NA Service. Some areas, though, will want to develop their own area guidelines, giving specific directions to their administrative officers and subcommittees. This will be the case particularly for area committees whose subcommittees have substantial responsibilities. It’s suggested that area committees give themselves some time to see what kinds of needs for guidelines actually exist in their areas before beginning to draft their own. An area committee equipped with a year or two of entries in the log of policy actions will be in a better position to see what kind of guidelines ought to be developed than an area committee trying to write guidelines during the committee’s formation. You can get sample guidelines by writing to the World Service Office. Areas who wish to prepare their own guidelines may wish to appoint an ad hoc committee to adapt those sample guidelines to local needs.

It should be remembered that guidelines, rules of order, logs of policy actions, and similar tools are designed to help keep things simple. If an area committee finds these tools, instead, making things more complicated, time should be scheduled during the sharing session to talk about it.

AREA INVENTORY

Some area committees set aside one day each year for conducting an area service inventory. Why? For much the same reason as NA members do personal

inventories: to stop, consider their actions and attitudes, and rededicate themselves to their ideals. The area inventory considers three general topics:

1. How well has the area committee done this year at serving the *groups*, and how can it better serve them in the coming year?
2. How well has the area committee served the larger *community*, and how can the committee better serve the community-at-large?
3. How well has the area committee done at supporting NA's *regional and world services*? How can the area provide better support for these services?

A substantial amount of preparation is required on everyone's part for an effective area inventory. GSRs, officers, and subcommittees must take a fearless, searching look at their work over the last year and come to the inventory session prepared to review their roles on the committee. GSRs should spend time with their groups considering what needs might be addressed by the area committee in the next year and come to the inventory session with ideas in hand. Officers and subcommittees should take the time to look at the make-up of the larger community in which they live, ask themselves how NA could be more effective in reaching out to that community, and be prepared to share their thoughts with the entire area committee. And perhaps most importantly, all area committee participants should make an extra effort to prepare themselves spiritually to make the most of the area inventory meeting. Materials available from your World Service Office may provide additional help, especially in developing an agenda for your inventory session.

Having conducted an area inventory, many committees will come to the conclusion that certain aspects of their work need to be altered. It should be remembered that there is no one model for area service committees that will be completely appropriate to all areas. A number of factors will affect the kinds of services an area committee offers and the ways in which it offers them: community size, number of meetings, availability of experienced NA members, geography, local laws and customs, and other such considerations. What works in a major metropolitan setting probably won't work at all in a rural community. What will work in any setting is an effort to maintain sensitivity to the needs of the groups and the community. Each area committee will, to a great degree, have to find its own way of effectively providing services to those groups and the larger community of which those groups are a part.

Versatility is called for. Area committees in small or mid-sized communities may see fit to combine the work of some subcommittees, while well-established metropolitan committees might find themselves with a large number of highly specialized subcommittees, each with its own specific focus. Given reasonable consideration, an area committee should not be afraid to configure its services in whatever way it sees fit so that it may help carry the NA message in the most effective way possible.

PARTICIPATION

Participation is a critical factor in delivering services at any level. Lagging subcommittee participation and poor attendance at area committee meetings are problems all area committees must address from time to time, particularly during the annual inventory session. Sometimes the solutions to these problems are simple and quick; more often, they require deliberate, extended attention.

An area that has few GSRs attending committee meetings or lacks support for the work of its subcommittees probably has one or more of the following problems:

- The area is new,
- The territory served by the ASC is sparsely populated,
- Committee meetings are run poorly,
- The committee, as it is run presently, is too large to allow for GSR participation,
- Groups and members in the area are not sufficiently informed concerning the role of the area committee and the kind of work being done by its subcommittees,
- The services provided by the ASC are not meeting the needs of area members or groups, or
- Members and groups are simply not interested in supporting area services.

Of these, the first two are generally the easiest to address. If a new area is lacking in members available for service, the passage of time alone may well provide a solution; the section later in this chapter, "Creating New Area Committees," discusses this further. And if an area committee serves a sparsely populated territory, there are ways in which it can structure its services to match its circumstances. More on this can be found later in this chapter under the heading, "Area Committees in Rural Communities." You can also write to the World Service Office and ask for any relevant materials they may have on hand.

If one of the remaining problems is the case, an area committee can determine which one it is by sending current committee participants out to the groups, especially those groups who are not sending GSRs, and simply ask them what they think.

When a meeting is poorly run or has too many participants, it is difficult for any but the most outspoken to get a word in edgewise. Sometimes GSRs stop attending their area meeting because it seems like a waste of time. If any of these problems has pushed your area committee off track, there are a couple of options you can try to set your ASC back on course. If your ASC is trying to serve too many groups and committee meetings are so crowded they don't allow most GSRs an opportunity to participate, it may be time to consider dividing the area. The next chapter of this guide talks about the ASC division process from start to finish.

Remember, though, that “too many groups” is a relative term. A poorly run meeting, no matter how many people are taking part in it, always seems “too large.” An ASC serving many groups may need nothing more than a leadership tune-up to make its meetings run smoothly, allowing full participation by all committee members. Review of the materials in this guide—especially this chapter, the earlier chapter on the Twelve Concepts, and the short-form rules of order appearing toward the end of this guide—can sharpen an ASC chairperson’s focus on the content and process appropriate to area committee meetings, helping the chair lead a more effective meeting. A variety of other books about running meetings, available from many libraries and bookstores, can also be consulted.

If local NA members are unaware of the kind of work being done by the area committee, area officers can be asked to organize a service workshop. Such workshops, creatively conducted, can present groups and members with options for service of which they’d previously been unaware and spark their interest in becoming a part of those services.

If the area committee is not currently providing services that meet the real needs of local members or groups, such a workshop could serve as a combination open forum and brainstorming session. Drawing from the experience and insight of everyone who cares to be involved in the discussion, such a forum could pinpoint inadequacies in current services and develop directions for future services that better address the needs of the local NA community.

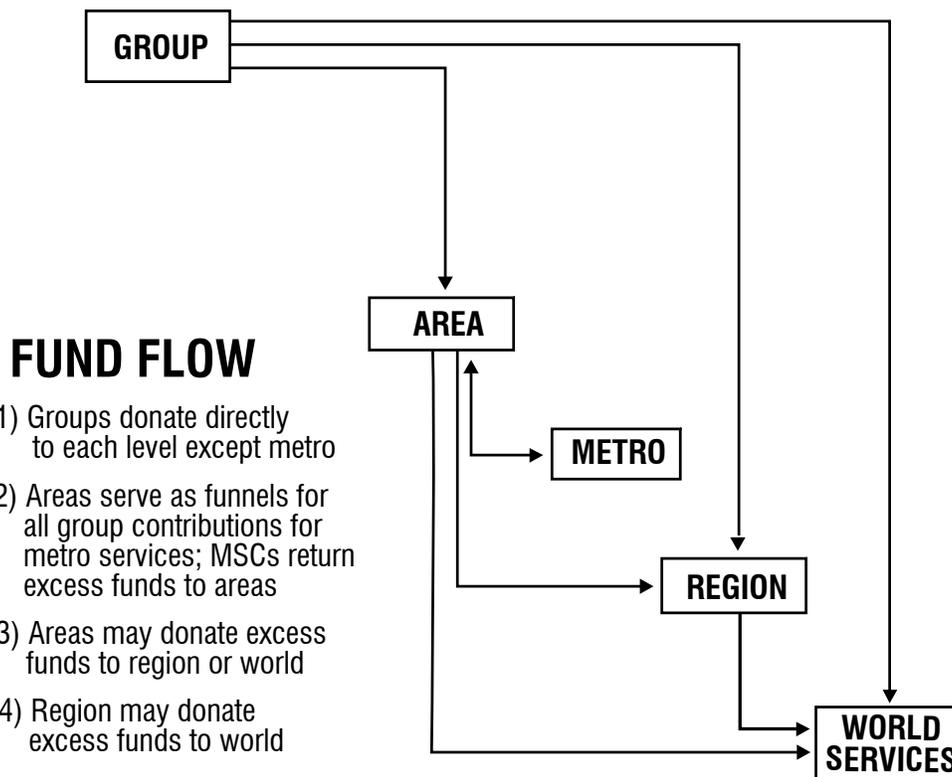
Some NA groups will not be interested in taking part in area services, no matter how effective and inviting they might be. These groups may feel that their experienced members have more than enough to do with just supporting their recovery meetings. It’s true that NA groups are responsible to support NA services, but they are responsible first to conduct NA meetings. Our tradition of group autonomy gives them the right to decide for themselves whether or not they are able or willing to extend their support to the area committee. No matter what they decide, the area committee has a responsibility to serve all the groups in its service territory, regardless of whether or not a particular group has chosen to participate in the work of the committee.

AREA BUDGETING

A budget helps an area committee be a better manager of the funds it receives. The basic process for developing an area committee budget is pretty simple; for your convenience, a budget worksheet has been included in the *Treasurer’s Handbook*, available from your World Service Office. On a quarterly or annual basis, administrative officers and subcommittee chairpersons present their plans for the next work period along with estimates of how much that work will cost. By comparing the projected work plans and expenses with income

reports from the last work period, the area committee will have a pretty good idea of how feasible the budget proposal is and can vote to either adopt it or alter it.

Narcotics Anonymous groups directly support area, regional, and world services from money left over after covering their own expenses. Area committees, after setting money aside to cover budgeted expenses, are encouraged to do the same with their surplus funds, sending it on to the other levels of the service structure.



OTHER FUNDING CONSIDERATIONS

Area committees generally assign their treasurers the responsibility of managing all ASC funds. When officers or subcommittee chairpersons need money for a budgeted project, they ask the treasurer to write them a check to be countersigned by another ASC officer. The same general procedure can be applied by area committees that do not develop quarterly or annual budgets, except that specific spending proposals must be presented by officers and subcommittees to the full area committee before funds can be drawn from the treasury. The officer or subcommittee chair turns receipts for their expenses in to the treasurer along with whatever money may be left over from their advance. If the project produces income, that money is also returned to the treasurer for

deposit back into the general fund. A single general fund helps ensure that the area committee is able to maintain final responsibility for the activities of its subcommittees. It also eliminates the need for each subcommittee to duplicate the treasurer's job.

Most areas periodically struggle with the question of fundraising versus group contributions for support of their work. Activities subcommittees usually plan to have their projects come out in the black (as opposed to coming out in the red) so that unexpected expenses can be covered. As a result, most activities do in fact generate some excess funds. The time and energy that goes into putting on activities is contributed by NA members in the spirit of our Seventh Tradition, so depositing the extra money generated by those activities in the area committee's general fund is not inappropriate. But the primary purpose of an area activity is to promote unity within the NA community, not specifically to raise funds for the area committee.

Some area service committees come to depend too greatly on extra income from activities. These area committees then sometimes tend to ignore the expressed needs of the groups. An area committee that finds itself in such a situation must ask itself whether it has become more a fundraising agency than a group of trusted servants devoted to the delivery of Narcotics Anonymous services. Once the question has been asked and the committee has engaged in an honest evaluation of its activities, the area committee can correct its course and return to its work.

THE MONTHLY MEETING

The monthly area service committee meeting, open to any NA member, is the event at which the work of the subcommittees and the well-being of the groups all come into focus. Before the meeting starts, one of the administrative officers gives an orientation to new group service representatives. Then officers, subcommittee chairpersons, and GSRs report on what's happened since the committee met last. The sharing session gives all participants the opportunity to engage in wide-open discussion of group problems and area committee issues raised by the reports. After the sharing session the committee is ready to go straight to business, considering questions about the work of its officers and subcommittees. The sample agenda, which appears at the end of this chapter, can be used by most area committees as a tool for organizing the monthly meeting. And the short-form rules of order appearing toward the end of this guide can help the business of the committee be processed in an orderly, respectful fashion.

THE SHARING SESSION

The sharing session has two types of agenda: group problems and area committee issues. Agenda items for the sharing session usually come up during reports from group service representatives, administrative officers, and subcommittee chairpersons. After each report is given, anyone on the area committee—including the person who gave the report—can ask the committee chairperson to place a particular subject on the sharing session agenda.

Group problems

Groups are encouraged to seek their own solutions to the challenges they face—and, most of the time, they find them. But sometimes a group faces a problem that is beyond any of its members' experience. When that occurs, groups can send their GSRs to the area committee sharing session with a request for help.

That help usually comes in the form of the shared experience of other groups in dealing with the same kinds of questions. Since NA groups are entirely self-governing, only rarely can an area committee motion deal with a group problem in any appropriate way. However, the shared experience of other committee members with similar problems in their own groups may provide a GSR with just the information or insight his or her group has been lacking.

Area committee issues

The sharing session is also a time when the area committee can focus on issues rather than motions. Although the rules of common courtesy are in place, the rules of order are not. It's an informal time in which ideas can be freely shared, ideas that can help the committee be more effective in fulfilling its purpose. Many area committees, putting our fellowship's Sixth Concept to work, use the sharing session to better understand their collective conscience on area business before making decisions.

The Sixth Concept for Service talks about group conscience as “the spiritual means by which we invite a loving God to influence our decisions,” and carefully distinguishes the spiritual discipline of group conscience from the decision-making mechanism. Perhaps nowhere is that distinction more evident than in the sharing session. In the sharing session, committee participants consult their individual consciences—and their Higher Power—on the broad issues at hand, share the insights resulting from that, and together develop a collective direction for the committee. In the business portion of the meeting, those same participants try to express that group conscience in the specific form of motions and votes. But committee motions cannot be an effective expression of the spiritual aims of our fellowship without the free exchange necessary for the development of a group conscience having first occurred. The sharing session is designed specifically to facilitate that occurrence.

Let's say the public information subcommittee's report suggested in general terms the need to be more energetic in reaching out to drug abuse treatment

professionals in the area. During the sharing session, a variety of issues pertaining to PI's suggestion can be discussed: What's the difference between "energetic" PI work and outright promotion of NA? To what extent, if any, does cooperation with the professional community border on the endorsement of outside enterprises? And is this where the area wants to spend more money, or are there other projects more deserving of immediate attention? No motions, no calling of the question, no parliamentary inquiries—just a free exchange of ideas among NA trusted servants producing greater understanding of directions in which area services might head.

The sharing session is the appropriate time for members to exercise NA's Ninth and Tenth Concepts. These concepts remind us that our committees are responsible to listen to all participants' voices with respect and that all members have a right to be heard. Minority opinions on committee business can be expressed freely and clearly in the sharing session. And problems potentially calling for the redress of a personal grievance on the part of a committee member can be aired in an open, supportive atmosphere.

AREA COMMITTEES IN RURAL COMMUNITIES

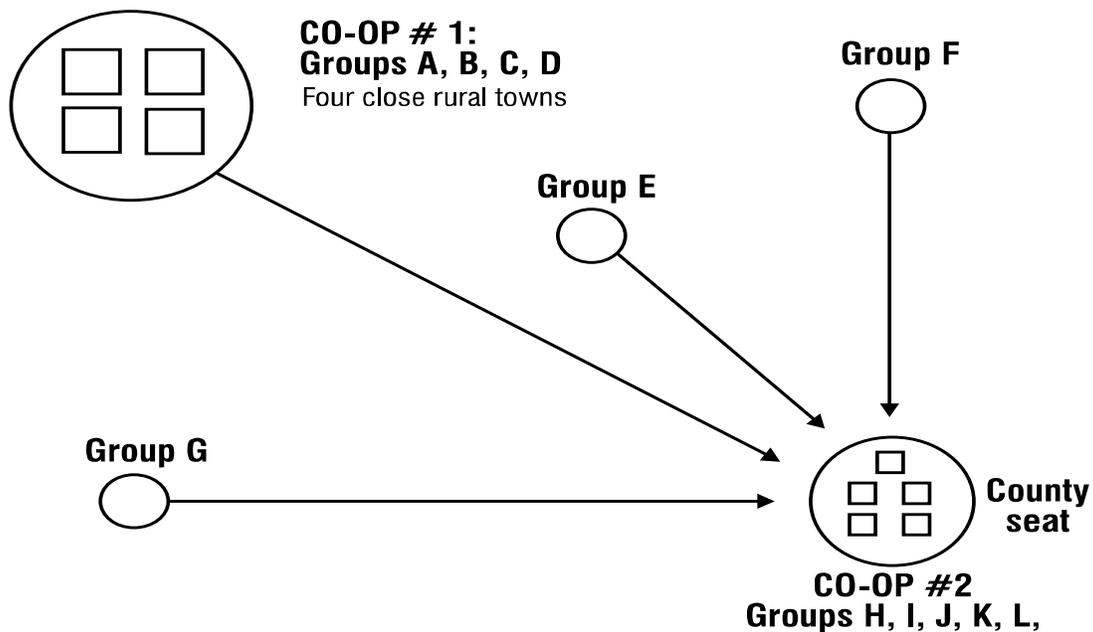
In many rural towns, even after many years of existence, only one or two NA groups may have formed. The distances between such towns and the relatively few members available to serve may make it impractical for a rural area committee to conduct any common services for its groups. It's more usual in rural areas for the individual groups themselves to administer what direct services there are in each community. When the group has its business meeting, members discuss not only the group's recovery meeting but their collective efforts to facilitate Twelfth Step work in the community. The group may get a post office box to make it easier for people in the community to contact NA. The group might even open its own telephone line with an answering machine offering recorded information about the local NA meeting. One member might take responsibility for ordering the group's NA literature directly from the World Service Office. The whole group may decide to get together one Saturday and put NA fliers up around town. Regular group contacts with local magistrates, social workers, physicians or health clinics, school counselors, and clergy can help NA's friends guide newcomers to the group's meeting.

In some rural districts, groups join forces to form cooperative councils, called "co-ops" for short. Representatives of groups within 50 kilometers (31 miles) of one another in one corner of the area, for instance, might gather each month to coordinate their H&I panels, community contact programs, social activities, and common phonenumber. If GSR travel to area committee meetings is burdensome—say, if the ASC meets more than 100 kilometers (62 miles) away—they might even select one of their members to represent the co-op each month on a rotating basis.

The following diagram shows such an area. The four northwestern groups have formed Co-op #1 to run a phonenumber and coordinate a weekly H&I panel at the nearby county work farm. Co-op #1's four GSRs take turns attending the area committee's monthly meetings. The five county seat groups in the southeast have formed Co-op #2 to administer NA services in that small city. All five GSRs from Co-op #2 attend the ASC meetings, which they host.

Rural area committee meetings often become mostly a sharing session. Group service representatives discuss their groups' progress with one another and provide solutions to each other's problems. Some rural areas conduct joint activities—dances, speaker meetings, and workshops—to promote unity and enhance their groups' effectiveness. Many rural committees appoint individual members as area resource contacts for particular fields of service whose job it is to gather information on H&I, PI, or phonenumber for other groups to use. Rural area committee operations are simple, but the strength gathered from the unity they provide is just as important as it is in a metropolitan setting.

RURAL AREA WITH CO-OPs



LEARNING DAYS, WORKSHOPS

Learning days and workshops sponsored by area subcommittees are valuable tools for increasing area members' awareness of the work conducted by the area committee. For most fields of service—H&I, PI, phonelines, etc.—complete descriptions of how to conduct local learning days and workshops are provided in the respective service handbooks. Many area committees also conduct topical workshops on the Twelve Traditions and Twelve Concepts for NA Service, sponsorship, and other subjects. If experience in a particular subject or field of service is low in your area, you can work with your regional committee to organize a workshop to help strengthen understanding of that branch of service in your area.

Group service workshops can help trusted servants of local groups focus on their primary purpose and the tools available for fulfilling it. Some group service workshops begin with members of the area committee sharing their experience in different group service positions, using the chapter on the NA group from *A Guide to Local Services* as a reference. The workshop can then be opened for discussion or questions from those attending. Others break up into small groups to review different topics relevant to group services—meeting formats, for example, relations with the community, or group business meetings. However it's conducted, a group service workshop is one direct way for the members of an area committee to share their experience with the groups they serve.

CREATING NEW AREA COMMITTEES

As Narcotics Anonymous grows, groups are formed each year where no area service structure exists. The first priority of such groups is, of course, getting the group on its feet and developing stable meetings. In larger communities, a stable group often sprouts new groups and new meetings. At some point, those groups begin to think about creating a common committee for themselves—what we call an area service committee—to serve their mutual needs and make it easier for them to pool their efforts in reaching out to the community. Groups considering the formation of a new area committee can tap the experience of their regional service committee or, if no regional service committee exists, the World Service Office.

Some new area committees try to start up all at once with a full complement of administrative officers and subcommittees, monthly dances, a convention, and a local service center. Area committees, which try to do this, may sorely disappoint themselves. Remember: first things first.

Area committees are formed, first, to strengthen the groups that create them. Before an area committee can start serving the community, the groups, which make up that area must be on solid footing. An area committee just beginning its service journey may exist primarily as an environment in which groups can share their strengths and solutions with one another.

The new area committee might also consider focusing a considerable amount of its attention on the study of NA's Twelve Traditions and Twelve Concepts for NA Service. An area committee that takes care to establish a firm foundation before attempting to erect even a simple service structure will not be likely to regret the time taken in doing so.

Once the new area committee has established a pattern of facilitating communication among the groups and nurturing an understanding among its members of the principles behind NA service, it will be ready to begin providing simple direct services to the groups and the community. Fellowship gatherings—learning forums, cooperative speaker meetings, dances, picnics, and the like—require a minimum of organization yet can go a long way toward increasing unity among the groups in the area. Meeting lists and posters distributed in the community can help direct more addicts to more meetings. Direct services don't have to be grand, complicated, expensive enterprises to be effective in promoting unity and carrying the recovery message. New area committees will do well to start with simple projects.

There are a few more things a new area committee will want to keep in mind, both in its initial formation and in its first few years of operation. First is the need to share the workload, ensuring that no one person is burdened with most of the area committee's work. Not all NA members in the area will be interested in serving on the area committee; most, in fact, will be satisfied to fulfill their primary commitment to their groups, leaving the area service committee to others. But those who are involved in the area committee should see to it that committee work is divided evenly among them. A committee supported primarily by one member is too vulnerable to collapse should that lone individual begin to suffer from "trusted servant burnout" or become unavailable for some other reason. If only a few members are involved in an area committee, they should consider keeping their workload light rather than overreaching their capacity.

A second consideration for new area committees is the idea of making a commitment to meet regularly—once a month, if possible. Most new committees will be occupying themselves primarily with developing means of supporting member-groups and the study of NA traditions and concepts of service. Those agenda items require regular, concentrated attention as the area committee establishes its foundation. A commitment to meet regularly, right from the start, helps keep that need in the foreground.

Finally, the new area committee will greatly benefit from continued contact with its regional service committee, with neighboring area committees, and in some cases with groups and service committees in neighboring countries. Just as individual addicts don't often make it on their own, area committees can greatly benefit from the shared experience, strength, and hope of those who've gone before them. None of us has to do it alone—not anymore.

SAMPLE AREA COMMITTEE AGENDA

The typical agenda for an area committee meeting often looks something like this. The committee fills it in each month with more specific topics under each heading.

CALL TO ORDER

- reading of the Serenity Prayer
- reading of the Twelve Traditions and/or Twelve Concepts for NA Service
- roll call
- recognition of new groups
- approval of last month's minutes (additions or corrections are made)

REPORTS

- administrative officers' reports
- group reports
- special (ad hoc) committee reports
- standing subcommittee reports

SHARING SESSION

General discussion of group concerns and issues raised by reports.

OLD BUSINESS

Motions are in order regarding business left over from previous meetings. (Some areas also conduct their elections of trusted servants during this portion of the agenda.)

NEW BUSINESS

Motions are in order regarding business that is new to this committee.

ANNOUNCEMENTS

ADJOURNMENT