



# **NARCOTICS ANONYMOUS FIVE RIVERS AREA**

## **Area Service Committee Policy**

**April 7, 2016**

### **Service Prayer**

*"God grant us the knowledge that we may serve according to Your divine precepts, instill in us a sense of Your purpose, make us servants of Your will, and grant us a bond of selflessness that this truly be Your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction."*

## NA Five Rivers Area Policy

April 7 2016

### **THE 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.

### **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 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.

April 7 2016

Page 2 of 18

NA Five Rivers Area Policy

- 12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Table of Contents

Statement of purpose ..... Page 4
1. General Guidelines ..... Page 4
2. ASC Agenda ..... Page 4
3. Voting procedures and Motions ..... Page 5
4. Items requiring votes ..... Page 6
5. Trusted Servants and Elections ..... Page 7
6. Area Trusted Servants ..... Page 8
A. Group Service Representative (GSR) .....
Page 8 B. Group Service Representative Alternate (GSRA) .....
Page 8 C. Area Chairperson .....
Page 8 D. Area Vice-Chairperson .....
Page 9 E. Secretary .....
Page 9 F. Vice-Secretary .....
Page 10 G. Treasurer and Treasury Guidelines .....
Page 10 H. Vice Treasurer .....
Page 11 I. Regional Committee Member (RCM) .....
Page 11
J. Regional Committee Member Alternate (RCM) ..... Page 12
7. FRASCNA Subcommittees ..... Page 12
A. General Guidelines .....
Page 12 B. Local Services .....
Page 12 C. Hospitals and Institutions .....
Page 13 D. Public Relations .....
Page 14 E. Website .....
Page 15 F. Outreach .....
Page 15 G. Policy .....
Page 16 H. Activities .....
Page 16 I. Literature Distribution and Review .....
Page 17 J. Ad hoc Subcommittees .....
Page 17

Statement of Purpose

The Five Rivers Service Committee of Narcotics Anonymous is established by and responsible to the Fellowship. Its purpose is to define and carry out the policies and support the Fellowship of Narcotics

## NA Five Rivers Area Policy

Anonymous. The Area Service Committee does this by joining the members and groups into a unified Fellowship, and by actively encouraging the primary purpose and growth of Narcotics Anonymous.

The Groups of the Five Rivers Area of Narcotics Anonymous have joined together to create a service structure which develops, coordinates, and maintains services on behalf of the FRASCNA Groups and NA as a whole. This committee's primary purpose is to help carry the Narcotics Anonymous message of recovery, and serve as a link between the FRASCNA groups, the Ohio Regional Service Committee, and the World Service Committee of Narcotics Anonymous. The ASC will operate in accordance with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.

### 1. General Guidelines

- A. FRASCNA Area Service meeting should be conducted in accordance with 'A Guide to Local Services in Narcotics Anonymous'.
- B. The Five Rivers Area Service Committee (FRASCNA) meets on the fourth Sunday of each month, for the express purpose of serving the specific needs of its member groups. Emergency meetings may be called by a majority of administrative members when needed.
- C. Administrative members of the ASC consist of:
  - 1) Area Chairperson
  - 2) Treasurer
  - 3) Secretary
  - 4) RCM (Regional Committee Member)
- D. Administrative members are expected to be present at all ASC meetings.
- E. FRASCNA consists of duly elected Group Service Representatives (GSRs) from member groups, elected Area Trusted Servants, and Area Subcommittee Chairpersons.
- F. A group is a member of FRASCNA when they say they are. New Groups will be recognized at beginning of the monthly Area Service Committee.
- G. The ASC will donate an NA Group Starter Kit and 25 schedules to any new Group in the Area.
- H. No purchases or sales are to be made on credit by the ASC Trusted Servants or GSRs without prior ASC approval.
- I. In the event of misuse of funds, restitution will be made to the Area or legal action may be taken.

### 2. Area Service Committee monthly agenda items

- A. 2:00 pm ASC meeting begins/Welcome
- B. Moment of silence followed by Serenity Prayer
- C. Twelve Traditions, Twelve Concepts, and Service Prayer are read
- D. Recognize any Groups new to FRASCNA and recognize new GSRs
- E. Roll call
- F. Chair/Secretary reports, Pass around Lines of Communication for updates and approve minutes from previous month
- G. RCM report
- H. Treasurers report (**reports previous month**)
- I. Subcommittee reports

## NA Five Rivers Area Policy

- 1) Local Services (H & I, Webmaster and PR)
  - 2) Literature
  - 3) Website
  - 4) Outreach
  - 5) Policy
  - 6) Activities
  - 7) Ad-hoc Committees
- J. Open forum/sharing session:
- Floor is open to any GSR with homgroup issues
  - Floor is open to anyone wishing to address the ASC
- K. Recess for said period (Optional)
- L. Roll call to confirm voting members
- M. Old business: Topic reports, updates from previous meetings, motions brought back to groups, items that were tabled, election of Trusted Servants. N. New business: New items for discussion.
- 1) Read and discuss motions
  - 2) Request nominations for administrative positions in October
  - 3) Request nominations for subcommittee chairpersons in April
- O. Group Reports
- P. Closing prayer at end of business or at 4:30 whichever comes first

### 3. Voting procedures and Motions

ACS business is based on Roberts Rules of Order. However, it is important to remember that the spiritual principles in our Twelve Traditions, Twelve Concepts and ASC Policy always take precedence over Roberts Rules of Order. This area uses Majority style voting.

- Roll call will be taken at the beginning of the meeting and again after the recess or before “Old Business” to determine the groups present for voting.

The following guidelines are used to submit, discuss and vote on motions presented at ASC.

## NA Five Rivers Area Policy

### 1. **Types of votes:**

Majority Vote: more than half of the votes cast by groups in attendance.

- a. Abstention: To abstain is not to vote. Abstentions are not counted

### 2. **Submitting a motion:**

Anyone attending the ASC meeting may make a motion, however, only those listed below can second a motion:

- GSR's or in their absence the designated representative for that group. ACS Vice Chairperson, secretary, treasurer, RCM, and Subcommittee Chairs.

A. Matters affecting the ASC only will be decided by the ASC at the ASC meeting. Matters affecting Groups shall be taken back to the Groups for a group conscience and vote.

B. Anyone attending the ASC meeting may participate in discussions.

C. Motions must be seconded before discussion can occur.

D. A group motion or nomination brought to the ASC does not need to be seconded.

E. Only GSRs, or in their absence, GSR Alternates may vote. New GSRs will have voting privileges immediately. Only one vote per person will be counted. The Chairperson may vote to break a tie.

F. In the event a group is unable to be represented at the ASC, the group must email their vote to an administrative committee member prior to the ASC.

G. All motions made at the ASC meeting shall be in writing on forms provided by the Secretary and must include the intent of the motion

H. Administrative motions such as motions to close or motions to table a discussion need no debate but still require a second and a vote.

I. Any amendment, deletion, or addition to this Policy shall be made only after being sent back to the Area Groups for a Group Conscience. Changes to the Policy also require a two-thirds majority vote by GSRs present in order to be approved

### 4. **Items requiring votes – (Items to be taken back to groups)**

A. Election or removal of Trusted Servants and Subcommittee Chairs, except in matters of theft or violence.

B. Changes in amount of Treasury Prudent Reserve.

C. Annual budget or mid-year changes to annual budget.

D. Non-budgeted amounts over \$50.00 (excluding Literature Distribution)

E. Area Service Committee and Group motions.

### 5. **Trusted Servants and Elections**

A. Five Rivers Area Service Committee Trusted Servants will consist of the following:

- 1) ASC Chairperson and Vice-Chair
- 2) Secretary and Vice-Secretary

## NA Five Rivers Area Policy

- 3) Treasurer and Vice-Treasurer
  - 4) RCM and RCM Alternate
  - 5) GSRs (Elected by their Home Group)
  - 6) Subcommittee Chairs
  - 7) Ad-hoc Subcommittee Chairs.
- B. Elections will be held as terms expire or on an as-needed basis.
- C. Candidates must be present during nomination to answer any questions in order to be considered. The ASC shall have no more than five minutes to ask questions of each candidate.
- D. It is suggested that all Trusted Servant nominees have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- E. No ASC member will hold more than one Trusted Servant position at any one time with the exception of GSR.
- F. It is suggested that no ASC Trusted Servant serve on the Area and Regional level concurrently with the exception of the RCM and RCM Alternate.
- G. Administrative and Subcommittee Trusted Servants are elected to a one year term of service. No Trusted Servant will serve more than (2) consecutive terms in the same position, unless there is no one else with the willingness to fill the position. Alternates will serve a minimum of 2 years (1<sup>st</sup> year training, 2<sup>nd</sup> year in position)
- H. Administrative positions serve from January to December. ASC Chairperson requests nominations in **October, nominations are submitted in November, and voting is done in December.**
- I. In the event of mid-term resignation or removal of Chairperson, RCM, Treasurer, or Secretary, the appropriate Vice-Chairperson or Alternate will fill the position following a vote of confidence (a vote showing that a majority continues to support the policy or the trusted servant).
- J. Subcommittee Chairpersons serve from July to June. ASC Chairperson requests nominations in **April, nominations are submitted in May, and voting is done in June.**
- K. Standing Subcommittees
- 1) Local Services (Includes H & I and Public Relations, Website, Phonenumber)
  - 2) Literature Distribution
  - 3) Outreach
  - 4) Policy
  - 5) Activities
- L. All Trusted Servants and/or anyone else receiving NA funds must submit a detailed, written financial report with receipt(s) at the ASC meeting.
- M. Trusted Servants may be removed from office for any of the following reasons: 1) Relapse
- 2) Excessive absence
  - 3) Neglect of duties
  - 4) Disregard for Group or Area conscience
  - 5) Repeated Traditions violations
  - 6) Disregard for Service Concepts
  - 7) Misuse of NA funds

## NA Five Rivers Area Policy

- 8) Falsification of financial reports
  - 9) Any act of theft or violence in committee or toward other members.
- N. At the end of a service term, whether completed, resigned, or removed from office, Trusted Servants will return all supplies, informational material or other pertinent items to the incoming Trusted Servant or to the Area Service Body.

### 6. Area Trusted Servants

#### A. Group Service Representatives (GSRs)

“Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the Area Service Committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups’ priorities.” (Group Booklet - page 17)

- 1) All GSRs are voting members.
- 2) GSRs are elected by their Group/Responsible to their Group and NA as a whole. 3) Attends monthly ASC meeting.
- 4) Reviews and approves annual ASC budget.
- 5) Approves non-budgeted requests for funds.
- 6) Presents a written report of, donations, literature purchases, meetings, unity activities, and group issues.
- 7) Participates in all discussions and voting decisions.
- 8) Votes on all voting issues and elections.

#### B. Group Service Representative Alternate (GSRA) 1) Votes in absence of the GSR.

#### C. Area Chairperson (Term of service: **January – December**)

- 1) It is suggested that the Chairperson have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The Chairperson shall maintain the key to the Area Service Committee meeting room and is responsible for unlocking and locking the door at each ASC meeting.
- 3) The Chairperson prepares an Agenda, bringing copies for all members and presides over the monthly ASC meeting. The Chairperson is also responsible for maintaining an orderly flow of business.
- 4) The Chairperson is the second alternate RCM and shall represent FRASCNA at regional meetings in the absence of the RCM and RCM Alternate.
- 5) The Chairperson may table a motion which cannot be resolved without further information.
- 6) The Chairperson has no vote or opinion and is in position solely to facilitate the meeting in accordance with this Policy. However, if there is a tie the Chairperson will vote to break the tie.

#### D. Vice-Chairperson (Term of service: **January – December**)

- 1) It is suggested that the Vice-Chairperson have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The primary responsibility of the Area Committee Vice-Chairperson is the coordination of Area Subcommittees. The Area Vice-Chair stays in regular touch



## NA Five Rivers Area Policy

with the Chairperson of each subcommittee. The Vice-Chair should stay informed of subcommittee projects and problems by attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC Vice-Chair helps find solutions for them.

- 3) The Vice-Chairperson is also responsible to assist the Chairperson in conducting Area Committee meetings and to conduct ASC meetings in the Chairperson's absence.
- 4) The Vice-Chair will collaborate with Outreach to host a GSR learning day as needed.

### E. **Secretary** (Term of service: **January – December**)

- 1) It is suggested that the Secretary have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts and basic computer skills.
- 2) The Secretary shall keep accurate minutes of each ASC meeting including, but not limited to; motions, nominations, voting results, attendance and all other relevant information. The Secretary will create and distribute copies of the minutes to each GSR and to the Webmaster no later than (10) days following the ASC meeting.
- 3) Secretary will include all verbal and written reports in the ASC minutes. Secretary may censor reports that include inappropriate language or comments but will not paraphrase.
- 4) The Secretary shall maintain a current Lines of Communication list for all ASC members including name, service position, address, telephone number and email address (if applicable) and be updated each month. This contact list shall be distributed to Trusted Servants at Area level only.
- 5) The Secretary will maintain a log of motions brought to the ASC. The log lists motions in chronological order and identifies motions the committee has passed that affect our Guidelines (or Policy). FRASCNA motion log will be available at all ASC meetings.
- 6) Secretary shall have \$50.00 available for the sole purpose of maintaining Area business. Secretary may receive funds by submitting a request to the ASC Treasurer. Itemized expense report and receipt must be submitted to the Treasurer at the next ASC meeting.
- 7) The Secretary will train the Vice-Secretary in all duties and responsibilities.
- 8) The Secretary is responsible for coordinating with the Policy Chairperson to reprint proposed changes to the FRASCNA Guidelines so they may be sent back to Groups for review and to be voted on.
- 9) The Secretary is responsible for maintaining the Area Archives, keeping six months of ASC Minutes on hand at the ASC.
- 10) The Secretary creates forms as needed and ensures an adequate supply of all forms will be available at the ASC meeting.

### F. **Vice-Secretary** (Term of service: January – December)

- 1) It is suggested that the Vice-Secretary have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

## NA Five Rivers Area Policy

- 2) The Vice-Secretary will learn the responsibilities and assist with the duties of the Secretary.
- 3) The Vice-Secretary will perform the duties and responsibilities of the Secretary in the Secretary's absence.

### G. **Treasurer** (Term of service: **January – December**)

- 1) It is suggested that the Treasurer have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The Treasurer shall make an oral report of total contributions and expenditures for the PREVIOUS month during the ASC meeting.
- 3) The treasurer will collect funds/donations at the ASC and provide receipts at that same ASC.
- 4) The Treasurer shall make a written report of contributions and expenditures for every ASC meeting and submit a copy of the bank statement each month. *Note: Bank statements will not be included as part of the ASC minutes.*
- 5) FRASCNA shall maintain a checking account into which Area funds will be deposited and from which Area expenses will be paid. *Note: No Area expense shall be paid without a written receipt!*
- 6) The Treasurer shall maintain the Area checking account. The Treasurer and two other ASC members will be on the account. No checks shall be distributed with fewer than two signatures. If a check is cashed with less than two signatures the Treasurer is responsible for all costs that may incur.
- 7) The ASC shall have a two of four signature policy for any check, or other form of withdrawal from the account. The Treasurer and two other ASC members will be on the account. No check will be distributed without two signatures.
- 8) The Treasurer shall give and obtain written receipts for all purchases and donations.
- 9) The Treasurer shall be responsible to pay rent for the ASC meeting facility and for the PO Box in advance each year.
- 10) The Treasurer is accountable for our Area funds and shall promptly reimburse the ASC for any losses or shortages and shall make all books and records available at all ASC meetings.
- 11) The Treasurer's accounting method will be audited at the end of his/her term or in the event of his/her resignation or removal. A committee will be appointed by the ASC to conduct the audit. Committee will include the exiting Treasurer, incoming Treasurer and at least two members of the FRASCNA administrative body.
- 12) Prudent Reserve: ASC Treasurer shall maintain a prudent reserve of \$800.00 for FRASCNA.
- 13) The ASC shall donate to the ORSCNA Region quarterly. At the end of ASC business, prior to the Regional meeting, all proceeds over prudent reserve will be donated to the Region. If we, at FRASCNA are under our prudent reserve at the time, no ORSCNA donation will be made.
- 14) All funds are to be deposited within (5) business days after the ASC.
- 15) The treasurer shall also prepare and present an annual report at the December meeting of the ASC

## NA Five Rivers Area Policy

- 16) Treasurer shall maintain at least 5 years of financial records and documents. After 5 years Treasurer may shred/dispose of any unneeded documentation.
- 17) **Treasury Guidelines:**
  - a) The ASC shall have a two of four signature policy for any check, or other form of withdrawal from the account. The Treasurer and two (3?) other ASC members (i.e. Chair, Vice-Chair, and Vice Treasurer) will be on the account. No check will be distributed without two signatures. The Vice-Treasurer will not sign checks unless the Treasurer is absent from the ASC meeting.
  - b) The Treasurer, Chair and Vice-Chair shall have access to the online banking system. The Treasurer shall have a debit card attached to the ASC checking account and be responsible for returning it to Area at such time when they are no longer in the Treasurer position.
  - c) Prudent reserve for the FRASCNA Service Body is \$800. Prudent reserve is the amount of money required to keep the ASC running with minimum services for up to three months without income.
  - d) In the event there are two administrative committee members from the same household, only one member at a time may be a signatory on the FRASCNA checking account.
  - e) It is suggested that any member who is a signatory on the FRASCNA checking account have at least two years clean.

### H. **Vice-Treasurer** (Term of service: **January – December**)

- 1) It is suggested that the Vice-Treasurer have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The Vice-Treasurer will learn the responsibilities and assist with the duties of the Treasurer.
- 3) The Vice- Treasurer will perform the duties and responsibilities of the Treasurer in the Treasurer's absence.

### I. **Regional Committee Member (RCM)** (Term of service: **January – December**)

- 1) It is suggested that the RCM have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The RCM is responsible to stay current with all Area activities, subcommittee functions and Area conscience and to represent the Area at ORSCNA meetings.
- 3) The RCM is responsible for staying in contact with other Areas within our Region and to keep our Area informed of events outside of the Five Rivers Area.
- 4) The RCM is required to attend all ORSCNA meetings and must notify the RCM Alternate and the Chairperson if he or she is unable to attend.
- 5) The RCM is responsible for keeping a complete contact and updated list including all FRASCNA and ORSCNA Trusted Servants.
- 6) The RCM must submit written reports to the ASC and ORSCNA Secretaries at those meetings.
- 7) The RCM will be reimbursed for all fuel used by one vehicle if the Regional meeting is outside of the Five Rivers Area. The Area will reimburse the RCM for

## NA Five Rivers Area Policy

the cost of the hotel room when traveling to the ORSCNA meeting when it is farther than 75 miles away. Total expenses are not to exceed \$150.00.

- 8) The RCM shall provide location and accommodation cost information in advance of the ORSCNA to the ASC prior to travelling.
- 9) RCM is responsible to take any changes in meeting schedules and Trusted Servants in the FRASCNA Area to the ORSCNA meetings.
- 10) The RCM, in coordination and collaboration with the Activities committee, will organize the quarterly ORSCNA meeting when it is hosted by the Five Rivers Area. (Per Ohio Region's policy, the Region will reimburse FRASCNA \$250 for room rental and/or the food and entertainment that FRASCNA supplies for the ORSCNA meeting).

### J. **RCM Alternate** (Term of service: January – December)

- 1) It is suggested that the RCM Alternate have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) It is suggested that the RCM Alternate attend the Regional meeting.
- 3) The RCM Alternate will learn the responsibilities and assist with the duties of the RCM.
- 4) The RCM Alternate will perform the duties and responsibilities of the RCM in the RCM's absence.
- 5) The RCMA will be reimbursed for all fuel used by one vehicle if the Regional meeting is outside of the Five Rivers Area. The Area will reimburse the RCMA for the cost of the hotel room when traveling to the ORSCNA meeting when it is farther than 75 miles away. Total expenses are not to exceed \$150.00.
- 6) RCM Alternate must be available to at least attend the ORSCNA meeting in October with the RCM before assuming the RCM position in January.
- 7) The RCM Alternate must notify the Chairperson if both the RCM and RCM Alternate are unable to attend the ORSCNA meeting.

## 7. FRASCNA Subcommittees

### A. General guidelines

- 1) Subcommittee Chairpersons shall be elected by the ASC. Members of each subcommittee shall elect the trusted servants for that subcommittee.
- 2) In the event of resignation or removal of a subcommittee Chairperson, the ViceChairperson assumes the position of Chairperson upon receiving a vote of confidence\* from the ASC \*(a vote showing that a majority continues to support the policy or the trusted servant).
- 3) It is strongly suggested that each subcommittee create and maintain their own operating guidelines and provide the Area secretary with a copy.

### B. **Local Services Subcommittee** (LSC): Coordinates PR, Website, Phonenumber and H&I services and efforts collectively and serves as a single point of contact for ASC and PR/Webmaster/ Phonenumber /H&I Subcommittees.

- 1) Local Service Chairperson serves **July through June**.
- 2) It is suggested that the Local Services Chairperson have a minimum of (3) years clean time, previous involvement with Area Service, a working knowledge of the

## NA Five Rivers Area Policy

Twelve Steps, Twelve Traditions and Twelve Concepts, a recommendation from the PR/H&I subcommittees and one year of service on the PR/Website/Phoneline/ H&I Subcommittee.

- 3) Chair is elected by voting members of ASC. Provides a single point of contact and representation when scheduling presentations.
  - 4) Coordinates presentations and serves as liaison with outside community and institutions in accordance with the WSC PR, and H&I Handbooks.
  - 5) Serves as liaison to hospitals, prisons and other institutions in accordance with WSC H&I Handbook.
  - 6) Chairperson facilitates subcommittee meetings every month.
  - 7) Chairperson will attend and submit a report to the ASC every month, including (but not limited to):
    - a. Status of participation and function of presentations made by the LSC to include PR, Webmaster, Phoneline and H & I.
    - b. Recommendations and proposals for new community and institutional contacts.
  - 8) Coordinates activities with PR and H&I (and/or other subcommittees).
  - 9) Maintains Itemized expenditures for PR, Website, Phoneline and H&I subcommittee, regularly submitting copy to ASC Treasurer.
  - 10) Submits an annual budget for PR, Website, Phoneline and H&I efforts at the March ASC meeting.
  - 11) Serves as PR or H&I Coordinator in the temporary absence of either position.
  - 12) Attends and reports on all Regional (ORSCNA) meetings in absence of PR or H&I Coordinator. Travel expenses paid by ASC, not to exceed \$120.00.
- C. **Hospitals and Institutions (H&I):** Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. Patients at addiction treatment centers, mental health facilities, and therapeutic communities and inmates at jails, prisons, and forensic hospitals.
- 1) FRASCNA H&I operates as part of the Local Services subcommittee. The H&I Coordinator will attend the Local Services subcommittee meeting each month.
  - 2) H&I Coordinator serves from **July through June** and is selected by the Local Services Committee (not elected by the ASC).
  - 3) It is suggested that the Hospital and Institutions Coordinator have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, and one year of service on the PR/H&I Subcommittee.
  - 4) H&I Coordinator ensures subcommittee serves in accordance with the H&I Handbook and that Traditions are followed in all contacts with the community.
  - 5) H&I Coordinator maintains a volunteer database and facilitates organization and scheduling of regular H&I meetings.
  - 6) H&I coordinates with PR as needed. To establish relationships with institutions.
  - 7) Coordinator expresses budgetary needs to Local Services Chair.

## NA Five Rivers Area Policy

- 8) Coordinator attends and reports on all Regional H&I meetings. Travel expenses paid by ASC, not to exceed \$120.00.
- 9) A minimum of (6) months of clean time and strict adherence to presenting NA as suggested in the H&I Handbook is required to enter a facility.
- 10) A minimum of two recovering addicts of the same gender must be available in order to hold an H&I meeting in a non-co-ed facility.

D. **Public Relations (PR):** Organizes displays and disseminates NA information to Inform addicts and others in the community of the availability of recovery in NA. To include verbal communication and returning calls from the phonenumber that pertain to outside organizations and institutions, ie. Rehab centers, probation offices, etc.

- 1) FRASCNA Public Relations subcommittee operates as part of the Local Services subcommittee. The PR Coordinator will attend the Local Services subcommittee meeting each month.
- 2) PR Coordinator serves **July through June** and is selected by Local Services Committee, (not elected by ASC).
- 3) It is suggested that the Public Relations Coordinator have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, and one year of service on the PR/ H&I Subcommittee.
- 4) PR Coordinator ensures subcommittee serves in accordance with the Public Relations Handbook and that Traditions are followed in all contacts with the community.
- 5) PR coordinates with H&I as needed. And provide schedules as needed.
- 6) To manage the Phonenumber by forming a committee and conducting orientations as needed.
- 7) Provides adequate training to volunteers who will participate in any PR presentations.
- 8) Provide the area and GSRs with updated area meeting schedules.
- 9) Schedules are updated and distributed every three months or as needed.
- 10) New meetings are added 30 days after date of their first meeting or at next scheduled printing.
- 11) Schedule/information changes for existing meetings are reflected on the next schedule.
- 12) Provides accurate meeting information for the Five Rivers Area to the FRASCNA Web Servant for posting on the website.
- 13) Coordinator expresses budgetary needs to Local Services Chair.
- 14) Coordinator attends and reports on all Regional PR meetings. Travel expenses paid by ASC, not to exceed \$120.00.

E. **Website:**

## NA Five Rivers Area Policy

- 1) The Website Chairperson serves **July through June**.
  - 2) Website subcommittee will operate under the LSC subcommittee.
  - 3) It is suggested that the Website Chairperson have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
  - 4) Web Master shall be the single point of accountability to ensure FRASCNA website is properly maintained and to ensure information regarding the area is available on the Five Rivers Area website: fiveriversna.org.
  - 5) Web Chairperson will work with PR and the Secretary to maintain accurate meeting and trusted servant information for the Five Rivers Area of NA on the Narcotic Anonymous World website: na.org.
  - 6) Web Chairperson will be responsible for informing the ORSCNA Webmaster of changes in meeting and trusted servant information for the Area.
  - 7) Web Chairperson must attend and give a report at all ASC meetings.
  - 8) Web Chairperson must have access to a computer with Internet capability, email and must have basic computer skills.
  - 9) Teach GSRs how to access World services to register or update meetings electronically.
- F. **Outreach**: Outreach serves 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.
- 1) The Outreach Chairperson serves from **July through June**.
  - 2) It is suggested that the Outreach Chairperson have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
  - 3) The ASC will elect the Outreach Chairperson
  - 4) Outreach will hold a monthly subcommittee meeting.
  - 5) Coordinates with Local Services Subcommittee to focus additional attention on the needs of addicts in our communities who, for one reason or another, have not found NA accessible.
  - 6) The Outreach Chairperson may receive funds from FRASCNA Treasury upon request and approval. Itemized expense report and receipt must be submitted to the Treasurer by the next ASC meeting.
  - 7) The Outreach Chairperson will make a monthly written report to the ASC.
  - 8) The Outreach Chairperson shall travel to any meetings:
    - a. Not attending the ASC.
    - b. Meetings in need of assistance.
    - c. For extenuating circumstances as outlined in 'A Guide to Local Services in Narcotics Anonymous'.
- G. **Policy Subcommittee**: Reviews policy proposals and decisions made by the ASC to ensure Area Policy follows the principles of the Traditions and Concepts.

## NA Five Rivers Area Policy

- 1) Policy Chairperson serves from **July through June**.
  - 2) It is suggested that the Policy Chairperson have a minimum of (1) year clean time, previous involvement with Area Service, and a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
  - 3) Policy Chair will attend all ASC meetings to assist the ASC with any procedural questions.
  - 4) Chair subcommittee meetings as needed.
  - 5) Keep a log of all policy changes.
  - 6) As policy changes are made:
    - a. Chairperson will distribute a record of the current changes to Trusted Servants of FRASCNA the month following any ASC meeting where proposed policy changes were passed.
    - b. Chairperson will submit an updated file to the Web Servant to be posted on the FRASCNA website (within 15 days).
  - 7) Policy Chairperson will facilitate an annual review of FRASCNA policy each July. H. **Activities Subcommittee**: Dances, picnics, campouts, and 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.
  - 1) Activities Chairperson serves from **July through June**.
  - 2) It is suggested that the Activities Chairperson have a minimum of (2) years clean time, previous involvement with Area Service, and a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
  - 3) Activities will hold a monthly subcommittee meeting.
  - 4) The Activities Chairperson will be responsible for maintaining any supplies acquired by the Area. All supplies shall be returned to the Area at the end of the service term, if the Chairperson is removed from office, or if he or she resigns.
  - 5) The Activities Chairperson will report and/or attend every ASC meeting and will submit a written report of each month's financial business using the standardized form.
  - 6) All funds are to be deposited in the Activities account within (3) days following each function.
  - 7) An inventory must be conducted when the Chairperson's service term is over, in case of removal from office or resignation. An Ad-Hoc committee including the Past and Present Activities Chairpersons and the Activities Treasurer must do the inventory.
  - 8) The Activities subcommittee will be responsible for sending flyers out to notify FRASCNA and the ORSCNA Webmaster of upcoming events.
  - 9) Coordinate efforts and collaborate with the RCM for RSC's held in this area
- I. **Literature Subcommittee**: Maintains literature sales and orders as well as inventory control and performs Literature audits as required.



## NA Five Rivers Area Policy

- 1) The Literature Chairperson serves from **July through June**.
- 2) It is suggested that the Literature Chairperson have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 3) The Literature Chairperson shall be responsible for bulk purchase of NA Literature and supplies, and for maintaining an adequate supply of NA literature for sale at the ASC meeting. Also, Literature Chairperson shall supply literature order forms at each ASC meeting.
- 4) Literature Subcommittee shall maintain \$1700.00 in funds, literature and supplies for sale to Area Groups.
- 5) The Literature Chairperson will report and/or attend every ASC meeting and will submit a written report of each month's financial business using the standardized form along with a current copy of the bank statement.
- 6) Literature Subcommittee shall maintain a checking account with a minimum of (4) authorized signers on the account. It is suggested that a Literature Alternate, and/or administrative Trusted Servants be the second signer.
- 7) The Literature Chairperson shall be responsible for all literature and money and shall promptly reimburse the ASC for any losses or shortages. And will be responsible for maintaining and balancing the Area Literature credit card.
- 8) All funds will be deposited within (5) days following ASC meeting.
- 9) A product inventory audit must be conducted when the Chairperson's service term is over, in case of removal from office or resignation. Any discrepancies must be resolved prior to the transfer of literature and funds.
- 10) Literature will be sold to Groups at cost. The Groups pay 10% of the cost of their order to Literature Subcommittee toward freight costs. The ASC will reimburse Literature Subcommittee for any remaining freight costs.
- 11) The Literature Chair shall also maintain the key to the FRASCNA post office box and is responsible for retrieving ASC mail prior to the monthly meeting.
- 12) The Literature Chairperson will train the Literature Alternate in all literature distribution duties and responsibilities.
- 13) The Literature Chairperson must contact the Literature Alternate in the event they are unable to attend the ASC meeting. If there is no alternate the Literature Chairperson must contact the ASC Vice-Chairperson.

### J. **Ad Hoc Committees**

- 1) An Ad-Hoc committee is responsible for accomplishing special tasks within the NA community that are not already designated to another subcommittee.
- 2) Requesting an Ad Hoc Committee can be presented to the Administrative body as a motion by any member of the ASC or as a collaborative decision by the Administrative body. The Administrative body will discuss and review the need for an Ad Hoc and form an Ad Hoc Committee as they see the need.
- 3) It is suggested that Ad-Hoc Committee Chairpersons have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

### NA Five Rivers Area Policy

- 4) Once an Ad-Hoc Committee is formed by the Administrative body, a nominated or willing member to chair that committee will be voted in by the ASC and will be responsible for all tasks involved in performing their duties.
- 5) Ad-Hoc committees will make a monthly written report to the ASC while performing their duties.
- 6) Ad-Hoc committees shall be dissolved after each task has been completed.