

approval track was created over ten years ago as the result of years of input from members and groups regarding the types of issues they were being asked to review in the *CAR*. Having a separate approval track from the *CAR* allows for materials intended for committees and boards, such as handbooks or service manuals, to be distributed directly to conference participants 90 days before the WSC, allowing time for the regional delegates to workshop it in a manner that fits within their local community. Each local community can determine for itself how the material will be reviewed and how to direct their regional delegate. As the original idea that created the *CAT* states, “This frees up our members and groups to devote their attention to holding meetings and carrying the message of recovery, without having to ratify every decision made on their behalf at every level of service.”

Both Conference-approved and World Board-approved material is intended to show how to implement or put into practice the principles established by core NA philosophy and Fellowship-approved material. The World Board may decide that some change in Conference-approved service material is so significant that it should be included in the *Conference Agenda Report*, but the piece will still be designated as Conference-approved. This has happened in the past with both *A Guide to World Services in NA*, *The Group Booklet*, and *A Guide to Local Services in NA*.

Items that typically are included in the *CAT* include the proposed NAWS Budget and project plans for the upcoming cycle, seating requests, and recommendations from the World Board, as well as other service- or WSC-related material.

SERVICE UNITS OF THE WORLD SERVICE CONFERENCE

World Board External Guidelines

The World Board also operates with a set of Internal Processes and Procedures that provide more detail about the Board’s internal procedures and practices. The Internal Processes and Procedures of the World Board is a working document that is amendable by the Board and is available to anyone upon request. The World Board also functions legally under a set of corporate by-laws that reflect the policies provided in these External Guidelines. The External Guidelines are amendable only by action of the World Service Conference.

World Board’s Mission

The mission of the World Board is to contribute to the continuation and growth of Narcotics Anonymous. The Board serves as a primary resource for the NA Fellowship by providing the support needed to carry our message, while ensuring that the service and support provided are of the highest quality possible.

Accountability Statement

The World Board is the service board of the World Service Conference. As such, it is accountable to the World Service Conference and ultimately to the final authority within our service structure as stated by our Second Concept—the groups, who retain the final responsibility and authority for all NA services. In accordance with the principle of delegation described in our Third Concept, the World Service Conference, on behalf of the groups, delegates to the World Board the authority to provide effective services.

Purpose of the World Board

The purpose of the World Board is to:

- ◆ Carry the message of recovery to addicts who still suffer from addiction.
- ◆ Provide support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction.

- ◆ Oversee all the activities of NA World Services, including the Fellowship's primary service center, the World Service Office.
- ◆ Provide service to individuals or groups of addicts seeking recovery from addiction and assist the public in understanding addiction and the Narcotics Anonymous program for recovery from addiction. Such assistance may include direct and indirect communication with addicts, organizations, agencies, governments, and the public.
- ◆ Ensure that no resources generated from Trust Properties are utilized to engage in any activities or exercise any powers that do not further the primary purpose of Narcotics Anonymous, which is to carry the message to the addict who still suffers.
- ◆ Hold and manage in trust for the Fellowship the income produced by any World Services activities in a manner that is within the spirit of the Twelve, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- ◆ Hold in trust for the Fellowship of Narcotics Anonymous the rights to the exclusive control, use, printing, duplicating, sales, and use of all the intellectual properties, logos, trademarks, copyrighted materials, emblems, or other intellectual and physical properties of the WSC, or the Fellowship of Narcotics Anonymous as a whole in accordance with the will of the WSC.
- ◆ Control and manage the exclusive production, printing, manufacture, or reproduction of the properties, or the licensing for production, printing, or manufacture of the properties of the Fellowship of Narcotics Anonymous, and offer these properties for sale to the Fellowship and the general public.

General Duties

The duties of the World Board shall be understood to be administrative in nature. So that it can fulfill its mission and the will of the WSC, the general duties of the World Board are to:

- ◆ Communicate all World Services activity to our membership in accordance with the principles embodied in our Eighth Concept.
- ◆ Oversee the operations of the Fellowship's primary service center, the World Service Office.
- ◆ Administer the activities necessary for the successful operation of the World Convention.
- ◆ Hold our Fellowship's intellectual properties in trust in accordance with the Fellowship Intellectual Property Trust.
- ◆ Provide support and administration for all World Services meetings.
- ◆ Plan and budget for basic service provision and project development.
- ◆ Be accountable for all World Services budget responsibilities.
- ◆ Select members for project development and completion.
- ◆ Oversee activities associated with how our Fellowship and service structure interact with society.
- ◆ Oversee development of new literature, periodicals, and translations.
- ◆ Develop and approve service-related information pamphlets and tools for distribution to the Fellowship.
- ◆ Address philosophical issues and questions about our Traditions and Concepts, developing position papers when necessary.
- ◆ Make necessary decisions affecting NA World Services when the World Service Conference is not in session, always mindful of the priorities previously established by the World Service Conference.

Membership

The World Board will consist of up to eighteen members elected by at least 60% of the World Service Conference. These conference-elected members will have equal participation rights, including voting on the Board and at the World Service Conference. Board members may not, however, vote on items that have been submitted to the groups in the *Conference Agenda Report* or on any other items of Old Business at the World Service Conference.

Membership Qualifications

In addition to the qualities expressed in Concept Four such as humility, integrity, trustworthiness, and strong commitment to open communication, the following qualifications for nomination and election to the World Board are written to express the variety of skills and experience necessary to the Board's optimum operation. A single individual may not have all of the qualifications listed below. These qualifications should not be viewed as a list of absolute requirements, but rather as an expression of the qualities and experience that will help the Board to best serve our Fellowship:

- ◆ History of both completing work independently and working well within a group.
- ◆ Familiarity with and commitment to the World Service Conference vision of a global fellowship demonstrated through world service or personal life experience.
- ◆ Familiarity with the Narcotics Anonymous service structure.
- ◆ Administrative skills.
- ◆ Experience with plan development and financial forecasting.
- ◆ Organizational and communication skills.
- ◆ Ability to donate sufficient time to attend meetings, travel, and to fulfill the additional commitments of Board membership.
- ◆ A working knowledge of the Twelve Steps, Traditions, and Concepts.

Cleantime Requirement

All Board members must have a minimum of ten (10) years clean.

Terms

The length of term for Board members shall be six years. All members of the Board are eligible for election for two consecutive terms.

If the World Service Conference chooses to elect more than eight (8) Board members at the same time, the term lengths will be determined by volunteers and then by random drawing at the first World Board meeting following the WSC.

Quorum and Decision Making, Internal Elections, and Removal of Members

Quorum and Decision Making: The quorum for regularly scheduled meetings of the World Board equals one-half of all seated members plus one (e.g., were there eighteen seated members, quorum would equal ten: one half the seated members—nine—plus one). While the Board should strive for consensus, its process requires a minimum of a majority of seated Board members to vote in the affirmative to represent a decision of the World Board.

Participation and Internal Elections: All Board members shall have the right to full participation. All voting members of the Executive Committee of the Board will be elected by the Board. Election to any position on the Board will require a simple majority vote.

Removal of Members: Members may be removed from the Board by a two-thirds majority vote of the Board. Further, the conference may, by a two-thirds majority vote, direct the Board to do so for the following causes:

1. Failure to attend two meetings within a twelve-month period.
2. Relapse as defined by the Fellowship of Narcotics Anonymous.
3. Conviction of a felony or equivalent offense during their term of office.
4. Declared to be of unsound mind by a final order of a court.
5. Misappropriation of Narcotics Anonymous World Services funds.
6. Breach of statutory duties relating to a board member's standard of conduct as defined by the law of the state of incorporation.

Once removed from the Board, former members may only be reinstated by an action of the World Service Conference. Removed members retain no rights of attendance and/or participation until such time as they have been reinstated by the WSC.

In the event of vacancies on the World Board due to removal or any other cause, the World Board may not fill such vacancies. Only the World Service Conference can elect World Board members, and all vacancies will remain until the World Service Conference elections.

Internal Structure of the Board

The World Board accomplishes much of its work through its committees and workgroups. The number and type of workgroups and committees vary each conference cycle, depending on the need. The Executive Committee always exists in order to provide consistent administration for NA World Services.

Accountability

Committees and workgroups are answerable and responsible to the World Board. In keeping with Concept Five, the World Board, in turn, is directly accountable to the World Service Conference, thus ensuring definite and direct lines of accountability across all World Services operations.

Committee and Workgroup Makeup

World Board members are assigned to workgroups or committees by the Executive Committee and confirmed by the Board. The number and experience of non-Board members chosen by the Board from the World Pool depends upon the projects assigned and prioritized by the WSC.

The Executive Committee

The Executive Committee consists of the following members:

- ◆ The Chairperson of the World Board
- ◆ The Vice-chairperson of the World Board
- ◆ The Treasurer of the World Board
- ◆ The Secretary of the World Board
- ◆ The Executive Director of the WSO—in a non-voting capacity

General Duties: The Executive Committee upholds the duties of the corporation and its officers in accordance with all applicable laws; directs the activities and the annual performance review of the executive director of the WSO; retains responsibility for interacting with the executive director between board meetings; remains responsible for the general administrative duties of World Services; and makes necessary decisions affecting NA World Services when the World Board is not in session, always mindful of the priorities previously established by the Board.

Election and Removal: The Executive Committee, with the exception of the executive director of the WSO, is elected by a majority vote of the Board. Officers of the Board can be removed from office by the Board with a two-thirds majority vote.

The World Service Office

Probably the single busiest part of our service structure is the World Service Office (WSO). The WSO is the main contact and distribution point.

One of the most important functions of the WSO is to link our widespread groups and members into a single, cohesive fellowship. The WSO stays in close contact with our groups, areas, and regions. This contact is maintained through correspondence; our quarterly journal, *The NA Way Magazine*; and through the delegates within our service structure. The WSO offers considerable aid to new groups worldwide, existing groups with special problems, institutional groups, members who travel extensively, and loners. This aid is in the nature of sharing the experience that other groups and members have reported to the WSO and putting those who seek aid in touch with other groups or members within our Fellowship.

The World Service Office publishes *The NA Way Magazine*, our Fellowship's international journal. The magazine provides both a forum for sharing about NA recovery, unity, and service, as well as information about World Services. The magazine is edited by WSO staff and an editorial workgroup appointed by the World Board.

Another major function of WSO is the publication and distribution of literature, which includes the printing, warehousing, and distribution of all existing literature. The WSO publishes a quarterly newsletter and numerous other periodicals, all World Service Conference material, and new literature in English and other languages. Additionally, we make available a number of kits, such as the group starter kit. In order to provide these publications, the WSO needs financial support.

In order to provide communications, coordination, information, and guidance services, the WSO must keep extensive files of correspondence and other records. These files include letters to and from those who have contacted the WSO; a file of all correspondence with each NA group; a record of all starter kits sent out; the name, address, and telephone number of all GSRs, RCMs, and RDs; and the addresses of all general service committees and their officers. Along with these files and records, the WSO keeps the archives of NA's history. These archives contain relevant documents, newspaper articles, photos of original meeting places, etc. Records such as these are necessary so that we may learn from our past mistakes, stay in contact with all of NA, and serve our Fellowship.

One of the most difficult jobs of the World Service Office is dealing with public anonymity breaks. Due to the nature of our Fellowship, no part of our service structure should ever serve as a disciplinarian. This would not be in keeping with our basic principles. When public anonymity breaks do occur, the WSO functions in an educational role. We try to explain to the individual or group and the media involved that actions of this type are in violation of our Traditions and that this type of publicity can potentially cause grave problems that could threaten the survival of our Fellowship. It is never our place to attempt to punish—we can only try to prevent the recurrence of this type of problem.

The final WSO function we shall discuss is that of public relations. Much of our mail consists of requests for information from individuals, agencies, and other drug programs. It is our policy to answer each inquiry; however, we stress that our function is not informational or referral. Our program is comprised of principles and people. Our relationship with those outside our Fellowship is cooperative, and our Traditions make it clear that we must stay unattached if we are to survive.

The World Service Office is our Fellowship's main service center. To meet our needs as a growing fellowship, our services need to operate as efficiently and effectively as possible within the spiritual principles of the NA program.

The World Board of Narcotics Anonymous World Services, Inc., directly oversees all World Services activities, including the World Service Office. Narcotics Anonymous World Services, Inc., is a registered, nonprofit corporation in accordance with the laws of the State of California and the United States federal government. Within the bylaws, specific sections state the purpose and relationship of Narcotics Anonymous World Services, Inc., to the World Service Conference of NA and our Twelve Traditions. These bylaws further acknowledge the right of the conference to make specific recommendations to the World Board regarding its general operations.

Human Resource Panel External Guidelines

The Human Resource Panel uses these guidelines as well as a set of internal guidelines that provide more detail about the panel's internal procedures and practices, and a process and criteria for the selection of nominees to forward to the World Service Conference. The internal guidelines and selection process are amendable by the Human Resource Panel. The External Guidelines are amendable only by action of the World Service Conference.

Accountability and Cooperation Statement

The Human Resource Panel is accountable to the World Service Conference. When the World Service Conference is not in session, the World Board oversees all activities of NA World Services. The Human Resource Panel strives to support a cooperative working relationship with the World Board.

Purpose of the Human Resource Panel

The purpose of the Human Resource Panel is to identify NA members whose skills, talents, and experience support their ability to be most qualified as NA world service trusted servants. The panel is responsible for forwarding to the World Service Conference a list of those most qualified candidates (nominees) for consideration and selection by the WSC. The Human Resource Panel also administers the World Pool, a resource for identifying potential candidates for NA world service trusted servant positions, and World Board projects, workgroups, or other NAWS assignments.

General Duties

The duties of the Human Resource Panel are to develop, maintain, and implement a nominations process that results in the identification of the most qualified candidates for consideration for service by the World Service Conference. In support of this, the Human Resource Panel will cooperate with all of NA World Services to maintain current descriptions of the skills, talents, and experience necessary to successfully fulfill the tasks of WSC elected positions.

The Human Resource Panel utilizes various NAWS publications to communicate with NA members worldwide in an effort to keep members up to date on the panel's activity and any pending nominations process deadlines. The panel welcomes input from all interested members on any aspect of their work.

As a part of the nominations process the Human Resource Panel will:

- Screen information of eligible members of the World Pool to identify those most qualified to be considered for election to NA world service trusted servant positions.
- Inform qualified members of the World Pool and service bodies who can forward names for consideration to the Human Resource Panel (NA regions, NA zones, and the World Board) of the current descriptions of the skills, talents, and experience necessary to successfully fulfill the positions of World Board member, WSC Cofacilitator, and Human Resource Panel member.

- Interview all potential candidates who meet the cleantime requirement for each position and are forwarded for consideration by NA regions, NA zones, or the World Board, independent from and after any other initial screening process.
- Provide the World Service Conference with a list of nominees best qualified for election to the World Board, WSC Cofacilitator, and Human Resource Panel. These lists, for the purposes of election at the World Service Conference, will not be governed by any minimum candidate-to-open position ratio; the maximum ratio should be limited to no more than two (2) candidates to each open position.
- Facilitate the Elections Session of the World Service Conference.
- Be available throughout the meeting of the World Service Conference to answer participants' questions about the nominations process, without violating the confidentiality of World Pool members, potential candidates, nominees, or their references.

Membership and Participation

The Human Resource Panel will consist of up to four members elected by majority vote of the World Service Conference. While elected at the World Service Conference, panel members are not conference participants and do not have the ability to participate at the World Service Conference beyond their defined role. Human Resource Panel members are often invited to participate in discussion or presentation sessions at the World Service Conference.

Membership Qualifications

In addition to the qualities expressed in Concept Four such as humility, integrity, trustworthiness, and strong commitment to open communication, following are qualifications for nomination and election to the Human Resource Panel:

- Ability to protect confidential information held in the World Pool and revealed during the Human Resource Panel nominations process.
- History of both completing work independently and working well within a group.
- Familiarity with the Narcotics Anonymous service structure.
- Organizational and communication skills.
- Ability to donate sufficient time to attend meetings and to fulfill the additional commitments of Human Resource Panel membership.
- A working knowledge of the Twelve Steps, Traditions, and Concepts.

Cleantime Requirement

All Human Resource Panel members must have a minimum of eight (8) years clean.

Terms

The term of office for the Human Resource Panel member will be two (2) conference cycles. Panel members cannot serve two consecutive terms. The Human Resource Panel cannot nominate an outgoing Human Resource Panel member to any NA World Service trusted servant position. Once off the panel, former members are eligible for nomination consideration.

Decision Making, Panel Leadership, and Removal of Members

Decision making: The Human Resource Panel should strive for consensus. When a vote is required, a minimum of a majority of seated Human Resource Panel members represents a decision of the Human Resource Panel.

Panel leadership: The Human Resource Panel will select a panel leader. The Panel Leader will act as a liaison from the Human Resource Panel at the World Service Conference, and in interactions with the World Board and NAWS staff.

Removal of Members: Members may be removed from the Human Resource Panel by a two-thirds majority vote of the Human Resource Panel, and with concurrence of the World Board. Cause for removal includes, but is not limited to, the following:

1. Failure to attend two meetings within a twelve-month period.
2. Relapse as defined by the Fellowship of Narcotics Anonymous.
3. Misappropriation of Narcotics Anonymous World Services funds.

Once removed from the Human Resource Panel, former members may only be reinstated by an action of the World Service Conference.

The World Pool

The World Pool is a database or compilation of information about NA members willing and qualified to be considered for service. The World Pool will be utilized as a resource for identifying potential candidates for NA World Service trusted servant positions, and World Board projects, workgroups, or other NAWS assignments.

Members of the World Pool who have expressed an interest in serving as an NA world service trusted servant will be evaluated by the Human Resource Panel. Generally, evaluations will be based on:

1. Skills, talents, and experience necessary to successfully fulfill the tasks of the position.
2. NA World Service experience.
3. Overall NA recovery and service history.
4. The need for balance between rotation and continuity in NA world service efforts.
5. The level of maturity, character, integrity, and stability.
6. A history of commitment.
7. Diversity, when all other considerations are equal.

Members of the World Pool who have expressed an interest in serving on World Board projects, workgroups, or other NAWS assignments are available for consideration by the World Board. The process for identifying those best qualified for these assignments may include a search of the World Pool using specific criteria applicable to the assignment. The World Board is not limited to using the World Pool for its projects and assignments, and may ask for input from Regional Delegates regarding the identification of potential candidates.

Cleantime Requirement

World Pool members must have a minimum of five (5) years clean.

World Pool Membership

NA members must complete and submit a World Pool Information Form to the Human Resource Panel to enter the World Pool. In an effort to maintain the most accurate information, pool members will be required to update their World Pool information a minimum of once in a three (3)-year period. Members who have not updated their World Pool information within that time period will be contacted and asked to confirm the accuracy of their World Pool information. Any World Pool member who does not respond to this request within sixty (60) days will be removed from the World Pool. Anyone who has been removed from the World Pool may resubmit their information at any time.

World Pool Member Qualifications

Having the required cleantime and submitting a completed World Pool Information Form are the most basic requirements for becoming a member of the World Pool. However, it is important to note that the NA Fellowship has long considered it a high priority that members of the World Pool possess the skills, talents, and experience necessary to most likely successfully

complete world-level positions and assignments. With this high priority in mind, following are recommendations that may be helpful when considering entering the World Pool.

NA members who wish to be considered a potential candidate by the Human Resource Panel for an NA world service trusted servant position should first thoroughly review the above list and the applicable duties and qualifications listed in this guide as a form of self-evaluation. It is also recommended that members discuss their desire with members of the NA committee where they most recently served, in an attempt to further evaluate their interest in entering the World Pool.

NA members considering becoming a potential candidate for World Board projects, workgroups, or other NAWS assignments may find it more challenging to self-evaluate, since each assignment may have unique duties and qualifications.

Administrative Policy for the World Pool

The World Pool is administered by the Human Resource Panel. All information in the World Pool is kept in the strictest of confidence. Increasing effective membership of those in the World Pool whose skills, talents, and experience are most applicable to the current needs of each world-level position is a high priority. Maintaining accurate World Pool information is also a high priority.

As part of their planning for projects, workgroups, and other NAWS assignments, the World Board has the ability to access the World Pool. The Human Resource Panel may, as a result of their nominations process, identify and forward to the World Board information about members whose skills, talents, and experience may qualify them for consideration for World Board projects, workgroups, or other NAWS assignments.

The WSC Cofacilitators

The WSC Cofacilitators are two (2) individuals elected by a simple majority of the World Service Conference. The purpose of the WSC Cofacilitators is to preside over the business meeting of the World Service Conference. WSC Cofacilitators must have a minimum of eight (8) years cleantime. The term is two (2) conference cycles. WSC Cofacilitators may not serve two full consecutive terms. WSC Cofacilitators are accountable to the World Service Conference.

The duties of the WSC Cofacilitators are to:

- ◆ Preside over the business meeting of the World Service Conference.
- ◆ Communicate with the World Board as necessary in order to be prepared for the conference meeting.

The qualifications for the WSC Cofacilitators are:

1. A demonstrated ability to preside over business meetings.
2. A working knowledge of WSC conference policies and procedures.
3. A working knowledge of *Robert's Rules of Order* and general parliamentary procedure.
4. Demonstrated organizational skills.
5. Holding no other World Services positions or responsibilities at the time of assuming the Cofacilitator's duties.
6. A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.