

UNCOAST AREA OF NARCOTICS

ANONYMOUS

AREA SERVICE COMMITTEE

POLICY & PROCEDURES



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I. PREAMBLE

"Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not, and should never be, in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary for growth." Page xxvi, Narcotics Anonymous (sixth edition).

II. PRIMARY PURPOSE

The primary purpose of an NA member is to stay clean a day at a time and carry the message of recovery to the addict who still suffers, by working with others.

The primary purpose of an NA group is to carry the message of recovery to the addict who still suffers by providing a setting for identification, and a healthy atmosphere for recovery, where addicts can come for help if they have a desire to stop using.

The purpose of an ASC is to be supportive of its area and groups and their primary purpose by associating a group with other groups locally, and by helping a group deal with its day- to-day situations and needs.

In keeping with the 12 Traditions and 12 Concepts of NA Service, the primary purpose of the ASC Policy is to establish guidelines to assure consistency in the monthly business affairs of the Uncoast ASC.

III NATURE OF LEADERSHIP IN NA

"The Second Tradition concerns the nature of leadership in NA. We have learned that for our fellowship, leadership by example and by selfless service works and that direction and manipulation fail. We choose not to have presidents, masters, or directors. Instead, we have secretaries, treasurers, and representatives. These titles imply service rather than control. Our experience shows that if a group becomes an extension of the personality of the leader or certain member, it loses its effectiveness. An atmosphere of recovery in groups is one of the most valued assets, and we must guard it carefully lest we lose it to politics and personalitie.

IV. OVERVIEW

An Area Service Committee (ASC) is a committee made up of representatives (GSRs) from groups within a designated area, which meet monthly for the express purpose of serving the specific needs of its member groups.

Purpose

- A. The most important service that an ASC provides is supporting its groups. Whenever a group has a specific situation or need, which it has not been able to handle on its own; it can come to its ASC for

help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

- B. Our ASC provides an open forum for any member to address any group, subcommittee or administrative committee member on any issue related to recovery.
- C. Our ASC also serves as a vital communication link between our home groups, the Florida Regional Service Committee and NA World Services.
- D. The Uncoast Area recommends all trusted servants review and become familiar with the Uncoast Area Policy and Guidelines and The Guide to Local Services prior to and while serving as a trusted servant in the Uncoast Area. Other resources include the Guide to World Services, the Public Relations Handbook, and the Hospitals and Institutions Handbook.
- E. Policies for each of our ASC Subcommittees are compiled in a separate ASC Subcommittee Policies Document.

V. PROCEDURES

A. Area Service Committee Meetings

- 1. The Uncoast ASC will meet the second Sunday of each month, except for in May (meets the first Sunday of May).
- 2. The Uncoast ASC will meet in Lake City on the 3rd, 6th, 9th, and 12th months of the calendar year.
- 3. Regional motions dealing with budgets, guidelines, by-laws, and housekeeping shall be voted on at the area level by GSRs rather than going back to home groups for voting.
- 4. GSRs are the only voting members at ASC meetings (or in their absence their alternates as defined by the home group). An admin committee member or their alternate or a subcommittee chair cannot serve in the capacity of alternate GSR for purposes of voting on motions in new business. They may serve in the capacity of alternate GSR for the purposes of voting on motions in Old Business.

B. Communications

Meeting information changes will be immediately posted online. New meetings will be added to the meeting list after having met at least one time. Changes to existing meetings will be made after submission by the GSR or Alternate GSR (as defined by the home group) to the website via email.

C. Voting Rules

- 1. New groups shall have voting privileges beginning at the second consecutive ASC they attend. At that point they shall be included in roll call and count as a part of the "voting participation" of the Area for quorum purposes.
- 2. ASC will provide a start-up kit for any new group in the Uncoast Area after the meeting has taken place at least once. The starter kit should be requested from the literature subcommittee at the group's first ASC meeting.. This starter kit will consist of up to \$ 35.00 worth of literature.
- 3. After a home group has missed its second consecutive ASC meeting, the Administrative Committee (Chair, Vice-Chair, Secretary, Treasurer and RCM) will make a good faith effort to contact the last known GSR,

- alternate GSR or home group member regarding the status of the meeting. After the fourth consecutive month of missing the ASC it will be removed from roll call. This does not remove them from the Area, merely from the voting participation. The group is added to roll call immediately upon their return to ASC. If it is determined by the Administrative Committee that the group is not functioning as an NA meeting, its listing will be removed from all Uncoast area meeting listings and NA World Service will be notified.
4. Only NA members may participate in Uncoast ASC meetings.
 5. Motions made or seconded by subcommittee chairs, the administrative committee or their alternate in their absence, or RCM shall pertain only to their respective areas of responsibility. All motions made by a subcommittee chair, the administrative committee or their alternate in their absence, or RCM must be seconded by a GSR. Only those listed below can make a motion:
 - GSRs or their alternates or delegates in their absence
 - The Administrative Committee or their alternates and
 - Subcommittee chairs.
 6. A Quorum (the number of voting members who must be present in order to conduct business) for the ASC is a majority of all eligible voting members.
 7. Quorum is established at the beginning of the meeting and before old and new business.
 8. Quorum is required for each motion to be voted on.
 9. Voting participation is recognized for any duly elected GSR within the area, or alternate as defined by each home group in the GSRs' absence.
 10. An Administrative Committee member or their alternate or any subcommittee chair cannot serve in the capacity of alternate GSR for purposes of meeting quorum for new business or for voting on motions in new business. They can serve in this capacity for Old Business.
 11. All motions shall be submitted to the secretary in writing at the time of the proposal.
 12. Motions that change or create policy must indicate exactly where the change in the policy will occur and what items are being altered or deleted or the motion will be declared out of order. The approved motion submission form must be utilized or the motion will be declared out of order. The author of the motion is to be given time on the floor to explain the purpose and reason.

D. Policy Changes

- A. All potential policy creations or changes (motions) shall be tabled to groups before being voted on by the ASC floor.
- B. Policy creation or changes require a 2/3 majority of present voting members to pass.
- C. Decisions of an emergency nature can be decided by a 2/3 vote of the GSRs. The definition of an emergency will be decided by the chair, but must be anything of a critical nature that cannot wait a month for consideration.

E. Conducting Business

1. All alcoholic beverages including non-alcoholic beer are banned from Uncoast Area functions
2. ASC will use the Uncoast Area Rules of Order (Appendix A) to conduct ASC business
3. ASC Policy shall govern all subcommittees. If any subcommittee policy conflicts with ASC Policy, then the subcommittee policy shall be overruled by ASC policy and must be changed to conform to ASC Policy. All proposed changes to any ASC Subcommittee Policy must be reviewed by the ASC members. A majority vote of the ASC constitutes subcommittee policy approval

4. Subcommittee meetings with any decision making process involved shall not be held in any members home, however work parties may be held in a member's home. This is to keep the decision making process to regularly scheduled meetings.

F. Uncoast Area Meeting Format

1. Meeting should start at 2:00 p.m.
2. Opening Prayer.
3. Read Twelve Traditions
4. Read Twelve Concepts
5. Open Forum to any member of NA
6. Roll Call
7. Approval of Previous minutes
8. Home Group Reports
9. Chairperson's Report
10. Vice Chairperson's Report
11. Secretary's Report
12. Treasurer's Report
13. RCM's Report
14. Ad Hoc Committee Report(s)
15. Activities Report
16. H&I Committee Report
17. Literature Committee Report
18. PR Committee Report
19. Website Committee Report
20. Old Business
21. Elections of New Officers (if necessary)
22. New Business (pre-arranged agenda has priority)
23. Announcements
24. Closing Prayer (Serenity Prayer.)

Note: The chair may declare a recess at any point during the meeting

VI. POSITIONS AND SUBCOMMITTEES

A. General Qualifications for all Elected Positions:

1. Willingness and desire to serve
2. Willingness to give the time and resources to do the job
3. Leadership Ability
4. Communication Skills
5. Ability to Organize
6. Working knowledge of the 12 Steps, Traditions and Concepts of NA
7. Working knowledge of current ASC policy and procedures
8. Stability and personal sense of direction

9. Carries a clear Narcotics Anonymous message.
10. Regarding Methadone and other Drug Replacement Programs: Is not on any drug replacement program as defined by World Services Bulletin #29 (see appendix C)
11. Has a clean record of handling NA funds.
12. Must have access to the internet and email and be willing and able to respond to all ASC emails within 7 days.

B. ADMINISTRATIVE COMMITTEE:

The Administrative committee consists of the Chair, Vice-Chair, Secretary, Treasurer, RCMs and their alternates. This committee is responsible to oversee and respond to tradition violations, quarterly review of all revisions of policy, policy changes and other administrative needs. This committee provides oversight and accountability for the Uncoast finances.

1. Chair

Must meet all General Qualifications as well as:

- Three years abstinence from all drugs
- Active for at least two years in the Uncoast Area service structure
- The ability to balance a checkbook
- A firm hand, a calm spirit and a clear mind

Responsibilities include:

- Follow ASC agenda and preside over monthly ASC meetings.
- Act as the ASC meeting facilitator.
- Enforce the rules of decorum and discipline and act fairly and impartially.
- A signer on all ASC bank accounts.
- Coordinate with the Treasurer and at least one other Admin committee member for a quarterly review of all bank statements for all ASC bank accounts.
- Acts as the single point of accountability for the Admin committee.

2. Vice Chair

Must meet all General Qualifications as well as:

- Three years abstinence from all drugs
- Active for at least one year in the Uncoast Area service structure
- The ability to balance a checkbook
- Willingness to make a two year commitment and become Chairperson

Responsibilities include:

- Has a thorough understanding of the Uncoast Area policy and act as the policy reference person at ASC meetings.
- Acts as a liaison between all Subcommittees to assure proper cooperation of responsibilities.
- Is a member of all subcommittees and assumes the responsibility as chair of any Subcommittee that does not have a chair.

- In the absence of the ASC chairperson, the vice chair shall facilitate the Area Service meeting.
- A signer on all ASC bank accounts.

3. Secretary

Must meet all General Qualifications as well as:

- Two years abstinence from all drugs
- Good Communication and Organizational skills
- Active for at least 1 year in NA area service structure
- Reading, writing and computer skills

Responsibilities include:

- Keep accurate minutes and records of all ASC meetings
- Type and make available copies of the minutes to each GSR no later than 2 weeks following the ASC meeting
- Type and send out any letters and/or correspondence the ASC dictates
- The ASC Secretary has the right to edit all reports in order to enable the minutes to be grammatically correct. These changes, as well as the entire minutes, must be approved by the ASC.
- The maker and the person who seconded any motion should not have their names included in the minutes.
- The ASC secretary shall maintain a phone list of all GSRs and Subcommittee Chairs. This list is not included in the minutes. ASC minutes shall contain the entire written report of each home group. Edits are permitted for the removal of inappropriate content ensuring they adhere to principles and not personalities.
- The secretary will use the uncoastna.org e-mail address relays as the primary method to contact trusted servants.
- Is responsible for checking the Uncoast Area's mailbox at least two times a month and distribute all mail to the appropriate trusted servants on a timely basis.
- Updates the Uncoast Area Policy after each Uncoast ASC with all policy changes

4. Alternate Secretary:

Must meet all General Qualifications as well as:

- One year abstinence from all drugs
- Active for at least one year in the NA service structure
- Willingness to commit to the position for a two-year term
- Good Communication and Organizational skills

Responsibilities include:

- Becoming familiar with the job, attending all ASC meetings and assisting the secretary wherever possible.
- In the absence of the Secretary, the Alternate Secretary will take minutes at the ASC meeting and distribute the minutes.

5. Treasurer

Must meet all General Qualifications as well as:

- Three years abstinence from all drugs
- Active for at least two years in the Uncoast Area service structure
- The ability to balance a checkbook
- A clean record of handling NA funds
- Reading, writing and computer skill.

Responsibilities include:

- Makes reports of contributions and expenditures at every ASC meeting
- Makes an annual report in the month of September to assist in the budgeting process.
- Distributes Area monies to pay the bills as needed
- Keeps accurate receipts
- Have accurate records available at every ASC meeting
- Submits current Area's bank statement at every ASC meeting
- Provides a receipt whenever money is transferred with the Area Submits a treasurer's report that shows the financial transactions of all bank accounts at each ASC.
- Reviews and verifies the specific details of all bank statements with two members of the Administrative Committee on a quarterly basis. Checks the ASC PO Box at least twice per month.
- Is responsible for preparing and submitting the Admin committee budget in October of each year.
- Is a signer on all bank accounts of the Uncoast ASC

6. Alternate Treasurer:

Must meet all General Qualifications as well as:

- Two years abstinence from all drugs
- Active for at least one year in the Uncoast Area service structure
- The ability to balance a checkbook
- Reading, writing and computer skill.
- Willingness to commit to the position for a two-year term

Responsibilities include:

- Assists the Treasurer in all responsibilities.
- Becomes familiar with the job and attends all ASC meetings

7. Regional Committee Member (RCM):

Must meet all General Qualifications as well as:

- Two years abstinence from all drugs
- Active for at least one year in the Uncoast Area service structure

- Access to reliable transportation

Responsibilities include:

- Represents group conscience of the Area at the Regional level and speaks as the voice of the Uncoast Areas at RSC meetings. Provides the Regional Service Committee (RSC) agenda in their report to the ASC
- Reports on motions tabled to the Area including the RCM's recommendations on those motions. Report shall include one pro and one con for each motion from the Region
- Attends all RSC meetings and takes part in any decisions which affect the Region
- Attends all Uncoast ASC meetings.

8. Alternate Regional Committee Member (RCM 2)

Must meet all General Qualifications as well as:

- Two year abstinence from all drugs
- Active for at least one year in the Uncoast Area service structure
- Access to reliable transportation

Responsibilities include:

- Becomes familiar with the job, attends all RSC meetings and assists the RCM wherever possible
- Attends all Uncoast ASC and all RSC meetings
- Fills in for the RCM as needed

9. ASC Subcommittee Chairpersons

The Uncoast Area has the following subcommittees:

- Activities
- Hospitals & Institutions (H&I)
- Literature
- Public Relations (PR)
- Web Site
- Ad Hoc (when needed)

The qualifications of a subcommittee chairperson are:

- Meet all General requirements for elected positions.
- Two years abstinence from all drugs.
- Active for at least one year in the Uncoast area service structure
- The ability and willingness to create and follow a budget Reading, writing, and computer skills.
- At least one year involvement with that subcommittee

Responsibilities of subcommittee chairs include:

- Preside over regular subcommittee meetings and communicate the date and time of these meetings to the Uncoast Area Website subcommittee for inclusion in the ASC calendar and meeting list.

- Submit written monthly reports at ASC which include a name of subcommittee, subcommittee meeting minutes, subcommittee activity, accomplishments, specific problems or situations, plans for the coming month, a financial statement of activity compared to budget, and motions for group conscience.
- Submit an annual budget each October
- Hold workshops to promote awareness of how they function within the NA Fellowship.
- All subcommittee chairs must respond to ASC emails within seven days. (The PR subcommittee chair must respond to PR emails within three days.

Subcommittee chairs are the single point of accountability for that subcommittee, including finances, reports, flyers, publications, and events.

C. SUBCOMMITTEE DESCRIPTIONS

1. Activities:

This committee coordinates and plans activities and fundraisers that promote unity and fellowship in the NA program. The Area Activities Committee may ask for a suggested donation for these events. Area activities shall always follow the principle of No addict is ever turned away.

2. Hospitals & Institutions (H&I):

The primary purpose of an H&I subcommittee is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. The committee keeps a record of H&I meetings, coordinates panels and establishes new meetings in as many hospitals and institutions that can be consistently supported by the Uncoast Area. The subcommittee is accountable for all literature made available at H&I meetings.

3. Public Relations:

This committee carries the NA message of recovery to those who help or have contact with addicts; and establish an idea of cooperation, not affiliation. As such, all PR related contacts must be responded to within 3 days. The committee establishes lines of communication via radio shows, public service announcements, posters, literature racks in strategic locations, mail-outs, one-on-one interviews and attendance at related professional events. The ways and means are innumerable. The PR subcommittee shall be responsible for responding to all internet based information requests. The NA -WSC PR Handbook¹ is the official guide for handling media information requests. This committee also establishes, maintains and coordinates an effective 24-hour-a-day, 7-day-a-week Phone Line answering service. The purpose of this is to provide a means by which an addict can reach a member of NA. The *NA Guide to Phone Line Service* is the official guide for the Uncoast Area's Phone line. The public Relations Chair will be the default email address for all home groups who are unable to respond to email inquiries via the Uncoast area forwarding relays

4. Literature:

The Literature Subcommittee serves two primary purposes.

- To acquire and distribute NA literature and local meeting lists for groups and subcommittees
- Participate in the development and approval of new NA literature

5. Website:

This committee maintains the Uncoast Area of Narcotics Anonymous Web Site to further NA group's primary purpose of carrying the message to the addict that still suffers by providing easily accessible information and communicates the activities of the Uncoast Area. They facilitate anonymous email communications to/from our various group and trusted servants. The Uncoast Area Meeting List is maintained by the Website Subcommittee and the meeting list posted on the Uncoast ASC's Website is the official meeting list for the Uncoast Area. This meeting list is used by the literature subcommittee to update printed meeting lists and by the phone line service for directing addicts seeking recovery to the next and nearest meeting. This subcommittee informs NAWS of all meeting changes and ensures that NAWS has an accurate list of our current meetings at all times.

6. Ad Hoc:

This is a temporary committee formed by the ASC Chairperson that works on a specific situation or purpose not covered by other subcommittees. This committee is dissolved once its purpose has been achieved. The ASC Chairperson appoints the Ad Hoc Subcommittee Chairperson. No Ad Hoc Convention committee can be formed. No Ad Hoc committee is authorized to sign any legally binding contracts.

No Ad Hoc committee is authorized to spend more than \$300 dollars on any project without a formal motion specifying how much is to be spent and specifically stating what the funds are to be spent for in detail. This motion must be tabled to the home groups and approved by a simple majority vote at the next ASC.

D. Elections

In order to coordinate its services, the Uncoast Area elects recovering addicts to all ASC positions annually.

ASC officers are elected for one-year terms. If a person elected to an ASC office is a GSR, upon election the elected position holder shall resign as GSR. ASC elections are scheduled to coincide with RSC elections in July. It is suggested that no officer serve more than two consecutive terms.

1. General Election Guidelines

- A person nominated for an area position must be present at ASC to be nominated and elected. All nominations must go back to home groups for voting.
- More than one person may be nominated for each position. Nominations occur at the May ASC, Elections occur at the June ASC. Nominations for any unfilled or vacant positions may occur at any ASC.
- Elected officers assume their position at the close of the ASC in which they are elected.
- Nominations may be made by any GSR, Alternate GSR, or their delegate. All nominations must be seconded by a GSR, Alternate GSR, or their delegate.
- Each nominee must state in person and provide a copy either electronically or on paper of their qualifications for serving the fellowship (including clean time, past service experience and why they can and want to serve the fellowship). This will be published in the next ASC minutes.
- Once nominations are closed they are not reopened unless the position remains vacant. Voting is done by paper ballot.
- Subcommittees will elect their own vice-chairs according to their own policies.

2. Removal of ASC Officers and Subcommittee Chairs:

- a. Voluntary Removal or resignation: given in writing to the ASC chair prior to the next ASC meeting.
- b. Automatic Removal:
 - Missing four ASC meetings during term of office
 - Admission of relapse during term of office
- c.) No Confidence: A motion of *No Confidence* may be made by any GSR. A second by a GSR is required. The motion must state the reason for the vote of *No Confidence*. The trusted servant subject to the vote of *No Confidence* shall be given the chance at that ASC to address the concerns related to the vote of *No confidence*. Two additional pros and two additional cons to the motion will be offered by GSRs, alternate GSRs, their delegates, administration committee members, subcommittee chairs or vice-chairs. The motion is tabled to groups for a vote. The pros and cons will be included with the motion in the minutes. A 2/3 majority vote of *No Confidence* is required to remove the trusted servant from their position.

E. FINANCIAL

1. Prudent Reserve is defined as the amount of money kept in the Area checking account not to be used unless for emergency spending needs.
2. An emergency spending need is defined as the payment of legal and binding agreements if the Area account funding falls below prudent reserve.
3. The Area prudent reserve is 2/12 of the approved annual Uncoast ASC budget (two month's operating expenses). Budgets are posted on the Uncoast Area website.
4. The Area will retain an additional 1/12 of the approved annual Uncoast ASC budget for the current month's operating expenses.
5. The Area will send any monies over prudent reserve and the current month's operating expenses to the Florida RSC bi-monthly.
6. All expenses other than legal and binding agreements must be voted on when operating in prudent reserve.

F. BUDGETS

1. All subcommittee budgets must be submitted in motion form at the October ASC for approval by the home groups.
2. A simple majority vote is required to approve budgets.
3. Budgets run on a calendar year basis, from January 1 through December 31.
4. Any subcommittee that does not get a budget submitted and approved by home groups will have no funds allocated to them until their budget is submitted and approved by the home groups.
5. Budgets may only be altered with the approval of the home groups.
6. All non-budgeted or expenditures over budget must go back to the home groups for approval.
7. All approved Uncoast Area budgets will be posted and archived on the Uncoast area website.

G. FLIERS, ADVERTISEMENTS, AND PUBLICATIONS

1. Meeting lists will be printed on a monthly basis utilizing the on-line meeting list Preferred Document Format (pdf) file.
2. No personal information such as family name, phone numbers, addresses, personal email addresses are to be included on any ASC flier, advertisement, or publication.
3. No religious symbols or implied endorsement of any religion, religious belief, custom or holiday should be used on any ASC flier, advertisement, or publication.
4. No traditions or concepts may be violated in any ASC flier, advertisement or publication.
5. Advertisements or fliers should include:
 - A statement of non-affiliation to the venues where events are being held
 - Indication that it is an Uncoast NA event
 - Date, time, and location (full address)
 - Contact information using ASC email relay system
 - Statement that no addict will be turned away
 - Any costs or suggested donation amount
 - Any specific rules of the venue (i.e. no smoking, no outside food, etc.).
6. All fliers, advertisements and publications will be sent via email to all ASC trusted servants via the relay links for review and input 10 days prior to distribution. These should be clearly marked “*for review and input*”.
7. Fliers may be posted on the Uncoast Area Website after the review and input period upon the request of the subcommittee chair.

APPENDIX A: The 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 non-professional, 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.

APPENDIX B: The 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 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 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 government.

Appendix C: Motion Form

Date:	
Motion:	
Intent:	
Exact Change to ASC policy in “Quotes,” where inserted/deleted, and conflicts with other existing policy (specific section, paragraph, and line.	
Made by:	
Seconded by:	
Carried:	Died: Tabled:



WORLD SERVICE BOARD OF TRUSTEES BULLETIN #29

Regarding Methadone and Other Drug Replacement Programs

This bulletin was written by the World Service Board of Trustees in 1996. It represents the views of the board at the time of writing.

Not all of us come to our first NA meeting drug free. Some of us were uncertain about whether recovery was possible for us and initially came to meetings while still using.

Others came to their first meetings on drug replacement programs such as methadone and found it frightening to consider becoming abstinent.

One of the first things we heard was that NA is a program of complete abstinence and "The only requirement for membership is the desire to stop using." Some of us, upon hearing these statements, may have felt that we were not welcome at NA meetings until we were clean.

But NA members reassured us that this was not the case and we were encouraged to "keep coming back." We were told that through listening to the experience, strength, and hope of other recovering addicts that we too could find freedom from active addiction if we did what they did.

Many of our members, however, have expressed concern about individuals on drug replacement programs. Questions come up regarding such individuals' membership status, ability to share at meetings, lead meetings, or become trusted servants on any level. "Are these members clean?" they ask. "Can one really be a 'member' and still be using?"

Perhaps by answering the most important question first—the issue of membership—we can establish a context by which to approach this issue. Tradition Three says that the only requirement for NA membership is a desire to stop using. There are no exceptions to this. Desire itself establishes membership; nothing else matters, not even abstinence. It is up to the individual, no one else, to determine membership. Therefore, someone who is using and who has a desire to stop using, can be a member of NA.

Members on drug replacement programs such as methadone are encouraged to attend NA meetings. But, this raises the question: "Does NA have the right to limit members' participation in meetings?" We believe so. While some groups choose to allow such members to share, it is also a common practice for NA groups to encourage these members (or any other addict who is still using), to participate only by listening and by talking with members after the meeting or during the break. This is not meant to alienate or embarrass; this is meant only to preserve an atmosphere of recovery in our meetings. Our Fifth Tradition defines our groups' purpose: to carry the message that any addict can stop using and find a new way to live. We carry that message at our recovery meetings, where those who have some experience with NA recovery can share about it, and those who need to hear about NA

recovery can listen. When an individual under the influence of a drug attempts to speak on recovery in Narcotics Anonymous, it is our experience that a mixed or confused message may be given to a newcomer (or any member, for that matter). For this reason, many groups believe it is inappropriate for these members to share at meetings of Narcotics Anonymous.

It may be argued that a group's autonomy, as described in our Fourth Tradition, allows them to decide who may share at their meetings. However, while this is true, we believe that group autonomy does not justify allowing someone who is using to lead a meeting, be a speaker, or serve as a trusted servant. Group autonomy stands only until it affects other groups or NA as a whole. We believe it affects other groups and NA as a whole when we allow members who are not clean to be a speaker, chair a meeting, or be a trusted servant for NA.

Many groups have developed guidelines to ensure that an atmosphere of recovery is maintained in their meetings. The following points are usually included:

- Suggesting that those who have used any drug within the last twenty-four hours refrain from sharing, but encouraging them to get together with members during the break or after the meeting.
- Abiding by our fellowship's suggested clean time requirements for service positions
- Seeking meeting leaders, chairpersons, or speakers who help further our primary purpose of carrying the message to the addict who still suffers.

We make a distinction between drugs used by drug replacement programs and other prescribed drugs because such drugs are prescribed specifically as addiction treatment. Our program approaches recovery from addiction through abstinence, cautioning against the substitution of one drug for another. That's our program; it's what we offer the addict who still suffers. However, we have absolutely no opinion on methadone maintenance or any other program aimed at treating addiction. Our only purpose in addressing drug replacement and its use by our members is to define abstinence for ourselves.

Our fellowship must be mindful of what kind of message we are carrying if a still-using addict leads a meeting, or becomes a trusted servant. We believe that under these circumstances we would not be carrying the Narcotics Anonymous message of recovery. Permissiveness in this area is not consistent with our traditions. We believe our position on this issue reinforces our recovery, protects our meetings, and supports addicts in striving for total abstinence.

Note: This bulletin addresses the use of methadone maintenance as a drug replacement strategy. It is not addressing the medicinal use of methadone as a pain killer. We encourage those who have concerns about the use of methadone in pain management to refer to Narcotics Anonymous pamphlet, *In Times of Illness*.

APPENDIX E: UNCOAST AREA RULES OF ORDER

All votes are 2/3 Majority

Table of Actions

	Second Required	Discussion	Amendable
Main Motion	Yes	Yes	Yes
Amend a Pending Motion	Yes	Yes	No
Refer to Committee ¹	Yes	Yes	No
Table to Groups ²	Yes	No	No
Point of Order	No	No	No
Suspend the Rules ³	Yes	No	No
Nominations	Yes	Yes	No
Adjourn	Yes	No	No

1 Chair can refer to Committee without vote.

2 Policy dictates that some motions go directly to groups, so there is no vote.

3. The Chair can Suspend the Rules without a vote.

UNCOAST AREA OF NARCOTICS

ANONYMOUS

AREA SERVICE COMMITTEE

SUBCOMMITTEES

POLICIES & PROCEDURES



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H&I Policy

Purpose

The purpose of an H&I meeting/presentation is to carry the message to addicts who do not have full access to regular Narcotics Anonymous meetings.

H&I meetings/ presentations, except for those in longer-term facilities, are intended to simply introduce those attending to recovery through the program of Narcotics Anonymous (NAWS Hospitals & Institutions Handbook).

The Hospitals and Institutions Subcommittee of the UNCOAST area initiates, coordinates and conducts all our local NA H&I meetings and activities.

We meet regularly, and our Subcommittee Chair reports to and is accountable in all matters to the UNCOAST ASC.

Our subcommittee is composed of an H&I Chairperson, H&I Vice Chairperson, H&I secretary, and other elected officers, as well as any other members of the NA fellowship who wish to be involved.

Our subcommittee is accountable for the following functions:

- Provides a monthly forum to promote unity and embrace the concept of “I can’t but we can” through collective experiences.
- Prepares H&I policies and guidelines for the approval of the H&I subcommittee and the ASC.
- Serves as a communications link between local H&I meetings/presentations and H&I subcommittees at the area and regional levels.
- Selects the members who are to coordinate our H&I meetings.
- Serves as a distribution point for literature for the meetings and reports these transactions to the ASC.
- In cooperation with PR, makes all initial contact with facilities.
- Conducts learning days, workshops, and orientations on relevant topics.
- Is responsible for all H&I-oriented services within the area.

Handbook Clause

The *Hospitals and Institutions Handbook* (NAWS, 1997) has been adopted by the Subcommittee and should therefore be considered the policy of the UNCOAST Area H & I Subcommittee unless otherwise stipulated in the following ASC approved policy.

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References to NAWS Hospitals & Institutions Handbook, 1997 ed.

Treatment Centers

Types of Treatment Centers

For a breakdown of the different types of treatment centers, their functions, and how to interact with them, refer to the *H&I World Service Handbook* pgs. 25-27

Meeting/Presentation Formats

For a breakdown of possible H&I meeting formats suitable for Treatment Facilities, refer to the *World Service H&I Handbook* pgs. 19-23

Guidelines for Member-Facility Interaction

For specific information on the Interaction of H&I members with the staff and clients of given facilities, refer to the *H&I World Service Handbook* pgs. 27-29

Correctional Institutions

Types of Correctional Institutions

For a breakdown of the different types of Correctional Institutions, their functions, and how to interact with them, refer to the *H&I World Service Handbook* pgs. 38-40

Meeting/Presentation Formats

For a breakdown of possible H&I meeting formats suitable for correctional Institutions, refer to the *World Service H&I Handbook* pgs. 32-36

Guidelines for Member-Facility Interaction (Correctional)

For specific information on the Interaction of H&I members with the staff and clients of given Correctional facilities, refer to the *H&I World Service Handbook* pgs. 27-29

H&I Interaction with Area

Events

For any other information regarding H&I events and the planning thereof, refer to the *H&I World Service Handbook* pgs. 67-73

Cooperation of H&I and PR Subcommittees

For how these two subcommittees communicate on specific issues, refer to the *H&I World Service Handbook*. pgs. 2-5

MEMBERSHIP

Subcommittee Positions

- All positions except the Chair require a 2/3 Subcommittee vote in order to be elected.
- All addicts seeking a position in the H&I Subcommittee must be in attendance at the Subcommittee's Monthly Business meeting to declare willingness and be nominated for the desired position.
- Participants in H&I must have a sponsor, attend meetings regularly, work the 12 steps of NA, and have a clear NA message.
- All H&I Subcommittee Positions require transportation at some point; therefore, members who hold subcommittee positions must be able to meet transportation needs.

Administrative Positions and Functions:

Chairperson (1 year term):

Role

- Keeps order and runs Business Meetings.
- Keeps discussion focused on the topic during Business Meetings.
- Prepares an agenda for each subcommittee meeting.
- Ensures that the traditions are upheld in all matters.
- Maintains ongoing communication between the H&I subcommittee and the Area and Region, including giving monthly reports to the ASC and bimonthly reports to Florida Region H&I Coordinator.
- Works with H&I panel leaders to draft all correspondence to facilities served by the subcommittee.
- Maintains meeting referral information about the fellowship so that panel leaders can refer those leaving an H&I setting for another area to a meeting or helpline number.
- Chairs H&I panels when a panel leader is unable to attend and fails to find a subcommittee approved replacement.
- Shall be the mediator between the subcommittee and the location where the subcommittee meets for its business meeting, and will be responsible for paying rent of the amount and frequency voted on by the subcommittee.
- Coordinates use of H&I funds and annual budget.
- Submits annual budget to ASC in October.
- Coordinates Awareness Days and other service events where H&I is represented.

- Distributes stamped H&I, NA approved Literature to panel leaders to take to treatment centers, hospitals, and institutions.
- Prepares the literature order before upcoming area and collects literature to be brought back to the subcommittee at their next meeting.

Qualifications

For position requirements, please see ASC policy, sections VIII.A, VIII.C.9.

Vice-Chairperson (1 year term):

Role

- Helps chairperson keep proceedings orderly.
- Acts as chairperson in the case of chairperson's absence. If the office of chairperson becomes vacant, serves as the chair until a new chair is elected.
- Serves the role of any absent or vacant Administrative Position of the subcommittee, e.g., secretary.
- Serves as liaison to Region Prison Program and maintains ongoing contact with regional prison representative

Qualifications

- Must have at least 1 year of uninterrupted clean time.
- Must have willingness to perform the roles of other Administrative positions including Chairperson, if any other subcommittee position should be absent or become vacant.
- Must have at least six months H&I experience.

Secretary (1 year term):

Role

- Takes an accurate set of minutes at each monthly meeting, to be distributed via email or posted online to subcommittee members within 7 days of the previous Subcommittee meeting.
- Keeps an updated volunteer list of qualified members who would like to go to H&I meetings.
- Keeps record of all position holding subcommittee members and their attendance at monthly subcommittee meetings.
- Maintains an ongoing file of all correspondence and minutes.
- Keeps copies of hospital, institutional, and recovery house guidelines, rules and regulations, if available.
- Keeps inventory of literature and provides Chairperson with necessary literature information prior to ASC (in the absence of the literature chair).

Qualifications

- Must have at least 6 months of uninterrupted clean time.
- Must have internet access to fulfill the online portion of the secretarial duties.
- Must have computer skills sufficient to post minutes online or via email.

Literature Chair (6 month term):

Role

- Completes literature orders submitted by panel leaders at monthly H & I subcommittee meeting.
- Keeps inventory of literature and provides Chairperson with necessary literature information prior to ASC.

Qualifications

- Must have at least 3 months of uninterrupted clean time.
- Must have basic reading, writing, and arithmetic skills.

Panel Positions and Functions

Panel Leader (six month term):

Roles

- The panel leader selects members of the fellowship to be panel members, usually from the panel member list.
- The panel leader orients any panel participant who lacks prior experience as a panel observer of the facility in question.
- The panel leader is responsible for insuring that the meeting occurs as scheduled and starts and ends on time.
- The panel leader must have the necessary contact information for the facility in which the meeting is held and notifies the facility if he/she is unable to attend and lacks a proper substitute.
- The panel leader is required to give a report on the status of their designated meeting at the monthly Subcommittee Business Meeting. Any problems or situations should be addressed at the Business Meeting.
- There may be up to two panel leaders per meeting. They may alternate coverage of the weekly meeting slot in any schedule the two agree upon and should keep in contact with each other; both will be required to attend the monthly Subcommittee Business Meeting.
- In the event that both panel leaders are unable to chair a meeting, the assigned panel leader should select a suitable substitute. It is suggested that the substitute panel leader have prior experience as an H and I panel leader and have a working knowledge of H and I policy.

Qualifications

- Must have at least one year of uninterrupted clean time.
- Cannot have been a resident or employee of the specific facility in the last year; must not be affiliated with the facility in any way to avoid a conflict of interest.
- Must have at least 3 months previous experience with the Uncoast H and I subcommittee as an active

member.

Panel Members

This is an essential element of H&I work—the member who goes to share his or her experience, strength, and hope at the H&I meeting. Without these people, our H&I work would be completely impersonal at best.

Roles

- To arrive on time and stay until the end of meeting.
- To share in accordance with the Do's and Don'ts as well as the guidelines of the given facility.

Qualifications

- Must have at least 6 months of uninterrupted clean time.
- Must have been previously oriented by the panel leader for the facility in question.
- Cannot have been a resident or employee of the specific facility in the last year.
- Cannot be affiliated with the facility in any way.
- Must be invited by the panel leader.

Panel Observers

Roles

- To attend an H&I panel meeting and silently observe the process as other recovering addicts share their experience, strength, and hope with the clients of the given facility.
- To learn how to effectively communicate one's experience, strength, and hope in a panel type meeting without breaking the Do's and Don'ts or blurring the NA message.

Qualifications

- Must have at least 90 days of uninterrupted clean time.
- Cannot have been a resident or employee of the specific facility in the last year.
- Cannot be affiliated with the facility in any way.
- Must be invited by the panel leader.

Grounds for Removal

General:

- Misappropriation of NA funds. (*Immediate Removal*)
- **Admitted relapse.** (*Immediate Removal*)
- Failure to attend two consecutive Subcommittee meetings without prior notification of the Chair person. (*Immediate Removal*)

- Any H&I Subcommittee member can be removed from their position for any reason deemed necessary by a ¾ Subcommittee vote.
- Violation of the 12 Traditions or 12 Concepts

Chairperson:

- A chairperson can be recommended to area for removal with a 3/4 Subcommittee vote for any reason deemed satisfactory by the H&I Subcommittee.
- Final removal of the H&I Subcommittee chair follows the procedures in ASC Policy VIII.C.10.

Panel Leader:

- Failure to attend two consecutively assigned H&I meetings without prior notification.
(Immediate Removal)

General Information

Hospitals and treatment Centers Do's and Don'ts

DO...

Treatment Facility Rules

- Attempt to get the treatment facility agreements in writing
- Clarify the rules with whomever you bring into the facility
- Adhere to the security regulations at all times
- Arrive early to set up meeting
- Keep the staff informed of your whereabouts
- Obey the dress code, exercise common sense
- Get facilities' policy of member-client phone number exchange before giving out your own phone number

Panel Leaders and Members

- Screen all panel members, speakers, and chairpersons
- Adhere to the clean time requirements of the treatment facility and the H&I committee
- Ensure that a clear NA message of recovery is carried by all panel members Literature
- Make directories of outside meetings available to the residents
- Use the literature recommended for H&I work
- Stamp all literature with the local phone line number
- Provide facilities with literature order forms and encourage the facility to supply its own NA literature

Treatment Facility Meetings

- Start and end on time
- Explain briefly, during the meeting, what H&I is
- Clearly state that Narcotics Anonymous is separate from the treatment facility and from other

fellowships

- Emphasize that NA recovery is available to all addicts, regardless of drug(s) used
- Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA, Hospitals & Institutions Handbook 29)
- Involve residents with the meeting, especially those in long-term treatment facilities (readings, etc.)
- Emphasize the importance of getting to an NA meeting the first day out of the treatment facility
- Emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release.
- Encourage clients to attend outside meetings as soon as able; key tags can be picked up there.

DON'T...

Panel Leaders and Members

- Bring any contraband items or weapons into the treatment facility
- Take messages and carry letters in or out of the facility
- Show favoritism to any resident(s)
- Bring an NA member who has friends and/or family in the treatment facility
- Wear flashy jewelry and don't carry excessive cash
- Use excessive profanity
- Attend H&I facilities alone
- Be affiliated with the treatment center in any way
- Distribute key tags or medallions

Facility Guidelines

- Debate any issue involving the treatment facility's rules, regulations, programs, or other fellowships with residents and staff
- Discuss conditions within the treatment facility
- Discuss treatment staff members with resident(s)
- Discuss resident(s) with the treatment facility staff
- Sponsor resident(s) in the treatment facility that you are attending as an H&I member
- Accept money or gifts from, or give money or gifts to, any resident

Meeting Guidelines

- Provide anyone with your own personal address
- Provide anyone with another NA member's address or telephone number
- Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)
- Break another person's anonymity
- Emphasize 'using days' while sharing an NA message of recovery
- Distribute key tags or medallions; encourage clients to attend outside meetings as soon as they can and pick these up there.

Correctional Institutions Dos and Don'ts

DO...

Correctional Facility Rules

- Attempt to get all agreements in writing
- Clarify the rules with whomever you bring into the facility
- Adhere to the security regulations at all times
- Arrive early to satisfy security requirements
- Keep staff informed of your whereabouts
- Obey the dress code, exercise common sense

Panel Leaders and Members

- Screen all panel members, speakers, and chairperson(s)
- Always clear a member who is on parole/probation with the facility and parole/probation officer
- Adhere to clean time requirements of the correctional facility and of the H&I committee
- Insure that a clear NA message of recovery is carried by all panel members
- Choose panel members and speakers according to H&I guidelines (*Hospitals & Institutions Handbook 41*)

Literature

- Provide NA literature for correctional facility meetings
- Make directories of outside meetings available to the inmates
- Use NA literature recommended for H&I work and stamp all literature with the local phone line number
- Provide facilities with literature order forms and encourage them to supply their own NA

Literature

Correctional Facility Meetings

- Start and end on time
- Explain briefly in the meeting format what H&I is
- Clearly state that Narcotics Anonymous is separate from the correctional facility and from other fellowships
- Emphasize that NA recovery is available to all addicts regardless of drug(s) used
- Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA, and the Sixth Tradition of NA)

Inmates Meeting Participation

- Involve inmates with the meeting, especially those in long-term facilities (readings, etc.)
- Emphasize the importance of attending a Narcotics Anonymous meeting the first day out of the facility

DON'T...

Panel Leaders and Members

- Allow a member who has outstanding warrants to participate in a correctional facility meeting
- Bring any contraband items or weapons into the facility
- Take messages or carry letters in or out of the correctional facility

- Show favoritism to any inmates
- Bring an NA member who has friends and/or family in the correctional facility
- Wear flashy jewelry and don't carry excessive cash
- Use excessive profanity
- Attend H&I facilities alone
- Cannot be affiliated with the treatment center in any way

Facility Guidelines

- Debate any issues involving the correctional facility's rules, regulations, programs, and other fellowships with inmates and staff
- Discuss conditions within the correctional facility
- Discuss correctional facility staff members with inmate(s)
- Discuss inmate(s) with correctional facility staff members
- Sponsor inmate(s) in the correctional facility that you are attending as an H&I member
- Accept money or gifts from, or give money or gifts to any inmate

Meeting Guidelines

- Give anyone within the correctional facility your address or telephone number
- Provide anyone with another NA member's address or telephone number
- Bring in anyone who is not supposed to be there (newcomers, friends, guests)
- Ask what type of crime an inmate has been convicted of, or discuss guilt or innocence
- Break another person's anonymity
- Emphasize 'using days' while sharing an NA message of recovery

The H&I Meeting

Purpose

The purpose of an H&I meeting/presentation is to carry the message to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/ presentations, except for those in longer-term facilities, are intended to simply introduce those attending to recovery through the program of Narcotics Anonymous.

One of the most important tasks of an H&I subcommittee in clarifying its own purpose is to establish its priorities. Usually, the highest priority is given to facilities that house addicts who cannot attend any regular NA meetings. Correctional institutions and some treatment facilities fall into this category. Treatment centers that allow some limited access to regular meetings are somewhat lower on the priority list.

These decisions about priorities are not clear-cut, particularly when residents are allowed limited access to outside meetings. If we are not making an effort to inform these addicts about Narcotics Anonymous, then we are leaving it up to the facilities to inform them about us, or we are leaving them uninformed. It is important that these residents learn about NA from informed members of our fellowship.

H&I meetings/presentations have the advantage of the question and answer period, which allows residents to address specific questions and concerns about Narcotics Anonymous with members of Narcotics Anonymous.

Our resources are limited, and we, nor any other subcommittee, can effectively meet every possible need. The quality of meetings is more important than their quantity. Our primary purpose is not best served when we allow ourselves to become overcommitted.

Subcommittee Business Meeting Information

The Running of Subcommittee Business Meetings

Purpose

The purpose of the UNCOAST H&I Subcommittee Business Meeting is to create a forum where the recovering addicts who make-up the H&I Subcommittee can come together and share their collected experience, strength, and hope with the issues that naturally occur through H&I service.

At the Monthly Business meeting, all H&I matters in the UNCOAST area are discussed. The panel leaders from the various H&I meetings of the area come together and communicate the status of their meeting's progress through a monthly report. Literature is distributed to the panel leaders and an accounting of it is recorded for ASC. The monthly business of the Subcommittee is brought to the group's attention, as well as what is happening with NA on a Regional level. At the meeting, attendance is taken to ascertain the participation levels of the Subcommittee's members.

The paramount reason the Subcommittee meets is to make sure that the NA message is being appropriately shared, in accordance with the steps and traditions of NA, with those who cannot find it for themselves at a local NA Meeting.

Attendance

Attendance is kept regularly by the Subcommittee Secretary (or Vice-Chair in the absence of the Secretary) at the commencement of every Business Meeting. All H&I members holding Administrative positions and panel leaders are required to attend. The missing of two consecutive Subcommittee Business meetings by the latter without prior notification of the Chairperson are automatic resignations from the positions in question, unless otherwise determined by the subcommittee with a 3/4 vote.

Elections

Elections are held during the Subcommittee's monthly Business Meeting. Only H&I members qualified to vote (*see VIII.4 below*) can nominate a recovering addict for a position. The recovering addict in question who wishes to be nominated must participate at the meeting during his/her nomination. She/he must then declare willingness for the position and state the necessary

qualifications for the given position. A nominee must be voted in with a 2/3 vote from the Subcommittee.

Voting

Voting is the means by which group conscience is found. This applies to motions, acceptance of the minutes, elections, and alterations to policy or procedure.

Voting procedures follow the guidelines in UNCOAST ASC Policy Appendix A, **except** that an approval vote is 2/3 of those present, and a supermajority vote is ¾ of those present.

Voting Qualifications

- Attended at least two consecutive H&I subcommittee meetings
- Attended at least one H&I subcommittee meeting in the last six months.

It should be noted however, that anyone, regardless of clean time and history of participation, may attend and/or address the H&I Subcommittee, as well as speaking to a motion.

H&I Interaction with Area

ASC Participation

- The H&I Chair will attend ASC regular meetings in accordance with ASC Policy VIII.C.10.
- The Chair will give his/her monthly report on the status of UNCOAST H&I in accordance with ASC Policy VIII.C.3.
- The Chair will report to area any events in accordance with ASC Policy VIII.E.
- The Chair will bring a Literature completed order form to acquire the needed literature for the next month.

Budget

- The budgeting process follows ASC Policy VII.E.

Policy Changes

- All changes to policy and procedures follows the UNCOAST ASC guidelines set forth in ASC Policy VII.A.5.
- Proposed changes to policy will be read and distributed one month before a vote to give all members of the H&I Subcommittee to review before voting at the next subcommittee meeting.
- Only H&I members qualified to vote (*see VIII.4 above*) can propose changes.

Public Relations Policy

To be of maximum service to the still-suffering addict, we must energetically seek to carry our message throughout our cities, towns, and villages. ... We must take vigorous steps to make our program widely known. The better and broader our public relations, the better we will be able to serve.

Tradition Eleven, *It Works: How and Why*

Purpose

As members of the Uncoast Area Public Relations Subcommittee,

- We clarify what services NA can and cannot provide to the community.
- We make NA members more aware of their role in NA's public image.
- We aim for the public to recognize NA as a positive and reliable organization.
- We develop valuable relationships with professionals and the public.

Handbook Clause

The *Public Relations Handbook* (NAWS, 2007) has been adopted by the Subcommittee and should therefore be considered the policy of the UNCOAST Area Public Relations Subcommittee unless otherwise stipulated in the following ASC approved policy. The PDF version is available at

http://www.na.org/admin/include/spaw2/uploads/pdf/handbooks/PR-Handbook_2010.pdf

Membership

Subcommittee Positions

Holders of positions in Public Relations

- Must have an NA sponsor, attend meetings regularly, work the 12 steps of NA, and have a clear NA message
- Must be able to meet transportation needs (All Public Relations Subcommittee Positions require transportation at some point)
- Must be able to meet communications needs (telephone, email, etc.)
- Have the willingness to give the time and resources to do the job
- Have the leadership ability to perform the duties of the Facilitator in that person's absence.
- Have a working knowledge of the 12 Steps, Traditions and Concepts of NA
- Have an awareness of the uses and risks of social networking sites, especially regarding the 12th Tradition
- Have a working knowledge of current ASC policy and procedures

- Have a working knowledge of the *Public Relations Handbook*
- Have a minimum one year clean time
- Have at least six months' active involvement with the subcommittee or equivalent
- Possess at least basic level computer skills¹

¹ This level of skills is sufficient to perform daily word processing tasks, such as, producing routine letters, memorandums, and informal reports. A person with this level of skills is able to use basic formatting, editing, printing functions, and understands the document page setup. This person is able to navigate web pages, conduct online searches, and use email.

Administrative Positions and Functions

The Facilitator (Chair)

- Meets all the qualifications for a Subcommittee Chair in ASC Policy VIII.B.9
- Has a working knowledge of the *Public Relations Handbook*
- Is the single point of accountability for all matter related to Public Relations in the Uncoast Area
- Reports to the Area Service Committee (ASC) both a written and oral report of the activities, plans, challenges, and budget at its regularly scheduled meetings
- Prepares an agenda for and presides over each subcommittee meeting
- Upholds the Traditions, the Concepts, and ASC Policy in all matters
- Submits annual budget to ASC in October
- Coordinates service events where PR is represented

The Co-facilitator (Vice-Chair)

- Is training to be the Facilitator the following term.
- Has the willingness to give the time and resources to do the job
- Has the leadership ability to perform the duties of the Facilitator in that person's absence.
- Has the knowledge, skills, and aptitudes to perform the duties of any vacant subcommittee positions

The Recording Secretary

- Keeps the records of the subcommittee, including minutes, presentations, activities, and literature rack locations
- Has the willingness to give the time and resources to do the job
- Has the leadership ability to perform the duties of the Facilitator in that person's absence.

Presentations coordinator

- Acts as liaison to the ASC Hospitals and Institutions subcommittee

- Coordinates presentations with other subcommittees and members with the appropriate knowledge, skills, and aptitudes for each presentation
- Has the willingness to give the time and resources to do the job

Literature Coordinator

- Coordinates literature distribution to all public literature racks in the Uncoast Area
- Tracks inventories
- Orders supplies within budgetary guidelines

Helpline Coordinator

- Acts as liaison between the helpline service and the subcommittee
- Maintains up-to-date records on people engaged in taking Helpline calls
- Provides the subcommittee with periodic evaluations of Helpline services

Training Coordinator

- Develops curriculum and workshops to raise awareness of Public Relations within the Uncoast Area membership
- Provides information training for members interested in service at the Area level
- Has a working knowledge of NAWS conference approved training materials

Elections

- Facilitator's term renews in accordance with ASC Policy VIII.C.9
- Subcommittee terms renew in January
- Subcommittee positions may be combined or divided according to needs
- Elections for vacant positions may be held at any time
- All addicts seeking a position in the Public Relations Subcommittee must attend the Subcommittee's regularly scheduled meeting (posted on www.uncoastna.org) to declare willingness to be nominated for the desired position.
- Subcommittee elections require a 4/5 majority of those present
- Any NA member who has attended two or more subcommittee meetings in the previous 12 months may vote.
- If any voting member objects to a voice vote, the vote will be by secret ballot

Panel Members

- Must have an NA sponsor, attend meetings regularly, work the 12 steps of NA, and have a clear NA message
- Must be able to meet transportation needs (All Public Relations Subcommittee Positions require transportation at some point)
- Have the willingness to give the time and resources to do the job
- Have a minimum six months clean time

Website Subcommittee Policy and Guidelines

Mission

The Mission of the Website Subcommittee is described in ASC Policy VI.C.5.

Subcommittee Positions

The Facilitator (Chair) qualifications are outlined in ASC Policy VI.B.9.

Holders of positions in the Website Subcommittee

- Must have an NA sponsor, attend meetings regularly, work the 12 steps of NA, and have a clear NA message
- Must be able to meet communications needs (telephone, email, Internet access, etc.)
- Have the willingness to give the time and resources to do the job
- Have a working knowledge of the 12 Steps, Traditions and Concepts of NA
- Have an awareness of the uses and risks of social networking sites, especially regarding the 12th Tradition
- Have a working knowledge of current ASC policy and procedures
- Have a minimum one year clean time
- Have at least six months' active involvement with the subcommittee or equivalent
- Possess at least basic level computer skills¹. Some duties require Intermediate to Expert computer skills.

Web Servant

- Maintains Area Website content and updates it at least once each month.
- Ensures that the Website hosting configuration remains functional
- Ensures that the Domain Name hosting and email configuration (MX record) are functional
- Lists the website with search engines
- Establishes and maintains reciprocal links with other official NA websites.
- Maintains a backup copy (archive) of the website content.
- Presents monthly reports at the Website Subcommittee meetings

¹ This level of skills is sufficient to perform daily word processing tasks, such as, producing routine letters, memorandums, and informal reports. A person with this level of skills is able to use basic formatting, editing, printing functions, and understands the document page setup. This person is able to navigate web pages, conduct online searches, and use email.

Email Servant

- Sets up & maintains email forwarding configurations and settings
- Ensures email forwarding accounts are functional

- Ensures the Area Secretary has a list of Uncoast email forwarding addresses
- Presents monthly reports at the Website subcommittee

Meeting List Servant

- Maintains the meeting list document on the website and used for printing.
- Updates meeting information for all official Uncoast meetings with the NAWS website
- Presents monthly reports at the Website subcommittee

Other Positions

There are many other services that the Website Subcommittee may provide to the Uncoast Area. At any time, the Subcommittee may create positions that provide a single point of accountability for such services, according to the needs of the Area and the resources available.

Elections

- Facilitator's (Chair's) term renews in accordance with ASC Policy VIII.C.9
- Subcommittee terms renew in January
- Subcommittee positions may be combined or divided according to needs
- Elections for vacant positions may be held at any time
- All addicts seeking a position in the Website Subcommittee must attend the Subcommittee's regularly scheduled meeting (posted on www.uncoastna.org) to declare willingness to be nominated for the desired position.
- Subcommittee elections require a 2/3 majority of those present
- Any NA member who has attended two or more subcommittee meetings in the previous 6 months may vote.
- If any voting member objects to a voice vote, the vote will be by secret ballot

Literature Subcommittee Policy and Guidelines

Mission : The Literature Subcommittee serves two primary purposes.

- Acquisition and distribution of NA literature to groups and subcommittees
- Participates in the development and approval of new NA literature

Acquisition of NA literature and Approved Ancillary Items (Ancillary items include literature racks, key tags, medallions, and special orders.)

All NA literature is acquired from an approved source (Florida RSO, NAWS, etc.).

Inventories are to be kept at the stocking levels determined through cooperation between the Treasurer and the Literature Chair.

All literature and ancillary items are acquired and distributed according to the guidelines of the Fellowship Intellectual Property Trust (http://www.na.org/admin/include/spaw2/uploads/pdf/legal-sales/2012_FIPT_Final.pdf).

Distribution of NA Literature and Approved Ancillary Items

NA literature is distributed at Area Service.

Literature orders must be received by the Literature Subcommittee (literature@uncoastna.org) no later than the Sunday before ASC.

Orders received during ASC will be delivered the following month at ASC.

Fiscal Integrity: All moneys collected (check, money order, or cash) are to be turned over to the Area Treasurer no later than the end of that month's ASC.

Membership

The Facilitator (Chair)

- Is elected by the groups according to the qualifications and processes described in the ASC Policy pertaining to a Subcommittee Chair
- Is responsible to turning over all funds received to the ASC Treasurer according to ASC Policy
- Is the single point of accountability for all matter related to Literature in the Uncoast Area
- Reports to the Area Service Committee (ASC) both a written and oral report of the activities, plans, challenges, and budget at its regularly scheduled meetings
- Prepares an agenda for and presides over each subcommittee meeting
- Upholds the Traditions, the Concepts, and ASC Policy in all matters
- Submits annual budget to ASC in October
- Coordinates literature distribution to all groups and subcommittees in the Uncoast Area
- Tracks inventories
- Orders supplies within budgetary guidelines
- Possesses at least basic level computer skills2

The Co-facilitator (Vice-Chair)

- Is training to be the Facilitator the following term.
- Has the willingness to give the time and resources to do the job
- Has the leadership ability to perform the duties of the Facilitator in that person's absence.

- Has the knowledge, skills, and aptitudes to perform the duties of any vacant subcommittee positions

Subcommittee Members

- There are no clean time or experience requirements for membership on the Literature Subcommittee
- Members are expected to be available at all ASC meetings and at other times as needed for processing orders