

BRONX [New York] AREA NEWSLETTER POLICY
March, 2017

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1) **Purpose of Bronx Area Newsletter:**

- *The purpose of the Bronx Area Newsletter, The Recovery Post, is to empower, inform and inspire members of the NA fellowship to express themselves on their NA journey.*
- *The newsletter observes the 12 Traditions and 12 Concepts of NA.*

2) **Newsletter Committee Responsibilities:**

- *Acts as a resource for the Bronx Area Service Conference (BASC).*
- *Maintains a working relationship with other subcommittees of the BASC, insuring all information is accurate, appropriate and in accordance with the 12 Traditions and 12 Concepts of NA.*
- *The committee is responsible for newsletter distribution and typing content for each issue.*
- *The committee is responsible for various writing assignments, such as the 'By The Book,' 'Dear Readers,' and 'Events' sections of each issue.*
- *The committee is responsible for the content and layout of the newsletter.*

3) **Distribution:**

- *This committee serves the BASC. We initiate outreach efforts at groups, conventions, learning days, speaker jams, websites and the NA Way Magazine.*

4) **Funding:**

- *This committee shall be allocated a revolving fund of \$150.00 from the BASC. Funds will be used for printing, postage, envelopes and other expenses associated with distribution. The amount of the revolving fund is established by the BASC, and may only be adjusted by the BASC.*

5) **Committee Description:**

- *This committee shall consist of a Chairperson, Vice-Chairperson, Secretary and other trusted servants as deemed necessary by the committee.*

6) **Voting Procedure:**

- *All matters before this committee shall be decided by a majority vote of the members' present.*

7) **Participants:**

- *All meetings are open to interested members of NA. To become a committee member you must attend two consecutive meetings. A committee member shall be deemed inactive upon absence from two consecutive meetings without notifying an administrative body member. Only committee members can vote. The chairperson may not vote, except to break a tie.*
- *Administrative body members who miss two consecutive meetings without contacting an administrative member will forfeit their position immediately.*

8) **Administrative Body:**

Chairperson – One Year Term

Requirements: Three years clean.

- *Prior group, area or regional service preferred.*
- *Ability to delegate, organize and provide the committee direction.*
- *Computer literate.*
- *Must attend monthly area, steering and subcommittee meetings.*

Responsibilities:

- *Schedules meeting time and prepares meeting agenda.*
- *Facilitates subcommittee and policy meetings.*
- *Submits report at monthly BASC meetings.*
- *Manages revolving fund and provides receipts to BASC Treasurer for reimbursement.*
- *Must attend monthly area, steering and subcommittee meetings.*

Vice-Chair - One Year Term

Requirements: Three years clean.

- *Prior group, area or regional service preferred.*
- *Ability to delegate, organize and provide the committee direction.*
- *Computer literate.*

Responsibilities:

Handles the duties of the Chairperson in their absence.

Secretary - One Year Term

Requirements: Two years clean.

- *Prior group service.*
- *Ability to draft accurate minutes.*
- *Computer literate.*
- *Working email address and telephone.*
- *Must attend subcommittee and policy meetings.*

Responsibilities:

- Disseminate minutes to committee members.
- Distribute newsletters.
- Notifies committee members of all meeting dates and times.

9) **Meeting Agenda**

- Open Meeting (Serenity Prayer)
- 12 Traditions
- 12 Concepts
- Roll Call and Introductions
- Reading of the Minutes (Secretary)
- Chairperson Report
- Old Business
- New Business
- Close Meeting (Serenity Prayer)

10) **Meeting Date, Location and Time**

- *The committee meets every third Friday each month by conference call from 7:00 PM to 8:30 PM.*

11) **Annual Policy Meeting**

- *The committee will review the policy annually in December, before the regular (monthly) subcommittee meeting. The date and time is flexible, and the meeting will be held by conference call.*