

HASCNA SERVICE SYSTEM COORDINATOR P&P JULY 2015

PURPOSE

The primary purpose of the Hamilton Area Service Committee's Service System Coordinator is to plan and facilitate Group Support Forums (GSFs) on a bi-monthly basis. The Coordinator shall also serve as a resource for information about the Service System Project (SSP). In addition, the Coordinator shall implement various other methods of the Service System (LSC, LSB, consensus-based decision-making) as the Area Service Committee sees fit.

VOTING

The Service System Coordinator shall be a member of the HASCNA Administrative Committee and have a vote at the monthly Hamilton Area Service Committee meeting.

ROLES AND RESPONSIBILITIES

The Service System Coordinator:

- Facilitates a bi-monthly Group Support Forum, generally from 9AM-10AM before the regularly scheduled HASC meeting. (See document entitled "Group Support Forums" for more details)
- Facilitates the Group Support Forum in a way that promotes unity, inclusion, and mutual respect.
- Proposes potential topics for the GSF during the Sharing portion of HASC. The topics should be related to NA service, recovery meetings, training or workshop material, or any topic that the committee feels the need to discuss.
- Provides information and/or resources related to the Service System Project.
- Regularly updates Service System Coordinator Policies & Procedures (Appendix G), to reflect changes.

-Selects a Recorder (Secretary) for GSF meetings.

-Experiments with and implements other elements of the Service System, such as the Local Service Conference (LSC), the Local Service Board (LSB), and Consensus-Based Decision-Making (CBDM). Any changes or practices not outlined in this document must be approved by HASC.

QUALIFICATIONS

The Service System Coordinator shall:

-Have a minimum of one (1) year clean

-Have a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA, and the Twelve Concepts for NA Service

-Hold no other ASC-elected position

-Be familiar with the Service System Project and the related NAWS resources

-Be able to lead/facilitate a meeting with respect and kindness, being firm only when necessary