

## **LSB Basics**

### **The Purpose of the LSB**

The two main elements of local services are the quarterly local service conference (LSC) and the local service board (LSB). The LSB is elected by the LSC and meets more often than the LSC so that it can better administer the tasks delegated to it. These tasks may include ongoing services such as H&I panels or a phonenumber, recurring events such as an annual convention or unity day, and projects such as attendance at community events or public information presentations to professionals. The LSB is also responsible for administrative tasks such as distributing minutes and paying regular bills. The LSB also coordinates the annual planning assembly and develops a budget and project plans for review, input, and approval at the LSC.

### **LSB Composition**

The LSB is typically composed of administrative members such as the LSC chair and vice chair, a treasurer, a secretary, and a delegate to the next level of service. In addition the trusted servants who serve as the points of accountability for local services are also members; examples include subcommittee chairs, service coordinators, and project coordinators. Some LSCs may decide to elect other members to be part of the LSB if that makes sense to their community.

### **How the LSB Functions**

Generally the LSB will meet on a monthly basis. Local service work is structured around a planning cycle so they will have different tasks each month to support the progress of the cycle. More details of these tasks can be found in the Local Service Calendar and its accompanying planning cycle diagram.

The annual planning assembly is perhaps the busiest part of the cycle for the LSB. In most communities, members of the LSB put together the agenda for the planning assembly and facilitate it. Prior to the assembly they will need to coordinate the distribution of a survey to all the groups and trusted servants in the community, and then collate the responses they receive. After the assembly the LSB is responsible for developing project plans to address the issues the LSC has prioritized and distributing those plans, as well as a proposed budget to the groups.

More details of the tasks associated with preparing a planning assembly can be found in the Pre-Planning Assembly Task List.

Once the project plans have been approved the focus of the LSB shifts to ensuring they remain on-track. The LSB must follow the direction the groups have provided with care, and report progress to the groups regularly. In this way the groups can maintain their authority over the services delivered on their behalf. Although each project coordinator or subcommittee chair has the primary responsibility for their project or ongoing service, the rest of the LSB works

collaboratively to keep services and projects on track and to find solutions to any problems that arise through discussions at the monthly LSB meetings.

As at the LSC, the LSB utilizes consensus-based decision-making.

### **LSB Communication**

One of the primary roles of the LSB is to communicate with the groups within their community, with other NA communities, and with those outside of NA. Different LSB members will be responsible for different aspects of these communications.

- The administrative members will generally be responsible for distributing reports from subcommittees and project coordinators along with information about upcoming LSC meetings to groups through their LSC representatives or in whatever other way the community finds most practical (see below).
- The delegate to the next level of service serves as the point of contact for other NA communities, as well as to the state or national service body, and to NA World Services.
- Communications with different external bodies will be allocated to subcommittee chairs or service/project coordinators according to the decisions made at the planning assembly.

Reports to groups and other NA service bodies will typically be compiled monthly and should cover several basic points:

- Tasks completed or worked on since last month
- Successes and challenge
- Financial reports
- Details of the next scheduled meeting if applicable
- Contact details for trusted servants
- Details of upcoming events, conventions, workshops, etc.

The LSB may utilize different methods to distribute reports according to what is appropriate in each community. Possible examples include an email distribution list, a password protected section on a local website, distribution of printed material at group support meetings, or by mail.

**This draft was produced for the Service System Proposals field test. It is a work in progress. Please send any input on the draft to: [worldboard@na.org](mailto:worldboard@na.org).**