

# F.A.S.C. POLICY / GUIDELINES



**2023**

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## **ATTACHMENTS**

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### **DEFINITION OF AN AREA SERVICE**

An Area Service Committee (ASC) is a committee made up of Group Service Representatives (GSR's) from groups within a designated area, executive committee, and subcommittee chairpersons, which meets monthly for the express purpose of serving the specific needs of its member's groups (note "group(s) and "homegroup(s) are used interchangeably in this policy and are understood to have the same meaning). It also serves as a link between these groups and the Florida Regional Service Committee of Narcotics Anonymous, and to foster unity.

The most important service that an ASC provides is that of its groups' needs. 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 Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions that are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services, an ASC needs the active participation of its GSR's. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is the group's responsibility to offer this support. However, as an area grows, the financial needs of the committee also grow. In order to provide a full line of services, it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

### **INTRODUCTION**

While the structure and operation of ASC's varies considerably throughout the Fellowship, there are some general characteristics that hold true in every case. These characteristics are born from experience. From these observations, we can derive spiritual goals, which we strive towards in area service. Understanding the characteristics and goals of an ASC is what fosters spiritual unity and decision making to be guided by what works—"addicts helping addicts."

1. An ASC should adopt the 12 Traditions, then create guidelines for its operation. The guidelines can and should change as the ASC grows.
2. ASC's must make decisions, but do not have power or control over N.A. groups. ASC's can quickly stray from their purpose by attempting to "police" groups or otherwise control them. In producing meeting lists for an area, decisions must be made about which meetings to list. There are many ways

to approach this, but all approaches must be based upon sound principles and conform with the purpose of the meeting list. "Punitive" motives are unacceptable in Narcotics Anonymous.

3. An ASC can and should be the place where ALL of the following are in evidence; collective expression of:

The group's conscience

Spiritual needs and strengths of groups

Recovery

Insight

Experience

Wisdom

A loving God (Tradition Two)

4. The trusted servants of the ASC have rights associated with their specific task. With each right, there is a responsibility. In selecting trusted servants, we have a spiritual responsibility. If we place someone in a service position that does not have working knowledge of the 12 Steps and 12 Traditions, then we all bear some responsibility for what happens.

5. The tragedies of service can be avoided by working our programs, being responsible in electing people, and requiring accountability. Over-commitment, resentments, disservice and return to using are the tragedies of service, which occur all too often. Pride and power can lead to self-centered leadership, which harms newcomers and old-timers alike by detracting from the atmosphere of recovery.

6. The rewards of service are not praise, recognition, nor ego. In terms of rewards, we look to the spiritual rewards. Each of us strengthens our own recovery so that we can contribute to services which help the group make recovery available to any addict seeking it. Still suffering addicts are attracted to our groups, enter recovery and eventually may join our service efforts. This is why we are here, so that our own recovery helps another addict. Along the way, we benefit individually, and other members and potential members do also.

7. The trusted servants, especially the RCMs and GSRs, are often called upon to explain or confront issues. In order to do so, they must provide and possess an understanding of the communication process between group, area, region and world services. These trusted servants must have the ability to present this type of information repeatedly to different people in different settings. This contributes directly to unity, growth, and stability of those being served.

### **MEETING FORMAT**

1. Open with the Serenity Prayer

2. a. Reading of the 12 Traditions

b. Reading of the 12 Concepts

3. Open Forum with a 30-minute limit may be extended by majority vote of GSR's present.

4. Roll Call by secretary and quorum established.

5. Approval of last meetings minutes
6. Secretary's Report
7. Treasurer's Report
8. Literature Distribution Officer's Report
9. RCM's Report
10. Internet Technology
11. Subcommittee Reports:
  - a. H&I Subcommittee
  - b. Activities Subcommittee
  - c. Helpline/Public Relations Subcommittee
  - d. Spiritual Retreat Subcommittee
  - e. Policy Subcommittee
12. GSR Reports
13. Break (majority vote may omit the break)
14. Old Business:
  - a. Items taken back to home groups
  - b. All other old business
15. New Business:
  - a. Regional business items brought back from regional service committee
  - b. New business for current FASC meeting
  - c. Motions
  - d. Request for membership at FASC
  - e. Nomination for open area service positions
16. Review business of the day by Secretary
17. Closing Prayer- We version of the Serenity Prayer.

## **BYLAWS, GUIDELINES, & PARLIAMENTARY PROCEDURES**

### **ARTICLE I. NAME**

The name of this committee shall be the Forest Area Service Committee (hereinafter referred to as FASC). The service area shall include that geographical area which has the following boundaries: Marion and surrounding counties.

### **ARTICLE II. MEMBERSHIP**

1. Membership is open to any N.A. group within or outside our area.

2. A N.A. group is a meeting, which occurs regularly at a specified time and place and which follows there Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. A N.A. group may become a member of FASC by holding regular meetings for 90 days and by attending three consecutive FASC meetings and requesting FASC to vote on the group's admission. Time will be allowed for this request and vote at the end of new business.
4. A N.A. group will be dropped from the roll call of FASC upon its second (2nd) consecutive missed FASC meeting. The purpose of this is to establish an accurate quorum. Re-admission shall follow the same procedure as for a new group.
5. Upon receipt of a written request from a Florida Correctional Institution isolated meeting, this ASC will accept them as a member group. The requirement for GSR to be physically present at ASC is waived as long as a written report is submitted monthly. The ASC will furnish the meeting with literature as it is able, should they not be able to sustain an adequate supply on their own.

### **ARTICLE III. THE EXECUTIVE COMMITTEE**

1. The FASC Executive Committee shall consist of a Chairperson, Vice-Chairperson, Treasurer, and Sr. Regional Committee Member and Jr. Regional Committee Member, Secretary
2. Each member of the FASC Executive Committee may hold only one position on the Executive Committee, but may serve as a member of a subcommittee or as a group level trusted servant. (Except for the position of subcommittee chair or GSR).
3. Each member of the FASC Executive Committee may succeed themselves in office. (Following normal nomination and election procedures). No individual shall serve more than two (2) consecutive terms in the same position.
4. Members of the FASC Executive Committee do not represent a group and therefore have no vote, except the Chairperson and then only to alleviate a tie.
5. All FASC Executive Committee positions are for a one-year commitment unless otherwise specified.
6. A semi-annual audit of the treasury and literature distribution will be held in June and December. Policy will be updated at this time.
7. Members of the FASC Executive Committee will provide a year-end report.

### **ARTICLE IV. REMOVAL FROM OFFICE OF AN EXECUTIVE COMMITTEE MEMBER**

1. An FASC Executive Committee member who misses three (3) consecutive unexcused FASC meetings is considered to have automatically resigned his/her position.
2. FASC Executive Committee members may be removed from office for any of the following:
  - a. Noncompliance of duties.
  - b. Inability to perform duties.
  - c. Loss of abstinence.
  - d. Resignation

3. Removal of an FASC Executive Committee member from office will require a two-thirds majority vote of GSR's present.
4. Any FASC Executive Committee member resigning from office should submit their resignation in writing to the FASC Chairperson two (2) weeks in advance of the upcoming regular meeting of the committee.
5. Any FASC Executive Committee member resigning or dismissed from office prior to completing that term of office must wait six (6) months to resume FASC involvement. The only exception is when a resignation is to fill a newly elected position.

## **ARTICLE V. QUALIFICATIONS AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

### **CHAIRPERSON:**

1. Nominated (per the stated nomination process) and elected by Forest Area Home Groups.
2. Three (3) years clean time
3. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.
4. One (1) year prior involvement as Subcommittee Chairperson, GSR, or member of the FASC Executive Committee.

### **Responsibilities:**

Arranges and presides over the FASC meetings. Must refrain from expressing his/her opinion during discussion of a motion. Ensures all discussions are focused on the topic and within a reasonable time frame. Should attend all FASC meetings. Will appoint someone at the end of the FASC to check on groups that have missed two (2) or more meetings, to report back at the next FASC. Votes at FASC only to break a tie vote. Serves as Parliamentarian at FASC meetings. Arranges for an audit of the treasurer person two (2) times a year (June and December). Makes a report of the year's work at the annual meeting. Is the 2nd signer of FASC bank account. Acts as Treasurer in absence of treasurer. Picks up mail at the PO Box if the Treasurer is unable to. Authenticates, by signature, all correspondence of the committee.

### **VICE-CHAIRPERSON:**

1. Nominated (per the stated nomination process) and elected by the Forest Area Home Groups.
2. Two (2) years clean time
3. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.
4. One (1) year prior involvement as Subcommittee Chairperson, GSR, or member of the FASC Executive Committee.

### **Responsibilities:**

Communicates frequently with each of the Subcommittee Chairpersons and acts as a liaison between the Subcommittees and FASC. Is responsible for assisting the Subcommittees to continue with business in the event of the absence or resignation of a Subcommittee Chairperson. Assists in tabulating votes. Will inform all members of FASC in case of a change of meeting time, date or place, for emergency purposes only. The vice-chair will become chairperson for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority of GSRs present. If this is not received the vice-chair can become a nominee for the position of Chairperson. Keep a copy of all handbooks. Chairs the administrative committee. Acts as secretary in the absence of the secretary. In the absence of a subcommittee chair/vice-chair, acts as chair & conducts subcommittee meetings.

### **SECRETARY:**

1. Nominated (per the stated nomination process) and elected by the Forest Area Home Groups.
2. One (1) year clean time
3. General office or secretarial skills and some organizational ability.
4. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.
5. Six (6) months prior involvement in the service structure of NA

### **Responsibilities:**

Has a good sense of order about business at FASC meetings. Drafts minutes to reflect the essence of what is conducted at the FASC meetings. Takes roll call at the FASC meetings. Gives a list of groups that have missed three (3) or more FASC meetings to the FASC Chair. Maintains a file system for all information generated by the FASC, including, as a record, motion forms, reports and correspondence for the FASC archives and makes those records available to NA members upon request, and in the manner prescribed by the committee. Types and distributes copies of minutes of the FASC meeting, by mail or hand delivery or email, to all participants within 14 days following the FASC meetings. Follows the FASC format and agenda in compiling minutes. Furnishes newly elected officers with whatever documents are required for the performance of their duties. Maintains record book in which the guidelines, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and has the current record book on hand at every FASC meeting. Types and mails or emails the correspondence of the committee which is not a function proper to other officers or committees.

### **TREASURER:**

1. Nominated (per the stated nomination process) and elected by the Forest Area Home Groups.
2. Three (3) years clean time.
3. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.
4. Is financially secure, good at managing their personal finances, and inspires the trust of the committee. Experience in business, accounting, bookkeeping, or as a successful group treasurer is helpful.



5. One (1) year prior experience as a group treasurer or prior participation in the FASC as a GSR, Subcommittee Chair or member of the Executive Committee.

6. Is the first signer on the FASC checking account.

**Responsibilities:**

The management of FASC funds. Is the first signature on the FASC bank account and maintains the checkbook. Responsible for all incoming and outgoing monies through the FASC. Presents an itemized report of finances at each FASC meeting. Includes a monthly statement showing fixed and all other expenses of the FASC. Maintains fiscal yearly budget from January through December. The Treasurer maintains accurate balances for the FASC bank account, confirmed monthly by the bank statement. He/she will report these monthly balances with accumulated year to date totals, as well as the FASC's general fund, prudent reserve, and operating expenses as part of the Treasurer's report. All monies must be turned in to the Treasurer within forty-eight (48) hours of the event: i.e., dance, merchandise sales, special events, etc. In turn, the Treasurer must deposit under one set of books. The Treasurer makes disbursements upon direction of the FASC. Any request made to the Area for payment or reimbursement must be accompanied by an itemized receipt. The Treasurer oversees a prudent reserve of two month's operating expenses and informs the FASC of any excess above prudent reserve and operating expenses so that a donation can be made to the next levels of service. The Treasurer incorporates a system for cash receipts verification requiring two (2) signatures with a receipt issued. All payments will be made by check, except for petty cash purchases of under \$20.00. If unable to attend the FASC meeting, will hand over the checkbook, all records, and funds to the Chairperson so that distribution of needed funds can be made. Will produce all books & records upon request for audit purposes. Will pick up mail at the PO Box monthly and deliver it to the appropriate person(s) at the FASC meeting. Will destroy all junk mail. GSR's and Subcommittee chairs (when applicable) turn in their envelopes to the Treasurer/Treasurer's basket prior to or at the start of FASC meeting. The treasurer will compile receipts and discuss any discrepancies as needed. The treasurer will return receipts on break or immediately after closing. GSR's submit 2 separate envelopes: 1 for donations and a second for their literature order. The treasurer will provide 2 receipts. To ensure NA funds are managed responsibly (11th Concept), GSR's are asked to please roll loose change before submitting.

FASC Prudent reserve: Two months of operating expenses, as outlined in this policy.

Operating expenses: are funds, as outlined in this policy, allocated for planned budgets.

**ASSISTANT TREASURER:**

1. Nominated (per the stated nomination process) and elected by the Forest Area Home Groups.

2. Two (2) years clean time

3. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.

4. Is financially secure, good at managing their personal finances, and inspires the trust of the

Committee. Experience in business, accounting, bookkeeping, or as a successful group treasurer is helpful.

5. Six (6) months prior experience as a group treasurer or prior participation in the FASC as a GSR, Subcommittee Chair or member of the Executive Committee.

**Responsibilities:**

Assists the Treasurer. There is a two-year commitment for this position. The first year is spent as Assistant Treasurer, becoming familiar with the job, attending all FASC meetings and assisting the Treasurer as needed. Is accountable along with the Treasurer, by signature, for all monies, cash and checks received. Will be present to witness, by signature, when all monies are received and counted by the Treasurer, verifying group donations and balances. The Assistant Treasurer will become Treasurer for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority. If this is not received, the Assistant Treasurer can become a nominee for the position of Treasurer.

**LITERATURE DISTRIBUTION OFFICER (LDO):**

1. Nominated (per the stated nomination process) and elected by the Forest Area Home Groups.
2. Two (2) years clean time.
3. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, Guide to local service, and the Forest Area Service Policy.
4. One year service commitment.

**Responsibilities:**

The LDO will receive and track literature/supply orders from the area home groups and sub committees each month. Orders will be accepted by the LDO no later than the last Sunday of each month at 5pm. Orders received after the deadline will be placed on next month's order. Each group's order will be consolidated into one order for the Forest Area to maximize freight discounts. The LDO will place the order the following Monday with the Florida Regional Service Office. The order will be paid by using the Forest Area debit card. The order will be shipped from the regional office to the address for the LDO. The LDO will ensure each group's order has been received. Items on back order will be tracked by the LDO and communicated to the appropriate order. Orders will be distributed to each group at the beginning of each area meeting. The LDO will provide a literature order report detailing the amount paid for literature, supplies, sales tax and freight charges. A copy of the invoice from the Florida Regional Service Office should be included matching the amount paid using the area debit card. The LDO will provide an annual report at the January Forest Area meeting detailing how much literature and supplies were ordered by each group on a monthly basis.

**SR. RCM:**

1. Nominated (per the stated nomination process) and elected by the Forest Area Home Groups.
2. Three (3) years clean time
3. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.
4. One (1) year prior experience in FASC as a GSR or Subcommittee Chairperson
5. Time and resources to perform the responsibilities of the position.
6. Will book the FRSC hotel room. Will book the GSR assembly hotel rooms, bi-annually.

## **Responsibilities:**

As the representative of the FASC Area, the Sr RCM will speak for the members and groups within the FASC. The primary responsibility is to work for the good of NA and as a liaison between the FASC and Florida Region Service Committee (FRSC). The Sr. RCM represents the group conscience of the FASC at a regional level. In order to accomplish this, the Sr. RCM and Jr RCM must become informed of issues from Area, Region and World levels of NA service. Therefore, it is essential for both the Sr. RCM and Jr. RCM to attend all meetings of FASC and FRSC, including Regional Conferences. The Sr. RCM should prepare a written report for the FRSC on FASC's progress, projects and dilemmas. In addition, the Sr. RCM should prepare a written report for the FASC of the FRSC meetings. To give trusted servants phone numbers to appropriate people at FRSC. May serve on one or more of FASC and RSC Subcommittees, but not as a Chairperson. When the World Service Conference (WSC) Conference Agenda Report comes out at the beginning of each year, the RCM will need to be well informed on all agenda items to disseminate this information to the groups. This is a primary responsibility of the Sr. RCM and Jr. RCM, as they present the WSC Conference Agenda items to the groups in workshop form where group members may ask questions pertaining to these items. Will have FRSC minutes and a voting tabulation sheet on the table for any interested parties to review during FASC. Attend FRSC Subcommittee meetings where we are not represented, if directed by FASC.

## **JR. RCM:**

1. Nominated (per the stated nomination process) and elected by the Forest Area Home Groups.
2. Three (3) years clean time.
3. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.
4. One (1) year prior experience in FASC as a GSR or Subcommittee Chairperson.
5. Time and resources to perform the responsibilities of the position.

## **Responsibilities:**

Assists the Sr. RCM. There is a two (2) year commitment for this position. The first year of service is spent becoming familiar with the job, attending all FASC and FRSC meetings and filling in for the Sr. RCM if he/she is temporarily absent for any reason. If the Sr. RCM is unable to complete their term in office, the Jr. RCM becomes the Sr. RCM with a 2/3 majority vote of confidence in the GSR's. The Jr. RCM will become Sr. RCM for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority. If this is not received, the Jr. RCM can become a nominee for the position of Sr. RCM. Will assist the Sr. RCM in attending FRSC Subcommittee meetings we are not represented at, as directed by the FASC.

## **ARTICLE VI. SUBCOMMITTEES**

### **General Guidelines for Subcommittee:**

1. All standing subcommittees of this ASC shall create and adopt guidelines that are consistent with the Guide to Local Service, the Twelve Traditions of NA, and the best information available from the World Service Conference (WSC) in form of WSC approved handbooks and guidelines.
2. The guidelines of each standing subcommittee shall be subject to approval and review by the Area as a whole.

3. Any changes to approved guidelines must be approved by groups.
4. If the Chairperson or Vice-Chair of the subcommittee are unable to attend the FASC, an informed member of that subcommittee can read the subcommittee report so that questions at FASC can be answered.
5. All funds in excess of the subcommittee monthly budget will be returned to FASC per FASC policy (Article V, #6 under treasurer responsibilities)
6. All subcommittees are to present a hard copy report to the FASC secretary on the day of area.

**General Qualifications for Chair:**

1. Active for 1 year in the service structure of Narcotics Anonymous
2. Has demonstrated a working knowledge of the structure of that committee and of the Service structure of NA
3. The time and resources necessary to complete these duties
4. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.
5. At least 2 years abstinence from all drugs
6. Cannot currently be serving as GSR or Executive Committee member

**General Responsibilities of Chair:**

1. Meet in joint session with other subcommittee chairs at the discretion of the Vice-Chair of FASC.
2. Hold at least 1 subcommittee meeting monthly of its membership
3. Submit a report at FASC of the subcommittee's plans, special events, workshops, problems and concerns.
4. Submit a set of guidelines for that committee to FASC, when the committee is formed, through the Vice-Chair, and to be updated annually, or as needed.
5. Attend the FRSC. If not in attendance of FRSC, read and report new info to the FASC based on the FRSC minutes.
6. Provide a year-end report.

**ARTICLE VII. NOMINATION OF EXECUTIVE COMMITTEE MEMBERS AND SUBCOMMITTEE CHAIRS OF FASC**

1. Nomination of FASC executive committee members should be solicited by the "group conscience" of each group within the Area. Only groups or subcommittees are allowed to make nominations for FASC trusted servants. If a nomination is not made by the groups by election date, then any NA member may make a nomination.
2. Nominations for Subcommittee Chairpersons will be solicited from the groups of NA for qualified members within this Area.
3. FASC executive committee positions shall be nominated as follows:

- a. Chairperson, Vice-Chairperson, Secretary, Sr. RCM, Jr. RCM, Treasure, and Assistant Treasurer shall be nominated in the month of December.
  - b. Subcommittee Chairs shall be nominated in the month of June. Spiritual Retreat Nominations will be accepted at Area the month the Retreat is held.
4. An explanation of office is read from the FASC Policy package, as well as the qualifications and responsibilities for each position by the secretary at the time of nominations.
  5. Each nomination must be seconded.
  6. After accepting nominations, the FASC Chairperson will ask if there are any other nominations.
  7. A motion is made to close nominations.
  8. Each nominee must be present. Verbal qualifications are now to be given as well as written qualifications handed to the FASC Secretary. (State clean time, prior service experience and why you want to serve the fellowship). Written qualifications will be accepted for absent nominees.
  9. Members of NA, when submitting their qualifications for possible service positions, need NOT state their vocational or educational backgrounds and any mention of requiring these credentials is removed from all policy guidelines.
  10. All nominations and qualifications are to be brought back to the groups by the GSRs for their "conscience" and are then to be voted on at the following FASC.

**ARTICLE VIII. ELECTIONS OF EXECUTIVE COMMITTEE MEMBERS AND SUBCOMMITTEE CHAIRS OF FASC**

1. FASC Executive Committee positions shall be elected as follows:
  - a. Chairperson, Vice-Chairperson, Secretary, Treasurer, Assistant Treasurer, Sr. RCM, Jr. RCM, Secretary shall be elected in the month of January and begin office in February.
  - b. Subcommittee Chairs shall be elected in the month of July and begin office in August. Spiritual Retreat Elections occur 1 month following that year's retreat.
2. All nominees are required to attend the FASC for election. If a nominee is not present for election, his/her nomination will be withdrawn.
3. Motion voting is done by ballot, show of hands or roll call at Chair's discretion. Majority wins.
4. All nominations, even if only one nomination, must go back to the groups for a vote and be brought back to the FASC for election. A 2/3 vote is needed.
5. When there are more than two nominations, if no candidate gets a clear majority, the following will be done. A vote will be taken. The nominee with the least number of votes will be dropped and another vote taken of the remaining candidates until there are two nominees left. The one who gets the majority of votes is elected. Requires a 2/3 majority vote to be elected.
6. The Jr. RCM, Vice-Chairperson, and Assistant Treasurer get a priority vote of confidence requiring a 2/3 majority vote. If a 2/3 vote of confidence is not given, they may become nominees for that position.

7. Should an office be vacated in the middle of a term, a temporary shall be appointed by the FASC Chairperson, approved by a 2/3 majority vote of GSRs present, until a standard nomination and election procedures can be followed to fill the vacated position, within 2 months, except when a qualified alternate exists. Current Executive Committee members are responsible for meeting obligations of their position through the last month of office and are responsible for a smooth transition of office.

8. Only GSRs or their Alternates, in the absence of the GSR, are allowed to vote in elections of Executive Committee Officers of FASC. The Chairperson may vote, but only to break a tie.

9. Members being voted on for an area position during both elections and nominations should leave the room during the vote if a roll call or show of hands vote is being utilized.

10. Election of Subcommittee Chairs will follow the same procedures as outlined above.

## **ARTICLE IX. MOTIONS AND VOTING PROCEDURE**

1. Only those listed below can make, second, or amend motions:

- a. GSRs or their Alternates in the absence of the GSR.
- b. Executive Committee members, pertaining to their office.
- c. Subcommittee Chairpersons or their Vice-Chairperson in the absence of the chairperson, pertaining to their office.

2. All motions must be submitted on motion forms.

3. All motions must be seconded.

4. To be recognized on the floor, a raise of the hand is necessary.

5. Quorum

- a. Official quorum is one (1) more than half of the eligible Groups.
- b. Official quorum must be reached by the end of the open forum.
- c. Only duly elected alternates are eligible for quorum in the GSR's absence.
- d. No Proxy Representatives can make motions or vote.
- e. A quorum call from the floor is always in order. A simple majority of groups is required to open the FASC, and a simple majority of eligible groups is required to vote on a motion.

6. All motions should be given, in writing, to the Vice-Chairperson.

7. After a motion is made, the Chairperson asks for a second. After a second is taken, the Chairperson asks for opposition.

a. If there is no opposition:

- 1) The Chairperson asks for a voice vote of all those in favor.

b. If there is opposition:

- 2) The maker of the motion is given an opportunity to speak on the intent of the motion.
- 3) The floor is open for debate (refer to Parliamentary Procedures Guidelines.)

## 8. Voting:

- a. Voting participation is open to any recognized elected GSR within the Area (or Alternate GSR in his/her absence), only one (1) vote per group. A GSR can represent only one (1) group at FASC.
- b. The Chairperson has a vote only in the case of a tie, at his/her discretion.
- c. A 2/3 majority vote is required for policy change, amendments to policy or forming new policies.
- d. Motion voting will be done by a show of hands.
- e. In all votes at the FASC, the abstentions do not go to the prevailing side, but are counted as abstentions, and if abstentions prevail the vote goes back to the groups.
- f. FASC executive committee members or subcommittee chairs do not represent a group and therefore have no vote, except the chairperson as outlined above.
- g. All motions at Area can only be decided by the eligible voters present.

## **ARTICLE X. MEETINGS OF FASC**

1. FASC shall meet monthly on the second (2nd) Sunday of the month, except if changed by 2/3 majority vote of voting members as outlined in Article XIII, number 6.
2. Anytime a GSR and Alternate GSR cannot attend ASC, they must notify the Chair or Vice-Chair as soon as possible about their absence.
3. Attendance at FASC is open to any member of Narcotics Anonymous.
4. Discussion from the floor is welcome, but only during open forum.
5. Special meetings may be called by the Chairperson of the committee and can be called upon at the written request of members of the committee. The purpose of the meeting shall be stated. No business other than that which is stated will be conducted. At least 7 days' notice shall be given.
6. All area subcommittee chairs, GSRs, and executive committee members stay until FASC ends.

## **ARTICLE XI. BUDGET AND EXPENSES**

1. FASC shall maintain a prudent reserve of two month's normal operating expenses.
2. The Treasurer will provide an estimated yearly budget to be presented to the FASC in January. All motions requiring a new money expenditure not already budgeted, will require passage by 2/3 majority vote of GSRs present.
3. After paying our bills and establishing prudent reserve, any monies left over shall be forwarded to the next levels of service (75% to RSC & 25% to WSO).
4. FASC to pay for needed hotel stay at the FRSC, up to two (2) nights. The budget is \$200 and will be held in the prudent reserve as the FRSC is a bi-monthly meeting.
5. The secretary's monthly budget is \$35.00.

6. The H & I monthly literature budget is \$140.00. The annual rent budget is \$60. Rent will be paid by the First Ocala Group at the rate of \$10 bimonthly. The First Ocala Group will pay the church for the rent. (\$80 per month). The Annual Learning Day budget is \$230.00.
7. The Activities monthly budget is \$129.00. Seed money of \$387.00 will be always held but cannot be used in consecutive months. This means that activities have a budget of \$516.00 for any given month but cannot spend more than \$645.00 in any 2-month period. Rent of \$20 per month will be paid by the FASC, bimonthly.
8. The FASC meeting rent budget is \$25.00 per month and will be paid bi-monthly.
9. The storage unit budget is \$37.00 per month.
10. The budget for FASC treasurer is \$15 per month to pay bank fees and miscellaneous costs (postage, etc.)
11. The budget for FASC PO Box is \$92.00 (annually) (\$8 per month).
12. The budget for PR (Public Relations) & Helpline is \$90 per month.
13. The budget for printing meeting lists is \$236.00 each quarter (every three (3) months). (\$78 per month).
14. The budget for the FASC website is \$65.94 + 15.00 (total \$80.94) (two separate expenses) per year. The prudent reserve will hold \$7/month for the website expenses. The FASC debit card will be used to pay these expenses.
15. The budget for Behind the Walls is \$60 per month. Suggest an explanation.
16. The budget for the Policy Subcommittee is \$120 annually. (\$60 for rent and \$60 for expenses)

## **ARTICLE XII. AMENDMENTS TO POLICY**

1. Anyone authorized by current policy to make motions may propose amendments to existing policy. Procedure is as follows:
  - A. Submit the proposal in writing to the policy committee, if one exists, at a regular FASC meeting.
  - B. Upon deliberation by policy committee all motions whether recommended or not will be put on the agenda for discussion by GSRs
  - C. All motions requiring a change in policy must go back to groups.
  - D. Any policy changes require a 2/3 majority vote of voting members.
  - E. Any amendments to policy shall become effective immediately upon passage unless specified otherwise.

## **ARTICLE XIII. ADDITIONAL GUIDELINES**

1. Each GSR, elected officer, and subcommittee chair of the FASC shall be provided a copy of the "Forest Area Service Committee Policy and Guidelines Package" and Guide to Local Service. These will be provided by FASC and be retained as property of FASC and will be passed on to new officers as elected or returned to FASC archives if position is unfilled.
2. Ascension to the Chair shall be in the following order:



- a. Vice-Chairperson
  - b. Sr RCM
  - c. Jr RCM
  - d. Treasurer
  - e. Secretary
3. Every May the FASC shall hold an "Area Service Inventory" meeting to review what and how it has done in the past year. The format used shall be the approved and attached "Inventory Guidelines." GSRs shall notify their groups of this meeting at least one month in advance.
  4. Groups will be responsible for reimbursing FASC for any fees related to returned checks.
  5. In matters affecting FASC meetings ONLY, (such as smoking, time, location of meeting, etc.) all FASC participating committee members shall have a vote. Majority vote prevails. These votes do not establish policy.
  6. The FASC may establish subcommittees as necessary to perform certain duties. These standing subcommittees shall be formed upon approval by the voting members of the FASC. Standing subcommittees may include, but not be limited to, Executive, Public Information, Hospitals & Institutions, Activities, and any other standing subcommittee which shall be deemed necessary to carry on the work of the FASC. At the inception of these standing subcommittees, a chairperson will be elected by the voting members of the FASC, after getting nominations from the group. Other officers of each subcommittee will be elected by the subcommittee membership.
  7. Ad Hoc committees may be formed by FASC as needed. The Ad Hoc Committee Chairperson shall be appointed by FASC Chairperson.
  8. Ad Hoc committees are not Subcommittees. They are appointed for special circumstances and as such should be treated as standing subcommittees.
  9. FRSC Hotel room priority:
    - a. RCMS
    - b. Subcommittee Chairs & Vice Chairs
    - c. Other NA members
    - d. Family Members
  10. Any person wishing to stay in the regional motel room(s) should be on the motion passed by Area before each Regional and only those people named.
  11. Members at large that have been approved by FASC to attend regional meetings and received funds, must submit a written report on the committee meeting they attended.
  12. GSRs or Alternate GSRs (in their absence), Subcommittee Chairs or Vice-Chairs (in their absence), and Executive Committee have a voice on the floor at Area after open forum. Executive committee members and subcommittee chairs have a voice on the floor at Area only on matters relating to the business of their office.
  13. For items not covered in the FASC Policy Package, refer to the Guide to Local Service (GTLS).
  14. Any position that requires a 2/3 majority vote of confidence needs to be voted on one month prior to nominations being taken for the position they would move into.
  15. All subcommittee and Executive Committee Flyers and all flyers to be posted on the FASC website must be approved by GSRs. All groups are welcome to have flyers reviewed for feedback by FASC.
  16. The Treasurer reports will not be accepted until the month following the giving of the report. Intent: That groups have time to review them.
  17. Groups must order literature at least one week prior to the FASC meeting.
  18. Groups must pay for literature upon receipt at the FASC meeting.

19. All business transactions with the Treasurer are to be conducted immediately during the FASC meeting except in an emergency, or unless otherwise specified in policy, such as in the case of an event where funds are to be returned to FASC within 48 hours.

## **GUIDELINES FOR AREA SERVICE INVENTORY**

“NA ought never be organized, but we may create service boards or committees directly responsible to those they serve.”

The Forest Area Service Committee exists to carry the message of recovery in accordance with the principles of this tradition. Service committees, like individuals, often vary in personality. Some grow and thrive, while others struggle to survive, and sometimes even fail. As individual members, we are advised to use our 4th Step as a tool of recovery. Similarly, a service inventory might help the FASC keep things on track. As individuals take their own inventories even when things are going well, an Area should also review itself periodically. An FASC service inventory, much like an individual inventory, should reflect both the strengths and weaknesses of its services and trusted servants, its growing pains, suggestions for improvement and its adherence to the 12 Traditions of NA. Emphasis should be given overall to how the FASC is performing its responsibilities to the Area it serves. This review might include some of the following questions. Generally, the inventory can be broken into 2 parts:

1. How did I, as a trusted servant, do in the performance of my duties?
  - F. Do I show up?
  - G. Do I know what I am supposed to do? If not, have I consulted the FASC Guidelines, the Temporary Working Guide to the Service Structures, or the person who held this position before me?
  - H. Do I do what I am supposed to do?
    1. Represent my group’s conscience?
    2. Keep my group (subcommittee, or the Area) informed about the Area, Region and World.
2. How did the FASC do in the performance of its functions?
  - a. As a representative of a meeting or subcommittee do I feel confident that the FASC will help my meeting or committee resolve any problems it may face?
  - b. Do the FASC subcommittees serve the needs of my meeting?
  - c. Is my group’s conscience being sought and heard when matters arise which affect my meeting or NA as a whole?
1. Does the FASC remember our 12th Tradition and do we “place principles before personalities?” We are a spiritual fellowship. The function of the FASC is to allow the message of recovery to be carried through the services we provide. When we respect each other, even though we might disagree, and adhere to the principles stated in each of our Traditions, we are a unified entity serving the Fellowship of NA within the Forest Area.

## **PARLIAMENTARY PROCEDURES AND RULES OF ORDER**

**MAIN MOTION:** A main motion is a motion whose introduction brings business before the FASC. Such a motion can only be made when no other motion is pending.

**AMENDMENTS:** An amendment is a motion to modify the wording and, within certain limits, the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in

some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

**MOTIONS TO TABLE:** A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, an intent is to be given. The motion to table is for:

- a. To get further information.
- b. More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up by the FASC by a motion to do so, or until the next FASC meeting when it will be brought up by the executive committee under old business. This motion is not intended to kill a main motion or suppress debate on it.

**MOTIONS TO REFER TO COMMITTEE:** When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the FASC to consider. Unless specified, the issue will be brought up at the next FASC meeting by the committee. Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there will be two pros and two cons on the original motion so as to obtain information to give directions to the committee.

**MOTIONS TO RECONSIDER:** A motion to reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous actions, or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions where an individual or minority were not pleased with the outcome, this motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next FASC meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

**UNANIMOUS CONSENT:** That is a method that allows the FASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on motion. If the Chairperson senses no opposition to a motion, he/she will state that the motion is carried out by unanimous consent unless there is an objection. If there is no objection to this the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

**WITHDRAW OR MODIFY:** A request to withdraw or modify may be made by the Maker of the original motion upon his/her acceptance of a suggestion from another member. After the motion is made, it belongs to the FASC as a whole and the maker must request the FASC's permission. The Chairperson treats this as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is an objection, the Chairperson automatically puts the request to a vote, which is not debatable.

**MOTION TO CALL THE VOTE:** A motion to call the vote must be seconded and allows for only one pro and one con. A 2/3 majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information, but rather to expedite the proceedings.

**POINT OF INFORMATION:** A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

**POINT OF ORDER:** When a member feels that the rules, policy or guidelines of the FASC are not being adhered to, he/she can make a “point of order” which in effect is asking the Chair to decide whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member’s remarks, but instead is to bring to the attention of the chair that a member feels that the proper procedure is not being followed.

**SUSPEND THE RULES:** A motion to suspend the rules is made when a member of The FASC would like to waive a certain FASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority.

**APPEAL THE DECISION OF THE CHAIR:** By electing the FASC Chair the FASC delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary procedure. Any two members have the right to appeal his/her decision on such a question. By one member making the appeal and another seconding it, the question is taken from the Chair and given to the FASC for the final decision. Debate will be limited to one pro by the maker of the motion, and one con by the Chairperson, limited to one minute each.

## **HOSPITALS AND INSTITUTIONS SUBCOMMITTEE POLICY**

### **1) Purpose and Function**

To carry the NA message, via presentations, to those addicts that cannot attend outside meetings, to conduct activities that promote the growth and strength of all H&I efforts, and to serve as an unaffiliated resource for facilities serving individuals with the disease of addiction.

### **2) Membership**

Chairperson, Vice-Chairperson, Secretary, H&I Panel Coordinator, H&I Presentation Coordinator, H&I Presentation Co-Coordinators, H&I Panel Members.

### **3) Qualifications and Responsibilities**

#### **Chairperson:**

- a. Elected by the FASC.
- b. 3 Years clean time.
- c. 6 months prior involvement in the H&I Subcommittee in the Forest Area.
- d. Demonstrates an example of recovery through the NA program.
- e. Has a basic understanding of the FASC Policies and Guidelines.
- f. Maintains order in H&I Subcommittee meetings.
- g. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.

- h. Attend all FASC meetings or have the H&I Subcommittee Vice Chairperson attend in his absence.
- i. Acts as a liaison between the H&I Subcommittee and the FASC.
- j. Maintains communication with the RSC H&I Subcommittee, via a written report, and attends the RSC H&I Subcommittee meeting whenever possible.
- k. Is responsible for submitting the annual budget, as recommended by the FASC H&I Subcommittee, to the FASC.

**Vice-Chairperson**

- a. Nominated and elected by the H&I Subcommittee.
- b. Two-year clean time requirement.
- c. 6 months prior involvement in the H&I Subcommittee in the Forest Area.
- d. Demonstrates an example of recovery through the NA program.
- e. Attends H&I presentations in the Forest Area.
- f. Fills in for the H&I Chairperson in their absence.
- g. Fills in for Presentation Coordinators in their absence.
- h. Orders, labels and distributes literature to the Presentation Coordinators, keeping an accurate record of all literature distributions.
- i. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.

**Secretary:**

- a. Nominated and elected by the H&I Subcommittee.
- b. Six months clean time requirement.
- c. Three months prior involvement with H&I in the Forest Area.
- d. An example of recovery through the NA program.
- e. Attends H&I presentations in the Forest Area.
- f. Takes accurate minutes at the subcommittee meetings.
- g. Maintains subcommittee minutes.
- h. Prepares copies of subcommittee minutes for distribution at the next H&I subcommittee meeting.
- i. Keeps an updated list of all H&I Panel members.
- j. Fills in for the H&I Subcommittee Vice-Chairperson if necessary.
- k. Prepares an agenda for the subcommittee meeting and distributes it at the meeting.
- l. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.

**Panel Coordinator:**

- a. Nominated and elected by the H&I Subcommittee.
- b. 1-year clean time requirement.
- c. 6 months prior involvement with H&I in the Forest Area.
- d. An example of recovery through the NA program.
- e. Attends H&I presentations in the Forest Area.
- f. Maintains a list of all contact people at each facility.
- g. Acts as a liaison between the H&I Subcommittee, Presentation Coordinators, and the facilities.
- h. Presents a written progress report at the H&I Subcommittee Meeting.
- i. Maintains communication and responds to all requests for H&I presentations in conjunction with the PI Subcommittee Chairperson.
- j. Keeps a current list of Presentation Coordinators, and keeps facilities informed of who will be coordinating the presentations.
- k. Attends presentations in the Forest Area.
- l. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.

**Presentation Coordinators/Co-Coordinator:**

- a. Nominated and elected by the H&I Subcommittee.
- b. 1-year clean time requirement.
- c. 6 months prior involvement with H&I in the Forest Area.
- d. An example of recovery through the NA program.
- e. Attends H&I presentations in the Forest Area.
- f. Good record of fulfilling service commitments.
- g. Prior to taking on the responsibilities of Presentation Coordinator, must attend 3 consecutive H&I presentations at the facility in which they will coordinate.
- h. Presentation Coordinators responsibilities include but are not limited to:
  1. Inviting Panel Members
  2. Review Do's and Don'ts with all Panel Members, Observers and guest speakers attending the presentation.
  3. Ensure that only H&I subcommittee approved guest speakers are utilized during speaker meetings.
  4. Present a written report monthly at the H&I Subcommittee meeting, concerning the presentations they coordinate.
  5. Submit a literature request for the facility they coordinate to the Vice-Chairperson one week prior to the monthly subcommittee meeting.
  6. Ensure a clear NA message is shared by panel members.
  7. Appoint someone to chair each presentation.

8. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.

#### **4) General Information**

A. All elected subcommittee members (Chairperson, Vice-Chairperson, Secretary, Panel Coordinator, Presentation Coordinator and Co-coordinator) can be removed from office by a 2/3 majority vote for 3 consecutive unexcused absences from the subcommittee meeting.

B. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.

C. Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any H&I subcommittee assignments.

D. No Narcotics Anonymous presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated member. This appointment must be acceptable to the facility being served.

E. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: a. the inmate or patient inside b. the working ability and privilege of the subcommittee to carry the message inside the facility. Of course, these members may participate on panels going to other facilities.

F. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital: nor with any judge, doctor, probation, or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program.

G. Length of time clean required by each facility is to be rigidly upheld by all H&I Presentation Coordinators.

H. Excessive use of profanity or the use of vulgarities in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I Subcommittee.

I. H&I Panel Members shall be responsible for their conduct in any facility, and they shall take responsibility for becoming informed in advance regarding the regulations of the facilities being served.

J. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message—our experience, strength, and hope. H&I Presentation Coordinators should try to get residents involved with the H&I presentation through reading materials.

K. The FASC H&I Subcommittee has no dress code, however Panel Members are requested to use common sense regarding dress; to present a positive appearance while representing NA at a facility.

L. There are times when a guest H&I Speaker who is not a member of the FASC H&I Panel would like to be utilized by a Presentation Coordinator. If possible that person should be approved in advance by the Subcommittee, but if that is not possible, please contact the H&I Chairperson prior to

the speaking engagement. A guest speaker must meet the clean time requirement of one year, be a Panel Member in his/her own Service Area and carry a "clear" NA message.

### **5) Agenda:**

- A. Serenity Prayer
- B. Traditions, Purpose, Concepts and Do's and Don'ts
- C. Distribute agenda and copies of previous meeting minutes.
- D. Approve last meeting minutes.
- E. Establish Voting Members (Quorum)
- F. Panel Coordinator Report
- G. Presentation Coordinator Reports
- H. Old Business
- I. New Business
- J. Vote in Panel Members
- K. Vote in Observers
- L. Close meeting with Serenity Prayer

### **6) Motions, Quorum, and Voting:**

- A. Motions can be made and seconded only by voting members of the H&I Subcommittee.
- B. A quorum must be present in order to conduct business that requires a vote. A quorum is defined as a simple majority of the number of members present at the last meeting (1 more than half the attendees.)
- C. Voting members are defined as: Chairperson, Vice-Chairperson, Secretary, H&I Panel Coordinator, H&I Presentation Coordinator(s), H&I Presentation Co-Coordinator(s), and H&I Panel Members.

### **7) Budget:**

- A. The budget is currently \$120.00 per month, and should cover general operating expenses such as:
  - a. Rent (currently paid by First Ocala home group as outlined in FASC policy)
  - b. Copies
  - c. Literature
  - d. Any other expenses approved by a majority vote.
- B. Annually, when possible, an H&I Awareness / Learning Day should be held to promote H&I growth and support.



## **8) Panel Members:**

A. Any member of NA that attends an H&I Subcommittee meeting may request to become a part of this body if they meet the following requirements:

- a. Has a minimum of 90 days clean time to become an Observer.
- b. Is working an NA program with an NA sponsor.
- c. Carries a “clear” NA message.
- d. Is voted in as an Observer by a majority vote of members present.

B. Any individual that has been voted in as an Observer, may upon completion of attending a minimum of two presentations in a thirty-day period, may request to be voted in as an H&I Panel Member, as long as they meet the above requirements in addition to having achieved a minimum of 4 months of clean time.

C. In order to be nominated to be voted in as an H&I Panel Member, an NA member must:

- a. Be present and express a willingness.
- b. Have 90 days consecutive clean time.
- c. Is working an NA program with an NA sponsor.
- d. Carry a “clear” NA message.
- e. Be elected by a majority vote of the members.

If individual is unable to attend H&I business meeting but has met all other requirements as outlined above for Observer and Panel member, individual may be voted in as both Observer and Panel member if he/she provides written statement of willingness and qualifications to be presented by H&I Chair/Secretary and H&I subcommittee meeting.

D. With due cause, any Panel Member can be removed from the H&I Panel by a 2/3 vote of the subcommittee. That Panel Member must be notified by the H&I Subcommittee Chairperson prior to the vote for removal, when possible if they are still in recovery.

E. All Panel members must receive a copy of the “FASC H&I Guidelines” and the “H&I Do’s and Don’ts” before attending any H&I presentation.

## **9) Additional Guidelines:**

A. It requires a 2/3 vote to amend these guidelines.

B. The WSC H&I Handbook serves as a guide for anything that is not addressed in these guidelines.

## **ACTIVITIES SUBCOMMITTEE GUIDELINES**

### **I. Purpose**

The primary purpose of the Activities Subcommittee is to promote unity and fellowship for the Forest Area of Narcotics Anonymous. The Activity Subcommittee is responsible for organizing and hosting such events as dances, picnics, campouts, etc., in a recovery-oriented atmosphere.

## **II. Composition of the Subcommittee**

A. This Subcommittee will consist of members of Narcotics Anonymous who have a willingness to serve and meet certain requirements.

B. The organization of the Subcommittee will be as follows:

1. Subcommittee Officers

- a. Chair
- b. Vice – Chair
- c. Secretary

2. General Members

## **III. Qualifications for Membership**

A. Have a willingness to serve.

B. Be a member of Narcotics Anonymous.

## **IV. Qualifications for Officers**

### **Chair**

A. A minimum clean time requirement of 2 years.

B. The time and resources necessary to complete these duties.

C. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.

D. Previous experience as a working member of the Activities Subcommittee.

### **Vice-Chair**

A. A minimum clean time requirement of six months.

B. Previous experience as a working member of the Activities Subcommittee.

C. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.

### **Secretary**

1. A minimum clean time requirement of six months.

2. Previous experience as a working member of the Activities Subcommittee

## **V. Qualifications for General Members**

General membership shall consist of any member expressing the desire to make a commitment to work with this Subcommittee with at least 1 day clean.

## **VI. Responsibilities of Positions**

### **A. Chair**

1. To arrange times and agendas for and preside over all Subcommittee meetings.
2. Ultimately responsible for the functioning of this Subcommittee at monthly Area Service meetings.
3. Responsible for the handling and accounting of any funds given to or generated by this Subcommittee.

#### **B. Vice-Chair**

1. Assist the Chair as necessary.
2. In the absence of the Chair, will perform all duties of the Chair.
3. Works closely with the Chair and becomes familiar with aspects of the chairperson's responsibilities.

#### **C. Secretary**

1. To record accurate minutes and attendance at each Subcommittee meeting.
2. Records minutes of sub-committee and maintains archive of minute and related material.
3. Keeps the current record of all sub-committee members.
4. Keeps records/contact info of all venues used for events.

#### **D. Qualifications for General Members**

1. To provide input and assistance to the Subcommittee

### **VII. Agenda for Meetings**

- A. Opening Prayer
- B. Reading of the 12 Traditions, 12 Concepts & Purpose
- C. Establish voting members and record attendance.
- D. Reading of previous meeting minutes
- E. Chair Report
- F. Old Business
- G. New Business
- H. Closing Prayer

### **VIII. Motions, Voting Members, and Voting Procedure**

#### **A. Motions**

1. Motions under the category of Old Business may be brought to the Floor by the Chair
2. Motions may be brought to the Floor by any Voting Member as a part of New Business

#### **B. Voting Members**

1. A Voting Member is defined as a person who has attended two consecutive Subcommittee meetings.

a. Voting privileges will be forfeited if a member misses two consecutive Subcommittee meetings.

b. Voting privileges can be re-established as stated in VIII.B.1.

### **C. Voting Procedures**

1. A simple majority of the Voting Members is required to pass a motion.

2. The Chair will exercise the right to vote only in the event of a tie.

3. A quorum of at least three Voting Members must be present to vote on a motion.

### **IX. Statement of Policy**

A. Subcommittee events shall be planned two months in advance.

1. Flyers of upcoming events will be distributed to Area meetings in a timely manner.

B. In the spirit of cooperation, flyers will be sent to surrounding areas.

## **HELPLINE SUBCOMMITTEE GUIDELINES**

### **Our Primary Purpose**

Our primary purpose is to stay clean, and to carry the message of recovery to the addict who still suffers. By far, the best way to make ourselves available to those who need help, is to provide a "HELP LINE" phone service. Someone can call and talk anonymously to a recovering addict. The phone number is listed as Narcotics Anonymous in the telephone directory and serves that purpose. The suffering addict can call this number without fear, get meeting times and location, and receive information about NA.

### **Our Vision**

Our vision is to ensure that each member of the Phone Line Subcommittee of the Forest Area has the information needed to be confident and concise in the Narcotics Anonymous message that they carry to those via 352-368-6061. We hope by offering each member of the Subcommittee this information, we, as a subcommittee, will better perform the task given to us by the Forest Area.

### **Our Mission**

The mission of the Phone Line Subcommittee is to direct the potential newcomer to a meeting or direct questions about our fellowship to the appropriate subcommittee(s). We will help each individual member to better understand the Traditions of NA, and how to interact with people that may or may not be seeking recovery from the disease of addiction. We will present the Do's and Don'ts of the Phone line interaction, which will help to protect the members and the image of Narcotics Anonymous. We hope to do this in a clear and concise message, indicative of recovery on Narcotics Anonymous.

### **1. Definition and Purpose of the Subcommittee:**

- The Forest Area Phone Line Subcommittee (hereinafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous, existing for the express purpose of directing the potential addict to an NA meeting or directing questions about our fellowship to the appropriate subcommittee(s).
- The response and attitude of the volunteer(s) can have a lasting impression on the caller.
- As a Subcommittee of the Forest Area Service Committee (FASC), we shall maintain effective communication and cooperation with the FASC. Meetings are open to all members of the NA fellowship.

## **2. Functions of the Subcommittee:**

- To hold regularly scheduled monthly business meetings.
- To communicate and disburse all information to and from Phone Line volunteers.
- To provide representation and participation in the FASC.
- To coordinate, recruit and develop the training of Phone Line volunteers.
- To update the information line on an as-needed basis.
- To educate the fellowship at large and train Subcommittee members.
- To maintain an archive of all correspondence.

## **3. Structure of Elected Positions:**

- The Elected Positions of the Subcommittee shall consist of a Chair, Vice-Chair, and Secretary. All positions, except for the Chair, who is elected by the FASC, are elected by consensus of the Subcommittee.
- All terms of office are one year with eligibility for a second term of one year for any elected position, followed by two years of ineligibility for that position.
- If an elected committee member becomes unable to fulfill the duties of that position, a successor shall be suggested by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chair be unable to fulfill the duties of that position, the Vice-Chair will automatically assume the position of the chairperson until the next FASC meeting where a new Chair will be elected or appointed.

## **4. Qualifications and Duties of Committee Members:**

All volunteers are required to attend regular monthly Phone Line Subcommittee meetings. Volunteers should have a minimum of one-year clean time and are directly responsible to the Phone Line Chair. Volunteers are responsible for staying in close communication with the Phone Line to make sure the flow of information is current and current.

**Chair:** elected by the FASC – see FASC requirements and responsibilities in FASC guidelines.

- A. Responsibilities to the subcommittee include:
- B. Presides at Subcommittee meetings.
- C. Prepares an agenda for each meeting.
- D. Maintains order at the meeting.

- E. Provides representation of the subcommittee at the monthly FASC meeting and supplies a report to the FASC.
- F. Attends volunteer training when applicable to observe and assist in carrying the message and training of volunteers.
- G. Creates an annual and quarterly Subcommittee budget to be submitted to the FASC. Coordinates the rotation of the times slots with appropriate members.
- H. Two years clean time required for this position.
- I. One-year previous FASC experience.
- J. A working knowledge of the Twelve Steps, Twelve Traditions of Narcotics Anonymous, Twelve Concepts, A Guide to local service, and a knowledge of the Forest Area Service Policy.

**Vice-Chair:**

- A. Assumes the duties of the Chair in case of Chair's absence.
- B. If the office of the Chair should become vacant, the Vice-Chair assumes the duties until a Chair is elected or appointed by the FASC.
- C. Works closely with the Chair to become familiar with all aspects of the Chair's responsibilities.
- D. Schedules and maintains list(s) of all active phone-line volunteers, coordinates all back-up volunteers.
- E. Collects Phone Line volunteer logs.
- F. Maintains volunteer morale (through thank-you notes, bi-annual parties – see WSO phone-line guide, etc.).
- G. Keeps current list of outside contacts and referral numbers.

**Secretary:**

- A. Records minutes of all meetings of the Subcommittee and maintains archives of prior meeting minutes and related materials.
- B. Copies and distributes minutes from Subcommittee meetings.'
- C. Keeps current records of all Subcommittee members including address, phone numbers, and email addresses.
- D. Receives Phone Line logs for archives and coordinates with the Vice Chair.

**Phone Volunteers:**

- A. Requires completion of Phone-Line training.
- B. Follows the dos and don'ts of the Subcommittee.
- C. Attends monthly Subcommittee meetings to be up to date on everything going on.
- D. Reports any problems to the Chair or Vice-Chair.
- E. Phone is made available during your entire shift.
- F. Notify Chair or Vice-Chair if unable to attend Subcommittee meeting.

**Removal from office**

- A. No call/no show for two consecutive months in a row at the Subcommittee meeting.
- B. Failure to take calls as they come in - this will result in automatic removal from shift and then this becomes the responsibility of the Chair or Vice-Chair.
- C. Violations of Traditions will be dealt with as a matter of principle rather than against the individual and then presented to the Subcommittee for a decision.

**Voting Policy for Subcommittee:**

- A. Anyone can vote after attending two consecutive Subcommittee meetings in a row. Voting privileges are not lost due to missing Subcommittee meetings.
- B. Normal Business Meetings
- C. Quorum: Minimum of three voting members (Regular business cannot be conducted without quorum without any voting or making any changes).
- D. Majority = Simple Majority
- E. Changing Policy:
  - o Quorum 75% of all voting members (All changes must be taken to the FASC). Majority=2/3 of the vote

**Forest Area Public Relations Sub-Committee Guidelines 2023**

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government. (12th Concept for NA Service)

**PURPOSE OF THE PUBLIC RELATIONS SERVICE SUB-COMMITTEE**

This selection defines our purpose-the reason we exist. Our purpose is based on NA's 5th Tradition, "Each group has but one primary purpose-to carry the message to the addict who still suffers," and the 12th step, "we tried to carry the message to the addict who still suffers." Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery-that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. The Forest Area Public Relations Subcommittee is the working body for our combined group service efforts, and it is directly accountable to the FASC and the groups it represents in its actions. "The final responsibility and authority for NA Services rests with the NA Groups." (2nd Concept)

1. Our public relations sub-committee's purpose is to effectively communicate and demonstrate Narcotics Anonymous ability to help addicts stop using drugs, lose the desire to use and find a new way to live. The sub-committee will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.
2. The name of this sub-committee shall be the Forest Area Public Relations Sub-committee of Narcotics Anonymous, hereafter referred to as the PR.
3. The PR is a standing sub-sub-committee of the Forest Area Service Sub-committee.
4. The PR shall comply in all its actions with the following documents in order of priority as listed below:
  - a) The Twelve Traditions, Concepts and Steps of Narcotics Anonymous
  - b) The current guidelines of the Area Service Sub-committee
  - c) The current guidelines of the PR
  - d) A Guide to Local Services in NA, and NAWs approved service handbooks.

## PUBLIC RELATIONS SUB-COMMITTEE MEETINGS & MEMBERSHIP

The PR meeting is a source for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers, and improve NA's reputation as an available program of recovery in our community. It is also an opportunity for any sub-committee member to receive information on public relations related issues they would like guidance on, and for our sub-committee members to report on the effectiveness as well as any needs they must

1. continue and improve the services we currently provide. Any Narcotics Anonymous member or interested person may attend the PR meeting.
2. Any NA member will become a member by attending 2 PR meetings in a row and one PR orientation in the past two years or attend an upcoming orientation/training day. After missing three consecutive PR meetings, you may or will be removed from your position.

## DECISION MAKING

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group's conscience (2nd Tradition.) If we cannot reach a consensus, we utilize a simplified version of Robert's Rules of Orders as printed in A Guide to Local Services in NA, to reach our decision. One of the reasons we try to achieve consensus is it ensures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the PR. The reason all sub-committee members can vote is the 7th concept, which states, "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."

1. Business meetings shall be held at least once monthly, at a time and place designated by the membership. No business meeting shall last for more than one and a half hours, except when a decision to extend this time limit is made by the members present.
2. Any member, except for the chair, is eligible to vote at business meetings.
3. Any member can make or second a motion.
4. Any, member may propose an amendment to those guidelines, however all PR guideline changes are made by the FASC.
5. All sub-committee members have one vote regardless of the number of positions held.

## ELECTIONS

In our election process we use the 4th concept, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted



servants.” We trust that our sub-committee’s group conscience will select the coordinators and officers best suited to fulfill the responsibilities of the positions.

1. Elections of all officers and coordinators other than chairperson shall be held annually.
2. The chairperson is elected by the FASC, however the sub-committee is encouraged to submit a recommendation for the chairperson to the FASC for consideration.
3. All terms of service of offices and coordinators are one year. In the event a member cannot complete his/her term of service, the chairperson shall appoint someone to fill the vacancy until the next regularly scheduled election. Terms begin at end of the meeting where the election was held.
4. The officers of the PR are the Chairperson, Vice-Chairperson, Secretary and Alternate Secretary. They shall perform their duties as described in these guidelines and in their approved service handbooks.
5. No member of the sub-committee can serve in more than one elected officer position simultaneously.
6. During elections of PR, trusted servants, the nominees, shall leave the room following all discussions and prior to voting
7. Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.
8. A PR trusted servant may be removed from their position for non-compliance only after the person has been notified by either letter or phone call from the PR chairperson or designee stating the concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a motion to be removed from position is present, and can address the concerns raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes but is not limited to:
  - a. Loss of abstinence to drugs
  - b. Failing to perform duties of their position.
  - c. Three consecutively missed PR meetings.

### SPECIAL RULES

From time to time the PR will make special rules to assist in carrying out its projects. Those that are permanent are recorded in this section of the guidelines.

Only NA approved literature will be used in PR projects, meetings, presentations, etc.

1. Any member of the PR sub-committee is automatically disqualified from further PR activity upon relapse but may again become eligible when he or she can conform to the requirements in these guidelines.
2. Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any PR sub-committee assignments.
3. No Narcotics Anonymous meeting regularly conducted under the auspices of the PR sub-committee shall be held in any facility except when directly supervised by the PR sub-committee or its delegated leader. This appointment must be acceptable to the facility being served.
- 4 Any NA member who is involved with a given facility on a professional or volunteer basis shall not participate in the panels serving the addicts in that facility. This is intended to avoid

possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the sub-committee to carry the message inside the facility.

- 5 For these same reasons, no PR member will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor, and probation or parole officer. Further, PR members will not make any comments or promises regarding employment, parole, probation, or medical problems.

We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.

6. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the PR sub-committee.
7. PR panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served. Always remember we are GUESTS of the facility and, therefore, MUST comply with their wishes.
8. It shall be the responsibility of the panel leader to ensure that all people attending any PR meeting/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES and PROCEDURES. These GUIDELINES and PROCEDURES are submitted for the guidance of the PR membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in hospitals and institutions.
9. Any unusual situations that might arise should be discussed with the facility coordinator of that facility and elected officers of PR (when no Facility Coordinator has been elected) who, in turn, will take steps to get clarification from the facility authorities. Individual members of PR should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. This is the responsibility and duty of the facility coordinator. Adherence to these guidelines will minimize confusion and misunderstanding within the PR membership itself, and with the facilities we serve.
10. Failure to comply with any facility's regulations could result in the cancellation of the PR meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember, your actions reflect not only on yourself, but on NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of the PR.
11. Dress Code- Remember that you are representing the fellowship of Narcotics Anonymous and may be the first contact that the resident has with us.
  - a. Do not wear revealing clothing. No halter tops, No shorts, No tank tops or very tight clothes.
  - b. No open toed shoes or sandals.
  - c. No excessive jewelry.
  - d. No advertising logos on clothing. NA approved Logos are allowed.

**ALL OF THE FOREGOING SHALL BE REVIEWED WITH ANY SPEAKER BEING TAKEN TO ANY PR MEETING/PRESENTATION.**

#### TRUSTED SERVANTS

“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.” (2nd Tradition) Being of service to the fellowship of NA is recognized as a valuable tool for addicts seeking recovery.

This section lists many of the basic responsibilities for those members who serve as a PR trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd concept) Once we select them, we trust our trusted servants.

## **CHAIRPERSON**

- A. Coordinates all PR efforts.
- B. Presides at all regular, and special sub-committee meetings.
- C. Makes regular report to FASC on the status of all proposed, current or completed plans.
- D. Represents the PR at the regular meeting of the FASC.
- E. If an elected officer or coordinator position is vacant, ensures the duties of that position until position is filled.
- F. Clean time requirement of 2 years.
- G. Familiarity with all public relations related NAWS approved handbooks.
- H. Facilitate or appoint someone to facilitate PR Sub-committee Orientation.
- I. Previous PR service experience.
- J. Familiarity with the Public Relations Handbook.
- K. One-year commitment.
- L. Assist with all other PR sub-committee needs.

## **VICE CHAIRPERSON**

- A. In absence of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the FASC has an election for that position.
- B. Works closely with the chairperson.
- C. Attends all regular meetings of PR.
- D. In absence of an elected officer, chairperson, or coordinator, assists chairperson in ensuring the duties of that position are fulfilled.
- E. Clean time requirement of 1 year.
- F. Familiarity with all public relations related NAWS approved handbooks and PR handbook.
- G. Assists with PR Sub-committee Orientation.
- H. Previous PR service experience.
- I. 2-year commitment, 1-year vice-chair, and then 1-year PR chair if elected by FASC.
- J. Assists with all other PR sub-committee needs.

## **SECRETARY**

- A. Keeps a complete record in the form of minutes of every PR meeting, including attendance records.
- B. Sends letters or makes calls to sub-committee members about PR business.
- C. Prepares written sub-committee correspondence.
- D. Maintains files of all PR plans, minutes and correspondence.
- E. Clean time requirement of 1 year.
- F. Maintains records of name and contact information for all PR members and orientees.
- G. Familiarity with all PR related NAWS approved handbooks including PR handbooks.
- H. One-year commitment.
- I. Assists with all other PR sub-committee needs.

## **PUBLIC RELATIONS VOLUNTEERS**

- A. Helps distribute literature.

- B. Familiarity with the “Do’s and Don’ts” of PR.
- C. Assist all sub-committee members and coordinators who need assistance.
- D. Assists with all other PR sub-committee needs.

### PUBLIC RELATIONS BUDGET

The budget for the helpline is reviewed and assessed by the PR sub-committee once each year. It is important to remember “Every NA group should be self-supporting, declining outside contributions.” (7th tradition)

- a. The PR budget should be used for various reasons including but not limited to:
  - A. Used to pay for meeting space rent.
- b. The PR budget will provide for literature orders as they pertain to PR business:
  - A. Public Information
  - B. Community Events
  - C. PSA’s
  - D. Miscellaneous Literature Supplies (i.e. Literature Racks, Rubber Stamps, Paper, etc.)

**The combined PR and Helpline Total monthly budget is \$90 dollars. Public Relations Planning Submission form will be submitted to the FASC and to be used for special events that require extra funds.**

### Public Relations Sub-Committee Meeting Format

- Open with prayer – Serenity Prayer.
- Read 12 Concepts of NA and the Service Prayer.
- Welcome everyone and introduce PR members.
- OLD BUSINESS
- NEW BUSINESS
- ORIENTATION FOR NEW MEMBERS
  1. Distribute PR policy.
  2. Introduce PR handbook and distribute Chapter 2 “Core Principles & Philosophies’ Handout.”
  3. Five minutes for each elected member and coordinator to describe their role in the PR.
  4. Time for a special speaker, if needed, for 20 minutes to talk about PR Sub-committee
  5. Distribute current PR sub-committee Contact Sheet and ask for new members to sign up.
  6. Ask for any questions from those in attendance.
  7. Mock Presentations (guided by PR handbook)
- Close with prayer of choice (i.e. Serenity Prayer or 3rd Step Prayer)

**Forest Area PR Plan Submission Form**

Name of plan: \_\_\_\_\_

Is this plan one time or recurring? \_\_\_\_\_ If recurring, how frequent? \_\_\_\_\_

Describe plan:

NA member responsible to communicate with public contact:

Public contact name and phone:

Did public contact request this plan from NA? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Is ongoing contact necessary or recommended? \_\_\_\_\_ If yes, how frequently and for what purpose?

\_\_\_\_\_  
\_\_\_\_\_

What human resources are needed? (for example, how many people are needed? How often are they needed? Are there clean-time or orientation requirements? Are any special skills, abilities or experience needed?) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is NA literature needed? \_\_\_\_\_ If so, what:

Lit. Cost: \_\_\_\_\_

Are there specific project resources other than literature (such as a meeting room or microphone) needed? If so, what are they and what are the financial costs?

\_\_\_\_\_  
\_\_\_\_\_

Does the public contact or facility have any special rules or conditions for this plan?

\_\_\_\_\_  
\_\_\_\_\_

Does the plan adhere to NA's traditions and concepts? \_\_\_\_\_

How does this project specifically fulfill NA's primary purpose? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is any special research or planning needed to implement this plan? \_\_\_\_\_ If so, what?

\_\_\_\_\_  
\_\_\_\_\_

Are there any special considerations of dress or language which will help our message be better received?

\_\_\_\_\_  
\_\_\_\_\_

Should this plan be referred to the Area and/or Groups for their approval? \_\_\_\_\_

Total approximate cost: \$ \_\_\_\_\_

General items cost includes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **Spiritual Retreat Subcommittee Guidelines**

### **I. Purpose**

The primary purpose of the Spiritual Retreat Subcommittee is to promote fellowship, unity and spirituality for the Forest Area of Narcotics Anonymous. The Spiritual Retreat Subcommittee is responsible for organizing and hosting fundraisers as well as the Forest Area Spiritual Retreat.

### **II. Composition of the Subcommittee**

- A. This subcommittee will consist of members of Narcotics Anonymous who have the willingness to serve and who meet certain requirements.
- B. The organization of the subcommittee will be as follows:
  - 1. Subcommittee officers
    - A. Chair
    - B. Vice-Chair
    - C. Treasurer
    - D. Liaison
    - E. Registration
    - F. Secretary
    - G. Merchandise
    - H. Web
  - 2. General Members

### **III. Qualifications for Membership**

- A. In all cases members shall:
  - 1. Have a willingness to serve.
  - 2. Be a member of Narcotics Anonymous

### **IV. Qualifications for Officers**

- A. Chair
  - 1. A minimum clean time of two years.
  - 2. The time and resources necessary to complete these duties.
  - 3. A knowledge of the 12 Traditions of Narcotics Anonymous and the service structure.
  - 4. Previous experience as a working member of the Spiritual Retreat Subcommittee.
  
- B. Vice-Chair
  - 1. A minimum clean time requirement of six months.
  - 2. Previous experience as a working member of the Spiritual Retreat Subcommittee
- C. Treasurer
  - 1. A minimum clean time requirement of two years.
  - 2. Previous experience with service on a service committee in Narcotics Anonymous.
- D. Liaison
  - 1. A minimum clean time requirement of six months.
- E. Registration

1. A minimum clean time requirement of one year.
2. Previous experience with service on a service committee in Narcotics Anonymous.

F. Secretary

1. A minimum clean time requirement of six months.

G. Merchandise

1. A minimum clean time requirement one year.

H. Web

1. A minimum clean time requirement of 60 days.

**V. Qualifications for General Members**

- A. General membership shall consist of any member expressing the desire to make a commitment to work with this subcommittee.

**VI. Responsibilities of Positions**

A. Chair

1. Arranges times and agendas for and presides over all subcommittee meetings.
2. Ultimately responsible for the functioning of this subcommittee at monthly Area service meetings.

B. Vice-Chair

1. Assist the Chair as necessary
2. In the absence of the Chair, will perform the duties of the Chair.

C. Treasurer

1. Responsible for the handling and accounting of any funds given to or generated by this subcommittee.

D. Liaison

1. Coordinates and communicates with outside facilities to achieve best utilization of resources and services.

E. Registration

1. Keeps organized records of names signed up for event.

F. Secretary

1. Records accurate minutes and attendance each Spiritual Retreat Subcommittee meeting.
2. Maintains all records of the subcommittee.

G. Merchandise

1. Researches and communicates with retailers.

H. Web

1. Maintains Spiritual Retreat web.

## **VII. Agenda for Meeting**

- A. Open with the Narcotics Anonymous Service Prayer
- B. Reading of the Concept of the month
- C. Record attendance
- D. Reading of previous meeting minutes
- E. Treasurer's Report
- F. Old business
- G. New business

## **VIII. Statements of Policy**

- A. Flyers of upcoming events will be distributed to Area meetings in a timely manner.
- B. Financially, we are fully self-supporting, meaning we will not be requesting any funds from Area, but we will be fully transparent by providing monthly spreadsheets to Area.

## **INTERNET TECHNOLOGIES COORDINATOR GUIDELINES**

### **Purpose**

The purpose of this Coordinator is to maintain the Forest Area Web page. It is the responsibility of this Coordinator to update the page regularly. It is the hope of this Coordinator to foster unity in the form of communication by allowing addicts the ability to find meetings anywhere in the Forest Area. To carry meeting information to addicts still suffering and to our current members.

### **Function**

A Web page is a method of tying together/fostering unity and participation and disseminating information throughout the intended Area/Region and the Fellowship at large. Trying to Micromanage a web page through P.I glasses seems far too limiting for the expanding tool that they are becoming. An NA web page carries the message both within and outside the fellowship and should be managed and guided accordingly.

### **Online Guidelines**

The Forest Area web site will attempt to make online information available to the largest amount of people possible. Information will be placed in accounts or web pages under the name of the Forest Area Service Committee, and not under the name of individual members. The Web Page Sub-Committee will not publish NA member's personal contact information on the Forest Area Web Page. This is to include phone numbers, postal and email address, and where possible last names shall be omitted.

### **Duties and Responsibilities**

1. To ensure that all inquiries are directed toward the Appropriate Area or sub-committee.
2. To maintain a close working relationship with all other Boards and committees.



3. Coordinate updating of web page on a monthly basis.
4. To follow and adhere to the FASC guidelines as was adopted.
5. To respond to all requests for information in a timely manner with the most effective means available.
6. To submit a budget for approval at the January FASC that includes actual expenses for the past 12 months.
7. To provide the FASC Secretary with log-in information, passwords etc. for the website each time they have changed.

### **Qualifications**

1. 2 years clean time.
2. Working knowledge of the Traditions, Concepts, Steps, and the FIPT (Fellowship Intellectual Property Trust) and copyright laws.
3. Accountable to the FASC.
4. Maintain and update the Pages on a Monthly basis.
5. Working knowledge of the Internet and the WWW (World Wide Web).
6. Working knowledge of HTML (Hyper Text Markup Language).
7. Internet connection and e-mail

### **Policy Subcommittee Guidelines**

The policy committee is responsible for maintaining a regular updated version of FASC policy. The Policy committee will clearly explain the reasons for recommending or not recommending a motion (based solely on Twelve Traditions, Twelve Concepts & Twelve Steps). When updating the Area policy package, include all Area subcommittee guidelines & budget policy. Maintain updates on a month-to-month basis.

### **Policy summary:**

Discusses changes to Area policies and makes recommendations to the FASC on new motions. This is the body responsible for reviewing motions that may or may not conflict with our traditions and/or concepts.

### **POLICY**

1. The Policy Subcommittee has two major purposes.
  - A. To handle revisions of Policy guidelines.

i. Works with Group Services Representatives, Area Officers and Subcommittees Chairpersons to ensure new motions are consistent with existing policy.

ii. It takes a TWO/THIRDS majority vote to change Policy.

B. To be an open forum to discuss Area problems relating to group-to-group relationships and FASC to group relationships. It is the responsibility of this subcommittee to deal with these in accordance with the Twelve Traditions of NA and Twelve Concepts of Service.

2. The Policy Chairperson shall be responsible for updating addendums to the policy guidelines each month, providing the secretary and web servant with the previous month's changes.

A. In the event of a vacancy in the Policy Chairperson and Policy Vice Chair position, the Vice Chair of the Area shall assume the responsibility of the Policy Chairperson.

#### **CHAIRPERSON QUALIFICATIONS:**

1. A willingness and desire to serve.
2. Active for at least one year in the Forest Area NA Service structure.
3. Working knowledge of the Twelve Steps, the Twelve Traditions, Concepts for NA Service, and Guide to Local Services.
4. Two years abstinence from all drugs.
5. Leadership ability
6. Ability to organize.
7. Ability to communicate effectively.
8. Has a NA Sponsor
9. Minimum 6 months active as a member of FASC Policy Committee

#### **VICE-CHAIR QUALIFICATIONS:**

1. A willingness and desire to serve.
2. Active for at least six months in the Forest Area NA Service structure.
3. Working knowledge of the Twelve Steps, the Twelve Traditions, Concepts for NA Service, and Guide to Local Services.
4. A minimum of six months abstinence from all drugs (preferably one year).
5. Strong leadership, communications and organizational skills.
6. Has a NA Sponsor