

Recovery Coast Area Narcotics Anonymous Policy Guide



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Table of Contents

Description	Article	Page
RCANA Policy Title Page		1
Table of Contents		2
12 Traditions of NA		3
12 Concepts of NA		4
Name/Area/Purpose	I/II/III/3.0	5
Decorum Statement	III/3.1	5
Conducting business	IV/4.0	5
Holidays	IV/4.0	6
Participants	V/5.0	6
Voting Requirements	V/5.1	6
Group inclusion requirements	V/5.4	6
Observers	VI/6.0	6
Voting Procedures	VII	6
Quorum	VII/7.0	6
Business without quorum	VII/7.0	6
Who can make motions	VII/7.1	7
Elections	VIII	7
Removal of Officers	IX	10
Duties of officers	X	10
Chair	X/10.1	10
Vice Chair	X/10.2	10
Secretary	X/10.03	11
Alt. Secretary	X/10.4	11
Treasurer	X/10.5	11-12
Alt. Treasurer	X/10.6	12
RCM	X/10.7	12-13
Literature Distributor	X/10.8	13
Alt. Literature Distributor	X/10.8 B	13
Duties of Outgoing Admin.	X/10.10	14
ASC Meetings	XI	14
Standing Subcommittees	XII	14-15
Ad Hoc Committees	XIII	15
Prudent Reserve	XIV	15
Fund Flow	XIV/14.0	15-16
Amendments to Policy	XV	16
Starter Kits	XVI	16
ASC Format		17
Phone line/PR Guidelines		18-25
Policy Guidelines		26-28
H & I Guidelines		29-37
Activity Guidelines		38-40

Twelve Traditions of Narcotics Anonymous

- 1. Our common welfare should come first; personal recovery depends on NA unity.**
- 2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.**
- 3. The only requirement for membership is a desire to stop using.**
- 4. Each group should be autonomous except in matters affecting other groups or NA as a whole.**
- 5. Each group has but one primary purpose—to carry the message to the addict who still suffers.**
- 6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.**
- 7. Every NA group ought to be fully self-supporting, declining outside contributions.**
- 8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.**
- 9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.**
- 10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.**
- 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.**
- 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.**

Twelve Concepts for NA Service

- 1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.**
- 2. The final responsibility and authority for NA services rests with the NA groups.**
- 3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.**
- 4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.**
- 5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.**
- 6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.**
- 7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.**
- 8. Our service structure depends on the integrity and effectiveness of our communications.**
- 9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.**
- 10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.**
- 11. NA funds are to be used to further our primary purpose, and must be managed responsibly.**
- 12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.**

ARTICLE I

Name

1.0 The name of this committee shall be *The Recovery Coast Area Service Committee of Narcotics Anonymous*. (RCASCNA)

ARTICLE II

Area

2.0 The service area shall include the geographical area known as *Western Pasco County, Florida*.

ARTICLE III

Purpose

3.0 The purpose of this committee shall be to administer and coordinate the activities common to the welfare of Narcotics Anonymous groups within the boundaries of the Recovery Coast service area, and to support the needs of these groups and the Florida Regional Service Committee of Narcotics Anonymous and to foster unity.

Decorum Statement

3.1 Meetings will be conducted according to the rules of order, adopted from 'Roberts Rules of Order'. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum amount of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative respectful way in the spirit of our Twelve Concepts. Please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

ARTICLE IV

Conducting Business

4.0 The Guide to Local Service will be used for normal business. The guidelines set forth supersede any rules therein. For clarification, the material will be used in the following order:

- A. 12 Traditions
- B. 12 Concepts
- C. RCANA Policy Guide
- D. The Guide to Local Service

Any ASC that falls on a Holiday will automatically be changed to the Sunday before so as not to conflict with FRSC and the subcommittees shall meet on the last Sunday of the previous month. Any subcommittee that falls on a holiday will automatically be changed to the Sunday before. Area will stay at its normal week.

All approved budgets are part of the Recovery Coast Area Policy and will be included therein. All ASC Subcommittee and ASC meetings are non-smoking meetings.

ARTICLE V

Participants

5.0 The RCASCNA shall consist of voting and non-voting members.

5.1 The voting members of the committee shall be the Group Service Representative (GSR) or the Alternate GSR in their absence or a Home Group member acting as GSR by request of the Group. The Chairperson may vote for the purpose of resolving a tie.

5.2 The non-voting members of this committee shall be the Chairperson (except as provided in Article 5, Section 5.1).

5.3 A Group shall attend two (2) consecutive ASC meetings before it will be considered a voting participant of the ASC.

5.4 A Group shall attend two (2) consecutive ASC meetings before it will be included on the Area Meeting List. If a group is not represented for four (4) consecutive ASC's, the group will become non-voting members of the ASC. The Group will be visited by two members of the ASC to make sure the meeting is still viable. If it is, it will remain on the Recovery Coast Meeting List. Otherwise, it will be removed. A Group can then be reinstated to voting status by sending a representative to two (2) consecutive ASC meetings.

ARTICLE VI

Observers

6.0 Narcotics Anonymous members not addressed elsewhere in these guidelines shall be identified as observers. NA members/observers shall have the right to request the floor. The Chairperson has the exclusive right to grant or deny such a request. The Chairperson's decision is subject to appeal and may be overturned by a simple majority of members.

ARTICLE VII

Voting Procedures

7.0 A quorum is established when a majority (one over half) of the groups recognized by the RCASCNA have a GSR or Alternate GSR present. If quorum is not established, only the following business may be conducted:

- A. Collection of donations
- B. Disbursements of customary administrative expenses
- C. Acceptance of reports

7.1 The following people may make motions:

- A. GSR or their representative
- B. Subcommittee Chairpersons when motion pertains to their subcommittee
- C. Officers of the ASC, except the Chairperson (or their alternates in their absence) when the motion pertains to their office.

7.2 Absolute majority is defined as a majority (over one half) of the GSR's (or Alternate GSR's in their absence) present voting affirmative.

7.3 Policy motions will need 2/3rd majority of the GSR's (or Alternate GSR's in their absence) present voting affirmative.

ARTICLE VIII

Elections

8.0 Yearly elections for ASC positions shall be in JULY

8.1 Nominations for all positions will be accepted at the May and June ASC meeting and forwarded to groups to be voted on after June ASC. All members nominated for an ASC position must be present at the time of nomination and election. In case of a family, personal or medical emergency; (i.e. Death, motor vehicle accident, surgery), a written letter of explanation and qualifications can be given by a representative.

8.2 Volunteers for vacant positions will be accepted one (1) meeting prior to elections.

8.3 Any vacant ASC position can be filled at any time during the year provided nominate members are present at the time of the nomination.

8.4 Nominees will complete a RCANA Election form to be included in the minutes when their nomination is accepted.

ARTICLE IX

Removal of Officers

9.0 A service member may be removed from their position for noncompliance. A 2/3rd vote is required for removal. Noncompliance includes but is not limited to:

- A. Loss of abstinence
- B. Non-fulfillment of the duties of the position
- C. Miss two (2) consecutive meetings of the ASC without prior notification to ASC Chairperson.

9.1 An officer of this committee may resign by providing the ASC Chairperson written notice at least two (2) weeks prior to the upcoming regular meeting of the committee.

ARTICLE X

Duties of ASC Officers

10.0 The administrative committee consists of the ASC Chairperson, Vice-chair, Secretary, Alt Secretary, Treasurer, Alt Treasurer and RCM 1 & 2. In the event of a situation that must be handled prior to ASC, the admin committee will meet or conference by phone to determine what action must be taken, if any. The admin committees except for the treasurer and alt treasurer are responsible for conducting semi-annual audits of the treasury in January & July. The admin committee is responsible for conducting semiannual inventories of literature in January & July.

Biannually the incoming Administrative Committee will invite the AD/RD Team to conduct a CAR workshop, hosted by our Area, in collaboration with our RCASCNA Activities Subcommittee.

10.1 ASC Chairperson will have three (3) years clean time. General service experience as a GSR or other officer of the ASC will be essential background for selection. A Chairperson should be a good communicator and should be available to the fellowship, especially the subcommittee Chairpersons and officers. Impartiality is imperative for the Chairperson. The Chairperson should not be involved in debate. The best Chairperson displays leadership ability and is able to organize and lead, yet act as a servant. A Chairperson should be a living example of success in recovery in NA.

Duties:

- A. Preside over ASC meetings
- B. Arrange agenda for ASC meetings
- C. Vote only in case of tie.
- D. Co-signer of the area checking account
- E. Maintain the area archives

- F. Calls emergency meetings when necessary
- G. Appoints Ad Hoc committees as needed
- H. Arranges yearly schedule of ASC meetings, keeping holidays in mind.

10.2 ASC Vice Chairperson will have three (3) years clean time. Minimum experience for this position will be at least, but not limited to GSR. The specific qualifications listed above for ASC Chairperson, including leadership ability, communication skill, objectivity, tolerance, impartiality and being a good example of living the program are also important characteristics to look for when selecting a Vice Chairperson. Duties:

- A. Coordinates the activities of the subcommittees
- B. Acts as Chair in the absence of the Chair
- C. May assume duties of the Chair if that position becomes vacant until an election can be held.
- D. Notifies groups when their GSR does not attend ASC
- E. Is a cosigner on the area checking account
- F. Restates all motions before voting
- G. Contacts subcommittee Chairs and other officers that fail to attend ASC meeting

10.3 ASC Secretary will have one (1) year clean time. Secretary should have general office and clerical skills. Service experience of, but not limited to, one (1) year as Group Secretary, GSR, subcommittee secretary or clerical experience outside the fellowship. Is a cosigner of the area checking account. Duties:

- A. Prepares accurate minutes
- B. Collects group and subcommittee reports to include in the minutes
- C. Types and distributes copies of the ASC meeting minutes to GSR's, Officers and subcommittee Chairs within fifteen (15) days after the ASC meeting
- D. Keep current registration of groups
- E. Assists Chair and/or Subcommittees with general correspondence
- F. Receives a budget up to \$75.00 per month & must provide receipts & change in money order form.

10.4 ASC Alternate Secretary will meet the same criteria as ASC Secretary. This position is a two (2) year commitment, with the first year spent working with the ASC secretary learning position and the second year as ASC secretary.

10.5 ASC Treasurer will have three (3) years clean time (Cannot be Waived). ASC Treasurer should have bookkeeping experience and precision with checking accounts.

Duties:

- A. Distribute money to pay bills as directed by the ASC groups & keep accurate receipts.
- B. In the even the ASC does not have enough money to meet all its financial obligations the treasurer will pay the bills in the following order of priority:
 - 1. Phone line Metro Fees
 - 2. Literature
 - 3. Storage Unit
 - 4. Donations for ASC/Subcommittee Meetings
 - 5. Administrative expenses
 - 6. Hotel Costs for RSC meeting designated attendance
 - 7. Motions from the ASC floor
 - 8. \$25.00 monthly donation to RSC (rev. 4/11)
- C. Treasurer Report must be given to Secretary within seven (7) days of Area to be placed in the minutes.
- D. To keep a record of individual groups that have deposited insurance money in the account. Treasurer will issue a check equal to the amount deposited when needed.
- E. Retrieve Area mail prior to ASC meetings.
- F. To keep a record of Activities Subcommittees Prudent Reserve to be kept in the area account.
- G. Treasury will have a yearly budget of \$100.00 for use of miscellaneous expenses and supplies such as; stamps, envelopes, etc.

10.6 ASC Alternate Treasurer will have three (3) years clean time (Cannot be Waived). This position is a two (2) year commitment, with the first year spent working with the ASC Treasurer learning the position and the second year as ASC Treasurer.

10.7 RCM-Regional Committee Member (2 positions) will have three (3) years clean time. The RCM's ability to understand and explain the working s of the Fellowship is a factor in determining the unity, growth and stability of those served. The RCM's provide a clear understanding of all communications between the Area and the Florida Region. When selecting the RCMs, knowledge of the ASC, its activities

and the groups within the area are essential. General service experience within the group, area and region is recommended, Duties:

- A. Attend all ASC meetings
- B. Attend all RSC meetings
- C. Convey Area conscience when appropriate
- D. Provide guidance and information to the ASC and/or its members
- E. Attend as many subcommittee meetings as possible

10.7a Alt. RCM will have 3 yrs. clean time and the same duties and criteria as the RCM. This is a 2 yr. commitment with the 1st year as a learning position and the 2nd year (if voted in by the Groups) as RCM

10.8 ASC Literature Distributor will have nine (9) months clean time. They should have leadership ability, communication skills and the ability to organize. Duties:

- A. Keeps a stock of literature, medallions and other items the ASC wishes to have for its groups and subcommittees, not to exceed \$1,200
- B. Keep the ASC aware of price changes.
- C. Fill each group order before break during ASC
- D. Work with ASC Treasurer
- E. Only the Literature Distributor is authorized to order literature, medallions or any other items from the Regional Service Office
- F. Keeps literature in area storage unit.
- G. Literature Distributor will have a yearly budget not to exceed \$100.00 for use of miscellaneous expenses and supplies. The Literature Distributor will provide receipt of purchases and any change in the form of a money order to the Treasurer at the next ASC. (rev. 8/10)

10.8b Alternate Literature Distributor will have the same criteria as Literature Distributor. This is a two (2) year commitment, the first year learning the position and the 2nd year (if voted by the groups) as Literature Distributor. Fulfills duties in case of absence of Lit. Dist.

10.9 Standing Subcommittee Chair (unless otherwise specified in subcommittee guidelines) will have one (1) year clean time and a working knowledge of the specific committee they chair. Duties:

- A. Hold regular subcommittee meetings
- B. Adopt or develop guidelines for the subcommittee

- C. Submit written reports to the ASC
- D. Attend the RSC or send a written report with the RCM's when unable to attend the RSC (except those committees not represented at the RSC)
- E. Subcommittee Chairs will have clean time requirements made by subcommittee guidelines

Duties of Outgoing Administration

10.10 The outgoing administration shall change/transfer the names on the ASC checking account to the newly elected officers each year after elections.

10.11 The outgoing administration shall change/transfer the names on the ASC storage facility to the newly elected officers each year after elections.

10.12 The outgoing administration shall change/transfer the names on the ASC PO Box to the newly elected officers each year after elections.

ARTICLE XI

Meetings

11.0 The regular meetings of the ASC shall be the second Sunday of each month beginning at 2:00pm.

11.1 The regular meeting in the month of July will be known as the Election Meeting as shall be for the purpose of electing officers as provided in ARTICLE VIII, but not limited to this purpose only.

11.2 Special Meetings may be called by the ASC Chairperson and shall be called upon the written request of members of the committee. The purpose of the meeting shall be stated and no business other than that which is stated will be conducted. At least fifteen (15) days' notice will be given.

11.3 The ASC will pay for Subcommittee and ASC meeting donations.

11.4 The Policy Subcommittee will meet one hour prior to ASC on the second Sunday of the month. Area will pay the subcommittee donation. The Policy Subcommittee will hold a workshop once a year, on the first regular meeting after the elections, on policy and procedures of the ASC to help new GSR's and other Area officers get a better understanding of ASC Policy. This workshop shall be held prior to the ASC meeting.

ARTICLE XII

Standing Subcommittees

12.0 The ASC shall establish subcommittees as necessary to perform certain duties. The voting members of the ASC shall form these standing subcommittees, upon approval. At the inception of these subcommittees, a Chairperson will be elected as stated in ARTICLE VII.

12.1 Standing subcommittees for the ASC are, but are not limited to:

- A. Activities
- B. Phonenumber and Public Relations
- C. Hospitals and Institutions
- D. Policy
- E. Newsletter
- F. Literature
- G. Outreach
- H. Web/IT

12.2 All standing subcommittees of the ASC shall create and adopt guidelines as needed, which shall be consistent with the Guide to Local Service, the 12 Traditions and the 12 Concepts of Narcotics Anonymous and the best information available from the World Service Conference in the form of WSC approved handbooks and guidelines.

12.3 The guidelines of each Subcommittee shall be subject to approval and review by the ASC as a whole when dealing with financial matters only. All other changes may be voted upon at the individual subcommittee and changes need to be turned into the Policy subcommittee at their next meeting. All standing subcommittees shall submit their updated policies in May to be included in the next years' area policy. Standing subcommittees shall also submit written, itemized budgets for approval at the May regular meeting of the ASC. (rev 6/12).

12.4 All printed material to be distributed by subcommittees must include a disclaimer that reads "NA is not affiliated with "Name of facility".

12.5 The Policy Committee Chair shall act as Parliamentarian during the ASC meeting, available and knowledgeable to answer questions of procedure.

ARTICLE XIII

Ad Hoc Committees

13.0 The ASC Chairperson shall have the authority to appoint Ad Hoc subcommittees of such special purposes as may from time to time arise. The ASC Chairperson shall specifically designate the purpose, membership and duration of existence of any such subcommittee at the time of appointment.

ARTICLE XIV

Fund Flow

14.0 The ASC prudent reserve is established at \$3500.00. This includes \$3000.00 cash reserve for ASC expenses & \$500.00 cash reserve for RSC business travel for RCM's & Subcommittee Chairs. All funds over cash reserve will be forwarded to RSC every (2) months.

14.1 All subcommittee chairs will submit a written budget in May for approval.

14.2 The RCM's will submit a written budget in May for approval.

14.3 The ASC secretary will submit a written budget in May for approval.

14.4 All motions pertaining to monetary expenses must pass by a 2/3rd vote, and go back to groups when cost EXCEEDS \$100.00.

14.5 The RCANA will provide one room for RCM (Alt.RCM in their absence) Friday and Saturday at each RSC. The RCM's will notify the ASC of room rates and will make the necessary room reservations prior to attending the RSC. In addition to the cost of the room, the area will provide \$20.00 to the RCM for help with additional expenses at the RSC. No room reimbursement will be made if the RSC is held within 50 miles of RCM's residence. The area will reimburse the cost of fuel @ \$.50 per mile (rev 4/11). Any other rooms for Regional will be voted on in a case by case basis pending approval by the ASC

14.6 The Recovery Coast ASC will not accept personal checks for the purchase of literature. Groups themselves are autonomous and can accept personal checks and shall assume all responsibility for checks accepted. All GSR's are to bring money orders from group collections instead of cash. No business shall be done (Literature Distributor or Treasury) after the end of ASC.

14.7 A group that is required to carry insurance will be financially obligated to pay that insurance.

ARTICLE XV

Amendments to Guidelines

15.0 These guidelines may be amended by a 2/3rd vote. Attach policy changes by addendum in a cumulative manner to minutes monthly. Make a new Policy annually. Policy committee will make a master copy for ASC Chair monthly.

ARTICLE XVI

Miscellaneous

16.0 A Starter Kit available for new groups in our Area will contain: 1 set of reading cards, 10 white key tags, 5 each of orange, green, and red key tags, 5 white booklets, 3 each of IP# 6,7,11,13,16,24 and 22.

RECOVERY COAST ASC FORMAT

Open with Moment of Silence and Serenity Prayer

12 Traditions

12 Concepts

ASC Purpose Statement

Decorum Statement

Roll Call

Secretary Report

Admin Report

Open Forum

Break-5 minutes

Old Business

Old Elections

Nominations

New Business (Motions)

Break-5 minutes

Subcommittee Reports

Group Reports

Treasurer Report

Literature Distributor Report

Close with Serenity Prayer

Phone line / Public Relations Guidelines

Phone line:

The Phone line subcommittee at the area level establishes maintains and coordinates an effective 24 hour, 7 day per week phone line. The subcommittee attempts to make NA available to any addicts seeking recovery by informing those who reach out to us where they can find an NA meeting. They do so by following the 12 traditions and the policy guidelines of the phone line and the area.

Subcommittee Meetings

Business & orientation meetings meet the first Sunday of the month. Times and locations will be attached to the end of the Recovery Coast Policy.

The Phone line subcommittee shall conduct an annual workshop in the month of October.

Chairperson

Requirements: A willingness and desire to serve in the capacity: at least 1 year abstinence from all drugs, 6 months experience on Phone line Subcommittee, the time and resources necessary to complete these duties, a working knowledge of the 12 steps, 12 concepts and 12 traditions.

Duties: Chair and organize orientation meetings on First Sunday. The Chairperson also attends all ASC meetings.

Vice Chairperson

Requirements: A willingness and desire to serve in the capacity: at least 1 year abstinence from all drugs, 6 months experience on Phone line Subcommittee, the time and resources necessary to complete these duties, a working knowledge of the 12 steps, 12 concepts and 12 traditions.

Duties/Responsibilities: Functions as chairperson in Chairperson's absence. Fulfills the duties of any subcommittee officer in their absence.

Secretary

Requirements: A willingness and desire to serve in the capacity: at least 6 months abstinence from all drugs, the time and resources necessary to complete these duties.

Duties/Responsibilities: Keep accurate minutes of all subcommittee meetings. Maintain all correspondence and log of roll calls.

One Box Coordinator

Requirements: A willingness and desire to serve in the capacity. Have at least 1 year abstinence from all drugs, 6 months experience on Phone-line Subcommittee, the time and resources necessary to complete these duties, a working knowledge of the 12 steps, 12 concepts and 12 traditions.

Duties/Responsibilities: Act as a liaison between all activities that go on outside subcommittee in connection with business we deal with. Assist phone line volunteers with problems or questions that may arise. Be responsible for phone line rotation. Act as contact between subcommittee and meetings ensuring that meetings are active and ongoing and notifying chairperson, subcommittee and phone line volunteers of any changes. Manage one box account.

Phone Line Volunteer

Attend 2 consecutive phone line subcommittee meetings and/or a thorough phone line orientation meeting, have willingness and desire to serve, have at least 6 months abstinence from all drugs, and have a working knowledge of the 12 steps, 12 concepts and 12 traditions.

Duties/Responsibilities: Respond to and log all calls promptly, turn in log sheets to one box coordinator at change of rotation. Carry IP #1, meeting list and log sheet.

Cell phone volunteer shall notify subcommittee chairperson, vice-chairperson, one box coordinator or secretary of inability to attend the phone line subcommittee meeting or to unable to continue to serve position.

Removal of Cell Phone Carrying Privileges

- A. Miss 2 consecutive meetings no show/no call will result in loss of cell phone carrying privileges.
- B. Tradition violations will be dealt with as a matter of principle rather than against the individual. Apparent violation will be presented to the subcommittee. If decided that there is a violation, then there will be group awareness and an addition to the minutes.
- C. When the chairperson, vice-chairperson, cell phone coordinator and secretary have decided that a cell phone volunteer's actions are cause for removal of cell phone carrying privileges, they will inform the cell phone volunteer of this decision. In the event that one or more of the above positions are vacant, the remaining elected trusted servants would make the decision. If there is any disagreement regarding the removal of cell phone carrying privileges, it can be brought to the subcommittee meeting for a decision. Cell phone carrying privileges will be removed pending a decision by group conscience at the next scheduled regular subcommittee meeting.

Reinstatement of Cell Phone Carrying Privileges

In order to have cell phone carrying privileges reinstated after they have been removed, the volunteer must attend 2 consecutive phone line subcommittee meetings, after which the cell phone carrying privileges shall be reinstated.

Subcommittee Member

Requirements: Complete abstinence from all drugs and a willingness to carry the message.

Duties/Responsibilities: Attend all phone line subcommittee meetings and workshops and assist all trusted servants where needed.

Cell Phone Coordinators

Requirements: A willingness and desire to serve in the capacity: at least 1 year abstinence from all drugs, 6 months experience on Phone line Subcommittee, the time and resources necessary to complete these duties, a working knowledge of the 12 steps, 12 concepts and 12 traditions.

Duties/Responsibilities: Act as a liaison between all activities that go on outside subcommittee in connection with business we deal with. Assist cell phone volunteers with problems or questions that may arise. Responsible for cell phone rotation. Act as contact between subcommittee and meetings ensuring that meetings are active and ongoing and notifying chairperson, subcommittee and cell phone carriers of any changes.

Voting Policy

Voting member: A member will be a voting member after 2 consecutive phone line subcommittee meetings.

Missing two consecutive phone line subcommittee meetings no show/no call will result in loss of voting privileges.

Chairperson will vote only in the event of a tie.

Normal Business Meetings

Quorum: Minimum of 3 voting members

Majority: Simple Majority

Do's and Don't

DO'S

- When receiving a call, answer with "NA Hotline, my name is _____, how may I help you?"
- Always carry meeting lists, IP #1 and call log with resource numbers
- Contact PR chair or other members if any questions or concerns during your commitment
- Return all calls promptly
- Remember to be polite and helpful to all callers
- Log all calls in phone log after helping caller

Don'ts

- Never give out any names, addresses or telephone numbers of any NA members
- Do not use or give your last name, place(s) of employment, phone numbers, etc...
- Don't argue with callers if your views are different about addiction than theirs
- If addict is not ready to stay clean do not try to persuade the caller into stopping
- Do not diagnose, second guess or try to handle calls and situations you are unsure of or not qualified to handle. Contact chairperson or another experienced phone line member
- Don't assume what the caller needs as it is very important to make the appropriate referral
- Don't offer a ride to the caller. Tell them we will get them home if they get to the meeting
- Don't glorify Active addiction by telling war stories

Guide for Answering calls

- Make appropriate referral when necessary. Example: If someone wants a number to detox, you read the 6th tradition disclaimer followed by the number only with him or her requesting this information. Don't assume what the caller needs as it is very important to make the appropriate referral. Na is not affiliated with any other organization and does not endorse the services that may be provided by _____”
- Offer to meet caller at meeting
- Follow up with newcomers at meeting and call them when possible, introduce them to others with clean time and similarities, literature, phone numbers, etc.....
- Our tone of voice and delivery of speed are just as important as the words we use. We acknowledge what the caller is saying and the feeling. Do not use judgment words or preach to caller.
- You will need to use good judgment regarding all of these calls to help the caller correctly. Upon receiving a call first determine what type a caller it is whether it is an addict, loved one, parent, media, etc.....
- Answer all calls as we don't know what call is going to save a life. Return all missed calls promptly and apologize to caller.
- When calling back do not say, “did someone just call the narcotics anonymous helpline?” Just state you are returning a call from this number. The person who called will know exactly who it is, if not then you explain it must have been an accident and hope that person who called originally calls back as we don't want to break their anonymity.
- Remember that we carry the message of recovery to the caller when we express that: Our primary objective is 1, to get them to a NA meeting, 2. that the program works and 3, we were once suffering ourselves.
- Calls from newcomers are of course the most important, so give them a brief explanation of what the NA fellowship is and what they can expect from their first meeting.
- Remember the more you speak on the phone the more you have a chance of saying something that rubs the caller the wrong way so keep it short, simple and to their requests.

- If a caller wants to meet with you or talk to a specific addict in NA, politely tell them it's our policy that we cannot accept personal messages, give out numbers to anyone who may not be in the fellowship cause our anonymity of our members are very important.
- If you sense the caller wants to talk more simply ask, "Do you have any more questions about Narcotics Anonymous?"
- If caller does not want to stop nor do they want to come to the phone tell the person calling we cannot do anything for your loved one until they want to stop using. Follow that with mentioning there is a fellowship for loved ones of addicts called Nar-Anon and provide appropriate information. Loved ones may want to talk for awhile; just politely say, "We need to clear the line now in case of another caller calls us. Feel free to attend an open meeting to find out more about NA and try to bring your loved one as well".
- Keeping a log of all calls received is crucial as it lets us know what area to focus on and etc.....

Press or Law Enforcement Call

Phone line volunteers will sometimes receive calls from different number of sources including the press and law enforcement agencies. It is imperative that anytime a member of the press calls that we refer them to PR as phone line volunteers. Our primary purpose is to help the suffering addict. The best approach is to find out what information is needed or wanted and then refer the call to PR subcommittee. Inform the caller they will be hearing from someone within the next 24 hours. When you have ended your contact with the caller, contact the phone line chairperson and give him/her the information.

Keeping a Log

Keeping a log is necessary for our subcommittee. For the most part, it is a means to keep records of the number of each type of call.

Public Relations:

Purpose

The primary purpose of the Public Relations subcommittee is to inform the public that NA exists. The Public Relations subcommittee is responsible for making available timely, credible and accurate information on our fellowship to the public.

Functions/Responsibilities

The basic functions of PR are to open and maintain the lines of communication to the following:

- Between NA and the public

- Between NA and government agencies
- Between NA and ASC/RSC and the WB/WSO
- To respond to all requests for information in a timely and effective manner
- To carry a clear message of NA and what we are about that is clearly within our Traditions and Concepts
- To maintain and update the meeting lists and provide the ASC with 700 meeting lists at every ASC
- To conduct annual workshop/learning day
- To provide the updated meeting information to the local newspaper
- To produce PSA's and provide them to the television and radio stations
- To maintain the Recovery Coast web page (napasco.org)
- To produce 2 annual mailings if possible: to local churches, courthouse and other professional agencies that come in contact with addicts
 - Mailings will include IP's (approved by subcommittee), meeting lists & appropriate agency letter

Meetings and Membership

PR / Helpline subcommittee meets the first Sunday of the month. Times and locations will be attached to the end of the Recovery Coast Policy.

To be considered a PR member you must attend two consecutive subcommittee meetings. All PR members must maintain clean time throughout their participation and attend monthly meetings.

General membership requirements: Have the willingness to serve, be a member of NA, have a working knowledge of the 12 Traditions, concepts and steps of NA

PR Coordinator

Requirements: A minimum clean time of 1 year continuous abstinence from all drugs, previous experience of at least 6 months in serving the Public Relations Subcommittee, a working knowledge of the 12 Steps, Traditions and Concepts and also attend the Helpline / PR subcommittee meetings. You must have computer skills to maintain meeting list, produce letters, PSA's and to send and receive emails.

Housekeeping Motions and Voting Procedures

The Chairperson may present motions to the floor. Any voting member may present a motion to the floor as new business. Voting members of the subcommittee shall be all members in attendance excluding the chairperson. In the event of a tie, the Chairperson will exercise their right and vote to break such tie. A simple majority of the voting members is required to pass a motion.

Agenda for Public Relations Subcommittee Meetings

Serenity Prayer

Twelve Traditions

Reading of the minutes of the last meeting

Announcement/Open Forum

Old Business

New Business

Serenity Prayer

Do's and Don'ts

- Do have a working knowledge of the 12 steps, traditions and concepts.
- Do follow established guidelines
- Do keep updated records of contacts
- Do present a good image of recovery (be on time, dress appropriately and avoid the use of obscenities.)
- Do work within the service structure and keep the lines of communication open.
- Do make information packets available (packets include information approved by subcommittee).
- Do consult members before contacting the media and or public.
- Don't endorse, finance or lend the NA name to any related facility or outside organization.
- Don't violate traditions or concepts.
- Don't represent NA on your own. Refer it to the appropriate trusted servant.

Phone Line & Public Relations

2014- 2016 Budget

Description	Price (Per Month)	Price (Per Year)
3 POSTER DAYS		\$200.00
LITERATURE	-----	\$200.00
PR PROJECTS	-----	\$200.00
MISC SUPPLIES (INK, PENS, ETC.)		\$100.00
(700) MEETING LISTS	70.18	\$842.16
ONEBOX	50.00	\$600.00
5 BENCHES	\$50.00	\$600.00
5 MEETING LIST CHANGES	-----	\$50.00
ANNUAL LEARNING DAY		\$200.00
MONTHLY COST	\$170.18	
TOTAL		\$2992.16

Policy Committee Guidelines

Purpose

To consider any input that affects the policies of the ASC and upon deliberation, provide clarity to the Area.

Duties

To provide monthly addendum as needed to ASC policy holders and submit a current Policy Package annually to include ASC policy and all subcommittee guidelines. Policy is to host a mini CAR report at the beginning of February and March ASC.

Reviewing a motion

- Does the motion conflict with any of the steps, traditions or concepts
- Does the motion change or establish policy
- What impact does the motion have on the ASC (financial, spiritual, time etc)

Membership

The membership of the Policy Committee shall consist of the ASC administrative committee, all subcommittee chairpersons (rev. 9/10) , Policy Vice-Chairperson, Secretary and any interested person.

Voting

Anyone may participate in open forum discussion at Policy Committee meetings. However, voting is limited to the active members only, people who have attended two (2) consecutive business meetings, except the Chairperson who only votes in the event of a tie. Quorum is one more than half of the voting members necessary for conducting business. To make an Area recommendation to the ASC, there shall be a three quarter $\frac{3}{4}$ votes of the members present.

Membership Qualifications

Chairperson (nominated by ASC in July)

Requirements: Three years clean time, Active involvement in NA, Knowledge of the 12 steps, 12 Traditions, 12 concepts and policy of the Recovery Coast Area.

Vice-Chairperson (nominated by Policy Committee)

Requirements: Two years clean time. Active involvement in NA. Experience in ASC service, including ASC Policy. Does not hold any other ASC Administrative positions.

Secretary

Requirements: One year clean time. Active involvement in NA.

Removal of voting privileges

Loss of voting privileges will result when two (2) consecutive policy subcommittee meetings are missed without notice or loss of abstinence. Voting privilege is re-instated after attending two (2) consecutive Policy Subcommittee meetings, (and the required clean time is met, in the case of a loss of abstinence).

Additional Guidelines

Meeting Format

Opening Prayer (Serenity Prayer)
12 Concepts
12 Traditions
Purpose of Policy Committee
Open forum
Roll Call
Secretary's report
Old Business
Elections
New Business
Motions brought to policy prior to ASC
Close with Serenity Prayer

Duties and Responsibilities

Chairperson

One year commitment Compiles a pre-arranged agenda prior to each policy committee meeting, carries the voice of the policy committee to the ASC, enforces rules of decorum and discipline (ASC's rules of order), Refrains from discussing a motion when presiding, Is absolutely fair and impartial, Is available to answer any questions concerning matters of policy on the ASC floor, Prepares a budget with the subcommittee for approval for the ASC upcoming year, Submits a complete updated Policy package in July to ASC administrative body to be distributed at August ASC that will include, Policy, Subcommittee Policies, Budgets and any other Policies of the ASC, To provide policy addendums as they arise, provide a report on discussion of motions at meeting.

Vice Chairperson

One year commitment performs all duties of Chairperson in the absence of the Chairperson, Conducts old business during subcommittee meeting, Assists in preparing subcommittee's budget.

Secretary

One year commitment Responsible for written record (minutes) of subcommittee meetings, Assists in preparing budget of subcommittee, forwards a copy of minutes to ASC for archive purposes.

Policy Budget 2015-2016

Item	Approximate Cost
1000-1700 Copies (Policy)	\$150.00
Policy workshop copies	\$25.00
Miscellaneous (Notebooks, etc.)	\$50.00
Total	\$225.00
BUDGET	\$225.00

Hospitals and Institutions Subcommittee Guidelines

Definition and purpose of H&I

The primary purpose of the H&I subcommittee is to carry the NA message of recovery to any addict whose attendance at regular NA meetings is restricted. It initiates, coordinates and conducts all local NA H&I meetings.

Subcommittee Meetings

H & I meet the first Sunday of the month. Times and locations will be attached to the end of the Recovery Coast Policy.

Membership

The subcommittee is composed of Chairperson, Vice Chairperson, Secretary and other elected officers as well as members of the fellowship.

Qualifications and Duties of Officers

Chairperson

Requirements: Has two years clean, working knowledge of the specific committee they will chair, Working knowledge of the 12 steps, traditions and concepts.

Duties: Ensures that the traditions and concepts are upheld wherever applicable, Attends the RSC or sends a written report with the RCM when unable to attend RSC, Submits H&I minutes monthly to area archives, Helps to coordinate H & I subcommittee presentations by acting as a panel coordinator if one does not exist, Submits a year-end written report at the Recovery Coast ASC, Will hold orientation first month in position, then learning day six months after. (rev 7/12).

Vice Chairperson

Requirements: One year clean, working knowledge of the H & I subcommittee, working knowledge of the 12 steps, traditions and concepts.

Duties: Acts as chairperson in the case of Chairperson's absence.

Secretary

Requirements: Six months clean, working knowledge of the 12 steps, traditions, concepts and H & I policies.

Duties: Record and distribute subcommittee minutes, keep an updated volunteer list of all H& I subcommittee members, maintains an ongoing file of all correspondence and minutes, acts as Chairperson in the absence of Chairperson and Vice Chairperson.

Panel Leader

Requirements: Six month commitment to position, one year clean, working knowledge of the 12 steps, traditions and concepts and an understanding of H & I policy. H & I Panel Leader will need to attend two H & I subcommittee meetings to listen and observe how the panel is run and at least two facility meetings, to observe, before being voted into a panel leader position, even if they meet the appropriate clean time requirement in order to carry a message of recovery into an H & I presentation. (rev 11/11).

Duties: Ensures that guidelines of the H & I subcommittee and facilities are followed, hold presentations with a minimum of two members, ensures that meetings start and end on time, monitors literature, contacts H&I Panel Coordinator or H&I Chairperson when unavailable to fulfill commitment, gives any observers a panel orientation package, submits a report once a month to the subcommittee. Panel Leaders have the option to bring in a member of Narcotics Anonymous as a guest speaker, granted they meet the facilities and the H&I subcommittees criteria. Panel Leaders are to inform the guest speaker of the do's and don'ts and give a brief orientation. (rev 5/12).

Panel Member

Requirements: Six months clean with a willingness to share experience, strength and hope through recovery in NA. Have a working knowledge of the 12 Steps, Traditions and Concepts and have an understanding of H & I policies.

Duties: Panel members must attend two consecutive H & I subcommittee meetings to listen and observe how the panel is run. They must attend at least 2 facility meetings to observe before being an active participant even if they meet the appropriate clean time. (rev. 8/10)

H & I Literature Coordinator

Requirements: 9 months clean, have leadership ability, communication skills and the ability to organize.

Duties: Keep a stock of literature not to exceed area approved budget & distribute accordingly, Keep in contact with panel leaders to make sure literature is being used accordingly and if needed, Turn in itemized budget to area for approval at the May ASC.

Voting

In order to be a voting member of H & I you must attend two consecutive H & I subcommittee meetings. To maintain voting status a member must not miss two (2) consecutive H & I subcommittee meetings. Voting privilege will be re-instated after attending two(2) consecutive subcommittee meetings.

Voting Quorum

Quorum is more than half of the voting participation at each meeting. A quorum is required for each housekeeping motion. Guideline changes must go through the ASC, Chairperson votes only in the case of a tie.

Motions

All motions are to be in writing and seconded. Questions to motion or amendments to motion are taken first. Discussion is generally limited to two cons and two pros. If no con exists the housekeeping motion may be called for a vote. Withdrawal and tabling of motion: A motion or amendment may be withdrawn at any time by the maker. If tabled, the motion will automatically be on the following month's agenda under old business.

Resignation

The resignation of any trusted servant voted in should be brought to the attention of the H & I subcommittee chair at least one week prior to their final meeting.

Involuntary Removal

This requires a two-thirds majority of voting members of the subcommittee. Vice Chair and H & I members need to be present and eligible to vote.

Grounds for Impeachment

Relapse (Includes ban from returning to same institution for one year), Failure to comply with H & I subcommittee guidelines, Carrying a message, which primarily focuses on another fellowship or outside enterprise.

Facility Follow-Up

We must maintain correspondence with the staff contact person in the facility, Keep communication lines open and be aware of any developing situations, Report and discuss progress and problems at the H & I subcommittee meeting regularly, Make sure meeting lists and helpline numbers are available to members upon release from the facility, be aware of any changes in contact person or administration and make a repeat presentation if necessary, Keep copies of all relevant correspondence at the area subcommittee level.

Emergency Situations

It may become necessary to temporarily shut down an H & I meeting or presentation for a variety of reasons, such as changes in facility policies or lack of adequate manpower in the local H & I subcommittee.

If such a situation should arise, it is of importance that the H & I subcommittee continues to supply the facility with meeting schedules and appropriate literature.

In the event that an H & I subcommittee meeting/presentation is shut down due to the negligence or misconduct of a member of the H & I subcommittee, it is important that the H & I administrative committee take all steps necessary, within our guidelines, to reconcile the situation and resume the meeting/presentation.

Types of Treatment Facilities

Short term facilities:

- Detox Centers- When doing H & I work in detoxification centers, keep in mind that the addicts you are working with are in the earliest stage of recovery. The panel format is suggested for meetings/presentations held in detoxification centers. You may wish to allow time for a brief discussion and /or questions about NA. Do not plan a meeting/presentation that lasts more than one hour. Your subcommittee will have clean time requirements, and the facility may have some requirements too. Try to include at least one panel member with the minimum amount of cleantime required. Often newcomers will identify more readily with a relative newcomer than with a member with long term clean time. NA has no opinion on methods of detoxification. While a member doing H & I work may wish to simply state that NA is a program of complete abstinence from all drugs, no member should ever advise someone in a detox to refuse the method of detoxification used by the center. We do not deal with the rules of the procedures of any facility in which we do H & I work.
- 28 Day Facilities- Once again we are reminded that NA has no opinion on methods of detoxification. In these facilities, as in detoxes, it is important to keep in mind that the addicts you are carrying the NA message to are in the earliest stage of recovery. It may be appropriate to change the meeting format weekly, so that the residents are exposed to four different formats during their twenty-eight day stay. You may also provide them with meeting lists.

Long Term Facilities:

- Recovery Houses and Therapeutic Communities- recovery houses and therapeutic communities, which house residents for longer than 28 days, are considered long term facilities. The H & I services which the area provides or region are performed in a variety of ways. Successful H & I meetings/presentation in long-term facilities usually use the panel system. The panel system format may consist of speaker presentation, panel presentations, topic discussions and step study or literature discussions. These formats will give the residents an idea of recovery from the disease of addiction by hearing the panel members share their experience, strength and hope. Meeting lists may be given to the residents upon their release. The most important thing an H& I subcommittee can give the residents is hope that there is recovery in NA.

- Psychiatric Hospitals- In psychiatric hospitals we often find addicts who at this time have emotion and mental problems besides addiction. Many residents are probably on some sort of medication. As subcommittee members we do not debate or discuss these other problems. Because of these unique considerations, we suggest to hold speaker or panel presentations, with a possible question and answer session.
- We should choose topics that deal with early stages of recovery. Extra care must be taken to fully acquaint ourselves with the facility's policies and restrictions. You may wish to ask that a staff person be present. This will provide H & I members with the maximum protection when working with these facilities.

Facilities that Provide Medication to Their Clients/Residents

During the initial planning meetings with the facility, we must be very clear about what NA is and what our basic message is. NA is a program of complete abstinence from all drugs. We have no opinions on outside issues and our approach is nonprofessional, so we must be very sure that it is understood that we do not advocate going against a physician's advice. In facilities that provide medication, residents inevitably ask the question, "Am I clean if the doctor has me on medication?" Based on our traditions, we are not in a position to discuss the issue. The people on the H & I panels should not tell residents to stop taking their medication.

Dealing with Facilities

Our relationship with the staff of the facility is important for the continued success of the H & I meeting/presentation. Although the staff's designated contact persona may be on the administrative level, our week to week interaction will most likely be with the other staff. It is important that we establish a rapport with these staff members that will make it much easier to deal with any difficulties that may arise. At some H & I meeting/presentations, a staff person may be expected to attend. We should make it clear, not only at the initial stage of setting up the meeting, but also on an ongoing basis, that their role will be as observers only. This also applies if the staff member happens to be a member of NA. While this person is functioning as an employee of the facility they should not share. This is in keeping with our traditions.

Do's and Don'ts

DOs:

- Make directories of outside meetings available to residents
- Clarify the facilities rules with anyone you bring in.
- Try to get all agreements with the facility in writing
- Start and end on time
- Explain what H & I is and make clear its separate from the facility and other fellowships.
- Try to get residents involved, especially those in long term facilities. (Literature person, readings, coffee maker, etc.)

- Obey all dress codes. Exercise common sense and dress appropriately.
 - Keep staff aware of your whereabouts at all times.
 - Stamp all literature you bring into a facility with the local help line number.
 - Screen all panel members carefully, exp. regarding the clean time or other requirements.
 - Explain the language that we use (addict, clean, recovery) and why we use it.
 - Emphasize the important of getting to an NA meeting the first day out.
 - Emphasize the importance of getting a sponsor and a home group the ongoing nature of recovery and the importance of attending meetings, suggesting 90 meetings in 90 days.
 - Use the literature recommended for H& I work, if we are supplying the literature. Encourage the treatment centers to supply NA literature on their own if at all possible.
 - Emphasize that in NA, recovery is available to any addict, regardless of the type of drugs used.
 - Be selective about who you choose to take into H & I meetings. Clean time requirement are very important. People who sit on NA panels should be able to share a message of recovery in NA.
- **DON'Ts:**
 - Read too many literature selections at the beginning of the meeting. Keep it short and simple to keep their attention.
 - Break another personal anonymity or tell his or her story.
 - Debate any issues involving the facility s rules or regulations
 - Discuss conditions within the facility or opinions about staff members.
 - Debate the merits of the treatment centers program or other fellowships. Remember that we have no opinion on outside issues.
 - Comment on the methods used by the treatment facility, no all facilities are twelve step based.
We share out experience without reference to the facilities method or to resident's comments.
 - While sharing put too much focus on what it was like, they already know.
 - Discuss any internal H& I issue with facility employees that should bring NA into any controversy.
 - Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
 - Carry excessive cash or wear expensive or flashy jewelry.
 - Show favoritism to any residents.
 - Take messages in or out of the facility.
 - Give out any address or phone number, except that of the helpline.
 - Carry in any contraband items such as cigarettes (if applicable) or weapons.
 - Rely on flooding a treatment center with literature to carry our message; the most powerful tool for carrying the message is the NA member.

- Let the meeting run too long. Most treatment center residents spend much of their day in meeting of one sort or another, often in the same room.
- Collect any money.

Recovery Coast Area H & I Meeting Format

- Introduce yourself (my name is ___ and I am an addict). Welcome to the H & I presentation meeting of NA. Open the meeting with a moment of silence and the Serenity Prayer.
- Read
 1. We are not affiliated with this institution in any way. They have provided us with a meeting place.
 2. The ultimate goal of H & I is to carry the NA message of recovery to any addict whose attendance at regular NA meetings is restricted.
 3. In keeping with the First step and First tradition of NA we simply refer to ourselves as addicts.
 4. This facility may be under surveillance, but regular NA meetings are not.
- Ask- Is there anyone here attending their first NA meeting? If so, state your first name only so that we may get to know you. This is not to embarrass you but to welcome you.
- Call on a person to read:
 - Who is an Addict
 - What is the Narcotics Anonymous Program
 - Why are we here
 - We do recover
- Have a topic discussion that lasts approximately 30 minutes
- After Discussion, open meeting to members
- Remind addicts there is free literature
- Close the meeting with a moment of silence followed by the Serenity Prayer.

Recovery Coast Area

H & I Subcommittee

Panel Leader

Name: _____ Date: _____

Facility: _____

Days & Times: _____

Panel Members Attendance

Panel member name

Date

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Report:

In Loving Service,

H & I Budget 2015-2016

<u>Description</u>	<u>Order #</u>	<u>Price</u>	<u>Amount</u>	<u>Monthly Cost</u>	<u>Yearly Cost</u>
<u>Small White Booklets</u> <u>(NO STAPLES)</u>	<u>EN-1500</u>	.75	60	45.00	540.40
<u>Behind The Walls</u> <u>(NO STAPLES)</u>	<u>EN-1601</u>	.95	30	27.00	324.00
<u>For the Newcomer IP</u> <u>#16</u>	<u>EN-3116</u>	.24	50	12.00	144.00
<u>For This In Treatment</u> <u>IP#17</u>	<u>EN-3117</u>	.31	15	4.65	55.80
<u>Am I An Addict? IP#7</u>	<u>EN-3107</u>	.24	.50	12.00	144.00
<u>Staying Clean On The</u> <u>Outside</u> <u>IP#23</u>	<u>EN-3123</u>	.24	50	12.00	144.00
<u>Basic Text (soft</u> <u>cover)</u>	<u>EN-1102</u>	11.55	10 <u>(per year)</u>	<u>11.55</u>	115.50
<u>Subtotal</u>					1467.70
<u>Tax (7%)</u>					102.74
<u>TOTAL</u>					1570.44

ACTIVITEES SUBCOMITTE GUIDELINES

Purpose

The primary purpose of the Activities Subcommittee is to promote unity and fellowship for the Recovery Coast Area of Narcotics Anonymous. The Activities Subcommittee is responsible for organizing and hosting events such as: dances, picnics, Unity Day, etc. in a recovery oriented atmosphere. Activities Subcommittee members will take nominations for the Chair of our annual Unity day ad-hoc committee in March and April, with election in May.

Meetings

Activities will hold at least one monthly meeting of the subcommittee. All subcommittee meetings will be held the first Sunday of the month. All subcommittee business meetings will be held in a public place. Any unscheduled business meetings will be held at the chair's discretion. Place and time will be delegated by Chair and all committee members must be notified within 48 hours of the meeting.

Agenda for Meetings

Serenity Prayer

Reading 12 Traditions and 12 Concepts

Reading minutes of previous meeting

Old Business

New Business

Serenity Prayer

Composition of the Subcommittee

This subcommittee will consist of members of NA who have the willingness to serve and meet certain requirements. The officers of the subcommittee will be as follows:

Chairperson

Vice Chairperson

Treasurer

Secretary

Treasurer

Supply Coordinator

General Members

Qualifications for general membership

General membership shall consist of any person expressing the desire to make a commitment to work with this subcommittee. In all cases the members shall: Have the willingness to serve, be a member of the Recovery Coast Area of NA, attend (2) consecutive subcommittee meetings to be a voting member. If (2) subcommittee meetings are missed without prior notice to the chair, you must attend two more consecutive subcommittee meetings to regain voting status.

Qualifications for Officers

Chairperson

Requirements: Willingness, desire to serve, 2 years continuous abstinence from all drugs, the time and resources necessary to complete duties, knowledge of the 12 steps, concepts and traditions of NA and previous experience as a working member of the activities subcommittee.

Duties:

- Chair the monthly subcommittee meeting
- Expedite action on motions referred to the subcommittee
- Attend all ASC meetings
- Inform ASC of subcommittee activities, needs and other relevant information
- Submit a written report of the subcommittee's monthly meetings
- Submit a year end written report each July to the ASC. The written report should include the year's activities, accomplishments, specific problems or situations, financial records and plans for the upcoming year. Subcommittee is to pay bills including reserves first and then pass the rest of funds to the Area.
- They will maintain the activities web page on the area website.

Vice Chairperson

Requirements: Willingness and the desire to serve, One year continuous abstinence from all drugs, the time and resources necessary to complete duties, Knowledge of the 12 steps, concepts and traditions of NA, Previous experience as a working member of the activities subcommittee.

Duties:

- In the absence of the chair, Vice Chair is to assume all responsibilities.

Treasurer

Requirements: Willingness, desire to serve, 4 years continuous abstinence from all drugs, 2 years residency of Recovery Coast, the time and resources necessary to complete duties and the knowledge of the 12 steps, concepts and traditions of NA. They must have steady income and previous bookkeeping experience.

Duties:

- Name on Activities Bank Account with someone from ASC admin
- Keep Activities Reserve at \$500 in bank account
- All money to be deposited directly after function
- Take 20 percent of profits from activities and deposit into Unity Day reserve in Area checking account, not to exceed \$2500
- Keep accurate reports on card reader and costs to use. (3% of each swipe)
- Turn in accounting report to Chair to give to ASC on monthly basis
- Pay bills including reserves first and then pass the rest of funds to the Area.
- Make money order for Chair of any funds exceeding \$500.00 to take for donation to ASC
- Be treasurer of Unity Day

Secretary

Requirements: Willingness and the desire to serve, 6 months continuous abstinence from all drugs, the time and resources necessary to complete duties, knowledge of the 12 steps, concepts and traditions of NA and previous experience as a working member of the activities subcommittee.

Duties: (not listed)

Supply Coordinator

Requirements: Willingness and the desire to serve, 1 year continuous abstinence from all drugs, the time and resources necessary to complete duties, knowledge of the 12 steps, concepts and traditions of NA and previous experience as a working member of the activities subcommittee.

Duties:

- Must have access to all supplies at all times
- Keep current records of supplies
- Coordinates getting supplies to all events.

Statements of Policy

The ASC will be notified of all activity subcommittee events and flyers will be distributed no later than the ASC meeting prior to the event.

Unity Day Ad-hoc Committee Guidelines

Purpose

The Purpose is to promote Unity in our area and surrounding areas through fun and fellowship.

Meetings

Unity day planning will start holding meetings in June. Meetings will be once a month until October and November where they will change to bi-weekly. Starting December they will meet every week, except during the holidays, until the day of the event. Also meet week after Unity Day for final review.

Composition of Ad-Hoc Committee

Chair

Vice chair

Secretary

Treasurer-Activities main treasurer

General Members

Qualification for Officers

Chair-Requirements: Must have 2 years clean time, knowledge of the 12 steps, concepts and traditions of NA and prior experience as a working member of the activities subcommittee.

Duties-

- Chair the subcommittee meetings.
- Attend Activities Subcommittee meetings and ASC each month with report on Unity Day planning.

Vice Chair- Requirements: Willingness and the desire to serve, one year continuous abstinence from all drugs, the time and resources necessary to complete duties, knowledge of the 12 steps, concepts and traditions of NA.

Duties:

- In the absence of the chair, Vice Chair is to assume all responsibilities.

Secretary- Requirements: Willingness, the desire to serve, 6 months continuous abstinence from all drugs, the time and resources necessary to complete duties, knowledge of the 12 steps, concepts and traditions of NA.

Treasurer for Unity day will be main treasurer of Activities

Duties-

- Keep Accurate records of all funds used to put on function
- All money over \$2500.00 Unity Bank will be donated to Area

In Loving Service, RCASCNA