



RECOVERY COAST
Narcotics Anonymous® **AREA**

POLICY GUIDE

2023-2024

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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 to 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.
- 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:

- 12 Traditions
- 12 Concepts
- RCANA Policy Guide
- The Guide to Local Service
- Roberts Rules

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

5.3 A Group shall attend two consecutive ASC meetings before the meeting will be included on the Area printable Meeting List but will be added immediately to the Area online meeting list. If a group is not represented for four consecutive ASC's, the group will become non-voting members of the ASC. Two members of the ASC will visit the Group to make sure the meeting is still viable. If it is, it will remain on the Recovery Coast Meeting List. Otherwise, the meeting will be removed. A Group can then be reinstated to voting status by sending a representative to two 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 during Open Forum. 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:

Quorum is established when a majority, one over half, of the groups recognized by the RCASCNA have a GSR, Alt. GSR or Homegroup member acting as a GSR by request of the Homegroup, 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 (one over half) of the GSR's, Alternate GSR's or Homegroup representatives acting as GSR by request of their Homegroup present, voting affirmative.

7.3 Policy motions will need 2/3rd majority of the GSR's, ALT.GSR's or Homegroup representatives 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 or illness, a written letter of explanation and qualifications can be given by a representative.

8.2 Volunteers for vacant positions will be accepted one 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 2/3 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 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 with written notice at least 2 weeks prior to the upcoming regular meeting of the ASC.

ARTICLE X

Duties of ASC Officers:

10.0 The administrative committee consists of the ASC Chairperson, Vice-chair, Secretary, Alt Secretary, Web Servant, Alt. Web Servant, Treasurer, Alt Treasurer and RCMs 1 & 2. In the event of a situation that must be handled prior to ASC, the Admin committee will meet or conference by phone or zoom to determine what action must be taken, if any. The admin committee 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.

10.1 ASC Chairperson will have three 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 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. Vice Chair 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 at least one-year clean time. Secretary should have general office and clerical skills. Service experience of, but not limited to, one year as Group Secretary, GSR, subcommittee secretary or clerical experience outside the fellowship. The Secretary 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 or emails copies of the ASC meeting minutes to GSR's, Officers and subcommittee Chairs within fifteen days after the ASC meeting.
- D. Keeps and archives current NAWS registrations 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-year commitment, with the first year spent working with the ASC secretary learning the position and the second year as ASC secretary, if elected by the Groups.

10.5 ASC Treasurer will have three years clean time, (cannot be waived). ASC Treasurer should have bookkeeping experience and precision working 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. Literature
2. Storage Unit
3. Donations for ASC/Subcommittee Meetings
4. Administrative expenses
5. Hotel Costs for RSC meeting designated attendance
6. Motions from the ASC floor
7. \$25.00 monthly donation to RSC (rev. 4/11)

C. Treasurer Report must be given to Secretary within 7 days of Area Service Committee meeting to be placed in the minutes.

D. Retrieve Area mail prior to ASC meetings.

E. Keep a record of Activities Subcommittees Prudent Reserve to be kept in the area account.

F. Treasury will have a yearly budget of \$100.00 for use of miscellaneous expenses and supplies such as stamps, envelopes, etc.

G. Shall keep printed bank statements during their term and shall hand them into ASC Chair at end of term.

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

10.7 RCM1-Regional Committee Member (2 positions) will have three years clean time. The RCM's ability to understand and explain the workings of the Fellowship is a factor in determining the unity, growth and stability of those served. The RCMs 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.

10.7 b RCM2 will have 3 yrs. clean time and the same duties and criteria as the RCM. This is a two-year commitment with the first year as a learning position and the second year as RCM, if elected by the Groups.

10.8 ASC Literature Distributor will have nine 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.** Can keep literature in area storage unit.
- G.** Literature Distributor will have a yearly budget not to exceed \$100.00 for use on 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.

10.8b Alternate Literature Distributor will have the same criteria as Literature Distributor and fulfills the duties of the Literature Distributor in their absence. This is a two-year service commitment with the first year learning the position and the second year as Literature Distributor, if elected by the Groups

10.9 Standing Subcommittee Chair (unless otherwise specified in subcommittee guidelines) will have one-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.** Shall attend the RSC weekend.

10.10 Web Servant shall have 2 years clean time and shall have a working knowledge of current web protocols and the ability to understand HTML/BMLT coding. Knowledge of WordPress, Pinpoint and other Web page creation tools are definite assets to the position. A reliable connection to the internet and a working personal computer is necessary. Web hosting service will be funded by RCASCNA.

Duties:

Attend all ASC meetings and maintain Recovery Coast Area website, 'napasco.org ' as required in accordance with the 12 Traditions and 12 Concepts of Narcotics Anonymous.

10.10a Alt. Web Servant shall have the same approximate working knowledge of Web IT protocols as the Web Servant. The Alt. Web Servant shall attend ASC meetings when Web Servant is unable to do so. This is a two-year commitment with the first year as a learning position and the second year as Area Web Servant, if elected by the groups.

10.10 b Any new meeting(s) that have made a request to be listed and have followed the RCANA guidelines for inclusion will be added to the online meeting list at 'napasco.org'. Event information and Flyers will be posted as requested.

Duties of Outgoing Administration:

10.11 The outgoing administration shall change/transfer the names on the ASC checking account, ASC storage facility and the ASC PO Box to the newly elected officers immediately after the elections are complete.

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 and 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 days' prior notice shall 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:

- Activities
- Hospitals and Institutions
- Phone Line and Public Relations
- Policy

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 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.

12.4 All NA material to be distributed by subcommittees must include a stamped or printed disclaimer that states, "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 any 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 two 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 2/3 vote and go back to groups when cost EXCEEDS \$100.00.

14.5 The RCANA will provide one room for RCM (RCM2 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 two thirds 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 a Moment of Silence and Serenity Prayer 12 Traditions

12 Concepts

ASC Purpose Statement

Decorum Statement

Common Ground Reading

Roll Call

Secretary's Report

Admin Report

Web Report

Subcommittee Reports

(PR, Policy, Activities, H&I, Unity Day, Ad-Hocs)

RCM Report

Sharing Session/Open Forum

Break

Serenity Prayer

Roll Call

Group Reports

Old Business

Elections

Nominations

New Business (motions, if any)

Break

Serenity Prayer

Roll Call

Treasurer's Report

Literature Distributor Report

Close with Serenity Prayer

Policy Subcommittee Guide

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 the ASC policy holders and submit a current Policy Package annually to include ASC policy and all subcommittee guidelines.

Review a Motion:

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

Membership:

The membership of the Policy committee shall consist of the ASC administrative committee, all subcommittee chairpersons, Policy chairperson, Policy Vice-Chairperson, Secretary, and any interested members.

Voting:

Anyone may participate in the open forum discussion at the Policy committee meetings. However, voting is limited to the active members only, members who have attended two 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 $\frac{3}{4}$ vote of all the members present.

Policy Committee Positions:

Chairperson (nominated by ASC in July)

Requirements: 3-years clean time, active involvement in NA, knowledge of the 12 steps, 12 traditions, 12 concepts, and the policy of Recovery Coast Area.

Duties: 1-year commitments, compiles a pre-arranged agenda prior to each committee meeting. Carries the voice of the Policy subcommittee to ASC. Enforces rules of decorum and discipline (ASC's Rules of Order). Refrains from discussing a motion when presiding. Is fair and impartial. Is available to answer any questions concerning matters of policy on the ASC floor. Prepares a budget with the subcommittee for ASC approval annually. Submits a complete updated policy package in July to ASC to be distributed at the August ASC that will include RCASC NA Policy, Subcommittees Policies, Budgets, and any other policies of the ASC. Provide policy addendums when they arise, provide a report on the discussion of motions at the subcommittee meeting.

Vice-Chairperson (nominated by Policy Committee)

Requirements: 2-years clean time, Active involvement in NA, Experience in ASC service including Policy. Does not hold any other ASC administrative positions.

Duties: 1-year commitment, performs all duties of the chairperson in the absence of the chairperson. Conducts old business during subcommittee meeting. Assists in preparing the subcommittee's annual budget.

Secretary:

Requirements: 1-year clean time, active involvement in NA.

Duties: 1-year commitment. Responsible for the written record of the subcommittee meetings, assist in preparing the annual budget. Forwards a copy of the minutes to the ASC for archive purposes.

Removal or Voting Privileges:

Loss of voting privileges will result when two consecutive policy subcommittee meetings are missed without notice or loss of abstinence. Voting privilege is reinstated after attending 2 consecutive Policy subcommittee meetings and the required clean time requirement is met in case of loss of abstinence.

Meeting Format:

Open with Serenity Prayer

12 concepts

12 traditions

Purpose of Policy Subcommittee

Roll Call/Attendance

Secretary's Report

Old Business

Motions brought to Policy prior to Area

Open Forum

Elections

New Business

Close with Serenity Prayer

2023-2024 Budget:

Public Relations Phonline

Subcommittee Guide

Subcommittee Meetings:

PR/ Phonline subcommittee meets the first Sunday of the month. Times and locations will be attached to the end of the Recovery Coast Policy, as well as website. Times are subject to change. Changes will be brought to ASC so policy chair and web chair can change accordingly.

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 P.R. and Phonline are to carry a clear message of NA within our traditions and concepts, as well as open and maintain the lines of communication. to the following:

- Between NA and the general public
- Between NA and government agencies
- Between the committee and Area Service Committee, Florida Regional Service Committee, and the World Service Office.
- To respond to all requests for information in a timely and effective manner
- To maintain and update the meeting lists and provide the Area Service Committee with 900 meeting lists every other month, unless a change in a meeting occurred, then they will be updated and brought to the next ASC.
- To conduct annual workshop/learning day
- To provide accurate information to television and radio stations for Public Service Announcements.
- To produce 2 annual mailings if possible: to local churches, courthouse and other professional agencies that encounter addicts
- Mailings will include IP's (approved by subcommittee), meeting lists and appropriate agency letters.
- To maintain printables, which includes 15000 Phone-line cards per year to distribute to first responders.
- To maintain contact with first responders to make sure they still have cards.
- To supply posters 4 times a year for poster days.
- To maintain an accurate up to date list with contacts for different agencies.
- To set up P.R. resource table at public events such as A.S.A.P.

General Membership Requirements:

- Have the willingness to maintain abstinence from all drugs, as well as have the desire to

- continually grow your knowledge in the traditions and concepts of NA.
- Be a member of NA.
- Have the willingness to serve.

Housekeeping Motions and Voting Procedures:

- Any voting member, including the chairperson, 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.

P.R. Chair:

Requirements:

- A minimum clean time of 2 years continuous abstinence from all drugs.
- Previous experience of serving the Public Relations Subcommittee.
- A working knowledge of the 12 Steps, Traditions and Concepts

Duties/ Responsibilities:

- Attend the P.R./ Phone line subcommittee meetings.
- To facilitate the P.R. Subcommittee meeting.
- Line of communication between helpline coordinator, A.S.C., and R.S.C.
- Delegates projects to committee members.
- The first contact between the public and the subcommittee
- Holds the password for grasshopper.
- keeps an up-to-date contact list for agencies and numbers that help P.R to
- keep their relationship with public places.
- coordinate the storage of the PR board and supplies.

P.R. Vice-chair:

Requirements:

- A minimum clean time of 1-year continuous abstinence from all drugs.
- Previous experience of serving the Public Relations Subcommittee.
- A working knowledge of the 12 Steps, Traditions and Concepts

Duties/ Responsibilities:

- Attend the P.R./ Phone line subcommittee meetings.
- To facilitate the P.R. Subcommittee meeting in absence of the P.R. Chair.
- Line of communication between helpline coordinator, A.S.C., and R.S.C. In
- assistance with the P.R. Chair
- Liaison between P.R. Committee and other ASC Subcommittees

Secretary:

Requirements

- 6 months of abstinence from all drugs
- Good communication skills
- Able to use a computer.

Duties:

- Attend the P.R./ Phonenumber subcommittee meetings.

- a. To keep accurate minutes of the P.R. subcommittee meeting.
- b. Send minutes to the P.R. chair in a timely manner.

Printables Coordinator:

Requirements:

- a. A member of the P.R. subcommittee.
- b. 1 year of abstinence from all drugs

Duties/ Responsibilities:

- a. Maintains the production printables with accurate.
 - a. information
 - b. Distributes printables to the correct locations.
 - c. Printables include the meeting lists, the Phoneline cards, and the poster day posters.

Phone Line:

Purpose:

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 Recovery Coast Area.

The Phone line subcommittee shall conduct 2 annual workshops in the month of February and August at the P.R. subcommittee meeting.

Phoneline Coordinator

Requirements:

- a. Shows a willingness and desire to serve.
- b. Has 1-year abstinence from all drugs.
- c. Has 6 months of experience on the phone line and within the P.R. Subcommittee.
- d. Has the time and resources necessary to complete these duties.
- e. Has a working knowledge of the 12 Steps, 12 Concepts and 12 Traditions of Narcotics Anonymous.

Duties/Responsibilities:

- a. Must attend the P.R Sub Committee meeting.
- b. Will bring report and any receipts necessary to the P.R Sub Committee.
- c. Acts as a liaison between the P.R sub- committee and the phone line volunteers.
- d. Will bring any concerns back to the P.R. subcommittee. Removal of any volunteer is a decision of the P.R Sub Committee as a whole.
- b. The coordinator will check Grasshopper daily for missed calls and return them in a timely manner.
- c. Print out the Grasshopper log and attach to your report.
- d. Holds the password for grasshopper.
- e. Keeps an up-to-date contact list for agencies and numbers that help P.R to keep their relationship with public places.
- f. Perform efficiency calls at random.

Phone Line Volunteer:

Requirements:

- a. Must attend a thorough phone line workshop, have willingness and desire to serve, and must have at least 1 year of abstinence from all drugs.
- b. Holds a 6-month commitment to the position. If there is a desire to continue after the 6 months, they must attend another workshop and continue to show willingness to the position.

Duties/Responsibilities:

- a. attend the monthly P.R and phoneline subcommittee meeting.
- b. Respond to all calls promptly, Use IP #1, Current meeting list, and carry a clear message of Narcotics Anonymous
- c. The volunteer shall notify P. R Chair, P.R. Vice- Chair, or phone line coordinator if unable to serve on the phone line any longer.

Tradition violations will be dealt with as a matter of principle rather than against the individual. Apparent violations will be presented to the P.R. subcommittee. If group conscious decides that there is a violation, it will be dealt with and voted on within the committee. If the P.R committee decides that it affects N.A. as a whole, the P.R. chair will bring it to the next ASC.

Do's and Don'ts:

DO'S

- When receiving a call, answer with "NA Phoneline, my name is how may I help you?"
- Always carry a meeting list, IP#1 and a log with resource numbers. Contact Phoneline coordinator or other members if any questions or concerns come up during your commitment.
- Return all calls promptly.
- Remember to be polite and helpful to all callers.
- Log all calls in phone log.

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 phoneline coordinator 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 call er. Tell them we will get them home if they get to the meeting.
- Don't glorify Active addiction by telling war stories.
- Don't use no matter what.

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 any 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 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.
- 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 or give out numbers to anyone. Suggest that they go to a meeting and talk to someone there.
- If you sense the caller wants to talk more simply ask, "Do you have any more questions about Narcotics Anonymous?"
- If the loved one cannot get the addict on the phone, tell the person calling we cannot do anything for your loved one until they want to stop using, If they say they do want to stop using and won't get on the phone recommend the next close meeting for them to get to. 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 a while; just politely say, "We need to clear the line now in case 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 etc.

Press or Law Enforcement Call

Phone line volunteers will sometimes receive calls from many different sources including the press and law enforcement agencies. It is imperative that anytime a member of the press calls that we inform them that we are phone line volunteers, and 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 a reasonable time. When you have ended your contact with the caller, contact the phone line chairperson and give him/her the information.

Agenda for Public Relations Subcommittee Meetings:

Serenity Prayer
 12 Traditions 12 Concepts, and Purpose.
 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 the 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.

PR Budget 2023-2024

| <u>Description</u> | <u>Price (Per Year)</u> |
|----------------------------------|-------------------------|
| 4 Poster Days | \$300.00 |
| Literature | \$200.00 |
| PR Projects | \$600.00 |
| Misc. supplies (ink, pens...) | \$100.00 |
| 900 Meeting Lists/helpline cards | \$2,200.00 |
| Annual Learning Day | \$200.00 |
| | |
| | |
| | |
| | |

| | |
|-------|------------|
| Total | \$3,600.00 |
|-------|------------|

Hospitals and Institutions Subcommittee Guide

Definition and purpose of H&I

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

Subcommittee meetings

H&I meets the first Sunday of every 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 18 months clean time. Has a working knowledge of the specific committee they will chair and a working knowledge of the 12 Steps, Traditions, and Concepts. (Rev 05/18)

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 Recovery Coast ASC. Chairperson will hold an H&I orientation first month in position, then a learning day 6 months after.

Vice-Chairperson

Requirements: one-year clean time, working knowledge of the H&I subcommittee, working knowledge of the 12 Steps, Traditions, and Concepts.

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

Secretary

Requirements: 6 months clean, working knowledge of the 12 Steps, Traditions, Concepts, and H&I policies.

Duties: Record and distribute subcommittee minutes, keep an up-to-date volunteer list of all H&I subcommittee members, maintains and ongoing file all correspondence and minutes, acts as chairperson in the absence of chairperson and vice-chairperson.

Facility Coordinator

Requirements: 18 months clean time, a working knowledge of the Facility and have previous experience in taking meetings in association with H&I, active member of H&I, must attend two consecutive H&I Subcommittee meetings and remain an active member, working knowledge of the 12 Steps, working knowledge of the 12 Traditions, and working knowledge of the 12 Concepts, and an understanding of H&I Policy

Duties: Distribute literature to Facility (if applicable), ensure the guidelines of the H&I Subcommittee and Facility are followed, communicate with the Facility and bring back information to the H&I Subcommittee.

H&I Jail Coordinator

Requirements: Two years clean time, active badge for jail, active member of H&I, must attend two consecutive H&I Subcommittee meetings and remain an active member. Must have a working knowledge of the 12 Steps, Traditions and Concepts, and understand H&I Policy.

Duties: Organize the Jail schedule, distribute literature, accordingly, ensure the guidelines of the H&I Subcommittee and Jail are followed, communicate with the Jail and bring back information to the H&I Subcommittee, submit any new applications to the Jail.

Panel leader

Requirements: 6-month commitment to the position, one-year clean time, a working knowledge of the 12 Steps, Traditions, Concepts and an understanding of H&I policy. H&I panel leader will need to attend two H&I subcommittee meetings, be an active member of H&I, listen and observe how the panel is run at two facility meetings, 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.

Duties: Ensures that guidelines of the H&I subcommittee and facilities are followed, holds presentations with a minimum of two members present, ensures that meeting starts and ends 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, submit 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 facility and H&I subcommittees' criteria. Panel leaders are to inform the guest speaker of the Do's and Don'ts and give a brief orientation.

H&I Literature Coordinator

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

Duties: keep a stock of literature, not-to-exceed area approved budget and 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.

Active Member

In order to be an active voting member of H&I you must attend two consecutive H&I subcommittee meetings. To maintain active voting member status a member must not miss two consecutive H&I subcommittee meetings. Active voting privilege will be reinstated after attending two 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 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. Withdraw 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 present majority of voting members of the subcommittee. Vice chair and H&I members need to be present in eligible to vote.

Grounds for Impeachment

Relapse (includes banned from returning until facility guidelines are met), 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 list and help line numbers are available to members upon release from the facility, be aware of any changes in contact person or administration and make 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, is it of importance that the H&I committee continues to supply the facility with the meeting schedules and appropriate literature.

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

Types of Treatment Facilities:

Short Term Facilities:

- Detox Center: when doing H&I work in detox 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 detox 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 an hour. Your subcommittee will have clean time requirements. And the facility may have their own requirements as well.
- Try to include at least one panel member with the minimum clean time requirement. Often newcomers will identify more with a relative newcomer more than a member with long term clean time. NA has no opinion on methods of detox. While a member doing H&I work may wish to simply state NA is a program of complete abstinence from all drugs, no member should ever advise someone in a detox center to refuse the method of detox 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 detox. In these facilities, as in detox facilities, it is important to keep in mind that the addicts you are carrying the 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 28 days 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 service 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 currently have emotional 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 holding 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 able 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 person may be on the administrative level our week-to-week interaction will be with the other staff. It is important that we establish a rapport with the 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 up setting up the meeting but also on an ongoing basis that their role will be as observers only. This also applies to the staff members that happen to be members of NA. While this person is functioning as an employee of the facility they should not share. This is in keeping with the traditions.

Do's and Don'ts

Do's:

- Make directories of outside meeting 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 at the long-term facilities.
- Obey all dress codes. Exercise common sense and dress appropriately
- Always keep staff aware of your whereabouts
- Stamp all literature you bring into the facility with the local helpline number.
- Screen all panel members carefully regarding the clean time or other requirements.
- explain the language that we use (parentheses addict, clean, recovery) and why we use it.
- Emphasize **the importance** of getting to an NA meeting the first day out.
- Emphasize getting an NA 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 and I work if you are supplying the literature.
- Encourage the treatment centers to supply and a literature on their own if at all possible
- Emphasize in NA recovery is available to all addicts regardless of the type of drugs used.
- Be selective about who you choose to take into HMI meetings. The clean time requirement is very important period panel members must 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 facilities 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 method used by the facility not all facilities are 12 steps based.
- We share our experience without reference to the facilities methods or to residents comments.
- discuss any internal H and 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 addresses or phone numbers except that of the helpline.
- Carry in any contraband items such as cigarettes 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 period most treatment center residents spend much of their day in a 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 of NA. open the meeting with a moment of silence followed by 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 and I is to carry the DNA 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 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 the moment of silence followed by the serenity prayer.

Recovery Coast Area H&I Subcommittee:

Panel Leader

Name:

Date:

Facility:

Days and times:

Panel Members Attendance:

Name:

Date:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Report:

In Loving Service,

H&I Budget 2023-2024

Activities Subcommittee Guidelines

Purpose:

The primary purpose of the activity's 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 from the chair of our unusual annual Unity Day ad hoc committee in March and April with elections in May.

Meetings:

Activities will hold at least one monthly meeting of the subcommittee. All subcommittee meetings will be held on the second 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 the Chair and all committee members must be notified within 48 of the meeting.

Agenda for Meetings:

- Serenity prayer
- 12 traditions
- Minutes of previous meeting
- Old business
- New business
- Serenity prayer

Composition of subcommittee:

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

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Supply Coordinator
- General Members

Qualifications of General Membership:

General membership shall consist of any person expressing the desire to make a commitment to work with the subcommittee. In all cases the members shall: have the willingness to serve, be a member of the recovery coast area of NA, attend two consecutive subcommittee meetings to be a voting member. If two consecutive subcommittee meetings are missed without prior notice to the chair you must attend two more consecutive subcommittee meetings to regain voting status.

Qualifications of Officers:

Chairperson:

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

Duties:

- chair the monthly subcommittee meeting.
- It expedites action on motions referred to the subcommittee.
- Attend all ASC meetings.
- Inform ASC of subcommittee activities, needs and other relevant information.
- Submit a yearend 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 the funds to area.

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 traditions and concepts of NA. Previous experience as a working member of the activity's subcommittee.

Duties:

- End the absence of the chair, vice chair is to assume all responsibilities.

Treasurer:

Requirements: willingness, desire to serve, four years continuous abstinence from all drugs, two years residency of recovery coast area, the time and resources necessary to complete the duties and the knowledge of the 12 steps, traditions and concepts 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 the bank account.
- All money to be deposited directly after each event.
- Take 20% of profits from activities events and deposit into Unity Day reserve in area checking account, not to exceed \$2500.
- Keep accurate reports on card reader and cost 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 to take for donation to ASC.
- Be treasure of Unity Day

Secretary

Requirements: willingness and desire to serve, six 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.

Supply coordinator

requirements: willingness and 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 and previous experience as a working member of the activities subcommittee.

Duties:

- must always have access to all supplies.
- Keep current record 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

The purpose of Unity Day is to promote unity in our area and surrounding areas through fun and fellowship.

Meetings:

Unity Day planning will start holding meetings in June period meetings will be once a month until October and November where they will change to meet weekly. Starting December, they will meet every week, except during the holidays, until the end 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

Qualifications of Officers:**Chair**

Requirements: must have two 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 and traditions and concepts of NA.

Duties:

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

Secretary

Requirements: willingness, the desire to serve, six 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 activities main treasurer.

Duties: keep accurate records of all funds used to put on the function, all money over \$2500 in the unity bank account will be donated to area.