

**WEST VALLEY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

*All members of Narcotics Anonymous are encouraged and welcomed to
attend any Service Committee meeting.*

SERVICE COMMITTEE GUIDELINES

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WEST VALLEY AREA SERVICE COMMITTEE OF N.A.

AGENDA FOR ___(current month)___
MARYVALE SAMARITAN HOSPITAL DINING ROOM A & B
MINUTES FOR ___(previous month)___

SERENITY PRAYER
SERVICE PRAYER
12 TRADITIONS
12 CONCEPTS
WELCOME TO NEW MEMBERS
ROLL CALL

REPORTS:

ADMINISTRATIVE:

CHAIRPERSON
VICE CHAIRPERSON
SECRETARY (accept mins.)
ALT SECRETARY
TREASURER
ALT TREASURER
P.O. BOX
RCM & RCM 2
P & P

SUBCOMMITTEE:

ACTIVITIES
H & I
LITERATURE
OUTREACH
P.I.
AD HOC

LIAISON:

PHONE LINE
NARATHON

GROUP REPORTS

***WHEN NEEDED

7th TRADITION
ANNOUNCEMENTS

20 MINUTE BREAK

2ND ROLL CALL
12 CONCEPTS READING
OPEN FORUM: to be requested 15 minutes prior to the start of ASC
OPEN SHARING SESSION: one half-hour
ELECTIONS: In September and when needed
OLD BUSINESS:
NEW BUSINESS:
REGIONAL DONATION:(to be done in: Jan., March, May, July, Sept., Nov.)
CLOSING PRAYER

PREVIOUS MONTH'S MINUTES BEGIN HERE>remove this when typing minutes.

BOUNDARIES

This body shall be known as the West Valley Area Service Committee of Narcotics Anonymous (WVASCNA). This committee shall serve any organized group of Narcotics Anonymous who wishes to be part of this area.

PURPOSE

Our purpose is to further the unity of the fellowship within our respective service area and NA as a whole. This will be done in accordance with Twelve Traditions and the Twelve Concepts for NA Service as well as the concepts outlined in The Guide to Local Service in NA. In addition, this body will coordinate NA functions common to the various groups within the area.

FUNCTIONS

To further our primary purpose and serve as a channel of communication between the WVASCNA and NA as a whole. Our function shall be as follows:

- A. The communication of NA related information to and from the groups and the area.
- B. To hold regular monthly service meetings (or as needed).
- C. To maintain a literature fund so that; the literature will be maintained at a level that can support the needs of the groups within the area.
- D. To maintain a general checking account:
 1. With the WVASCNA chairperson, vice chairperson, treasurer, and alternate treasurer as signatories. Checks will require two signatures.
 2. With a prudent reserve which is an amount of money, collected from donations to area and set aside to meet the area's "operational expenses" in the event that group donations decrease; and is to be determined annually at audit.
- E. To maintain the WVASCNA post office box at P0 Box 56097, Phoenix, AZ. 85061 and the WVASCNA treasurer and secretary are responsible for regular mail pick up.
- F. To provide representation for active participation in the Arizona Regional Service Committee, Inc. (ARSC).
- G. To establish and maintain standing subcommittees.
- H. To record and distribute minutes of the regular ASC meetings to the group service representatives (GSRs), ASC officers (administrative committee), subcommittee chairpersons, Narcotics Anonymous World Service, Inc. (NAWS), and other areas in the Valley.

PARTICIPANTS

This committee shall be comprised of group service representatives, their alternates, members of the administrative committee and the subcommittee chairpersons or their representatives, and any interested NA members.

A. Administrative Committee

This committee shall be comprised of the chairperson, vice chairperson, treasurer, alternate treasurer, secretary, alternate secretary, regional committee members (RCM & RCM 2) and policies & procedures administrator. It is suggested that they be elected from active participants of the ASC, each of which should have shown a commitment to serve by a previous service commitment at the area level. A willingness to serve, resources to do the job, a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts are required.

B. Standing Subcommittees:

A committee established to serve any specific need which may arise within the area. These committees shall be established by Decision Making Process. The basic purpose of the subcommittees is to collect, clarify, design, and state the recommendations of the fellowship within the specific areas of concern, and to initiate and coordinate actions based on these decisions.

Subcommittee chairs are elected by the WVASCNA. Subcommittees shall elect their own officers. No standing subcommittee shall be established without first establishing operational guidelines. All subcommittees are required to submit written monthly financial reports to the ASC and a written itemized expenses report.

C. Ad Hoc Subcommittees:

These committees shall be formed as needed to carry out a short-term goal of the ASC and shall be disbanded upon completion of that goal. These subcommittees shall not have a represented vote at any ASC meeting. The ASC chair shall appoint ad hoc committee chairs. The ad hoc committee chair shall establish the committee and report to the ASC monthly.

D. Liaisons:

To provide an effective line of communication between the WVASCNA and the respective subcommittee. Liaisons are elected as needed for a one (1) year term commencing in August of each year.

1. Narathon Liaison term to be for one (1) year term commencing in March through February.

REQUIREMENTS AND DUTIES PARTICIPANTS

CHAIRPERSON

Requirements:

- A. One (1) years previous service experience at the area level (i.e. vice chairperson).
- B. Minimum of four (4) years clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Concepts.
- D. Have knowledge of Consensus Based Decision Making.

Duties:

- A. Arrange ASC agenda with the administrative committee.
- B. Cosigner on all ASC bank accounts.
- C. Preside over regular ASC meetings in an orderly fashion.
- D. Assists the vice chairperson in the coordination and liaison work between all subcommittees to assure cooperation of responsibilities.
- E. Participate in all area audits.

VICE CHAIRPERSON

Requirements:

- A. One (1) year experience at the area level.
- B. A minimum of three (3) years clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Concepts.
- D. Have knowledge of Consensus Based Decision Making.

Duties:

- A. In the absence of the chairperson performs the duties of same.
- B. Arrange ASC agenda with the administrative committee.
- C. Cosigner of the ASC bank accounts.
- D. Act as liaison between all subcommittees to ensure cooperation of responsibilities and act as interim subcommittee chair in the event of vacancy.
- E. Participate in all area audits.
- F. In the absence of a policies & procedures administrator, assuring that Consensus Based Decision Making is followed during ASC meetings.

TREASURER

Requirements:

- A. One (1) year service experience at the WVASCNA area level.
- B. A minimum of five (5) years clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Concepts.
- D. Have some bookkeeping skills.
- E. Have knowledge of Consensus Based Decision Making.

Duties:

- A. Act as custodian of the WVASCNA general account.
- B. Keep an accurate financial ledger and perform monthly account reconciliation.
- C. Makes sure all approved expenses are paid in a timely manner.
- D. Distribute to all participants a written report of the financial status of the area at each regular meeting. Prepare the monthly treasurer's report (refer to addendum) and submit to ASC secretary within one week for inclusion in the minutes.
- E. Cosigner on all ASC bank accounts.
- F. Responsible for issuing receipts for all moneys received.
- G. Submit a written annual financial report at the end of their term of office.
- H. Compile projected annual budgets from administrative committee members and subcommittee members and submit to the WVASCNA for approval in October.
- I. Pick up mail from the WVASCNA post office box on a regular basis.
- J. Participate in all area budgets and audits.
- K. Arrange ASC agenda with the administrative committee.
- L. Review subcommittee treasurer's reports monthly for accuracy.
- M. All monies collected at area will be deposited in the WVASCNA account not later than two (2) business days following area.
- N. Include on the area treasurers report in summary section, funds on hold by subcommittee.

ALTERNATE TREASURER

Requirements:

- A. One (1) year experience at the area level.
- B. A minimum of four (4) years clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Have some bookkeeping skills.
- E. Willingness to run for treasurer the following year.

Duties:

- A. In the absence of the treasurer performs the duties of same.
- B. Arrange ASC agenda with the administrative committee.
- C. Participate in all area audits.
- D. Cosigner on ASC general account.
- E. Attends monthly area service meetings and assists treasurer.

SECRETARY

Requirements:

- A. One (1) year service experience at the area level.
- B. A minimum of two (2) years clean time
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Have some secretarial skills and access to a computer.
- E. Have knowledge of Consensus Based Decision Making.

Duties:

- A. Record minutes of any area meeting.
- B. Distribute copies of the minutes no later than two weeks following the ASC meeting.
- C. Maintain an updated mailing list of all WVASCNA participants.
- D. Maintain an updated list of email addresses and post minutes on the web and/or communicate with webmaster to make sure minutes are posted on the web.
- E. Keep a record of the previous year's minutes on hand at each meeting.
- F. Pick up mail from the WVASCNA post office box.
- G. Present to the new GSR's (when they introduce themselves at the area meeting) a packet containing a copy of: the area guidelines, GSR Orientation Sheet, and GSR meeting report forms. Additional copies of the GSR Orientation Packet shall be \$.48 per copy.
- H. Arrange ASC agenda with the administrative committee.

- I. Participate in all area audits.
- J. The secretary must notify all groups or subcommittees if they become inactive participants.
- K. Assist Outreach chair in registering groups with NAWS, Inc.
- L. Provides copies of the WVASCNA Guidelines at a charge of \$3.04 per copy.
- M. Keep a current set of signed Statements of Understanding and Financial Responsibility for all area committee and subcommittee members.
- N. Type the idea/request and decisions in the minutes instead of copying the idea/request form and keep copies of the original idea/request form in archives and have archives of at least the past twelve months available at ASC Meetings.

ALTERNATE SECRETARY

Requirements:

- A. One (1) year experience at the area level.
- B. A minimum of one (1) year clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Have some secretarial skills and access to a computer.
- E. Have knowledge of Consensus Based Decision Making.

Duties:

- A. In the absence of the secretary performs their duties.
- B. Arrange ASC agenda with the administrative committee.
- C. Participate in all area audits.

REGIONAL COMMITTEE MEMBERS (RCM & RCM 2)

Requirements: (same for both positions)

- A. Two (2) years experience at the area level. RCM requires (1) year as RCM 2 at WVASCNA.
- B. A minimum of three (3) years clean time for RCM and two (2) years clean time for RCM 2.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Have knowledge of Consensus Based Decision Making.

Duties:

- A. Attend all regular ASC and RSC meetings, including WSC agenda workshops & serve as a regional subcommittee member. Provide a written regional treasurer's report to area secretary for inclusion in area minutes.
- B. Serve as the link between the RSC and WVASCNA.
- C. Work closely with the area officers and subcommittee representatives and is a source of information and guidance in matter concerning the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Arrange ASC agenda with the administrative committee.
- E. Participate in all area audits.
- F. In the event the ASC chairperson and vice chairperson are both absent from the ASC meeting, the RCM will lead the ASC meeting.

POLICIES AND PROCEDURES ADMINISTRATOR: (P&P)

Requirements:

- A. One (1) year experience at the area level.
- B. A minimum of two (2) years clean time.
- C. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and Consensus Based Decision Making.

Duties:

- A. Ensure that Consensus Based Decision Making is followed.
- B. Provide a monthly written and oral report of all P&P activity.
- C. Provide a written report of procedures, contact and/or reference sources, along with a written report of all property thirty (30) days before end of term.

- D. Term shall be one (1) year and terms of service not more than two (2) consecutive terms.
- E. When requested by the WVASCNA, the P&P chair will collect and analyze input regarding issues of concern where no past procedures have been developed. This input may be gathered from all resources available. P&P will then develop and recommend further study or new procedures for these situations.
- F. This person also deals with possible violations of the Twelve Traditions and Twelve Concepts within the area.
- G. When directed by the area, attends any meeting where there is an issue of violation of the Twelve Traditions and/or Twelve Concepts, provides information to the group or subcommittee and collects information from them, providing a written, detailed report at the following ASC meeting. The report will include any recommendations to help resolve the issue.
- H. When questions arise that cannot be resolved at the group or area level, writes a detailed letter describing the circumstance, and gives to the RCM for review. It will then be sent to the RSC for consideration.
- I. This person acts only in matters where the WVASCNA has directed.

SUBCOMMITTEE CHAIRPERSON

Requirements:

- A. One (1) year experience at the area level and one (1) year experience on relevant subcommittee.
- B. A minimum of two (2) years clean time.
- C. Have a working knowledge of the Twelve, Steps, Twelve Traditions and Twelve Concepts.
- D. Have knowledge of Consensus Based Decision Making.

Duties:

- A. Arrange ASC agenda with administrative committee.
- B. Preside over regular subcommittee meetings in an orderly fashion.
- C. Provide minutes to ASC with treasurer's report.
- D. Submit projected annual expense budget to the area treasurer in September.
- E. Provide a documented "to-date expenditures" and "running balance" in monthly report.

LIAISON

Requirements:

- 6. One (1) year clean time.
- 7. Six (6) months service experience at the area level.

Duties:

- A. To provide a written report to WVASCNA which shall include, but not be limited to:
- B. All events and activities planned by the respective subcommittee.
- C. All motions made at the respective subcommittee and the results of each motion.

ALL THE POSITIONS LISTED HEREIN CONSTITUTE THE ADMINISTRATIVE COMMITTEE, AND ALL MEMBERS OF THAT COMMITTEE ARE REQUIRED TO BE PRESENT AT ALL MEETINGS OF ADMINISTRATIVE, AREA, AND AUDITS. FAILURE TO: (a) BE PRESENT AT ANY SCHEDULED MEETING FOR TWO (2) CONSECUTIVE MONTHS; OR, (b) BE ABSENT WITHOUT CAUSE FOR THREE (3) SCHEDULED MEETINGS IN ANY ELECTED TERM; OR, (c) ADEQUATELY PERFORM THEIR DUTIES, WILL RESULT IN A VOTE FOR REMOVAL. REMOVAL IS NOT EFFECTIVE UNLESS PASSED BY A 2/3 MAJORITY.

AREA SUBCOMMITTEES AND DUTIES

ACTIVITIES SUBCOMMITTEE

Duties:

- A. Holds activities for the fellowship.
- B. Assists with fund raisers for the WVASCNA.
- C. Assists with the activities of the groups and subcommittees, when needed.

- D. Hold activities for regional meetings held in the WVASCNA area.
- E. The subcommittee is given a vote of confidence to commit a maximum of \$125.00 to participate in combined effort events.
- F. Participate in Service Learning Day coordinated by Outreach Committee.

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE

Duties:

- A. To carry an NA message into "closed" facilities such as jails, prisons, institutions and detox/recovery facilities.
- B. Be a resource for providing information, literature, supplies and to share experience, strength and hope to the still suffering addict who cannot attend meetings on the outside.
- C. To be responsible to NA and the facility by acting in a respectful manner.
- D. Record and report to the area all donations.
- E. Submit an itemized inventory of literature on hand to ASC.
- F. Participate in Service Learning Day coordinated by Outreach Committee.

LITERATURE SUBCOMMITTEE

Duties:

- A. Submit a written itemized inventory of literature on hand at ASC, quarterly.
- B. Responsible for the sale of literature to groups in general, and GSR's, specifically, at ASC meetings.
- C. Responsible for bulk purchase of literature, with a monthly budget as approved in literature subcommittee budget annually.
- D. Keeps an accurate ledger.
- E. Adheres to procedures for processing literature orders as outlined in literature subcommittee guidelines.
- F. Participates in Service Learning Day coordinated by Outreach Committee.

OUTREACH SUBCOMMITTEE

Duties:

- A. Assists groups in registering with NAWS, INC.
- B. Provides support to groups in the WVASCNA. Support could be attending meetings, providing support flyers, and announcing their needs at other meetings.
- C. Assists new groups in getting started and informing them of available services.
- D. Coordinates and participates in a service learning day annually.
- E. Contacts groups not being represented at the WVASCNA.
- F. Assists groups in need of new meeting locations.
- G. Maintains and updates WVA meeting information for the Narcotics Anonymous meeting list. Coordinates distribution of same.
- H. Assists subcommittees in enlisting support and encourages members to be involved in service.
- I. Brings unity and a message to groups "**YOU ARE NOT ALONE**".
- J. Checks regional website mailbox.

PUBLIC INFORMATION SUBCOMMITTEE:

Duties:

- A. To open and maintain lines of communication between Narcotics Anonymous and the public, and between our area and the Regional PI Subcommittee.
- B. To respond to all requests for information about Narcotics Anonymous in a timely and effective manner.
- C. To carry a clear and concise message about Narcotics Anonymous, consistent with the Twelve Traditions.
- D. To ensure all requests are handled at the appropriate level of service.
- E. To participate in Service Learning Day coordinated by the Outreach Committee.
- F. To establish a contingency plan to guide the area and its members (in the event information is requested about Narcotics Anonymous by a print or broadcast news entity).

OPERATIONAL GUIDELINES

A. ATTENDANCE:

1. The ASC shall conduct business only if a quorum is present. With a quorum being defined as 2/3 of the active group service representatives.
2. All officers shall attend all regular ASC meetings. It is the responsibility of any elected officer unable to attend the ASC meeting to notify the chairperson or the vice chairperson
3. If an elected officer misses two (2) consecutive meetings it is the responsibility of the chairperson to bring the matter to the floor for review and appropriate action.
4. All groups and subcommittees must be notified by the secretary if they become inactive participants.
5. All members of NA are welcome to attend all regular ASC meetings as nonparticipating observers. The chairperson, at their discretion, may call on a non-participant to speak. If not, all communication must be through their home group's GSR.
6. In the event that both the ASC chairperson and vice chairperson are absent, the RCM will chair the ASC meeting.

B. OPERATIONAL EXPENSES:

1. All administrative committee members and subcommittee chairpersons will submit a projected annual budget to the area each September, using formats in Addendum B. Projected budgets are to be established by outgoing administrative committee and sub-committee chairs and submitted to WVASCNA using formats from Addendum B (electronic copies available).
2. These annual projected budgets will be approved by the committee at the October area meeting. The treasurer will compile the area approved budgets from the October area meeting in order establish the ASC prudent reserve.
3. The ASC prudent reserve is to be established as two (2) months of the average "operating expenses." Operating Expenses are determined by projected monthly budget average. At the beginning of each fiscal year; which runs from October to September, the area treasurer will provide the assembly the prudent reserve to Area.
4. Normal operational expenses will be paid as they occur and are accounted for in the normal monthly treasurer's report. These are:
 1. Rent
 2. Phone lines (Includes P.I. expense for Yellow Pages)
 3. Secretary's material expenses
 4. Post office box rent
 5. Travel reimbursements to all RCMs for normal Regional business meetings (at the rate of 35 cents per mile;
 6. Literature orders and expenses for NAWS, INC. (to include subcommittee expenses for literature);
 7. Meeting list expenses;
 8. Subcommittee expenses;
 9. All other expenses and budgets will be submitted by motion for approval before payment.
 10. Each expenditure must be approved by 2/3 majority when area's prudent reserve is at 80% or less.
5. Maintain "Funds on Hold" for subcommittees for any annual budget item which in on month will exceed 25% of Area's Prudent Reserve.

C. VOTING PROCEDURES:

1. Each active home group GSR will have only one (1) vote on all matters. The chairperson votes only in case of a tie.
2. An active home group is defined as having attended two consecutive ASC meetings.
3. An active home group GSR will become inactive only after missing two (2) consecutive ASC meetings.
4. No member of the ASC may hold more than one (1) voting position at a time.
5. All normal business will be decided through Decision Making Process.
6. All ideas and requests that intend to change policy and guidelines are automatically referred back to

- home groups—except for housekeeping (spelling, punctuation and wording) can be handled at ASC.
7. WSC agenda reports shall be decided by GSRs only.

D. ELECTIONS:

For the purpose of the ASC the following are to be elected for the term of one (1) year.

- A. Chairperson (votes only in case of tie)
- B. Vice Chairperson
- C. Treasurer
- D. Alternate Treasurer
- E. Secretary
- F. Alternate Secretary
- G. RCM
- H. RCM 2
- I. Policies & Procedures Administrator
- J. Activities Chairperson
- K. H & I Chairperson
- L. Literature Chairperson
- M. Outreach Chairperson

1. A simple majority will be required for the election of all officers,
2. A 2/3 majority will be required for the removal of any elected officer.
3. Elections will be held at each August area meeting.
4. No elected officer may hold the same office for more than two (2) consecutive terms.
5. Administrative committee members and subcommittee chairs may not hold more than one position at the ASC.
6. Short-term replacements are defined as the filling of any elected position midterm. No short-term should be counted as one of the two consecutive terms for any position.
7. Those seeking elected positions shall complete a Resume/Statement of Willingness form and submit it to the ASC. Candidates must be present for questions and elections unless there is prior ASC notification and approval.
8. Waiving of clean time requirements requires a 2/3 majority vote.
9. Immediately following elections, all elected positions must complete a "Statement of Understanding".

E. AUDITS:

Purpose: To provide accountability to the home groups and honor our 11th Concept.

Annual Audit:

1. A combined annual audit of the area and its subcommittees shall be performed the Saturday following the August ASC meeting.
2. The outgoing area treasurer shall be responsible for scheduling and facilitating the annual audit.
3. The annual audit shall be conducted by the outgoing and incoming administrative committees, subcommittee administrative bodies and a GSR representative.
4. The GSR representative shall be elected during the July ASC meeting for the purpose of reporting the results at the September ASC meeting for inclusion in the minutes.
5. The outgoing area secretary will announce and document the date, location and required attendees during the June, July and August ASC meetings.
6. Audits are open to any interested NA members.

Other Audits:

1. An audit will be performed any time there is a change in trusted servants who are responsible for area funds and/or assets.
2. The audit will be completed before the assets are turned over to the new trusted servant.
3. Attendees will include the chairperson, vice chairperson, treasurer, alternate treasurer and secretary of the WVASCNA.
4. If the audit involves a subcommittee, the administrative body of that subcommittee will also attend.

5. Minutes will be taken by the attending secretary(s) and reported by the attending chairperson(s) to the area and or subcommittee at their next meeting.
6. Audits are open to any interested NA members.

Audit Procedures:

1. A review of monthly bank account reconciliations.
2. Verify bank statements against monthly reports.
3. Check the accuracy of monthly report figures, including beginning and ending balances.
4. Two random months will be chosen for a detailed review of all transactions.
5. Evaluate any other assets, inventory and/or archives.

F. AREA INVENTORY:

The annual Area inventory will be held during the month of February (midterm). The inventory will consist of an overall evaluation of the ASC using the following questions as suggested in "The Guide to Local Service in NA":

1. How well has the area committee done this year at serving the groups, and how can it better serve them in the coming year?
2. How well has the area committee served the larger community, and how can the committee better serve the community-at-large?
3. How well has the area committee done at supporting NA's regional and world services? How can the area provide better support for these services?

One to two months prior to the scheduled inventory, the list of questions will be included in the area monthly minutes. All GSRs and administrative committee members should review and answer these questions prior to the actual date. It is strongly suggested that all GSRs and joint administrative committee members endeavor to attend. The inventory will be formed as an ad hoc committee.

G. DECISION MAKING PROCESS:

1. There will be one GRS permitted to carry their Group consensus.
2. Any Area Participant present is eligible to discuss.
3. The WVASCNA Guidelines are the primary procedural source in conducting the Area's business.

New Business

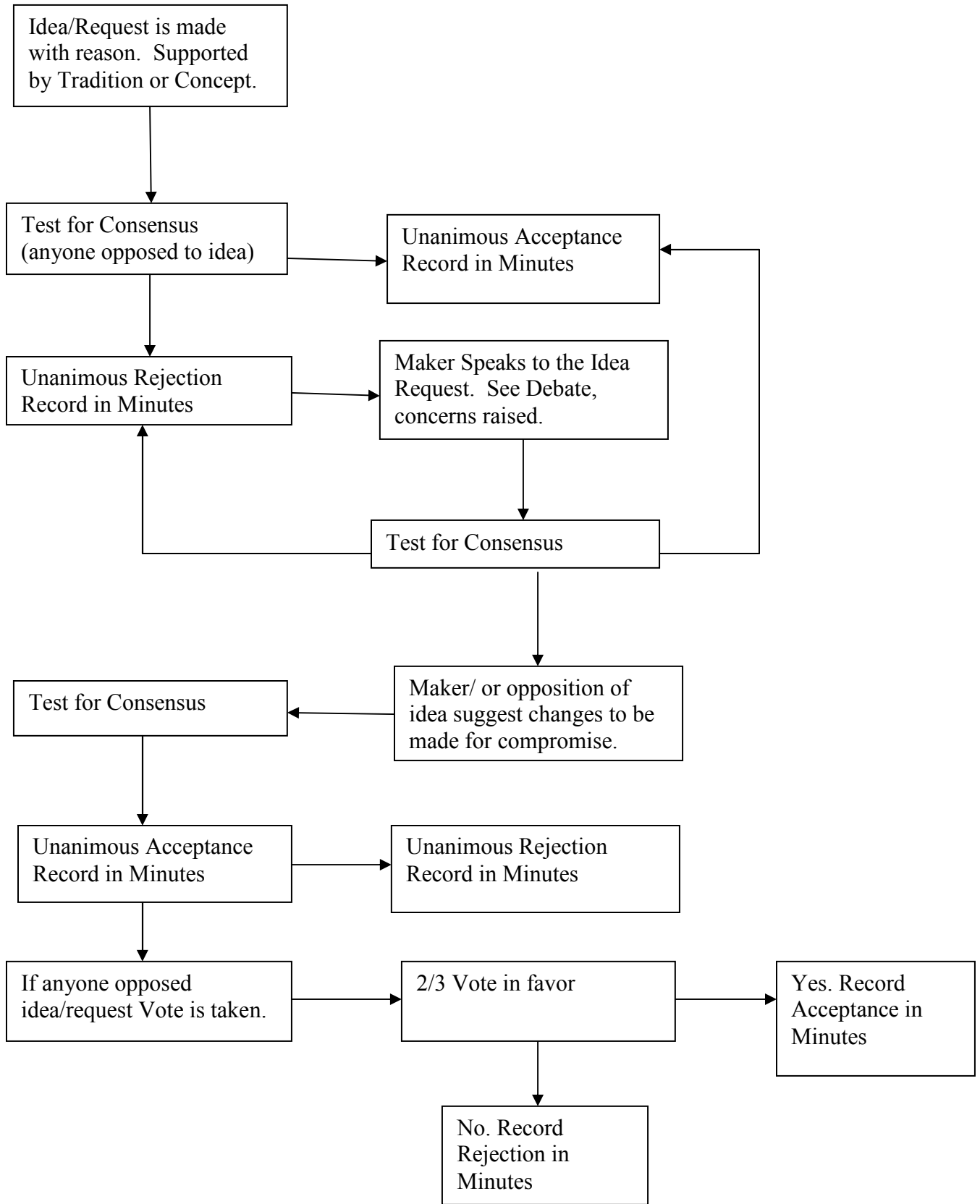
An *Idea or Request* is the method by which actions are formalized by the area members. The following are guidelines for their use:

GUIDELINES

1. This body operates on a consensus based decision-making process (see CBDM model following).
2. Any Idea or Request must be submitted to the secretary in writing before the ***Consensus Based Decision Making Process(CBDM)*** can begin.
3. As a spiritual body we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd tradition). In the event we cannot reach consensus, a decision will be reached using a 2/3 majority vote to reach our decisions.
4. One of the reasons we try to achieve consensus is it insures that we follow our 9th concept, "All elements of our service structure has the responsibility to carefully consider all view points in their decision making process." By carefully debating and respectfully listening to all points of view we try to make sure this occurs at the committee meetings. The reason the committee is allowed to come to a consensus on many decisions is the 7th concept which states, "All members of a service body bear substantial responsibility for that body's decision and should be allowed to fully participate in its decision-making process."
5. All sub-committees will operate with the same process.
6. All committee ideas/request except elections will first be considered using consensus based decisions for the committee's purposes. The process for consensus-based decision-making allows for points of view to be heard and fairly considered within the committee. At this point the chair can recognize WVASCNA Participants if needed.
7. If at the end of debate the committee has not reached a decision, those dissented from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale

does not persuade the majority to change their view, the dissenting GSR(s) may be asked if they can support the majority view, even though their group conscience does not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using a 2/3 majority vote.

8. When an idea/request is being discussed in new business and time in the WVASCNA meeting ends, that subject will be brought up in old business at the next WVASCNA meeting.
9. Any member of the WVASCNA may submit an idea/request to the floor.
10. GSRs may address request or ideas brought to the floor.
11. Participants may be recognized by the chair.



Debate and Discussion Definitions:

To avoid confusion and reduce the amount of time spent on WVASCNA business, the following guidelines have been adopted. They are intended to guide the Chairperson in executing the agenda and are not to be used as a device for the self-interests of individuals. It is the Chairperson's responsibility to guide the WVASCNA in the debate and discussion of the fellowship's business, upholding Concepts 7 and 9, while following the policies of the WVASCNA.

1. Debate and discussion are limited to the members of the WVASCNA, once recognized by the Chairperson. The Chairperson may recognize others at his/her discretion as is prudent by the nature of the business at hand.
2. The difference between discussion and debate are as follows:
 - a. Discussion is that which takes place when there is no idea/request on the floor.
 - b. Debate is that which follows an idea/request and is prior to a consensus.
3. Discussion will occur during Area Committee Members reports, and committee reports. The Chairperson will at his/her discretion lead the discussion, interpret discussion guidelines, or close the discussion at hand. The guidelines on discussion are as follows:
 - a. Each member may make statements and ask questions on each issue.
 - b. A member may appeal to the Chairperson to continue the discussion after all members have had an opportunity to address the issue under discussion.
 - c. The Chairperson at this time may take a straw poll to determine if continued discussion is necessary.
 - d. The Chairperson may direct that a request or idea is made by the committee at this time for new business.
4. Debate will occur after an idea/request is introduced in new business. To allow the maker of the idea/request and eligible GSRs to fully participate, limits on debate are as follows:
 - a. In debate, each voting member will be given a limit of three minutes to address the idea/request being debated.
 - b. The Chairperson at this time may take a straw poll to determine if continued debate is necessary.
 - c. Questions and/or information pertinent to an idea/request shall be directed to the Chairperson.
 - d. For clarification purposes the chair may recognize eligible members of the WVASCNA.
 - e. Refer to CBDM Process Model.
 - f. Approved idea/request shall be recorded in the minutes and will become effective as stated in the request/idea.

GLOSSARY OF TERMS

ASC	Area Service Committee
CAR	Conference Agenda Report
CBDM	Consensus Based Decision Making
GSR	Group Service Representative
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Service, Inc.
RCM	Regional Committee Member
RCM 2	Regional Committee Member 2
RSC	Regional Service Committee
WSC	World Service Committee
WVASCNA	West Valley Area Service Committee of Narcotics Anonymous

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**WEST VALLEY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

ACTIVITIES SUBCOMMITTEE GUIDELINES

Originally Approved July 13, 1996
Amended July 17, 1999
Amended July 5, 2002
Updated July 7, 2006
Updated April 25, 2007
Updated October 17, 2009

PRIMARY PURPOSE

This Activities Subcommittee's primary purpose is providing activities for the NA fellowship, and the Activities Subcommittee shall make every effort to promote unity within NA as a whole. This subcommittee will assist with fundraisers for the WVASCNA, will assist when requested to aid in activities of the groups or subcommittees, and will hold activities for regional meetings held in the WVASCNA area.

SUBCOMMITTEE MEMBERS

Subcommittee members (trusted servants) shall consist of a chairperson, vice chairperson and secretary/treasurer, all of whom, other than the chairperson are elected by the Activities Subcommittee and shall be comprised of interested members from within the West Valley Area.

REQUIREMENTS AND DUTIES OF THE OFFICERS

CHAIRPERSON:

Requirements:

- A. One (1) year service experience in the fellowship.
- B. A minimum of two (2) years clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Knowledge and experience with the WVASCNA guidelines and Consensus Based Decision Making.

Duties:

- A. Prepare and agenda and preside over Activities Subcommittee meetings.
- B. Cosigner of the WVASCNA Activities Subcommittee bank account.
- C. Insure that the written reports of the secretary and treasurer are included the chairperson's area report.
- D. Responsible for providing all area function's information and fliers to the ASC.
- E. During the Activities Subcommittee meetings, votes only in the case of a tie.
- F. Acquires any keys to the facility being used for any Activities function and is responsible for opening and closing the facility on time.
- G. Cosigns any service/performance contracts pertaining to the function where applicable.
- H. Contacts sponsoring home group's liaison.
- I. In the case of any last minute decisions pertaining to the function, the chairperson will take a group conscience from within the Activities Subcommittee making a record of who was contacted. If after a reasonable effort has been made to hold a group conscience, and in the event that one cannot be held, an automatic vote of confidence is given in accordance with these guidelines to the chairperson to make any last minute decisions pertaining to the function, excluding previously voted on issues.
- J. Distributes (to Activities Subcommittee members only) advance sales tickets, raffle tickets, etc. for each function, in conjunction with the Activities treasurer.
- K. Oversees, maintains and documents a supply inventory before and after each function in conjunction with the Activities treasurer.
- L. Coordinates with the vice chairperson and treasurer for the purchase of all necessary supplies for each function.
- M. Provide current signed Statements of Understanding and Financial Responsibility for all subcommittee members to the area secretary.
- N. Submit projected annual expense budget to the area treasurer in September
- O. Be a part of the Nalloween Committee and all other Multi Area activities' events.

VICE CHAIRPERSON:

Requirements:

- A. Six (6) months service experience in the fellowship.
- B. A minimum of one (1) year clean time.

- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Knowledge and experience with the WVASCNA Guidelines Consensus Based Decision Making.

Duties:

- A. Performs the duties of chairperson in their absence.
- B. Cosigner on the WVASCNA Activities bank account.
- C. Provide an oral report and written report of activities discussed and performed by the Activities Subcommittee and include a statement of account of the Activities Subcommittee for that month.
- D. Temporarily assume duties of any vacant position.
- E. Coordinates work committee needed during Activities Subcommittee functions.
- F. Delegates volunteers within the Activities Subcommittee to perform specific duties during and after each function.
- G. Coordinates with chairperson and treasurer for the purchase of all necessary supplies for each function.

SECRETARY:

Requirements:

- A. A minimum of one (1) year clean time.
- B. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

Duties:

- A. Record, type, and distribute minutes for all Activities meetings held.
- B. Responsible for all incoming and outgoing correspondence and for distributing notices of any kind (including notifying, phone line of Activities functions).
- C. Provide a written report of the Activities Subcommittee to the Activities Subcommittee vice chairperson for distribution at the ASC meeting.
- D. Custodian of the Activities Subcommittee records and archives.
- E. Responsible for typing up formats of any Activities Subcommittee functions.
- F. Maintains a list of commitments by Activities Subcommittee members for duties to be performed for any and all functions.

TREASURER:

Requirements:

- A. One (1) year service experience on the Activities Subcommittee.
- B. A minimum of three (3) years clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

Duties:

- A. Custodian of the Activities Subcommittee bank account checkbook and records.
- B. Maintain an accurate record of all cash flow.
- C. Cosigner on the Activities Subcommittee bank account.
- D. Disburse any funds with the approval of the Activities Subcommittee.
- E. Prepares the Activities Treasurer Report (see addendum page) each month to be provided to the Activities Subcommittee secretary for inclusion in the: (1) Area Service Meeting Report and (2) Activities Subcommittee Report and provides a summary financial report for all events.
- F. Comply with any financial accountability guidelines.
- G. Responsible for all monetary transactions, which may include, but are not limited to, collecting monies/receipts at the door, for any and all Activities Subcommittee hosted functions (with the chairperson).

- H. Counts all monies at the end of all functions with another subcommittee member present, with both signing a statement of the total received. This statement will be included with the function reconciliation report of the respective activity.
- I. Cosigns any service/performance contracts for the function.
- J. Coordinates with the chairperson and vice chairperson the purchase of all necessary supplies for each function.
- K. Complies with fiscal accountability section of Activities guidelines.

OPERATIONAL GUIDELINES

A. PARTICIPANTS:

- 1. Must be members of NA.
- 2. At the first Activities meeting following the ASC election each year, the subcommittee shall elect all officers described herein who shall assume their duties immediately.
- 3. All retired officers shall be an advisory committee to assist newly elected officers for a period of two months.

B. VOTING PROCEDURES:

- 1. No elected officer may hold the same office for more than two consecutive terms. Short-term replacements (defined as the filling of any elected position midterm) are not counted as a term.
- 2. Any officer of this subcommittee may be removed during his/her term in office by a 2/3 vote by ASC.
- 3. The Activities Subcommittee shall hold regular monthly meetings in a centrally located place at a preset day and time. Special meetings may be called by a majority vote or by the chairperson or vice chairperson upon request.
- 4. Each Activities member shall have one vote, and each officer shall have one vote, except the chairperson, who votes in case of a tie.
- 5. Any member is not present for two (2) consecutive meetings shall not vote and any new member may vote at their second consecutive meeting.
- 6. Other than previously approved purchases any Activities function expenditure shall be voted upon by a 2/3 majority vote of the Activities Subcommittee.

C. ACTIVITY GUIDELINES:

1. Functions:

- (a) Choose the format of the Activities Subcommittee hosted meeting including speakers, leaders, and readers. Participants are to be chosen from active NA members (where sponsoring home group is not available).
- (b) Design and provide flyers for the function.
- (c) It is recommended that all Activities members commit themselves before, during and after any and all functions to perform any necessary tasks relating to any Activities hosted function and to stay until the doors close at the end of the function.
- (d) No Activities Subcommittee member is admitted free of charge to any function.
- (e) The subcommittee shall select a volunteer to create a flyer consistent with the guidelines herein.
- (f) Refrain from using fast flashing lights and strobe lights at Area Dances because of health effects to epileptics.

2. Flyers:

- (a) Must contain the hosting home group name *or* "WVASCNA Activities Subcommittee"
- (b) Date, Time, Address, contact telephone numbers and map as necessary
- (c) Amount of donation and whether suggested or not

- (d) Nature of the function (i.e., meeting and dance, picnic, etc.)
- (e) NA logo with registered trademark symbol - AS A PROMINENT PART OF THE FLYER
- (f) The flyer should not include any other logos or mention outside enterprises (i.e., food drives, etc.) in keeping with Tradition Eleven
- (g) The flyer should be neat and simple with suitable artwork, if needed
- (h) Flyer must be presented to the Activities Subcommittee for approval prior to distribution
- (i) Consideration will be given to using a half page flyer (2 = 8 ½ X 11) to reduce cost and conserve paper

D. FISCAL RESPONSIBILITY:

1. The WVASCNA Activities Subcommittee shall maintain a prudent reserve at all times which shall be designated and approved by the Activities Subcommittee and approved by the ASC. The Activities Subcommittee shall donate all unallocated monies to the WVASCNA on a monthly basis.
2. Receipts shall be required, where applicable, for all income and disbursements.
3. The Activities Subcommittee financial policies shall include, but not be limited to:
 - a. A checking account maintained by the Activities Subcommittee with the Activities Subcommittee chairperson, vice chairperson and treasurer as cosigners.
 - b. The account shall require two (2) signatures for any check.
 - c. The account shall reflect the WVASCNA mailing address and all bank statements shall be mailed to that address.
 - d. If two (2) Activities Subcommittee officers live at the same residence, then only one (1) may be a signer on the account.
 - e. No Activities Subcommittee funds may be maintained in any personal bank account.
 - f. No checks unrelated to Activities Subcommittee functions are to be cashed through the account.
 - g. All monies collected from Activities events will be deposited in the account not later than two (2) business days following the event.
 - h. No 50/50 raffle prize shall be money.
 - i. All monies brought in from a Multi Area Events be divided proportionately to seed monies.
4. The financial reports from other subcommittees, when involved, will be incorporated into the Activities Subcommittee financial report.

AUDITS:

Refer to the Service Operational Guidelines for audit guidelines and procedures.

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**WEST VALLEY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

**HOSPITALS AND INSTITUTIONS SUBCOMMITTEE
GUIDELINES**

Originally Approved August 9, 1997
Amended October 9, 1999
Amended February 2001
Amended April 2001
Amended July 5, 2002
Amended October 8, 2005
Updated July 7, 2006
Updated May 25, 2007
Updated October 17, 2009

PRIMARY PURPOSE

The WVASCNA Hospitals and Institutions Subcommittee (H&I) is a voluntary group of men and women existing for the expressed purpose of carrying the Narcotics Anonymous message to the addict who still suffers. Created in harmony with Tradition Nine and to instill unity within in our own Twelve Step work, our primary purpose is to insure that no addict seeking recovery need die without finding a better way of life.

SUBCOMMITTEE MEMBERS

Subcommittee members shall consist of a chairperson, vice chairperson, panel coordinators (i.e., treatment facilities, men's jails and prisons and women's jails and prisons), secretary, literature coordinator, facility coordinators, meeting chairpersons (i.e., panel leaders), panel members (speakers) and co-panel members, all of whom, other than the chairperson are elected by the H&I Subcommittee. All vacating members will work with incoming members to ease transition.

FUNCTION

- A. Initiate, coordinate and conduct all H&I meetings or presentations in the WVASCNA area and distribute literature and meeting lists so as to make recovery more accessible to the addicts in the facilities we serve.
- B. Maintain an active liaison in the spirit of cooperation with the WVASCNA.
- C. Abide by all rules of each facility we enter and freely carry the message of recovery in Narcotics Anonymous.
- D. To provide information, literature and supplies and to share our experience, strength and hope where needed.
- E. Provide biannual lists of all active H&I meetings for this subcommittee and conduct a monthly business meeting.
- F. Maintain communications with the World Service Committee (WSC) and Regional Service Committee (RSC).
- G. Maintain a current list of all facilities, which are served.

COOPERATION

We share only our personal experience, strength, and hope. Each member must act responsibly relative to the requirements of the Institution and in keeping with the Twelve Traditions of NA. As individual members of the H&I Subcommittee of the WVASCNA we must always keep in mind our primary purpose and to maintain the integrity of NA as a whole.

LITERATURE

Only material approved by NAWS H&I Guidelines may be used in H&I meetings serving the various facilities. The H&I Subcommittee of the WVASCNA has adopted Literature Guidelines consistent with those included in the H&I Handbook of NAWS, Inc. We follow NAWS H&I Literature Distribution Guidelines in terms of all NA approved literature. Literature is distributed in accordance with the H&I annual budget.

BUDGET

The monthly budget shall be \$500.00 to be used to cover the monthly H&I literature order, secretary fees and the fulfilling of our primary purpose – to carry the message to the addict who still suffers. The annual budget will include travel expense for H&I Subcommittee chairperson or designated member.

VOTING

1. Requests/Ideas can only be made by voting members. Requests/Ideas dealing with H&I business are decided on at that meeting.
2. Members who have missed two (2) consecutive meetings are ineligible to vote.

4. Any officer other than the chairperson may be removed from this subcommittee by a 2/3 majority vote.
5. The H&I business meeting is held the third Saturday of the month at 8:30 a.m. at the designated location.

AGENDA

Serenity Prayer
Service Prayer
Twelve Traditions
Minutes Approved
New Member Introduction
Roll Call
Officer's Reports
Meeting Reports
Old Business
New Business
Elections (if applicable)
Announcements
Closing Prayer
New Speaker Orientation

REQUIREMENTS AND DUTIES OF THE OFFICERS
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CHAIRPERSON:

Requirements:

- A. One (1) year service experience in H&I.
- B. A minimum of two (2) years clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Knowledge and experience with the WVASCNA Guidelines and Consensus Based Decision Making.

Duties:

- A. Prepares written reports for the monthly WVASCNA meeting and presides over H&I Subcommittee meetings.
- B. Presents H&I Subcommittee motions at the WVASCNA meeting.
- C. Maintains communication with ASC, RSC, and WSC.
- D. Coordinates and is responsible for all work done by the H&I Subcommittee.
- E. Prepares an annual budget to be submitted to the WVASCNA.
- F. Will appoint an H&I ad hoc committee to formulate H&I workshops semiannually in conjunction with WVASCNA TSLD (Trusted Servants Learning Day) workshops.
- G. Maintains contact with facility representatives to insure that their needs are being met and also to inform them of changes to the meeting schedule or changes involving trusted servants relevant to their facility.
- H. During the H&I Subcommittee meetings, votes only in the case of a tie.
- I. Provide current signed Statements of Understanding and Financial Responsibility for all subcommittee members to the area secretary.
- J. Insures the Narcotics Anonymous Traditions are upheld in all matters and is available for questions from any NA member.
- K. Submit projected annual expense budget to the area treasurer in September.

VICE CHAIRPERSON:

Requirements:

- A. One (1) year service experience in H&I.
- B. A minimum of two (2) years clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Knowledge and experience with the WVASCNA Guidelines and Consensus Based Decision Making.

Duties:

- A. Assumes all those responsibilities normally carried out by the chairperson in their absence.
- B. Assist chairperson with maintaining contact with all facilities and informing them of changes to the meeting schedule or changes involving trusted servants relevant to their facility.
- C. In the absence of a panel coordinator, assumes those duties until one is elected.
- D. Conducts new speaker orientations when needed using the orientation packet and West Valley H&I Guidelines.

PANEL COORDINATOR (Men's & Women's Jails/Prisons and Treatment Facilities):

Requirements:

- A. One (1) year service experience in H&I.
- B. A minimum of two (2) years clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

Duties:

- A. Cooperates with the chairperson to ensure smooth operation of subcommittee functions.
- B. Responsible to see that the meetings are conducted in accordance with H&I Subcommittee policies and the rules of the facilities they serve.
- C. Utilizes pages 119 and 120 from H&I Handbook when starting meetings in new facilities.
- D. Maintains copies of applications and renewal forms for correctional facilities and dates of their upcoming training. Provides information to the facility when necessary to receive applications.
- E. Keeps monthly contact with meeting chairpersons and acts as the liaison between the H&I Subcommittee and the facilities they serve.
- F. Term is for one (1) year and may not serve more than two (2) consecutive terms.
- G. In the event that the meeting chairperson cannot chair the meeting, the panel coordinator is responsible to see that the meeting is covered, or notify the facility as soon as possible.

SECRETARY:

Requirements:

- A. Six (6) months service experience in H&I.
- B. A minimum of one (1) year clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

Duties:

- A. Takes an accurate set of minutes at each monthly meeting and distributes them to the subcommittee members prior to the next meeting.
- B. Maintain all records of the subcommittee, including:
 - 1. Maintains a file of correspondence and minutes
 - 2. Maintains and keeps current an active speaker list with names, phone numbers and clean date
 - 3. Maintains, updates and distributes the H&I Guidelines and orientation packets
 - 4. Maintains an updated volunteer list of members who wish to participate in H&I meetings
- C. Term is for one (1) year and may not serve more than two (2) consecutive terms

LITERATURE COORDINATOR:

Requirements:

- A. Six (6) months service experience in H&I.
- B. A minimum of one (1) year clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

Duties:

- A. Assists the chairperson in determining the yearly/monthly budget.
- B. Maintains a current list of literature used by individual H&I meetings and panels on the H&I Inventory Sheet, to be provided on a monthly basis to the meeting chairpersons.
- C. Term is for one (1) year and may not serve more than two (2) consecutive terms.
- D. Keep running balance of literature inventory.

FACILITY COORDINATOR:

Requirements:

- A. A minimum of one (1) year clean time.
- B. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

Duties:

- A. Serves as the primary point of decision and accountability for all H&I meetings within a given facility.
- B. Regularly attends H&I Subcommittee meetings.
- C. Coordinates H&I services with assigned facility and provides a written report to the H&I Subcommittee.
- D. Provides facility contact information to the H&I secretary and panel coordinator.
- E. Maintains regular contact with facility, verifies all meetings are covered and the facility's needs are met.
- F. Insures all meetings meet the requirements of the facility.
- G. Appoints and schedules panel leaders and insures all meetings have a panel leader, and should serve as panel leader at least once per month.
- H. Must carry a clear NA message.
- I. Contacts panel coordinator, chairperson and vice chairperson when significant issues arise.

MEETING CHAIRPERSON (Panel Leader):

Requirements:

- A. A minimum of one (1) year clean time.
- B. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

Duties:

- A. Utilizes meeting format chosen by the H&I Subcommittee which is included in the H&I Handbook.
- B. Chairs the meeting biweekly (as required) in conformity with the requirements of the facility.
- C. Must attend facility meetings regularly and in the event he/she cannot chair the meeting or any significant issue arises, must advise the Facility Coordinator.
- D. Informs all speakers and of the requirements of the facility.
- E. Insures that the meeting starts and ends on time.
- F. Reports to the facility coordinator on a weekly basis.
- G. May not invite friends or guests (other than the speaker) to attend H&I meetings.

PANEL MEMBER (Speaker):

Requirements:

- A. A minimum of six (6) months clean time.

- B. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- C. Able to carry a clear NA message.
- D. Must be invited by the meeting chairperson (panel leader) of the meeting.
- E. Must comply with any clean time requirements and rules set forth by the respective facility they enter.

CO-PANEL MEMBER:

This position was created to introduce members to the gift of H&I service work early on in their recovery. Members with three (3) months continuous clean time may select an H&I meeting to attend regularly, with the approval of the meeting's panel member, and learn how the subcommittee operates their meetings to better prepare them to move into the panel member's position once they obtain six (6) months of continuous clean time.

- A. Must have three (3) months of continuous clean time.
- B. Must be working with a sponsor.
- C. Must base their recovery in Narcotics Anonymous.
- D. Attends the monthly West Valley Area H& I Subcommittee meeting.
- E. Co-panel members attending H&I meetings in facilities must make arrangements with the meeting's chairperson prior to attending.
- F. Must comply with all clean time requirements set forth by the institutions they enter.

OPERATIONAL GUIDELINES

- A. Any member of this subcommittee is automatically disqualified from further H&I activity upon relapse. Being clean for the purposes of the H&I Subcommittee shall be defined as complete abstinence from all drugs.
- B. Any member of this subcommittee not conforming to these requirements or who refuses to abide by the rules and regulations of the facility may be relieved of their commitment after review by this subcommittee.
- C. Any NA meeting to be held at a facility must be supervised by the H&I Subcommittee, have prior approval and shall be conducted according to the WVASCNA H&I Guidelines.
- D. All WVASCNA H&I Subcommittee officers, members, or speakers who have either a professional or personal connection with a given facility shall not be permitted to participate with the H&I meeting at that facility.
- E. No H&I Subcommittee member will interfere with any facility, court, or hospital nor improperly influence any judge, doctor, probation officer, client, resident, inmate, or staff in any way. H&I members will not make any promises regarding employment, parole, probation or medical assistance.
- F. Length of clean time required by each facility is to be rigidly upheld by each H&I chairperson (panel leader).
- G. Excessive use of profanity or the use of vulgar stories while sharing is strictly prohibited by the authorities of all facilities.
- H. H&I guidelines shall be furnished to and read by all speakers prior to speaking at an H&I meeting.
- I. H&I Subcommittee exists to share the Narcotics Anonymous message; our experience, strength and hope.
- J. Review the facility and speaker list every six months to ensure a healthy N.A. message is being presented.
- K. H&I secretary works with the chairperson to insure H&I Subcommittee guidelines are followed.
- L. Refer to the Service Committee Operational Guidelines for audit guidelines

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**WEST VALLEY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

LITERATURE SUBCOMMITTEE GUIDELINES

Originally Approved June 8, 1996
Updated November 10, 1999
Amended July 5, 2002
Updated July 7, 2006
Updated May 25, 2007
Updated October 17, 2009

PRIMARY PURPOSE:

The purpose of the Literature Subcommittee is to have an adequate supply of NA literature obtained from the product catalog of Narcotics Anonymous World Service, Inc. The subcommittee should endeavor to maintain a prudent reserve of literature dictated by monthly sales at Area. The most important function of the subcommittee is to make sure that every group has literature.

SUBCOMMITTEE MEMBERS:

Subcommittee members (trusted servants) shall consist of a chairperson, vice chairperson and any interested participants.

REQUIREMENTS AND DUTIES

CHAIRPERSON:

Requirements:

- A. One (1) year experience at the area level and one year experience on relevant subcommittee.
- B. A minimum of two (2) years clean time.
- C. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
- D. Knowledge and experience with the WVASCNA Guidelines and Consensus Based Decision Making.

Duties:

- A. Arranges ASC agenda with the administrative committee.
- B. Presides over regular subcommittee meetings.
- C. Insures the financial accountability of the subcommittee to the WVASCNA.
- D. Provides a monthly written and oral report to the WVASCNA concerning all subcommittee activity.
- E. Gives to the WVASCNA a written report of procedures, contacts and reference sources along with a written inventory of all property thirty (30) days before the end of their term.
- F. Provides current signed Statements of Understanding and Financial Responsibility for all subcommittee members to the area secretary.
- G. Submits a projected annual expense budget to the area treasurer in September.

VICE CHAIRPERSON:

Requirements:

- A. A minimum of one (1) year clean time.
- B. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
- C. Knowledge and experience with the WVASCNA Guidelines and Consensus Based Decision Making.

Duties:

- A. In the absence of the chairperson performs their duties.
- B. Assists the chairperson in the performance of their duties.

FUNCTIONS/RESPONSIBILITIES:

AT AREA MEETINGS:

- 1. Set up literature on tables and have literature order forms available.
- 2. Process all written group or subcommittee order forms, cross check orders with money received, issue receipt for each order and fill order. Specialty items must be prepaid, with a receipt.
- 3. Total all monies received counted by the literature chair and another Literature Subcommittee member and signed for by each on a written cash receipt. The cash receipts should match the group sales for the month and be given to the WVASCNA treasurer to obtain a receipt.
- 4. Have a written report of all sales/activity from the previous month prepared in advance using the

approved reporting form (see addendum page).

FOLLOWING AREA:

1. Count all literature and complete inventory sheets.
2. Complete order form list and subtotal.
 - A. Subtract appropriate discount percentage if order is over \$500.00.
 - B. Add shipping and handling charges.
3. Purchase literature with the order either by:
 - A. Calling WVASCNA treasurer with total, pick up check and obtain proper signatures; mailing order with payment no later than one week after area, or;
 - B. Place order online at NA website, arrange for check at next area meeting and send in payment (within 30 days of order).
4. Send off order no later than one week after area meeting.
5. When order is received, cross check it with original order form and follow-up with any discrepancies.

AUDITS:

Refer to the Service Committee Operational Guidelines for audit guidelines and procedures.

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WEST VALLEY AREA SERVICE COMMITTEE

NARCOTICS ANONYMOUS

**OUTREACH SUBCOMMITTEE GUIDELINES
(INCLUDING ONLINE GUIDELINES)**

Originally Approved March 9, 1996
Updated December 1, 1997
Amended July 5, 2002
Updated July 7, 2006
Updated May 25, 2007
Updated October 17, 2009

PRIMARY PURPOSE

The Outreach Subcommittee's primary purpose is to carry the message of Narcotics Anonymous and to foster unity in the West Valley of NA service.

SUBCOMMITTEE MEMBERS

Subcommittee members (trusted servants) shall consist of a chairperson, vice chairperson and secretary/treasurer, all of whom, other than the chairperson are elected by the Outreach Subcommittee. In keeping with Tradition Five, all NA members are encouraged to participate in Outreach service and all NA members are welcome to attend Outreach Subcommittee meetings.

FUNCTIONS

- A. Register groups with NAWS, INC.
- B. Provide support to groups in the WVASCNA, including attending those meetings, providing support flyers, and announcing their needs at other meetings.
- C. Assist new groups in getting started and informing them of available services.
- D. Coordinate a Service Learning Day.
- E. Contact groups that are not being represented at the WVASCNA.
- F. Assist groups in need of new meeting locations.
- G. Maintain and update the West Valley Area meeting information and inform the area secretary, PI mass media coordinator and RCM of changes.
- H. Assist other subcommittees in enlisting support and encourage members to be involved in service.
- I. Bring unity and a message to groups; **"YOU ARE NOT ALONE"**.
- J. Purchase phone line cards.

REQUIREMENTS AND DUTIES

CHAIRPERSON:

Requirements:

- A. One (1) year experience at the area level and one (1) year experience on Outreach Subcommittee.
- B. A minimum of two (2) years clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Knowledge and experience with the WVASCNA Guidelines and Consensus Based Decision Making.

Duties:

- A. Prepares an agenda and presides over all Outreach Subcommittee meetings.
- B. Prepares a report and attends the monthly WVASCNA meetings as the voice of the Outreach Subcommittee.
- C. Coordinates and is responsible for all work done by the subcommittee.
- D. Maintains communications with all WVASCNA subcommittees, WSC Outreach Ad Hoc and is available to answer any Outreach related questions.
- E. Submit projected annual expense budget to the area treasurer in September.
- F. Must be able to fulfill the duties of any vacant position within the subcommittee, including but not limited to, the internet coordinator, which would require the chairperson to have unlimited access to a personal computer and skills as outlined within the Online Guidelines.
- G. Is elected or removed from service according to WVASCNA Guidelines.
- H. Provides current signed Statements of Understanding and Financial Responsibility for all subcommittee members to the area secretary.

VICE CHAIRPERSON:

Requirements:

- A. One (1) year clean time and six months as an active member of Outreach.
- B. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

Duties:

- A. Attends all Outreach Subcommittee meetings as well as WVASCNA meetings.
- B. Works with the chairperson to ensure the smooth running of the subcommittee and performs the duties of the chairperson in case of absence.
- D. Assists with the coordination of the Trusted Servants Learning Day (TSLD).
- E. May be removed by a 2/3 vote of the subcommittee.

SECRETARY/TREASURER:

Requirements:

- A. One (1) year clean time.
- B. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
- C. Clerical skills to keep an accurate set of records of all subcommittee meetings and learning sessions (topics discussed) as well as maintain archives.

Duties:

- A. Prepare, prior to each meeting, an agenda for the presiding officer.
- B. Work with the vice chairperson as treasurer of the TSLD, keeping a record and report of cash receipts and disbursements.
- C. Act as chairperson when either the chairperson or vice chairperson is absent and fulfills their duties.
- D. May be removed by a 2/3 vote of subcommittee members.

OPERATIONAL GUIDELINES

VOTING:

- 1. Any member attending their second consecutive meeting may vote but any member that misses two consecutive meetings may not vote.
- 2. Motions must be made or seconded by a voting member.
- 3. Motions may be passed only with a simple majority.
- 4. In the event of a tie the chairperson may vote.
- 5. Trusted servants positions are for one (1) year.
- 6. No trusted servant shall hold more than one office at a time and may only serve two consecutive terms in a given position.
- 7. Any removal of a trusted servant will be according to the WVASCNA Service Committee Guidelines.
- 8. Approval or changes to these guidelines require a 2/3 vote of the WVASCNA.

MEETINGS:

- 1. Regular meetings will be held on the first Saturday of each month.
- 2. Special meetings may be called by any subcommittee trusted servant.
- 3. All registered Outreach members from the previous month's meeting will be given 72 hours notice of the time and place of the meeting.
- 4. A quorum requires a minimum of three voters.

ADDITIONAL DUTIES:

- 1. All members need to participate in the monthly Outreach business meeting.
- 2. All members need to attend at least two needy group meetings monthly.

AUDITS:

Refer to the Service Committee Operational Guidelines for audit guidelines and procedures.

FOOTNOTE:

The Outreach Subcommittee is not responsible for enforcing the Traditions. If a member has an issue it should be resolved at the group level and if no resolution is found, then the area policies & procedures administrator should be asked for assistance, not the Outreach Subcommittee.

**OPERATIONAL GUIDELINES
(WVASCNA ONLINE INFORMATION - IN CONJUNCTION
WITH THE WVASACNA OUTREACH SUBCOMMITTEE)**

Originally Approved April 12, 1997
Updated September, 1997
Updated December 1, 1997
Updated July 17, 1999
Amended July 5, 2002
Updated July 7, 2006
Updated May 25, 2007

PRIMARY PURPOSE

Our primary purpose in placing Narcotics Anonymous information on the internet is to make information about Narcotics Anonymous available to both members of the fellowship and addicts who may need assistance from NA. This area of service would be best served through the Outreach Subcommittee and therefore this subcommittee is charged with the responsibility of maintaining and updating the Narcotics Anonymous meeting list for the West Valley.

SUBCOMMITTEE MEMBERS

One additional trusted servant would be added to the Outreach Subcommittee that would serve the needs created by this service, and would be directly responsible to the Outreach Subcommittee. That service position would adhere to the existing Outreach guidelines as well as the WVASCNA Operational Guidelines.

FUNCTIONS

- A. Placing information online will be a responsibility of the P.I. Subcommittee in concert with the regional P.I. subcommittee.
- B. An email link will be in place for sending messages to the area, and a counter to determine how often the page has been viewed. The responsibility of checking the mail falls to this subcommittee.
- C. At the option of the Outreach chairperson in the interest of security and to insure that materials remain available in the event of server or personnel problems, the internet coordinator will give the chairperson of the Outreach Subcommittee a disk containing all email messages received during the month and a copy of all current files whenever changes are made.

REQUIREMENTS AND DUTIES

INTERNET COORDINATOR:

- 1. Must have a minimum of two (2) years clean time, one (1) year as an active member in a service position, six (6) months as an active member of the Outreach Subcommittee and have a working knowledge of the Narcotics Anonymous Twelve Steps, Twelve Traditions and the Twelve Concepts.
- 2. Must have computer and internet experience with unrestricted access to a computer.
- 3. Must submit a monthly report of the previous month's system activities at the regular monthly Outreach Subcommittee meeting.
- 5. Prepares an annual budget with the Outreach Subcommittee to be submitted for approval by the WVASCNA.
- 6. Is elected or removed from service according to WVASCNA guidelines.
- 7. Maintains and updates WVASC meeting information and informs area secretary, PI mass media coordinator and RCM of changes.

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WEST VALLEY AREA SERVICE COMMITTEE

NARCOTICS ANONYMOUS

PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES

Originally Approved June 8, 1996

Updated July 7, 2006

Updated May 25, 2007

Updated October 17, 2009

PRIMARY PURPOSE

The purpose of this subcommittee is to inform the public that: (a) the Narcotics Anonymous program offers recovery from active addiction, and (b) where to find that help. All public information activities are to be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

SUBCOMMITTEE MEMBERS

Subcommittee members (trusted servants) shall consist of a chairperson, vice chairperson, secretary and task force coordinators, all of whom, other than the chairperson are elected by the PI Subcommittee. All Narcotics Anonymous members in the West Valley Area are encouraged to attend and participate and all NA members are welcome.

FUNCTIONS

- A. To conduct all PI action in a manner consistent with the WSO "A Guide To Public Information."
- B. Meet monthly at a designated time and place that will be publicized throughout the area.

VOTING

- A. Any member attending their second consecutive meeting may vote but any member that misses two consecutive meetings may not vote.
- B. Requests/Ideas must be submitted by voting members.
- D. In the event of a tie the chairperson may vote.
- E. Trusted servant's positions are for one (1) year.

REQUIREMENTS AND DUTIES

CHAIRPERSON:

Requirements:

- A. Must have a minimum of two years clean time.
- B. Must have a minimum of one year at the Area Level.
- C. Must have a minimum of two years PI experience.
- D. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- C. Knowledge of the WVASCNA Guidelines and Consensus Based Decision Making.

Duties:

- A. Arrange an agenda and preside over subcommittee meeting.
- B. Attend monthly WVASCNA meeting and submit a written report, to include a financial report, itemized expenses, literature inventory, etc.
- C. Attend regional PI meeting and submit a written report.
- D. Responsible for all PI functions, but may delegate some of these responsibilities.
- E. Responsible for initial contact on all requests for information about NA.
- F. Delegates requests to the appropriate task force coordinators or trusted servants.
- G. Provide current signed Statements of Understanding and Financial Responsibility for all subcommittee members to the area secretary.
- H. Submit projected annual expense budget to the area treasurer in September.
- I. Maintains archives.

VICE CHAIRPERSON:

Requirements:

- A. Must have a minimum of one year clean time.
- B. Must have a minimum of one year PI experience.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Knowledge of the WVASCNA Guidelines and Consensus Based Decision Making.

Duties:

- A. Assumes the role of chairperson in the event of their absence.
- B. Work closely with task force coordinators.
- C. Assumes role of task force coordinator in the event of absence.
- D. Retrieves helpline PI messages weekly and notifies appropriate trusted servants.

SECRETARY:

Requirements:

- A. Must have a minimum of six months clean time.
- B. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

Duties:

- A. Records minutes of subcommittee meetings.
- B. Supplies copies of minutes of all subcommittee meetings.

TASK FORCE COORDINATORS:

Requirements:

- A. Must have a minimum of one (1) year clean time.
- B. Must be familiar with guidelines and functions.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

Duties:

- A. Keep written records of all activities.
- B. Submit written report at all subcommittee meetings.
- C. Responsible for all duties as defined by specific task force duties.
- D. May delegate some responsibility to task force members.
- E. Recruit members as needed to assist in task force operations.
- F. Ensure all task force members are familiar with PI guidelines and functions.
- G. Conduct all PI work in a professional and timely manner.
- H. Work closely with other task force coordinators.

Specific Coordinator Duties:

1. MAIL OUT COORDINATOR:

- A. Develop and send out information packets and meeting lists as requested.
- B. Develop and maintain monthly mailing contact list.
- C. Update monthly mailing list and requests regularly.
- D. Develop and implement letter, bulletin, and/or newspaper advertising programs.
- E. Maintain an accurate inventory of supplies and literature.
- F. Submit a monthly WVASCNA literature request for PI chairperson.
- G. Submit a monthly mail out report (to include requested and mailed literature, postage, etc.).

2. COMMUNITY PRESENTATION COORDINATOR:

- A. Develop outline and guidelines for community presentations.
- B. Respond to requests for community presentations.
- C. Develop and schedule community presentations.
- D. Develop and maintain speaker pool and booth participant lists.
- E. Organize and conduct orientations for the preparation of all speakers and booth participants.

3. MASS MEDIA COORDINATOR:

- A. Develop and maintain a media contact list for TV, radio and newspapers.
- B. Present Public Service Announcements to local TV and radio stations.

- C. Prepare, maintain and store written and taped messages for the media.
- D. Contact all media sources on a regular basis.
- E. Develop mass media programs.
- F. Establish contact and/or connection to the Regional Website (WVASCNA email account).
- G. Review requests from website, respond or delegate to appropriate trusted servant.
- H. Respond to requests to post information on website.
- I. Work closely with the Outreach Subcommittee to acquire meeting list updates.
- J. Contact regional PI and/or webmaster, regularly, to update the West Valley meetings and activities on the regional website.

AUDITS:

Refer to the Service Committee Guidelines for audit guidelines and procedures.

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