Working Key: \* Denotes; contains new policy.

 \* Denotes; change required to existing policy

\* Denotes; more discussion needed.

 \* Denotes; lost connection to another section.

 \* Denotes; Changes made/Policy agreed at last meeting.

All type in red to be deleted once consensus is reached. I.E. Informational only.

***A*** **INTRODUCTION:**

***The Area Service Committee:***

 “Workhorse” of the service structure—maybe that’s the best way to describe the area service committee. Most of the hands-on work of delivering NA services to the groups and the community occurs at the area level.

 NA groups support meetings where addicts can share their recovery with one another.

Only minimal organization is necessary to hold those meetings. But there are lots more that

can be done to further the aims of Narcotics Anonymous.

▪ NA panel presentations at addiction treatment centers and correctional

facilities can reach addicts particularly in need of what we have to offer.

▪ Public information presentations to schools and community groups, mailings to addiction treatment professionals, meeting notices in newspapers, and public service announcements

on local radio and television stations can help direct people to NA.

▪ Directories showing where and when NA groups in the area hold their recovery meetings can help addicts and others find nearby meetings being conducted at times convenient to them.

▪ A phone line service can help addicts seeking recovery find a meeting in their area. It can also provide information about NA to interested community members.

▪ A ready supply of NA books and pamphlets can make it easier for groups to

stock their literature tables.

▪ Social activities can help addicts feel more comfortable in their local NA community and increase unity and camaraderie among area members.

 All of these services require a certain degree of organisation, the complexity of which could easily divert NA groups from the week in, week out task of conducting Narcotics Anonymous meetings for their members. Most of these services also require more money and manpower than any single group could possibly muster. How do groups stay focused on their primary purpose and still see that these other services are developed and maintained? In the words of NA’s Ninth Tradition, they “create service boards or committees directly responsible to those they serve.” And the service committee closest to home, the committee best situated to provide the most direct service to the groups and the community, is the area service committee.” (From AGTLS in NA Pages 45-46)

# *The Area Committee and Other NA Services:*

 “Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs and through them, in the area committee for the necessary work to get done.

 NA groups also send money to the area committee, money needed to coordinate panels, maintain phone lines, and conduct public information activities. Through their contributions

of money and manpower, the groups exercise both their responsibility and their authority for NA services.

 How does the area service committee relate in turn to NA’s regional and world services? In much the same way as the group relates to the area committee; through carefully selected representatives who are delegated the authority necessary for effective service.”

(From AGTLS in NA Page 46)

**Vision: \***

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground, we stand committed. Our vision is that;

 · Every addict in the Western Australian Area has the chance to experience our

 message of hope and find the opportunity for a new way of life.

 · The WAASC Subcommittee bodies work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery.

 · NA in WA has broad recognition and respect as a viable program of

 recovery from the disease of addiction.

 · We ensure trusted servants are provided guidance in order to develop effective

 leadership in our fellowship.

 · We become a model of experience for trusted servants.

 · We be the conduit of experience, example, support, information and communication to

 all levels of our service structure.

Our vision is our reference point, inspiring all that we do. Honesty, Trust and Goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a Loving, Caring, “Power Greater Than Ourselves”.

**Name: \***

In keeping with World Service Conference (WSC) of Narcotics Anonymous (NA) Guidelines, the name of this Committee shall be the “Western Australian Area Service Committee, (WAASC) of NA.”

**Service Area: \***

The service area of this committee shall include all the Cities, Towns and Shires within the State of Western Australia hosting WSO Inc. Registered NA Groups and/or Meetings that choose to be on our Meetings List.

**Purpose and Mission: \***

The purpose of this committee, under the authority and direction of our areas NA groups, is to oversee and facilitate the coordination of activities common to the welfare of the NA groups, within the Western Australian Area.

Our mission is to further the primary purpose of NA as stated in our literature, support the needs of NA Groups within the Western Australian Area and the wider community, and to serve as the link between these groups and the Australian Regional Service Committee (ARSC) of NA, in the spirit of our 12 Traditions and 12 Concepts for Service.

The purpose of these Guidelines is to ensure; \*

* The principles of the Twelve Traditions and Twelve Concepts are incorporated

within our WAASC meeting procedures.

* “A Guide to Local Services in NA” is incorporated within our meeting procedures.
* The “WAASC Policy Log” is incorporated into our meeting procedures.
* The efficient operation of the WAASC.
* Continuity of the WAASC despite changes in committee membership.
* The “WAASC Guidelines” document is accessible to all members.

*Please take the time to read through these Guidelines carefully to ensure that you are familiar with how the WAASC functions and the important role that you play.*

***B*** **ACRONYMS AND DEFINITIONS:**

***Acronyms:***

AGTLS in NA A Guide to Local Services in Narcotics Anonymous.

APL Area Policy Log.

ARSC Australian Regional Service Committee.

ARSCM Australian Regional Service Committee Meeting. (Added)

ASC Area Service Committee. (Added)

ASG Area Service Guidelines.

CBDM Consensus Based Decision Making.

GBR Group Booklet Revised

GSR Group Service Representative.

GSR (Alt). Group Service Representative Alternate.

H&I Hospitals and Institutions Subcommittee.

NA Narcotics Anonymous.

NAWS Narcotics Anonymous World Services.

PI/R Public Information and Relations Subcommittee.

RCM Regional Committee Member.

RCM (Alt). Regional Committee Member Alternate.

WAASC Western Australia Area Service Committee.

WSBOT World Service Board of Trustees.

WSC World Service Conference.

WSO World Service Office.

May need to be updated with new acronyms

***Definitions:***

Consensus: Means 4/5 (80%) of the quorum in attendance reach agreement. \*

Members of the WAASC: Are the GSRs and/or GSR (Alts.) from the NA groups in the area, the Administrative Officers, and the Subcommittee Facilitators.

Observers: NA members not addressed elsewhere in this document will be classed as observers.

Quorum: **“**At the beginning of the ASC meeting a count is taken of the \* Consensus Group/Voting Members. 50% +1 of groups must be represented to establish a Quorum. \* Without a Quorum the meeting cannot proceed. For the purpose of establishing a Quorum, only metropolitan groups that are known to have GSRs are included in the denominator. Country groups are not included in these numbers, although their votes may be included, as per ‘Country Group Policy Guidelines’).” (From WAASC APL Feb. 2019)\* see section 8 of these guidelines ‘*Including absent GSR’s in the decision-making process’ \*\*\*\*\*\**

Denominator. Means: The number below the line in a fraction; a divisor.

Consensus Group & The Consensus/Voting Members are GSRs and/or GSR (Alts.).

Voting Members: Absent Country GSRs/GSR (Alts.) may vote as per clause 8, (“Including Absent Country GSRs in The Decision Making Process”, and “Country Group Policy Guidelines” as per APL Feb.2019.)

Removal from Quorum: A group shall be removed from the quorum denominator count after three (3) \* consecutive non-attendances at the WAASC. (See APL; .conflicting policy)\*\*

Administrative Officer: Means the same as in clause 2.1.

Subcommittee Facilitator: Means the same as in clauses 2.2. and 2.3

Consensus Based Decision Making (CBDM): \*

The WAASC has agreed to adopt a form of decision making by consensus. CBDM is a process whereby a decision is made by agreement rather than by a simple majority vote. This process is used to encourage unity rather than division. Very simply, when a decision needs to be made by the committee the issue is presented and the Facilitator will ask if there are any objections. If there are no objections then the decision is made by consensus and the next item of business can be attended to. If there are objections, then the issue is discussed until consensus is reached between the quorum members. When consensus can’t be reached the group stays with the previous decision on the subject, or does nothing if that is applicable. CBDM is not used for the election of trusted servants. Consensus is reached when 4/5 (80%) agree on a proposal. CBDM is explained in more detail in clauses 5 & 6 within this document. *\* threshold? Complete Model explained in attachments yet to be completed.*

May need to be updated with new definitions

***1 Members of the WAASC:***

1.1 The Members of the WAASC are the GSRs and/or GSR (Alts.), The Administrative Officers, and the Subcommittee Facilitators.

1.2 Each GSR or GSR (Alt), Administrative Officer and Subcommittee Facilitator shall attend all WAASC Meetings for the entirety of the meeting. (See Clause 10.4.3 for possible actions due to 3 consecutive non-attendances.) (NP) \* \*

1.2.1 If an Administrative Officer is unable to attend a WAASC meeting, an apology and their report shall be submitted to the Area Secretary prior to the meeting. \*

1.2.2 Administrative Officers shall also attend all WAASC Administrative Subcommittee Meetings for the entirety of the meeting. If unable to attend then, the same apology and reporting requirements apply as in clause 1.2.1. \*

1.2.3 If a Subcommittee Facilitator is unable to attend a WAASC Meeting they shall nominate a member of their subcommittee to convey their apologies, present their report and answer questions. (Connect to policy re non-attendance. NP to be drafted) \*

***2.0 Administrative Officers and Subcommittee Facilitators:***

2.1 *The Administrative Officers of The WAASC are the;*

2.1.1 Area Facilitator.

2.1.2 Area Co-Facilitator.

2.1.3 Area Secretary. \* \*

2.1.4 Area Secretary (Alt.).

2.1.5 Area Treasurer. \* \*

2.1.6 Area Treasurer (Alt.).

2.1.7 Area Archivist.

2.1.8 Area Archivist (Alt)

2.1.9 Policy Subcommittee Facilitator

2.1.10 Regional Committee Member (RCM).

2.1.11 Regional Committee Member Alternate. RCM (Alt).

 These members comprise the “Administrative Subcommittee.”

2.2 *The Standing Subcommittee Facilitators are the;*

2.2.1 Administrative Facilitator.

2.2.2 Hospitals and Institutions Facilitator.

2.2.3 Public Information Facilitator.

2.2.4 Literature Facilitator.

2.2.5 Activities Facilitator.

2.2.6 Outreach Facilitator.

2.2.7 Policy Facilitator.

2.2.8 Indigenous Facilitator

2.3 *The Ad hoc Subcommittee Facilitators are the;*

2.3.1 Convention Facilitator. (By Definition is an Ad hoc Subcommittee Facilitator?) \* \*

2.3.2 Facilitators of other Ad hoc Subcommittees formed from time to time.

2.4 Position descriptions, qualifications, roles, and

 responsibilities of the GSRs, Administrative Officers and the Subcommittee Facilitators. (See Appendix A; .Sections 1 & 2) \* \*

2.5 WAASC Members may claim reimbursement for expenses incurred in carrying out their duties. Such claims should be fully itemised and receipted. The decision to reimburse such claims is made by the WAASC.

 See clauses @ 13.11 & Appendix A. Sections 1 & 2.) \* \*

2.6 Administrative Officers and Subcommittee Facilitators will be

 allocated floats and allowances.

 (See clauses @ 13.3, 13.4 & Appendix A.Sections 1 & 2.) \* \*

2.6.1 Claims by Subcommittee Facilitators for reimbursement of float funds shall be fully itemised and receipted in order to be approved by the ASC. (See clause 13.17.3) \* \*

***3 Subcommittees:***

3.1 The Standing Subcommittees of the WAASC are the;

3.1.1 Administrative Subcommittee.

3.1.2 Hospitals and Institutions Subcommittee.

3.1.3 Public Information Subcommittee

3.1.4 Literature Subcommittee.

3.1.5 Activities Subcommittee.

3.1.6 Outreach Subcommittee.

3.1.7 Policy Subcommittee

3.1.8 Indigenous Subcommittee.

3.2 Ad hoc Subcommittees.

3.2.1 Convention Subcommittee. (By Definition is an Ad hoc Subcommittee?) \* \*

3.2.2 Other Ad hoc Subcommittees established from time to time by the WAASC.

3.3 *“Subcommittees are not Autonomous;* they are established by

 areas and regions to serve a specific need. Budgets, new

 guidelines,(Each Subcommittee is responsible to develop its own \*NP

 guidelines.) and reports of the subcommittee’s work should be

 submitted for approval to the appropriate service committee.”

 (From WSC Approved H&I Handbook Page 51), AGTLS in NA Pages 51- 52, Concepts 2,3,5 &

 Trad.9)

In this Instance the appropriate service committee is “The

 WAASC”.

3.3.1 The purpose of each Subcommittee is to assist the relevant

 Subcommittee Facilitator to perform their duties. It is the

 responsibility of each Subcommittee Facilitator to form and

 maintain their relevant subcommittee.

3.3.2 Each Subcommittee shall ensure that it adheres to “WAASC ‘APL’, and ‘Guidelines’" and/or relevant “WSC/WSO Guidelines” regarding its procedures, decision making, actions, and financial affairs. \* \*

3.3.3 Each Subcommittee shall maintain clear meeting minutes and financial records. \* \* ? create a form for financial records

3.3.4 Each Subcommittee is responsible to the WAASC and shall be accountable through written reports presented at each WAASC meeting and by the answering of questions put by members. \*

3.3.5 Subcommittee Facilitators shall establish lines of communication

 with their regional counterparts. (NP) \*

3.3.6 Subcommittee Meetings. \* \*

3.3.6.1 All Subcommittees are required to meet once a month at a

 regularly-scheduled date, time and place. (example: Name \*

 Subcommittee meets on the last Thursday of each month at 6 pm, at venue.)

3.3.6.2 Subcommittees are required to contact the PI

 Subcommittee 10 days before the WAASC meeting with the date,

 time and place of their Subcommittee meeting for inclusion on the

 meetings list. (NP) \* \*

3.3.6.3 WAASC will pay for the meeting place for all regularly scheduled

 Subcommittee Meetings. \* \*

3.3.6.4 Additional Subcommittee meetings may be held. but shall be paid

 for by that Subcommittee. (NP) \* \*

3.3.6.5 Subcommittee meetings shall not be held in public places (such

 as coffee shops) or private homes and the Subcommittee shall adhere to “Tradition Seven” when using meeting facilities. (N P) \* \*

***4 WAASC Meetings:***

4.1 A meeting of the WAASC shall be held on the last Sunday of every month as far as practicable and shall commence at 1:00 pm and end at 4:30 pm at a venue determined at the previous meeting. \* (N.P.)

4.2 The first priority is to establish a quorum of GSR’s and then fill the Facilitator’s position in case of the Facilitator’s absence.

 APL 26/11/1995 \* \*

4.2.1 To enable business to be conducted by the ASC when a quorum

 cannot be established, an urgent matter requires resolution and

 it is agreed that this matter cannot be held over to the next

 ASC meeting by consensus of GSR’s present, then it is accepted that all GSR’s plus ASC administrative committee members form a consensus group to resolve the issue. (APL 19/4/2018) \* \* (4.2 , 4.2.1, 4.2.2 added)

4.2.2 All decisions made as per clause 4.2.1 shall be presented at the

 next regularly scheduled WAASC meeting for ratification.

4.2.3 The meeting shall be facilitated by the Area Facilitator. If the Area Facilitator is not present, the meeting shall be facilitated by the Area Co-Facilitator. If the Area Co-Facilitator is not present, the meeting shall be facilitated by a person approved by the simple majority vote of the quorum. It shall be endeavored to adhere to ‘Elections’: section 12 and ‘Qualifications’ Appendices: section 3.1.1 in the election process. (NP) \* \* (Needed to add clauses when no quorum or facilitator 4.2 , 4.2.1, 4.2.2 added)

4.3 *Observers:*

4.3.1 Original Clause 4.3 Any NA Member may attend meetings of the WAASC but they

 may only address the meeting when recognised by the WAASC

 Facilitator as an observer. \* (NP) Observer recognition required to tie to 5.1.4

4.3.2 Any NA members not addressed elsewhere in this document will

 be classed as observers.

4.3.3 Observers will have the right to request the floor.

4.3.4 The Co-Facilitator has the exclusive right to grant or deny such

 requests. The Facilitator’s decision is subject to challenge by a

 simple majority vote of the consensus group.

*4.4* *Agenda:*

4.4.1 A written agenda shall be prepared for the meeting by the Area Facilitator and the Area Secretary. (See “Attachment B”).\*

4.4.1.1 The agenda shall be circulated by the Area Secretary to all members at least two weeks prior to the meeting. \* \*

4.4.1.2 All WAASC Members may have input into the agenda. Proposals for inclusion on the agenda shall be submitted to the Area Facilitator, either before or at the meeting. \*

*4.5**Format:*\* \*

4.5.1 The business of the meeting shall be conducted in the order and according to the format; “WAASC Meeting Format.” (Appendix B.)

*4.6**Minutes of Meeting:*

4.6.1 The Minutes shall be prepared using the the template named

 “WAASC Meeting Minutes Template”. (Appendix C.) \* \*

4.6.2 The Area Secretary shall prepare and electronically distribute

 minutes of the WAASC meeting no later than two weeks before

 the next meeting. (Will require change to policy) \* \*

4.6.3 The Area Facilitator shall check the minutes prior to circulation. (NP) \* \*

*4.7 Emergency Meetings and Stipulations:* \* \*

4.7.1 Emergency Meetings;

4.7.1.1This type of meeting is rare, and is only held in an emergency

 when deemed necessary by the administrative subcommittee.

4.7.1.2 All members of the WAASC are to be given notice by telephone of

 the meeting date, time, place, and reason for the meeting, by the

 Facilitator of the WAASC a minimum of three (3) days prior to

 the meeting.

*4.7.2* Stipulations;

4.7.2.1 The business of the meeting shall be conducted in the order and

 according to the format; “WAASC Emergency Meeting Format.”

 (Appendix G.)

4.7.2.2The emergency meeting shall be limited to the emergency issue

 raised in the notice and limited to one (1) hour of discussion.

4.7.2.3 In the event a quorum cannot be established “it is accepted that

 all GSR’s plus ASC Admin. Committee members present form a

 consensus group to resolve the issue.”(APL 19-4-2015) \*

4.7.2.4 All decisions made at the emergency meeting shall be presented

 at the next regularly scheduled WAASC meeting.

4.7.2.5 Ratification of decisions made as per clause 4.7.2.3 shall be

 sought at the next regularly scheduled WAASC Meeting.