



Narcotics Anonymous[®]

Western Australian Area Service Committee

POLICIES & GUIDELINES MANUAL

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Български

Bahasa Melayu
Malti
Suomi

Eesti

Nederlands

मराठी

தமிழ்

বাংলা

Türkçe

Latviešu

Slovenčina

Moldoveneasca

English

Íslenska

中文

A Vision for NA Service

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 one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

Portugues
عربي
日本語
ಕನ್ನಡ

Afrikaans

Anglicized
हिन्दी

hrvatski

Svenska
Polski

Deutsch

মনপুরা

Brasileiro

ਪੰਜਾਬੀ

Norsk

Русский

Magyar

Filipino

Ελληνικά

Bahasa Indonesia

Español
ภาษาไทย

Italiano

Swahili

नेपाली
Українській
Bosanski

עברית

Lietuviškai
Dansk
Slovak

Français



Twelve Traditions of Narcotics Anonymous

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



Twelve Concepts for NA Service

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

INTRODUCTION

The purpose of the Western Australia Area Service Committee (WAASC) is to provide a forum, for NA members to address issues affecting NA. In the spirit of NA's Twelve Traditions and Twelve Concepts, the WAASC contributes to the growth and unity of NA in the area through the development, coordination and maintenance of area-wide NA services, under the authority and direction of NA groups.

The purpose of these Guidelines is:

- to ensure the efficient operation of the WAASC;
- to ensure that the principles of the Twelve Traditions and Twelve Concepts are incorporated into meeting procedures;
- to promote continuity of the WAASC despite changes in Committee membership; and
- to ensure that WAASC policy is accessible to all members.

The Group Service Representative

From [A Guide to Local Services in Narcotics Anonymous](#) (page 35):

Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions carried on within the service structure. They do this by participating in area service Committee meetings, attending forums and assemblies at both the area and regional levels, and sometimes joining in the work of an ASC Subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform and support the groups in the same way that the groups nourish and support the structure.

Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active Members of the area service Committee. As such, their responsibility is to act in the best interests of NA not solely as advocates of their own groups' priorities. As participants in the area Committee, GSRs need to be as well informed as they can be concerning the affairs of the Committee. They study the reports of the Committee's officers and Subcommittee chairpersons. They read the [various handbooks published by Narcotics Anonymous World Services](#) on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions which form the group conscience of the entire Committee.

Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area Committee. At group business meetings, the GSR report provides a summary of area Committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, the GSRs make available fliers announcing area and regional activities. At area Committee meetings, GSR reports provide perspectives on group growth vital to the Committee's work. If a group is having problems, its GSR can share those problems with

the Committee in his or her reports. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the Committee's 'sharing session' agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

When you attend a WAASC meeting as the representative of your group, you will be asked to present a report about your group. A suggested format is set out in Form 1 of this document. It is a decision of the WAASC that the shaded areas shown on the report are to be read out, with other items only brought up if a group has a specific problem which requires discussion.

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.

Consensus based decision making

The WAASC has agreed to adopt a form of decision making by consensus. Consensus based decision-making (**CBDM**) is a process whereby a decision is made by agreement rather than by a vote. This process is used to promote unity rather than division. Very simply, when a decision needs to be made by the Committee the issue is presented and the Chair 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 is disagreement between the Members of the Committee, then the issue is discussed until consensus is reached. If the Committee cannot reach consensus, then the chair can decide to continue the discussion at a later date. It is still open to any Member of the Committee to request that a formal vote be taken, although this should only be a last resort. CBDM is not used for the election of trusted servants.

CBDM is explained in more detailed in section 9.

Acronyms

APL	Area Policy Log
ARSC	Australian Regional Service Committee
ASC	Area Service Committee
CBDM	Consensus Based Decision Making
GSR	Group Service Representative
GLSNA	A Guide to Local Services in Narcotics Anonymous
GWSNA	A Guide to World Services in Narcotics Anonymous
WAASC	Western Australian Area Service Committee
WSO	World Service Office

Definitions

Consensus	Means 4/5 (80%) of the quorum in attendance reach agreement.
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Quorum	“At the beginning of the ASC meeting a count is taken of voting Members. 50% +1 of groups must be represented to establish a Quorum. Without a Quorum, no voting can take place. For the purpose of establishing a Quorum, only metropolitan groups that are known to have GSRs are included. (Country groups are not included in these numbers, although their votes may be included, as per ‘Country Group Policy Guidelines’).
Removal from Quorum	A group shall be removed from the quorum count after three (3) consecutive non-attendances at WAASC meetings.
Voting Members	The Voting Members are GSRs and/or GSR (Alt). Absent Country GSRs/GSR (Alt) may vote as per section 10.

Links to Service Resources

[Service Material Area](#)

[Service Pamphlets](#)

[Service Handbooks](#)

[Treasurers Handbook](#)

[A Guide to Local Services in NA](#)

[A Guide to World Services in NA](#)

GUIDELINES

1 *Members of the WAASC*

- 1.1 The Members of the WAASC are the Group Service Representatives (GSRs) from each NA group in the area, the Subcommittee Chairs, and the Administrative Officers.

2 *Subcommittee Chairs and Administrative Officers*

- 2.1 The Administrative Officers are:

- a) the Area Chair;
- b) the Area Vice Chair;
- c) the Area Secretary;
- d) the Area Treasurer;

- e) the Regional Committee Member (RCM); and
- f) the Alternate RCM.

together these Members comprise the Administrative Committee.

2.2 The Subcommittee Chairs are:

- a) the Public Relations Chair;
- b) the Hospitals and Institutions Chair;
- c) the Literature Chair;
- d) the Policy Chair;
- e) the IT Chair;
- f) the Activities Chair;
- g) the Outreach Chair;
- h) the Indigenous Chair;
- i) the Convention Chair.

2.3 The position descriptions of the Administrative Officers and the Subcommittee Chairs are set out in Appendix A.

2.4 Each Administrative Officer and Subcommittee Chair should endeavour to attend all WAASC meetings. If a Subcommittee Chair is unable to attend a WAASC meeting they should nominate a member of the subcommittee to present subcommittee report and answer questions. If an Administrative Officer is unable to attend a WAASC meeting their report should be submitted to the Area Secretary prior to the meeting.

2.5 Administrative Officers and the Subcommittee Chairs may claim reimbursement for expenses incurred in carrying out their duties. Such claims should be fully itemised and receipted.

2.6 Administrative Officers and Subcommittee Chairs will be given the floats described in section 19. Claims by Subcommittee Chairs for reimbursement of float money should be fully itemised and receipted. The decision to reimburse such claims is made by the WAASC.

3 *Subcommittees*

3.1 The Subcommittees of the WAASC are:

- a) the Administrative Committee;

- b) the Public Relations Committee;
 - c) the Hospitals and Institutions Committee;
 - d) the Literature Committee;
 - e) the Policy Committee;
 - f) the IT Committee
 - g) the Activities Committee;
 - h) the Outreach Committee;
 - i) the Indigenous Committee
 - j) the Convention Committee; and
 - k) any ad hoc Committees established from time to time by the Area Chair.
- 3.2 The purpose of each Subcommittee is to help the relevant Subcommittee Chair to perform their duties. It is the responsibility of each Subcommittee Chair to form and maintain their Subcommittee.
- 3.3 Each Subcommittee is responsible to the WAASC and accountable through written reports presented at each WAASC meeting, and the answering of questions put by Members.
- 3.4 Each Subcommittee should maintain clear minutes of their meetings and financial records.
- 3.5 Any actions of a Subcommittee which may have long term financial impact upon the WAASC, or which may affect the area must be approved by the WAASC.
- 3.7 Subcommittee meetings should not be held in public places (such as coffee shops) and the Subcommittee should keep in mind tradition seven when using meeting facilities.
- 3.8 Each Subcommittee should ensure that it has, and adheres to, working guidelines and WAASC policies regarding its actions, procedures, decision making and financial affairs.

4 WAASC meetings

- 4.1 A meeting of the WAASC should be held on the last Sunday of every month and will commence at 1:00 pm and end at 4:30pm at a venue determined at the previous meeting.
- 4.2 The meeting should be chaired by the Area Chair. If the Area Chair is not present, the meeting should be chaired by the Area Vice Chair. If the Area Vice Chair is not

present, the meeting should be chaired by a person nominated by the Area Secretary.

- 4.3 Any NA member may attend the meetings of the WAASC, but they may only address the meeting if recognised by the WAASC as an observer.

5 Agenda

- 5.1 A written agenda should be prepared for the meeting by the Area Chair and the Area Secretary.

- 5.2 All WAASC Members may have input into the agenda. Proposals for inclusion on the agenda should be submitted to the Area Secretary before or at the meeting.

- 5.3 The agenda should be circulated by the Area Secretary to all Members at least two weeks prior to the meeting.

6 Format

- 6.1 The business of the meeting should be conducted in the order and per the guidelines set out in Appendix F.

7 Proposals

- 7.1 A Proposal is an item of business that requires discussion or is an item of business needing a decision that has been brought to the WAASC and opened for discussion by the Chair. All Proposals should be submitted to the Chair, and Proposals may be submitted by any Member.

- 7.4 The Chair may refuse to allow any Proposal which is in breach of the Twelve Steps, Twelve Traditions or Twelve Concepts or which is otherwise inappropriate. The Chair's decision on this point is subject to the option of dissent.

- 7.5 Proposals are dealt with in the order in which they are received by the Chair, or at the discretion of the Chair. A Member of the WAASC may request the order of the Proposals to be changed.

- 7.6 The Chair should request that the Member submitting the Proposal speak for the Proposal. Any Member may then speak to the Proposal upon being recognised by the Chair. No Member should speak twice to the same Proposal unless the content is different, and all the other Members have had the chance to contribute once. No interruptions or other conversations should be held during the debate of a Proposal.

- 7.7 Any Member of the WAASC is free to exercise an option from the list in clause 10, other than the option to block consensus, which may only be exercised by a GSR.

- 7.8 The amount of time spent debating each Proposal is at the discretion of the Chair.

8 *Including absent GSRs in the decision-making process*

- 8.1 In the event a GSR is unable to attend a meeting of the WAASC, they may still express their group conscience, if:
- a) it is in relation to a Proposal that has been advertised in the minutes; or
 - b) it is a new Proposal to be raised by that GSR; and
 - c) the GSR has informed the Area Secretary of Group Conscience outcome prior to the start of the meeting.

9 *Principles for consensus-based decision making*

- 9.1 Consensus is reached when all Members of the WAASC present at a WAASC meeting agree upon a Proposal.
- 9.2 All Members of the WAASC are encouraged to contribute to the discussion of Proposals.
- 9.3 All Members of the WAASC are entitled to be involved in the group that can reach consensus.
- 9.4 Consensus is reached after the Members of the WAASC have discussed the Proposal, the Chair has asked for any dissenting views, changes have been made accordingly and the Members of the WAASC all agree to implement the Proposal.
- 9.5 If consensus cannot be reached, any Member of the WAASC can ask for the Proposal to be held over until the next meeting of the WAASC. If the Proposal is urgent and consensus has not been reached, a vote by simple majority of GSRs can be used as a last resort at the option of the Chair.
- 9.6 Observers can input their ideas to the discussion of a Proposal at the discretion of the Chair, but they are not part of the consensus group.

10 *Options*

- 10.1 Any Member of the WAASC can at any time during the discussion of a Proposal request that one of the following Options be exercised. An Option will be exercised if the Members of the WAASC agree by consensus to do so.
- a) Option to change the Proposal being discussed. During a discussion, the original Proposal can be changed several times over to reach a Proposal favoured by all.
 - b) Option to hold over the Proposal until the next WAASC meeting. In the event of more information being required, a need to adhere to time constraints or for any other reason the WAASC can agree by consensus to hold over a Proposal until the next meeting.

- c) Option to gag a Proposal. Sometimes a Proposal can become inappropriate for the WAASC to discuss.
- d) Option to send a Proposal back to groups. This Option is used if the Proposal warrants clarification by GSRs at the group level by group conscience.
- e) Option to express dissenting views on a Proposal. All Members of the WAASC are encouraged to input their ideas to the WAASC.
- f) Option to dissolve a Proposal. The Option to dissolve a Proposal is used when it is apparent that a Proposal is no longer viable. If consensus is reached that the Proposal is no longer viable then the Proposal is then removed from the Agenda.
- g) Option for more information on a Proposal. Any Member of the WAASC who feels that they need more information to be able to continue discussion or feels that they have information to contribute which is essential to the matter at hand may raise a point of information.
- h) Option to raise a point of order. Any Member of the WAASC who feels that the procedure being followed at the meeting is incorrect or inappropriate may raise a point of order.

10.2 The following Option relates to the accountability of officer bearers.

- a) Option to remove an office bearer. This Option is used when the removal of an office bearer is required and is subject to the conditions set out in clause 12 below.

10.3 The following Option is available only to GSRs and may be exercised by a single GSR.

- a) Option to block consensus. A GSR who is strongly opposed to a Proposal has the right to block that Proposal. In this case the decision may, at the discretion of the Chair, be made by a simple majority vote of the GSRs present.

11 Minutes of meeting

11.1 The Area Secretary should prepare and distribute minutes of the WAASC meeting to all Members who attended the meeting no later than two weeks before the next meeting.

12 Elections

12.1 Vacant Subcommittee Chair and Administrative Officer positions should be advertised in the minutes of the ASC meeting.

12.2 Nominations should be submitted in writing to the Area Chair either before the meeting or at the meeting.

12.3 Nominations may be made by any Member but must be seconded by a GSR.

- 12.4 Nominations may be accepted or declined by the nominees.
- 12.5 The position description of the vacant position must be read to the nominees. The nominees must be advised regarding the attendance and reporting obligations of the position (and read clause 3), and that they may not hold two service positions and need to resign their original service position if held when they are elected.
- 12.6 Each nominee must provide a verbal service resume, including a description of their previous service experience and reasons for not completing any service commitment, and may be asked questions by any Member of the Committee to determine the nominee's suitability for the position.
- 12.7 Election must be by secret ballot. Where there is a single nominee for the position, an affirmative vote by a simple majority of GSRs indicates election. Where there is more than one nominee, one ballot is held and each GSR should indicate one choice. The nominee receiving the most votes is elected, if the number of abstentions is less than the number of affirmative votes received by that nominee. The nominee is accompanied outside by a member of the Administration Committee while the vote is being conducted.
- 12.8 GSRs must be advised that they may vote against the nominee even if there is only one nominee.
- 12.9 The election of Alternate RCM to RCM (if the requirements of the positions have been met) is not an open election but requires an affirmative vote of confirmation by at least two thirds of the Voting Members. If the vote of confirmation fails, the position should be considered open for election.
- 12.10 Members of the Committee may be elected to a second consecutive term in a position but should not serve for more than two consecutive terms.

13 *Resignation and removal*

- 13.1 Voluntary resignations may be given in writing to the Area Chair prior to the ASC meeting.
- 13.2 The procedure for removal of a Subcommittee Chair or Administrative Officer is by a Proposal for removal passed to the Area Chair before or during the meeting.
- 13.3 A Proposal for the removal of a Subcommittee Chair or Administrative Officer can only be submitted to the Chair on the following grounds:
- a) The Member is absent for two consecutive meetings;
 - b) The Member relapses during term of office; or
 - c) The Member is failing to perform their duties and responsibilities.
- 13.4 If a Proposal for removal of a Subcommittee Chair or Administrative Officer is submitted to the Chair because the Member has relapsed, the Chair, if satisfied

that the Member has relapsed (after input from other Members if necessary), must announce that the Member is automatically removed from office.

- 13.5 In relation to a Proposal for removal on the first ground in clause 13.3, the Proposal must be passed by consensus.
- 13.6 In relation to the third ground for removal outlined in clause 13.3, the course of action taken is at the discretion of the Area Chair as advised by the Members. It should be shown that the Member has been made aware of the tasks involved and has been given appropriate time and adequate information and support to fulfil their responsibilities. If they still fail to perform their duties and responsibilities, they may be asked to relinquish their position. The Member should be given the chance to address the WAASC in response to a Proposal for removal and should be made aware of the grievance procedures available to them (see clause 14 below).
- 13.7 In the event of a Subcommittee Chair resigning and the Area Vice Chair position being vacant, until the Subcommittee Chair position is filled the Area Chair should take responsibility for ensuring that the Subcommittee takes care of existing business and reports to the WAASC. Alternatively, the WAASC may appoint an acting Subcommittee Chair from the Subcommittee until an open election can be held. No new business should be undertaken by the Subcommittee in these circumstances.

14 Appeals

- 14.1 In the spirit of the Tenth Concept, any Member can petition the WAASC for the redress of a personal grievance without fear of reprisal where the grievance affects the Member's ability to carry out their assigned WAASC business.
- 14.2 The aggrieved Member should first approach the Administrative Committee who should determine whether the grievance is relevant to WAASC business. If so, a member of the Administrative Committee who is both willing and acceptable to the Member should be appointed to hear all aspects of the matter and make recommendations to the Administrative Committee. The Administrative Committee should decide about the matter and report to the WAASC. The aggrieved Member should be notified of the outcome of the Administrative Committee's decision on the matter.
- 14.3 If the aggrieved Member is not satisfied with this process, they have the right to be heard by the WAASC directly.

15 Group meetings

- 15.1 New group meetings in the area must be endorsed by the WAASC before they can be included in area meetings lists.
- 15.2 The WAASC should only endorse a new group meeting if it has been running continuously for at least six weeks prior to the WAASC meeting at which endorsement is sought.

16 Travel reimbursement

- 16.1 Members are encouraged to pay their own costs incurred in attending WAASC meetings.
- 16.2 Claims for reimbursement are made to the WAASC.
- 16.3 A Member may seek to be reimbursed for costs incurred in attending a WAASC meeting, if:
- a) the Member has travelled more than 50km from their ordinary place of residence to the meeting location; and
 - b) appropriate receipts or other documentation are provided; and
 - c) the Member provided transport to other Members (e.g. 'carpooling') where possible.

17 Financial accountabilities

- 17.1 The WA NA ASC Financial Policy is based on the NA publication "[Treasurer's Handbook](#)" revised June 2012, section "Guidelines for the Area or Regional Services Committee Treasurer."
- 17.2 The Treasurer is responsible for recording all incoming and outgoing fund transactions in NA Ledger. All ledger transactions should be allocated a "Class Code" in the ledger. This is for reporting purposes and making sure each transaction is accountable. For a list of "Class Codes" see Appendix G.
- Note:** The term "Check Register" in [Treasurer's Handbook](#) should be replaced by "NA Ledger."
- 17.3 GSR's and Subcommittees should use the NA publication "[Treasurers Handbook](#)" and "[Group Treasurer's Workbook](#)" as a guide to financial reporting.
- 17.4 WAASC 12-month operating budget, as approved September 2019, is \$12,530.00; see Appendix G for details.
- 17.5 WAASC monthly operating budget is \$900; see Appendix G for details.
- 17.6 WAASC prudent reserve is \$530; see Appendix G for details.
- 17.7 WA NA Treasurer reporting requirements to the WAASC is as per WSO publication "[Treasurer's Handbook](#)". It is suggested monthly reporting for the WAASC (and Literature) account(s) shows:

- a) A written statement of a comparison of the ledger balance to the Banking account for the financial month and the day before the ASC;
Note 1: Literature account needs only statement of a comparison of the ledger balance to the banking account for the day before the WAASC meeting.
- b) A screen grab of the ledger transactions for the reporting period;
- c) A screen grab of the ASC account for the reporting period;
- d) The ASC monthly spend verses the ASC budget and a readjusted budget based on the spend. See Appendix G for example.
Note 2: Item d) only applies to the ASC account.

17.8 WAASC account auditing requirements is as Appendix G.

17.9 Priority of Payment Groups, Subcommittee Floats, Other Floats, Seed Funds and Allowances can only be changed by consensus of WAASC.

18 *Priority of payment groups.*

18.1 Payment Group One: Post Office Box, Rent for WAASC and Subcommittee Meeting Venues.

18.2 Payment Group Two: Administrative Expenses, (postage, stationery, photocopying, refreshments etc.), Meetings List (in the absence of a Standing PI Subcommittee.)

18.3 Payment Group Three: H&I, PI, IT and Outreach Subcommittee floats.

18.4 Payment Group Four: RCM, RCM Alt. Subcommittee and GSR travel expenses.

18.5 Payment Group Five: All other Subcommittee floats.

18.6 Payment Group Six: Regional Fund Flow Contribution coinciding with ARSC.

18.7 Where the ASC has been invoiced and the online payment methods do not allow for and approved transaction from the ASC account it is permissible for the ASC Treasurer, Alt Treasurer or member of the ASC committee to pay the invoice and receive reimbursement from the ASC account upon forwarding a payment receipt for the invoice. The ASC Treasury will facilitate the payment with the required second approval.

19 *Floats, seed funds, and allowances*

19.1 H&I \$200.00, PI \$300.00, Outreach \$200.00, IT \$XXX.XX, Indigenous Affairs \$XXX.XX.

- 19.2 Activities Float: \$500.00 (self-raised and self-sustained, includes stock and cash combined. Surpluses to float amount shall be returned to WAASC).
- 19.3 Convention Float: \$7,500.00 (if budget is inadequate for planned event then further fundraising shall be conducted by a Fundraising Subcommittee).
- 19.4 Literature Float: \$5,000.00 (includes stock and cash combined. Surpluses to float amount shall be returned to WAASC.)
- 19.5 Service Learning/Unity Day, Camp: \$3,000.00 (combined fund).
- 19.6 Seed Funds shall be held in WAASC account and made available upon on approval of budget.
- 19.7 Seed Funds and surpluses shall be returned to WAASC upon completion of each individual activity and event.
- 19.8 RCM and/or RCM Alt. who travel to the ARSC meeting are eligible for an allowance (aka per diem) of up to \$150.00 per day each (total of \$300), on request, to cover meals and accommodation on the days of their ARSC attendance. All expenses shall be itemised and receipted at the following WAASC (under ordinary circumstances this would be for two (2) days and two (2) nights). Members of the WAASC attending the ARSC meeting shall minimize expenses where possible (i.e. carpool, billet etc. as appropriate).
- 19.9 All RCM/RCM Alt airfare bookings to attend ARSC meetings should be at most cost effective to minimise cost to WAASC.

20 *Theft of funds & dishonoured cheques.*

- 20.1 The Administrative Subcommittee shall attempt recovery of theft of funds and/or dishonoured cheques.
- 20.2 The Administrative Subcommittee shall be guided by the spiritual principles of recovery and shall allow every member an opportunity to behave responsibly in difficult situations and make amends.
- 20.3 The World Service Board of Trustees Bulletin # 30 "Theft of NA Funds" has been included as Attachment 2 for further guidance.
- 20.4 In the case of theft of funds, the WAASC Chair shall be notified immediately and the following steps shall be taken to protect our fellowships funds, and to encourage the person involved to respond responsibly:

- 20.5 The WAASC Chair shall convene the Administrative Subcommittee to evaluate the situation and may appoint an ad hoc committee to investigate. The Administrative Subcommittee shall then attempt to meet with the person and negotiate a written agreement for repayment.
- 20.6 The WAASC Treasurer shall keep track of the payments and include all details in the monthly treasurer's report.
- 20.7 If payment is not received as agreed, the WAASC Treasurer shall notify the WAASC Chair.
- 20.8 The Administrative Subcommittee shall meet as needed to monitor the situation and act to recover the funds.
- 20.9 The Administrative Subcommittee as a last resort may initiate legal proceedings if necessary, in order to recover misappropriated funds.
- 20.10 A proposal for removal from position of office is appropriate when the offender is a member of the WAASC.
- 20.11 If a dishonoured cheque is received, permitted contact details are available, the WAASC Treasurer shall notify the drawer in writing.
- 20.12 The Chair shall be notified if the funds are not repaid within this period of seven (7) days.
- 20.13 The WAASC Chair, in further consultation with the Administrative Subcommittee can revert to further action to recover losses, when deemed necessary.
- 20.14 These policies and guidelines act to encourage a process that is both responsible and spiritual and takes steps of increasing severity when deemed necessary.

21 Subcommittee financial guidelines

- 21.1 All Subcommittees handling funds are required to have a Treasurer with a minimum of two (2) years clean time. The Subcommittee shall nominate a treasurer and then bring the nomination to the WAASC for confirmation by the WAASC Voting Members.
- 21.2 A Subcommittee without a Treasurer is required to conduct all financial transactions through the WAASC Treasurer and WAASC bank account.
- 21.3 Subcommittees shall have their own bank account only when there is a Subcommittee Treasurer.

21.4 Subcommittees will not promote gambling as a source of fundraising. However, raffles involving recovery-themed items (i.e. literature, merchandise etc.) of no significant financial value are permissible.

22 *Business with members of the fellowship and conflicts of interest*

22.1 Any individual who owns, operates, or has vested interest in any firm doing business with the WAASC structure, shall not be involved in any committee which is in negotiation in any form with said business.

22.2 Committee meetings where details of the negotiations are being discussed will be closed to individuals who are in any way connected to businesses which are being considered to supply services to the WAASC structure.

23 *Assets*

23.1 All physical assets purchased by or donated to WAASC and its Subcommittees shall be recorded in a "Register of Assets." This register shall be maintained by the Secretary and/or Vice Chair of the WAASC.

23.2 All assets of the WAASC, upon dissolution, shall be distributed and transferred to the next level of service.

Appendices

A. WAASC Position Descriptions, Roles and Responsibilities.

A.1. Area Committee Participants.

“There are three groups of participants in most area service committees: GSRs and/or their alternates, administrative officers, and subcommittee chairpersons. The Seventh Concept for NA Service says that, “All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes.

Group service representatives provide a “grass roots” perspective to the area decision making process, helping ensure that the committee’s feet are planted firmly on the ground. Administrative officers and Subcommittee Chairpersons also bear substantial responsibility for the fulfillment of area services. Their ongoing growth and experience in carrying out their duties is an invaluable resource to the area as it develops and expresses its group conscience. We ought never allow a base of valuable experience to be created without utilizing it to the fullest. Each area is responsible to create its own decision-making plan. In doing so, area committees should carefully consider the Seventh Concept.”¹

1.2. Qualifications and Responsibilities of WAASC Trusted Servants.

1.2.1. The qualifications suggested here are meant as guidelines for GSRs in selecting trusted servants for the WAASC.

1.2.2. Some individuals nominated will not fit all of the criteria set forth and this should not disqualify them from consideration. (It should be stated, however, that these guidelines were formed as a result of previous experience and should be given weight when considering a nominee for a particular trusted servant position.)

1.2.3. The Administrative Subcommittee is not an elected Subcommittee; it is made up from the Administrative Officers, as part of their responsibilities.

1.2.4. For the purposes of the WAASC, “Continuous clean time” is defined as continuous complete abstinence from all Mind/Mood Altering drugs.

¹ *A Guide to Local Services in Narcotics Anonymous* (Chatsworth, California: Narcotics Anonymous World Services, Inc., 2002). 46-47

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B. Group Service Representatives (GSR's).

“Group service representatives link their groups to the rest of Narcotics Anonymous. Most groups also elect an alternate GSR who can fill in for the group representative when needed. GSRs serve a dual role. As our fellowship’s Second Concept for Service indicates, GSRs take part on their groups’ behalf in the area committee and the regional assembly, conveying a sense of their groups’ wishes to the service structure and bringing back information on what’s happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole.

For more information on the GSR’s job, see both the Twelve Concepts for NA Service and the NA Group chapters appearing earlier in this guide.

Basic equipment for group service representatives usually includes copies of A Guide to Local Services in Narcotics Anonymous, area guidelines (if the area has them), and the log of area policy actions (available from the area secretary).

Qualifications and terms of service for GSRs are determined by the groups, which elect them.”²

2.1. The Group Service Representative.

“Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions carried on within the service structure. They do this by participating in area service committee meetings, attending forums and assemblies at both the area and regional levels, and sometimes joining in the work of an ASC subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform and support the groups in the same way that the groups nourish and support the structure.

Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area

² GLSNA. 47

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service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities.

As participants in the area committee, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by Narcotics Anonymous World Services on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions which form the group conscience of the entire committee. Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, the GSRs make available fliers announcing area and regional activities. At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's "sharing session" agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group."³

2.2. GSR & GSR (Alt.) Responsibilities.

- 2.2.1. Obtains a current copy of the WAASC Policies & Guidelines, APL & GLSNA.
- 2.2.2. Attends all WAASC meetings as per WAASC Policies & Guidelines.
- 2.2.3. Reports WAASC Activities to their group.
- 2.2.4. Collects flyers, meeting lists and newsletters for distribution to their group.
- 2.2.5. Reports to the WAASC their group's status including a financial report. (A suggested format is set out in Appendix D of this document. It is a decision of the WAASC that the shaded areas shown on the report are to be read out, with other items only brought up if a group has a specific problem which requires discussion.)

³ GLSNA. 35

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- 2.2.6. Supports one of the WAASC Subcommittees.
- 2.2.7. Supports the WAASC Fellowship by participating in WAASC Workshops, Service-Learning Days, and attending any ARSC meetings when hosted by the WAASC.
- 2.2.8. Develop understanding of the 12 Traditions, 12 Concepts, GLSNA, and WAASC Policies & Guidelines/APL through application. “Basic equipment for group service representatives usually includes copies of *A Guide to Local Services in Narcotics Anonymous*, area guidelines (if the area has them), and the log of area policy actions (available from the area secretary). Qualifications and terms of service for GSRs are determined by the groups, which elect them.”⁴
- 2.3. WAASC strongly recommends a minimum of 6 months of total abstinence from all MMA drugs.

C. Administrative Officers.

“Many area service committees have six administrative officers: a chairperson, a vice chairperson, a treasurer, a secretary, and two regional committee members (RCMs). These individuals are responsible for administering the general affairs of the entire area committee.

Because of that, it’s important that great care be taken in their selection. A substantial amount of clean time and personal maturity should be the first consideration, along with experience in the steps, traditions, and concepts of service. Our trusted servants should demonstrate the stability and personal sense of direction that serve as an example to others. They should be capable of serving without attempting to govern. The specific amount of clean time required for each office will vary from area to area according to how long the local NA community has been in existence. Significant area service background often makes more effective administrative officers. Experience both as a group service representative and an area subcommittee member is helpful. Recent leadership experience as a subcommittee chairperson will prove invaluable. For more discussion of the role of leadership in NA services, see the essay on Concept Four.”⁵

Administrative Officers Qualifications and Responsibilities:

⁴ GLSNA. 47

⁵ GLSNA. 47-48

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3.1. Area Chair

Term: 2 Years

Clean Time Requirement: 5 Years

Float: N/A

“The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The chairperson’s primary tools are the ‘C.B.D.M. model’, a firm hand, a calm spirit, and a clear mind. The chairperson can find additional help in books about ‘consensus based’ decision-making processes, and volunteer organisations that are readily available at local bookstores and libraries.”⁶

3.1.1. Chair Qualifications.

3.1.1.2. Minimum of five (5) years continuous clean time.

3.1.1.3. Minimum of two (2) years of continuous ASC service, immediately prior to nomination, preferably as the ASC Vice Chairperson.

3.1.1.4. Able to make a two (2) year minimum commitment to the WAASC.

3.1.1.5. Demonstrated stability and personal sense of direction that serve as an example to others.

3.1.1.6. Understanding of the 12 Traditions, 12 Concepts, GLSNA and WAASC Policies & Guidelines/APL through application.

3.1.1.7. Willingness, time and resources to serve.

3.1.1.8. Willingness to resign all other elected positions at the Area level.

3.1.1.9. Where possible, preference for this position will be given to the Vice Chairperson.

3.1.2. Chair Responsibilities.

3.1.2.1. Obtains a current copy of GLSNA, WAASC Policies & Guidelines, and APL.

3.1.2.2. Obtains all the paper work, manuals and/or handbooks from outgoing chairperson.

⁶ GLSNA. (Adaptation) 48

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- 3.1.2.3. Attends all WAASC meetings.
 - 3.1.2.4. Serves as "Chair" of the Administrative Subcommittee.
 - 3.1.2.5. Gives a monthly written and verbal report.
 - 3.1.2.6. Facilitates regular WAASC meetings and any special session meetings.
 - 3.1.2.7. Prepares the meeting agenda and executes the format and agenda.
 - 3.1.2.8. Upholds the 12 Traditions, 12 Concepts, GLSNA, WAASC Policies & Guidelines, and APL.
 - 3.1.2.9. Keeps order and direction of WAASC meetings. Keeps discussion on topic.
 - 3.1.2.10. Expresses no personal opinions on issues being discussed while facilitating the meeting.
 - 3.1.2.11. Ensures the meeting starts and ends on time.
 - 3.1.2.12. Acts as spokesperson for the Area in conjunction with relevant Subcommittee Chairs.
 - 3.1.2.13. Is a co-signatory of the WAASC bank account.
 - 3.1.2.14. Is co-signatory of all WAASC and Subcommittee letters.
 - 3.1.2.15. Attends and participates in Area Workshops and Service Learning Days.
 - 3.1.2.16. Prepares and mentors the Vice Chairperson to take up this position at a future election date.
 - 3.1.2.17. Stores and sets up calico banners at each WAASC meeting.
 - 3.1.2.18. Assists the Treasurer in recording cash contributions presented at WAASC meetings.
 - 3.1.2.19. Checks WAASC Meeting Minutes and Agendas prior to circulation.
 - 3.1.2.20. Can be a co-signatory on subcommittee bank accounts.
- 3.2. Area Vice Chair

Term: 2 Years

Clean Time Requirement: 2 Years

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Float: N/A

“The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees. The area vice chairperson keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC vice chairperson helps find solutions to them. The vice chairperson works closely with subcommittee chairpersons when they prepare their annual reports and budget proposals. The vice chairperson is also responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings him or herself in the chairperson’s absence.”⁷

3.2.1. Vice Chair Qualifications.

3.2.1.1 Minimum of two (2) years continuous clean time.

3.2.1.2. Minimum of one (1) year continuous WAASC service immediately prior to nomination.

3.2.1.3. Able to make a two (2) term commitment to the WAASC: two (2) years as Vice Chairperson followed by two (2) years as Chairperson, conditional on an affirmative vote of confirmation by at least two thirds (2/3) majority of voting members.

3.2.1.4. Demonstrated stability and personal sense of direction that serve as an example to others.

3.2.1.5. Understanding of the 12 Traditions, 12 Concepts, GLSNA and WAASC Policies & Guidelines/APL through application.

3.2.1.6. Willingness, time and resources to serve.

3.2.1.7. Willing to resign all other elected positions at the Area level.

3.2.2. Vice Chair Responsibilities.

3.2.2.1. Obtains a current copy of GLSNA, WAASC Policies & Guidelines, and APL.

3.2.2.2. Obtains all the paper work, manuals and/or handbooks from outgoing Vice Chair.

⁷ GLSNA. 48

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- 3.2.2.3. Attends all WAASC meetings.
- 3.2.2.4. Secures a key from the landlord and ensures the meeting facility is open on time.
- 3.2.2.5. Serves on the Administrative Subcommittee.
- 3.2.2.6. Gives a monthly written and oral report.
- 3.2.2.7. Assists the Chairperson in carrying out his/her responsibilities.
- 3.2.2.8. Keeps an accurate list of persons wanting to speak during the meeting.
- 3.2.2.9. Orients newly-elected Officers, GSRs, GSR(Alts) and Subcommittee Chairs to GLSNA, WAASC Policies & Guidelines, APL, Group Booklets and the appropriate Subcommittee hand books and guidelines.⁸
- 3.2.2.10. Regularly contacts Subcommittee Chairpersons and stays informed of their projects.
- 3.2.2.11. Helps to find solutions if problems arise within or between subcommittees.
- 3.2.2.12. Attends all Subcommittee meetings whenever possible.
- 3.2.2.13. Acts as co-signatory of WAASC bank account.
- 3.2.2.14. Ensures that both the Chair and Vice Chair have a full set of the most current Handbooks for Subcommittees, as well as GLSNA, WAASC Policies & Guidelines, and APL.
- 3.2.2.15. Assumes responsibilities of the Secretary in his/her absence, or after removal from office or resignation, until new nominations and elections can occur.
- 3.2.2.16. Attends and participates in Area Workshops and Service-Learning Days.
- 3.2.2.17. Can be a co-signatory on Subcommittee bank accounts.

3.3. Area Secretary

Term: 2 Years

Clean Time Requirement: 2 Years

⁸ GLSNA. 63

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Float: N/A

“Area secretaries handle all their committee’s paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within a reasonable period of time after each meeting. In the process of keeping the minutes of each meeting, secretaries should regularly update a log of area policy actions. The log lists policy motions the committee has passed regarding the activities of administrative officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they affect.

Because most secretaries email minutes to area committee Members, they need to keep an updated list of participants’ addresses. With their committee’s permission, they should mail copies of these lists once or twice a year to the World Service Office. These lists will make it possible for the WSO to provide groups, subcommittees and administrative officers with current information pertinent to their areas of service.”⁹

3.3.1. Secretary Qualifications.

- 3.3.1.1. Minimum two (2) years continuous clean time.
- 3.3.1.2. Minimum one (1) year continuous WAASC service immediately prior to nomination.
- 3.3.1.3. Able to make a two (2) year commitment to the WAASC.
- 3.3.1.4. Demonstrated stability and personal sense of direction that serve as an example to others.
- 3.3.1.5. Understanding of the 12 Traditions, 12 Concepts, GLSNA and WAASC Policies & Guidelines/APL through application.
- 3.3.1.6. Willingness, time and resources to serve.
- 3.3.1.7. Willing to resign all other elected positions at the Area level.
- 3.3.1.8. Has regular and consistent access to a computer.
- 3.3.1.9. Preference for this position will be given to the Secretary (Alt.).

⁹ GLSNA. 48

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3.3.2. Secretary Responsibilities.

- 3.3.2.1. Obtains a current copy of GLSNA, WAASC Policies & Guidelines, and APL.
- 3.3.2.2. Obtains all the paper work, manuals and/or handbooks from outgoing Secretary.
- 3.3.2.3. Attends all WAASC meetings.
- 3.3.2.4. Serves on the Administrative Subcommittee.
- 3.3.2.5. Gives a monthly written and oral report.
- 3.3.2.6. Records minutes for all of the WAASC meetings.
- 3.3.2.7. Maintains an accurate list of phone numbers and email addresses of the WAASC members.
- 3.3.2.8. Distributes meeting minutes to all WAASC participants within 10 days of meeting.
- 3.3.2.9. Works with Subcommittees to distribute minutes, including copies of flyers and regional directories to groups not in attendance at WAASC Meeting.
- 3.3.2.10. Emails WAASC meeting minutes to ARSC Secretary and Regional Delegate each quarter.
- 3.3.2.11. Responsible for maintaining archives of all WAASC meeting minutes, along with any other relevant documentation.
- 3.3.2.12. Responsible for WAASC correspondence.
- 3.3.2.13. Acts as co-signatory of WAASC bank account.
- 3.3.2.14. Collects WAASC mail (at least) twice per month.
- 3.3.2.15. Immediately open and assess all mail addressed to the WAASC and responds accordingly.
- 3.3.2.16. Distributes all other mail at WAASC meeting.
- 3.3.2.17. Shall, in cooperation with the Policy Subcommittee Chairperson, maintain an updated copy of WAASC Policies & Guidelines, and APL, which will be considered the "Official Copies".

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- 3.3.2.18. Registers WAASC groups with WSO and FSO, and/or confirms registrations are correct.
- 3.3.2.19. Registers all new Administrative Officers and Subcommittee Chairpersons with WSO and FSO within one (1) month of election to office.
- 3.3.2.20. Prepares and distributes minutes of “Emergency Meetings” and Administrative Subcommittee Meetings at the next WAASC meeting.
- 3.3.2.21. Attends and participates in Area Workshops and Service-Learning Days.
- 3.3.2.22. Can be a co-signatory on Subcommittee bank accounts.
- 3.3.3. Alternate Secretary Qualifications.
 - 3.3.3.1. Minimum two (2) years continuous clean time.
 - 3.3.3.2. Able to make a two (2) term commitment to the WAASC: two (2) years as Secretary (Alt.) followed by two (2) years as Secretary, conditional on an affirmative vote of confirmation by at least two thirds (2/3) majority of voting members.
 - 3.3.3.3. See Secretary Qualifications.
- 3.3.4. Alternate Secretary Responsibilities.
 - 3.3.4.1. Attends all WAASC meetings.
 - 3.3.4.2. Assists the Secretary in his/her duties.
 - 3.3.4.3. Attends and participates in Area Workshops and Service-Learning Days.
 - 3.3.4.4. Assumes responsibilities of the Secretary in his/her absence, or after removal from office or resignation, until new nominations and elections can occur.

3.4. Area Treasurer.

Term: 2 Years

Clean Time Requirement: 5 Years

Float: \$100.00 (Petty Cash)

“The area treasurer’s job is critical to the committee’s work. Because of the added responsibility of handling money associated with service as treasurer,

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it's especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren't properly accounted for. It is recommended that areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful.

The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall, reimburses officers and subcommittee chairpersons for their budgeted expenses, keeps careful records of all transactions and reports on the financial condition of the area committee at each of its meetings. As the administrator of the area's unified general fund, the treasurer is also responsible to prepare an annual budget for the area committee. The Treasurer's Handbook, available from the World Service Office, contains a more detailed description of the treasurer's job and most of the form's treasurers need for keeping their records. Cash transactions can create a number of problems for ASC treasurers. Having large quantities of currency can make an area treasurer particularly vulnerable to robbery. Handling large undocumented sums of cash may also leave the treasurer open to unwarranted accusations of theft or may even provide an unnecessary temptation. That's why we encourage groups to make their ASC donations in the form of checks or money orders payable to the area service committee whenever possible. When treasurers receive cash contributions for their areas, they should always make out receipts to the contributors immediately, keeping copies for themselves with their official records. Wide experience also strongly suggests that, to help prevent theft, area committees should only use two-signature checks to pay their bills. In order for a check to be valid, it should be signed by the treasurer and another ASC administrative officer. These cautions are offered to protect the treasurer from controversy as well as to protect area funds."¹⁰

Note: The Treasurer can pay any petty cash expenses of \$100.00 or less at his or her discretion. Payment of expenses of more than \$100.00 must be approved by the WAASC.

3.4.1. Treasurer Qualifications.

¹⁰ GLSNA. 49

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- 3.4.1.1. Minimum five (5) years continuous clean time.
- 3.4.1.2. Minimum one (1) year continuous WAASC service immediately prior to nomination.
- 3.4.1.3. Able to make a two (2) year commitment to the WAASC.
- 3.4.1.4. Demonstrated stability and personal sense of direction that serve as an example to others.
- 3.4.1.5. Understanding of the 12 Traditions, 12 Concepts, GLSNA and WAASC Policies & Guidelines/APL through application.
- 3.4.1.6. Willingness, time and resources to serve.
- 3.4.1.7. Willing to resign all other elected positions at the Area level.
- 3.4.1.8. Financially secure as an individual.
- 3.4.1.9. Previous bookkeeping experience is an asset, not a requirement; if no experience at time of nomination must be willing to learn.
- 3.4.1.10. Preference for this position will be given to Treasurer (Alt.).
- 3.4.2. Treasurer Responsibilities.
 - 3.4.2.1. Obtains a current copy of GLSNA, WAASC Policies & Guidelines, and APL.
 - 3.4.2.2. Obtains all the paper work, manuals and/or handbooks from outgoing Treasurer.
 - 3.4.2.3. Attends all WAASC meetings.
 - 3.4.2.4. Serves on the Administrative Subcommittee.
 - 3.4.2.5. Keeps accurate records of all contributions and expenses during the meeting.
 - 3.4.2.6. Provides oral reports during the meeting as per meeting agenda.
 - 3.4.2.7. Prepares and distributes a written, accurate monthly financial report.
 - 3.4.2.8. Pays bills as per "Priority of Payment Groups" detailed in Section 15 of these Policies & Guidelines.

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- 3.4.2.9. Compulsory signatory of WAASC bank account and required signatory on all WAASC expenditures.
- 3.4.2.10. Deposits all money and cheques promptly after each WAASC meeting.
- 3.4.2.11. Will have someone to accompany him/her to make aforementioned bank deposits.
- 3.4.2.12. Attends and participates in Area Workshops and Service-Learning Days.
- 3.4.2.13. Mentors Alternate Treasurer to take over their position at a future date.
- 3.4.2.14. Can be a co-signatory on Subcommittee bank accounts.
- 3.4.3. Alternate Treasurer Qualifications.
 - 3.4.3.1. Minimum three (3) years continuous clean time.
 - 3.4.3.2. Able to make a two (2) term commitment to the WAASC: two (2) years as Treasurer (Alt.) followed by two (2) years as Treasurer, conditional on an affirmative vote of confirmation by at least two thirds (2/3) majority of voting members.
 - 3.4.3.3. See Treasurer Qualifications.
- 3.4.4. Alternate Treasurer Responsibilities.
 - 3.4.4.1. Attends all WAASC meetings.
 - 3.4.4.2. Assists the Treasurer in his/her duties.
 - 3.4.4.3. Attends and participates in Area Workshops and Service-Learning Days.
 - 3.4.4.4. Assumes responsibilities of the Treasurer in his/her absence, or after removal from office or resignation, until new nominations and elections can occur.
- 3.5. Regional Committee Member (RCM).
 - Term: 2 Years
 - Clean Time Requirement: 5 Years
 - Float: See Section 15 for funding entitlements.

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“Regional committee members are just that: They serve as the core of the Regional Service Committee, a body that coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year-round as a contact point between NA world and local services... RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighbouring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs and important issues being discussed at various levels of service.

Both the region and its areas depend on RCMs to be well versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips. RCMs should carefully study the reports from their own areas' groups, officers and subcommittee chairpersons so that they can pass their area experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committee. That way, they can get a better idea of what needs and concerns the regional committee should address.”¹¹

3.5.1. RCM Qualifications.

- 3.5.1.1. Minimum five (5) years continuous clean time.
- 3.5.1.2. Minimum one (1) year continuous WAASC service immediately prior to nomination, preferably as RCM (Alt.).
- 3.5.1.3. Able to make a two (2) year commitment to the WAASC.
- 3.5.1.4. Demonstrated stability and personal sense of direction that serve as an example to others.
- 3.5.1.5. Understanding of the 12 Traditions, 12 Concepts, GLSNA and WAASC Policies & Guidelines/APL through application.
- 3.5.1.6. Willingness, time and resources to serve.
- 3.5.1.7. Willing to resign all other elected positions at the Area level.

¹¹ *GLSNA*. 50

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- 3.5.1.8. Willing to travel three (3) times a year to attend ARSC meetings.
- 3.5.1.9. Willing to join a Regional Subcommittee and be an active participant.
- 3.5.1.10. Preference for this position will be given to actively serving RCM (Alt.).
- 3.5.2. RCM Responsibilities.
 - 3.5.2.1. Obtains a current copy of GLSNA, WAASC Policies & Guidelines, and APL.
 - 3.5.2.2. Upon election, resigns all other elected positions at the Area level.
 - 3.5.2.3. Obtains all the paper work, manuals and/or handbooks from outgoing RCM.
 - 3.5.2.4. Obtains all the paper work, manuals and/or handbooks from outgoing Treasurer.
 - 3.5.2.3. Attends all WAASC meetings.
 - 3.5.2.4. Serves on the Administrative Subcommittee.
 - 3.5.2.5. Prepares and presents written and oral report at both the WAASC and ARSC meetings.
 - 3.5.2.6. Presents written report to the ARSC on behalf of the WAASC, including Subcommittee updates.
 - 3.5.2.7. Becomes a participating member on an ARSC Subcommittee.
 - 3.5.2.8. Acts as co-signatory of WAASC bank account.
 - 3.5.2.9. Can be a co-signatory on Subcommittee bank accounts.
- 3.6. Regional Committee Member (Alt.).

Term: 2 Years

Clean Time Requirement: 2 Years

Float: See Section 15 for funding entitlements.

“Traditionally this service position is one of learning the RCM role and supporting the current RCM in their tasks. This means that the position involves a four (4) year commitment – the first two years serving as the RCM (Alt), then going on to complete a two-year term as the RCM, conditional on a vote of confirmation of 2/3 majority of the voting members to the “full” position.

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During the term you will be expected to attend the WAASC meetings monthly and the Admin Committee meetings when required, supply a report, attend the ARSC Meeting with the RCM once per year, funds permitting, or at least the last ARSCM before the RCM's term is complete (see below for payment of expenses to attend the ARSC) and be available to subcommittees and groups to access resources. It is advantageous to have a working knowledge of the service structure and the stability to complete the time commitment to full term."¹²

3.6.1. RCM (Alt.) Qualifications.

3.6.1.1. Minimum two (2) years continuous clean time.

3.6.1.2. Minimum one (1) year continuous WAASC service immediately prior to nomination.

3.6.1.3. Able to make a two (2) term commitment to the WAASC: two (2) years as RCM (Alt.) followed by two (2) years as RCM, conditional on an affirmative vote of confirmation by at least two thirds (2/3) majority of voting members.

3.6.1.4. Demonstrated stability and personal sense of direction that serve as an example to others.

3.6.1.5. Understanding of the 12 Traditions, 12 Concepts, GLSNA and WAASC Policies & Guidelines/APL through application.

3.6.1.6. Willingness, time and resources to serve.

3.6.1.7. Willing to travel with the RCM once (1) a year (funds permitting) to attend ARSC meeting, or at least the last ARSC meeting before the RCM's term is complete.

3.6.1.8. Willing to resign all other elected positions at the Area level.

3.6.1.9. Willing to join a Regional Subcommittee and be an active participant.

3.6.2. RCM (Alt.) Responsibilities.

3.6.2.1. Obtains a current copy of GLSNA, WAASC Policies & Guidelines, and APL.

3.6.2.2. Assumes responsibilities of the RCM in his/her absence, or after removal from office or resignation, until new nominations and elections can occur.

¹² GLSNA. 50

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- 3.6.2.3. Attends all WAASC meetings.
- 3.6.2.3. Attends ARSC meeting once (1) a year (funds permitting), or at least the last ARSC meeting before the RCM's term is complete.
- 3.6.2.4. Assists the RCM in carrying out their duties.
- 3.6.2.5. Assists the RCM in conducting workshops.
- 3.6.2.6. Serves on the Administrative Subcommittee.
- 3.6.2.7. Becomes a participating member on an ARSC Subcommittee.
- 3.6.2.8. Attends and participates in Area Workshops and Service-Learning Days.
- 3.6.2.9. Presents a written and oral report to the WAASC.

D. **Subcommittees.**

“In some ways, the relationship between an ASC and its subcommittees is very similar to the relationship between NA groups and their ASC; in others, it is quite different. Just as groups create an area committee to help them fulfill their primary purpose, so the ASC creates subcommittees to do the actual work involved in delivering its direct services—H&I, PI, Phonelines, Activities, and the rest. If area subcommittees are to serve effectively, the ASC must delegate them sufficient authority to exercise their best judgment in fulfilling their duties.

However, because an area committee must account to the groups for the actions of its subcommittees, ASCs generally maintain a somewhat tighter rein on their subcommittees than groups do on their area committees. The balance between accountability and delegation is a delicate one. If an area committee exerts too much control over its subcommittees, those subcommittees will not be able to serve well. If the ASC delegates too much authority to its subcommittees, on the other hand, the area committee will not be able to account fully for itself to the groups it serves. An ASC should pay careful attention to the Twelve Concepts, especially Concept Five, when creating subcommittees, giving them sufficient liberty to serve freely while still maintaining their accountability.

The ASC is responsible not only to develop and maintain subcommittees in each field of service but also to coordinate the work of each of those subcommittees with the work of the others. For these reasons, all area committee participants need to become as informed as they can possibly be about subcommittee activities. Area committees devote significant portions of

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their meetings to reports from subcommittee chairpersons and discussions of subcommittee activities. Handbooks are available from the World Service Office for most of the subcommittees listed below. Specific directions for subcommittees in your area can be found in your log of policy actions and (if applicable) your area guidelines.”¹³

- D.1. Subcommittee Chairperson Qualifications.
 - D.1.1. Minimum one (1) year six (6) months continuous clean time.
 - D.1.2. Minimum one (1) year NA service, preferably at Area level.
 - D.1.3. Able to make a two (2) term commitment to the WAASC.
 - D.1.4. Demonstrated stability and personal sense of direction that serve as an example to others.
 - D.1.5. Understanding of the 12 Traditions, 12 Concepts, GLSNA and WAASC Policies & Guidelines/APL through application.
 - D.1.6. Willing to resign all other elected positions at the Area level.
 - D.1.7. Willing to attend all WAASC meetings.
 - D.1.8. Willing to attend and participate in Area Workshops and Service-Learning Days.
- D.2. Subcommittee Chairperson Responsibilities.
 - D.2.1. Obtains a current copy of GLSNA, WAASC Policies & Guidelines, and APL.
 - D.2.2. Obtains all paper work and handbooks from outgoing Chairperson or Subcommittee.
 - D.2.3. Gathers any information on any ongoing projects from the outgoing chairperson or Subcommittee so that NA works-in-progress may continue.
 - D.2.4. Resigns all other elected positions at the Area level.
 - D.2.5. Attends all WAASC, ARSC and Subcommittee meetings (ARSC meeting attendance applicable only to Literature and Public Relations.)

¹³ GLSNA. 52

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- D.2.6. Presents oral and written monthly reports to the WAASC which includes a monthly budget, a copy of the most current bank statement and other relevant issues.
- D.2.7. Chairs the monthly Subcommittee meetings.
- D.2.8. Holds elections at Subcommittee meetings for positions of Vice-chair, Secretary and any other relevant positions for that Subcommittee except Treasurer who is elected by WAASC.
- D.2.9. Ensures application of the spiritual principles of The Twelve Traditions and Twelve Concepts as they apply to the Subcommittee's work.
- D.2.10. Seeks to encourage the continued growth and progress of the Subcommittee.
- D.2.11. Co-operates with other Area, Regional and World Subcommittees.
- D.2.12. If unable to attend a WAASC Meeting, he/she sends the Vice-Chair or a duly elected person in his or her place to attend with a written report.
- D.2.13. Mentors the Subcommittee Vice-Chair to take over their position at a future date.
- D.2.14. Attends and participates in Area Workshops and Service-Learning Days.
- D.3. Subcommittee Guidelines.
 - D.3.1. All Subcommittees are required to develop their own Guidelines and submit them to the WAASC for review and approval.
 - D.3.2. Once approved by the WAASC, these guidelines will form a part of the WAASC Area Service Guidelines.
 - D.3.3. WAASC Subcommittees are accountable to and responsible to the WAASC.
 - D.3.4. Attends and participates in Area Workshops and Service-Learning Days.
 - D.3.5. The Administrative Subcommittee is made up of the WAASC Chair, Vice Chair, Secretary, Secretary (Alt.), Treasurer, Treasurer (Alt.), RCM and RCM (Alt.).
 - D.3.6. Meets as required or as directed by the WAASC.

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- D.3.7. Its purpose is to facilitate the administrative Responsibilities for the WAASC and its officers.
- D.3.8. This Subcommittee is responsible for setting and prioritizing the needs and projects of the WAASC.
- D.3.9. Assists the treasurer in the preparation and presentation of an annual budget for the WAASC and its Subcommittees.
- D.3.10. Seeks to mediate conflicts between individuals, groups and subcommittees within the WAASC.
- D.3.11. This Subcommittee is responsible for recovering stolen funds and/or bad cheques.
- D.3.12. Recovers NA property from a WAASC member who has been removed from office or has resigned.
- D.3.13. Will conduct business between meetings as directed by the GSRs.
- D.3.14. Ensures the Phone Line is maintained when there is no PI/R Phone Line Coordinator.
- D.3.15. Ensures corrections to Area Service Guidelines are current in the absence of a Area Secretary and/or Policy Subcommittee.
- D.3.16. Ensures that current meeting lists are distributed at the WAASC in the absence of representation from Public Information/Relations.
- D.3.17. Conducts an annual financial audit of the financial records of the WAASC and the WAASC Subcommittees during the first month following election.
- D.3.18. Based on the annual audit will present and recommend prudent reserves and budgets for the WAASC and the WAASC Subcommittees based on the previous year's activities.
- D.3.19. Conducts non-periodical audits of financial records for the WAASC and the WAASC Subcommittees.
- D.3.20. Holds an "Area Inventory" once per year for all WAASC participants.
- D.3.21. Conducts Service Workshops/Service-Learning Days once a year. Service-Learning Days shall be held the third weekend of November.
- D.4. Subcommittees.

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D.4.1. Hospitals & Institutions (H&I).

Term: 1 Year

Clean Time Requirement: 1 Year 6 Months

Float: \$200.00

D.4.2. “Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. Treatment panels are conducted for patients at addiction treatment centres, mental health facilities and therapeutic communities. Correctional panels are held for inmates at jails, prisons and forensic hospitals. The Hospitals and Institutions Handbook, available from your local H&I subcommittee or by writing the World Service Office, explains more about how to conduct panels, interact with facility administrators, and organize subcommittee work. The amount of work your local H&I subcommittee does will depend on a variety of factors: the number of treatment and correctional facilities in your area, the number of NA members in your area who are interested in H&I service, and the amount of collective experience in H&I work in your local NA community. H&I subcommittee responsibilities sometimes overlap with those of the local public [relations] subcommittee. For this reason, we encourage H&I and PI subcommittees regularly send one or two members to each other’s meetings to maintain communications, thereby minimising the potential for conflict in these two key fields of service.”¹⁴

D.4.3. Public Information (PI).

Term: 1 Year

Clean Time Requirement: 1 Year 6 Months

Float: \$200.00

“The general mission of your Public Relations Subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. Service provided by the PI subcommittee vary widely from area to area. The simplest kind of PI project is the production and distribution of fliers throughout the community announcing that NA is available and that more information can be had either by calling the local NA information phone line or by attending an NA meeting. As PI subcommittees become better developed,

¹⁴ GLSNA.

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they often conduct public meetings for community members, distribute public service announcements to local radio and television stations, and respond to public media inquiries. Some PI subcommittees develop separate working groups called CPC panels (short for cooperation with the professional community) to focus especially on the NA community's relations with local treatment professionals. A Guide to Public Information, available from your local PI subcommittee or by writing the World Service Office, provides detailed information on conducting a wide range of projects designed to increase community awareness of NA. Many public information projects serve primarily to encourage people to call the local phone- line for more information on NA. Because of the close link between PI and phone line work, it will often benefit these two subcommittees to cultivate close relationships with one another.

Some phone line and PI subcommittees make it a standard policy to send members to one another's meetings to better facilitate communication between the two. In some areas, a single subcommittee administers both the phone line and NA's public relations program.

In addition to these responsibilities, the WAASC PI Chair is also responsible for maintaining the local phone line and producing area meetings lists."¹⁵

Phone Line:

"The phone line subcommittee maintains a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly. Phone line volunteers often serve as the first point of contact between the community-at-large and the NA Fellowship. For this reason, it's vital that careful attention be paid to the work of this subcommittee. Phone line subcommittees in different NA communities organize their work in different ways to meet local needs. In some areas, PI and phone line services are operated jointly by a single subcommittee. In smaller communities, the phone line may be as simple as a call- forwarding service connecting callers with NA members' home telephones. In the larger metropolitan areas, computerized systems may route incoming calls to the appropriate people and systems may route incoming calls to the appropriate people and more details on NA phone lines, consult A Guide to Phone line Service, available from your local phone line subcommittee or by writing the World Service Office."¹⁶

¹⁵ *GLSNA*. 53-54

¹⁶ *GLSNA*. 54

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Meeting Lists:

Though production of meeting lists does not usually require the creation of a separate subcommittee, most area committees do have one or two people who are responsible for printing meeting schedules on a regular basis. In some areas, this job is handled by one of the committee's administrative officers; in others, by one of the regular subcommittees. Meeting lists show days, times, locations, and other pertinent information for local NA meetings.

Meeting schedules often show:

- whether the meeting is "open" or "closed,"
- meeting format (Basic Text study, discussion, etc.),
- location use restrictions (no smoking, etc.),
- additional needs services (wheelchair accessibility, sign language interpreter, etc.), and;
- if the meeting is conducted by a specialized group (for instance, a men's, women's, gay, or lesbian group).

At one time or another, most area committees have asked themselves whether a particular meeting should be included on the list. The six points describing an NA group appearing at the beginning of the "NA Group" chapter in this guide have given most area committees the criteria they've needed in making such decisions. Meeting lists are often used in conjunction with an area's public relations program. For this reason, we encourage individuals and subcommittees responsible for preparing their area directories to do an especially thorough job. Some of the points to be given extra attention are the accuracy of all listings, the attractiveness and usability of the directory's format, and profanity in the names of meetings being listed. Area committees are encouraged to send a copy of their meeting schedule to the World Service Office each time the list is updated. In addition, areas can update their meeting information online at www.na.org. For more information, contact the Fellowship Services at the WSO. Accurate, current lists of meetings help the WSO maintain an up-to-date directory for use in answering questions from around the world."¹⁷

D.4.4. Literature.

Term: 1 Year

¹⁷ GLSNA. 56-57

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Clean Time Requirement: 1 Year 6 Months

Float: \$2,700.00

“The literature supply subcommittee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting. In some areas, this subcommittee may consist of only one or two people. In other areas, it may involve as many as half a dozen members who process group orders, monitor stock levels, and reorder materials from the local NA office or the World Service Office. To maintain accountability for all area funds, most areas ask their treasurer to serve as cashier for literature sales. The subcommittee then goes to the treasurer for a cheque when it has to reorder stock. To help organize the job of processing group orders, tracking inventory, and reordering depleted items, contact the World Service Office for available resources.”¹⁸

D.4.5. Activities.

Term: 1 Year

Clean Time Requirement: 1 Year 6 Months

Float: \$1,500.00

“Dances, picnics, campouts, and special speaker meetings – these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA’s primary purpose, not to replace group contributions in funding area services.

A couple of remarks must be made regarding legalities relevant to NA activities. Most activities subcommittees distribute fliers announcing their next event to NA groups in the area. If your subcommittee’s flier displays one of the NA logos shown below, a small circled letter “R” (it looks like this: ®) should appear to the right of the logo. This mark shows that the logo is a registered trademark of Narcotics Anonymous worldwide and helps protect the logo from misuse outside the fellowship. For more information, see the bulletin, *Internal Use of NA Intellectual Property*, at the end of this guide.”¹⁹

Narcotics Anonymous ®



¹⁸ GLSNA. 54

¹⁹ GLSNA. 112

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Some activities subcommittees have conducted raffles of one sort or another either as separate fundraising efforts or as parts of another activity. It should be noted that in many US states and in some other countries such raffles are considered gambling and, as such, are illegal. Activities subcommittees should also consider whether raffles, especially cash raffles or lotteries, appeal more to the spirit of self-interest than the spirit of voluntary support implicit in our Seventh Tradition.”²⁰

Another responsibility is the responsible storage of the Activities Committee assets inventory and assets and the safe return of the inventory and assets at the end of the Chairs term.

D.4.6. Outreach.

Term: 1 Year

Clean Time Requirement: 1 Year 6 Months

Float: \$200.00

“Outreach subcommittees serve as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and by car they make sure that no group and no addict has to go it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts in touch with the mainstream of the NA fellowship.

The outreach subcommittee is not the only subcommittee concerned with reaching out to isolated addicts. Sometimes addicts are isolated by factors other than geography: social, economic, and cultural factors, for instance. PI, H&I, and phone line subcommittees can help an area committee focus additional attention on the needs of addicts in our own communities who, for one reason or another, have not found NA accessible. Area service committees and their subcommittees need to do whatever they can to ensure that recovery is available to any addict who seeks it, “regardless of age, race, sexual identity, creed, religion, or lack of religion.

Area subcommittees engaging in community outreach activities may find help

²⁰ GLSNA. 55

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by contacting the World Service Office.”²¹

D.4.7. Policy.

Term: 1 Year

Clean Time Requirement: 2 Years

Float: N/A

The Policy committee advises the WAASC about policy issues; coordinates the drafting of new policy for consideration by the WAASC; assists area secretary in maintaining and updating these Guidelines; and assists area secretary in maintaining and updating the “Area Policy Log” of area policy decisions.

The Policy committee should have copies of the most recent printing of the log of policy actions available for new GSRs and should periodically distribute updated versions to all area committee participants.

D.4.8. Convention.

Term: 1 Year

Clean Time Requirement: 1 Year 6 Months

Float: A Float/Budget of \$7,500.00 is available (earmarked in the general area funds) for the purposes of putting on the Western Australia Area Convention.

The Convention Chair is responsible for forming a Convention Committee and for coordinating the running of the WAASC Convention in accordance with the WAASC Convention Subcommittee Guidelines. From the WAASC Convention Subcommittee Guidelines: “The purpose of the Western Australian Area Convention is to celebrate spiritual recovery and encourage unity.”

D.4.9. Ad Hoc Subcommittees.

“Sometimes an area committee comes up with a question or special project that does not fit into any existing subcommittee’s job description. Perhaps a new piece of NA literature is being developed by world services, for instance, and the area has been asked to gather input on the piece from NA members. Perhaps local members have come up with an idea for a new piece of NA literature that they want to develop a bit before they turn it over to world

²¹ GLSNA. 56-57

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services. Maybe groups have begun having difficulty finding new places in which to hold recovery meetings and want the ASC to give extended attention to the matter. Or perhaps the committee feels its time to develop guidelines for itself. In such cases, the ASC may wish to create an ad hoc committee to address the issue. Ad hoc committees are set up for specific purposes and have limited lives. When they have finished their jobs, they are disbanded. In creating an ad hoc committee, the ASC should clearly specify what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. Then the area chair may appoint either the entire ad hoc committee or just a chairperson who will put the ad hoc committee together later. Once the ad hoc committee's work is completed, the committee is dissolved."²²

²² *GLSNA*. 57

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E. WAASC Meeting Format.

- E.1. Meeting will commence at 1:00pm with "Chairpersons' Welcome."
- E.2. Establishment of Quorum.
- E.3. "X" GSRs currently present / "Y" Total GSRs, (1/2 + 1 Required for quorum.)
Quorum established/not established.
- E.4. "X" Absentee votes were received from country groups for motions to be voted on at this ASC."
- E.5. Moment of silence.
- E.6. Service Prayer – "God, grant us knowledge so that we may act according to Your Divine precepts. Instil in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction."
- E.7. Reading of 12 Traditions and 12 Concepts.
- E.8. Introduction, Identification and Roll Call of Committee Members.
- E.9. ID of those present, recognize any Observers.
- E.10. Welcome "Newcomers" and "Observers" and give "Welcome Pack" to NCs.
- E.11. Apologies.
- E.12. Absent ASC Members.
- E.13. Circulation of current meetings list for confirmation of accuracy along with announcement sheet.
- E.14. Reading of Concept.
- E.15. Acceptance of minutes of previous meeting. (A participant who was present at the previous meeting proposes to accept the minutes as distributed by the Secretary which then needs to be seconded by a GSR who was also in attendance. Amendments to the previous minutes that are accepted by the ASC are then noted in the minutes of the current meeting.)

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E.16. Reports:

- Group Reports.
- Chair.
- Vice Chair.
- Treasurer.
- Secretary.
- Regional Committee Member.
- Regional Committee Member Alternate.
- Administrative Committee Chair.
- Hospitals & Institutions Chair.
- Public Information Chair.
- Literature Chair.
- Activities Chair.
- Outreach Chair.
- Policy Chair.
- Ad hoc Convention Chair.

E.17. GSR Discussion Time.

E.18. Elections.

E.19. Old Business.

E.20. New Business.

E.21. Announcements.

E.22. Next Meeting Scheduled.

E.23. Close with Serenity Prayer.

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F. **WAASC Emergency Meeting Format.**

1. Call to Order and welcome.
2. Establish Quorum: As _____ out of _____ were present a Quorum was/wasn't established.
2. Moment of Silence.
3. Service Prayer:
"God, grant us knowledge so that we may act according to Your Divine precepts. Instil in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction."
4. Read The Twelve Traditions of NA.
5. Read The Twelve Concepts for NA Service.
6. Roll call and ID of those present.
7. Report from the Chairperson as to the reason for the meeting.
8. Discussion of the issue (60-minute limit).
9. Proposal (if any) to be presented and consensus sought.
10. Adjournment of meeting.
11. Close with The Serenity Prayer.

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G. WAASC Budget and Other Financial Specifics

WAASC NA Ledger Cost Codes

Ref	Code	Description
CREDITS		
C1	Contribution	Fund flow to ASC from Groups. However can be used for ASC fund flows not covered by other credit codes
C2	FF Convention	Fund flow to ASC from Convention sub-committee
C3	FF Outreach	Fund flow to ASC from Outreach sub-committee
C4	FF Activities	Fund flow to ASC from Activities sub-committee
C5	Interest	Credit into ASC account(s) for Bank interest
C6	Other Incoming	All other ASC credit transactions not covered by other credit codes
DEBITS		
D1	FF to Region	Fund Flow to Region = ASC Fund Flow to Region
D2	ASC Rent	Rent for ASC meeting venue
D3	PI	Public Information = ASC transaction to fund PI sub-committee activities
D4	PI Phone bill	ASC transaction to fund PI sub-committee phonenumber
D5	RCM	Region Committee Member = ASC transaction to fund RCM activities
D6	H&I	Hospital and Institutions = ASC transaction to fund H&I activities
D7	to Convention	ASC transaction to fund Convention sub-committee activity
D8	to Outreach	ASC transaction to fund Outreach sub-committee activity
D9	to Activities	ASC transaction to fund Activities sub-committee activity
D10	to Literature	ASC transaction to fund Literature sub-committee activity
D11	ASC T&C	Area Service Committee Tea and Coffee = ASC transaction to fund Tea & Coffee related expenses to ASC meetings
D12	Fee	ASC transaction to fund Band fees for ASC account(s)
D13	Other Outgoing	All other ASC debit transactions not covered by other debit codes

WAASC Operating Budget

1. Sub-committee Float Top-Ups; (PI/PI Phone/H&I/Outreach)	370
2. RCM Float; 33% of annual figure	600
3. ASC Monthly budget; (excluding floats)	530
4. Seed funds - annual amount eg Unity/Service Learning Day/Activities and Camp;	3000
5. Convention - annual amount;	7500
6. Prudent Reserve; one mths operating costs	530
Total	12530
Sub-Committee Float Top-ups	
PI	\$300.00
PI Phonenumber	\$0.00
H&I	\$50.00
Outreach	\$20.00
sub-total	\$370.00

WAASC Monthly budget = Item 1 + Item 3

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(i.e. \$900 = \$370 + \$530)

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WAASC 12-Month Operating Budget

* Grey area denotes historical data (for reference only)

	Total Debits	Regional	ASC Rent (in lieu)	PI Float	PI Phonebill	RCM	H&I	Convention Committee	Outreach	Activities Committee	Literature	Tea & Coffee
2014-2015 Financial year	\$10,090.82	\$1,000.00	\$628.95	\$554.14	\$668.72	\$952.73	\$0.00	\$3,000.00	\$646.95	\$1,500.00	\$228.70	\$90.00
2015-2016 Financial year	\$12,753.55	\$4,500.00	\$790.50	\$2,220.24	\$1,000.00	\$900.00	\$580.00	\$0.00	\$0.00	\$2,500.00	\$46.60	\$58.51
2016-2017 Financial year	\$8,920.87	\$2,500.00	\$114.00	\$2,575.86	\$0.00	\$1,657.00	\$965.20	\$0.00	\$0.00	\$789.25	\$165.00	\$0.00
2017-2018 Financial year	\$8,881.06	\$2,500.00	\$114.00	\$2,531.05	\$0.00	\$1,657.00	\$965.20	\$0.00	\$0.00	\$789.25	\$165.00	\$0.00
average	\$10,161.58	\$2,625.00	\$411.86	\$1,970.32	\$417.18	\$1,291.68	\$627.60	\$750.00	\$161.74	\$1,394.63	\$151.33	\$37.13
monthly avg income or spend for last four financial years	\$846.80	\$218.75	\$34.32	\$164.19	\$34.77	\$107.64	\$52.30	\$62.50	\$13.48	\$116.22	\$12.61	\$3.09
2018-2019 Financial Year	\$19,517.10	\$6,200.00	\$798.75	\$1,952.95	\$721.11	\$1,850.00	\$706.80	\$0.00	\$0.00	\$120.00	\$6,400.74	\$113.11
2019 to date Financial year	\$3,747.81	\$500.00	\$332.75	\$1,715.82	\$0.00	\$300.00	\$253.00	\$0.00	\$0.00	\$0.00	\$0.00	\$132.89
average monthly	\$1,031.29	\$301.05	\$49.10	\$154.76	\$32.78	\$95.63	\$41.86	\$0.00	\$0.00	\$5.45	\$290.94	\$10.25
		0	0									
		0	0									
Budget = average +10%			\$54.02	\$170.24	\$36.06	\$105.19	\$46.04	\$0.00	\$0.00	\$6.00	\$320.04	\$11.28
Budget = average +10% + rounding-up	say	\$0.00	\$110.00	\$300.00	\$0.00	\$170.00	\$50.00	\$0.00	\$20.00	\$10.00	\$325.00	\$20.00
Monthly Operating budget			110	300	0	170	50	0	20	20	325	25
Prudent reserve = 1months operating costs + 1months floats												
			Rent is now to be paid/venue found		Phone bill is now zero/cancelled by PI							
						RCM per diem = \$300 x 4 = \$1200, (RCM x 3 Alt RCM x 1), plus \$500 Alt RCM airfares 1) = \$1,800 = divide by 11 mths = \$154 per month +10% contingencv						

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Example WAASC Treasurer's Report

Description	ASC Account Budget	Type	Reporting Time Period - ASC to ASC (September to October 19 ASC)	Delta to Budget	Readjusted Budget
1. Sub-committee Floats; (PI/PI Phone/H&I/Outreach)	\$370.00	Monthly	\$871.27	-\$501.27	\$871.27
2. RCM Float; 33% of annual figure	\$600.00	33% of Annual	\$0.00	\$600.00	\$0.00
3. ASC Monthly budget (excluding floats);	\$530.00	Monthly	\$247.96	\$282.04	\$247.96
4. Seed funds - annual amount eg Unity/Service Learning Day/Activities and Camp;	\$3,000.00	Allocation	\$0.00	n/a	\$3,000.00
5. Convention - annual amount;	\$7,500.00	Allocation	\$0.00	n/a	\$7,500.00
6. Prudent Reserve; one mths operating costs; Monthly spend is anything not included in above	\$530.00	Allocation	\$0.00	\$530.00	\$0.00
Total	\$12,530.00		\$1,119.23	\$910.77	\$11,619.23
ASC Account Available Funds	\$10,573.22				\$10,573.22
Accounting Status negative equals shortfall in funding & positive equals excess to available funding	-\$1,956.78	Monthly			-\$1,046.01


Actual Spend

*Readjusted budget is Actual Spend taken as the 12-month budget to show snapshot of months performance.

H. Administrative Committee Meeting Format.

1. Establish Quorum: As _____ out of _____ were present a Quorum was/wasn't established.
2. Moment of Silence.
3. Service Prayer:
"God, grant us knowledge so that we may act according to Your Divine precepts. Instil in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction."
4. ID of those present.
5. Apologies.
6. Absent members.
7. Acceptance of minutes of previous meeting:
Proposal: That the minutes from _____/20_____ be accepted.

Appendices

Proposed: _____
Seconded: GSR _____
Amendments: _____
Outcome: _____

8. Reports and Action Lists:
 - Chair.
 - Vice Chair.
 - Treasurer.
 - Secretary.
 - Regional Committee Member.
 - Regional Committee Member Alternate.
9. Old Business.
10. Discussion Time.
11. New Business/Decision Making.
12. Next Scheduled meeting.
13. Close with Serenity Prayer.

Theft of NA funds

#30 theft of na funds

The following paper was written in 1996 and revised in 2002 in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations, and service offices as shared with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds.

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean. While this money is precious the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phone lines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms for which NA pays rent. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

SAFEGUARDING FUNDS

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, point to our responsibility to prevent theft from happening in the first place.

Most theft of fellowship funds occurs when precautionary measures are not in place or are in place but not used. Some of us have hesitated to either institute or use these measures because they make us uncomfortable—we believe that they are somehow insulting to the people we ask to serve, or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

SELECTING TRUSTED SERVANTS

Our Fourth Concept tells us how to select our trusted servants: "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

Substantial clean time and financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

RESPONSIBLE MANAGEMENT

"NA funds are to be used to further our primary purpose, and must be managed responsibly." Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

News for our Members

Service System If you are from a region or area that is trying some of the ideas from the Service System Project, or you are discussing how they might work and you want to try lifting some of the ideas off of the drawing board with us, we encourage you to contact world services if you haven't already done so. For more information on this project see the [service system page](#).

The "**subscribe**" button is available on many sections of this site to encourage our visitors to subscribe to our publications and email updates. These publications and eupdates are the best way to receive the current editions of all of our publications and stay informed of NA/WS activities, events, and news.

Please contact the [webmaster](#) (webmaster@na.org) if you have any comments, are not able to find something that you are looking for, or have any questions about this new site.

SUBSCRIBE

[to our Periodicals and Other Publications](#)

I. Bulletin #30 "Theft of NA Funds."

J. CBDM Basics.

CBDM Basics



What is consensus-based decision making?

In Narcotics Anonymous, we make decisions by seeking direction from a loving Higher Power as it expresses itself in our group conscience. The principle of anonymity in NA means we serve as equals, and consensus-based decision making (CBDM) is one method for a service body, as a team of equals, to hear that group conscience. The heart of consensus is a cooperative intent, where members are willing to work together to find or create the solution that meets the needs of the group. The cooperative nature of consensus building is a different mindset from pro/con debate.

Tradition 2: For our group purpose, there is but one ultimate authority— a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

Tradition 12: Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

CBDM rests on the fundamental belief that each member of the body holds a piece of the larger truth. In this spirit, we strive for consensus to affirm the principles inherent in both the Seventh and Ninth Concepts. A decision reached by a consensus-based process may not mean total unanimity, but in CBDM, consensus can exist when each member of the service body is able to say:

- ✓ I had the opportunity to voice my opinions.
- ✓ I believe the team has heard me.
- ✓ I can accept the team's decision, even if it is not what I would choose as an individual.

Concept 7: All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.

Concept 9: All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

Why consensus-based decision making?

CBDM isn't just about particular policies or rules, or one or two specific Concepts or Traditions. It's about a group conscience process that connects us with a Higher Power and offers a potentially more inclusive process than parliamentary procedure. Our service bodies' meetings should be forums where trusted servants can be heard, and CBDM is about listening. With its emphasis on inclusion, collaboration, and consensus building, CBDM is in harmony with our spiritual principles. The consensus process is how we manifest the idea "together we can do what we cannot do alone" in a service setting.

What types of decisions can we make with CBDM?

CBDM can be used to reach agreement on the types of decisions that are also made using parliamentary procedure. It can also be used to hold broader discussions that may not result in a specific decision. Each community is free to determine when a CBDM process will be most effective for them. Elections are one type of decision where it is common to simply seek a majority or a two-thirds vote rather than utilize a consensus-based decision making process.

How does CBDM work?

There are different variations of CBDM, but the basic steps are fairly consistent and simple to follow. Within those basic steps there is a great deal of variety depending on the individual service body's process and the type of decision being made. The material in this section is intended to help service bodies understand how the basics of a consensus-based process work, and can be adapted to fit local needs. Each NA community is free to create a process that works for them.

Using CBDM doesn't have to mean a service body has to change the order of the agenda it is accustomed to using. What it does mean is that instead of making a decision by first making a motion, proposals are introduced and can be adapted to include ideas and concerns offered by participants in the course of the discussion.

June 2018



Local Service Tools

(*Please note this is page one of a six-page document. Full document, plus additional information and resources regarding CBDM are available at www.na.org/toolbox.)

1 GSR Report Template.

WESTERN AUSTRALIAN AREA SERVICE COMMITTEE GSR REPORT		
Fields to be read out at ASC Meetings		
Meeting location:		
Meeting day and time:		
Meeting theme or topic:		
Average attendance:		
Number of group members:		
Service positions vacant:		
Financial report:	Opening balance	
	Add: Tradition 7	
	Add: Literature sales	
	Add: Other income	
	Less: Tea + coffee	
	Less: Rent	
	Less: Literature purchases	
	Less: Contribution to area	
	Less: Other expenses	
	Closing balance	
NB. It is recommended that groups maintain a 'prudent reserve' of one month's running costs.		
Rent payments up to date:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Literature in stock:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Meeting needs more support:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any other news or comments:		
Your name:		
Email or postal address:		

Please submit your report by emailing it to secretaryperthna@gmail.com

Forms

2 Absent GSR Group Conscience Outcome Form.

Name of GSR: _____

Home group: _____

The following Proposal has been discussed by my home group and consensus/vote is as follows: (Use this section when proposal is for anything other than an election.)

Proposal: (State proposal here.)	
Proposed by: (Insert name of proposer here.)	
Seconded by: (Insert name of member who seconded the proposal here.)	
Intent: (Briefly and clearly state the intent of the proposal here.)	
Result: (Consensus was/wasn't achieved.)	
Use this section when proposal is for an election:	
Nominee: (Insert name of nominee here.)	
Nominated by: (Insert name of member who nominated the candidate.)	
Seconded by: (Insert name of member who seconded the nomination.)	
Group vote: (For/Against nominee)	
Signature:	

Please submit your vote by emailing it to secretaryperthna@gmail.com

Forms

3 Grievance Record Form.

(To be completed by the person receiving the complaint)

1. Complaint received by:

Date:

2. Complaint made via:

- Telephone
- Writing/Email (attached)
- In person
- Other:

3. Subject of Complaint/Grievance:

(Details of the complaint/grievance to be written at Item 7. If there is insufficient space, attach extra sheets.)

4. Information to be given to the complainant:

Explain the grievance procedure. Thank the person for their complaint and explain that complaints are valuable in assisting to maintain our fellowship's spiritual ideals.

5. Name of Complainant:

6. Contact details:

7. Details of Complaint/Grievance:

8. Comments:

9. Action to be taken:

10. Action Taken:

11. Written Feedback to be given within a reasonable time frame: (Done / Yes / No)

12. Outcome:

13. Signed: (Grievance Coordinator)

Date:

If outcome is considered unsatisfactory, referred to:

Name:

Position:

Follow-up required and by whom:

Admin Committee advised:

Date:

Signed:

Position:

Date:

(Adapted from ARSC Policy and Resource Manual)

Forms

4 WAASC Meeting Agenda.

(Insert Date)

GSR Discussion Time:

The following discussion items are carried over from WAASC Meeting (Insert Date):

(Insert details of any discussion items carried over from previous meeting/s yet to be discussed.)

The following discussion items are new items for WAASC Meeting (Insert Date):
(Insert details of any new discussion items presented to chairperson.)

Old Business:

Insert details of proposal/s carried over from previous "New/Old Business" yet to be resolved.

New Business:

Insert details of any "New Proposals" presented to chairperson.

Y.I.L.S. (Insert Name) WAASC Chairperson.

Y.I.L.S. (Insert Name) WAASC Secretary.

5. **WAASC Meeting Minutes Template.**

Narcotics Anonymous WAASC Meeting Minutes: ____ / ____ /20 ____

1. Meeting commenced at ____ pm with Chairpersons' Welcome to Members.
2. Establish Quorum:
 - ____ GSRs currently present.
 - ____ Total GSRs.
 Quorum established ____ not established ____
 - ____ absentee votes were received from country groups for motions to be voted on at this ASC.
3. Moment of Silence.
4. Service Prayer.

"GOD, grant us knowledge that we may act according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours – in order that no addict, anywhere, need die from the horrors of addiction."
5. Reading of 12 Traditions and 12 Concepts.
6. Introduction, Identification and Roll Call of Committee Participants.

Administrative Subcommittees				Group Service Representatives - Metropolitan Groups:					
V = Position vacant P = Present A = Absent				V = Position vacant P = Present A = Absent					
Chair		H&I Chair		Lunchies N.Pth.		Wed. Willagee		Sat. Subiaco	
Vice Chair		PI Chair		Mon. Merriwa		Thu. Midland Women		Sat. Fremantle	
Secretary		Literature Chair		Mon. N/Bridge		Thu. Mandurah		Sat. Maylands	
Alt. Secretary		Activities Chair		Mon. Fremantle		Thu. Gosnells		Sat. Joondanna	
Treasurer		Outreach Chair		Mon. J/ndalup		Thu. Maylands		Sun. Noranda	
Alt. Treasurer		Policy Chair		Tue. J/ndanna		Thu. Joondalup		Sun. Bassendeen	
RCM		Convent. Chair		Tue. Mandurah		Fri. Bullsbrook		Sun. Leederville	
RCM (Alt.)				Tue. Vic Park		Fri. Leederville		Sun. Perth	
				Wed. Midland		Fri. Rockingham			
				Wed. Nth.Beach		Sat. Merriwa			
				Country Groups:					
				V = Position vacant P = Present A = Absent					
				Albany		Eaton		Geraldton Sat.	
				Broome		Geraldton Mon.		Narrogin	
				Bunbury		Geraldton Wed.		Port Hedland	

7. ID of those present.
8. Welcome Newcomers and Observers to the ASC; welcome packs given to NC.
9. Apologies.
10. Absent Members.
11. Circulation of current meetings list for confirmation of accuracy, along with announcement sheet.
12. Reading of Concept ____
13. Acceptance of minutes of previous meeting.

Proposal: That the minutes from ____ /20 ____) be accepted.

Proposed: _____

Seconded: GSR _____

Amendments: _____

Forms

Outcome: _____

14. Reports:

Group Reports (repeat for all groups):

- Group Name and Report.
- Business Arising.

Administrative Reports (repeat for all Administrative reports):

- Report.
- Business Arising.
 - Chair.
 - Vice Chair.
 - Treasurer.
 - Secretary.
 - Regional Committee Member.
 - Regional Committee Member Alternate.

Subcommittee Reports (repeat for all Subcommittee reports):

- Report.
- Business Arising.
 - Administrative.
 - Hospitals & Institutions Chair.
 - Public Information Chair.
 - Literature Chair.
 - Activities Chair.
 - Outreach Chair.
 - Convention Chair.
 - Policy Chair.

15. GSR Discussion Time.

16. Elections.

17. Old Business.

18. New Business.

19. Announcements.

20. Next Meeting Scheduled.

21. Close with Serenity Prayer