

# **REGION 51 GUIDELINES**

**Updated & Revised  
11/18/2007**



# **REGION 51 OF NARCOTICS ANONYMOUS SERVICE COMMITTEE GUIDELINES**

## **PURPOSE**

The purpose of the Region 51 Service Committee ("RSC") is to be supportive of its areas, groups and their primary purpose. This can be accomplished by linking together areas and groups within the region, by helping areas deal with their basic situations and needs, and by acting as a resource to encourage the growth of the fellowship.

## **BOUNDARIES**

Region 51 Service Committee shall be comprised of its member Areas. Any Area can join Region 51 if they are not part of another region.

## **FUNCTIONS**

1. Meet Bi-Monthly (starting in January 2007)  
3<sup>rd</sup> weekend in March  
3<sup>rd</sup> weekend in May  
3<sup>rd</sup> weekend in July  
3<sup>rd</sup> weekend in September  
3<sup>rd</sup> weekend in November
2. Produce and distribute bi-monthly regional minute lists.
3. Provide forum for exchange of information and ideas through bi-monthly meetings.
4. Two of the bi-monthly meetings will also include two regional assemblies in the Conference year (one prior and one following) to include General Service Representatives ("GSRs") and the fellowship.

One Regional Assembly will occur in the off Conference year.

3<sup>rd</sup> weekend in March  
3<sup>rd</sup> weekend in July or 3<sup>rd</sup> weekend in September depending on WSC.

Regional Assemblies to rotate between member areas. Areas will host on a rotating basis including funding of, and location.

Regional Assemblies may be called anytime deemed necessary.

5. Support and facilitate ongoing communication between member areas.

6. To contribute to the growth of NA by supporting the World Service Conference (“WSC”) in their efforts to serve the fellowship of NA as a whole, through financial means and trusted servants.
7. Maintain ongoing communications with the World Service Office (“WSO”) through a Regional Delegate (“RD”) and Alternate RD.
8. Sponsor an annual rotating regional activity.
9. Any activity or event sponsored by the region will be accountable to the region.
  - a. A report including records of all financial transactions is to be submitted at bi-monthly meetings.
  - b. Current copy of guidelines is to be kept on file with regional Committee.
  - c. Members who handle money must sign Financial Responsibility Statement.
  - d. Chairperson, Vice-Chair and Treasurer and any other signers of Financial Responsibility Statement will be presented to the region.
10. Conduct and/or assist with learning days and workshops.
11. Conduct a 15-minute open forum at the beginning of each RSC meeting, participation is open to all NA members.

## **PARTICIPATION**

1. Regional Delegate
2. Alternate Regional Delegate
3. Regional Committee Members (Maximum 3 from each area)
4. Elected Sub-Committee Chairs
5. Additional members may be appointed to fulfill long or short-term assignments to meet the needs of the region.

## **ASSIGNMENTS**

Regional Service Committee members are selected to serve the regional committee as Chairperson, recording Secretary, and Treasurer each year by the Regional Committee. Others may be given resource assignments if qualified in each field of service, acting as informed contacts or resources for

area subcommittees. Members given resource assignments should be as informed and knowledgeable as possible regarding their field of service.

Members given resource assignments should become familiar with all service manuals and bulletins pertinent to their resource assignments, to keep regular communication with the chairpersons of the Area subcommittees in their resource field, to assist Area service committees in finding solutions to local service problems in their resource field, if requested and to host sharing sessions at the bi-monthly meetings with the Chairs and members of their resource fields.

- Regional H & I and P.I. Chairs will go to the H&I.P.I. Learning Days (only if Areas are NOT sending a representative) each November (or whenever it is held) and put on a workshop after their return to provide information to the Region as a whole. A budget is set aside for their travel of \$1000 and \$200 for their workshop each year. The Regional committee can pick somebody else in the Region (with experience) to go instead of the Chairs if they are unable to go.

## **FINANCIAL POLICES & PROCEDURES**

1. All monies and cash (except for group donation money orders) Received for regional business or activities should have receipts (printed or hand written) given immediately.
2. All monies should be submitted in a timely manner (1 week) to Either the Treasurer or Committee Chairperson.
3. All group donations will be sent to the post office box.
4. Regional sponsored activities/events need to have (2) committee or appointed members to count all cash received.
5. Members collecting monies need to bring receipt books to all committee meetings.
6. All new (incoming) sub-committee chairs and new committee Officers must fill out a Financial Responsibility Statement.

## **POLICY FOR REMOVAL OF MEMBER FOR CAUSE**

1. Lack of attendance at consecutive meetings.
2. Misappropriation of funds.
3. Failure to fulfill commitment for the position.
4. Resignation.
5. Relapse

## **REGIONAL SERVICE COMMITTEE/ASSEMBLY MEETING AGENDA**

Open the meeting with a moment of silence followed by the serenity prayer.

- Reading of the Twelve Concepts
- Approved minutes of last meeting
- 15 minute open sharing session (open to any recovering addict)
- Oral and type written reports RD, Alt RD, and RCM's
- Oral and type written reports from additional members and resource assignments.
- Old Business
- New Business
- Planning Session

All business shall be conducted as it arises in each report. Motions are not made, therefore a formal set of rules of order are not needed.

Acting in the principles of the sixth and the ninth concepts, any business of the RSC will be conducted by consensus rather than rather than voting. This process emphasizes development of the RSC/Assembly by group conscience, allowing decisions to arise naturally from a thorough consideration of the matters at hand. This suits both the nature of the RSC as a resource and the kind of business being conducted.

When at such times the regional body feels they are unable to come up with a clear consensus, the matter at hand will be put to a vote. The vote should reflect 2/3 majorities of yes votes (GSR's, RD, RDA, RCM's) in order to pass. (Abstentions will not be counted on the total number of votes).

- Announcements
- Adjournment

## **ELECTION PROCEDURES**

(For RD and RD Alternate)

In keeping with the concept of full participation, all GSR's and Regional Committee Members will take part in any voting procedures and will be considered participants for that purpose.

At the Regional Assembly prior to WSC, an acclimation process of the Alternate Regional Delegate to Regional Delegate will take place.

1. The Chair will ask the body if there is an objection to the acclimation.
2. If no objection is stated the Alternate will assume the position of RD.
3. If an objection is stated, a ballot vote will be taken of all voting participants.
4. If a 2/3 majority is not achieved, the nomination and election process as stated below will occur. (Abstentions will not be counted in the 2/3 majority.)
  - a. The Regional Chair will open floor for nominations with a second.
  - b. Chair will close nominations.
  - c. Chair will ask nominees to state willingness and qualifications.
  - d. Chair will open the floor for questions of the nominees.
  - e. A ballot vote will ensue.
  - f. Ballots will be counted by the regional secretary and treasurer,
  - g. If a nominee received 2/3 of the vote on the assembly floor, they will assume the position of RD.
  - h. If none of the nominees receive 2/3 of the vote, then it will be a simple majority 51%.
  - i. The nominee receiving a simple majority after the runoff vote will assume the position of RD.
5. Election for RD Alternate: The Regional Chair will present the Committee's nomination to the body. Follow the above procedure for RD for election of RD Alternate.

## **Chairperson**

### Qualifications

- a. Must be an elected RCM from member area.
- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.

### Responsibilities

- a. Delegates meeting facilities.
- b. Prepares the agenda for the RSC meetings.
- c. Conducts the RSC meetings, insuring the adherence to the goal of the consensus rather than a voting policy.
- d. Presents written and oral reports at each meeting.
- e. Signer of the Regional bank account.
- f. Maintains contact with each RCM, RD and RD Alternate on a regular basis.
- g. Assists with regional activities, learning days and workshops.
- h. Participates in annual audit of books.
- i. Notifies secretary and/or treasurer of absence in advance.
- j. Chairs regional assembly and committee meetings.
- k. Single point of accountability.

## **Treasurer**

### Qualifications

- a. Must be an elected RCM from member area.
- b. Financially stable.
- c. Minimum bookkeeping skills.
- d. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.

### Responsibilities

- a. Administers the regional post office box (monthly).
- b. Administers the regional checking account.
- c. Reimburses regional members for their budgeted expenses, when applicable.
- d. Administers the region's credit/debit and PIN number.
- e. A signer on the regional bank account.
- f. Participates in a yearly audit of the financial books.
- g. Submits a detailed treasurer's report to the RD, RD Alternate and all participating RCMs at quarterly meetings.

- h. Has regional records and books available at all RSC meetings.
- i. Surrenders the regional records at the request of the regional committee
- j. Participates in all scheduled regional meetings.
- k. Deposits NA funds to the regional bank account within 10 days of receipt
- l. Administers a fifty (\$50.00) dollar petty cash fund.
- m. Administers or assists in all financial transactions of the region.
- n. Participates in the annual regional inventory.
- o. Prepares annual budget with input from the regional committee.

The Treasurer's Report will include:

- I. Calendar year to date totals of area and group donations.
- II. Expenditures from Petty Cash
- III. Monthly Bank Statements
- IV. Deposits
- V. Debits from checks and credit cards.
- VI. Donations from Regional events
- VII. Donations to the WSO

## **Secretary**

### Qualifications

- a. Must be elected RCM from area.
- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
- c. Minimum computer skills.
- d. Have access to a computer for accurate minutes.
- e. Previous experience as secretary at any level of service.

### RESPONSIBILITIES

- a. Takes role call at all meetings, conference calls and assemblies.
- b. Keeps attendance record of all attending NA members.
- c. Takes accurate notes at meetings, conference calls and regional assemblies.
- d. Collects all reports and types up accurate minutes for Regional Committee members.
- e. E-mail or mails copies of Minutes to committee members 10 days after meetings, calls and assemblies.
- f. Maintain log of all guidelines, policy changes and archives.
- g. Provides written and oral report at each meeting.
- h. Notifies Chair of absence prior to next meeting.

## **REGIONAL DELEGATE & ALTERNATE REGIONAL DELEGATE**

### Qualifications

- a. Working knowledge and experience of the 12 Steps, 12 Traditions and 12 Concepts.
- b. At least eight (8) years clean.
- c. Two (2) years prior service in member Area Service Committee within the past five (5) years.
- d. Have served on the regional committee within the past five (5) years from completion of term.
- e. Term for RD is four (4) years.
- f. Term for RD Alternate is four (4) years and four (4) years as RD if elected.

### Responsibilities

- a. Attend the World Service Conference, Western States Zonal Forum, World Service Meeting and other meetings/conferences as approved by the Region.
- b. Conducts workshops and learning days regarding matters Addressed at WSC meetings as is needed,
- c. Chairs that portion of the Regional Assemblies before and after The WSC addressing matters set forth in the Conference Agenda Report.
- d. Provides a comprehensive written and oral report from all Meetings and conferences attended.

**Revised and Updated 11-18-07**

## **REGION 51 ACTIVITIES SUB-COMMITTEE GUIDELINES**

### **ACTIVITIES SUB-COMMITTEE**

#### **1. NAME**

The name of this sub-committee shall be the Region 51 Regional Activities Sub-committee, also called the Regional Activities Subcommittee (R.A.S.C.). The Regional Activities Subcommittee is formed by and directly responsible to the Region 51 Regional Service Committee of Narcotics Anonymous (R51RSC) and is a standing Sub-committee of same.

#### **2. PURPOSE**

- 1) To coordinate the timing of activities within Region 51 boundaries, so as to minimize overlapping of area and regional functions.
- 2) To provide help and guidance to all Areas Unity and Activities Sub-committees through exchange of ideas and information.

#### **3. DUTIES**

- 1) To coordinate the timing of Area, Multi-Area and Regional Activities, via a Regional Activities Calendar, to minimize timing conflicts and overlapping of events. This Calendar should be published as follows:
  - a) Bi-monthly, within 2 weeks after each RSC, a complete Calendar -usually 4 to 8 pages- including a mailing list of all of our Region's Area Trusted Servants, to be mailed, e-mailed or faxed to all those in such list. This is for the purpose of keeping informed those involved in the planning of NA events.
  - b) Monthly, a "Groups' Edition" of the Calendar- mailed, e-mailed or faxed to each RCM (or person assigned by the RCM) as to be received by them before their ASC. This will enable the areas -at their choice- to make copies of a 2-page single sheet calendar (covering approx. 2 to 3 months of events) to be distributed to GSR's at the ASC for their groups' membership. This is for the purpose of keeping the membership at large informed of all events.
  - c) The Regional Activities Calendar will include events from areas and regions outside our region that, at the Regional Activities Committee's discretion, might be of interest to our Region.
- 2) To coordinate an Annual Regional Activity, as and when agreed upon by the Sub-committee's members.

- 3) To follow the direction of the Region 51.

#### 4. MEETINGS

- 1) The R.A.S.C. shall meet prior to the regular scheduled Regional 51 meeting, at the place designated by the Region 51 RSC and time designated by the Region 51 RSC at its preceding meeting.
- 2) Special meetings may be called of three members. The purpose, place and time for that meeting shall be announced at least 7 days in advance.

#### 5. MEMBERS / VOTING

- 1) Membership in the R.A.S.C. shall consist of member area Chair or Vice-chair. Also individuals who share the stated purpose of the sub-committee, as participating non-members.
- 2) Consensus will be reached on all R.A.S.C. motions and elections.
- 3) The members shall be:
  - a) Area Activities Chairperson.
  - b) Or Area Activities Vice-Chairperson in his/her place.
  - c) Or a member specifically designated in writing by their Area Activities Sub-Committee and/or their Area Service Committee.

#### 6. OFFICERS

- 1) The Chairperson shall:
  - a) Preside at all R.A.S.C. meetings.
  - b) Provide an agenda for the RASC meeting.
  - c) At the RASC meeting, vote only in case of tie.
  - d) Oversees and coordinates the publishing and distribution of the Regional Activities calendar.
  - e) Oversees and coordinates all R.A.S.C. functions.
- 2) The Vice-Chairperson shall:
  - a) Perform the duties of the Chairperson in his/her absence.
  - b) Assist Chairperson in coordinating the publishing and distribution of the Regional Activities Calendar, and all R.A.S.C. functions.

c) Call each contact person for events on the calendar for the next 2 months that lack sufficient information prior to the monthly update.

3) The Secretary shall:

a) Record, type and distribute minutes at each R.A.S.C. meeting.

b) Assist Chairperson and/or Vice-Chair in the publishing and distribution of the Regional Activities Calendar.

7. ELECTIONS-ELIGIBILITY

1) Chairperson is appointed by committee and affirmed by the Region 51 R.S.C.

2) Any member is eligible for nomination to the positions of Vice-Chair and Secretary, provided they:

a) Have past or current involvement with either Area or Regional level unity and activities.

b) That the Secretary nominee have at least one year clean time and the Vice-Chair nominee have at least two years clean time.

3) An officer, other than Chairperson, may be removed from their position for loss of abstinence, or for non-compliance, after due written notification. Non-compliance includes, but is not limited to:

a) Non-fulfillment of the duties of their positions.

b) Non-attendance at a regular R.A.S.C. meeting without prior notification to the Chairperson.

c) Non-attendance of two consecutive regular R.A.S.C. meetings, or a total of three in one year.

4) Officers shall be appointed at the regular June R.A.S.C. meeting, to serve for a one year term or until their successors are appointed.

5) Their term of office shall begin at the time of their election.

6) No R.A.S.C. officer shall be eligible to serve more than two consecutive terms in the same position.

## 8. AMENDMENTS

Any changes to the letter or the spirit of these Guidelines will require approval of the R.S.C before it may be implemented.

## 9. SPEAKER GUIDELINES

All speakers 5 years or more clean time, has an NA message, has been involved in the region before, always have a backup in case.

## **REGIONAL EVENTS**

- 1) No Regional event shall displace an established Area event without that Area's approval.
- 2) No items depicting drugs or drug paraphernalia may be sold or distributed at Regional events.
- 3) No raffles where the winner wins money shall be held at any Region 51 regional function.

## **A) DUTIES AND RESPONSIBILITIES**

- 1) Each Unity and Activities committee should submit a written report to the Administrative Committee prior to each Regional Service Committee meeting. This report should include minutes of committee meetings, plans, ideas, and motions for initiation, finalizing, or implementation, a financial report or request.
- 2) The Unity and Activities Sub-Committees will submit budgets for the upcoming calendar year at the October RSC, for a December RSC approval, as follows:
  - a) Budget must be itemized.
  - b) Funds requested against approved budget will not need further RSC approval, unless they exceed either the total approved amount or the particular line item, in which case the request must be presented in the form of a motion.
  - c) Funds may be requested before, during or after the calendar year for which budget was approved, but must be specified as such.
  - d) Subcommittees may obtain report of unused budget amounts per line item.
  - e) Each Unity and Activities Sub-committee chair, with the help of the regional treasurer, shall provide in the minutes, along with budget

requests for each year, the previous year's budget along with current spending figures.

- 3) Each committee Chairperson should establish lines of communication with the appropriate world board member at NAWS, Inc.
- 4) Each committee is autonomous, but responsible to the region. In order to better serve, a committee may choose to elect officers.
- 5) The Unity and Activities regional service committee chairpersons should attend ASC/appropriate sub-committee meetings as requested by above and said area/admin./sub-committee trusted servants.
- 6) All regional sub-committees must contact Regional Activities Sub-committee prior to scheduling of events, to clear date.
- 7) If the Unity and Activities Sub-committee chairperson misses two regularly scheduled sub-committee meetings, removal from office shall begin immediately.
- 8) All changes in the Unity and Activities Sub-committee guidelines must be reviewed by the RCM's. They will be included in the minutes for the RCM's to review and vote on at the following RSC.
- 9) The Unity and Activities sub-committees must keep a roll call of their meetings and include these in their reports to be submitted for the minutes.
- 10) The Unity and Activities sub-committee must meet in a non-smoking, neutral location in accordance with the Regional and World meetings, etc., and break every hour for five (5) minutes for a smoke break, and shall meet at the RSC, and any meetings taking place between RSC's shall be held at a place decided by that committee.
- 11) Elimination of the Unity and Activities standing committees is made by a motion requiring 2/3 of the vote by the Regional 51 RSC.

## **B) QUALIFICATIONS Unity and Activities Chairperson**

- 1) Willingness and desire to serve.
- 2) One (1) year commitment.
- 3) Minimum of Four (4) years NA service involvement.
- 4) Understanding of the 12 Traditions and 12 Concepts of NA through application.

- 6) Minimum of Three (3) years clean time.
- 7) Must have served as chair or vice chair of area Activities Committee within last two years..
- 8) Holds no service commitment in any other 12-step fellowship on any level.
- 9) Upon appointment, is expected to attend all RSC meetings.

# REGION 51 PUBLIC INFORMATION GUIDELINES

## Purpose

To fulfill the primary purpose of NA “that no addict seeking recovery need ever die” by providing resources to the member areas and seeking to inform the public at large about the existence of NA through coordination and implementation of PI efforts.

- The subcommittee shall consist of a Chair, vice Chair, secretary, Meeting List Coordinator, Phone line Coordinator and Website Coordinator. Other positions may be added as necessary.
- All decisions made by this committee will be by a consensus. (Consensus Guidelines)
- Project coordinators are appointed by consensus of the subcommittee, with the exception of ad hoc projects. Coordinators of ad hoc projects (here defined as projects with a defined end, as opposed to on going projects). Will be appointed by the P.I. Chair.
- All meetings are open to all interested N.A. members, but only the categories listed shall be considered committee members. Local area P.I. chair, Vice Chair or member of local committee designated (only in the absence of prior stated)

## Responsibilities

1. To be the resource and coordinating body for Region 51 P.I. efforts, assisting with all member area P.I. functions on request.
2. To coordinate with member areas, any request for P.I. service within Region 51.

## Functions

1. To hold regular meetings at a time and place determined by the Region.
2. To inform the public in Region 51 about N.A. through services including, but not limited to:
3. Maintaining and operating a regional phone line. (As soon as resources become available)
4. Coordinate speakers for presentations.
5. Provide radio and television Public Service Announcements (PSAs). (When resources become available)

6. Create and maintain a website. (As soon as resources become available)
7. Coordinate, with local committee, N.A. booths at selected professional and community events.
8. Maintaining and updating a regional meeting list, and providing copies suitable for duplication.

## **Appointment Procedures**

- A. Appointment of trusted servants will be held in May of each year. Appointments are open to any persons listed above as members. The Chair position will be affirmed by the Regional Committee Members. In the event that no members have the experience to fill a position, a member at large may be appointed with the Regional administrative body's approval.
- B. Any unfilled service position will be the responsibility of the Vice-chair of the committee until such time as that position is filled.
- C. Standing Service Positions.
  - P.I. Chair
  - P.I. vice Chair (should be a two year position, moving into chair the second year)
  - Secretary
  - Meeting List Coordinator
  - Phone Line Coordinator
  - Web site Coordinator
- D. Any trusted servant may be removed from their position for cause by group conscience in the event of due cause. (Cause is defined as lack of attendance at consecutive meetings, misappropriation of NA funds, failure to fulfill the commitment and/or responsibilities of that position, resignation, or relapse.)
- E. As with any other decision by this committee, changes to these guidelines or changes to any written project guidelines already approved by the subcommittee and adoption of the annual budget or changes to the existing budget will be reached through consensus process, and submitted to the region for approval.

## **Officer Requirements and Duties**

### **A. Chair**

#### **Requirements**

1. Three years clean time in NA with a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of N.A.
2. Must have served as chair or vice chair of area P.I. committee within last two years.
3. An ability to organize and give the subcommittee direction and leadership.
4. Willingness to delegate responsibility.
5. Willingness to hold people accountable for the delegated responsibility.
6. Willingness and time to attend the Western Service Learning Days convention.
7. Minimum computer skills.

#### **Duties**

1. Arrange time and agenda for P.I. subcommittee meetings.
2. Preside over P.I. subcommittee meeting or appoint a member to preside.
3. Appoint ad hoc project coordinators as required after consulting with the subcommittee.
4. Initiate or delegate all internal and external correspondence.
5. Act as the coordinator of all requests for information about N.A. received from institutions or professionals.
6. Facilitate all communications with Narcotics Anonymous World Services

### **B. Vice Chair**

#### **Requirements**

1. Three years clean time in N.A.
2. Served as a member of the Regional PI subcommittee.

3. Willingness and ability to train for and assume the Chair's responsibilities in the Chair's absence.
4. Willingness and ability to assume the P.I. Chair position at the conclusion of the term.

### **Duties**

1. Learn the responsibilities of the P.I. Chair.
2. Practice fulfilling the P.I. Chairs responsibilities.
3. Acting in the place of the Chair when the Chair is absent or the position is unfilled.
4. Fulfills other tasks as directed by the subcommittee and any vacant service position until the position is filled.
5. Conduct and coordinate a P.I. Learning Day.

## **C. Secretary**

### **Requirements**

1. One year clean time in N.A.
2. The ability to develop written material in a clear and concise manner, i.e. taking and distributing accurate minutes of the subcommittees' meetings.

### **Duties**

1. Record the minutes of the P.I. subcommittee meeting.
2. Distribute copies of the minutes of the prior meeting to the P.I. members at the beginning of each meeting.
3. Maintain an archive of approved P.I. subcommittee meeting minutes.
4. Maintain the P.I. archives, adding materials as needed and making the archives available to P.I. members and the Fellowship as requested.
5. Assist the Chair with correspondence.
6. In cooperation with the Chair, maintain a record of business new and old, and periodically update the guidelines of this subcommittee.

## **D. Phone line Coordinator**

### **Requirements**

1. Four years clean time in N.A.
2. Prior service experience, preferably as Phone line Chair, Vice Chair or as P.I. subcommittee member.

### **Duties**

1. Train other N.A. members to answer the phone line.
2. Formulate and maintain shift schedules of phone line volunteers.
3. Maintain contact with phone line volunteers through phone calls.

## **E. Website Coordinator**

### **Requirements**

1. Four years clean in N.A.
2. Willingness to be trained in web site maintenance and editing.
3. Willingness and ability to service the web site whenever necessary.

### **Duties**

1. Keep the web site accessible at all times.
2. Ensure that the chair and/or vice chair has the ability to access and edit the web site.
3. Work with the P.I. subcommittee concerning content of the web site.
4. Keep the on line meeting schedule up-to-date and list all sanctioned N.A. activities up to date. (Once monthly)

## **F. Meeting List Coordinator**

### **Requirements**

1. One-year clean time.

2. A basic knowledge of Microsoft Publisher/Word
3. Access to a computer with the appropriate software to update the meeting schedules.

### **Duties**

1. Keep the Regional meeting list updated.
2. Collect the meeting information from each area representative. (Bi-monthly)
3. Distribute the meeting schedules in timely manner.

## **G. Mailing List Coordinator**

### **Requirements**

1. One year clean time.
2. Prior service experience, preferably at an Area P.I. subcommittee.
3. An ability to interact with the public while abiding by the Twelve Traditions of N.A.

### **Duties**

1. Write form correspondence as outlined (in The Guide To Public Information). These are to be sent out to selected legal, treatment, medical, AIDS, mental health, and community outreach organizations with current meeting schedules and other N.A. literature.
2. Create/maintain a database of facility contacts.
3. Mail out above on a quarterly basis.
4. Train other N.A. members to assist as needed or to fulfill this position upon completion of term.
5. Share contact information with the committee.

# **NARCOTICS ANONYMOUS REGION 51 H&I SUBCOMMITTEE GUIDELINES UPDATED - 11/18/07**

## **PURPOSE**

Many of us now recovering in NA first heard the message of recovery while in a hospital or institution of some kind. This subcommittee acknowledges the vital importance of carrying the message in this manner. We recognize our responsibility to support and facilitate the growth of the H&I effort in Region 51. It is for this purpose that we have created the H&I Subcommittee of the Regional Service Committee.

## **MISSION**

The Region 51 H&I subcommittee's mission is to:

- A) Be a resource for members, groups, and areas in their H&I efforts by providing supplies, literature, information, and other materials necessary to better carry the message.
- B) Provides a forum or pooling place for area H&I subcommittees to share their experience, strength and hope.
- C) Maintains an updated listing of all appropriate facilities within the region and records which ones are served by which area subcommittees and the type of services that area begin performed.
- D) Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an area subcommittee.
- E) Conducts workshops to address and/or work on problems the member areas are experiencing or to discuss new methods of H&I work.
- F) Maintains communication with the WSC H&I Committee so that member areas may be informed of its activities. Communication flows both ways between the area and world level through the regional subcommittee.
- G) Performs any other activities that benefit the H&I efforts in Region 51 such as an annual learning day.

## **COMMITTEE ATTENDANCE/MEMBERSHIP**

Membership of the subcommittee consists of chair and/or vice-chair of each areas' H&I subcommittee, and shall have discussion privileges. Any member of the fellowship who wants to be of service, regardless of clean time, may participate.

There are requirements to be appointed as a trusted servant of the subcommittee. Those requirements can be found in the section: "H&I Trusted Servant Positions". The appointed positions are Chair, Vice-Chair, Secretary and Literature Coordinator (as needed). The positions will be rotated on an annual basis according to the Region 51 calendar. The Chair will be sent to RSC for acclimation during the Region 51 elections.

## **DISCUSSION MAKING**

Thorough discussion will be the main method for decision making. The chairperson will be responsible for guiding the flow of the discussion. The business portion of an H&I subcommittee meeting is usually conducted by consensus rather than voting, as described in the RSC guidelines. If an issue is controversial and the subcommittee cannot agree on a clear decision or compromise, the regional committee will be used as a last resort.

## **SUBCOMMITTEE MEETINGS**

Subcommittee meetings will be held on a "regular" and "ad hoc" basis. Regular "working" meetings will be held every other month prior to the RSC and regular "report" will be given at the RSC. "Ad hoc" meetings may be called by any trusted servant to address issues as they arise according to need.

## **AGENDA**

- 1) Opening prayer
- 2) Read 12 Traditions
- 3) Read basic purpose and functions of the RSC H&I Subcommittee
- 4) Secretary report (last meeting's minutes)
- 5) 5 to 10 minute open forum sharing session
- 6) Trusted servant reports
  - a. Chair
  - b. Vice Chair
  - c. Literature Coordinator
  - d. Panel Coordinator
- 7) Budget expenditures (including literature disbursements)
- 8) Area reports
- 9) Old business
- 10) appointments (as needed)
- 11) New business
- 12) Review of upcoming subcommittee activities and recommendations for the RSC
- 13) Announcements
- 14) Closing prayer

## **FINANCIAL**

Each year, this subcommittee shall develop a budget and present it to RSC who will approve it. This subcommittee shall have the responsibility of accurately tracking expenses and review it during the annual inventory. The Chair shall present a financial report at each Regional H&I Subcommittee Meeting and RSC meeting. This includes allocations and expenses.

The Regional Treasurer will disburse money as needed; however, per the Region 51 Guidelines "Financial Policies and Procedures", any member who will handle money must follow and sign the Trusted Servant Regional Theft Policy. In order to be reimbursed for an approved H&I expense (i.e., copies of subcommittee minutes), a written or printed receipt must be submitted to the Chair. .

Items to budget for:

- 1) Deposit/rent for facility where subcommittee meets
- 2) Administrative costs
- 3) Literature for specific subcommittee needs
- 4) Deposit/rent for learning day facility
- 5) Western Service Learning Day convention attendance (as approved by RSC)

## **H&I TRUSTED SERVANT POSITIONS**

H&I trusted servants are required to attend all subcommittee meetings. A report may be submitted prior to the scheduled meeting and will be counted as "not present, report submitted." These positions will be appointed persons previously listed as members.

## **CHAIRPERSON (One-year term)**

The H&I chairperson is elected by the Regional H&I subcommittee. The H&I subcommittee is directly responsible to the RSC through the H&I chairperson.

## **REQUIREMENTS**

- ❖ A Minimum Of Three (3) Years Clean
- ❖ Must have served as chair or vice chair of area H&I committee within the last 2 years.
- ❖ Have had an area level H&I Commitment within Region 51
- ❖ Working The 12 Steps With An NA Sponsor
- ❖ Working Knowledge Of The 12 Concepts And 12 Traditions Of NA

- ❖ Has Read The WSCHI Handbook, Regional Guidelines And Regional H&I Guidelines, Guide to local services

## **RESPONSIBILITIES**

- ❖ Prepares an agenda and conducts the H&I Subcommittee meetings
- ❖ Attendance at all H&I Subcommittee meetings, RSC Learning Days
- ❖ Communication link between Subcommittee and RSC
- ❖ Communication link between Subcommittee and individual H&I Subcommittees
- ❖ Submit monthly written reports to Regional H&I Subcommittee and RSC detailing all financial and business transactions of the Subcommittee
- ❖ Prepares a budget with the subcommittee to be submitted for approval by the RSC for the coming year

## **VICE CHAIR (2-year term with acclimation after first year)**

The H&I vice chair is elected by the H&I subcommittee. The vice chair position is a training position in preparation for chairperson.

## **REQUIREMENTS**

- ❖ Minimum Of Three (3) Years Clean.
- ❖ Have had an area level H&I Commitment within Region 51
- ❖ Working The 12 Steps Of NA With A Sponsor
- ❖ Working Knowledge Of The 12 Concepts And 12 Traditions Of NA
- ❖ Has Read The WSCHI Handbook, Regional Guidelines And Regional H&I Guidelines, Guide to local services
- ❖ Willingness To Be Trained For Chair Position

## **RESPONSIBILITIES**

- ❖ Assumes the duties of Chair when needed or when the Chair is unavailable
- ❖ Attendance at all Regional H&I Subcommittee meetings, RSC and Learning Days
- ❖ Works with the Chair to maintain the smooth operation of the Subcommittee.

## **SECRETARY (One-year term)**

### **REQUIREMENTS**

- ❖ A Minimum Of One (1) Year Clean
- ❖ Recovery Based In NA Meeting With An Na Sponsor
- ❖ Access To A Computer Or Typewriter

### **RESPONSIBILITIES**

- ❖ Take clear and accurate minutes at H&I Subcommittee meetings
- ❖ Keep an updated list of all Subcommittee members and available speakers (draft in appendix A)
- ❖ Maintain an archive of minutes and policies/applications/clearances of the various facilities the Subcommittee works with
- ❖ Attendance at all Regional H&I subcommittee meetings

### **LEARNING DAYS**

Each year, this subcommittee will have a workshop/learning day to educate local H&I members. This subcommittee will consider coordinating the learning day/workshop with other Regional Subcommittees.

### **INVENTORY**

The H&I Subcommittee will complete an inventory each year. It is important to review the subcommittee's shortcomings as well as accomplishments, in addition to finances (as described in the financial section). See example in Appendix B.

### **REMOVAL OF TRUSTED SERVANTS (i.e., elected officers)**

At any time during a term of office, the H&I Chair may be removed from service by the RSC and an H&I Trusted Servant (elected officer) may be removed by the H&I Subcommittee for the following reasons:

- ❖ LACK OF ATTENDANCE AT CONSECUTIVE MEETINGS
- ❖ MISAPPROPRIATION OF FUNDS
- ❖ FAILURE TO FULFILL COMMITMENT OF THAT POSITION
- ❖ RESIGNATION
- ❖ RELAPSE

**APPENDIX A: EXAMPLE SPEAKER LIST**

FACILITY	SPEAKER	PHONE NUMBER	CLEAN DATE	DATE APPLICATION SUBMITTED	APPROVED BY FACILITY	DATE OF ORIENTATION
(EXAMPLE) CCDC	Jane D.	123-456-7890	10/20/00	10/1/05	Yes	11/4/05

**APPENDIX B: EXAMPLE SUBCOMMITTEE INVENTORY**

**SUBCOMMITTEE BUSINESS**

- 1) Are all of the subcommittee positions filled?
- 2) What were our attendance levels during subcommittee meetings?
- 3) What can be done to improve attendance levels / attract new members?
- 4) Did the chair establish an agenda this year for each subcommittee meeting?
- 5) Are there good relations between the group and the facility in which the subcommittee meeting is being held?
- 6) Have solutions to problems within the committee been addressed?

**SERVICES**

- 7) How well has the subcommittee done this year at serving the groups, the community at large and NA's regional and world services?
- 8) Are core services of the subcommittee being met in a timely manner?
- 9) Are core services of the subcommittee being done consistently?
- 10) How are the relations with the facilities the subcommittee services?
- 11) Are there any problems that arose during the year with the facilities that we service that still need to be addressed?
- 12) Has the subcommittee scheduled events so it does not conflict with other events in the area or region?

**BUDGET**

- 13) Did the subcommittee establish a budget for the previous service year?
- 14) Was the budget sufficient to cover the subcommittee's needs?
- 15) Were the finances spent wisely?
- 16) Will the budget provide for services next year or does it need to be increased or decreased?

**GOALS**

- 17) What are the subcommittee's goals for the upcoming year? Goals need to be SMART: Specific, Measurable, Achievable, Realistic and Time-framed

**INVENTORY**

- 18) What do we do well as a subcommittee?
- 19) What can we improve on?