

POLICY GUIDELINES
READING AREA SERVICE COMMITTEE OF NARCOTICS
ANONYMOUS
(RASCNA)
SEPTEMBER 2016

The purpose of this Area service committee is to be supportive to the NA group and its primary purpose by associating the group with other groups locally and by helping the group with its day to day problems and needs.

RASCNA GUIDELINES 2016

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ABBREVIATIONS

AREA

NA-Narcotics Anonymous

RASCNA-Reading Area Service Committee of Narcotics Anonymous

RASC -Reading Area Service Committee

ASC -Area Service Committee GSR-Group
Service Representative RCM-Regional
Committee Member Alt -Alternate
Lit. –Literature

PR-Public Relations

H&I –Hospitals and Institutions BAN-
Berks Aids Network

REGION

MARSCNA- Mid-Atlantic Regional Service Committee of Narcotics Anonymous

MARSC -Mid-Atlantic Regional Service Committee

RSC -Regional Service Committee

RD -Regional Delegate

RDA-Regional Delegate Alternate

RCS -Regional Conference Subcommittee

MARLCNA-Mid-Atlantic Regional Service Learning Conference of Narcotics Anonymous

HCC -Host Conference Committee CAR-Conference Agenda Report H&H-Hotels and Hospitality

CI - Conference Information

WORLD

WSO-World Service Office

WSC-World Service Conference

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REQUIREMENTS & DUTIES

I. OFFICERS:

NOTE: The following duties and requirements will apply to all officer positions.

REQUIREMENTS:

1. Good working knowledge of 12 Steps and 12 Traditions.
2. Willingness to serve
3. Cannot hold more than one position on the Area service body, unless the result of not filling an additional position would be to leave that position unfilled.
4. The length of term for officers will be one year.
5. Upon election, officer must resign a GSR

DUTIES:

1. Must notify secretary as soon as possible of address or phone number changes.
2. Must bring policy handbook to every ASC meeting, pass it onto incoming officer when leaving position, and must pay for its replacement if lost. Also, must not write on or destroy the handbook.
3. Must pay back any bank charges incurred of a check bounces due to error or negligence of trusted servant on the area level.
4. That all Area officers, subcommittee chairs and vice-chairs and Vice/Alt. for that position be present at area until the close of business

A. CHAIRPERSON

REQUIREMENTS:

1. Three years continuous clean time. (Suggested)
2. Must be capable of running a business meeting with a firm, yet understanding hand.

DUTIES:

1. Arrange meeting place and presides over monthly ASC meeting.
2. Follows the ASC agenda, respecting specific instructions for chairperson during ASC meeting.
3. One of the signers of the ASC checking account who can also make deposits.
4. Signs contracts, along with ASC treasurer, which require payment from funds held in the Area Treasury.
5. Must appoint a Financial A-d-Hoc committee every 3 months to check financial records of Literature, Activities, and Area treasury.
6. Follows approved voting procedures for ASC meeting
7. Any and all issues that can be dealt with by subcommittees should be referred to the proper subcommittee.
8. If unable to attend Area, arranges for Vice-chairperson of ASC to fill in.
9. To compose and deliver an annual thank-you letter to the church/facility that hosts our monthly ASC meeting.
10. That a copy of Robert's Rules of Order be present at all times on the Area floor.

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B. VICE-CHAIRPERSON

REQUIREMENTS:

1. Two years continuous clean time. (Suggested)
2. Must be capable of running a business meeting with a firm, yet understanding hand.
3. At the end of term, vice-chairperson will serve as chairperson.

DUTIES:

1. Responsible for duties of chairperson in his/her absence
2. The area vice-chair will have the duty of helping subcommittees work within their budgets.
3. Is a member of the Financial Ad-hoc Committee.

C. SECRETARY

REQUIREMENTS:

1. One year continuous clean time. (Suggested)
2. Must be able to accurate minutes.

DUTIES:

1. Read old minutes at ASC meeting if required.
2. Adds corrections of old minutes to new minutes
3. Takes accurate minutes of each ASC meeting
4. Types and distributes copies of minutes to GSRs, ASC officers and subcommittee chairs, no later than the 20th of the month. In the event that Area is held one week past the first Sunday, the minutes will be distributed at least one week prior to the next ASC meeting.
5. Compiles extra copies of minutes and brings to ASC meeting.
6. Must submit itemized expense list to treasurer at each ASC meeting for purchase of supplies, such as copies, envelopes and stamps. Must provide receipts to treasurer.
7. Secretary's monthly budget is \$150.00.
8. Will make copy of minutes for inclusion in policy book.
9. Will send additional copy of minutes to vice-chair of subcommittee if the chair of that subcommittee has missed two consecutive ASC meetings.
10. When contacted by GSR who has not received minutes, must get minutes to said GSR on time.
11. Will send approved LETTER OF INTENT to any officer who has missed two consecutive ASC meetings or 4 in a year. (Letter of Intent Page 6).
12. Will provide well-organized forms to be used for motions group reports and subcommittee reports.
13. Will keep written GSR reports, subcommittee reports, and motions for 6 month period before disposal.
14. A list of all GSRs and Area officers home addresses and telephone numbers be provided by the secretary for the RCM and Alt. RCM. The list should be kept updated by the secretary and those updates should be provided to the RCM and Alt. RCM.
15. The Area Secretary be given a key to the Area P.O. Box, to ensure pick up of mail in absence of vice-secretary.
16. Provides a copy of the answering service bill to the PI subcommittee.
17. That starting January 8, 1995, all motions presented under New Business will be given a number from 1 to infinity and shall retain the number for life.
18. Secretary can also access PO Box to pick up mail.

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D. VICE-SECRETARY

REQUIREMENTS

1. One year continuous clean time. (Suggested)
2. Must be able to take accurate minutes.
3. At the end of the term vice-secretary will serve as secretary.

DUTIES:

1. Assists Secretary in secretarial duties.
2. Hold key to P.O Box, checks it weekly, and distributes it to the appropriate person in a timely fashion.
3. Types announcements and anniversaries to be given to the secretary for inclusion in the minutes.
4. Assumes responsibilities of the Secretary in his/her absence.

E. TREASURER

REQUIREMENTS:

1. Three years continuous clean time.
2. Must be able to handle money responsibly.

DUTIES:

1. Maintains ASC checking account.
2. Keeps an accurate record of ASC transactions and brings to all meetings.
3. Is one of signers of ASC checking account.
4. Signs contracts, along with ASC chairperson, which require payment of funds held in Area treasury.
5. Pays, from treasury, any copying costs incurred by the policy subcommittee to update the policy handbooks.
6. Collects itemized expense lists from subcommittees and secretary at each ASC meeting.
7. Makes reports of donations, expenses, and balance at every regular ASC meeting, as well as annual report.
8. Keeps all receipts.
9. After paying bills, keeps a maximum balance of two months reserve of \$450 for expenditures and sends excess to RSC.
10. If unable to attend monthly ASC meeting, arranges for vice-treasurer to perform duties at ASC.
11. Pay \$50.00 a month to the church/facility.
12. World Literature order funds are to be kept in the Area Bank account for a minimum of two years

F. VICE-TREASURER

REQUIREMENTS:

1. Three year continuous clean time.
2. Must be able to handle money responsibly.
3. At the end of term, vice-treasurer will serve as treasurer

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DUTIES:

1. Collects donations and writes and distributes receipts to GSRs.
2. Assists with the report of donations, expenses, and balance at ASC meeting.
3. Assists treasurer with the end-of-year report.
4. In absence of the treasurer, the vice-treasurer will assume the duties of the treasurer.

G. REGIONAL COMMITTEE MEMBER (RCM)

REQUIREMENTS:

1. Three years continuous clean time (Suggested)
2. Service Experience.
3. Willingness to give time and resources necessary for the job.

DUTIES:

1. Communicates with RSC.
2. Attends all RSC meetings.
3. Gives report at all ASC meetings as to what is going on at RSC.
4. Gives Regional motions to Area Secretary by next ASC meeting.
5. Takes questions and problems from ASC to RSC for possible answers and/or solutions.
6. Attends at least one business meeting in local area each month.
7. Takes donation from ASC to RSC.
8. Helps Alternate RCM get acquainted with duties and responsibilities of RCM.

H. ALTERNATE REGIONAL COMMITTEE MEMBER (Alt. RCM)

REQUIREMENTS:

1. Two years continuous clean time. (Suggested)
2. Service experience.
3. Willingness to give time and resources necessary for the job.
4. At the end of term, Alt. RCM will serve as RCM.

DUTIES:

1. Becomes familiar with duties of RCM.
2. Attends all RSC and ASC meetings.
3. Fills in for RCM if unable to attend meetings or complete term.

II. HOME GROUP REPRESENTATIVES (Suggested)

A. GROUP SERVICE REPRESENTATIVE (GSR)

REQUIREMENTS:

1. One year continuous clean time.
2. Willingness and desire to serve.
3. Active participation and commitment in group they serve.
4. Good working knowledge of 12 Steps and 12 Traditions
5. Understanding of service structure of NA and responsibilities of GSR.

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REQUIREMENTS & DUTIES (cont.)

A. GROUP SERVICE REPRESENTATIVE (GSR) (cont.)

DUTIES:

1. Helps secretary and treasurer of group to become familiar with their duties.
2. Brings group's needs to the attention of the area and reports back to group as to what is going on in the area.
3. Buys literature for group at ASC meeting. (No personal checks).
4. All groups please give a money order or cash including change that is less than one-dollar coins for literature.
5. Brings donations to ASC and give to vice-treasurer of ASC.
6. Must submit reports in writing to secretary of ASC.
7. When submitting anniversary date, must also include the name of the meeting at which the anniversary will be celebrated.
8. When submitting announcements, must include time, place, and dates, as well as any information concerning furthering our primary purpose only.
9. Must notify secretary as soon as possible of any address or phone number changes. .
10. Must notify secretary if minutes are not received by the 19th of the month.
11. Must notify ASC body when leaving ASC meeting, if group is no longer represented.
12. When voting "group conscience issues", GSR will vote in direct accordance to the mandate of the group they represent.
13. Group conscience is not needed for GSRs to vote issues pertaining to the business functions of ASC. He/she then votes as a trusted servant keeping in mind the needs of his/her group.
14. Must bring policy handbook to all ASC meetings. Must pass handbook to incoming GSR, and must replace it if lost. Also, must not write in or destroy the handbook.
15. GSR can withdraw their motion after it has been seconded.
16. GSRs and/or alternate GSRs only vote on all issues at ASC meeting.
17. Actively participates in ASC meeting.
18. Must pay any bank charges incurred, if a check bounces due to error or negligence of trusted servant on area level.

B. ALTERNATE GSR

REQUIREMENTS:

1. Six month continuous clean time
2. Willingness and desire to serve.
3. Active participation and commitment in group they serve.

DUTIES:

1. Attends ASC meetings to learn duties of GSR.
2. Is responsible for all duties of GSR in his/her absence.

III. SUBCOMMITTEE CHAIRS

See individual subcommittee guidelines.

RASCNA GUIDELINES 2016 ELECTION OF OFFICERS

1. Officers' terms begin in March.
2. Nominations will be taken in December and January for New officers.
3. Nominations will be closed at the January ASC meeting.
4. Officers' terms may be staggered.
5. Nominations may come from any NA member present at the ASC meeting.
6. Nominees must be seconded.
7. Nominees must be present at the time of nomination, must be able to meet requirements of position as stated in the guidelines.
8. The nominee is entitled to decline the nomination.
9. The nominee's qualifications and experience be listed in the minutes for Area Service Positions. This shall be written by the nominee and given to the secretary for inclusion in the minutes. .
10. Election of officers will take place in February.
11. All nominees must be present during the election.
12. After serving one full term, an officer may not be re-elected to the same position for one full year.
13. New officers will perform duties starting in March.
14. Old officers will help new officers at February meeting and assist them in learning their positions.
15. Any officer may be relieved of duties by two-thirds majority vote of all voting members of ASC.
16. Any member can volunteer as a nominee.
17. ASC subcommittee chairs and vice-chairs are to be approved by ASC during election of officers.

Note: The terms for RCM and Alt. RCM begin in January. Nominations are taken in October and November with old officer helping new officer at both ASC and RSC meetings in December.

DISMISSAL FROM OFFICE

That when an ASC Officer or Subcommittee chairperson misses two consecutive ASC meetings or four in a year, the ASC Secretary will send them a copy of the ASC approved LETTER OF INTENT.

RASCNA GUIDELINES 2016
LETTER OF INTENT

Dear Trusted Servant,

We are writing to you concerning your lack of participation in your Area Service Committee commitment(s), and we would like to know if you are still willing to serve. While we are concerned about each member, we must consider our commitment to our primary purpose.

Please advise us of your intentions. If we do not hear from you by the next Area meeting, or if you have not arranged for a qualified substitute to attend with a valid explanation for your absence, your lack of response will be regarded as resignation from your commitment(s). We hope we will be hearing from you soon and that you can continue to serve.

Sincerely by,
RASCNA

RASCNA GUIDELINES 2016

SUBCOMMITTEES OF ASC

1. Purpose of subcommittees is to plan and implement activities and deal with special problems that requires much more effort than a monthly meeting can provide.
2. Subcommittees created by the ASC must be directly responsible to the ASC.
3. Subcommittee of ASC should have at least one GSR and/or officer on the committee.
4. Each subcommittee shall make up their own guidelines and present them to the ASC for approval. The following will be the flow for approval:
 - Subcommittee- to ASC -to GSR- to groups (for review and input)
 - ASC- to Subcommittee- to ASC- to GSR- to groups (for final approval).
5. When subcommittee guidelines are sent out for input and review, all changes to existing guidelines should be highlighted.
6. Each subcommittee will give a progress report at ASC meeting, which will include a treasury report that lists income and itemization. This report will be given verbally on the floor and presented in writing to the ASC secretary.
7. Any major actions that concern NA as a whole must be approved by ASC before being carried out by subcommittee, in order to insure that our traditions are being upheld.
8. Subcommittees must give ASC treasurer an itemized expense list at each ASC meeting.
9. Subcommittees must get approval from groups before selling T -shirts at their functions.
10. Any trusted servant on the Area level, that causes a check to bounce, directly relating from their own error or negligence, be held responsible for any bank charges incurred.
11. Subcommittee chairs and vice-chairs must notify ASC secretary as soon as possible of any address or phone number changes.
12. Subcommittee chairs must bring policy handbook to all ASC meetings. Must pass the handbook on to incoming chair, must pay for replacement if lost. And must not write on or destroy the handbook.
13. Chairpersons and vice-chairpersons attend all Regional subcommittee meetings and workshops of the subcommittee they represent.
14. If needed, the vice-chair of ASC can coordinate the subcommittees and aid in their communication with each other.
15. ASC fund raising affairs must be held within the fellowship.
16. Length of term for chair and vice-chair will be one year each.

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AREA FINANCES

1. The ASC chairperson, vice-chairperson, treasurer, and vice-treasurer have their names registered with the bank as signers of the ASC checking account. And, only 2 people actually need to sign checks.
2. That the Area treasury maintains a maximum balance of 2 months reserve, of \$670.00-for expenses, and sends the excess to RSC.
3. That the Area pays for copying costs incurred by the policy subcommittee to update the policy handbooks.
4. That the ASC supply each group in the area with the World Conference Agenda Report, at the expense of the Area fund.
5. That the Area chair appoints an ad-hoc committee to check the accuracy of the financial records of Literature, Activities, and the Area treasury every 6 months.
6. That any trusted servant on the area level, that causes a check to bounce, due to their won error or negligence, be held responsible for any bank charges incurred.
7. That the PR, H&I, Policy, Activities and Literature subcommittees and secretary give the area treasurer an itemized expense list at each ASC meeting.
8. Area pays costs for the Literature chair to purchase and display a yearly calendar, for organization of activities in our area.
9. That the RASCNA set up a running budget of not more than \$110.00 for the secretary (the secretary will receive \$35.00, at the Area when this motion is approved, at each Area thereafter the secretary will be reimbursed for their expenses. This will allow the secretary to have cash on hand to do their job).
10. That the Reading Area purchase insurance from Erie Insurance at the price of \$230.00 per year. This will cover all meetings, activity meetings and our Area service meeting.
11. That the Area pay for cost of printing the Meeting Lists.
12. The Area will share the storage unit with the Convention for Activities supplies and archives.
13. The Treasurer pay a monthly donation of \$75.00 to Holy Spirit Lutheran Church for rent.

UNIFIED BUDGET

1. All area monies will be deposited into one account managed by the area treasurer.
2. The area treasurer will use the attached Treasury Report Form (Insert A.)
3. Subcommittees will work within their budgets. PR and H&I already work within a monthly budget. Literature will present an itemized yearly budget. Activities already presents an itemized proposed budget 2 months prior to each event.
4. The area vice-chair will have the duty of helping subcommittees work with their budgets.
5. Both Activities and Literature will continue to keep records as they currently do, of what they need money for, when they ask the treasure for money and when they give the treasurer money to be deposited.
6. The area treasurer will write all checks needed. No blank checks will be issued and no checks will be written between areas. If the check(s) need to be mailed, it should be presented with a self-addressed envelope. If a subcommittee needs money from their proposed budget, they will let the treasurer know at area, presenting a receipt attached to an Area expense sheet (Insert A). Anyone requesting money from area treasurer must present a receipt attached to an expense sheet. The area treasurer will keep all receipts and expense reports. If a subcommittee needs to be pre-reimbursed for an expense, a receipt must be presented to the area treasurer at the next area service meeting with any monies spent. If the subcommittee needs more than the pre-reimbursed amount and it is approved by the area, a check will be written to cover the amount needed.

RASCNA GUIDELINES 2016
UNIFIED BUDGET Cont'd

7. Two (2) people will be responsible to deposit money into our unified account. A total of six (6) people will be approved to make deposits; area chair, area vice-chair, area treasurer, vice-treasurer and 2 activities officers. At any deposit, one of the depositors must be the area treasurer or vice-treasurer. The area will secure a night bag at no cost to the area. Deposits will be made when funds are received.

RASCNA GUIDELINES 2016
READING ARE SERVICE COMMITTEE
TREASURY FORM DEFINITIONS

'1' Opening Balance- The ending area balance (#28) from previous month (Part Two).

'2' Corrections to previous months' minutes.

'3' Total ASC Donations- includes Area donations and literature orders (Part Two).

'J' Activities Transfer to Area

'5' Beginning Balance-Add '1' + '2' + '3' + '1'.

'6' -19 . Area Approved Expenses

'20' -26. Literature Expenses

'27' Total Expenses- add '6' through '26'

'28' Area Balance- Subtract '27' from '5'.

'29' Ending Area Balance- The balance after misc. and Regional Donation (Part Two).

'A' Opening Balance for Activities- The pre-registration column (E) is from the previous month (Part Two). Spendable column (K) is from previous month (Part Two).

'B' Corrections to previous month's minutes or balances.

'C' Beginning Balances- Opening balances with corrections.

'D' Total Deposits- Proceeds not including pre-registration monies.

'E' Total of pre-registration monies being held.

'F' Pre-registration monies transferred to spendable monies.

'G' Sub-Total- Add 'C' + 'D' + 'F'.

'H' Total Activities Expenses.

'I' Balance Before Transfer- Subtract 'H' from 'G'.

'J' Activities Transfer to Area- Subtract \$772.50 from 'I', unless 'I' is less than \$772.50.

'K' Balance of Activities Spendable.

'L' Activities Ending Balance (Part Two).

RASCNA GUIDELINES 2016

READING AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS TREASURY REPORT

Part 1

Date: _____ Treasurer: _____ Vice-Treasurer: _____

| Area Funds | | | | Activities Committee Funds | | | | |
|------------|---|------|-------|----------------------------|-----------|--|-----------------------------|----------------------|
| Check No. | Description | Area | Total | Date | Check No. | Description | Activities Pre-Registration | Activities Spendable |
| | Opening Balance (Area and Literature) | 1 | | | | Opening Balance (Activities) | | A |
| | Corrections | 2 | | | | Corrections | | B |
| | Total ASC Funds (Area Donations and Literature) | 3 | | | | Beginning Balance | | C |
| | Activities Transfer (Above Maximum Balance) | J | | | | Activities Deposits: | | |
| | Beginning Balance (Add 1 through J) | | 5 | | | | | |
| | Preapproved Area Expenses: | | | | | | | |
| | ASC Rent | 6 | | | | | | |
| | Secretary Expenses | 7 | | | | | | |
| | H&I - Literature | 8 | | | | | | |
| | PR Expenses | 9 | | | | | | |
| DW | Verizon | 10 | | | | | | |
| DW | Advantage Telemessaging | 11 | | | | | | |
| | | 12 | | | | | | |
| | | 13 | | | | Total Deposits (Non Pre-Registration) | | D |
| | | 14 | | | | Total Deposits : E - Pre-Registration - Holding F - Transfer to Spendable | E | F |
| | | 15 | | | | | | |
| | | 16 | | | | Subtotal (Add C + D + F) | | G |
| | | 17 | | | | Activities Expenses: | | |
| | | 18 | | | | | | |
| | | 19 | | | | | | |
| | Literature Expenses: | | | | | | | |
| | NAWS – Literature Order | 20 | | | | | | |
| | Keystone Printing – meeting lists | 21 | | | | | | |
| | | 22 | | | | | | |
| | | 23 | | | | | | |
| | | 24 | | | | | | |
| | | 25 | | | | Total Activities Expenses | | H |
| | | 26 | | | | Balance Before Transfer (Subtract H from G) | | I |
| | Total Expenses (Add 6 through 26) | | 27 | | | Activities Transfer (Subtract \$1,285.32 from I)* | | J |
| | Balance (Subtract 27 from 5) | | 28 | | | Balance of Activities Spendable | | K |

*(Note: \$1,285.32 Maximum Balance 2010)

RASCNA GUIDELINES 2016

READING AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS TREASURY REPORT Date: _____

Part 2

| Group/Individual Name | ASC Donation | Lit. Order | Total | Reconciliation | Ending Totals |
|-----------------------------------|--------------|------------|-------|--|---------------|
| At the End of the Road | | | | Balance of Area Funds | 28 |
| Blind Faith | | | | Miscellaneous | |
| By NA Means Necessary | | | | Total Balance | |
| Diversity is Our Strength | | | | Regional Donation | |
| High on Life | | | | Ending Area Balance (Note: \$670.00 Prudent Reserve) | 29 |
| Into the Light | | | | Balance of Activities Spendable | K |
| Juntos Podemos | | | | Balance of Activities Pre-Registration (Holding) | E |
| Just for Today | | | | Ending Activities Balance (Add K + E) | L |
| Let's Get Honest | | | | Ending Area Balance | 29 |
| Let's Start to Live | | | | Activities Ending Balance | L |
| Lights of Hope | | | | Balance All Accounts (Add 29 + L) | |
| Living Clean | | | | | |
| Living Room Group | | | | | |
| Message of Hope | | | | | |
| Monday Newcomers | | | | | |
| New Horizons | | | | | |
| New Way of Life | | | | | |
| Only With Vigilance | | | | | |
| Recovery First | | | | | |
| Sanity in Amity | | | | | |
| Straight Up | | | | | |
| TGIF | | | | | |
| Vision of Hope | | | | | |
| Wake up and Smell the Coffee | | | | | |
| Work the Steps or Die | | | | | |
| | | | | | |
| | | | | | |
| Misc. Individual Literature Sales | | | | | |
| Excess Lit. Funds Donated to Area | | | | | |
| H&I Literature | | | | | |
| | | | | | |
| | | | | | |
| TOTALS | | | | | |

**RASCNA
EXPENSE SHEET**

Date: _____

Total: _____

Name: _____

Subcommittee: _____

Description: _____

**(Make Sure That All Receipts Are Included For Which You
Are Requesting Reimbursement)**

RASCNA GUIDELINES 2016

ASC MEETING GUIDELINES

1. Any member of NA is welcome to ASC meetings.
2. Everyone attending ASC to turn or put on vibrate mode on all cell phones and pagers unless it is an emergency.
3. Upon recognition from the chair, anyone may address the floor.
4. ASC meeting will star 4:00pm on the first Sunday of the month, unless changed by the Area body for holiday weekend.
5. The ASC will accept NA guidelines as policy wherever specific policy is lacking.
6. A yearly calendar will be displayed on the literature table during subcommittee meetings, and on the area table during Area. All dates for meetings, workshops, and activities should be placed on the calendar.
7. To move the Treasurers table back to the first pole at the end of the room to provide a quieter atmosphere on the area floor and promote concentration while still visible.
8. That when a group comes to the ASC meeting asking to be accepted in the Area, they will meet the following guidelines:
 - a. Have met regularly for at least three months, at a specific time and place; provided that it follows 12 Steps and 12 Traditions (has no outside affiliations and receives no outside financial support).
 - b. Has a GSR or Alt. GSR present at that ASC meeting.
9. That any NA group that wishes to join the Reading Area be served the Area and its subcommittees, upon request with the exception that a three month waiting period will be required for the inclusion of the group in the Area meeting list and for voting privileges.
10. A starter kit will be available, from Literature, for new groups (first time seated at RASNA).
11. If a home group is not represented on the Area table for 6 months, their meeting will be omitted form future meeting list and will no longer continue to be served by the Area.
12. That in order for the Area to conduct business a minimum of three Area Officers need to be in attendance.

RASCNA GUIDELINES 2016

AGENDA

1. Open meeting with Serenity Prayer, 12 Traditions, 12 Concepts, and the Service Paragraph.
Note: The Service Paragraph is found on page XVI of the Basic Text.
2. Roll Call.
3. Everyone attending ASC to turn off or put on vibrate mode on all cell phones and pagers unless it is an emergency.
4. Recognition of new groups.
5. Establish number of visiting members present.
6. Review of and corrections to previous minutes. Motion to accept.
7. Motion to follow order of the day. READ: Each issue will be limited to 2 pros, 2 cons, not to exceed 15 minutes of discussion. Any further discussion will be at the discretion of the Chair.
8. Officer's reports.
9. GSR's reports. Announcements and anniversaries.
10. Subcommittee reports.
11. RCM's report.
12. Initial treasurer's report.
13. Nominations and/or election process is applicable.
14. READ: GSRs that do not have a conscience on a group conscience motions should not vote on that motion.

15. OLD BUSINESS:

MOTIONS FOR INPUT/REVIEW/POSSIBLE ACTION

A. Regional Motions

B. Non-policy motions

C. Policy Motions -need 100% notification and 2/3rds majority to pass.

Note: Chairperson will follow FLOW FOR AREA GROUP CONSCIENCE MOTIONS for B, and C, found on pages 14-15.

16. AREA BUSINESS:

Includes non-group conscience motions (housekeeping).

17. NEW BUSINESS:

MOTIONS FOR INPUT/REVIEW/POSSIBLE ACTION

A. Regional Motions

B. Non-policy Motions

C. Policy Motions -need 100% notification and 2/3rds majority to pass.

18. EMERGENCY BUSINESS:

Issues that can absolutely not wait until the next ASC meeting.

19. Final treasurer's report
20. Date, time and place of next ASC meeting.
21. Motion to close, Serenity Prayer.
22. Two hour limit, unless changed by Area conscience.

RASCNA GUIDELINES 2016

ASC VOTING PROCEDURES

1. Upon recognition from the chair, only ASC officers, GSRs, Alt. GSRs or subcommittee chairs or NA members representing their home group may make a second motion and only GSRs, Alt. GSRs, and NA members representing their home groups vote on all issues at ASC meetings.
2. Motions should be presented verbally to the Area body, and in writing for the ASC secretary. No motion or report will be accepted for the minutes unless written on proper form.
3. All motions must include an intent.
4. A motion can be withdrawn by the chair or by the maker of the motion after it has been seconded.
5. A motion must receive a second to open the floor to ORDER OF THE DAY.
6. ORDER OF THE DAY limits discussion on each new business motion to 2 pros and 2 cons not to exceed 15 minutes. Any additional discussion will be at the discretion of the chair.
7. When voting group conscience issues, the GSR or Alt. GSR will vote in direct accordance to the mandate of the group they represent.
8. Chairperson cannot break tie for group conscience issues only.
9. Groups without a conscience that have given ample time and information will not be considered in the vote.
10. 100% notification, which is necessary to make any policy changes, is defined as all GSRs receiving their minutes by the 20th of the month.
11. That it is the GSR's responsibility to contact the secretary if they have not received their minutes by the 19th of the month. It then becomes the secretary's responsibility to get the minutes to said GSR by the 20th of the month. If the GSR neglects to do this, 100% notification remains in effect.
12. Simple majority is considered the majority of votes cast.
13. Two-thirds majority is considered 2/3rds majority of votes cast.
14. Abstention votes are considered "no opinion" votes, unless a vote results in 50% abstentions, then the motion will be sent back to groups with clarification.
15. Any motion can be sent back to groups for conscience simply by request of an officer, GSR, Alt. GSR or subcommittee chair.
16. Any motion to change existing Area policy must include, what existing policy states, and what the new policy would state.
17. 17. No GSR or Alt. GSR may cast more than one vote.
18. 18. Any GSR, Alt. GSR, officer or subcommittee chair may ask for a recount of the vote, if deemed necessary (only once).
19. 19. Motions will be restated by the chair before they are voted on.
20. 20. All motions sent back to groups for conscience, especially those which will change existing policy or create new policy, should be open to free debate by the Area.
21. 21. Regions Non-policy motions require a simple majority and Regional Policy motions require 2/3 majority to pass.

RASCNA GUIDELINES 2016

FLOW FOR AREA GROUP CONSCIENCE MOTIONS

1ST MONTH AT RASCNA: The motion is presented on the Area floor, is seconded, and 2 pros, 2 cons and discussion ensues, as per ORDER OF THE DAY.

1st MONTH AT HOME GROUP BUSINESS MEETING: Motions listed under NEW BUSINESS MOTIONS FOR INPUT/REVIEW/POSSIBLE ACTION will be presented by GSRs to home group members. Using the GROUP REPORT FOR MOTIONS sheet (Insert C###), attached to the minutes, and the GSR will record any questions, concerns, or possible actions to be taken on the motion. The group may decide that they have no questions or concerns and/or they do not want to propose any action to be taken. In this case, the GSR may take a YES, No or ABSTENTION vote. If the group wants to recommend actions to be taken on the motion, first precedent will be to call the motion out of order. Second precedent is to table the motion to subcommittee for further work. Third precedent is to offer an amendment to the motion. And fourth precedent is to postpone the motion indefinitely.

2ND MONTH AT RASCNA: Group conscience motions which have been discussed by home groups will now be addressed by the Area floor.

FIRST PRECEDENT: Does any group(s) wish to call this motion out of order? If so, a vote will be taken immediately after the reason(s) the motion is being called out of order have been stated. No second is needed and no debate occurs. The out of order motion must receive a 2/3rds majority to pass.

If the out of order motion fails, or there is none, the chairperson will ask for a reading or reports for GSRs. After reports from groups are heard, the Area floor may recommend what actions should be taken on the motion. The chair will entertain any motions to table, to amend or to postpone indefinitely.

SECOND PRECEDENT: If the Area floor votes, with simple majority, to table the motion to subcommittee for further work, it must also decide to which committee to refer and at what time they want the subcommittee to return the motion to its originator with the review and input. (This review and input should be reflected in the subcommittee's report to the Area). The originator may then submit a new motion with recommended changes or may resubmit the original motion under NEW BUSINESS.

THIRD PRECEDENT: If the Area floor votes to offer an amendment to the motion, with simple majority to pass, the motion with its amendment will be submitted under NEW BUSINESS.

FOURTH PRECEDENT: If the Area floor votes to offer with simple majority, to postpone the motion indefinitely, the motion is tabled until the Area floor votes, with simple majority, to bring the motion back on the floor for consideration at a later date.

If there is no OUT OF ORDER motion, no reports from groups, and no action to be taken, a YES, NO or ABSTENTION vote may be taken, as per ASC VOTING PROCEDURES pg. 14

RASCNA GUIDELINES 2016
FLOW FOR AREA GROUP CONSCIENCE MOTIONS (cont.)

2ND MONTH AT HOME GROUP BUSINESS MEETING: Home group members can review the action that was taken on the area floor and the reason for that action under **OLD BUSINESS**, B. If a new motion was generated from that action, members will find the new motion under **NEW BUSINESS** with reference to the original motion.

3RD MONTH AT RASCNA: Motions that have gone through the second month with no changes (That is, if subcommittee returns motion with no changes or if all action to be taken on the motion was defeated on the Area floor) but were not voted on with a **YES, NO** or **ABSTENTION** vote are now placed under **NEW BUSINESS** with original number and sent back to groups for final vote.

In an emergency situation, where action must be taken before the next ASC meeting, if there is no objection, the Area may place a motion under **EMERGENCY BUSINESS** in the agenda. If there is an objection to placing the motion under **EMERGENCY BUSINESS**, a vote will be taken requiring a simple majority vote to pass.

RASCNA GUIDELINES 2016

BASIC FORMAT FOR MINUTES

1. Name of ASC "Reading Area Service Committee of Narcotics Anonymous", and date of meeting.
2. Roll Call. First name, last initial of all officers, GSRs, subcommittee chairs, and NA members present.
3. Recognition of new groups
4. Time meeting is opened and by whom, Serenity Prayer, 12 Traditions, 12 Concepts read by whom.
5. Number of voting members present. If a change in voting members occurs during the ASC meeting, the secretary will reflect this change in the minutes, following the issue that was current at the time of participation change, by noting which groups are no longer represented. For example, "At this point group "A" was no longer represented. There are now (#) voting members present".
6. Corrections to and acceptance of previous minutes
7. Motion to follow ORDER OF THE DAY.
8. Officer reports.
9. GSR reports.
10. Subcommittee reports.
11. RCM report.
12. Treasurer's initial report- given verbally- includes group donations.
13. Nominations and/or Election process if applicable.
Nominations - includes name of person nominated, who nominated them, whether they accept or decline the nomination, and also the nominee's qualifications and experience.
Elections - includes name of person elected and to which position.

14. OLD BUSINESS
 - A. FINAL VOTE TALLY
Includes the motion and vote tally. Divided in to subheadings: REGIONAL MOTIONS, NON-POLICY MOTIONS, and POLICY MOTIONS -need 100% notification and 2/3rds majority to pass.

 - B. MOTIONS FOR INPUT/REVIEW/ACTION
Includes the motion, any actions that was taken, and any concerns, or questions submitted by GSRs or subcommittee chairs on the GROUP REPORTS FOR MOTIONS sheet.
Motions should be divided into subheadings: REGIONALMOTIONS, NON-POLICY MOTIONS, and POLICY MOTIONS -need 100% notification and 2/3rds majority to pass.

15. AREA BUSINESS
Includes HOUSEKEEPING MOTIONS, who made them, who seconded them, and vote tally.

16. NEW BUSINESS
 - MOTIONS FOR INPUT/REVIEW/POSSIBLE ACTION
Includes the motion, who made it, who seconded it. Divided into subheadings: REGIONALMOTIONS, NON-POLICY MOTIONS, and POLICY MOTIONS –need 100% notification and 2/3rds majority to pass.

RASCNA GUIDELINES 2016
FINANCIAL AD-HOC COMMITTEE

- I. Purpose:
To check the accuracy of all Area checking accounts.

- II. Members:
At least four (4) people appointed by the Area chair, including the vice-chair.
Members appointed should have checkbook experience and be competent in math. And further, a member of a particular subcommittee should not check that committee's account.

- III. What to bring:
 - 1. Calculator
 - 2. Bank statements and checkbooks for the previous six (6) months.
 - 3. Receipt books for monies collected during the previous six (6) months.
 - 4. Area minutes from the previous six (6) months.
 - 5. Minutes from the subcommittee meetings of the subcommittee being audited for the previous six (6) months.
 - 6. Master sales sheets and record sheets for the previous six (6) months.

- IV. Duties:
 - A. To check deposits:
 - 1. One person reads receipt book amounts, and another person matches the amount with the minutes, record sheet or master sales receipt sheet.
 - 2. One person checks bank statements to match deposit amounts
 - 3. One person is on the calculator.

 - B. To check expenses:
 - 1. One person reads checks written from the checkbook.
 - 2. One person checks bank statements to verify that checks have cleared.
 - 3. One person reads and checks minutes.
 - 4. One person is on the calculator.

RASCNA GUIDELINES 2016

MEETING LISTS

Need to contain the following information:

1. Name of ASC-"READING AREA SERVICE COMMITTEE".
2. "NARCOTICS ANONYMOUS".
3. NA Helpline Number.
4. NA Post Office Box number.
5. Name of meeting.
6. Type of meeting.
7. Location of meeting -name of building, address and town.
8. Time meeting starts.
9. Any NA approved slogan.
10. Any other information must be approved by the ASC.
11. To add "**www.rascna.org**" to the front of the Meeting Lists

RASCNA GUIDELINES 2016

Group Reports for Motions

Motion# _____

1. We call this motion out of order because _____

2. We move to table this motion to the _____ subcommittee/group for further work. If sent back, the motion should be returned to its originator by the _____ Area.
3. We move to offer the following amendment to the motion _____

The motion will now read: _____

4. We move to postpone the motion indefinitely.
5. We have concisced the following vote: YES NO ABSTENTION (circle one)

Motion# _____

1. We call this motion out of order because _____

2. We move to table this motion to the _____ subcommittee/group for further work. If sent back, the motion should be returned to its originator by the _____ Area.
3. We move to offer the following amendment to the motion _____

The motion will now read: _____

4. We move to postpone the motion indefinitely.
5. We have concisced the following vote: YES NO ABSTENTION (circle one)

Motion# _____

1. We call this motion out of order because _____

2. We move to table this motion to the _____ subcommittee/group for further work. If sent back, the motion should be returned to its originator by the _____ Area.
3. We move to offer the following amendment to the motion _____

The motion will now read: _____

4. We move to postpone the motion indefinitely.
5. We have concisced the following vote: YES NO ABSTENTION (circle one)

ACTIVITIES SUBCOMMITTEE GUIDELINES

I. PURPOSE

A. To further the primary purpose of Narcotics Anonymous by organizing Unity Days and other appropriate functions.

B. To promote a lifestyle of recovery in NA that is attractive to the new and the fellowship as a whole by arranging social events such as the Picnic, Banquet, and other appropriate social events, and to arrange the Date, Time and Place for the events.

II. Membership

A member will maintain personal recovery in NA, attend subcommittee meetings consistently, and with knowledge of subcommittee purpose and willingness to serve, willing participate in its activities.

III. AGENDA

- | | |
|---------------------------------------|-----------------------|
| 1. Opening Prayer | 6. Old Business |
| 2. Twelve Traditions, Twelve Concepts | 7. Adhoc reports |
| 3. Take Attendance | 8. New Business |
| 4. Recognize new members | 9. Treasurer's report |
| 5. Read old minutes | 10. Closing |

IV. REQUIREMENTS & DUTIES OF OFFICERS

A. CHAIR PERSON

REQUIREMENTS

1. One year commitment
2. Minimum of one year clean time
3. Have a working knowledge of the Twelve Steps and Twelve Traditions of NA. Note: A working knowledge is an ongoing process of the Twelve Steps and Twelve Traditions of NA through active participation in recovery and service.
4. Have a working knowledge of the subcommittee and its purpose
5. Participate in the activities of the subcommittee.

DUTIES

1. Follows the agenda and presides over subcommittee meetings.
2. Is the liaison between ASC and the subcommittee.
3. Maintains order during subcommittee meetings as well as maintaining an atmosphere of service.
4. Keeps archives, including flyers, ASC reports, financial reports and minutes.
5. Votes only in case of a tie.

B. VICE-CHAIRPERSON

REQUIREMENTS

1. One year commitment
2. Suggested one year clean time.
3. Have a working knowledge of Twelve Steps & Twelve Traditions of NA.
4. Participate in the activities of the subcommittee.

ACTIVITIES SUBCOMMITTEE GUIDELINES

IV. REQUIREMENTS & DUTIES OF OFFICERS (cont.)

B. VICE-CHAIRPERSON (cont.)

DUTIES

1. Assumes responsibilities of chairperson in his/her absence.
2. Attends monthly ASC meetings.

C. TREASURER

REQUIREMENTS

1. One year commitment
2. Suggest one year clean time.
3. Have a working knowledge of Twelve Steps & Twelve Traditions of NA.
4. Participate in the activities of the subcommittee.

DUTIES

1. Responsible for funds generated by the subcommittee.
2. a. Keeps an accurate record of funds
3. b. Coordinates collections for each function.
4. Provides two written accurate monthly financial reports, which includes: income, itemizations and account balance. One for the subcommittee and the second one to go the ASC.

D. VICE-TREASURER

REQUIREMENTS

1. One year commitment
2. Suggest one year clean time.
3. Have a working knowledge of Twelve Steps & Twelve Traditions of NA.

DUTIES

1. Assumes responsibilities of treasurer in his/her absence.

E. SECRETARY

REQUIREMENTS

1. One year commitment
2. Suggested one year clean time.
3. Have a working knowledge of Twelve Steps & Twelve Traditions of NA.
4. Participate in the activities of the subcommittee.

DUTIES

1. Takes accurate minutes at subcommittee meetings.
2. Maintains organization of subcommittee minutes.
3. Keeps an accurate record of voting members.
4. Responsible for writing and sending letter of intent.

ACTIVITIES SUBCOMMITTEE GUIDELINES

IV. REQUIREMENTS & DUTIES OF OFFICERS (cont.)

F. VICE-SECRETARY

REQUIREMENTS

1. One year commitment
2. Suggested one year clean time.
3. Have a working knowledge of Twelve Steps & Twelve Traditions of NA.
4. Participate in the activities of the subcommittee.

DUTIES

1. Assumes responsibilities of secretary in his/her absence.
2. Assists secretary in secretarial duties.

G. REPRESENTATIVE REQUIREMENTS

1. Commitment is for the duration of planning a function.
2. Suggested one year clean time
3. Have a working knowledge of the Twelve Steps and Twelve Traditions of NA.
4. Have a working knowledge of the subcommittee and its purpose
5. Participate in the activities of the subcommittee.

DUTIES

1. Attends each Adhoc committee meeting
2. Is the liaison between Activities Subcommittee and the Adhoc committee.
3. Oversees that the guidelines of Activities are followed.

H. ADHOC CHAIRPERSON

REQUIREMENTS

1. Commitment is for the duration of planning a function.
2. Suggested one year clean time
3. Have a working knowledge of the Twelve Steps and Twelve Traditions of NA.

DUTIES

4. Coordinates volunteers for the function.
5. Prepares an agenda and presides over Adhoc committee.
6. Arranges date, time and place for Adhoc meetings.
7. Attend or hand in written report every month at the Activities subcommittee meetings the day of Area. If the Adhoc chairperson misses two consecutive subcommittee meetings or four in a year, they will be sent a letter of intent.

V. ELECTIONS OF OFFICERS

- A. An officer's term begins in **March**.
- B. Nominations will be taken in **January**.
- C. Officers' terms may be staggered.
- D. Nominations may come from any NA member present at the subcommittee.

ACTIVITIES SUBCOMMITTEE GUIDELINES

V ELECTIONS OF OFFICERS (cont.)

- E. Nominations must be seconded.
- F. Nominees must meet requirements of position.
- G. The nominee is entitled to decline the nomination.
- H. Election of officers will take place in **February**.
- I. All nominees must be present during elections.
- J. New officers will perform duties starting in **February**.
- K. Old officers will help new officers at **March** meeting.
- L. Any member can volunteer as a nominee.
- M. In order to be a nominee for Activities officer position, you must be a voting member.

VI. ADHOC COMMITTEE

A. PURPOSE

To organize and plan function.

B. DUTIES

1. Coordinate food, speaker(s), meetings, music and games for function.
2. Inform other areas in the region of the RASCNA function.
3. Chairs of the 5 standing events, are responsible for providing a copy of any contract which the Area chair and Area Treasurer must sign for the inclusion into the monthly minutes.

C. MEETING REQUIREMENTS

1. Having a working knowledge of Twelve Steps and Twelve Traditions
2. Recovery in Narcotics Anonymous.
3. Have an NA sponsor and homegroup.

D. CLEAN TIME REQUIREMENTS

1. MAIN SPEAKERS

A. Minimum of **FIVE** years clean time.

2. WORKSHOP SPEAKERS

A. Minimum of **THREE** years clean time.

3. CHAIRPERSON

A. Minimum of **NINETY DAYS** clean time.

VII. VOTING

A. Participation

1. Officers are voting members of this subcommittee
2. Members will have voting privileges after attending two consecutive subcommittee meetings.
3. Voting members will lose their voting privileges by not attending two consecutive subcommittee meetings.
4. A member may regain voting privileges by attending two consecutive subcommittee meetings.

B. PROCEDURES

1. A simple majority vote is needed (50%+1) of voting members present to pass a motion on any subcommittee business.
2. If policy is to be changed, three officers must be present.

ACTIVITIES SUBCOMMITTEE GUIDELINES

VIII. DISMISSAL FROM OFFICE

- a. If any officer misses two consecutive subcommittee meetings, or four in a year, they will receive ASC approved letter of intent. This letter will advise them to attend the next subcommittee meeting if they wish to retain their position, or contact the subcommittee with their intentions if they are unable to attend the meeting. If no contact with the subcommittee is made, or they do not attend the meeting, their lack of response will be regarded as resignation from their commitment(s).
- b. If an Activities member relapses, they would lose their voting privileges and their position.

IX. GENERAL POLICY

1. That the Activities Subcommittee submit for group conscience any activity or event they plan to hold except for the standing annual events (Picnic, Unity Day and Spiritual Brunch).
2. That the Activities subcommittee book standing events at least 10 months before the event, including the date and facility. Furthermore, any problems upholding this should be dealt with an individual basis.
3. That the Activities subcommittee writes out a yearly calendar of events for each year starting in January.
4. That the Activities subcommittee submits to the Area an itemized proposed budget for all events 2 months prior to the event.
5. That the Activities subcommittee follows the Area approved Unified Budget.
6. That the 7th Tradition basket NOT be passed at Activities Subcommittee events where meetings will be held, unless one of those meetings is a regularly scheduled meeting.
7. That there are no games of chance played, which includes 50/50 raffles, at Activities Subcommittee events.
8. That the Activities subcommittee maintains a maximum amount of \$750.00 excluding any monies deposited for pre-registration of any event or function. The excess money will be given to the RASCNA treasury. Starting in 1998, and each year thereafter, the start-up amount will be increased by 5%.

Note: The following is a table of the annual increase.

| | |
|---------------|-----------------|
| 1998 \$772.50 | 2004 \$959.12 |
| 1999 \$795.68 | 2005 \$1,007.08 |
| 2000 \$819.55 | 2006 \$1,057.43 |
| 2001 \$844.13 | 2007 \$1,110.30 |
| 2002 \$869.46 | |
| 2003 \$913.45 | |

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES

CONTENT OF GUIDELINES

- I. DEFINITIONS AND PURPOSE**
- II. FUNCTIONS FOR THE HOSPITALS AND INSTITUTIONS SUBCOMMITTEE**
- III. MEETINGS AND MEMBERSHIP**
- IV. STRUCTURE OF OFFICERS**
- V. QUALIFICATIONS AND DUTIES OF OFFICERS**
- VI. ELECTION OF OFFICERS**
- VII. DISMISSAL FROM OFFICE**
- VIII. VOTING PROCEDURES**
- IX. STRUCTURE OF PANEL SYSTEM**
- X. QUALIFICATIONS AND DUTIES OF MEMBERS OF THE PANEL SYSTEM**
- XI. ADDITIONAL QUALIFICATIONS FOR MEMBERS OF THE PANEL SYSTEM AND OFFICERS OF THE H&I SUBCOMMITTEE**
- XII. OUTLINE OF AGENDA**
- XIII. GENERAL INFORMATION DO'S AND DON'T**

I. DEFINITIONS AND PURPOSE

The Hospitals and Institutions (H&I) Subcommittee is a committee responsible to the Reading Area Service Committee of Narcotics Anonymous, and is supported by members of Narcotics Anonymous. It exists for the purpose of carrying the message of NA recovery to addicts who do not have full access to regular NA meetings, and to inform the public that NA exists. NA offers recovery from addiction and H&I offers information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

II. FUNCTIONS OF THE HOSPITALS AND INSTITUTIONS SUBCOMMITTEE

- A. Meets monthly to pool experience.
- B. Conducts H&I workshops.
- C. Provides ASC and RSC representation.
- D. Provides literature to any institutions in the area when feasible.
- E. Provides an H&I presentation to hospitals and institutions in the area when feasible.
- F. To open and maintain lines of communication:
 1. between NA and the Public.
 2. between ASC/RSC and WSO.
- G. To respond to all requests for information in timely and effective manner.
- H. To be sure that those requests are handled at the appropriate level service.
(See the World Guidelines, Section 1, basic information) Remember, our Ninth Tradition states Subcommittees are "directly responsible to those they serve"
- I. That the Reading Area H&I Subcommittee hold a Phonenumber and 12 Step Volunteer Workshop as early in the months of January, April, July and October so we can provide four Workshops a year.
- J. That the H&I allotted budget be \$100.00 a month to cover expenses
- K. To place the Phonenumber bill in an H&I members name.

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES

III. MEETINGS AND MEMBERSHIP

Hospitals and Institutions Subcommittee should meet regularly at a designated time and place that is well publicized encouraging all members to attend.

Members of the H&I subcommittee should be defined according to one or more of the following suggestions:

1. Those assigned to coordinate commitments as needed
2. Those willing to help on various projects as needed
3. Members must be required to attend two consecutive subcommittee meetings to be a voting member.

IV. STRUCTURE OF OFFICERS

- A. Chairperson.
- B. Vice-Chairperson
- C. Secretary
- D. Vice-Secretary
- E. Phonenumber Coordinator
- F. Vice-Phonenumber Coordinator
- G. Literature Coordinator
- H. Vice-Literature Coordinator
- I. Sign-up Sheet Coordinator
- J. Presentation Coordinator
- K. PSA Coordinator
- L. All other members

V. QUALIFICATIONS AND DUTIES OF OFFICERS

A. CHAIRPERSON

1. One year suggested clean time
2. One year commitment
3. Suggested one year experience with H&I work
4. Must be a voting member of H&I Subcommittee
5. Have a good working knowledge of the Twelve Steps and Twelve Traditions of NA
6. Have a good working knowledge of the Subcommittee and its purpose
7. Prepares a report for each ASC meeting and makes all motions on behalf of and is the voice of the H&I Subcommittee
8. Keeps order during the Subcommittee meeting
9. Keeps the discussion on the topic at hand
10. Prepares an agenda for each Subcommittee meeting
11. Sees that the traditions are upheld
12. Forms a communication link between the Subcommittee, ASC and RSC
13. Corresponds with the institutions served by the Subcommittee, including communicating with the leaders of the institutions in setting up new presentations and working out any problems.
14. Attends all H&I workshops and meetings at the Regional level.
15. Teaches the Vice-Chairperson the responsibilities of the position

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES

16. Must notify ASC Secretary as soon as possible of any change of phone number or address
17. If the Chairperson misses two consecutive meetings without due cause or one meeting without adequate notification, the Subcommittee will seek direction from ASC in finding a new Chairperson

B. VICE-CHAIRPERSON

1. One year suggested clean time
2. Two year commitment: one year as vice-chair and the other as chair
3. Have a good working knowledge of the Twelve Steps and Twelve Traditions of NA
4. Have a good working knowledge of the subcommittee and its purpose
5. Must be a voting member of the H&I Subcommittee
6. Helps the chair maintain order
7. Attends institutional presentations as directed by the committee
8. Will preside over two H&I subcommittee meeting prior to becoming chair
9. If the vice-chairperson misses two consecutive meetings without due cause or one meeting without adequate notification, the committee will seek direction from ASC in finding a new vice-chairperson
10. He/she should register with the WSO
11. Steps up to chair at the end of the chairpersons commitment

C. SECRETARY

1. Six months suggested clean time
2. One year commitment
3. Must be a voting member of H&I Subcommittee
4. Have a good working knowledge of the Twelve Steps and Twelve Traditions of NA
5. Have a good working knowledge of the subcommittee and its purpose
6. Takes accurate set of minutes at H&I meetings, reads them for approval at the following meeting and makes corrections where necessary
7. Maintains a current file of minutes and Correspondences
8. Maintains a current list of Panel Members, Panel Chairs, and Panel Coordinators

D. VICE-SECRETARY

1. Six months suggested clean time
2. Two year commitment: one year as Vice and one year as Secretary
3. Must be a voting member of H&I Subcommittee
4. Have a good working knowledge of the Twelve Steps and Twelve Traditions of NA
5. Have a good working knowledge of the subcommittee and its purpose
6. Acts as the Secretary in his/her absence
7. Helps Secretary with duties of the position
8. Steps up to Secretary position at the end of the their commitment

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES

E. PHONELINE COORDINATOR

1. One year clean time suggested
2. One year commitment
3. Must be a voting member of the H&I Subcommittee
4. Have a good working knowledge of the Twelve Steps and Twelve Traditions of NA
5. Have a good working knowledge of the Subcommittee and its purpose
6. Attends all PR workshops and PR meetings at the Regional Level
7. Organizes and implements all area PR activities
8. Handles PR correspondence from, and to, the Subcommittee, Area, Regional and World Levels
9. Prepares a report for each meeting
10. He or she should be registered with the WSO
11. Places NA helpline telephone number in the Blue Pages of the phonebook
12. Registers name and information with Phonebook Company

F. VICE-PHONELINE COORDINATOR

1. Six months clean
2. Two year commitment: one year as Vice and one year as Phoneline Coordinator
3. Have a good working knowledge of the Twelve Steps and Twelve Traditions of NA
4. Have a good working knowledge of the Subcommittee and its purpose
5. Attends at least two PR meetings and/or PR workshops at the Regional Level
6. Mails information as requested
7. Works with the Phoneline Coordinator
8. Maintains records of mailings
9. Maintains supplies of mailings
10. Acts as Phoneline Coordinator in his/her absence
11. Places current edition of the Basic Text in libraries
12. Steps up to Phoneline Coordinator at the end of the term

G. LITERATURE COORDINATOR

1. Nine months suggested clean time
2. One year commitment
3. Must be a voting member of the HI Subcommittee
4. Have a good working knowledge of the Twelve Steps and Twelve Traditions of NA
5. Have a good working knowledge of the Subcommittee and its purpose
6. Prepares a monthly budget for literature needs
7. Coordinates stamping and distribution of literature for H&I Presentations Attends ASC to give the literature order to ASC Literature Chair
8. Brings any changes in literature back to H&I subcommittee
9. Teaches the Vice-Literature Coordinator the responsibilities of the position

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES

H. VICE-LITERATURE COORDINATOR

1. Nine months suggested clean time
2. One year commitment
3. Must be a voting member of the H&I Subcommittee
4. Have a good working knowledge of the Twelve Steps and Twelve Traditions of NA
5. Have a good working knowledge of the Subcommittee and its purpose
6. Helps literature coordinator stamp, count, and distribute the literature
7. Oversees the literature needs of institutions without presentations
8. Acts as Literature Coordinator in their absence
9. Steps up to Literature Coordinator at the end of their commitment

I. SIGN UP SHEET COORDINATOR

1. Six months suggested clean time
2. One year commitment
3. Must be a voting member of H&I Subcommittee
4. Have a good working knowledge of the Twelve Steps and Twelve Traditions of NA
5. Have a good working knowledge of the Subcommittee and its purpose
6. Distributes and collects H&I speaker sign-up sheets on a quarterly basis
7. Announces at ASC when sign-up sheets are being distributed and collected
8. Presents names on sign-up sheets to H&I subcommittee for approval
9. Compiles approved Speaker List and distributes to Panel Chairs and Coordinators

J. PRESENTATION COORDINATOR

1. One year suggested clean time
2. One year commitment
3. Must be a voting member of H&I Subcommittee
4. Have a good working knowledge of the Twelve Steps and the Twelve Traditions of NA
5. Have a good working knowledge of the Subcommittee and its purpose
6. Liaison between the Public and the Subcommittee
7. Maintains supplies
8. Oversees presentations to be presented
9. Keeps records of presentations
10. Has Subcommittee's approval before doing a presentation

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES

K. PSA (PUBLIC SERVICE ANNOUNCEMENT) COORDINATOR

1. One year suggested clean time
2. One year commitment
3. Must be a voting member of H&I Subcommittee
4. Have a good working knowledge of the Twelve Steps and the Twelve Traditions of NA
5. Have a good working knowledge of the Subcommittee and its purpose
6. Liaison between the public and the subcommittee
7. Maintains supplies
8. Oversees PSA's
9. Has subcommittee's approval before announcing a PSA

L. ALL OTHER MEMBERS

1. No clean time requirements
2. Attends H&I Subcommittee meetings
3. Participates in NA's primary purpose

V. ELECTION OF OFFICERS

1. An officer's term begins in March
2. Nominations will be taken in December and January for new officers
3. Nominations will close after the January meeting
4. Officers' term may be staggered
5. Nominations may come from any NA member present at the H&I subcommittee meeting
6. Nominations must be seconded
7. Nominees must be present at the time of nomination and be able to meet the requirements of the position as stated in the guidelines
8. Nominees may decline the nomination.
9. Election of officers will take place in February
10. All nominees must be present during election.
11. After one year, an officer may not hold that position for one full year
12. New officers will assume duties of the office in March
13. Old officers will help new officers at February meeting and assists them in learning their positions
14. Any officer may be relieved of their duties by two-thirds majority vote of all voting members of H&I subcommittee
15. Any member may volunteer as nominee

VI. DISMISSAL FROM OFFICE

Any officer missing two consecutive subcommittee meetings in a year will receive the ASC approved letter of intent. This letter will advise them to attend the next subcommittee meeting if they wish to retain their position or contact the subcommittee with their intentions if they are unable to attend the meeting. If no contact is made with the subcommittee or they do not attend the meeting, their lack of response will be regarded as resignation from their commitment(s). In the event of an officer leaving their office a person may become an "acting" Officer to fulfill the remainder of the term.

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES

VII. VOTING PROCEDURES

1. Officers are voting members of this subcommittee
2. Members will have voting privileges after attending two consecutive subcommittee meetings:
3. A member will lose their voting privileges by not attending two consecutive subcommittee meetings.
4. A member may regain voting privileges by attending two consecutive subcommittee meetings
5. Chairperson has no vote except in the event of a tie he/she may vote to break the tie
6. A motion may be made or seconded by any voting member of the H&I subcommittee
7. After a motion has been seconded, the chairperson will open the floor for discussion. After the discussion a vote will be taken.
8. A simple majority vote will carry
9. Abstention votes will count neither yes nor no. If half or more abstain the motion will be tabled for further discussion.
10. A simple majority vote is needed to pass a motion on any subcommittee business (50%+ 1 of voting members present)
11. If policy is to be changed two officers must be present
12. A clear two-thirds majority vote is needed to pass policy.

VIII. STRUCTURE OF THE PANEL SYSTEM

- A. Panel Coordinator
- B. Panel Chair
- C. Panel Member
- D. Panel Observer

IX. QUALIFICATIONS AND DUTIES OF MEMBERS OF THE PANEL SYSTEM

A. PANEL COORDINATOR

1. Suggested one year continuous clean time
2. One Year commitment
3. Serves as the primary link between the institutions and the H&I subcommittee
4. Oversees the H&I approach to the facility, helps select panel members, keeps track of literature needs, and sees that the presentation is serving NA's primary purpose.

B. PANEL CHAIRPERSON

1. One Year suggested clean time
2. Three month commitment
3. Responsible to chair the presentations, start, and end on time and conduct the presentation according to the format
4. Maintains an atmosphere of recovery
5. Selects panel members and speakers for each presentation

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES

C. PANEL MEMBER

1. Six months suggested clean time
2. Have a positive and hopeful attitude about recovery in NA and a willingness to serve
3. Primary source of recovery in NA
4. Panel members shall be qualified by panel coordinators and panel chairs of the H&I subcommittee, as well as by the institution when required.
5. There should be an emphasis on sharing experience, strength, and hope the
6. NA way and not war stories

D. PANEL OBSERVER

1. Ninety day suggested clean time
2. Interested in H&I work
3. Primary source of recovery in NA
4. Agrees not to share during presentation

X. ADDITIONAL QUALIFICATIONS FOR MEMBERS OF THE PANEL SYSTEM AND OFFICERS OF THE H&I SUBCOMMITTEE

1. Primary source of recovery in NA
2. Must have an NA sponsor
3. Must have an NA home group

XI. OUTLINE OF AGENDA

1. Moment of silence, followed by the "We" version of the serenity prayer
2. Read the NA 12 Traditions and 12 Concepts
3. Take attendance
4. Recognize any new members of the H&I subcommittee
5. Read and approve minutes
6. Election of officers G. H&I group reports
7. Old business
8. New Business
9. Literature Report
10. Schedule next Subcommittee meeting
11. Close Subcommittee meeting

XII. GENERAL INFORMATION DOS AND DON'TS

1. Any member of the H&I Subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become active when he or she can conform to the requirements in the guidelines. Being in clean for the purpose of the Subcommittee shall mean total abstinence from the use of any mind altering, mood-changing chemicals. This does not include all medical reasons.
2. Any member not conforming to these requirements or any that may be added later, or who refuses to abide by the rules and regulations of the facilities being served shall automatically be relieved of any H&I Subcommittee assignments.

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES

3. No NA presentation regularly conducted under the auspices of the H&I Subcommittee shall be held in any facility except when directly supervised by the H&I Subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
4. No H&I panel member will involve him or herself with any other activity at the institution that this panel system serves to avoid conflict of interest.
5. Length of clean time required by each institution shall be rigidly upheld by all H&I panel members.
6. Sharing in an H&I presentation should be limited to experience, strength, and hope through Narcotics Anonymous without excessive use of profanity or vulgarity.
7. Any member of the H&I Subcommittee on parole will be allowed to participate in or attend any H&I presentation in any institution being served by the Subcommittee, only with expressed clearance of the institution.
8. H&I panel members shall be responsible for their conduct in any facility, and take responsibility to become informed with the policy and procedures of H&L
9. You are reminded that the H&I Subcommittee exist to share the NA message: our experience, strength and hope. H&I speakers should try to get residents involved with the presentation through reading materials, as well as through direct sharing. A personal contact should be established with any resident upon release, if requested.

LITERATURE SUBCOMMITTEE GUIDELINES

I. PURPOSE:

To help carry the written message of Narcotics Anonymous to fellow addicts.

A. FUNCTION:

1. To make literature available to groups and individuals in the Reading Area.
2. To compile, produce and distribute meeting lists in the Reading Area.
3. To assist the WSC in developing, reviewing and providing input regarding new literature.

Note: The literature Subcommittee maintain a monthly inventory to include the amount of literature which is taken in and sold monthly, and include at least a physical inventory during the annual change of officers. (7/98)

II. AGENDA:

- A. Open meeting-Serenity Prayer
- B. 12 Traditions and 12 Concepts
- C. Attendance -members, new members, visitors
- D. Read Old minutes
- E. New Business
- F. Close Meeting-Serenity Prayer
- G. Fill orders
- H. WSO order

III. REQUIREMENTS AND DUTIES OF OFFICERS

A. CHAIRPERSON

REQUIREMENTS:

1. One year commitment with a willingness to serve.
2. Minimum of one year clean time. (suggested)
3. Primary source of recovery is Narcotics Anonymous.
4. Have a working knowledge of the subcommittee and its purpose.
5. Have a working knowledge of the 12 Steps and 12 Traditions.
6. Must be a voting member of the Literature subcommittee.
7. Attends all literature workshops and literature meeting at the Regional level.

DUTIES:

1. Prepares an agenda and presides over all subcommittee meetings.
2. Keeps accurate financial records and reports monthly to the ASC.
3. Prepares a report for each ASC meeting, makes motions on behalf of the subcommittee and is the voice of the literature committee
4. Is responsible to order Conference Agenda Reports for all GSR's, RCM's and Alt. RCM yearly.
5. Maintains communications with Region and World Literature Committee.
6. Registers the subcommittee with the WSO.
7. Attends all Area and Regional service committee meetings.
8. Notifies ASC Secretary of any change in telephone number or address of both chair and vice-chair.
9. Votes only in case of a tie.
10. Verifies group orders.
11. Mails WSO order.
12. Receives, by mail, and delivers the monthly literature shipment to subcommittee meetings.
13. Conducts workshops when necessary.
14. Updates area meeting list in the months of September, December, March, and June.
15. Follows Area policy in regards to the UNIFIED BUDGET.

LITERATURE SUBCOMMITTEE GUIDELINES

B. VICE-CHAIRPERSON:

REQUIREMENTS:

1. Two-year commitment: one as vice-chair and one year as chair.
2. Nine months suggested clean time.
3. Have a working knowledge of the Twelve Steps and Twelve Traditions.
4. Willingness to serve.

DUTIES:

1. Learns the duties of the chairperson, and assumes those duties in his/her absence.
2. Oversees other members of the subcommittee in updating and ordering meeting lists. Updates will be in September, December, March, and June.
3. Over-sees sales and maintains inventory of Literature.

A. SECRETARY:

REQUIREMENTS:

1. One year commitment: one as vice-chair and one year as chair.
2. Six months clean time.
3. Have a working knowledge of the Twelve Steps and Twelve Traditions.
4. Willingness to serve.

DUTIES:

1. Records accurate minutes of each subcommittee meeting.
2. Gives Secretary Report at each subcommittee meeting.
3. Keeps accurate attendance records.
4. Sends an updated meeting list to the WSO as changes are made.
5. Assists other members of the subcommittee in updating and ordering meeting lists.
6. Assists the Vice-chairperson in maintaining inventory and over-sees sales of literature.

III. ELECTIONS OF OFFICERS:

1. An officer's term begins in MARCH.
2. Nominations will be taken in JANUARY for new officers.
3. Officer's terms may be staggered.
4. Nominations may come from any N.A member present at the subcommittee at the subcommittee meeting.
5. Nominations must be seconded.
6. Nominees must meet requirements of positions as stated in the guidelines.
7. All nominees must be present during the elections.
8. Elections of officers will take place in FEBRUARY.
9. The nominee is entitled to decline the nomination.
10. New officers will perform duties starting in MARCH.
11. Old officers will help new officers at FEBRUARY meeting and assist them in learning their positions.
12. Any N.A member can volunteer as a nominee.

IV. VOTING:

A. PARTICIPATION:

1. All officers have voting privileges with the exception of the chair who can only vote in the case of a tie.
2. Members will have voting privileges after attending two consecutive subcommittee meetings.
3. A member will lose voting privileges after missing two consecutive subcommittee meetings.

LITERATURE SUBCOMMITTEE GUIDELINES

VOTING (cont'd)

B. PROCEDURES:

1. A simple majority vote is needed to pass a motion on any subcommittee business (50%+ 1 of voting members present).
2. If policy is to be changed, two officers must be present.
3. A clear 2/3rds-majority vote is needed to pass policy.

V. DISMISSAL OF OFFICE:

1. Any officer missing two consecutive subcommittee meetings in a year will receive the ASC approved letter of intent. This letter will advise them to attend the next subcommittee meeting if they wish to retain their position or contact the subcommittee with their intentions if they are unable to attend the meeting. If no contact is made with the subcommittee or they do not attend the meeting, their lack of response will be regarded as resignation from their commitment(s).
2. If relapse occurs, this would be grounds for automatic dismissal from office.

VII. LITERATURE SUBCOMMITTEE INVENTORY:

The following inventory will be maintained at the beginning of each ASC meeting.

| | |
|-----|--|
| 20 | Basic Texts |
| 30 | It Works How and Why Books |
| 30 | Just for Today Books |
| 30 | Step Working Guides |
| 5 | 12 Concepts Books |
| 50 | White Books (English) |
| 10 | White Books (Spanish) |
| 100 | of each I.P. |
| 1 | A Guide to Local Services in Narcotics Anonymous |
| 250 | Welcome Tags |
| 100 | of each Key tag |
| 1 | 18 month medallions |
| 5 | 1-10 Year medallions |
| 3 | 11-15 Year medallions |
| 1 | 16-20 Year medallions |
| 2 | Eternity Medallions |
| 15 | Sponsorship Books |

LITERATURE SUBCOMMITTEE GUIDELINES

VIII. GENERAL POLICY:

1. The Literature subcommittee will not accept personal checks.
2. That the Literature subcommittee stop taking orders at 4:00pm. The only exception will be for new groups seated at Area for the first month. They will be able to order late as well as receive their start-up kits.
3. That the Literature subcommittee sells all literature at a 6% increase over WSO price.
4. The STARTER KITS will be available for new groups first time seated at RASCNA. These starter kits will include: 5 White books, 1 Group booklet, 40 miscellaneous IPs, 1 Basic Text, 1 Just for Today, and 1 It Works How and Why.
5. The Literature subcommittee shall fill BACKORDERS from the previous month first, before filling any new orders.
6. That the Literature subcommittee reduces the price of the literature cost for the H&I and PR subcommittee.
7. The Literature committee will provide CAR reports to RCM and Alt. RCM on an annual basis.
8. If a homegroup is not represented on the area table for 6 months, their meetings will be omitted from future meeting lists.
9. Supplies each homegroup in the area with a CAR report at the expense of the area fund.
10. Those groups make money orders to the literature committee monthly for expenses over \$10.00.
11. That Literature keeps 1 copy of archive material and dispose of all other unnecessary papers every six months. The archives will remain in the Literature box.

POLICY SUBCOMMITTEE GUIDELINES

I. PURPOSE

- A. The policy subcommittee shall maintain record, collate, review, research, clarify, identify and provide input regarding area policy.
- B. The policy subcommittee shall serve as a resource to the area chairperson, the area subcommittee and the area body itself.

II. FUNCTIONS/RESPONSIBILITIES

- A. Maintains an up-to-date POLICY DIGEST (includes current policy).
- B. Update policy digest for all ASC members on a six-month basis.
- C. Maintains a POLICY INDEX (includes all policy).
- D. D. Every 5-10 years, or as necessary, updates POLICY HANDBOOKS (includes RASCNA guidelines, policy digest and subcommittee guidelines) for ASC members.
- E. Review and research area subcommittee guidelines for continuity with regard to the Traditions, Concepts and current area policy.
- F. Research and recommend, upon request by the area body, policy on current area issues.
- G. Identify where policy exists by precedent and suggest formal adoption of this policy.
- H. Review the wording of motions for clarity.
- I. Support area subcommittees through discussion, clarification and attendance at meetings upon request.
- J. Provide clarification of current policy at ASC meetings and serve as a resource to the area body in this regard.
- K. Review regional policy issues as necessary and provide needed information and/or suggestions to the area body.
- L. Identify areas where policy is in conflict or where conflict is present due to the absence of policy and report findings to ASC.
- M. Hold monthly policy subcommittee meetings prior to the ASC meeting and additional workshops and forums as needed.
- N. Hold a yearly workshop on ASC guidelines and voting procedures in February or March for all ASC members.
- O. All policy motions go to policy committee for review before being presented on the Area floor.

III. MEMBERS

The policy subcommittee shall be composed of the chairperson, vice-chairperson, secretary and any member of Narcotics Anonymous who wishes to be involved.

IV. VOTING

Voting members of the policy subcommittee shall include officers and NA members who are in attendance.

V. AGENDA

- 1. Serenity Prayer
- 2. Twelve Traditions, Twelve Concepts
- 3. Attendance
- 4. Secretary Report
- 5. Old Business
- 6. Update policy digest
- 7. New Business
- 8. Announcements
- 9. Concept study/Discussion
- 10. Serenity Prayer

POLICY SUBCOMMITTEE GUIDELINES

VI. QUALIFICATIONS & DUTIES OF OFFICERS

A. CHAIRPERSON

QUALIFICATIONS

1. Suggested one year clean time.
2. Has a good working knowledge of the subcommittee, the Twelve Steps, Twelve Traditions, Twelve Concepts, A Guide to Local Services, and Roberts Rules of Order.
3. Has a willingness to serve.

DUTIES

1. One year commitment
2. Mediates at all meetings of the subcommittee.
3. Attends and delivers a report for each ASC meeting, makes all motions on behalf of and is the voice of the policy subcommittee.
4. Coordinates and is responsible for all work done by the subcommittee.
5. Is available to answer questions from and give support to area subcommittees.
6. Maintains communication with policy subcommittee in group, region, and world levels.
7. Follows RASCNA guidelines 2003, page 7, SUBCOMMITTEES OF ASC.

B. VICE-CHAIRPERSON

QUALIFICATIONS

1. Suggested six months clean time.
2. Has a good working knowledge of the subcommittee, the Twelve Steps, Twelve Traditions.
3. Has a willingness to serve.

DUTIES

1. One-year commitment as vice-chair followed by an automatic one-year commitment as chair.
2. Performs the duties of the chair in his/her absence.
3. Works with the chairperson to ensure smooth operation of the subcommittee.
4. Should attend at least four ASC meetings in one year.
5. Follows RASCNA guidelines 2003, page 8, SUBCOMMITTEES OF ASC.

C. SECRETARY

QUALIFICATIONS

1. Suggested three months clean time.
2. Has a good working knowledge of the subcommittee, the Twelve Steps, Twelve Traditions.
3. Has a willingness to serve.

DUTIES

1. One year commitment.
2. Provides and maintains accurate minutes of all subcommittee meetings.
3. Works with the chairperson to ensure the smooth operation of the subcommittee.

POLICY SUBCOMMITTEE GUIDELINES

VII. ELECTIONS OF OFFICERS

1. An officer's term begins in MARCH.
2. Nominations will be taken in JANUARY for new officers.
3. Nominations may come from any N.A member present
4. Nominations must be seconded.
5. Nominees must meet requirements of positions as stated in the guidelines.
6. The nominee is entitled to decline the nomination
7. Elections of officers will take place in FEBRUARY.
8. All Nominees must be present during elections.
9. The floor will be open again in FEBRUARY for more nominations.

ELECTIONS OF OFFICERS(cont'd)

10. New officers will perform duties starting in MARCH.
11. Old officers will help new officers at FEBRUARY meeting and assist them in learning their positions.
12. Any N.A member can volunteer as a nominee.

VIII. DISMISSAL FROM OFFICE

Any officer missing two consecutive subcommittee meetings in a year will receive the ASC approved letter of intent. This letter will advise them to attend the next subcommittee meeting if they wish to retain their position or contact the subcommittee with their intentions if they are unable to attend the meeting. If no contact is made with the subcommittee or they do not attend the meeting, their lack of response will be regarded as resignation from their commitment(s).

WEB SUBCOMMITTEE GUIDELINES

These Guidelines for the Web Subcommittee are adapted from various Regions of Narcotics Anonymous and the NA World Services PI resource pages on the World Wide Web.

1. Purpose

Our primary purpose in putting information on the Internet is to inform addicts and other interested people about Reading Area NA Meetings. Secondly, to put information regarding RASCNA sponsored activities, and RASCNA service information, with an emphasis on PR, in a central location on the Internet. Also create and maintain a Web presence for the Reading Area Service Committee of Narcotics Anonymous. We are working together on the Internet "to carry the message to the addict who still suffers".

2. Definitions

Web Servant - A technical person or alternate chosen by the service bodies through the group conscience process to maintain these web pages. (See article 9.)

Web Servant Alternate - To assist the Web Servant in their duties.

URL - Uniform Resource Locator. This is the "address" of a web site.

HTML - Hypertext Markup Language. This is the computer language that is used to create a web site.

Web Server - The computer or hardware where the website resides and is accessed via the Internet. This is generally provided by the ISP.

ISP - Internet Service Provider. A company or entity providing Web hosting, Internet access and often e-mail services to the general public. The ISP charges a fee for their services.

FTP - File Transfer Protocol. This is a method of transferring Website files to and from the Website.

Link - A way to immediately jump from one web site to another. This may be a graphic icon or bold-faced or underlined text.

FIPT - Fellowship Intellectual Property Trust. This is a legal document that describes the copyrights of NA literature. All copyrights of NA literature are owned by the NAWS in trust for the fellowship of Narcotics Anonymous.

3. Responsibility/Accountability

The Web Subcommittee will:

- Oversee and maintain the Website.
- At least two members of the committee responsible for the Website, preferably the Web Chair and Vice Chair should know everything about the site: How to maintain it, how to update it, access passwords etc. This helps ensure that the Website will continue when members leave the committee.
- In line with our Seventh Tradition, the RASCNA itself will fund all approved costs associated with the Website. Thus, all intellectual property involved with the site is the exclusive property of RASCNA and not of any one member. This includes, but is not limited to, the URL, site content, and graphic designs used on the site; NAWS graphics excluded, which is the property of NAWS.
- The Web Servant, or vice, of the committee is required to attend the monthly Area meeting.
- The Web Servant, or vice, of the committee will provide a written and verbal report to the RASCNA body in person.

WEB SUBCOMITTEE GUIDELINES

4. Non-Affiliation

Our online NA information will contain links or references only to NA related information. As guided by our understanding of the Traditions, we will provide the following statements before any links that are not registered service bodies of Narcotics Anonymous: "The Reading Area Service Committee of Narcotics Anonymous does not endorse and is not affiliated with any of these links but provides them only for the convenience of addicts trying to reach other addicts beyond the Reading Area." This can include, but is not limited to, mapping links on the Internet that are provided as a service to the Internet community (I.e. Google Maps, MapQuest). To ensure compliance with copyright laws we will not place copyrighted material or logos on pages that link to other than registered service bodies of Narcotics Anonymous.

5. Privacy

Since information on the Internet is accessed from all over the world, only phone numbers of helplines, hotlines, and NA service offices will be included on these Websites. Anonymous e-mail addresses will be provided for contact information and technical maintenance.

6. Security

To ensure that materials remain available in the event of server or personal problems, both Web Servants will maintain disks with a history of all files and incoming messages along with the current passwords for the Internet account and message board administration. There must be a current backup of the entire site maintained by the Web Chair and shared with the Vice Chair for disaster recovery purposes.

7. Content

A notice will be placed at the beginning of the Website that signifies that it is the official Website of the Reading Area Service Committee of Narcotics Anonymous. Any committee approved graphic using one or more of the NA logos (Service Symbol, NA Symbol, etc.), will be registered with the World Service Office via e-mail and a copy of the WSO confirmation filed with the RSO.

- A link to Narcotics Anonymous World Services
- A link to the MARSCNA Regional Website.
- An e-mail link(s) may be provided for individuals to request information via e-mail. Current Reading Area Meeting list will be maintained.

8. Qualifications & Requirements of Web Servants

1. Clean time: Chairperson 1 year, Vice Chairperson-6 months.
2. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. A demonstrated ability to successfully perform NA service.
4. The willingness to advise service bodies when changes might be needed to these guidelines.
5. The ability to create and edit hypertext markup language (HTML) documents.
6. Use file transfer protocols (FTP) in order to upload and download files.
7. Maintain passwords for account and administration of the message boards.
8. Maintain disk files in accordance with article 7 above.
9. Minimize the size of graphic files while maintaining the integrity of the images.
10. Remain current with Internet and e-mail technologies.
11. The Web Servants will periodically check all links to make sure that they are still active and contain NA public information that is in line with our Traditions, these guidelines, and the PI Handbook.

WEB SUBCOMITTEE GUIDELINES

9. General Information

Suggested Guidelines for Interested Areas in the Mid-Atlantic Region of Narcotics Anonymous.

“Adopted from the WSO and various other Regions in the World”

We must remember that our Primary Purpose is to help the addict who still suffers. Keep it simple. Since there are many questions about Website content, and sometimes egos and personalities can flare and get in the way, we have created this resource as a guideline for Area Websites.

What can I put on a web page?

The contents of a page can be varied and are really only limited to your imagination, as long as you stay within the Twelve Traditions of Narcotics Anonymous. Very important, do not duplicate any copyrighted material (this also means the readings, i.e. "what is" and "who is") whether it is owned by NAWS or anyone else. Since we are concerned with Public Information issues, this discussion will be limited to that topic. Keep in mind that the overwhelming majority of people viewing your site will be NA fellowship members and recovery professionals. The contents of your page should be geared to help them as much as possible. A good idea for basic information is a meeting list for your Area or Region, a Helpline number, and a button for individuals to request additional information via e-mail. You may consider posting NA's published presentation papers: "Facts about Narcotics Anonymous" and "Narcotics Anonymous: A Commitment to Community Partnerships." Both are specifically to addiction care providers and are available on NAWS's Website. In general, keep it simple. Put the most important information at the top. Start slow and build. We suggest that you look at the Narcotics Anonymous World Service's web page at <http://www.na.org> for some ideas.

What can we do with links?

We suggest that you have a link to the Narcotics Anonymous World Services website. If you choose to link your page to other NA web pages, make sure that those pages do not link to any non-NA pages. You should also make sure that any pages that you link to are officially sanctioned and supported by a service committee of Narcotics Anonymous. There are several pages on the Web today that contain recovery material, but they are personal pages and don't necessarily contain the NA message. Some also contain links to nonaffiliated organizations, or even commercial pages. We must keep our Sixth Tradition in mind and be careful not to provide an implied endorsement of any enterprise.

Should my service committee put up a web page?

Each committee needs to analyze it's own priorities with respect to Public Information. The Internet and the World Wide Web are powerful media, and can reach millions of people all over the world both inside and outside the Fellowship of NA. Keep in mind, however, that although computers and the Internet are very exciting and the Web is being given a lot of attention in the media, to date, there are still a relatively small percentage of people online. A web page should not necessarily come before a phone line, PSAs, a poster campaign or community meetings. These efforts will reach a higher percentage of people in your local community. The idea is to reach the most number of suffering addicts with the least amount of money. Our Eleventh Concept says, "NA funds are to be used to further our primary purpose, and must be managed responsibly." This concept can be extended to our service efforts in general. We can't do everything, so we must choose what we can do, and do it well.

WEB SUBCOMITTEE GUIDELINES

Some simple guidelines are important:

The Internet account that is attached to the page should be owned by the committee, not an individual, for the same reasons we don't recommend NA phone lines located in member's homes. In line with our Seventh Tradition, the committee should fund all costs associated with the page. If a community access account is obtained, it should not be subsidized to any greater degree than any other non-profit organization. The web person should periodically check all your links to make sure that they are still active and contain NA public information that is in line with our Traditions and the PI Handbook. A notice should be placed at the beginning of the Website that signifies that it is the official Website of the "**XYZ Region of Narcotics Anonymous**". A project such as this should not be started unless the committee is committed to continuing it. The public at large will view these web pages. It hurts NA as a whole if they pop up and disappear all the time. At least two members of the committee responsible for the Website should know everything about the page, how to maintain it, how to update it, etc. This helps to ensure that if one member leaves the committee, the Website will continue.

Our primary goal is to help the addict that still suffers.

Although some of us may be very good with Websites, graphics and Web media, we need to keep it simple. We are here to help the addict that still suffers, not show how great we are with Web media. Therefore, some suggestions come into play regarding certain Web media. **Macromedia Flash** ®* is a Web medium that makes really cool looking Websites. It can also slow down the loading of a Website and the end user may become frustrated and leave the site. The same holds true for **Macromedia Director** ®* movies. These are two media that sometimes require the user to download and install a *Plug-in*. A plug-in is usually a small and simple program, which enables a user to view content on the Web. Some users on the Web are not savvy to such things as plug-ins, and this too may discourage the user from viewing and visiting a site more than once. Therefore, these two types of medial should be left for sites other than Narcotics Anonymous.

Area Website should contain basic Website structure, these would be:

1. Html language to make the page.
2. Graphics to be made of .gif or .jpeg file extensions.
3. Made to load quickly by not having huge graphics, or made Web safe by cutting the graphics into smaller portions that load quickly and produce a unit image. This is called slicing.
4. CGI scripting or .asp type pages are ok regarding meeting search Web programs, but please make sure they really work.
5. Meetings should be kept up to date, as well as phone number and email addresses.

Remember, we want to help, not hinder. We want Web sites to reflect principles, yet some of an Area's personality, without getting in the way of our primary purpose.

*Not affiliated with Narcotics Anonymous.

Positions

Area Web Committee Chairperson

Term of Service

1. This is a 1 year commitment.

Qualifications

1. Suggested clean time is a minimum of 1 year.
2. A working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
3. A working knowledge of our service structure as it relates to the office.
4. An understanding of the responsibilities of the subcommittee as outlined in the

WEB SUBCOMMITTEE GUIDELINES

Web Subcommittee Guidelines.

5. It is suggested that the WCC have some experience as a Web Committee member.
6. Has the ability to create and edit hypertext markup language (HTML) documents.
7. Has an understanding of using file transfer protocol (FTP) in order to upload and download files.
8. Has the ability to create and edit hypertext markup language (HTML) documents

Duties

1. Maintains the RASCNA Website.
2. Ensures RASCNA sanctioned events are listed and current on the RASCNA Website and the Region Website.
3. Ensures RASCNA Meeting List on the Regional Website is current.
4. Maintains passwords for account information.
5. Maintains passwords for account information.
6. Maintain disk file in accordance with paragraph 5 of the Web Committee Guidelines.
7. Minimize the size of graphic files while maintaining the integrity of the images.
8. Remain current with Internet, e-mail, and Web technologies.
9. The Web Chair will periodically check all links to make sure that they are still active and contain NA Public Information that is in accordance with our Traditions and current policies.
10. The willingness to advise service bodies when changes might be needed to the Web Committee's Guidelines.
11. Attend monthly Area meeting and provide the Area with a written and verbal report of the state/status of the Website and bring /address issues concerning technology advancements that may impact the site.
12. Train and share the responsibilities of Website maintenance with the Web Committee Vice Chairperson.
13. Gives the office the necessary time, resources, and commitment to do the job.

Area Web Committee Vice Chairperson

Term of Service

- This is a 1 year commitment as Vice Chairperson.
- The Vice Chairperson will assume the position of Chairperson at the end of the Chairperson's term.

Qualifications

- Suggested clean time minimum of 6 months.
- A working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
- A working knowledge of our service structure as it relates to the office.
- An understanding of the responsibilities of the subcommittee as outlined in the Web Subcommittee Guidelines.
- Has the ability to create and edit hypertext markup language (HTML) documents or the willingness to learn.
- Has the ability to create and edit hypertext markup language (HTML) documents or the willingness to learn.
- Has an understanding of using file transfer protocol (FTP) in order to upload and download files or the willingness to learn.

WEB SUBCOMITTEE GUIDELINES

Duties

- Assist the Web Chairperson and learn the responsibilities and/or protocol of the Web Chairperson's duties and responsibilities.
- Assume the Web Chairperson position in the absence of the Chair including attending the monthly Area meeting and giving the required report.
- Remain current with Internet, e-mail, and Web technologies.
- Become familiar with the Web Committee's Guidelines.
- Give the office the necessary time, resources, and commitment to do the job.

READING AREA CONVENTION GUIDELINES

I. Purpose

The convention is a biannual multi-day event whose primary purpose is to bring NA members together in the Reading Area to share their experience in service and recovery and to promote unity.

The convention provides service workshops, steps, traditions, concepts, and topic meetings. A convention is a tremendous responsibility, which requires significant planning, dedication and effort. A convention can be complex and overpowering in its endeavors, therefore effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. These people work as a committee made of elected representatives from the Reading Area.

This committee is organized as a sub-committee of the Reading Area Service Committee (RASCNA) and is a standing committee. This is done to ensure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process.

The Reading Area Convention Committee's (RACCNA) Chairperson and Vice- Chairperson shall act as liaisons between the Reading Area Service Committee (RASCNA) and the Convention Committee.

II. Reading Area Convention Committee Of Narcotics Anonymous (RACCNA)

Membership in the Reading Area Convention Committee (RACCNA) should be open to all members of the fellowship. This sub-committee consists of an executive committee and sub-committee chairpersons. All positions are two-year commitments, one year as vice, one year as chair (pending frequency of Conventions). All members of The Reading Area Convention Committee (RACCNA) are voting members except for the chairperson who votes only in the event of a tie. The Convention Committee is responsible for having sub-committees in place, which are capable of carrying on the duties necessary to ensure a successful convention. The Reading Area Convention Committee (RACCNA) reports directly to the Reading Area Service Committee of Narcotics Anonymous (RASCNA).

As soon as possible, the RACCNA drafts a schedule of meeting dates and locations for the RACCNA meetings. It is advisable to choose a particular day on which meetings will be held and schedule all meetings on that day throughout the duration of the planning period. The committee should discuss having meetings throughout the event weekend, with a closing meeting on Sunday of the event and a final meeting 2-3 weeks post-convention.

A. Committee Positions

1. Chairperson*
2. Vice Chairperson*
3. Secretary Chair & Vice
4. Treasurer Chair & Vice*

***The Reading Area Service Committee of Narcotics Anonymous elects these officers.**

B. Sub-committees

1. Hotels and Hospitality
2. Convention Information
3. Registration
4. Arts and Graphics
5. Program
6. Merchandising
7. Budget Reconciliation*

READING AREA CONVENTION GUIDELINES

Sub-Committees (cont'd)

8. Serenity Keepers
9. Fund Raiser
10. Hotel & Hospitality Chair & Vice

***The Reading Area Service Committee of Narcotics Anonymous elects these officers.**

C. Qualifications for the Reading Area Convention Committee

1. Suggested clean time at time of election:
 - A. Chairperson/Vice 5 years clean
 - B. Secretary/V 2 years clean
 - C. Treasurer/Vice 5 years clean
 - D. Sub-Committee Chairs/V-Chairs 2 years clean
 - E. Serenity Keepers Chair/Vice 5 years clean
2. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA
3. Willingness to give the time and resources necessary to complete the job.
4. Ability to exercise patience, tolerance and orderly respect. *Robert's rules.*
5. Active participation in the NA service structure.

D. RACCNA Executive Committee

The executive committee functions as the administrative committee of the convention. Also it ensures that the various sub-committees work together and assist sub-committees that may need extra help. It is not necessary for the Executive Committee to involve itself directly in the specific working of each sub-committee. In the event that a decision needs to be made immediately the executive committee may be called upon to make the decision based on the conscience of the RACCNA, as they understand it.

III. Duties of the Executive Committee

- A. **Chairperson:** Suggested five years clean time, is a responsible productive member of society and has administrative abilities.
 1. Chairs the Convention committee meetings, as well as the convention.
 2. Keeps activities within the principles of the Twelve Traditions, Twelve Concepts and in accord with the purpose of the convention.
 3. Follows Roberts's Rules of Order .for all committee meetings.
 4. Prepares the agenda for RACC meetings.
 5. Proof reads the minutes before they are mailed to RACC members.
 6. Organizes subcommittees and delegates major tasks to specific subcommittees; stays informed of the activities of each subcommittee and provides help when needed.
 7. Allows the subcommittees to do their jobs while providing guidance and support; subcommittees should be given trust and encouragement to use their own judgment.
 8. Prevents important questions from being decided prematurely in order to foster understanding by the full Convention Committee prior to action.
 9. Helps resolve personality conflicts.
 10. Works with the Budget subcommittee to monitor the fund flow and overall convention costs, and helps organize the subcommittee budgets.
 11. Ensures that all contracts signed by the Reading Area are available for reference during the convention year. (Please see contract section. Section will include templates of previous year's contracts)
 12. Votes only to break a tie.

READING AREA CONVENTION GUIDELINES

III. Duties of the Executive Committee(cont'd)

A. Chairperson(cont'd)

13. A member of RACCNA Budget/Reconciliation Subcommittee
14. RACCNA chairperson must be available to meet with the Reading Area Service Committee (RASCNA) upon request and will include any comments or suggestions from RASCNA in their report at the beginning of each Convention Committee meeting.
15. Maintains accountability of attendance and punctuality of committee for all meetings and authorizes "Letters of intent" as needed.
16. Executive Chair and Treasurer Chair shall provide Reading Area with a detailed budget for the upcoming convention

B. Vice Chairperson: Suggested five years clean time, is a responsible productive member of society and has administrative abilities.

1. Acts as chairperson if the chairperson is unavailable or absent.
2. Assists in coordinating subcommittee meetings.
3. Works closely with the chairperson.
4. A member of the Budget/Reconciliation Subcommittee.

C. Secretary: Suggested two years clean time, has service experience and good typing skills (and computer knowledge) to ensure that accurate minutes are distributed to the committee member.

1. Keeps minutes of all RACCNA meetings and subcommittee reports.
2. Mails (emails) minutes to RACCNA members after approval by the Executive Committee 10 days after each meeting.
3. Maintains a list of names, addresses, email addresses and phone numbers of the committee members for committee use.
4. Keeps extra sets of minutes for members who may request them.
5. Maintains the Master Vendor list.
6. Generates "letters of intent" as guided by the Executive Chair. The letter must be sent within 5 days of the Chair's request.

D. Vice-Secretary: Suggested two years clean time, will fill in as secretary in absence of secretary and will share in the duties that of the secretary.

E. Treasurer: Suggested five years clean time. Accounting skills and service experience with convention or other large-scale fellowship activities and has accessibility to other committee members, especially the registration subcommittee. The treasurer should be currently employed and not have misappropriated any NA funds without making complete amends.

1. Secures a P.O. Box number with 2 keys for the Chair of Registration and Secretary. Opens a bank account for RACCNA. The signatures required for the bank account are any two of the following officers: chairperson, vice- chairperson, treasurer and vice-treasurer of RACCNA. The cards and account information are filled out at RACCNA meeting.
2. A member of the Budget Reconciliation subcommittee.
3. Works with RACCNA to follow the budget, which was approved by RASCNA for the convention.
4. Writes all appropriate checks and is responsible for collecting receipts from subcommittees for money paid out.

READING AREA CONVENTION GUIDELINES

III. Duties of the Executive Committee(cont'd)

E. Treasurer

5. Responsible for reporting and transporting all money collected during the planning process, including revenues from fundraisers, registration, banquet tickets, etc., and advises the chairperson on operating cash and ending account expenses and balances.
6. Accountable for funds collected and deposited during the convention. Policy for any transactions or handling of funds will be designated by the Subcommittee Chair. Those responsible NA members will have 1 year clean, have an NA home group and an NA sponsor. A financial agreement sheet must be signed prior to any cash transactions. (goes under subcommittees) Treasurer maintains copies of all signed RACCNA Service Committee Agreements.
7. The treasurer will handle bounced/stop payment checks with the following per bank policy) (b) a bill sent listing money owed for services or merchandise purchased (bill sent each month from the time debt is incurred for a maximum of three (3) months).
8. Executive Chair and Treasurer Chair shall provide Area with a detailed budget for the upcoming convention.

This procedure and suggested letter can be used in future convention planning to address a bad debt.

Dear _____,

With the Reading Area Convention fast approaching we write this letter to encourage your participation. However, because we have not received payment for last year's debt, we ask that you pay for all purchases this year with cash or money orders only.

Thank you for your attention to our request.

In Loving Service,

Move to "Attachment of Documents"(templates of all forms) at end of package.

9. Monthly and closing treasurer's reports will be submitted at RASCNA meetings.
10. Organize and present to the Reading Area Audit Committee all financial information on a quarterly basis.
11. All reports and receipts turned in to RASCNA treasurer and provide necessary information to file appropriate tax forms.
12. Coordinates with the Serenity keepers Chair and Vice-Chair to outline and present the plan for the collection, transportation and basic security of monies to the Executive Committee for approval.

F. Vice-Treasurer: Suggested five years clean time. The vice-treasurer will fill in as treasurer in the absence of the treasurer as well as share in the responsibilities of the treasurer; shares in the responsibility for collection and depositing funds during the convention, and is a member of RACCNA Budget/Reconciliation subcommittee. The vice-treasurer should be currently employed and not has misappropriated any NA funds without making complete amends.

READING AREA CONVENTION GUIDELINES

G. GUIDELINES SUBCOMMITTEE

I. Purpose

1. The guidelines subcommittee shall maintain record, collate, review, research, clarify, identify and provide input regarding convention policy.
2. The guidelines subcommittee shall serve as a resource to the convention chairperson, the convention subcommittee and the convention body itself.

II. Functions/Responsibilities

1. A. Maintains an up-to-date GUIDELINE DIGEST (includes current guidelines).
2. Maintains a GUIDELINE INDEX (includes all guidelines).
3. Review and research area subcommittee guidelines for continuity with regard to the Traditions, Concepts and current area policy.
4. Research and recommend, upon request by the area body, policy/guideline on current area issues.
5. Identify where policy exists by precedent and suggest from adoption of this policy/guideline.
6. Review the wording of motions for clarity.
7. Support convention subcommittees through discussion, clarification and attendance at meetings upon request.
8. Provide clarification of current policy at convention meetings and serve as a resource to the convention body in this regard.
9. Review area policy issues as necessary and provide needed information and/or suggestions to the convention body.
10. J. Identify areas where policy is in conflict or where conflict is present due to the absence of policy and report findings to the convention committee.
11. K. All policy/guideline motions go to guidelines committee for review before being presented on the convention floor.
12. Responsible for distribution and replacement of RACCNA Convention guidelines. Replacements to committee member will be \$5.00 (including policy guidebook & folder). All monies are given to Convention Treasurer Chairperson.

III. QUALIFICATIONS & DUTIES OF OFFICERS

A. Chairperson

QUALIFICATIONS:

1. Suggested 2 years clean time.
2. Has a good working knowledge of the subcommittee, the Twelve Steps, Twelve Traditions, Twelve Concepts, A Guide to Local Services, and Roberts Rules of Order.
3. Has a willingness to serve.

DUTIES

1. One year commitment.
2. Mediates at all meetings of the convention committee.
3. Is available to answer questions from and give support to the convention subcommittees.

READING AREA CONVENTION GUIDELINES

III. QUALIFICATIONS & DUTIES OF OFFICERS (cont'd)

B. VICE-CHAIRPERSON

QUALIFICATIONS

1. Suggested one year clean time.
2. Has a good working knowledge of the subcommittee, the Twelve Steps and the Twelve Traditions.
3. Has a willingness to serve.

DUTIES

1. One-year commitment as vice-chair followed by an automatic one-year commitment as chair.
2. Performs the duties of the chair in his/her absence.

IV. Convention Subcommittees Guidelines

Members of the Reading Area at the organizational meeting elect all subcommittee chairpersons and vice-chairpersons. Specific service or vocational experience should be considered prior to election. It should be clearly understood that the subcommittee have specific service responsibilities to perform.

Subcommittees are vital to the convention and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are as concerned for the member as we are for the service responsibility. Each subcommittee has a chairperson and a vice-chairperson who will recruit committee members. A list of committees is provided in these guidelines, although other committees may be established if needed.

Subcommittee meetings operate according to Robert's Rules of Order. This ensures that the meetings run smoothly and that business is conducted in an orderly fashion. Each subcommittee chairperson should be aware of what is carried out.

Subcommittees maintain accurate records of the activities of the committee as well as all correspondence. Financial reports, including needs, expenditures and receipts are included with each subcommittee report. *The Chair or Vice Chairs of the subcommittees shall be prepared for all Executive Committee meetings with a completed report including progress, plans and questions/concerns. The Reports shall be presented to the Executive Chair prior to the sub-Committee meetings.* The subcommittees of RACCNA work together.

A. REMOVAL OF COMMITTEE MEMBERS

An Executive Committee Member, Sub-Committee Chairperson or Sub-Committee Vice-Chairpersons will be automatically removed from their position for non-compliance, which includes:

1. Loss of abstinence.
2. Non-fulfillment of duties.
3. Misappropriation of Convention funds.
4. Absence or tardiness of two consecutive Committee Meetings without prior notification given to a member of the Convention Executive Committee and approval by the Chairperson.

Any Committee Member can resign from their position by providing written notice to the Convention Committee Chairperson at the regular meeting prior to their resignation. *A Letter of intent will be sent after two unapproved absences or tardiness to the Executive Committee member or Subcommittee member.*

A six-month moratorium will be required for any Committee Member who resigns or is removed from office before the end of their regular term is up, except when that resignation is to assume the duties of a newly elected position.

READING AREA CONVENTION GUIDELINES

B. Budget Reconciliation

The purpose of the budget subcommittee is to ensure the conventions' success by providing prudent financial planning with clear financial parameters to complete tasks and stay within the budget guidelines approved by RASCNA. The purpose of the reconciliation subcommittee is to reconcile the registration and merchandise sales against money collected ensuring accountability to the Area. The committee is also responsible to reconcile all monies collected from fundraisers.

The budget subcommittee will meet each year prior to the organizational meeting. The reconciliation subcommittee will meet after the final convention meeting, held two weeks after the event. Both the budget and the reconciliation meeting will be attended by RACCNA chair, vice chair, treasurer, and vice treasurer, along with the RASCNA chair, vice chair to provide financial accountability.

V. Duties of Convention Subcommittees

The purpose of the fundraising subcommittee is to raise funds to assist with the expenses of the Convention. All efforts must be directed at promoting unity within the Reading Area. Speaker jams, dances, selling of food and raffles are examples. A budget will be provided for each fundraising event 60 days prior to the event. The budget will be based on projection of attendance. The Fund Raising committee will continuously hold events throughout the year except for the month of the Convention.

A. Fundraising Chairperson

Requirements:

- a) Suggested minimum of two years clean.
- b) Prior Convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of Narcotic Anonymous.

Duties:

- a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the RACCNA Executive Committee prior to each event.
- c) Must be sure that all events are done within the Twelve Traditions of N.A. and abide by all local laws and ordinances. Fund Raising should only be done within the fellowship.
- d) Be in charge of all fund raising. All events must be approved by the Executive Committee before they are carried out. Events need to be planned far enough in advance to provide the fellowship with adequate information.
- e) A list of all expenses and food purchases must be presented for approval, before each event. A detailed budget including all food purchases, vendors and projected income must be presented 30 days prior to the event. The Treasurer chair will issue the Fund Raising Chairperson a check for the amount approved. Expenses will include: change, refreshments, raffle prizes, decorations, rent, etc.
- f) Be responsible to deliver all monies raised from the events to the RACCNA treasurer immediately following the event. Designated/approved committee members will be identified as members to assist with financial transactions. Approval of those committee members will be provided by the Executive Committee.
- g) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.
- h) A schedule of upcoming events/fundraisers for each year is to be submitted to the Executive Committee every 6 months.

READING AREA CONVENTION GUIDELINES

V. Duties of Convention Subcommittees(cont'd)

B. Fund Raising Vice-Chairperson

Requirements:

- a) Suggested minimum of one year clean b) Time and commitment to fulfill duties
- b) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of Narcotics Anonymous.
- c) Desire to serve.

Duties:

- a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend subcommittee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- d) Completes other duties as directed by the Convention Committee or the Fund Raising Chairperson.

C. Hotel and Hospitality

The Hotel and Hospitality (H&H) subcommittee can begin planning to host the fellowship.

The H&H subcommittee works in conjunction with the program subcommittee to help assign the appropriate meeting space that will be needed. The projected figure need not be accurate, although if this event becomes annual using the criteria from previous conventions should help the committee to project a reasonable figure from which to work.

Any catering proposals such as coffee, banquets, and brunches that are not covered in the hotel contract should be presented to RACCNA committee for review. Special attention should be given to the Area budget guidelines regarding the cost of these expenditures.

Establish an arrangement so that a minimal number of individuals will have the authority to sign for services. Make it clear that the committee will only honor bills with specific signatures. Final approval of all contracts will be the responsibility of RASCNA.

Finally, this committee should open and operate a hospitality room where the fellowship can gather and relax, drink coffee, eat fruit, play games, etc., as well as obtain local transportation, tourist, dining or other information pertinent to the area. This information will be gathered by the CI (Convention Information) subcommittee and supplied to the H&H subcommittee for the hospitality room.

1) Hotels and Hospitality Chairperson

Requirements:

- a) Suggested minimum of one year clean
- b) Time and commitment to fulfill duties
- c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of Narcotics Anonymous.
- d) Desire to serve.

Duties:

- a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend subcommittee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- d) Completes other duties as directed by the Convention Committee or the Hotels and Hospitality Chairperson.

READING AREA CONVENTION GUIDELINES

D. Convention Information

The Convention Information subcommittee has the sensitive task of encouraging a large attendance without abandoning the principle of "attraction rather than promotion".

Information provided by the CI subcommittee may include a description of the planned event, dates, locations and other pertinent information. The CI committee will work closely with the Program, Art and Graphics and H&H Subcommittees. All information must be up-to-date and accurate.

It is the duty of this subcommittee to communicate to all concerned persons and agencies about the coming event and encourage their participation. This is done in a spirit of providing information rather than of promoting NA or its activities.

Information regarding transportation to the host site should be gathered by the CI subcommittee and included on the convention flyer. Information regarding the location of airport and bus station in relationship to the convention site is necessary for members to know. Communication with the registration subcommittee would be important to meet this objective.

The CI subcommittee is responsible to gather information regarding local transportation, tourist attractions, dining and other information pertinent to the area for display at the CI booth as well as in the hospitality room. The CI subcommittee may consider asking other areas in the region to donate meeting lists as well as any other NA literature to be placed at the CI booth.

1) Convention Information Chairperson

Requirements:

- a. Suggested minimum of two years clean.
- b. Prior Convention experience.
- c. Time and commitment to fulfill duties.
- d. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

Duties:

- a) Hold a monthly sub-committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to RACCNA treasurer of all estimated subcommittee costs within thirty days of being elected.
- c) Be in charge of informing all surrounding N.A. communities of future Conventions and fund raising events.
- d) Be responsible for supplying convention information to World Service web site.
- e) Be in charge of informing all area hospitals and institutions of upcoming conventions and fund raising events. Make information about number of attendees from any hospitals or institutions available to the Registration subcommittee.
- f) Always remember Attraction rather than Promotion.
- g) Written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- h) Responsible for Clean Time Count and Speaker sign-ins throughout the Convention.
- i) Responsible to distribute Satisfaction Surveys at the Convention.
- j) CI table should include information of local restaurants, area attractions, hotels and additional "area" activities as well as information of Hotel Services and Amenities for Convention attendees.

READING AREA CONVENTION GUIDELINES

2) Convention Information Vice-Chairperson

Requirements:

- a) Suggested minimum of one year clean
- b) Time and commitment to fulfill duties
- c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts Of Narcotics Anonymous.
- d) Desire to serve.

Duties:

- a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertain to the position.
- b) Must attend Sub-Committee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- d) Completes other duties as directed by the Convention Committee or Convention Information Chairperson.

E. Registration

Aside from greeters usually the first people the convention attendees meet are those members working registration. How well they are greeted in many ways may set the tone for the convention. Smooth, prompt, orderly and gracious services are key ingredients to successful registrations. Therefore, organization and planning by this committee is very important.

The main responsibility of this committee is to create a registration form for the Arts and Graphics committee for placement on the convention flyer and then take those flyers and do an appropriate mailing of those flyers to the surrounding areas and states.

A system of recording registrations must be followed in order to have accurate recording of attendance.

The committee shall be required to collect the registration forms from the mail box and keep convention committee informed of the number of registrations received and give the information other subcommittees need from that registration to them to insure proper planning. As each registration is received by mail or direct sale, a record should be made indicating information about the registrant and all money received. When registrations are made, numbered cash receipts are used as a confirmation to the convention. One cash receipt book should be used with two-part carbon copies.

This committee is responsible for delivering all monies from registrations to RACCNA treasurer, setting a working schedule for the convention and getting volunteers to help work the registrations desk during the convention.

A clear understanding should be reached between the registration subcommittee chairperson, and the RACCNA treasurer on the procedures for handling registrations and money. Registration chair or vice-chair should be assigned the responsibility of picking up registrations from the post office box at least two or three times a week. Registration form records should be maintained on a weekly basis and all money received transferred to the RACCNA treasurer prior to the event committee meetings.

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E. **Registration(cont'd)**

As newcomer packages may be given out, the committee must keep careful records of what is provided and to whom. This information should be kept in a separate section of the ledger book. RACCNA will decide how many newcomer packages will be given away.

The registration committee shall prepare a letter addressed the RASCNA describing how to distribute these packages.

As each registration is received, a confirmation card is mailed out to each registrant. These confirmation cards shall be sent to those registrations received by the announced cut-off date. The cut-off date for pre-registrations will be included on the convention flyer.

1) Registration Chairperson

Requirements:

- a) Suggested minimum of two years clean.
- b) Prior Convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of Narcotics Anonymous.

Duties:

- a) Hold a monthly subcommittee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the Treasurer of all estimated subcommittee costs within thirty days of being elected.
- c) Provide all information, in a timely manner, to the Arts and Graphics Committee for the design and set up of a Pre-Registration form.
- d) Be responsible for preparing and distributing a complete registration package. A minimum of three bids must be obtained for approval by the Convention Committee for any items the subcommittee would like to provide to registrants in the registration package.
- e) Responsible to obtain registration mail 2-3 times a week.
- f) Must deliver all registration money collected to the Treasurer weekly.
- g) Be responsible for setting up and maintaining a registration table at all Fund Raising events once the Pre-Registration form is complete.
- h) Be responsible for setting up and maintaining a registration table at the beginning of the Convention.
- i) Deliver all registration money collected at the Registration table to the RACCNA treasurer periodically throughout the day and immediately after it closes.
- j) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.
- k) Registration subcommittee members will be present to sell and collect monies for Ala Carte tickets during the convention.

2) Registration Vice-Chairperson

Requirements:

- a) Suggested minimum of one year clean
- b) Time and commitment to fulfill duties
- c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of Narcotics Anonymous.
- d) Desire to serve.

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Duties:

- a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend subcommittee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- d) Completes other duties as directed by the Convention Committee or the Registration Chairperson.

F. Merchandising

The focus of our Convention is the celebration of recovery. Our efforts to generate funds from our members should be based solely on generating funds to pay for the "new comer" packages. Merchandising efforts should be kept to a minimum.

This committee shall follow the budget approved by RACCNA and shall prepare an informational sheet consisting of the items ordered, purchase price, sale price, net proceeds realized when all merchandise is sold and expenses incurred. Attached to this informational sheet should be copies of all bids received and shipping of the items selected for sale at the convention (i.e. individual item prices, services charges, and the time frames for obtaining the items).

The committee shall keep accurate inventory and sales records.

Schedule times for money pick-ups will be coordinated with this committee and the treasurer.

The committee is required to receive three bids for the merchandise selected and present those bids to RACCNA for selection. Total merchandise units are limited to 400 units. **(Based on 2010 attendance and sales and registrations for future conventions)** Items will include short and long sleeve T-shirts, Sweatshirts, mugs and one novelty item. Ordering of items will be based on the projected budgeted attendance and modified as needed.

This committee is responsible for the acquisition and sale of Narcotics Anonymous Conference approved literature and other items selected for sale at the convention.

The merchandising committee is responsible for the storage of all items in a secure place and for the sale of all convention merchandise during the convention. The merchandising committee is responsible for communicating with the H&H committee for the provision of space for storage of all items and for a store at the convention site. Store hours should be coordinated with the Program and H&H subcommittees to assure proper scheduling with the facility management

The merchandising committee shall work closely with arts & graphics, and program committee (team work is essential).

Following the convention a final statement of remaining inventory is given to RACCNA. RACCNA chairperson will include this statement in the final report to the RASCNA body. This final statement should be provided no more than one week from the closing date of the convention. In addition to the statement of remaining inventory a complete set of records showing all subcommittee orders for merchandise, expenditures, and sales should be given RACCNA chairperson for inclusion of final report to RASCNA to assure accountability for all merchandise and expenditures.

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1) Merchandise Chairperson

Requirements:

- a) Suggested minimum of two years clean.
- b) Prior Convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of Narcotics Anonymous.

Duties:

- a) Hold a monthly subcommittee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the treasurer of all estimated subcommittee costs within thirty days of being elected.
- c) Work closely with the Arts and Graphics Committee for the design of merchandise prior to contracting with a company.
- d) Be responsible for the contracting of all Convention merchandise. A minimum of three bids must be obtained for approval by the Convention Committee.
- e) Be responsible to see that convention merchandise is purchased from the company contracted to produce said merchandise, only by the Merchandise subcommittee, with the proper Convention Committee approval.
- f) Make sure that all merchandise sold by the Merchandising Committee, or people authorized to sell merchandise by the Merchandise Committee is paid for in full, before it is handed over.
- g) Must maintain a record of all merchandise purchased and sold and must keep that record up to date. Include this information in monthly reports to Convention Committee.
- h) Be in charge of the sales of all current year merchandise.
- i) See that the sale of all commercial merchandise is prohibited.
- j) Oversee the sales of all other fellowship merchandise.
- k) Be responsible for the operation of a store at the Convention, where merchandise can be sold.
- l) Must deliver all money raised from pre-Convention sales of merchandise to the treasurer within 72 hours, and daily during the Convention.
- m) Must give a report of all left over merchandise at the first regular Convention Committee meeting following the Convention.
- n) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.

2) Merchandise Vice-Chairperson

Requirements:

- a) Suggested minimum of one year clean
- b) Time and commitment to fulfill duties
- c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of Narcotics Anonymous
- d) Desire to serve.

Duties:

- a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend Sub-Committee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that committee.
- d) Completes other duties as directed by the Convention Committee or Merchandise Chairperson.

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G. Programs

Without a good program the trouble and expense of putting on a convention is not justified. The reports of the programs subcommittee should therefore be given appropriate attention.

The basic qualification for participation on the program subcommittee is membership in NA and history or involvement in the NA service structure. In order to insure that the fellowship gets an NA message at the event we should look for people who base their recovery on powerlessness over addiction, identify themselves as addicts, attend NA meetings to sustain their recovery, and are free of mind or mood altering drugs. If we are careful in choosing trusted servant for the program subcommittee we should trust in them to carry out their assignment.

The program subcommittee plans all the workshops and meetings at the convention. The members of this committee select speakers, meeting chairs and others to help with the program. The members of this committee schedule all events to take place during the convention and prepare the written program to be distributed to attending members. They attempt to have a balance of workshops for newcomers, service-minded persons and spiritual discussions.

Speakers should be chosen based on their recovery message as opposed to their popularity, sense of humor, and flamboyance by which they deliver their message. For input and review, 1/3 of the scheduled workshop commitments (2 speakers & Chair) shall be Reading Area homegroup members. All homegroup members will be chosen based on their recovery message. The homegroups shall be randomly selected at Reading Area meetings.

Main speakers are required to have at least five (5) years clean in NA. Topic/Step meeting speakers are required to have at least two (2) years clean in NA. The Main NA Banquet Speaker should have substantial recovery and have been through the 12 steps of NA with an NA sponsor.

The programs subcommittee is responsible for designing the program schedule for the convention for printing by the arts & graphics subcommittee after confirming with RACCNA.

The programs subcommittee shall provide lodging and travel expenses for the Main Speakers; Main speakers including the opening, banquet speaker and closing speakers. As well as provide these speakers with a package for the convention.

The programs subcommittee is responsible for receiving three (3) bids for a DJ's should there be a dance and after approval from RACCNA, a contract with a DJ.

The programs subcommittee is the lifeblood of the convention and as such is a great responsibility and requires full communication and cooperation with all of the subcommittees of RACCNA.

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1) Program Chairperson

Requirements:

- a) Suggested minimum of two years clean.
- b) Prior Convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.

Duties:

- a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the treasurer of all estimated subcommittee costs within thirty days of being elected.
- c) Maintains the Convention's collection of speaker tapes. An inventory of all tapes must be submitted within 30 days of being elected and again 30 days prior to the Convention.
- d) Inform the N.A. community of the opportunity to submit speaker tapes as well as deadlines to be considered for the upcoming Convention.
- e) Be responsible for the scheduling of all Convention events. Must submit for approval the Convention agenda to RACCNA 90 days prior to the Convention
- f) Provide in a timely manner all information to the Arts and Graphics subcommittee the design and set up of the Convention Program.
- g) Be in charge of setting up all speaker meetings, marathon meetings and workshops. All speakers must be individuals who base their recovery on powerlessness over addiction, identifies themselves as addicts, and attends N.A. meetings to sustain their recovery. Speakers must have five years clean; workshop chairs must have two years clean.
- h) Be responsible for the taping of all speaker meetings and workshops, if approved by the Convention Committee, always keeping within the Twelve Traditions of Narcotics Anonymous.
- i) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.
- j) Provide a master Speaker list for all meetings and workshops 60 days prior to the Convention.

2) Program Vice-Chairperson

Requirements:

- a) Suggested minimum of one year clean
- b) Time and commitment to fulfill duties
- c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of Narcotics Anonymous.
- d) Desire to serve.

Duties:

- a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend Sub-Committee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- d) Completes other duties as directed by the Convention Committee or the Program Chairperson.

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H. Arts and Graphics

The responsibility of this committee is to design, and have printed, a banner, programs, and tickets for events, flyers, and convention and directional posters as needed by the sub-committees of the RACCNA.

The committee is responsible for the final color selections for the logo of the convention to be used on merchandise, banners, and such as well as the placement of the logo on these items.

The committee is responsible for acquiring three bids for the printing of these materials and presenting the bids to the RACCNA.

The committee will need to coordinate well with the other committees in order to have all the needed signs ready for the convention.

Upon success of our first annual convention and thereafter, this committee shall be responsible for displaying previous banners at the RACCNA.

1) Arts and Graphics Chairperson

Requirements:

- a) Suggested minimum of two years clean.
- b) Prior Convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of Narcotics Anonymous.

Duties:

- a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Be in charge of introducing a new Convention theme and logo each year.
- c) Be responsible to obtain a release for all rights and privileges of ownership to RACCNA from all persons submitting artwork, written materials and such a release must be signed by the donating person, or the material will be returned and not used.
- d) Be responsible to insure that the original logo be put into digital format and saved on a disk before it is used for anything.
- e) Be responsible for the designing of all banners, programs, tickets, flyers, convention posters, and all Convention merchandise using the Convention logo.
- f) Present for approval, by the Convention Committee, all proposed merchandise.
- g) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected.
- h) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.

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2) Arts & Graphics Vice-Chairperson

Requirements:

- a) Suggested minimum of one year clean.
- b) Time and commitment to fulfill duties.
- c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of Narcotics Anonymous.
- d) Desire to serve.

Duties:

- a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention. Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend Sub-Committee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- d) Completes other duties as directed by the Convention Committee or the Arts and Graphics Chairperson.

I. Serenity Keepers

The security subcommittee also known as "Serenity Keepers" provides the convention with a staff of security personnel. Their responsibilities include assisting the Convention Committee as well as the members attending the convention.

This subcommittee provides and uses a number of radios in order to communicate with Convention Committee members and each other quickly and quietly. Clear identification of all Serenity Keepers shall be provided (color oft-shirts).

Assistance to those attending the convention may include, but is not limited to, locating lost children or parents and providing directions and information. It is hoped that the mere presence of security staff will discourage inappropriate behavior. However, problems or disputes may occur. It is suggested that another Convention Committee member be present before confronting such a situation. It is possible that urgency may not allow time for this in some cases. This is why those members chosen to serve on this subcommittee should be mature, even tempered and hopefully has the ability to remain calm in a crisis. An alert and thoughtful "Serenity Keeper" could keep a small problem from becoming a large one.

The security subcommittee also assists the Convention Committee by providing crowd control when necessary. Monitoring large meetings and dances. Merchandising, Registration, and hotel in general is another duty of this committee. This is to be done in addition to the various subcommittee members involved with each event. The need for more people during large events and someone during the night should be considered when scheduling security staff.

Escorts from the security subcommittee provide the transfer of funds within the hotel and to the bank. Since these transfers and deposits involve cash, they should never be pre-scheduled or announced over the radios. The Chair and Vice Chair of this committee are responsible for escorting Convention Committee members transferring funds.

The Serenity Keepers should work in shifts and possibly in pairs or teams. The subcommittee should create and present to the RACCNA a logistical plan that describes

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the specific areas to be posted and/or patrolled, the number of serenity keepers needed at specified posts or for patrols, the length of each shifted needed to be filled, and the strategies developed to address the various situations that may arise.

The importance of this subcommittee cannot be understated. While they are responsible to provide protection and security for all funds generated throughout the weekend, they are also responsible for developing strategies for dealing with behaviors and/or circumstances that may arise during the event, such as: members found sleeping in the lobby, children found unsupervised, members with special needs who require assistance, basic crowd control, traffic control in cooperation with the facility, disruptive and/or careless members, members who may be destructive to the physical property of the facility or the belongings of other participants, members who engage in physical aggression, members who may be using, and other problems as they are presented to the committee. It will be crucial for this committee to work closely with the facility, the Hotels and Hospitalities Subcommittee, the Programs Subcommittee and all of the other Subcommittees to adequately plan for and address these elements. It is important to remember the spirit of this subcommittee during the development of such "strategies". It is that spirit that should guide this committee's service.

In order to prevent negative reflection on NA or future conventions every effort should be made to maintain harmony between the hotel and the convention.