

CHELAN AND DOUGLAS COUNTIES NARCOTICS ANONYMOUS
AREA SERVICE COMMITTEE GUIDELINES APPROVED 2016



®

“Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who stills suffers”

A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups.

Upon this common ground we stand committed.

Our vision is that one day:

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

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

The Twelve Concepts Of NA Service

1. To fulfill our fellowship’s primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.

12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

CDCNA's Vision Statement

Our vision is based on the first Concept of NA Service

“To fulfill our fellowship’s primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.” (1st Concept)

We strive to serve and support the groups and services common to the welfare of Narcotics Anonymous by communicating the needs and problems and organizing ourselves so that we may better carry the message to the addict who still suffers. In keeping with the spiritual nature of Narcotics Anonymous our structure should always be one of service, never of government.

By using a version of the New Service System Project we hope to:

- ◆ Increase the amount of services we can provide
- ◆ Make service a more rewarding process
- ◆ Increase unity throughout NA
- ◆ Improve our reputation as a viable program of recovery

Section 1 PURPOSE OF CHELAN & DOUGLAS COUNTIES AREA NA

Our purpose is based on NA’s 5th tradition:

“Each group has but one primary purpose—to carry the message to the addict who still suffers.” and NA’s 12th step:

“Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.”

Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery: that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live.

Chelan & Douglas Counties Narcotics Anonymous is the point of decision for our combined groups, and it is directly accountable to them in its actions. Based on the first 3 of the 12 Concepts of NA Service:

1. *To fulfill our fellowship’s primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.*
2. *The final responsibility and authority for NA services rests with the NA groups.*
3. *The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.*

- 1.1 The name of this assembly shall be Chelan & Douglas Counties Narcotics Anonymous, hereafter referred to as CDCNA.
- 1.2 The geographical boundaries of CDCNA are the exterior boundaries of Chelan & Douglas Counties of Washington State in the USA.
- 1.3 The purpose of CDCNA is to support the NA groups in accordance with the Concepts and Traditions of Narcotics Anonymous and to provide service on their behalf.
- 1.4 To facilitate the delivery of these services, CDCNA has developed a new form incorporating elements of the New Service System Project composed of a:
 - ◆ Group Support Forum (GSF)
 - ◆ Area Service Committee (ASC)

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- ◆ The ASC should be described as having two parts, the “board” and the “committee.”
- ◆ The ASC will also incorporate Area Planning Meetings”

As defined in the following sections:

Section 2 GROUP SUPPORT FORUM (GSF)

The Group Support Forum (GSF) is established by the groups to provide a forum to meet with other groups of the area to discuss common areas of interest between the groups and NA as a whole.

The GSF is intended to help groups better carry the message within their meetings by separating out the group support functions from the “business” of NA.

The GSF gives groups the opportunity to share problems they may be encountering and to seek solutions from each other, while avoiding the distraction of discussions about complex services provided outside the group. By functioning as a discussion-based gathering of the local NA community, the GSF offers an attractive alternative that complements the more business-oriented service meetings.

The GSF is intended to be like a community or neighborhood gathering, not another level of service.

Some functions of the GSF meetings include:

- ◆ *Welcoming and outreach to new groups and members*
- ◆ *Discussion of group issues through group sharing.*
- ◆ *Informal training and mentoring. (IDT workshops, traditions, concepts, etc.)*
- ◆ *Orientation and introduction to service (recovery and service literature, service orientations)*
- ◆ *Informal information sharing (upcoming events, group activities, new literature items, NAWS issues topics, etc.)*
- ◆ *Participate in fellowship development and support, including outreach to isolated NA groups and communities within Chelan and Douglas Counties.*
- ◆ *In some instances, the GSF may be asked to be involved in service delivery (such as putting up PR fliers in the community)*

- 2.1 GSF shall consist of the Group Service Representatives (GSR's) selected by the groups of the area and any other interested NA members.
- 2.2 The GSF shall meet quarterly in **February-May-August-November** at a time and location mutually agreed upon by the members.
- 2.3 The GSF meeting may be facilitated by any interested NA member that has been properly mentored in facilitating and chosen by the GSF or Officers of the Area.
- 2.4 **Group Service Representative (GSR)** Description from “The Group Booklet”

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

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

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

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's "sharing session"² agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

Section 3 AREA SERVICE COMMITTEE (ASC) "BOARD"

The ASC Board is the administrative body of the area. And shall provide the services requested by the groups, to be accountable for the funds provided by the groups and to carry out the strategic plan developed by the groups at the annual planning assembly.

Board members will always act within the principles of the traditions and concepts, especially the 2nd Tradition – "For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern." and the 2nd Concept – "The final responsibility and authority for NA services rests with the NA groups."

By the same token, all of the service structure depends on the groups abiding by the 3rd Concept "The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it", and by trusting their trusted servants to serve.

- 3.1 The Board members shall consist of the Area Chair, Vice Chair, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Activities Chair, Literature Chair, Public Relations Chair, RCM 1, and RCM 2, and Service Coordinators for project based services, as well as any GSR's or NA members that wish to attend.
- 3.2 The Board shall meet **Monthly (*Prior to GSF or ASC*)** at a time and location mutually agreed upon by all members.
- 3.3 Attendance at the monthly meetings shall be open to all members of CDCNA.
- 3.4 The Secretary shall include a report of the activities and decisions of the The Board in the regular area minutes.

Some functions of the Board include:

- ◆ Administer its own affairs, such as facilitating meetings, renting space, setting agendas, etc.

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- ◆ Provide training, including orientation, mentoring, and leadership development.
- ◆ Coordinate human resources, such as a human resource pool and facility clearance lists.
- ◆ Oversee financial resources.
- ◆ Acquires and distributes NA approved literature and merchandise to NA groups.
- ◆ Acquires and provides NA approved literature to the PR Committee for use in H&I and PI.

Section 4 AREA SERVICE COMMITTEE (ASC) “COMMITTEE”

The ASC Committee is intended to focus on the service issues and does most of the work in NA on behalf of the NA groups. Work that could distract the groups from focusing on their Primary Purpose: carrying the message to the addict that still suffers. The groups will remain responsible for funding services provided on their behalf by making contributions to the service system.

While the ASC Committee is tasked with the work load we are ultimately accountable and responsible to the groups we serve. NA groups send Group Service Representatives (GSRs) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs and through them, in the area committee for the necessary work to get done. (see section 2.3 for a description of the GSR from The Guide to Local Service)

The ASC Committee also serves as a communication and delegation link between the groups and the rest of the fellowship by sending a delegate to the Regional Service Committee. (RSC) Quarterly.

The ASC Committee is ran by elected trusted servants, area officers, subcommittee chairs and service coordinators who give regular reports to the GSRs at the ASC.

Some functions of the ASC Committee include:

- ◆ Participate in fellowship development and support, including outreach to isolated NA groups and communities within Chelan and Douglas Counties.
 - ◆ Put on recovery celebrations for all NA members. And fellowship activities and events such as conventions, learning days, CAR workshops, speaker meeting, dances, BBQ.
 - ◆ Provide the GSF with the support it needs to help the NA groups.
 - ◆ Oversee routine or essential services by providing support to sub-committees and work-groups.
 - ◆ Takes H&I meetings in to Jails, Juvenile Detentions and Treatment Centers.
 - ◆ Provides PI presentations to the public.
 - ◆ Provide a 24 hour Phone line and produces area meeting schedules.
- 4.1 The ASC shall consist of all of the GSR's the Area Chair, Vice Chair, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Activities Chair, Literature Chair, Public Relations Chair, RCM 1 and RCM 2 and Service Coordinators for project based services, as well as any interested NA members.
 - 4.2 The ASC shall meet in ***Monthly (*Except when GSF meets*)*** at a time and location mutually agreed upon by the members.
 - 4.3 The ASC meeting shall be facilitated by the area officers.
 - 4.4 The ASC shall send representatives to the Regional Service Conference (RSC). And the All Sub-Committee Meetings Quarterly in January, April, July and October.

Those positions that are required to attend are:

RCM 1 and RCM 2, Activities Chair, Literature Chair, Public Relations Chair, and Service Coordinators for project based services like Phone line, Website, Schedules.

please sub-committee guidelines for more information on this topic

- 4.5 The ASC shall send representatives to the Regional Service Learning Day, on the 1st weekend in November annually.

Those positions that are suggested to attend are:

Area Chair, Area vice Chair, Area Treasurer, Area Secretary, RCM 1 and RCM 2, Activities Chair, Literature Chair, Public Relations Chair, and Service Coordinators for project based services like Phone line, Website, and Schedules. ***please see Section 9.29 for Funding***

Section 5 Incorporating Planning Meetings in to our ASC

Planning helps us focus and coordinate services on behalf of the groups to ensure that no addict seeking recovery need die from the horrors of addiction.

In keeping with spirit if the New Service System this Area is trying to incorporate aspects of the strategic planning process. The ASC is intended to be an efficient service body with a focus on directions from the groups we serve, focusing on their needs, planning to make NA a viable resource with in our community, service provision with in our community with accountability and fulfillment of services on behalf the groups.

The ASC has a responsibility to provide a collective place for the groups within CDCNA to provide guidance, direction and oversight to the Area Service Committee (ASC) Board and Committee for the fulfillment of all services. The ASC is intended to be open to all with a focus on planning and budgeting, by collaborating with the GSR's and ASC on creation and adoption of the strategic plan, budget oversight and approval and continuing review of the ASC efforts at local service provision.

The ASC shall utilize a strategic planning process. Services will be delivered through a mix of project-based work-groups and sub-committees. The Chairs of these sub-committees for ongoing routine services and the Service Coordinators for these project-based work-groups will be considered Area Officers and will reports to the GSR's at the ASC. To maintain accountability to the NA groups.

Some of the ASC 's will also consist of regular planning meetings, beginning with an Annual Planning Meeting in January, attended by delegates from the groups and the ASC Board. The ASC Board has the responsibility to organize and facilitate the planning meetings. The planning meetings may be attended by any interested members and will be guided by the principles of the traditions and concepts. The planning meetings should try to draw from as wide a range of experience as possible.

ASC Planning Meeting Schedule

The ASC is responsible for holding regular planning meetings to receive, in the form of directions from the groups we serve, to create a strategic plan, and to report on its performance against the plan to the members of CDCNA.

- 3.1 The ASC Board shall conduct an Annual Planning Meeting at the January ASC
The Annual Planning Meeting in January is an event that gathers input from everyone to set service priorities.
- 3.2 The ASC Board shall conduct two Plan Reporting Meetings at the **April and July ASC's** to report on the progress of the strategic plan and one at the **October ASC** to prepare for the next Annual Planning Meeting in January.

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These Planning Meetings are used to prioritize, approve work-groups and a budget created by the ASC Board, monitor and report, change direction as necessary and evaluate service delivery.

3.3 The ASC shall use the **Area Planning Tool** and the **Seven Planning Steps** as a basis for creating the strategic plan for the groups of the CDCNA.

Seven Planning Steps

1. **Gathering information**
 2. **Listing the issues**
 3. **Developing goals (“what” not “how”)**
 4. **Prioritizing goals**
 5. **Creating approaches (actions to reach goals)**
 6. **Prioritizing approaches (a second look)**
 7. **Developing an action plan**
- 3.4 All groups within the CDCNA are encouraged to have at least one representative present to ensure that their group has a voice in the conscience and decisions.
- 3.5 All members of CDCNA are welcome and encouraged to attend the conferences and shall have equal voice and participation.

Section 6 DECISION MAKING at All Area Service Meetings

As a spiritual body, we try to reach all decisions by consensus. We believe that a loving God’s will is expressed through our group conscience (2nd Tradition). One of the reasons we try to achieve consensus is it insures that we follow our 9th Concept, “All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.”

By carefully discussing and respectfully listening to all points of view we try to make sure this happens at all service meetings.

We believe that when a decision is so important it needs to go back to groups for a group conscience, only the groups should participate in that decision. When a decision goes back to groups for guidance, all NA members can participate in their home group’s conscience insuring that their voice is heard through their GSR, as guided by our 7th Concept.

- 6.1 All proposals and decisions, except elections will be considered using consensus-based decision making. For our purposes, the process for consensus based decision making allows for points of view to be heard and fairly considered within all service meetings. If at the end of discussion the body has not reached agreement those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, even after the proposal has been amended, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters were the dissenters cannot agree with the majority view, there are three possible courses of action the body may choose by straw poll:
- A) No action shall be taken due to a lack of consensus.
 - B) Send the decision back for the groups to decide and have GSR's vote the following month.
 - C) Or in time sensitive matters call for a vote of all members present. A super majority of 80% is required to move forward with the proposal.

- 6.2 All participating members at the service meeting shall have an equal voice in all discussions.
- 6.3 Any member of CDCNA may make a proposal. Proposals do not require a second.
- 6.4 All proposals must be submitted to the Chair and Secretary in writing to insure accuracy.
- 6.5 The Secretary will keep a copy of all passed or failed proposals.
- 6.6 Once a proposal is on the floor for discussion it belongs to the body.
- 6.7 Proposals may be amended or withdrawn by the body at any time prior to decision.
- 6.8 CAR motion support shall be decided by consensus at the designated planning workshop.
- 6.9 Any proposal to change the CDCNA guidelines must refer to the section and line item of the guidelines to be changed and must be sent back to home groups for approval.

Section 7 ELECTIONS OF ADMINISTRATIVE BODY

In our election process we use the 4TH concept,

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

“When we carefully consider the leadership qualities of those we ask to serve, we can confidently give them the room they need to exercise those qualities on our behalf. We can allow effective leaders freedom to serve, especially when they demonstrate their accountability to us, reporting regularly on their work and asking, when necessary, for additional direction. True, our leaders are but trusted servants, not governors; yet we also expect our trusted servants to lead us. If we select them carefully, we can confidently allow them to do so.”

The administrative body of all the area service meetings (other than the GSF which governs itself) shall consist of the same body of trusted servants. Area Chair, Vice Chair, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary Activities Chair, Literature Chair, Public Relations Chair, RCM 1 and RCM 2, C&E Rep, and Service Coordinators for essential services and Service Coordinators for project based services.

Due to the nature of the form we have chosen to try based on parts of the New Service System Project here in the CDCNA. The way in which we handle the nomination and election process might have to be modified in the next couple of years as we find out what works best for us.

- 7.1 Nominations for all area administrative body positions will be accepted at ASC beginning in October through December. Those being nominated must meet the minimum position description and be present at their nomination and election.
- 7.2 Elections shall be held annually at the January ASC. And will be the first order of business prior to the Annually Planning Meeting.
- 7.3 All area administrative body members are elected for a term of 13 months (1 month to train)
- 7.4 No CDCNA member shall hold more than one area administrative body position, except where a member such as (Chair, Vice-Chair,) may temporarily fill the vacant position until an election can be held or someone is appointed and the position filled.

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- 7.5 The area Chair may appoint a qualified person as an interim committee chair or project-based coordinator if a vacancy occurs prior to elections.
- 7.6 No area administrative body member shall be allowed to serve as chair for more than one committee.
- 7.8 No area administrative body member shall be allowed to serve as a GSR simultaneously. (See position descriptions, there are a few exceptions to this)
- 7.9 No area administrative body member shall be eligible to serve more than two consecutive full terms in the same position.
- 7.10 All Trusted Servants will fill out a service resume and have it reviewed by the body and on file with the Area Secretary prior to being nominated.
- 7.11 Any CDCNA Trusted Servant may be removed from their elected position for non-compliance by letter, email, text or phone call from the area Chair or designee stating that concerns about their fulfillment of service responsibilities were raised and that they were removed from their position. If a member who is the subject of a proposal to be removed from their position is present and can address the concerns that are raised by the maker of the proposal, other notification will not be required. Non-compliance includes but is not limited to:
- ◆ Loss of abstinence from drugs.
 - ◆ Failing to perform the duties of the position.
 - ◆ Three consecutively unexcused absences for which they are required to attend or a pattern of absences over time.
 - ◆ See Sections 10 for each positions meeting attendance requirements.
 - ◆ Misappropriation of NA funds.
 - ◆ The final decision to remove a Trusted Servant from their position shall be through a consensus decision. (See Section 6)
- 7.12 All NA members nominated for an area service position will be asked to complete “The Service Resume” and answer service questions, for review by the GSR’s and/or groups.
- 7.13 Secretary will record nominee’s answers to the service questions and collect the nominee’s completed service resume for inclusion in area minutes.

Section 8 Services and Work-groups

Just as groups create a service structure to help them fulfill their primary purpose, the LSB creates services or work-groups to do the actual work involved in delivering direct services for the purpose of carrying the message to the addict who still suffers. This is based on the 9th Tradition, the creation of “service boards or committees directly responsible to those they serve.”

- 8.1 The ASC may establish services or work-groups, from time to time, to meet the needs of the CDCNA groups based on need.
- 8.2 The ASC shall determine the structure by which the services requested by the groups shall be provided. This shall be in the form of either a routine or essential service requiring a permanent coordinator position to be created or as a work-group created for a specific purpose and a specific duration, with the work group coordinator being responsible to the LSB for the duration of the work-group.
Examples of routine or essential services that are provided by our current standing sub-committees: Activities, Literature and Public Relations.

Examples of work-groups could include but are not limited to: Conference planning CARworkshops, Major Activities such as Conventions or Learning Days and Outreach

- 8.3 Sub-committee Chair and project-based coordinators will be responsible for the development of special projects or work-groups and adherence to guidelines specific to the service provided.
- 8.4 All Sub-committee Chairs and project-based coordinators shall attend and submit a written report at all ASC meetings. In the case where circumstances prevent their attendance, they shall have the responsibility to send their report with an alternative representative.
- 8.5 All Sub-committee Chairs and designated PR Coordinators shall represent their service at the Regional All Subs Day. Which meets at 10:00 AM- 2:00 PM the second Saturday of January, April, July and October.

Section 9 FINANCIAL and FUNDING RESPONSIBILITY

The basis of this section is the 11th concept

“NA funds are to be used to further our primary purpose, and must be managed responsibly.”

Accountability is an essential aspect of responsible NA financial management. We believe that to manage our money responsibly we must have safeguards and financial controls in place to insure that the funds we are entrusted with are used to further our primary purpose. We also recognize that it is impossible to protect all our money in every circumstance, so we must exercise the 4th Concept: “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

And then trust that the people we have carefully selected to handle our money will do so responsibly. Regular financial reporting and auditing also help deter the theft of NA service funds; and if funds are stolen, regular audits ensure that such thefts cannot go long unnoticed. If our trust is missed used by one of our Trusted Servants and they misappropriate or steal NA Funds we must protect the NA Groups interest by reporting the theft to the proper authorities.

FINANCIAL

- 9.1 CDCNA will maintain checking accounts as needed to effectively manage all funds.
- 9.2 CDCNA fiscal year will be from January 1st to December 31st of each year.
- 9.3 All monies accumulated from group contributions, literature sales, activities and all other sources shall be maintained and deposited in the appropriate CDCNA checking account.
- 9.4 All disbursements shall be made by a check issued by the Area Treasurer or Area Assistant Treasurer following receipt of an approved budget request form.
- 9.5 The checking accounts shall require a minimum of two signatures on all checks.
- 9.6 The authorized signers for the CDCNA checking accounts shall be at least 3 of the following: Area Chair, Area Vice Chair, RCM 1, RCM 2 Area Treasurer Area Assistant Treasurer.
Each signer MUST have 2 years clean.
- 9.7 All bank statements for CDCNA are to be mailed to the CDCNA PO Box 3882 Wenatchee WA 98807

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- 9.8 The Area Treasurer and Area Assistant Treasurer shall make available any accounting records as soon as practical upon request.
- 9.9 A prudent reserve shall be maintained in the main account at all times. The prudent reserve shall be set each month as being the sum of the next two months budgeted expenses. (Activities budget and prudent reserve is established separately)
- 9.10 All CDCNA checking accounts will be audited annually by a WNIRNA Representative and the ASC Chairperson, RCM1, Area Treasurer and Area Assistant Treasurer.
- 9.11 The Treasurer shall utilize the following spending guidelines and pay expenses as prioritized below:
 - a) Payment of CDCNA debts or expenses outside the fellowship of Narcotics Anonymous.
 - b) Payment of CDCNA debts or expenses within the fellowship of Narcotics Anonymous.
 - c) Approved CDCNA budget items.
 - d) All other expenses.
- 9.12 The Treasurer shall reconcile all accounts monthly and submit a written monthly statement itemizing all income and expenses from the preceding month and providing all current balances. The Treasurer shall also submit an annual financial statement for the preceding year at the annual planning conference summarizing all income and expenses from the previous fiscal year.
- 9.13 The Area Treasurer shall provide a receipt for all donations made by the NA Groups.
- 9.14 The ASC Board with the help of the Area Treasurer shall develop a proposed budget to meet the goals of the Annual Planning Assembly to be presented for approval at the January LSC Planning Conference.
- 9.15 The Area Treasurer shall review the CDCNA financial records after all bills have been paid in January, April, July and October to determine the amount of excess funds available for Regional and World donations. Excess funds are those funds available after the prudent reserve is established and bills are paid.
- 9.16 All receipts or unspent monies must be turned in to the Area Treasurer within 30 days of the receipt of funds. The Area Treasurer shall report to the ASC on any outstanding balances.
- 9.17 Any person handling cash for NA Activities must have 2 years clean time.

FUNDING

Narcotics Anonymous funds should always be used to further our primary purpose. Money is used to pay the expenses involved in running NA recovery meetings, to inform the public about NA, and to reach addicts who can't get to meetings. It is used to develop, produce translate, and distribute our message in written form, and to bring our members together in a service community committed to the vision of spreading our message around the world to those in need. All of this is done in support of NA's spiritual aim: to carry the message to the addict who still suffers.

- 9.18 Activities Checking account will have an operating fund of \$1000. All unencumbered funds exceeding \$1000 will be transferred to the CDCNA main account. If operating funds fall below operating needs then a non-budgeted check request can be submitted to meet the needs.
- 9.19 The Public Relations subcommittee is given a prudent reserve of \$125.00 (This is for committee operational cost.)
- 9.20 The Public Relations subcommittee is given a Quarterly Literature Budget of \$500.00
- 9.21 The Literature subcommittee is given a prudent reserve of \$300.00

- 9.22 The Area Secretary is given a prudent reserve of \$50.00
- 9.23 *The CDCNA Service System will pay rent for a meeting place for all Area service meetings. In setting priorities, we may be tempted to look only at our own needs, tightly holding on to funds, spending money only on our own projects, and neglecting our role in providing needed funds to all levels of service. That kind of thinking is contrary to the Eleventh Concept. High on our list of priorities should be a commitment to further the goals of NA as a whole. For NA to deliver the services necessary to keep growing and fulfilling our primary purpose around the world, the flow of funds must not bottleneck at any point in our structure.*
CDCNA believes in order for our Groups to remain informed and involved with the rest of the NA Fellowship and service structure we must fund these services.
- 9.24 RCM I & II travel funding shall be \$100.00 per RCM per quarter.
****Lodging, overnight only, per each double (minimum) occupancy room \$100, no lodging paid for single occupancy rooms.***
- 9.25 25% of all Area unencumbered funds shall be passed on to Region in January, April, July and October.
- 9.26 25% of all Area unencumbered funds shall be passed on to World in February, May, August and November.
- 9.27 The ASC Board will budget for minimum quarterly donations of \$25 each to Region and World.
- 9.28 The ASC Board will budget for the RCM Team \$100.00 every other year to present the CAR to our local NA Groups.
- 9.29 The ASC Board will budget a maximum of \$200.00 annually for carpooling and gas expenditures for all-subcommittee Chairs and Project-based Coordinators suggested to attend the WNIRNA SERVICE LEARNING DAYS the first Saturday in November.
Submit receipts for reimbursement.

Section 10 TRUSTED SERVANTS

Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery.

This section lists many of the basic responsibilities for those members who serve as a CDCNA trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept). We trust our trusted servants.

“For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” (2nd tradition).

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.” (4th Concept)

10.1 All potential CDCNA trusted servants shall meet these minimum requirements and follow these duties as well as those duties specific to the position descriptions listed below prior to nomination.

- a. Working knowledge of the Twelve Traditions.
- b. Working knowledge of the Twelve Concepts.
- c. Working knowledge of CDCNA Guidelines.
- d. Be willing to learn and study about The Service System and the Annual Planning Process.

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- e. Have an NA sponsor.
- f. Have a general knowledge of consensus based decision making.
- g. Must attend all Area level service meetings monthly. A
- h. Provide a verbal report of their monthly activities.
- i. Provide an electronic copy of the monthly report to the Area Secretary for inclusion in the minutes by the conclusion of the Area meetings.
- j. Meet minimum continuous clean time requirements of the position.
- k. Fill out a service resume and have it reviewed by the body and on file with the Area Secretary.
- l. They must also be present at their nomination and election for their position.

10.2 Area Chair

- a. Have a demonstrated ability to run a Committee meeting using consensus-based decision making.
- b. Facilitates the monthly Area service meetings. ASC
- c. The GSF may request Area Chair to facilitate or appoint a facilitator for the quarterly GSF (if no delegate or alternate is available)
- d. Prepares agendas for the monthly Area service meetings. ASC,
- e. Coordinate annual guideline review for presentation at November ASC.
- f. Coordinates Area human resource pool.
- g. Share responsibility with the Treasurer for holding the PO Box Key.
- h. Suggested attendance at WNIRNA Service Learning Day annually.
- i. Prior NA service experience with at least one year serving at Area level.
- j. Minimum 3 years continuous clean time.

10.3 Area Vice-Chair

- a. Assist the Area Chair in conducting monthly Area service meetings. ASC or conduct the committee meetings in the chairs absence.
- b. Fills in the absence or vacancies of a Sub-committee Chair position and/or service coordinator if there is no Sub-committee Vice Chair to do so.
- c. Assists the Area Chair with annual guideline review for presentation at November ASC.
- d. Assist the Area Chair in Coordinates Area human resource pool
- e. Collects and tallies Annual Planning survey questionnaire in December for presentation at January ASC Annual Planning meeting.
- f. Suggested attendance at WNIRNA Service Learning Day annually.
- g. Prior NA service experience with at least one year serving at Area level.
- h. Shall contact the meeting place management to coordinate and renew our yearly agreement for use of the meeting place. Including any contact information changes.
- i. Review coming year calendar for conflict of holidays with scheduled service meetings. Will contact facility to obtain alternative dates for availability of an alternate meeting room.
- j. Minimum 2 years continuous clean time.

10.4 Area Treasurer

- a. Demonstrated ability to perform basic bookkeeping functions.
- b. Perform all Treasurer Duties as listed in section 9 Financial and Funding Responsibility.

- c. Maintain possession of primary PO Box key and check for new mail monthly and distribute as appropriate
- d. Suggested attendance at WNIRNA Service Learning Day annually.
- e. Minimum of 2 years NA service experience.
- f. Minimum 3 years continuous clean time.

10.5 Assistant Treasurer

- a. Demonstrated ability to perform basic bookkeeping functions
- b. Capable of performing all Treasurer duties in the Treasurer's absence
- c. Minimum of 1 year NA service experience.
- d. Minimum of 2 years continuous clean time

10.6 Area Secretary

- a. Demonstrated ability to take accurate notes at all Area service meetings.
- b. Shall provide at least 5 physical copies of the monthly reports at all Area meetings.
- c. Maintain an up-to-date list of Area service members and GSR e-mail addresses and phone numbers.
- d. Provide an electronic copy of all minutes to the Website Coordinator in PDF format for archiving on the Area website within 1 week following all Service meeting.
- e. Must have access to a personal computer with internet access.
- f. Maintain a list of all proposals made at all Area service meetings.
- g. Maintain a list of all proposed guideline changes to area monthly minutes and provide this list to the Area Chair annually for the guideline review.
- h. Suggested attendance at WNIRNA Service Learning Day annually
- i. Minimum of 1 year NA service experience.
- j. Minimum of 2 years continuous clean time.

10.7 Assistant Secretary

- a. Demonstrated ability to take accurate notes
- b. Capable of performing all Secretary duties in the Secretary's absence
- c. Minimum of 1 year continuous clean time.

10.8 Regional Committee Member I

- a. Ability to clearly communicate information orally and in writing from Region and World Services.
- b. Attend and represent CDCNA at the Regional Service Committee meetings.
- c. Have a general knowledge of all areas of service being provided by CDCNA.
- d. Facilitate the biannual CAR workshop for CDCNA in March.
- e. Represent CDCNA Service coordinators at regional service committee meetings if necessary.
- f. Suggested attendance at WNIRNA Service Learning Day annually.
- g. Minimum 3 years NA service experience with at least one year serving on the ASC.
- h. Minimum 3 years continuous clean time.

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10.9 Regional Committee Member II

- a. Ability to clearly communicate information orally and in writing from Regional and World Services.
- b. Capable of fulfilling the duties of the RCM 1 in the RCM's absence.
- c. Have a general knowledge of all areas of service being provided by CDCNA
- d. Represent CDCNA Service coordinators at Regional Service Committee meetings if necessary.
- e. Suggested attendance at WNIRNA Service Learning Day annually.
- f. Minimum of 2 years NA service experience with at least one year serving on the ASC.
- g. Minimum 2 years continuous clean time.

10.10 Public Relations Chair

- a. Working knowledge of CDCNA PRC Guidelines and current WSO approved Public Relations, Hospital & Institution handbook and a Guideline to Phone line Service.
- b. Coordinate PR services for CDCNA.
- c. Ability to perform or willingness to learn how to maintain vital PR Services in the absence of any of the PRC Coordinators. (IE. Phone line, Schedule, Website)
- c. Represent CDCNA PRC at the Regional Service Committee quarterly.
- d. Suggested attendance at WNIRNA Service Learning Day annually.
- e. Minimum of 1 year service experience with CDCNA PR.
- f. Minimum of 2 years continuous clean time.

10.11 Literature Chair

- a. Coordinates distribution of literature and meeting schedules to the Home Groups, Service Boards and Sub-Committees of the Area.
- b. Coordinates the ordering of literature and payment of invoices to World with the Area Treasurer.
- c. Be responsible for the collection of funds from the groups and transfer to the Area Treasurer by end of business.
- d. Will be open and available for sale of literature at all Area business meetings.
- e. Will provide accurate accounting of all literature.
- f. Represent CDCNA Literature Services at the Regional Service Committee quarterly.
- g. Suggested attendance at WNIRNA Service Learning Day, annually.
- h. Minimum of 1 year of NA service experience.
- i. Minimum of 3 years continuous clean time.

10.12 Activities Chair

- a. Coordinate all Area Activities for CDCNA.
- b. Perform duties as described in CDCNA Activities Guidelines.
- c. Provide a written financial report of all activities within 30 days of the completion of the activity.
- d. Provide a monthly written financial report for all Activities expenses and income to the LSB.
- e. Provide an Annual Area Activities Calendar to be posted to the Website in December for the upcoming year.
- f. Provide IT team, all Area Activities fliers to post on the Website 3 months prior to

each event.

- g. Represent CDCNA Activities Services at the Regional Service Committee, quarterly.
- h. Suggested attendance at WNIRNA Service Learning Day annually.
- i. Minimum of 1 year service experience with Activities.
- j. Minimum of 2 years continuous clean time.

10.13 Website Coordinator

- a. Will report to the Area service meetings the status of the IT services.
(IE. Phone line, Schedule, Website)
- b. Will facilitate all changes to CDCNA published meeting schedules.
- c. Will produce printed CDCNA meeting schedules, and
- c. Represent Web Services for CDCNA at quarterly Regional IT Committee.
- d. Suggested attendance at WNIRNA Service Learning Day annually.
- e. Minimum 1 year PR experience.
- f. Minimum 2 years continuous clean time.

Section 11 GROUP SUPPORT & OUTREACH

In addition to the Group Support Forum the CDCNA has a Vision to use its strengths and contacts to aid and support struggling groups throughout Chelan and Douglas Counties. Some NA groups will not be interested in taking part in Area services, no matter how effective and inviting they might be. These groups may feel that their experienced members have more than enough to do with just supporting their recovery meetings. It's true that NA groups are responsible to support NA services, but they are responsible first to conduct NA meetings. Our tradition of group autonomy gives them the right to decide for themselves whether or not they are able or willing to extend their support to the area committee. No matter what they decide, the area committee has a responsibility to serve all the groups in its service territory, regardless of whether or not a particular group has chosen to participate in the work of the committee.

- ◆ Attendance at CDCNA service meetings is not required for local NA Groups to receive services provided on their behalf. (Schedules, Literature, NAWS news, etc.)
- ◆ That being said CDCNA has a responsibility to provide a means of communication from NAWS and Regional levels of service to all NA Groups located in Chelan & Douglas Counties.
- ◆ CDCNA must also insure the accuracy of meeting locations dates and times for CDCNA meeting schedules which are posted on the Area website and in the printed schedules.
- ◆ So from time to time CDCNA must reach out to all the NA Groups.
- ◆ Quarterly the Website Coordinator will contact NA Groups within Chelan and Douglas Counties that are not attending the Area Service meetings to verify the accuracy of that meetings information for publication in the Area meeting schedule.
- ◆ Other times CDCNA will try and contact groups:
 - Important NAWS news.
 - Conference Agenda Reports (CAR) every other year. • Prior to CDCNA's Annual Planning Assemblies • Well being checkups.
- ◆ It is each CDCNA Home Group's responsibility to insure that IT Services has current contact information for their group.

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If CDCNA has no means to contact Groups that choose to not attend our service meetings those groups might risk missing out on important new NA information and also risk being removed from the meeting schedule.