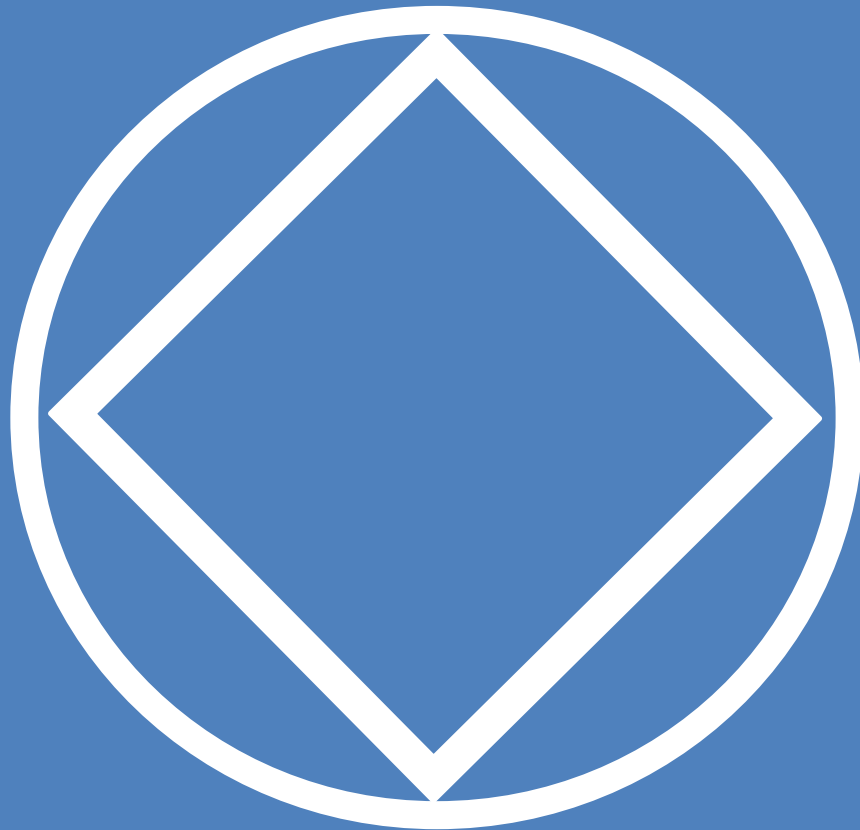


**HOUSTON AREA SERVICE  
COMMITTEE OF NARCOTICS  
ANONYMOUS**

Policies and Procedures



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## **Houston Area Service Committee (ASC) of Narcotics Anonymous (NA) Policies and Procedures**

In keeping with the spiritual nature of Narcotics Anonymous (NA), our structure should always be one of service, never of government (12<sup>th</sup> Concept for NA Service).

### **I. Purpose of the Area Service Committee (ASC)**

#### **A. ASC Purpose**

1. The ASC is based on NA's 5<sup>th</sup> Tradition, "each group has but one primary purpose—to carry the message to the addict who still suffers," and the 12<sup>th</sup> Step. Everything we do in NA Service must be motivated by the desire to further our primary purpose and help the groups 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" (5<sup>th</sup> Tradition).
2. The Houston Area is the point of decision for our combined groups, and it is directly accountable to them in its actions, "the final responsibility and authority for NA services rests with the NA Groups" (2<sup>nd</sup> Concept).

#### **B. General Provisions**

1. The name of this assembly shall be the Houston Area Service Committee of Narcotics Anonymous (HASCONA), hereafter referred to as either "HASCONA" or "ASC."
2. The ASC receives its direction from the NA groups of the Houston area. The ASC shall be directly responsible to the groups of HASCONA in all its actions.
3. The ASC, its officers and subcommittees shall not make any decision, pass any proposal, or take any action that conflicts with the Twelve Concepts (Appendix A), Twelve Traditions (Appendix B), or Twelve Steps of Narcotics Anonymous (Appendix C).
4. All ASC trusted servants, subcommittees and the ASC itself take guidance and direction from a working knowledge of the following:
  - a. The Twelve Concepts, Twelve Traditions, and Twelve Steps of Narcotics Anonymous
  - b. The current ASC Policies & Procedures
  - c. A Guide to Local Services in NA and conference-approved service handbooks

### **II. Policies & Procedures**

#### **A. Purpose of Policies and Procedures**

1. The purpose of the ASC Policies and Procedures document is to establish a set of provisions for how the ASC will conduct its affairs. These apply to the objectives of the ASC, its management structure, and its internal processes. Having clear operational guidelines eliminates much of the inefficiencies that can arise when individuals or groups disagree on how to proceed with ASC business. These Policies & Procedures are intended to allow for smoother operations, consistency in decision-making, and a clear focus on the ASC's intended purpose. In addition, Policies & Procedures can help educate new members about how the ASC operates to ease the transition into service at the Area level.
2. All members of the ASC should obtain and read the Policies & Procedures document. The most recent version of the ASC Policies & Procedures will be available for download on the HASCONA website—hascona.com.
3. All ASC business will be conducted in compliance with the most current published version of the ASC Policies & Procedures, with no exceptions unless waived by a 100% consensus of the ASC members present at any given meeting.
4. HASCONA Policies & Procedures are founded in the 12 Concepts for NA Service.
  - a. The 1<sup>st</sup> Concept states that "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." Therefore, ASC Policies & Procedures includes the ways NA

services can carry out NA's primary purpose and how "we can do together what we cannot accomplish separately" (12 Concepts Handbook).

- b. Having an effective Policies & Procedures document helps the ASC make the best possible decisions for NA groups embodies the 3<sup>rd</sup> Concept which states that "NA groups delegate to the service structure the authority necessary to fulfill the responsibility assigned to it."
- c. This purpose also encompasses the 5<sup>th</sup> Concept's ideal that "a single point of decision and accountability should be clearly defined." ASC Policies & Procedures are used to understand what responsibilities are delegated and to whom in a concise format that is easily comprehended.
- d. A clear and easily understood description of ASC decision-making ensure that all ASC members will be able to fully participate in the decisions that come before this body and will stress the team effort required to get things done. This follows the 7<sup>th</sup> Concept, which states that "all members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making process."
- e. Due to the importance of financial responsibility, ASC Policies & Procedures document includes a section on how to manage NA funds at the Area level, section "Financial Responsibilities". "NA funds are to be used to further our primary purpose and must be managed responsibly" (11<sup>th</sup> Concept). As addicts, we didn't always manage money well, so it is of utmost importance to devote an entire section in ASC Policies & Procedures on how to be fiscally responsible with NA funds, including recordkeeping and accountability. ASC is bound by NA Traditions and Concepts to be trustworthy stewards of ASC monies, as it does not belong to ASC but to the NA members who donated it to carry out our primary purpose and who have delegated that responsibility to the ASC.
- f. Lastly, this Policies & Procedures document serves as a collection of guidelines only, not commands or orders, and is not to be weaponized for control or power nor used for self-seeking purposes. This document seeks to reinforce the idea of selfless service, open communication, clear orderly direction and transparency. For this is the heart of the 12<sup>th</sup> Concept, stating "our structure should always be one of service, never of government."
- g. Revisions to ASC Policies & Procedures may only occur according to the following policy change process.

#### **B. Policy Change Process**

1. In order to make a change to the ASC Policies & Procedures ("P&P") document ("ASC Policy" or "Policy"), a proposal needs to be written on the approved ASC proposal form (Appendix G) and submitted prior to New Business as listed on the ASC agenda at an ASC meeting. All proposals, regardless of policy impact, will be heard under New Business in the order received.
2. Every proposal submitted to the ASC that requests a change in ASC Policy will be referred to the Policy subcommittee as decided by the ASC for review at its next subcommittee meeting.
3. The Policy subcommittee will review all policy related proposals to determine how the current Policy is changed, affected or impacted by the proposed change(s).
4. If the proposed change is considered unneeded or inappropriate for the ASC Policy, the Policy subcommittee will provide a written response to the proposal stating why the proposed change should not be implemented, along with any recommendation of the subcommittee at the next ASC.
5. If the proposal is relevant to ASC Policy, the Policy subcommittee will develop the appropriate policy language amendment and will present these Policy Change Proposals together to the ASC for consideration and approval twice per year according to the schedule below.
6. While Policy Change Proposals can be submitted at any time during the calendar year, implementation of those changes to the ASC Policies & Procedures document will only occur twice per year in order to maintain consistency in operations throughout the year. Semi-annual Policy changes would occur by ASC decision on any Policy Change Proposals at the ASC meetings

June and December of each year, with changes taking effect at the end of each June and December meeting.

7. The schedule for revising the ASC Policies & Procedures document is as follows:
  - a. Deadlines for submission of any proposal to change the ASC Policies & Procedures in an upcoming revision cycle are May and November; however, as a reminder, proposals for policy changes can be made and submitted at any time during the year, **but they will only be approved and incorporated** into the Policies and Procedures **twice per year**.
  - b. Policy Subcommittee reviews/revises all Policy Change Proposals year-round. All Policy Change Proposals must be received as of the May and November ASC meetings. Then at the June and December ASC meetings, all received and reviewed Policy Change Proposals will be presented for approval by the ASC.
  - c. Groups shall consider each policy amendment (Policy Change Proposal) and be prepared to affirm, deny, or amend each proposed change at the June and December ASC meetings.
  - d. The Policy Subcommittee then incorporates approved changes into the ASC P&P Document and publishes the revised ASC Policy for the ASC to have available at its meetings in July and January, in addition to posting the new version on the HASCONA website.
  - e. The revised Policy & Procedures Document will be updated on the HASCONA website by August 10<sup>th</sup> and February 10<sup>th</sup> or sooner, so it is available to all ASC members.
8. To summarize, changes to ASC Policy and the ASC Policies & Procedures document will occur **ONLY TWICE** per year, in 6-month cycles. Policy Change Proposals may be submitted at any time and will be reviewed by the Policy subcommittee year-round. Refer to the following schedule:
9. Deadline to submit Policy Change Proposals: May/November
10. Approval of Policy Change Proposals by ASC: June/December
11. Printing/Publishing of Revised P & P: July/January

### III. Membership and Committee Members

#### A. Membership and Participation

1. Although anyone can be a member of Narcotics Anonymous as long as they have a desire to stop using" (3<sup>rd</sup> Tradition), the Area Service Committee is established by the groups as a means to express the group's conscience on issues that affect other groups, our area and NA as a whole. Therefore, membership in the ASC is limited to those trusted servants elected by the groups to represent them.
2. Though any Narcotics Anonymous member or interested person may attend the ASC meeting, an eligible voting member is an ASC Elected Trusted Servant or GSR. Even though we do not vote, unless holding an election (we use consensus-based decision-making to conduct business) those individuals in attendance may not vote unless they hold one of the following positions.
3. ASC members consist of the GSR, Alternate-GSRs, or a Group Member designated by its Group, ASC Elected Trusted Servants, including Subcommittee Facilitators.
4. ASC Elected Trusted Servants include the Facilitator, Co-Facilitator, Recorder, Treasurer, Co-Treasurer, Regional Committee Members (RCM 1 and RCM 2), and the Facilitators of the following standing subcommittees: Hospital & Institutions, Outreach, Activities, Public Relations, Policy and HACNA.
5. The Administrative Committee consists of the ASC Facilitator, Co-Facilitator, Recorder, Treasurer, Co-Treasurer, both Regional Committee Members (RCM1 and RCM2) and the Policy Facilitator.

#### **IV. ASC Meetings**

The ASC is a resource for groups to seek input on a variety of service-related issues and support for their groups. The open forum sharing session provides a way to discuss issues in an informal setting. Ideally, this helps to achieve consensus when decisions need to be made in the business portion of the ASC meeting. It is also an opportunity for any committee member to receive information on service-related issues that they would like guidance on.

##### **A. Meetings and Events**

1. The ASC shall meet the last Sunday of each month unless changed by ASC consensus (e.g.: holiday and NA function conflicts).
2. In the event of an emergency or inclement weather, the administrative committee shall oversee cancelling and rescheduling the ASC. A majority of administrative committee members will vote to do so. The Recorder shall notify the ASC members of cancellation quickly and of the rescheduled ASC in a timely manner.
3. Workshops, Learning Days, or any other major HASCONA committee meetings or events will be established and approved by the ASC.
4. All permanent subcommittee meetings (Hospitals and Institutions, Public Relations, Activities, Outreach, Policy,) shall meet each month with the time and place to be scheduled by the individual subcommittee.
5. The ASC shall include a GSR orientation conducted as needed by the RCM 1 or RCM 2 at the ASC meeting (Appendix D).
6. All HASCONA meetings and indoor functions are non-smoking, and this includes the use of electronic cigarettes.
7. If the Area Facilitator is unable to facilitate the ASC meeting, the Co - Facilitator shall fulfill those duties for that ASC (A Guide to Local Services). If the Co - Facilitator is unable to facilitate the ASC meeting, the RCM1 shall fulfill those duties for that ASC. However, if the RCM's feel that a more experienced Subcommittee Facilitator is better suited to Facilitating, the responsibilities of facilitating may be passed to a Subcommittee Facilitator with more experience.
8. Our group starter is the kit available from Narcotics Anonymous World Services (NAWS). We will give this kit to new groups as they join the Area.

##### **B. ASC Meeting Format (Standard Agenda)**

1. The Facilitator prepares an agenda prior to the ASC, to be approved during his/her report
2. The order of business of this agenda may be changed by consensus at the ASC
3. The NA Service Prayer is typed onto the ASC Agenda
4. Appendix I – ASC Meeting Format presents the order of business for the ASC

#### **V. Decision Making**

As a spiritual body, we try to reach all decisions via consensus; we believe that a loving God's will be expressed through our group conscience (2nd Tradition). One of the reasons we try to achieve consensus is that it ensures 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 the ASC.

##### **A. Consensus-Based Decision Making (CBDM)**

1. All ASC proposals and decisions except elections will be considered using consensus based decision making (CBDM). (See Appendix F)
2. For the ASC's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the ASC.
3. If at the end of discussion the ASC has not reached agreement (this is defined as having seventy-five percent of groups with voting privileges in agreement), those dissenting from the majority will be given the opportunity to state the reason for their

dissent if they choose.

4. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it.
5. In matters where the dissenters cannot assent to the majority, a decision will be postponed until the following area, unless the proposal has been blocked by the dissenters.

**C. Decision Making Ground Rules**

1. A time limit of 15 minutes will be imposed on the discussion of proposals
2. A consensus is reached when 75% of groups with voting privileges are in agreement
3. No Repeating
4. No Bulldozing Majority
5. Hear the Minority Opinion
6. Decide ahead of time what we consider a Consensus
7. Meeting Recordings (Formally Minutes)
8. Respect One Another

**D. How CBDM Works**

1. A proposal [Appendix G] is presented as clearly as possible by the Facilitator while keeping the proposal's author anonymous.
2. Clarifying Questions - questions are asked by anyone about the proposal to make sure that everyone understands it before discussion.
3. Discussion or Reservations - The proposal is discussed and debated. Possible amendments to the proposal are made at this time.
4. Take general feelings on the proposal - Do we have a consensus?
  - a. **Assent** - I agree and/or go with it. Shown with silence.
  - b. **Assent with Reservations** - I don't like this but I trust the Group and the process. It does not block the passing of a proposal.
  - c. **Stand Aside** - I don't agree. It does not block the passing of a proposal, but it is a public statement of why you dislike it.
  - d. **Block** - Blocks the proposal from passing. Blocking it means that you cannot live with the proposal if it passes. It is so objective to you/those you represent, that you will stop the proposal from passing. A block isn't an "I don't really like it" or an "I liked the other idea better." It is an "I cannot live with this proposal if it passes. I think it violates traditions or spiritual principles or concepts, and here's why..."
5. **Does the Proposal Pass?** If the feelings of the group are generally positive and there are no major objections, then the proposal passes. If general feelings are positive, but someone has blocked the proposal, the proposal doesn't pass. It may get sent to a reconciliation committee or withdrawn and reworked and represented at a future ASC meeting. If the group's feelings are generally negative, the proposal doesn't pass. If the group's feelings are mixed, not generally positive or negative, discussion continues, or the proposal is tabled until the next meeting, or until more information is available. If discussion seems to be going on forever without the possibility of resolution, the group can:
  - a. Decide to drop the proposal.
  - b. Move on to approval voting of specific options within the proposal or,
  - c. Send the proposal to a 'reconciliation committee' - or perhaps the original author - for rewriting to work out the objections.
6. Any decision goes back to the groups when 25% of the GSRs present feel they cannot carry the conscience of their group.
7. All ASC members except the member acting as Facilitator may participate in



- decision-making during new business and all other ASC decisions except those exceptions listed in this section.
8. No ASC member will be permitted more than one vote in any decision, regardless of how many positions they hold, or groups they represent. You cannot hold more than one position at the same ASC. For example, you cannot be both GSR and Treasurer at the same ASC. You cannot represent a group for purposes of voting or attendance and hold another ASC Elected Trusted Servant position at the same ASC. If voted into a new position at the ASC, you take your position after the closing prayer of the ASC at which you were elected.
  9. A group will no longer be considered a 'group with voting privileges' if its designee has been absent from the last two consecutive ASC meetings. When a returning group has been present for two consecutive ASC meetings, their GSR or group representative may vote at the second meeting in which they are in attendance. New groups become voting members as of their second consecutive ASC.
  10. The Facilitator or Acting Facilitator shall act as a neutral party and refrain from active debate on all proposals.
  11. Any member of Narcotics Anonymous may make a proposal and/or participate in discussion.
  12. New proposals submitted after the beginning of new business may not be considered until new business at the next ASC.
  13. Proposals may be amended during the discussion of the proposal or withdrawn at any time. Proposals must include: a written motion for the body to consider, the intent of the proposal, and may include the name of the individual or group submitting the proposal. In any case, an author's name will not be announced during the reading of the proposal.
  14. All proposals must be submitted to the Policy Facilitator in writing to ensure accuracy (Appendix G). The Policy Facilitator will keep a copy of all passed or failed proposals in a proposal log.

## **VI. Nominations and Elections**

### **A. Effective Leadership**

1. During our election process, we focus on the 4<sup>th</sup> concept: *"Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."*
2. Leadership qualities valued:
  - a. Consider if the nominee(s) have the time and resources to fulfill the position requirements (i.e., make regular meetings, have regular access to phone, transportation and a computer)
  - b. Consider the nominee's history with previous service positions held:
    - i. Identify which one(s), where and how long?
    - ii. Was the term of the position completed? If not, why not?
    - iii. How were differences of opinions handled?
    - iv. Were any NA funds misappropriated? (If so, how and what amends were made?)
  - c. Consider attendance record for that service position. (Made all meetings? Missed what percentage of meetings?)
  - d. What would their fellow members say about their leadership in that/those position(s)?
  - e. Timely completion of reports and responsibilities of prior position(s)?
3. Consider the nominees' current recovery
  - a. Have an NA sponsor?
  - b. Do you have a Home Group?
  - c. Are all the positions in your Home Group filled?

- d. Worked all 12 steps?
  - e. Worked or currently working on the 12 Traditions?
  - f. Have read the 12 Concepts?
  - g. Do you have sponsees?
4. The qualities we highly value, do you consider the nominee to possess the following qualities:
- a. Honesty
  - b. Integrity
  - c. Positive attitude
  - d. Reliability
  - e. Responsibility
  - f. Participation
  - g. Open-mindedness
  - h. Willingness
  - i. Commitment
  - j. Experience

#### **B. Nominations**

1. Nominations for ASC positions will be opened by the ASC under the following conditions:
  - a. The regular schedule of rotation and election will occur within 60 days.
  - b. A trusted servant vacates an ASC position or announces their intent to vacate a position on a certain upcoming date.
  - c. A trusted servant is removed from a position for reasons delineated in Section I under Elections; and/or
  - d. An election of a single nominee for a position fails to receive approval by a consensus (or vote) of the ASC.
2. Nominations for all positions due for rotation will be **opened at the September ASC. Nominations shall be closed at the November ASC** for all positions for which a satisfactory nomination has been accepted.
3. NA groups and Houston Area subcommittee members are in the best position to identify leadership qualities among their members. Therefore, it is strongly recommended that nominations be presented by NA groups (or ASC subcommittees where subcommittees are concerned) to the ASC when nominations for trusted servant positions are open.
4. Individuals may not nominate themselves.
5. All nomination periods shall last no less than 30 days to allow groups enough time to identify individuals with leadership qualities and a willingness to serve. Nominations may be closed upon receipt of nominations (following the 30-day open nomination period) by the ASC or may be left open for an additional period as needed and determined by the ASC members.
6. All nomination periods shall be closed upon acceptance of satisfactory nominations and 30 days prior to a scheduled election. No nomination and election of the same position shall occur at a single ASC meeting. NA groups shall have a minimum of 30 days to consider all nominations.
7. All nominees must be physically present at the ASC on the day they are nominated for a position at the ASC. Nominees will be asked to qualify themselves for the position.

#### **C. Elections**

1. Elections shall be held annually in December for all ASC positions *due for rotation*.
2. All nominees must be physically present at the ASC on the day of elections in order to be considered for the position for which they are running.
3. Trusted Servants newly elected in December, will take office on January 1<sup>st</sup> of the next year. For non-regular cycle elections, the newly elected Trusted Servant will take office at the end of the meeting in which they were elected.
4. Any positions vacated prior to the end of the elected term will be filled by an Administrative Committee Members until nominations and an election is held. When a position becomes open, a group must have thirty (30) days to bring nominations to the ASC. In addition, groups must have 30 days to consider all nominations.

5. The process of the election(s) shall be:
  - a. Only GSRs or Alternates or a designated Group Representative with voting privileges are qualified to vote in elections.
  - b. 75% of groups with current voting privileges must be present in order to hold any election.
  - c. Members present can ask questions of the nominee
  - d. Discussions takes place
  - e. Nominee is asked to leave the room for voting
    - i. Discussion (if any)
    - ii. Vote is taken
    - iii. Recorder counts the votes and the votes are verified by two (2) Administrative Committee members
    - iv. Announce results of the vote
    - v. Invite nominee(s) to return
    - vi. Announce the elected name
  - d. Newly elected person to provide phone number and email to Area Recorder if that information is not currently on file.
6. In the event of a tie during an election, the administrative committee will serve as additional voting members to break a tie.
7. The Facilitator would only vote if their vote were necessary to assure an odd number of votes.

**D. Terms of Office**

1. All ASC Officers except RCM1 and RCM2 are elected for a term of one year. RCM1 and RCM2 will be elected for two-year terms. RCM1 will be elected in odd years; RCM2 will be elected in even years. The RCM's will collaborate on reports to be given at area and region.
2. To honor a spirit of rotation, the following restrictions are placed on election and re-election.
  - a. No ASC member shall hold more than one ASC Trusted Servant position in a single period (simultaneously).
  - b. No member shall be allowed to serve as a Group Service Representative (GSR) and Area Administrative Committee member or Subcommittee chair simultaneously.
  - c. No Area Trusted Servant shall be eligible to serve more than two consecutive full terms in the same ASC office.
  - d. No ASC Subcommittee Facilitator shall serve as a facilitator for more than one ASC subcommittee simultaneously; however, they may be a member of another subcommittee.
  - e. No person shall be permitted to hold more than four full single-year terms of any one position in a lifetime. Additionally, no person shall be permitted to accrue more than four years total in any one position. For example, someone could hold the position of Facilitator four (4) times during their lifetime, if each of those times constituted a full term. However, they could only hold the position of RCM, two (2) times during their lifetime, if each of those times constituted a full term of two (2) years each.
3. An individual is considered to have served a full term in a position if they hold that position for six (6) or more months. Therefore, serving five (5) or fewer months in a position is considered a partial term. When considered with the above, this means an individual could serve a partial term plus four (4) one-year terms in a single position, for a total period in that position not exceeding four (4) years and five (5) months in total.

**E. Removal from Office**

1. An ASC Trusted Servant may be removed from their office for non-compliance only after the person has been notified by either letter or email from the ASC Facilitator (or an Administrative Committee member in the case of a Facilitator position), stating that concerns about their fulfillment of service responsibilities have been raised, either by a proposal presented at the ASC or by a vote of the Administrative Committee.

2. Obviously, this section cannot account for all the possible situations that might necessitate a Trusted Servant's removal. In some cases, it may be necessary to consult the Disruptive and Violent Behavior Service Pamphlet for guidance.
3. The policy presented here is intended to serve as a guideline, understanding that suspicions of the misappropriation of funds may be handled differently than other concerns. In these matters especially, it is paramount that behavior remain respectful. If a member who is the subject of a proposal to be removed from office is present at the ASC where the issue is raised and can address the concerns mentioned by the maker of the proposal, a letter or email will not be required.
4. Non-compliance includes any of the following but is not limited to:
  - a. Loss of abstinence from drugs.
  - b. Failing to perform the duties of the position.
  - c. Two consecutively missed ASC meetings.
  - d. Misappropriation of NA Funds (Misappropriation is defined as intentional use of NA funds for any reason other than for what the money was intended.)
5. The written proposal of removal must be presented in written form and must include the name of the individual or group who makes it.
6. A two-thirds majority *of groups with voting privileges* present is required to pass a proposal for removal of a trusted servant from office. A trusted servant who is removed from office may not take or fulfill another office with the ASC for at least a year following the date of removal.

#### **F. Transition of Officers**

1. The transition process from one year and/or position to another should include the following:
2. A meeting (phone, skype, online, or in person) is set up with both the person leaving the position and the person who has been newly elected
3. Notes, ideas, status of projects, etc. are discussed
4. Highlights and experiences of the past year are discussed:
  - a. Biggest lessons learned
  - b. Successes and why they were successful
  - c. Recommendations for the next year
  - d. If appropriate for the position (if the position requires a budget), the outgoing Trusted Servant will provide a copy of the previous year's budget and the status of expenses to the newly elected Trusted Servant. The two should discuss any shortfalls and excesses and any recommendations for the upcoming year.
  - e. Contact information should be exchanged between the two persons to ensure a communication avenue is available for both, as needed.

### **VII. ASC Subcommittees**

#### **A. Purpose of Subcommittees**

1. Just as groups create an ASC to help them fulfill their primary purpose, the ASC creates subcommittees to do the actual work involved in delivering direct services for the purpose of carrying the message to the addict who still suffers.
2. Our use of subcommittees is based on the 9<sup>th</sup> tradition, the creation of "service boards or committees directly responsible to those they serve."
3. The ASC may establish subcommittees from time to time to carry on the work of the ASC. These subcommittees shall perform their duties as described by this policy and the following.
  - a. ASC-approved subcommittee policies
  - b. A Guide to Local Services in NA
  - c. Twelve Concepts of Narcotics Anonymous for Service
  - d. Relevant subcommittee handbooks approved by the World Service Conference of NA.

## **B. Standing Subcommittees**

1. Permanent subcommittees shall be formed by approval of the groups with voting privileges of the ASC.
2. The standing subcommittees shall include the following:
  - a. Hospitals & Institutions (H & I)
  - b. Public Relations (P. R.)
  - c. Activities
  - d. Outreach
  - e. Policy
  - f. HACNA (Houston Area Convention of Narcotics Anonymous)
3. The ASC Facilitator may appoint special subcommittees, or they may be formed by an approved proposal of the groups with voting privileges of the ASC. These special subcommittees include but are not limited to the following:
  - a. Ad-hoc (specific situation)
  - b. Select (usually research)
4. All subcommittee Facilitators shall attend and submit a **written report** at the regular ASC meeting and all subcommittees must reserve and announce meeting times and places at least one (1) month in advance. If a subcommittee facilitator does not have a written report, he or she will not be allowed to present a verbal report.

## **VIII. Financial Responsibility**

The basis of this section is the 11<sup>th</sup> concept which states “NA funds are used to further our primary purpose, and must be managed responsibly.” 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 the purposes of the ASC as established by the groups. We also recognize that it is impossible to protect all Area money in every circumstance, so we must trust that the people we have carefully selected in accordance with the 4<sup>th</sup> Concept to handle our money will do so responsibly.

### **A. Fiscal Year**

HASCONA will use a calendar year (January thru December) for its fiscal year.

### **B. Checking Account**

1. HASCONA will establish only two business checking accounts: one for the ASC and one for the HACNA Subcommittee.
2. The HACNA checking account will be established and managed according to the HACNA guidelines, but remains the sole responsibility of the ASC.
3. HASCONA and HACNA will be classified as an “Unincorporated Association” with the bank and will use an EIN obtained solely for the purposes of the ASC checking accounts.
4. The signers for the HASCONA checking account shall consist of the Area Facilitator, the Co-Facilitator, Treasurer, and Co-Treasurer. The RCM 1 or 2 will also be a signer if they have 5 years or more clean.
5. There shall be no more than one signer on the account per household, place of employment or residence on the HASCONA and HACNA accounts.
6. Online access to the checking account shall be limited to the signers on the account and not to anyone serving as a temporary signer.
7. Electronic payments using automatic debit or ATM/card transactions will only be allowed as absolutely necessary and only by the approval of the GSR members of the ASC. Access or use of an ATM/check card is otherwise strictly prohibited.
8. All checks written on the account shall have the signatures of two trusted servants who are designated signers on the ASC checking account. (Refer to Section I, 1. For the designated trusted servants allowed to become signers).

9. The bank statements for the HASCONA account will be mailed to the ASC P.O. Box to be reviewed by, reconciled and maintained for the purpose of record keeping by the Area Treasurer and or Co-Treasurer.

**C. Revenue**

1. All funds received by the ASC shall be recorded and deposited in the HASCONA checking account within 48 hours of receipt of the funds.
2. Funds received at the ASC meeting will be recorded by the treasurer/co-treasurer and the amount and source of each donation will be included in the financial report submitted at the next ASC.
3. The ASC treasurer or co-treasurer will provide a written receipt for each donation made to the ASC.
4. Any time ASC funds are received at an ASC sponsored event, two individuals with at least two years clean, including one ASC elected trusted servant, shall be responsible for all collections and transactions occurring at the event.
5. All cash proceeds from the sale of merchandise, food, auctions, etc., and donations collected at an ASC event shall be counted, recorded in writing, and verified by signature as accurate by each of the two responsible individuals.
6. Any expenses made out of cash proceeds shall be documented with receipts and included with the submission of the funds.
7. If an advance of funds is issued for an event, all receipts to account for the advance shall be submitted with a completed Expense/Reimbursement itemizing the expenses.
8. All event expense accounting and cash proceeds shall be submitted to the ASC treasurer as soon as possible or at the following ASC meeting, but no later than 30 days after the event. Donations should be submitted with the documentation stated above and any explanation or detail needed for ASC understanding.

**D. Expenses**

1. All expenditures from the ASC checking account require the following documentation:
  - a. A completed Expense/Reimbursement form (Attachment K)
  - b. A vendor invoice or expense receipt for each item listed on the Expense/Reimbursement form
2. All reimbursement requests must be submitted within 60 days from the date of the expenses in order to be considered for reimbursement from HASCONA funds.
3. All advance requests will require a completed Expense/Reimbursement form, along with an explanation and/or budget outlining the purpose and planned uses of the advanced funding requested. Anyone granted advanced funds will be required to submit an accounting of expenses, along with all receipts, to the ASC treasurer no later than 30 days after the funds are used.
4. The ASC will utilize the following spending guidelines and will pay expenses as prioritized below:
  - a. Payment of ASC debts or expenses to persons or entities outside of the fellowship of Narcotics Anonymous.
  - b. Payment of outstanding reimbursements of ASC trusted servants.
  - c. Payment of outstanding expenses of ASC subcommittees according to their approved budgets. Payments needed beyond the budgeted amount requires prior ASC approval before payment is made.
  - d. Replenish the ASC Reserve to its fixed cap.
  - e. All other expenses approved by the ASC, including donations to TBRCNA and NAWS.

**E. Financial Management**

1. The ASC Treasurer shall review and reconcile the HASCONA checking account monthly statement, and provide an accounting of outstanding checks as part of the monthly treasurer's report.
2. The ASC treasurer shall submit a written monthly financial statement itemizing all income and expenses from the preceding month, including all fund balances, outstanding checks, and

available cash above prudent reserve. A copy of the previous month's bank state shall also be submitted as part of the report with the account numbers and last names blacked out.

3. The ASC treasurer shall submit a year-to-date statement of budget compared to actual expense for each budget category on a monthly bases to the ASC and on a quarterly basis to the ASC Finance Committee.
4. The Treasurer shall also submit an annual financial statement for the preceding year at the January Financial Subcommittee for review and approval.
5. Once the annual financial statement is approved by the Financial Subcommittee, it shall be presented to the ASC for review and final approval.

**F. Budgeting**

1. HASCONA shall adopt a budget for the coming fiscal year at the January ASC meeting. The ASC will disperse monies based on the pre-approved budget amounts.
2. A prudent reserve of \$2500 will be maintained at the ASC throughout the fiscal year.
3. The prudent reserve is intended to satisfy essential expenses in times of unexpected revenue shortfall. The prudent reserve may only be used to pay reimbursable expenses, but may not be used for any expense that has not yet been incurred.
4. The ASC total annual budget amount shall be determined as follows:
  - a. Determine the amount of available funds at the end of December that is above prudent reserve.
  - b. Add the total amount of money received by the ASC in the previous fiscal year (total revenue). Any monies provided by HACNA shall NOT be considered when formulating the annual budget.
  - c. The total of revenue plus available funds over prudent reserve will be the total budget amount for the coming fiscal year.
  - d. To determine the amount needed for donations to Tejas Bluebonnet Region of NA (TBRNA) and NA World Services (NAWS), identify the amount of the previous year's group contributions at the end of December. Of this amount, 10% will be budgeted for donations to TBRNA and 5% for NAWS.
  - e. After subtracting the total estimated amount for donations, the remaining budget amount is then distributed among budget categories to support administrative and subcommittee activities for the year. Previous years expenses, along with estimates of future activities and needs should be used to establish subcommittee and administrative budget amounts.
5. Donations to TBRNA and NAWS shall be sent monthly by the treasurer based on the respective percentage of the previous month's revenue. Additional donations should be made as determined by the ASC financial subcommittee and approved by the ASC members on a quarterly basis. These donations should be based on excess funds available over prudent reserve and in consideration of upcoming administrative and subcommittee expenses for the following quarter.
6. The HASCONA annual budget shall be approved by the Groups at the February ASC. Spending during January and February may occur as necessary and in accordance with the relevant previous or proposed annual budget.
7. Any budget amendments and/or expenses over budgeted amounts must be approved by GSRs at the ASC meeting in accordance with the 2<sup>nd</sup> Concept. Any anticipated deviations from budget must be approved by the GSRs prior to the incurring the expense.

**G. Financial Subcommittee**

The purpose of the financial subcommittee is to provide joint development and monitoring of budgets and joint oversight of ASC finances. However, the final authority for all financial decisions rests with the Groups per the 2nd Concept.

1. The ASC Financial Subcommittee meeting will be held quarterly in January, April, July and October prior to the regular ASC meeting.

2. All ASC-elected trusted servants are required to attend the ASC Financial Subcommittee meetings. GSR's and NA members interested assisting with financial management of the ASC are also encouraged to attend the meetings.
3. Minutes and decisions of these meetings will be recorded by the ASC Recorder and submitted to the ASC as part of that month's ASC attachments.
4. A verbal recap of the Financial Subcommittee meeting will be provided to the ASC by the Treasurer, along with a total of estimated expenses for the coming quarter.
5. Any proposals requesting changes to the annual budget or deviations in particular budget categories shall be discussed in the Financial Subcommittee meeting. If determined possible and practical, the proposal will be considered under new business during the ASC meeting.
6. The ASC treasurer or co-treasurer will facilitated the meetings and present a financial status report for review.
7. Subcommittee chairs and RCMs MUST present a summary of the previous quarter's expenses, along with an estimate of expenses for the coming quarter at all Financial Subcommittee meetings. If anticipated expenses are not presented to the financial subcommittee approval by the ASC Treasurer AND GSRs/GSRAs/Designated Group Representatives will be required. Please note that these votes may ultimately be referred to groups and brought back at the next ASC for a final decision.
8. The Financial Subcommittee will be responsible for determining the funds available for the next quarter for each ASC standing subcommittee based on estimated available funds and the priority order for expenses as referenced in Section VIII, item D. Expenses.

#### **H. Reviews and Audits**

1. The HASCONA financial accounts will be reviewed quarterly by the Financial Subcommittee, and annually by an ad-hoc committee of at least two GSRs and 1 ASC elected trusted servant (other than the treasurer or co-treasurer), along with a qualified person with accounting experience selected by the ASC Facilitator.
2. The Area Facilitator shall schedule the HASCONA annual financial review and appoint the ad-hoc committee at the December or January ASC meeting.
3. The ASC Facilitator (or his/her designee) the will facilitate the annual financial review ad-hoc committee.
4. The annual financial review must be completed within 90 days of the end of the fiscal year.
5. The HACNA financial accounts will be reviewed no later than 90 days after the convention in accordance with HACNA Policy Guidelines or the HASCONA annual financial review process.
6. A written report of the results of the quarterly and annual financial reviews shall be submitted to ASC, and shall be available to any member of the NA fellowship upon request to ensure responsible money management and accountability to the addicts and groups that constitute the ASC in accordance with 2<sup>nd</sup> and 11<sup>th</sup> Concept.

#### **IX. 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.” (2<sup>nd</sup> Tradition). 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 HASCONA elected 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” (3<sup>rd</sup> Concept). We trust our trusted servants. All Elected Trusted Servants should have a working knowledge of the Twelve Concepts, Twelve Traditions, Twelve Steps, Area Policy & Procedures, and A Guide to Local Services in NA.



Trusted Servants elected to ASC positions are required to stay for the entire ASC meeting. Those who leave prior to the end of the ASC will be counted as absent for that particular meeting.

**A. Facilitator**

Qualifications:

1. Demonstrated ability to apply, or working knowledge of, Consensus-Based Decision Making (CBDM) as a process for building consensus among group members in relation to decisions being made by the group.
2. A commitment to apply CBDM processes and principles when facilitating the ASC meeting and Subcommittee meetings as needed.
3. Strong leadership skills as demonstrated by prior NA service, work experience, or other volunteer positions.
4. Prior or current NA service experience at the area level.
5. Have read and understand the ASC Policy & Procedures.
6. Minimum of 5 years clean

Duties and Responsibilities:

1. Attend and facilitate monthly ASC meetings. Area Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day.
2. Ensure that proposals are written clearly on the approved ASC proposal form. The Facilitator records any and all actions taken on each proposal directly on the respective proposal form and returns the completed form(s) to the Recorder for distribution with the minutes.
3. Prepare an agenda for ASC meetings which includes specific items that will be addressed under both "Old Business" and "New Business" known prior to the ASC. The agenda should be sent out to ASC members 4 days prior to the ASC.
4. Address and minimize any outbursts or disruptions to the business of the day.
5. Call for break(s) as needed or requested by ASC members.
6. Attend and facilitate quarterly Finance Subcommittee meetings.
7. Coordinate activities needed to ensure completion of quarterly and annual financial audits.
8. Serve as a signer on the ASC checking account.
9. Coordinate all Administrative Committee activities and decisions as needed or requested by the ASC, including ASC meeting cancellations.
10. Work with Administrative Committee to identify and secure, with ASC approval, the ASC meeting location for the year.
11. Submit a written report at each ASC meeting which includes a description of all ASC related activities and communications of the facilitator that took place since the last ASC.
12. Review and approve meeting minutes with any suggested changes within 24 hours of receipt from the ASC Recorder.
13. When a vacancy occurs among ASC subcommittee facilitator positions, the ASC Facilitator may be asked to fill in and facilitate the subcommittee meetings as needed or until another trusted servant can be elected.
14. Respond to issues and needs on behalf of the ASC and its group conscience as requested by the ASC.
15. Behave in a prudent and impartial manner when conducting any business on behalf of the ASC.
16. The Area Facilitator shall schedule the HASCONA annual financial review and appoint the ad-hoc committee at the December or January ASC meeting.

**B. Co-Facilitator**

Qualifications:

1. Strong leadership skills as demonstrated by prior NA service, work experience, or other volunteer positions.
2. Prior or current NA service experience at the area level.
3. Have read and understand the ASC Policies & Procedures.
4. Be familiar with Consensus-Based Decision Making.
5. Minimum of 5 years clean.

Duties and Responsibilities:

1. Attend monthly ASC meeting and quarterly Finance Subcommittee meetings. Area Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day.
2. Facilitate monthly ASC in absence of Facilitator, including the performance of meeting related duties as outlined in the Facilitators duties and responsibilities.
3. Assists the Facilitator in conducting area committee meetings, by acting as a time-keeper and informing the Facilitator periodically of the time and remaining business as needed, and by assisting the Facilitator and Recorder with ASC proposals.
4. Assist the Facilitator in applying Consensus-Based Decision-Making principles and processes during the ASC meeting.
5. In conjunction with or in the absence of the Policy Subcommittee Facilitator, help to ensure that ASC Policies & Procedures are followed.
6. A key responsibility of the ASC Co-Facilitator is to assist and support the area subcommittees.
7. Maintains regular communication with the facilitators of each subcommittee to stay informed about their projects, issues that might arise, and opportunities for working together.
8. Attend subcommittee meetings whenever possible.
9. Assist with dispute resolution between subcommittees when needed.
10. Act as a resource for subcommittee facilitators when they prepare their annual reports and budget proposals.
11. When a vacancy occurs among ASC subcommittee facilitator positions, the ASC Co-Facilitator may be asked to fill in and facilitate the subcommittee meetings as needed or until another trusted servant can be elected.
12. When a vacancy occurs among the members of the Administrative Committee (Facilitator, Recorder, Treasurer, Co-Treasurer, and both RCMs) the Co-Facilitator may be asked to temporarily fill the vacant position until an election can be held, and the position filled.
13. Serve as a signer on the ASC checking account.
14. Submit written report at each ASC meeting describing the ASC related activities of the Co-Facilitator since the last ASC meeting, including any observations or opportunities for coordination among subcommittees.
15. Review and approve, with any suggested changes, the ASC meeting minutes within 24 hours of receipt from the Recorder.

**C. Treasurer**

The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds are not properly accounted for. It is recommended that areas elect people to this

position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful. The Treasurer's Handbook, available from the World Services Office, contains a more detailed description of the treasurer's job and most of the forms that treasurers need for keeping financial records.

Qualifications:

1. Strong leadership skills as demonstrated by prior NA service, work experience, or other volunteer positions.
2. Experience using MS Excel and/or QuickBooks software.
3. Have a solid understanding of basic budgeting practices.
4. Have read and understand the ASC Policies & Procedures related to financial responsibilities.
5. Ability and willingness to act as a signer on the HASCONA checking account.
6. Have not been accused of or investigated for misuse or misappropriations of NA funds in the past five years.
7. Willingness and ability to attend ASC sponsored functions to assist with cash receipts.
8. Successful completion of at least one term as treasurer at the group, area or regional level of service, except when previous work experience includes bookkeeping or accounting responsibilities.
9. Minimum of 5 years clean.

Duties and Responsibilities:

1. The treasurer is responsible for all financial functions of the ASC, keeping careful records of all financial transactions of the ASC, and for monitoring and reporting the financial condition of the ASC at each of its meetings.
2. Attend all monthly ASC meetings. Area Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day.
3. Attend and facilitate all quarterly Financial Subcommittee meetings.
4. Provide monthly revenue and expenditure reports to the ASC, including budget balances for administrative and subcommittee budgets and bank balance results.
5. Provide an additional written report to the ASC summarizing any activities of the treasurer and co-treasurer related to ASC financial responsibilities during the previous month, including minutes of financial and any ad hoc meetings as needed and quarterly financial subcommittee meetings.
6. Retrieve and balance (reconcile) monthly bank statements against check register and deposit records in order to include outstanding checks and actual cash balances in the monthly treasurer's report.
7. Issue advance and reimbursement checks, pay regular vendor invoices (including facility rent), and otherwise satisfy ASC obligations using the ASC Expense/Reimbursement form (Appendix K) as a record for each transaction, ensuring that receipts and invoices account for all expenses.
8. Mail 7<sup>th</sup> Tradition contributions to NAWS and TBRNA monthly based on established percentage of that month's revenue. (Currently established as 10% for TBRNA and 5% to NAWS)
9. Whenever possible, attend ASC sponsored functions (such as fundraisers, parties, etc.), to assist with cash receipts and transactions, and ensure proper documentation of all revenue and expenses in compliance with Section VIII Financial Responsibilities.
10. Review and verify monthly recordings (meeting minutes) to ensure accurate communications regarding financial accounting, proposals and decisions related to financial responsibilities and discussions that impact treasurer or co-treasurer responsibilities.
11. Educate the co-treasurer in the functions of the treasurer and engage the co-treasurer in accomplishing the tasks above as appropriate and agreed upon by the co-treasurer.

**D. Co-Treasurer**

Qualifications:

1. Willingness to learn and follow all area financial responsibilities and procedures as described in

Section VIII Financial Responsibilities.

2. Strong leadership skills as demonstrated by prior NA service, work experience, or other volunteer positions.
3. Experience using MS Excel and/or QuickBooks software and/or demonstrated ability to perform basic bookkeeping functions.
4. Have read and understand the ASC Policies & Procedures related to financial responsibilities.
5. Ability and willingness to act as a signer on the HASCONA checking account.
6. Have not been accused of or investigated for misuse or misappropriations of NA funds in the past five years.
7. Willingness and ability to attend ASC sponsored functions to assist with cash receipts.
8. Previous experience of NA service at the group, area, or regional level, and/or previous work experience that demonstrates ability to serve in this and/or the treasurer's position.
9. Willingness to serve as treasurer after completing a full term as co-treasurer or, as treasurer in the event of loss or removal of the treasurer at any point during the elected term.
10. Minimum of 5 years clean.

Duties and Responsibilities:

1. Actively work with the treasurer to learn to perform all ASC treasurer duties listed in the HASCONA Policies & Procedures.
2. Attend all monthly ASC meetings. ASC Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day.
3. Assist the treasurer with receipt of funds at the ASC meeting by counting and recording cash and checks received, and by providing written receipts to each contributor.
4. Attend and assist with facilitation of all quarterly ASC Financial Subcommittee meetings and any financial ad hoc meetings as needed.
5. Whenever possible, attend ASC sponsored functions (such as fundraisers, parties, etc.), to assist with cash receipts and transactions, and ensure proper documentation of all revenue and expenses in compliance with Section VIII Financial Responsibilities.
6. Assist the treasurer with treasurer duties and responsibilities as assigned, agreed and as appropriate to ensure all financial responsibilities are accomplished.
7. Fill in for the treasurer as needed for meeting absences, including providing reports to the ASC as listed in the treasurer's duties and responsibilities.
8. Review and verify monthly recordings (meeting minutes) to ensure accurate communications regarding financial accounting, proposals and decisions related to financial responsibilities and discussions that impact treasurer or co-treasurer responsibilities.

**E. Recorder**

Qualifications:

1. Strong computer skills and a demonstrated ability to take accurate and complete minutes.
2. Access to a scanner for non-electronic documents, and access to the internet.
3. Minimum of 2 years clean time.

Duties and Responsibilities:

1. Attend monthly ASC meetings and quarterly Finance Subcommittee meetings. Area Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day.
2. Take clear, accurate and complete minutes of the meeting to include recording in a written report items discussed, outcomes of discussions, results of any votes taken, all written proposals, reports, flyers and any other notices. All shall be appended to the minutes of the meeting so that all attachments are not separated from the meeting minutes.
3. In addition, whenever a verbal report is given, without a required written report, highlights of the

- report shall be included in the minutes.
4. Maintain the "Roll Call" attendance record at each ASC. *Following any election(s)* update the annual "Roll Call" template with the names of the individuals serving in trusted servant positions and update the template as needed.
  5. During roll call, the Recorder shall track attendance of groups and trusted servants.
  6. Attendance determines a group's voting privileges. At the end of the initial roll-call Recorder shall announce the number of GSR's with and without voting privileges for the meeting.
  7. The above roll-call procedure is repeated after the break in the meeting.
  8. Handle paperwork. This includes:
    - a. Bringing a minimum of 10 blank GSR Report forms to each ASC and make an announcement of their availability at the beginning of each ASC and after the break.
    - b. Gather all reports, flyers and any other materials provided in the meeting (to be included in the official minutes).
    - c. All proposals received and not addressed in the ASC in which the proposal is submitted will be included in the recordings and be considered "New Business" in the next ASC.
  9. Attend monthly ASC meeting and if for any reason unable to attend, the replacement recorder will ensure that the minutes are recorded and distributed as required.
  10. Record and send accurate meeting minutes to administrative committee for approval within 5 days of each ASC and immediately upon approval to the remaining ASC contact list of members.
  11. The recorder shall provide a special copy of the minutes to the Treasurer/Bank upon the election of any new signers on the checking account. These minutes will include the results of any election of officers and the newly elected officers shall be identified by their full first and last name. **These special minutes are for presentation at the bank only, and are NOT for distribution to any other person, party, or organization.**
  12. Maintain an up-to-date contact list of ASC members and positions held. With the ASC's permission, the Recorder shall e-mail a copy of the contact list, with names and positions held within the ASC, once a year to NA World Services. This list will make it possible for NAWS to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.
  13. The contact list should include the following information:
    - a. Name (First and last name initial)
    - b. Position (if GSR/GSRA – include Home Group representing)
    - c. Phone number
    - d. E-mail address
  14. The recorder shall copy the administrative committee on any emails to NA World Services and shall include a copy of the email sent within the Recorder's report at the January ASC.
  15. The Recorder is responsible to ensure minutes are sent to the HASCONA Web Servant/Web Master (whichever is appropriate) within 24 hours of approval of the minutes by the ASC at the following meeting. As part of this duty, the Recorder:
    - a. Checks the HASCONA web site no later than 10 days after sending the minutes to the Web Servant/Web Master to see if the minutes have been posted onto the HASCONA web site.
    - b. If after checking the HASCONA web site, the minutes have not been posted, Recorder will notify the Facilitator.

- c. Recorder to include status of minutes and posting in Recorder's report at monthly ASC.
- 16. Recorder will use the following heading format for ASC minutes.
  - a. HASCONA [Month – Year]
  - b. Add date of the meeting under the heading
- 17. Complete a monthly Recorder's Report to include the following:
  - a. The date of all communication/information sent to NAWS and/or the web servant and/or webmaster.
  - b. Attendance update(s) to include any Trusted Servant who has missed two consecutive ASC meetings and any Group(s) that have lost *or gained* voting privilege(s) as of the previous ASC.
  - c. Report status of minutes regarding posting (or not) on HASCONA web site.
  - d. Provide an accounting for any purchases and/or expenses made on behalf of HASCONA (examples: paper, ink, copies, etc.)
  - e. Activities, information, or special events relevant to HASCONA Recorder duties since last meeting.

**F. Regional Committee Member (RCM1 and RCM2)**

Qualifications:

- 1. Strong leadership skills as demonstrated by prior NA service, work experience or other volunteer positions.
- 2. Strong computer skills and a demonstrated ability to take accurate and complete notes of RSC (Regional Service Committee) meetings.
- 3. Access to email, scanner and internet to send flyers and material collected at the RSC to ASC membership.
- 4. Prior NA service experience at the group and area level with at least 1 (one) year experience with HASCONA.
- 5. Ability to clearly communicate Regional and World Services information orally and in writing.
- 6. Have read and understand the HASCONA policy.
- 7. Be familiar and understand the principles and process of Consensus Based Decision Making (CBDM) in case needed to facilitate an ASC meeting.
- 8. Be familiar with published service manuals and bulletins including the Guide to Local Services.
- 9. Be committed to represent the HASCONA group conscience as opposed to representing any personal agenda or philosophies at the RSC.
- 10. Minimum of 5 years clean.

Duties and Responsibilities:

- 1. Attend monthly ASC meetings
- 2. Area Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day.
- 3. Fulfill the duties and responsibilities in coordination with the other RCM in order to share duties and carry one voice for the ASC.
- 4. Attend all quarterly Financial Subcommittee meetings, quarterly RSC meetings, Regional Assemblies as scheduled and any additional Conference Agenda Report (CAR) workshops.
- 5. Serve as an active member and support the activities of the Regional Service Committee.
- 6. Both RCM's will jointly represent HASCONA and provide a combined report to the RSC on behalf of HASCONA.
- 7. Coordinate the HASCONA hosting of RSC according to rotation schedule established by TBRNA including:
  - a. Secure location
  - b. Request advance funds as needed for supplies, food, and space rental not to exceed \$300.
  - c. If needed, secure donations from groups for coffee and food for the event.

8. Keep RSC members informed about HASCONA activities, events, issues, needs and concerns.
9. Keep the ASC\_members informed of NA activities in neighboring Areas of the Region by the collection and distribution of flyers, information of regional events, proposals, votes, issues, needs and concerns.
10. Compile and report all NA member & group votes on CAR motions at the Regional Assembly and to Regional Delegates.
11. Facilitate monthly ASC meeting in Facilitator and Co-Facilitator's absence.
12. Submit a written report for monthly ASC meetings including activities of the RCMs over the past month and important Regional and National opportunities.
13. Submit any expenses incurred based upon receipts for reimbursement using the Expense/Reimbursement Form (Appendix K). RCMs are allowed up to \$100 per RSC for travel.

**G. Hospitals & Institutions (H&I) Facilitator**

Qualifications:

1. Access to computer and Internet.
2. Ability to operate and coordinate computer related materials.
3. Ability to manage financial budgets
4. Ability to effectively communicate
5. Possess the time, availability and the resources as needed for presentations as may be needed in coordination with the Public Relations Subcommittee.
6. Ability to organize, give direction and motivation to the committee.
7. Minimum 2 years H&I experience.
8. Minimum of 3 years clean.
9. Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions, Area Policies & Procedures, and Guide to Local Services in NA.

Duties & Responsibilities:

1. Attend monthly ASC meeting. ASC Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day.
2. Attend quarterly RSC.
3. Submit expenses for appropriate reimbursement for mileage for attendance to Quarterly RSC meetings. Current Policies & Procedures set reimbursement amount as \$65 for gas to attend RSC.
4. Coordinates responses to requests for NA meetings at facilities with the Public Relations Facilitator/Subcommittee to ensure requests are answered in a timely manner.
5. Facilitates H&I subcommittee meetings.
6. Provide up to date expenditure report at each ASC.
7. Submit written report at monthly ASC meeting.
8. Arrange times and agendas for H&I subcommittee meetings.
9. Coordinates and is responsible for all work done by the H&I subcommittee.
10. Available to NA members regarding questions or concerns.
11. Maintains contact with facility representatives to ensure that their needs are being met and also to inform them of changes to the meeting schedule or changes involving trusted servants relevant to their facility.
12. Works with the Public Relations subcommittee when making H&I presentations to facilities.
13. Provides a report to the ASC and makes motions on behalf of the H&I subcommittee at the meeting.
14. Maintains communication with the ASC and RSC.
15. Prepares an annual budget.
16. Appoints an ad hoc committee to formulate H&I workshops as needed.

**H. Public Relations (PR) Facilitator**

Qualifications:

1. Minimum 2 years P.R. experience.

2. Minimum of 3 years clean.
3. Reliable transportation for pick-up and delivery of printed schedules.
4. Access to computer and Internet.
5. Ability to operate and coordinate computer related materials.
6. Ability to manage financial budgets.
7. Possess the time, availability and the resources as needed for presentations and promotion of Houston Area of Narcotics Anonymous to the courts, treatment centers, hospitals, churches, conventions, industry trade shows and any other organization type requesting information.
8. Ability to organize, give direction and motivation to the committee.

Duties & Responsibilities:

1. Attend monthly ASC meeting. ASC Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day.
2. Attend quarterly RSC.
3. Attend Financial Subcommittee Meetings
4. Submit written report at ASC meetings.
5. Arrange times and agendas for meetings.
6. Facilitate P.R. subcommittee meetings
7. Initiate all necessary correspondence, including communication between area, region and world.
8. Create and maintain the yearly P.R. budget.
9. Keep ASC/RSC informed of all ongoing P.R. activities.
10. Report to ASC/RSC any plans for major projects or expenditures.
11. Keep accurate files, records for the overall functions of the committee.
12. Pass files, contacts and records from current P.R. Facilitator to newly elected P.R. Facilitator
13. P.R. Subcommittee functions include but are not limited to the following:
  - a. Regularly print Schedules for HASCONA meetings
  - b. Coordinate NA Phone Line operations
  - c. Coordinate management of HASCONA web site
  - d. Coordinate presentations as requested
  - e. Coordinate promotion of NA as needed/requested
  - f. Coordinate responses to requests for NA meetings at facilities with the Hospitals & Institutions Facilitator/Subcommittee to ensure requests are answered in a timely manner.

**I. Outreach Facilitator**

Qualifications:

1. Working knowledge and understanding of NA Steps, Traditions and Concepts of Service.
2. Prior experience in NA service structure.
3. Working knowledge of the NA Group service pamphlet and Guide to Local Services.
4. Ability to explain the value of participating within the NA service structure and how Area service benefits the NA group.
5. Desire to learn from and support NA Groups in their efforts to achieve their primary purpose.
6. Ability to travel throughout the HASCONA geographic area to attend group meetings.
7. Minimum of 1 year clean.

Duties and Responsibilities:

1. Attend monthly ASC meeting. Area Elected Trusted Servants who leave ASC prior to the end of the ASC meeting will be counted as absent for that day.
2. Provide a written report of the Outreach Facilitator's and the subcommittee's activities during the previous month at the monthly ASC meeting, including groups visited, collected feedback, and any planned activities for the coming month
3. Attend all quarterly Financial Subcommittee meetings and provide a written account of previous quarter's expenses and anticipated expenses for the coming months. (See Section VIII Financial Responsibilities section for further details.)



4. Facilitate monthly Outreach subcommittee meeting.
5. Visit groups that are listed on the HASCONA meeting schedule that do not attend ASC, offering ASC support, collecting information and feedback, and reporting needs back to the ASC.
6. Visit groups that attend the ASC requesting support to identify ways in which the ASC can help and reporting needs back to the ASC.
7. Communicate schedule of group visits with the ASC on a monthly basis or as opportunities develop.
8. Share information about Houston Area NA activities and events with groups not participating in ASC meetings as much as possible.
9. Facilitate an annual or bi-annual Group Inventory in order to help the ASC improve services to the groups.

**J. HACNA Facilitator**

1. Attend monthly ASC meeting. Area Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day.
2. Facilitate HACNA subcommittee meeting.
3. Perform duties as described in the HACNA Policy.
4. HACNA shall maintain a separate bank account from HASCONA during convention years.
5. Submit written report at ASC meeting.
6. Minimum of 5 years clean.

**K. Activities Facilitator**

Qualifications:

1. Minimum of 3 years clean.
2. Computer skills and access to a computer and internet.
3. Good organizational skills.
4. Reliable transportation.
5. Ability to set and manage a budget.
6. Experience handling cash transactions.

Duties and Responsibilities:

1. Attend monthly ASC meeting. Area Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day.
2. Attend Quarterly Financial Subcommittee meetings and provide up to date budget status for committee activities and expenses.
3. Submit a monthly written report for the ASC meeting.
4. Facilitate Activities subcommittee meeting.
5. Organize and conduct a minimum of 4 events for the fiscal year to promote unity at the Area, Region, and World levels.
6. Recruit other members to assist at events.
7. Is accountable and responsible for all financial transactions/funds at events and for following all requirements of financial transactions as outlined in the Financial Responsibilities Section, number VIII, in the Policies & Procedures document.
8. Will provide receipts for expenses incurred and submit on the HASCONA Expense & Reimbursement form (Appendix K) for reimbursement.
9. If needed, request advancement of funds as outlined in the Financial Responsibility section, number VIII, in the Policies & Procedures document.

**L. Policy Facilitator**

Qualifications:

1. Knowledge and familiarity of current ASC Policy document.
2. Minimum of 1 year of service on the Policy committee.
3. Strong computer skills and access to the internet and strong knowledge of MS software (Word, Excel and email).

4. Access to a scanner and knowledge of how to scan and attach documents to electronic communications.
5. Minimum 3 years clean.

Duties and Responsibilities:

1. Attend monthly ASC meetings.
2. Receive and track progress of all ASC proposals received at the HASCONA ASC Meetings.
  - a. Bring a minimum of 10 blank ASC Proposal forms to each ASC and make announcement of their availability at the beginning of each ASC and after the break.
  - b. Collect each proposal received before New Business and during (if allowed). Number each proposal in the order received. Provide proposals in order of receipt to the ASC Facilitator for presentation to the ASC.
  - c. Once read, the ASC Facilitator will return the proposal form to the Policy Facilitator.
  - d. The Policy Facilitator will document the action/decision by the ASC and enter that information on the proposal form.
  - e. The Proposal form with the recorded results will be sent to the Recorder within 24 hours of the ASC so it/they can be sent out with the minutes to the fellowship for review and consideration.
  - f. Proposals that are a) not considered at the ASC in which they are presented b) sent back to groups, or c) still in need of action, will be brought back to the following ASC.
  - g. The Policy Facilitator will then record any further action, comments or amendments as needed on the proposal form.
3. Maintain Proposal Log as follows:
  - a. The Policy Facilitator will record new proposals on the Proposal Log, along with the action/decision, even if the proposal is cancelled or withdrawn.
  - b. The Proposal Log will track and record all actions/decisions ensuring that each proposal's outcome is documented for historical reference for the ASC.
4. Maintain Policy Log (see attached) as follows:
  - a. If a proposal regards any change to Policy, that proposal will also be listed on Policy Log.
  - b. The Policy Facilitator will use the Policy Log to track and ensure that each policy proposal receives a final action or decision in order to have one document that tracks all Policy change proposals and their outcomes for historical reference for the ASC.
5. Schedule and facilitate Policy Subcommittee meetings.
6. Facilitate publishing policy changes/revisions approved by the ASC on a semi-annual basis (July and January).
7. Communicate to the ASC fellowship the process to follow for making changes to the ASC Policy Document.
8. Meet with all Subcommittee Facilitators, Administrative Committee, Financial Subcommittee and all elected trusted servants to review and discuss ASC Policy as it relates to each position, specifically Duties and Responsibilities and the current Policy document including H&I, P.R. and HACNA Subcommittees.
9. Assist the ASC in following the approved policies in the ASC Policies & Procedures during ASC meetings.
10. Submit a written report at the monthly ASC meetings to include the current Proposal and Policy Logs.

## **Appendix A – 12 Concepts**

### **Twelve Concepts of Narcotics Anonymous**

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.

## **Appendix B – 12 Traditions**

### **Twelve Traditions of Narcotics Anonymous**

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

## Appendix C – 12 Steps

### Twelve Steps of Narcotics Anonymous

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. 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.

## Appendix D – GSR Orientation

### Group Service Representative (GSR) Orientation

The Group Service Representative/Alternate (GSR/A) Orientation should include the following:

1. A Guide to Local Service handbook.
2. A copy of the HASCONA Area Policy.
3. Notebook with both of the above and dividers labeled for months of the year for placement of minutes of each Area Service Committee (ASC). GSR Report Form (5), Proposal Form (5) and current GSR/Trusted Servant contact list.
4. Brief overview of NA service structure pyramid with emphasis on the groups as the most important position and GSR's as the most important voices representing groups in our fellowship.
5. Review of the responsibilities of the position (see below).
6. Review of the "How do I become informed as a GSR" section.
7. Review of the nominations timing and process of elections.
8. Review of how to make a proposal at the Area Service Committee.
9. Review of how to make a Group Report to the Area Service Committee.
10. What to discuss in "Open Sharing Session".
11. Review of Consensus-Based Decision-Making process and how to participate effectively.
12. Review of what "Learning Days" are and why they are important to promote and attend.
13. Discuss of the annual General Assembly – timing and importance of representation by groups.
14. Discussion, question and answer period.
15. Collection of phone number and email of GSR and GSRA to send electronic copies of the HASCONA Area Policy, GSR Report Form and Proposal Form.
16. Provide GSR/A the contact information for the Area Recorder.

The following is adopted directly from The Guide to Local Service, pp 35-36.

Each NA group elects one group service representative; even those groups hosting more than one recovery meeting. 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. *[In the Guide to Local Service there are additional lines that we propose not be included here: "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 *[Area]* 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" 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.

#### Alternate GSR

Groups also elect a second representative called an alternate GSR. Alternate GSRs attend all the area service committee meetings (as nonvoting participants) with their GSRs so that they can see for themselves how the committee works. If a GSR cannot attend an area committee meeting, that group's alternate GSR participates in the GSR's place.

Alternate GSRs, along with other members, may also serve on area subcommittees. Subcommittee experience gives alternate GSRs added perspective on how area services are actually delivered. That perspective helps make them more effective area committee participants if their groups later elect them to serve as GSRs.

#### **What are the basic responsibilities of the Group Service Representative position?**

1. Have a clear understanding of the NA service structure and how the GSR/A is the most important position in our fellowship. The groups are the top of our service pyramid which drives Area, Region, Zone, and NAWS activities. Therefore, the voice and conscience you carry from your group is the most valued voice in the whole of Narcotics Anonymous.
2. Present a positive attitude of your service experiences and position to your group and others in the fellowship because we only survive and thrive through participation of our members. Let your example of service as a GSR be one of attraction.
3. Attend the Area meeting regularly. Two consecutive absences and your group will lose its voting privileges until the group is represented at two consecutive Area meetings. This means your group will not have the opportunity to vote on elections, proposals, financial decisions, etc. for a minimum of 2 months. As the GSR, you are the most important voice our fellowship, representation of your group at Area is vital. If you are unable to attend the ASC, please ensure your GSR-Alternate is attending or designate someone in your group as your Group Representative and ask them to attend in your place in order to continue the flow of communication from your group to Area and from Area to your group.
4. Participate actively in the discussions that take place at the Area meeting.
5. Report to the Area on your group's overall welfare, bringing any specific problems and hopefully, proposed solutions, to the Area for help when necessary.
6. Bring information back to your home group (generally in the form of a verbal or written report) about what happened at the Area meeting. Events, positions open for nominations, Trusted Servant elections and proposals brought before Area would be the main areas of focus.
7. Carry your group's conscience with regard to voting for Trusted Servants and when participating in discussions about proposals brought before area.
8. Mentor the GSRA if your group has one. If there is not currently a GSRA for your group recruit one!
9. Attend annual General Assembly of Regional GSR's.

### **How do I become informed as a GSR?**

1. Learn the NA language and acronyms:
  - a. IPs (Information Pamphlets)
  - b. ASC (Area Service Committee)
  - c. RSC (Regional Service Committee)
  - d. NAWS (NA World Services)
  - e. RCM (Regional Committee Member)
  - f. H&I (Hospitals and Institutions)
  - g. HACNA (Houston Area Convention of Narcotics Anonymous)
  - h. TBRCNA (Texas Bluebonnet Region of Narcotics Anonymous)
2. Learn the ASC Trusted Servants names and the responsibilities of each position. (Facilitator, Co-Facilitator, Treasurer, Co-Treasurer, Recorder, RCM 1, RCM 2, Policy Facilitator)
3. Learn the subcommittees (H&I, PI, HACNA, Outreach, Activities and Policy) and what they do, who the Facilitators are and where they meet. Ask the subcommittee facilitators about their subcommittees and make sure you have their contact information (phone number and email address) for your reference and your group's reference as needed. Attend a few of subcommittee meetings.
4. Learn the subcommittee meeting times and locations. Help promote the subcommittee's needs by announcing their meetings and locations at all meetings you attend. Encourage participation by other NA members.
5. Obtain and read the NA Guide to Local Service. Ask questions if you don't understand something.
6. Obtain and read the Area policy. Ask the Policy Facilitator about things you don't understand.
7. Read both NA Guide to Local Service and the Area Policy specifically to understand the consensus-based decision-making process. Your ability to be effective in this position will be greatly enhanced once you understand this process because it is used for all decision making (except for Trusted Servant elections) at the Area level.
8. Ask questions. Talk with your group to see how they would like you to serve the group in this position – what is most important to them? Talk with people who have held the GSR or GSRA positions previously in your group and other groups. Talk with your predecessors about service and the role of GSR/A within the area.
9. Ideally serve in the alternate GSR role for one year prior to becoming GSR of a group. At the very least attend several Area meetings as an observer to familiarize yourself with the process and what is expected.

### **How do I know who to vote for in Trusted Servant elections?**

*Pay attention at Area Meetings* - trusted servant positions are just that - trusted (and hopefully egoless). When voting a candidate in a trusted servant position, ask questions, get definitive answers, and when in doubt, follow the lead of those whose time, recovery, and spirituality you respect. Talk to your sponsor.

If there are extensive discussions and/or concerns about a particular candidate, understand that you are not obligated to vote them in just because no one else is willing to step up. If a position doesn't get filled, NA will still exist. Learn a little about the people who have been around and of service. If one of them is asking a lot of questions, listen and feel free to ask questions as well. Remember, you are representing your group. Anticipate questions your group members may ask and be prepared to answer them.



**Appendix E – GSR Report Form**

Monthly GSR Report Form

**GROUP SERVICE REPORT TO HASCONA AREA SERVICE COMMITTEE**

[To be completed monthly and sent to the Area Recorder (houstonarearecorder@gmail.com) 4 days prior to the next ASC meeting]

Group Name \_\_\_\_\_ Date \_\_\_\_\_

GSR \_\_\_\_\_ Ph# \_\_\_\_\_

Email: \_\_\_\_\_

GSR-Alternate \_\_\_\_\_ Ph# \_\_\_\_\_

Email: \_\_\_\_\_

Amount donated to Area \_\_\_\_\_

I. Group Statistics for the last month

a. Average number in attendance \_\_\_\_\_

b. When and where is your Group Conscience held? \_\_\_\_\_

c. Are positions such as Recorder/Secretary and Treasurer filled? \_\_\_\_\_

d. What open positions does your group have? \_\_\_\_\_

e. Scheduled day for anniversary/birthday celebrations \_\_\_\_\_

II. Group Concern(s) and solution(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

III. How Can HASCONA Area Service Committee help your group? (To be shared during "Sharing Session"):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IV. Our greatest success this month was: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

V. Does your group have a proposal for this ASC meeting? YES \_\_\_\_\_ NO \_\_\_\_\_

VI. What is the subject of your group's proposal? \_\_\_\_\_

\_\_\_\_\_

## **X. Appendix F – Consensus-Based Decision Making**

### **Consensus-Based Decision Making**

Consensus is a decision-making process that works creatively to include all persons making the decision. It is the most powerful decision process as all members agree to the final decision. This is truly radical democracy as all participants have a direct voice and veto power. In short consensus takes into account and validates each participant. Everyone gets the opportunity to voice their opinion or block a proposal if they feel strongly enough about a decision.

### **Basic Consensus**

#### **F.A.Q. What Exactly Is Consensus?**

Consensus is a decision-making process which equalizes power over a group of people. Instead of simply voting for an item and having the majority of the group get their way, the group has to sit down and get a solution to a problem that EVERYONE is okay with. People take different ideas and we see how we feel about them. The solution that the group thinks is the most positive gets chosen, unless a member of the group finds the solution totally unacceptable. Consensus is based on compromise, and the ability to find common ground.

#### **Why Would We Want to Use Consensus?**

Consensus is a system that promotes participation because each person has the power to make changes in the system, and to prevent changes that they find unacceptable. People are often inactive because they feel that they have no power in the system and their voice won't be listened to. (Isn't that why so few people vote in most industrial democracies?) Imagine if corporations had to have consensus from a community to build a plastic factory near them, or an incinerator. Shouldn't this be what happens regularly? Since consensus would give everyone power to have their voice be heard, it would force people to listen to each other, and answer their concerns instead of moving past them.

#### **But What's Wrong with a Majority Rule System?**

The majority rule system is set up to have a winner and a loser. This promotes conflict and lends itself to steamrolling an idea over a minority that dissents with the majority opinion. People in a majority rule system don't need to listen to the dissenting minority or take their opinion seriously because they can simply outvote them. Majority rule systems say that the majority is infallible, and they have nothing to learn from the minority. There is no moral system at work with a majority rule system, and there is nothing to say that the majority of people will come up with a morally acceptable system.

#### **Be Honest, What Are the Bad Things About Consensus?**

Since it is a lengthier process to hash out ideas until all objections are resolved, your group meetings might be a bit longer, and some proposals might regularly take more than a week to decide. Also, since some proposals may be just shot down without hope of compromise, consensus sometimes favors the status quo.

#### **How it works...**

1. Presentation: The proposal is presented as clearly as possible by its author.
2. Clarifying Questions: Questions are asked by anyone about the proposal to make sure that everyone understands it before you discuss it. This is not a debate over the proposal, just clarification.
3. Discussion or Reservations: The proposal is discussed and debated. Possible amendments to the proposal are made at this time. The author always reserves the right to alter the proposal as he/she sees fit.
4. Take general feelings on the proposal \_ Do we have a consensus?

- a. **Assent** - I agree and/or go with it. Shown with silence.
- b. **Assent with Reservations** - I don't like this but I trust the Group and the process. It does not block the passing of a proposal, but it is a public statement of why you dislike it (so you can say 'I told you so!' later). All strong concerns are written in the minutes of the meeting or otherwise recorded by the Recorder.
- c. **Stand Aside** - I don't agree. It does not block the passing of a proposal, but it is a public statement of why you dislike it (so you can say 'I told you so!' later). All strong concerns are written in the minutes of the meeting or otherwise recorded by the Recorder.
- d. **Block** - Blocks the proposal from passing. If you block it means that you cannot live with the proposal if it passes. It is so objective to you/those you represent, that you will stop the proposal from passing. A block isn't an "I don't really like it" or an "I liked the other idea better." It is an "I cannot live with this proposal if it passes. I think it violates a traditions or spiritual principles or concepts, and here's why..."

#### **Does the Proposal Pass?**

If the feelings of the group are generally positive and there are no major objections, then the proposal passes. If general feelings are positive, but someone has blocked the proposal, the proposal doesn't pass. It may get sent to a reconciliation committee or withdrawn and reworked and represented at a later date. If the group feelings are generally negative, the proposal doesn't pass. If the group feelings are mixed, not generally positive or negative, discussion continues, or the proposal is tabled until the next meeting, or until more information is available. If discussion seems to be going on forever without the possibility of resolution, the group can:

1. Decide to drop the proposal.
2. Move onto approval voting of specific options within the proposal, or,
3. Send the proposal to a 'reconciliation committee' - or perhaps the original author - for rewriting to work out the objections.

#### **Ground Rules**

1. A time limit of 15 minutes will be imposed on the discussion of proposals
2. A consensus is reached when 75% of voting members agree
3. No Repeating
4. No Bulldozing Majority
5. Hear the Minority Opinion
6. Decide ahead of time what we consider a Consensus
7. Meeting Recordings (Formally Minutes)
8. Respect One Another

This will take a lot of cooperation from everyone to make this a true consensus. Consensus is a broad agreement among members of this body and consensus-based decision-making is any number of techniques to adopt proposals that the body can broadly agree on; this agreement is reached through both discussion and willingness to modify proposals.

**Appendix G – HASCONA Proposal Form**

***HASCONA Proposal Form***

Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_ (first name & initial)

Date Received: \_\_\_\_\_ Proposal Identifier: \_\_\_\_\_

Policy Facilitator provides proposals to ASC Facilitator for consideration in New Business: \_\_\_\_\_

**Proposal Made By:** \_\_\_\_\_

**Proposal:** \_\_\_\_\_

\_\_\_\_\_

**Intent of Proposal:** \_\_\_\_\_

\_\_\_\_\_

**Results of Proposal: (To be recorded by the Policy Facilitator)**

1. Proposal *presented to ASC* and considered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if no, this proposal becomes New Business for the next ASC in order received.)
2. Proposal amended and reconsidered while proposal “on the floor”? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Consensus Reached? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Sent to groups for voting? Yes \_\_\_\_\_ No \_\_\_\_\_ Date sent back to groups: \_\_\_\_\_
5. Proposal Passes \_\_\_\_\_
6. Proposal Fails \_\_\_\_\_
7. Proposal Withdrawn \_\_\_\_\_
8. Proposal to be re-written and brought back to ASC? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Proposal Referred to committee (name of committee): \_\_\_\_\_
10. Proposal Blocked? Yes \_\_\_\_\_ No \_\_\_\_\_
  - a. By (name and group) \_\_\_\_\_
  - b. Reason for the Block (Tradition or Concept violation): \_\_\_\_\_  
 \_\_\_\_\_
  - c. Block accepted *and* proposal does not receive consensus approval. \_\_\_\_\_
11. Proposal Considered and further review/discussion needed, so consideration is postponed/tabled: \_\_\_\_\_
12. Other Conclusion \_\_\_\_\_  
 \_\_\_\_\_

**Appendix H – Expense/ Reimbursement Form**

**Houston Area Service Committee of NA - Expense/Reimbursement Form**

Date \_\_\_\_\_

Please complete this form for both anticipated expenses related to an advance request or for reimbursement of approved expenses.

Submitter's Name \_\_\_\_\_ Position \_\_\_\_\_

Is this an Advance Request? Yes or No (Circle One)

Date of Expense	Vendor Name	Description/Explanation	Amount	Budget Allocation
			Advance Total	
			Expense Total	
			Reimbursement Due	
			Amount of funds Returned	

Notes:

Make Check Payable to: \_\_\_\_\_

Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_

Purpose/Account: \_\_\_\_\_

## **Appendix I – ASC Meeting Format (Standard Agenda)**

### **Agenda**

**Call to Order – 1:00 pm**

**Open with the Serenity Prayer**

**Readings: Service Prayer, Twelve Traditions, and Twelve Concepts for NA Service**

NA Service Prayer: “God, grant us the knowledge that we may work according to your divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will, and grant us a bond of selflessness, that this may truly be Your work, not ours, in order that no addict anywhere need die from the horrors of addiction.”

**Roll call – Count of GSRs Present (and number with voting privileges)**

**Recognition of New Groups, New GSRs, and Returning Groups**

**Key Administrative Reports**

1. Recorder’s Report – Review and Approval of Minutes
2. Facilitator’s Report – Review and Approval of Agenda
3. Treasurer’s Report – Last Month's Income, Expenses, and Current Financial Status

**Group Reports Old Business New Business**

**Administrative and Sub-Committee Reports** – Key items for GSR input; Major events

**Sharing Session (Open Forum)**

**Review of Business**

1. Items to Take Back to Groups
2. Identification of Other Old Business for Next ASC

**Announcements**

**Adjournment**

## **Appendix J – H&I Subcommittee Policy**

### **HASCONA Hospitals and Institutions Subcommittee (“H&I”) Policy**

Revised May 2011

#### **Introduction:**

The ultimate goal of H&I work is to get our message of recovery to any addict whose attendance at regular NA meetings is restricted. A strong and stable H&I subcommittee, with support and willingness from the local NA community, is crucial if we are to do this.

H&I committees are subcommittees of the area or regional service committee and as such they are directly accountable to that committee in all matters. Subcommittees are not autonomous; they are established by areas and regions to serve a specific need.

Budget, new guidelines, and reports of the subcommittee’s work should be submitted for approval to the appropriate subcommittee.

The panel system has a “panel coordinator” who oversees several different H&I commitments to assure that communications between the facility and the H&I subcommittees are going well. Each H&I meeting has a panel leader, who makes all necessary arrangements to put on the meeting itself. “Panel members” are those who attend the meeting to share their recovery. A variety of formats can be used within such a panel system.

#### **Purpose:**

We shall maintain an active liaison and keep the spirit of cooperation with HASCONA. We abide by all the rules of the facility that we enter, so far as it allows us to freely carry the message of recovery in Narcotics Anonymous. Created in harmony with Tradition Nine, to instill unity in our own Twelve Step work, our concept is to insure that no addict seeking recovery need die without finding a better way of life. This should always be our primary purpose.

The H&I initiates, coordinates, and conducts all H&I meetings/ presentations in the HASCONA area, but may use other methods such as distribution literature and meeting lists so as to make recovery more accessible to the addicts in those facilities.

#### **Function:**

1. Be a resource for providing information, literature, and to share experience, strength, and hope where needed.
2. To provide a list of all active H&I meetings for this subcommittee.
3. To conduct a monthly subcommittee meeting.
4. To maintain communications with the HASCONA and Regional Service Committee.
5. Maintain a current list of all facilities served.
6. The HASCONA H&I subcommittee’s function is to carry the message of recovery through meetings held in facilities whose residents are restricted in their access to regular NA meetings.

#### **Cooperation:**

Since NA is a program of attraction rather than promotion, H&I serves an institution at the invitation of the institution's administration.

**\*\*We share only our personal experience, strength, and hope.\*\***

Each member must be cautioned to act responsibly, relative to the requirements of the institution and the Twelve Traditions of NA. as individual members of the H&I subcommittee of HASCONA we must always keep in mind our primary purpose and maintain the integrity of NA as a whole.

**H&I Subcommittee Positions**

In the event of a subcommittee member's relapse of when asked to step down we respectfully ask that the position be surrendered.

All commitments are for a period of one year with a maximum of two consecutive terms. Partial terms are not counted as part of the commitment period.

All position members are expected to attend the subcommittee meetings.

**Facilitator:** (elected by ASC)

1. Three years clean time; *minimum one year of H&I experience.*
2. Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions, Area Policy and Guide to Local Services in NA.
3. Abides by the ASC's decision-making process.
4. Provides an agenda for subcommittee meetings.
5. Coordinates and is responsible for all work done by the H&I subcommittee.
6. Available to NA members regarding questions or concerns.
7. Maintains contact with facility representatives to insure that their needs are being met and also to inform them of changes to the meeting schedule or changes involving trusted servants relevant to their facility.
8. Works with the Public Relations subcommittee when making H&I presentation to facilities.
9. Provides a report to the ASC and makes motions on behalf of the H&I subcommittee at the meeting.
10. Maintains communication with the ASC and RSC.
11. Prepares an annual budget.
12. Appoints an ad hoc committee to formulate H&I workshops as needed.

**Co-Facilitator:** (elected by subcommittee)

1. Two years clean time; one year H&I experience.
2. Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions.
3. In the absence of the Facilitator, or in the event of the inability of the Facilitator to perform, or upon the resignation of the Facilitator; assumes all the responsibilities normally carried out by the Chairperson until the ASC has an election for the position.
4. Assist Facilitator in preparing annual budget
5. Liaison to PR subcommittee.
6. Assist Facilitator with maintaining contact with all facilities and informing them of changes involving trusted servants relevant to their facility.
7. Is involved in changes additions, and deletions of the subcommittee's guidelines along with the Facilitator, and Recorder of the subcommittee, for submission to the committee for review and approval.



**Recorder:**

1. One year clean time; 6 months H&I experience.
2. Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions
3. Takes an accurate set of minutes at each monthly meeting and distributes them to the subcommittee members prior to the next meeting
4. Records maintenance
  - a) Maintains an ongoing files or correspondence and minutes.
  - b) Has available, for reference, a NAWS H&I Handbook.
5. Takes attendance at monthly subcommittee meeting and notifies the committee if any member becomes inactive.
6. Is involved in changes, additions, and deletions of the subcommittee's guidelines along with the Chairperson, and Vice Chairperson of the subcommittee, for submission to the committee for review and approval.

**Literature Coordinator:** (elected by subcommittee)

1. Six months clean time; Ninety days H&I experience.
2. Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions.
3. Prepares monthly literature budget with Chairperson and/or Vice-Chairperson.
4. Submits monthly reports of literature distribution, ordering and inventory on hand.
5. Maintains a current list of literature used by the individual H&I facilities lists to be provided on a monthly basis by the meeting chairpersons with the H&I Inventory Sheet.

**Facilities Coordinator:** treatment facilities and half way houses (elected by subcommittee)

1. One year clean time; 6 months H&I experience.
2. Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions.
3. Maintains, updates, and distributes the subcommittee member contact list.
4. Maintains facilities rules and/or guidelines.

**Prisons Coordinator:** (elected by subcommittee)

1. One year clean time; 6 months H&I experience.
2. Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions.
3. Approved by TDC.
4. Make sure panel members know the OD's and Don'ts of the prison and H&I.
5. Maintains, updates, and distribute the facilities list.
6. Talk with contact at prison for literature needs.
7. Confirms panel members and contacts prison personnel of who will attend the meeting and when.
8. Make sure a sign-in sheet is available for inmates.
9. Maintains, updates, and distributes the subcommittee member contact list.
10. Maintains facilities rules and/or guidelines.

**Panel Coordinator:** (elected by subcommittee, six month commitment)

1. One year clean time requirement.
2. Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions.
3. Follows chosen meeting format provided by H&I subcommittee.

4. Attends and submits a report at the monthly subcommittee meeting.
5. Invites members of the fellowship to be panel leaders and members (in accordance with H&I policies,) with the responsibility of making sure that the meeting has a panel leader and members.
6. Insures that members going into facility have been properly orientated on the Do's and Don'ts of the facility and the subcommittee.

**Panel Leader:** (invited by Panel Coordinator)

1. One year clean time requirement.
2. Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions.
3. Follows chosen meeting format provided by H&I subcommittee.
4. Invites members of the fellowship to be members (in accordance with H&I policies.)
5. Insures that the meeting starts and ends on time.
6. Insures that the meeting starts and ends on time.
7. Reports any issues to the Panel Coordinator.

**Panel Member:** (invited by Panel Coordinator or Panel Leader)

1. Six months clean time requirement and a willingness to share their experience, strengths and hope.
2. Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions.
3. An understanding of the fellowship and the ability to carry a clean NA message.
4. Has been orientated on the Do's and Don'ts of H&I policy and willing to comply with all of the subcommittees and facilities requirements.

**Voting:**

1. Members who have missed **two unexcused meetings consecutively** are **ineligible** to vote. Voting status may be regained by attending two consecutive meetings.
  - a. Voting members are defined as: Members who attend subcommittee meeting two (2) consecutive times. At the third (3<sup>rd</sup>) subcommittee may vote.
    - i. Newcomers to subcommittee may vote after attendance requirement is fulfilled as described above.
    - ii. Members who are re-establishing their subcommittee membership will also adhere to the above attendance requirement described above.
2. Any office, with the exception of the Chairperson, can be removed by a 2/3-majority vote.
3. All members are voting members except the Chairperson. If in the event of a tie the Chairperson may vote.

**General Information:**

1. All commitments are for a period one year with a maximum of two consecutive terms. Partial terms are not counted as part of the commitment.
2. Any members of the subcommittee not conforming to these requirements or who refuses to abide by the rules and regulations of the facility may be relieved of their commitment after review by this subcommittee.
3. In the case of a member resignation or relapse, or becoming unable to complete term, the member will surrender the position. (Being clean is defined as complete abstinence from all drugs.)

4. Any subcommittee member, who has either a professional or personal connection with a given facility, shall not be permitted to participate with the H&I meeting at that facility. This is intended to avoid possible conflict and resulting damage to the inmate or patient inside, and the working ability and privilege of the H&I subcommittee to carry the message inside facility.
5. No subcommittee member will interfere with or use influence in any manner relative to clients, residents, inmates, staff, etc. H&I members will not make any comments or promises regarding employment, parole, probation or medical issues. NO EXCEPTIONS UNDER ANY CIRCUMSTANCES.
6. H&I Do's and Don'ts shall be furnished to and read by all panel members prior to attending an H&I meeting.
7. The Panel Coordinators and leaders will review the facility and speaker list every six months to ensure that a healthy NA message is being presented.
8. All H&I members will work with the Chairperson to ensure the H&I subcommittee guidelines are being adhered.
9. Books may be sold to individuals at cost with the facilities permission.

## Appendix K – PR Subcommittee Policy

### HASCONA Public Relations (PR) Subcommittee Guidelines Original (10/28/08) Revised (07/2011)

#### A. Purpose

To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to anyone seeking recovery.

#### B. Functions/Responsibilities

1. To act as the resource and coordinating body for group and area P.R. efforts.
2. To maintain close working relationship with other subcommittees, and to consult and assist other Houston area subcommittees who may interact with the public, within the area, thereby insuring that all requests for information are referred to and carried out by the appropriate committees in accordance with the Twelve Steps, Twelve Traditions and the Twelve concepts.
3. To respond to any P.R. requests that originates from within the Houston Area.
4. To maintain close communications with other area, regional, and/or World Committee, utilizing their resources and providing assistance when requested
5. In order to accomplish the above, this committee shall assign members to develop the following:
  - a. A listing of all community agencies, organizations, and other groups for information packet mailings.
  - b. A contingency plan to handle requests from within the area that may have to be referred to the region and / or World Service body needs to be updated.
  - c. A listing of committees and contacts from surrounding areas
  - d. Regular inventory of supplies used for P.R. presentations including the PR booth.
  - e. To have available written and recorded P.R. materials for use by this committee. These will be obtained through the World Service body.
  - f. To have available a listing of all media agencies.
  - g. To provide A P.R. binder with all pertinent information required by this subcommittee.

#### C. Description of Area P.R. Committee

The committee should consist of a Facilitator, Co-Facilitator, Secretary, Phone Line Chair, Newsletter Chair, Web Servant or representatives as deemed necessary by the committee, and members of N.A. who have a desire and willingness to serve. All meetings of this committee are open to interested members of N.A. This committee is a subcommittee of the Houston Area Service Committee and as stated in our Ninth Tradition is “directly responsible to those they serve”.

#### D. Participants

1. All participants must maintain clean time throughout their term of office or participation.
2. All Public Information meetings are open to interested members of Narcotics Anonymous.

### **E. Voting Procedures**

All matters before this committee shall be directed by a majority consensus of regular participants within the subcommittee. This committee will operate by group conscience and that conscience will be carried at the area and regional levels. Policy/guideline changes are contingent on Area approval. All subcommittee positions, with the exception of P.R. Facilitator, will be nominated and elected by the P.R. Committee.

Terms of office shall coincide with Area Service Committee elections. No trusted servant may hold their position for more than two consecutive terms. No Co-Facilitator or other alternate type of representative shall automatically assume the next higher position. Although these positions may be filled by alternates during temporary absences, all positions in this committee are filled by members who have been voted in by the committee. The Facilitator shall be elected by the ASC.

All officers of this committee shall be elected from current regular participants of the P.R. committee and must be present at the time of the nomination and election. Any trusted servant may be removed from office by a 2/3 majority vote.

### **F. Requirements and Duties**

1. All participants of this committee shall have:
  - a. Personal time and ability to perform their duties
  - b. The ability to be in contact with other P.R. members through the phone and email on a regular basis
  - c. Willingness and desire to serve
  - d. Clean time and experience as stated herein
  - e. Understanding of experience with The Twelve Steps, Traditions and Concepts of NA
  - f. Working Knowledge of Area Guidelines, Area P.R. Guidelines and P.R. Handbook

#### **Facilitator: (TERM: 1 Year)**

- a. Three years clean time.
- b. One year prior Public Relations subcommittee experience.
- c. Ability to organize, give direction and incentive to the committee.
- d. A legal source of income.

#### **Duties:**

- a. Arrange times and agendas for meetings.
- b. Initiate all necessary correspondence, including communication between area, region and world.
- c. Create and maintain the yearly P.R. budget.
- d. Ability to operate and coordinate computer related materials.
- e. Keep ASC / RSC informed of all ongoing P.R. activities.
- f. Report to ASC / RSC any plans for major projects or expenditures.
- g. Accountable for files, records and overall functions of the committee.

#### **Co-Facilitator: (TERM: 1 Year)**

- a. Two years clean time.
- b. Prior service experience and regular committee participant.
- c. Ability to assume responsibilities in the Facilitator's absence.

#### **Duties**

- a. To work closely with and assist in the duties of the committee.

- b. Carry out responsibilities assigned by the facilitator and / or the committee.
- c. Track all potential policy/guidelines changes during term.

**Secretary: (TERM: 1 Year)**

- a. One year clean time.
- b. Prior service experience
- c. Ability to develop written service material in a clear and concise manner.

**Duties**

- a. Record the minutes of each meeting and have them published and distributed to the P.R. committee members in a timely manner and re-submit with any changes as necessary.
- b. Handle all correspondence as directed by the chair of the committee.
- c. Collects reports from all PI members making them available for the monthly P.R. report for the ASC.
- d. Make photocopies of materials for distribution.
- e. Monthly inventory and purchase of supplies for the P.R. committee.
- f. Maintain an archive box filled with all reports and minutes categorized by month.
- g. Ability to operate and coordinate computer related materials.
- h. Track all guideline changes during term

**Phone Line Chair: (TERM: 1 Year)**

- a. One year clean time required.
- b. Working knowledge of The Twelve Steps, Twelve Traditions and the Twelve Concepts.
- c. Prior service experience preferred.
- d. Internet experience helpful.

**Duties**

- a. Coordinate volunteers for staffing the phone line.
- b. Maintain materials for volunteer orientation.
- c. Attend all PI sub – committee meetings.

**Newsletter: (TERM: 1 Year)**

- a. Two years clean time.
- b. Working knowledge of The Twelve Steps, Twelve Traditions and the Twelve Concepts.
- c. Prior service experience preferred.
- d. Internet experience helpful.

**Duties**

- a. A working knowledge and understanding of English grammar, spelling, punctuation and sentence structure.
- b. A working knowledge of editing software and computer skills.
- c. To produce a quarterly newsletter with a clear NA message and to submit to P.R. Subcommittee for approval and review prior to publication.
- d. Attend all P.R. subcommittee meetings.

**Web Servant: (TERM: 1 Year)**

- a. Two years clean time.
- b. Working knowledge of The Twelve Steps, Twelve Traditions and the Twelve Concepts.
- c. Prior service experience preferred.

- d. Internet Access mandatory.

#### **Duties**

- a. Maintain updated information on the Area Website.
- b. Interact with the PI subcommittee, and attend all P.R. subcommittee meetings.
- c. Keep schedule of all fees required for the web Hosting and domain name for the Area web site.

#### **G. Special Task Forces**

Certain members shall be assigned special tasks by this committee to assure availability of materials needed to carry out our purposes and functions. These materials shall be uniform in style and message and may be obtained through contact with the Regional or World Board. Any new material developed in the Houston Area P.R. Committee shall be reviewed and approved by the committee as a whole before distribution. These assignments may include but are not limited to the following:

- a. Speaker Pools
- b. Written press release / press kits
- c. Taped messages for radio and T.V.
- d. Material for community postings i.e. Flyer Hanging.
- e. Letters, including introductions, follow-ups (professional mailings), and thank yours.
- f. Written formats for P.R. presentations to schools, diversion classes etc.
- g. Video tapes for T.V.

#### **H. Helpful Suggestions**

Over enthusiasm can be potentially harmful to achieving goals. Establish priorities and work toward accomplishing them in a fully informed manner that is consistent with our Twelve Steps and Twelve Traditions. Always keep in mind our Eleventh Tradition "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films". It is through group conscience that service work is best accomplished, and NO INDIVIDUAL EFFORTS should be undertaken. Keep in mind our First Tradition: "Our common welfare depends on N.A. unity". It is imperative that all PI members be flexible to the dynamic demand of various P.R. tasks being undertaken at any time. Constant communication within the P.R. committee is required; not just at P.R. service meetings, but in between them as well. The Houston Area Service PI committee relies heavily on email and phone communications to accomplish its job.

*The Houston Area P.R. Subcommittee wishes to extend a debt of gratitude to the Katmandu Area PI Subcommittee for their assistance with these guidelines.*

## Appendix L – HACNA Subcommittee Policy

### HACNA CONVENTION COMMITTEE GUIDELINES

#### I. FORMATION

- A. This body shall be known as the Houston Area Convention Committee (HACC). The purpose of forming this body is to conduct the affairs of the Houston Area Convention of Narcotics Anonymous (HACNA). HACNA shall operate as an ad hoc subcommittee of the Houston Area Service Committee of Narcotics Anonymous (HASCONA), as outlined in HASCONA policy.

#### II. PURPOSE

- A. To coordinate, host and conduct HACNA bi-annually by members of Narcotics Anonymous to bring our membership together in the celebration of recovery and unity. Meetings, workshops, marathon meetings and other activities are scheduled to encourage our unity and fellowship among our members. Because services committees of Narcotics Anonymous sponsor conventions, they shall always conform to the N.A. principles and reflect our primary purpose: to carry the message to the addict who still suffers.

#### III. MEMBERSHIP

- A. Any member of Narcotics Anonymous may participate on the Convention Committee.

#### IV. VOTING PRIVILEGES

- A. Any member present at the first meeting of the convention year has full voting privileges.
- B. Any member joining after the first meeting of the HACC must attend two consecutive HACC meetings to obtain voting privileges. A member becomes eligible to vote at their second consecutive meeting.
- C. Any member of the Convention Committee who is absent two consecutive meetings will be considered inactive for voting purposes at the roll call of the second meeting. They may regain their voting privileges after attending two consecutive meetings. The sign-in sheet shall determine voting membership. It is each member's responsibility to sign in on the sign-in sheet at each meeting.
- D. Should a member miss four meetings – after their first meeting – throughout the year, they will be considered inactive for voting purposes for that Convention year. If an Administrative Committee Member or a Subcommittee Facilitator misses four meetings throughout the year, based on the sign-in sheet, they will be asked to step down from their position.
- E. Traditionally, HACC meetings are held on the second Sunday of each month except two months prior to the convention, when they will be called as needed.
- F. There will be one Post Convention HACC meeting, no more than twenty-one days following the close of the convention. At this meeting:
  - i. All Subcommittee facilitators turn in final reports and make recommendations for the following year.
  - ii. The Treasurer and Co-Treasurer present the reconciled books
  - iii. The Merchandise Facilitator presents an itemized inventory
  - iv. Any Subcommittee Facilitators with excess inventory following the close of the convention present itemized inventories
- G. If the HACC Facilitator deems it necessary, there will be a HACC Post Mortem meeting held at the hotel.



- i. This meeting is traditionally held after the close of business on the last day of the convention and is generally held at the hotel.
- H. The first meeting of the new convention year will be held the month following the Inventory and the Post Convention HACC meeting. Elections for the HACC for the new convention year will be held at this first meeting, excluding the HACC Facilitator.
- I. The HACC will operate using consensus based decision making (CBDM).

## **V. ELECTIONS**

- A. Elections for the HACC Facilitator will be held at the area service committee (ASC) meeting of HASCONA. Traditionally, the election of the HACC Facilitator occurs eighteen months prior to the next convention.
- B. Anyone who steals N.A. funds, assets or assists in that theft: misrepresents or misappropriates the N.A. name for personal gain or for the gain of any associate, is automatically ineligible for any HACC position for five years.
  - i. By group conscience, this clause is negotiable, determined by the circumstances of the individual in question and the decision rendered by the group.
- C. No two persons in the same household or immediate family/relationship shall have the authority to sign on the same bank account.
  - i. By group conscience, this clause should always remain non-negotiable.
- D. Elections for the HACC excluding the HACC Facilitator will be held at the first meeting for the new convention year, as outlined in Section IV, letter H.

## **VI. ADMINISTRATIVE BODY**

- A. The Administrative Body shall consist of the following trusted servants, also referred to as Administrative Members: Facilitator, Co-Facilitator, Treasurer, Co-Treasurer and Recorder. All Administrative Members must be active voting members in good standing. Their duties begin at the first HACC meeting.
- B. Members of the ASC Administrative committee cannot hold a position as an Administrative Member on the HACC.
- C. Due to the nature of Administrative Members' positions, 24-hour attendance at the convention will be mandated.
- D. Qualifications for Administrative Committee shall be:
  - i. Facilitator – Minimum (Min.) 7 years clean time, previous convention experience strongly recommended.
  - ii. Co-Facilitator – Min. 7 years clean time.
  - iii. Treasurer – Min. 5 years clean time.
  - iv. Co-Treasurer – Min. 5 years clean time.
  - v. Recorder – Min. 2 years clean time.
- E. Duties of Committee Officers:
  - i. Facilitator
    - a. Presides over all HACC meetings.
    - b. Prepares an agenda.
    - c. Insures that Committee members are informed of any sudden changes in meeting time/location.
    - d. Is a co-signer on the HACC bank account.
    - e. Can vote only in the case of a tie.
    - f. Is the primary point of accountability between HACC and hotel liaison.
    - g. Shall attend all ASC meetings during the convention year and provide a written report to the ASC.
    - h. Shall supply a written updated progress report including financial and

bank statements at each ASC upon request.

- i. Shall receive and be knowledgeable to all contracts related to the HACNA.
- j. Shall be party to all decisions made.
- k. Acts as or appoints Site Coordinator.
- l. Shall serve no more than one term within a ten-year period.
- m. Submits written report along with oral report to Recorder for accuracy in minutes.

ii. Co-Facilitator

- a. Will assume the responsibility of the Facilitator in the event of their absence.
- b. Assists Facilitator in overall coordination.
- c. Is a co-signer on the HACC bank account.
- d. Maintains direct contact with Subcommittee Facilitator.
- e. Shall be aware of all operational procedures of Subcommittee requirements and deadlines, and offer input when necessary.
- f. Suggested that they attend all Subcommittee meetings, schedules permitting, and offer input whenever possible.
- g. Will attend any meeting pertaining to the ASC in absence of the Facilitator or as needed.
- h. Shall receive copies and be knowledgeable to all contracts related to HACNA.
- i. Submits written report along with oral report to Recorder for accuracy in minutes.

iii. Treasurer

- a. Will be responsible to open a Post Office Box that is geographically convenient and pick up all pre-registrations, correspondence and bank statements arranging for duplicate bank statements to be sent to convention PO box. (All checks will be recorded and deposited, and the registrations forwarded to the Registration Facilitator.)
- b. Will keep a running tally of all monies related to: all pre-registrations for the banquet and breakfast and entertainment tickets and any pre-sale merchandise that is purchased.
- c. Ensures that new signature cards are filled out with the appropriate signatures and returned to the bank. Signers on the accounts should consist of Administrative Members.
- d. Shall give copies of contracts and invoices to appropriate Subcommittee Facilitators and Recorder.
- e. Will be responsible for issuing any checks that are required to help facilitate the convention.
- f. Will keep accurate journal of checks that have been issued and be certain that they are categorized for the appropriate subcommittee, thus monitoring their individual budgets.
- g. Will see to it that all checks written have the proper receipts and are accompanied by a check request filled out with the proper information.
- h. Will provide the HACC with a monthly cash flow statement accompanied with the current back statement.
- i. Will present all financial invoices and contracts to the HACC for their review, signature, and recommendations.
- j. Will coordinate all on-site duties pertaining to cash pickup, counting, depositing, and record keeping.

- k. Will make all deposits under escort during the convention.
- l. Will provide the HACC with a final report detailing all financial activity throughout the year within 21 days of the close of convention.
- m. May not be a payee and signer of any other checking Account.
- n. Will utilize hand receipts throughout the year and during the convention for all money reimbursements.
- o. During the convention, will count all monies with Facilitator or Co-Facilitator in the presence of Co-Treasurer.
- p. Prior to convention, either the Co-Treasurer or Treasurer must be present when a check drawn on the HACC accounts is signed.
- q. During the convention, both the Co-Treasurer and Treasurer must be present when a check drawn on the HACC accounts is signed.

iv. Co-Treasurer

- a. Willingness to learn and follow all financial procedures required of HACC Treasurer.
- b. Learns to perform all Treasurer duties listed in HACC Policy.
- c. Assists HACC Treasurer in their duties prior to and during the Convention.
- d. Demonstrates ability to perform basic bookkeeping functions.
- e. Approves monthly Treasurer's Report prior to HACC meetings.
- f. Prior to convention, either the Co-Treasurer or Treasurer must be present when a check drawn on the HACC accounts is signed.
- g. During the convention, both the Co-Treasurer and Treasurer must be present when a check drawn on the HACC accounts is signed.
- h. During the convention, will count all monies with Facilitator or Co-Facilitator in the presence of the Treasurer.
- i. May not be a payee and signer of any other checking Account.
- j. May make deposits under escort during the convention in lieu of Treasurer.

v. Recorder

- a. Shall keep accurate recordings, make copies and distribute them at all HACC meetings.
- b. Shall maintain recordings for the year.
- c. Handles all correspondence as directed by the Facilitator.
- d. Shall maintain an active voting member list. Makes a copy of the actual sign-in sheet and attaches it to the recordings.

**VII. OPERATIONAL POLICIES**

- A. Members of the HACNA Administrative Committee cannot hold an Administrative position on the ASC Administrative Committee.
- B. All committee members are required to participate on a subcommittee and on site.
- C. All contracts and invoices of any kind shall be given in duplicate to the Facilitator, Co-Facilitator, Recorder, and Treasurer.
- D. No member of the Convention Committee; or any relations thereof, either business or personal; or any person related to, either through blood or marriage, shall submit bids or secure contracts to provide services to be performed at or prior to HACNA
- E. It is suggested that in accordance with the spiritual principal of rotation, members periodically work on different committees to enrich their own

experience and to strengthen the committee as a whole.

- F. Registration packets to be assembled ten days prior to HACNA.
- G. No cash payments will be made to any vendor, contractor or committee member.
- H. All HACNA Committee meetings will be non-smoking.

#### **VIII. SUBCOMMITTEES (GENERAL)**

##### **A. Qualifications for Subcommittee Facilitators shall be:**

- i. Registration – Min. 5 years clean time.
- ii. Entertainment – Min. 3 years clean time.
- iii. Hotel, Hospitality, & Transportation (H, H & T) – Min. 5 years clean time.
- iv. Programming – Min. 5 years clean time.
- v. Merchandise – Min. 5 years clean time.
- vi. Arts & Graphics – Min. 3 years clean time.
- vii. Serenity Keepers – Min. 1 years clean time.
- viii. Decorations – Min. 6 months clean time.
- ix. Fundraising – Min. 5 years clean time.
- x. Special Services – Min. 90 days clean time.
- xi. Convention Information – Min. 2 years clean time.
- xii. Policy – Min. 2 years clean time.
- xiii. Historical Perspectives – Min. 1 year clean time.
- xiv. Web Servant – Min. 3 years clean time.

##### **B. Duties of All Subcommittee Facilitators:**

- i. To have a projected itemized budget by the fourth meeting of the Convention year.
- ii. Three bids must be received in writing for monetary expenditures for products over five hundred dollars.
- iii. Provides a written and final, use and functional financial plan to all members of the Administrative Committee, 60 days prior to the convention.
- iv. Submit a written report within 21 days after the convention, inventorying the strengths and weaknesses of their subcommittee; one copy to be put in archives and a second copy provided to the following convention's Subcommittee Facilitator for future use.
- v. Mandatory attendance in all on-site walkthroughs.
- vi. Participates in additional HACNA meetings as directed by Facilitator.
- vii. In the event of an emergency, the Subcommittee Facilitator is responsible to make arrangements with the Co-Facilitator or Subcommittee Representative to be present.
- viii. Must read and be familiar with all contracts pertaining to their subcommittee.
- ix. Copy and distribute all contracts generated by their subcommittee to all members of the Administrative Committee.
- x. To set on-site hourly work schedule for all subcommittee members. To be submitted to Convention Facilitator 30 days prior to the convention.
- xi. To determine signs and other on-site needs, and submit to appropriate subcommittees 30 days prior to the convention.
- xii. Submit written report along with oral report to Recorder for accuracy in recordings.
- xiii. Communication between Facilitator and Co-Facilitators is important for unity, continuity and to the common welfare of NA.
- xiv. All money collected must be turned over to HACNA Treasurer within 72 Hours

of receipt.

XV. Mandatory 24 Hour attendance during the convention.

#### **IX. SUBCOMMITTEES (SPECIFIC)**

##### **A. Registration Facilitator:**

- i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
- ii. Communicates to HACNA Committee.
- iii. Processes all registrations, working in conjunction with the Treasurer to receive registrations in a timely manner.
- iv. Resolves any discrepancies between check amount and registration form.
- v. Has cash register training prior to the convention.
- vi. Coordinates a money drop policy with the Treasurer
- vii. Works in conjunction with the Treasurer in programming registers prior to the convention
- viii. If registers are not used, coordinates with the Treasurer prior to convention on appropriate money handling procedure to be used during convention.
- ix. Responsible for cash register training during the convention.
- x. If registers are not used, coordinates with the Treasurer prior to convention on appropriate training method for money handling procedure to be used during convention.
- xi. Keeps a running tally of registrations, banquet ticket sales, and any other ticket sales.
- xii. Pre-Convention Duties:
  - a. To process all registrations for the convention.
  - b. Responsible for putting together registration package.
  - c. Receives all registration mail from Treasurer.
  - d. Designs a registration flier, with a clearly written registration form attached. The cut-off date for pre-registration should appear on all registration forms.
  - e. Ensures that fliers are produced and distributed throughout the fellowship as soon as possible. The ASC shall also be used as a resource for distribution of fliers. Other recipients are to include: All known fellowship websites, World Service Office News Line, NA Way and other Regional Delegates (RD) and any other known interested groups or members.
  - f. The subcommittee shall select contents for the registration packet based on the approved budget. The budget set for the registration packet shall include any and all items that are associated with the packet; including envelopes, badges, tickets, small trinkets, ribbons and anything else the subcommittee wishes to put in the packet.
  - g. Final preparation for the convention includes buying all supplies for the registration table, assembling packets, ordering banquet, and committee ribbons and having all records of pre-registration up to date.
  - h. A member of the Registration Subcommittee should attend all group fundraisers to facilitate convention registrations. If free registrations are given out at fundraisers, the subcommittee must keep accurate records of what is provided and to whom.
    - i. A record system must be established to record all pre-registrants.
- xiii. On-Site Duties:
  - a. All paid event tickets (banquet, entertainment, etc) are to be numbered and distributed as needed.

- b. Responsible for the numbering and distribution of all Newcomer packets.
  - c. Responsible for the cumulative clean time and state/country recognition to be given to Facilitator for clean time count down.
  - d. No person should be turned away. A number of indigent packets should be made for NA members who cannot afford to register.
  - e. Attendance is required at the convention site three hours prior to the convention for set up.
  - f. As each registration is received, a record shall be made indicating information about the registration and all monies received.
  - g. Volunteers are required to sit at the registration table. A suggested shift for a team to work is two hours.
- B. Entertainment Facilitator:**
- i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
  - ii. Communicates to HACNA Committee.
  - iii. Establishes types of entertainment to be provided.
  - iv. Actively seeks out and procures entertainers and vendors.
  - v. Coordinates and staffs on-site entertainment and activities.
  - vi. Works in conjunction with Treasurer on all paid events.
  - vii. Works in conjunction with Programming and Serenity Keepers on suggestions and space/time allocations.
  - viii. Pre-Convention Duties:
    - a. Coordinates all necessary power sources, lighting needs and audio equipment with hotel liaison.
  - ix. On-Site Duties:
    - a. Responsible for accommodating entertainers, back stage preparations, ticket taking and being stationed at door during dances and paid events.
    - b. Minimum 2 subcommittee members should be present at each entertainment function.
    - c. Works in conjunction with Serenity Keepers and ensures that money drops are in accordance with guidelines.
    - d. If there are no on-site duties regarding entertainment, report to Co- Facilitator or Facilitator for duties.
- C. (H, H & T) Facilitator:**
- i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
  - ii. Communicates to HACC
  - iii. Responsible for selecting the host hotel for the convention and ensuring that the hotel contract serves the best interests of HACNA.
  - iv. Serves as the sole liaison between the selected convention hotel and the convention committee from the date the contract is signed until the final closing with the hotel at the end of the convention.
  - v. Pre-Convention Duties:
    - a. Attempts to project attendance figures to help determine the amount of appropriate meeting space for convention.
    - b. Said figure need not be precise but should use criteria from previous conventions to help committee project a reasonable figure from which to work.
    - c. Uses projected attendance figure to estimate how to best utilize space including: how much meeting space will be needed, how much space will be needed for receiving and entertainment and other programming needs as determined by the programming subcommittee, etc.
    - d. Space utilization estimation is made in accordance with the determination

- of the lowest possible expense for rented space.
  - e. Creates alternate plans of action if actual attendance exceeds or does not meet projected attendance figure. Creates alternate plans for unscheduled meeting rooms.
  - f. Submits for approval catering proposals for the following: coffee, banquets, etc.
  - g. Gives special care to the wording of any contractual proposals.
  - h. Pays special attention to any open ended or additional charges.
  - i. Cautiously works to ensure there are no unexpected costs incurred from any contractual obligations as well as ensuring no services are extended which are left unpaid.
  - j. Makes clear that HACC will only honor bills with specific signatures.
  - k. Makes clear that final approval of any and all contracts is the responsibility of HACC and not the H, H & T subcommittee.
  - l. Ensures that information regarding transportation to the hotel is included on the convention flier.
  - m. Ensures that convention attendees have all appropriate information regarding the location of local transit stations.
  - n. Establishes volunteer or group sign-up sheet for Hospitality Room and coordinating those volunteer duties.
  - o. Enlists volunteers by means of sign-up sheets distributed throughout the area.
  - p. Calls the volunteers and sets up time slots convenient to the volunteers, two hours or more at a time.
- vi. On-Site Duties:
- a. Opens and operates a hospitality area at the convention where the fellowship can gather.
  - b. Responsible for staffing Hospitality Room for duration of convention and purchasing supplies for Hospitality Room if needed.
  - c. Sets up the Hospitality Room on-site.
  - d. Oversees the room throughout the Convention.
  - e. Cleans the room at the conclusion of each night and the conclusion of the convention.
  - f. Maintains the volunteer sign-up sheet and manages the Hospitality Room.
- D. Programming Facilitator:
- i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
  - ii. Communicates to HACC.
  - iii. Supervises all meeting Facilitator selections.
  - iv. Submits expenditures to HACC, when appropriate, for approval.
  - v. Personally contacts all selected speakers and Facilitators of meetings.
  - vi. Confirms room, registration and travel arrangements for selected speakers
  - vii. Determines special needs of convention (physically impaired, etc.)
  - viii. Coordinates and submits contracts for hearing-impaired linguists as well as Bilinguals' needs
  - ix. Coordinates with all subcommittee Facilitators to create the convention's program.
  - x. Selects a vendor to print the convention's program and provides three bids to the committee for selection.
  - xi. Selects the audio recording vendor to record all workshops and main meeting events and provides three bids to the committee for selection.

- xii. Meeting Facilitator Selections:
    - a. Representatives from the groups within Narcotics Anonymous will be selected as Meeting Facilitators.
    - b. Meeting Facilitators must have a minimum of 1 years clean time, be active members of Narcotics Anonymous with a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
    - c. No member of the Convention Committee may be a workshop Facilitator or speaker at the Convention.
  - xiii. Main Speaker Selection:
    - a. Main speakers shall be active members of Narcotics Anonymous with a minimum of five years clean time and a working knowledge of the Twelve Steps and Twelve Traditions, carrying a message of recovery.
    - b. All main speaker candidates must submit a recording to qualify as a main speaker.
    - c. No speaker shall be a member of the Convention Committee.
    - d. No speaker shall repeat as a main speaker within five years.
    - e. Main speakers and or alternative main speakers shall get lodging and a complete convention registration package.
    - f. Airfare can be provided if funds are available but it is strongly advised to see if the main speaker can come in on their own.
    - g. Main meetings are defined as Friday night opening speaker meeting, Saturday night speaker meeting, and Sunday morning speaker meeting. No other convention participants will get lodging or a free convention package.
  - xiv. Pre-Convention Duties:
    - a. Sets number of meetings.
    - b. Prepares schedule of meetings.
    - c. Prepares necessary flyers for Programming Committee (speaker recordings, English and Spanish) by second HACC meeting.
    - d. Program must be completed ninety days prior to convention including notification of speakers, and Facilitators to go to print.
    - e. Notify Arts & Graphics of signs needed
    - f. Solicit bids from recording company (three required).
    - g. Solicit bids from persons to do sign language (three required).
    - h. Make arrangements that out of town speakers have necessary transportation to and from convention site with H, H & T Facilitator.
  - xv. On-Site Duties:
    - a. Ensures that main speakers have been walked through registration and walked through hotel registration.
    - b. Ensures that main speakers are on Convention Main Account and that their lodging has been set for the duration of convention with Treasurer.
    - c. Works in conjunction with Serenity Keepers in welcoming speakers.
    - d. Starts scheduled meetings on time.
    - e. Works closely with the chosen taping company while on-site.
    - f. Works closely with interpreters and linguist for main speakers.
- E. Merchandise Facilitator:
- i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
  - ii. Communicates to HACC.



- iii. Obtains, provides and sells appropriate Narcotics Anonymous merchandise at convention site.
  - iv. Submitting all final contracts to Facilitator for approval, copies to be distributed to the Administrative Committee.
  - v. Promptly submitting all invoices to convention Treasurer.
  - vi. Pre-Convention Duties:
    - a. Arrange merchandise delivery 30 days prior to convention date.
    - b. Arrange inventory of all merchandise 21 days prior to convention, and provide a written report to HACC.
    - c. Present a budget to HACC to include a list of all items to be sold at the convention and their estimated costs.
    - d. HACC to approve for sale items suggest by Merchandise subcommittee.
    - e. Present a timeline to ensure tasks are completed in a timely manner, to include timeframes for obtaining for sale items.
    - f. Works closely with the Arts and Graphics Subcommittee for the design of merchandise prior to contracting with a vendor.
    - g. Assures that the fellowship registered trademark is placed appropriately on all merchandise.
    - h. Maintains a record of all merchandise purchased and sold and must keep that record up to date. Include this information in monthly reports to HACC.
    - i. Provide the Treasurer with the necessary financial reports, receipts and monies from each pre-convention event.
    - j. Pre-convention merchandise sales help promote the event across the region. A member of this committee should be at attendance at all fundraisers and as many other NA events as possible to sell pre-convention merchandise.
    - k. Responsible in ensuring that convention merchandise is purchased from the approved vendors.
    - l. Ensures that the convention merchandise is received and available for sale in a timely manner.
  - vii. On-Site Duties:
    - a. Securing Merchandise Room every night during the convention.
    - b. Coordinating a money drop policy with the Treasurer.
    - c. Responsible for cash register training prior to convention.
    - d. Responsible for cash register during the convention.
    - e. Ensures space to be used for the sale of merchandise is adequate in size and sufficient for smooth traffic flow. There space should have appropriate entrances and exits and suitably lockable. There should be enough electrical outlets to support cash registers, and that an adequate number of tables and drapes are requested from the hotel.
    - f. Responsible for the sales of all current year merchandise.
    - g. Responsible for the sale of merchandise at the convention.
    - h. Ensures no HACNA merchandise is ever sold on a consignment basis.
- F. Arts & Graphics Facilitator:
- i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
  - ii. Communicates to HACNA Committee.
  - iii. Responsible for artwork and logo submitted to committee for approval.
  - iv. Responsible for all printed art on matter pertaining to convention, (i.e., tickets signs, fliers, registration forms, banner, programs, signs, etc.)
  - v. Responsible for setting and implementing deadlines for artwork and logo by third convention meeting of current year.

- vi. Must have a computer and a printer
  - vii. Knowledge of, and should own, a graphics program (Adobe Illustrator, Corel, Adobe Photo Shop).
  - viii. Knowledge of graphic formats acceptable to vendors.
  - ix. Works with Programming, Registration, Convention Information, and merchandise to ensure that these subcommittees have what they need.
  - x. Works with all subcommittees to produce attractive and noticeable signage as requested.
  - xi. Pre-Convention Duties:
    - a. Coordinates subcommittee meetings.
    - b. Communicates to HACNA Committee.
    - c. Responsible for approving 3-5 samples of artwork to be brought to the Convention Committee for final selection of theme and logo.
    - d. Responsible for seeing that final artwork and logo are camera ready and distributed to appropriate subcommittees by at least 5 months prior to convention.
    - e. Responsible for all printed matter pertaining to convention (i.e. tickets, signs, fliers, registration forms, banner, program, on-site signs, etc.)
    - f. All logos and designs become property of TBRCNA.
    - g. Designs fliers, registration forms, the convention banner, signs and displays to be used at the convention.
    - h. Arranges for printing of TBRCNA program, tickets for banquets, entertainment and so forth.
    - i. All printed information from TBRCNA must be in keeping with our spiritual principles and be in good taste.
    - j. All graphics or fonts used that are copied from another source must have release form or license in order to be used.
    - k. All graphics used from within the fellowship of Narcotics Anonymous must have a release form from the individual(s) who designed the work before it is used and will become property of TBRCNA.
  - xii. On-Site Duties:
    - a. Responsible for last minute signs.
    - b. Delivers signs to various rooms
    - c. Works in conjunction with all subcommittees on-site.
    - d. Responsible for handling signs.
- G. Serenity Keepers Facilitator:
- i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
  - ii. Communicates to HACNA Committee.
  - iii. Provides support to all other subcommittees.
  - iv. On-Site Duties:
    - a. Provides liaisons for all subcommittees on-site as needed.
    - b. Is one of the major liaisons for on-site money drops and escorts (Facilitators Only)
    - c. Convention Facilitator to secure counting room if needed.
    - d. Coordinates work schedules so that the Serenity Keeper Committee is available at all times during the convention.
    - e. Greets all participants and helps to coordinate the flow of registrants picking up pre-registration packets and those needing to register.
    - f. Helps to maintain orderly conduct and acts as on-site security during the convention.

- g. Liaison with hotel security during the convention in case their services or needed.
- H. Decorations Facilitator:
  - i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
  - ii. Communicates to HACNA Committee.
  - iii. Provides support to all other subcommittees.
  - iv. Pre-Convention Duties:
    - a. Organize a Committee to help decorate fundraisers thru out the year.
  - v. On-Site Duties:
    - b. Set up table decorations and table favors for banquet.
    - c. Organize volunteers to decorate ballroom and speaker podium for meetings.
- I. Fundraising Facilitator:
  - i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
  - ii. Communicates to HACNA Committee.
  - iii. Design, coordinate set-up and hold fundraising activities to raise money for the convention in the months leading up to the convention.
  - iv. Pre-Convention Duties:
    - a. Coordinate and stay in communication with the HASCONA Activities Facilitator and Activities Facilitators from HASCONA groups, to provide any support that they feel they may need and to be available to have a HACNA table at their events.
    - b. Hold events throughout the months prior to the convention. Ask for experience from HASCONA members who have previously been involved with fundraising for HACNA. The fundraising subcommittee has a history of creating fun, imaginative activities throughout the year.
    - c. When brainstorming what events to hold, and where and how to hold them, some guidelines should be considered, including the following:
    - d. Fundraising activities at an NA meeting are not usually appropriate because they may detract from our primary purpose and can present an inaccurate impression of the NA message, especially in the eyes of the newcomer or the non-addict visitor.
    - e. In order to follow the guidance of our traditions, a fundraising event should be planned and held by and for Narcotics Anonymous members.
    - f. In order to conform to the ideals of the Seventh Tradition, donations from nonmembers should not be accepted.
    - g. Since there are often times when we sponsor activities where there is a fixed charge for full participation, the term "donation" should not be associated with these types of fees. In this way, we are not confusing contributions with assessed charges for activities.
    - h. All aspects of the event should be consistent with our goal of encouraging recovery from addiction, We should avoid hosting events that might encourage gambling, appear to offer "something for nothing," or award prizes that are either not recovery-oriented or that otherwise may be seen as inappropriate.
- J. Special Services Facilitator
  - i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
  - ii. Communicates to HACNA Committee.
  - iii. Be available to assist Convention Participants and other Convention Committee Officers in the performance of their duties
  - iv. Assist in the general operation of the convention
- K. Convention Information Facilitator
  - i. Coordinates subcommittee meetings and communicates with Co- Facilitator.

- ii. Communicates to HACNA Committee.
- iii. On-Site Duties:
  - a. Required to be onsite during the convention
  - b. Have a press packet available for the press in case they show up (contingency plan).
  - c. Have the volunteer power to man the CI/PI booth during the convention.
  - d. Responsible to know where all convention events are located and be able to direct addicts to these events.
  - e. Have a list of hospitals, twenty-four (24) hour drug stores, medical clinics, attorneys, restaurants, local attractions, taxi and shuttle services, ATM machines and services available at the hotel. Be able to direct people to these places and have phone numbers for each. Three lists of the preceding information, with maps, should be available for CI volunteers.
  - f. Will handle volunteers for all of the subcommittees at the convention and stay in communication with the subcommittee facilitator.
- L. Policy Facilitator
  - i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
  - ii. Communicates to HACC.
  - iii. Pre-Convention Duties:
    - a. Shall suggest new Policy or modifications to existing Policy for the Convention Committee to consider.
    - b. To implement and expedite revisions and updating of existing policy.
    - c. Research proposals for policy changes and report recommendations.
    - d. To assist HACC in matters of Parliamentary Procedures, CBDM and Narcotics Anonymous Service Structure.
- M. Historical Perspectives Facilitator
  - i. Coordinates subcommittee meetings and communicates with Co- Facilitator.
  - ii. Communicates to HACC.
  - iii. Gathers information about the history of HACNA and designs a method to present this history at the convention.
    - a. Given that the Historical Perspectives subcommittee has presented differently at various conventions, the duties of the subcommittee presented here are suggestions and not requirements
  - iv. Pre-Convention Duties:
    - a. Take pictures at HACNA events in the months prior to the convention.
    - b. Solicit pictures from HASCONA groups and members
    - c. Arrange photographs into a slideshow to be shown during the banquet
    - d. Coordinate with the Programming Facilitator in the event the subcommittee wants to have a slot at the convention to give a presentation on the history of HACNA
    - e. Find members who have previously been involved with HACNA – in attendance or service – and ask if they will speak at the History presentation. Solicit these members for merchandise or fliers from previous conventions to be displayed at the convention
  - v. On-Site Duties:
    - a. Present a slideshow during the convention
    - b. Give a history of HACNA presentation
    - c. Display merchandise from previous HACNA's
- N. Web Servant:
  - i. Prepares digital versions of convention flyers.
  - ii. Updates convention info on website with new dates once HACC signs a contract with the hotel
  - iii. Maintains website contract.

- iv. Maintains email list for flyer distribution and mails copies of flyers as requested.