

GREATER SCRANTON STEAMTOWN AREA **OF NARCOTICS ANONYMOUS** **POLICY GUIDELINES**

TABLE OF CONTENTS

CATEGORY	SECTION	PAGE NUMBERS
ASC MEETINGS	1 – 1.9	2
GROUP MEMBERSHIP AND PARTICIPATION IN THE AREA	2 – 2.1.9	2 – 3
MOTIONS, PARLIAMENTARY PROCEDURES AND AUTHORITY	3 – 3.17	3 – 4
MEETING LISTS	4 – 4.3	4 – 5
FINANCES	5 – 5.10.3	5 – 6
TRUSTED SERVANTS – GENERAL	6 – 6.17	6 – 7
ELECTIONS	7 – 7.10	7
TRUSTED SERVANTS – QUALIFICATIONS AND DUTIES	8 – 8.1.6	7 – 8
QUALIFICATIONS AND DUTIES – ADMINISTRATIVE COMMITTEE MEMBERS	9 – 9.8.2.6	8 – 12
QUALIFICATIONS AND DUTIES – SUBCOMMITTEE CHAIRS AND VICE CHAIRS	10 – 10.13.6.1	12 - 24
POLICY LOG	APPENDIX A	25
SUGGESTED NEW POLICIES	APPENDIX B	26
MOTION LOG	APPENDIX C	27
QUARTERLY BUDGET REQUEST FORM	APPENDIX D	28
GSSANA ASC MEETING AGENDA	APPENDIX E	29
GSSANA MOTION SUBMISSION FORM	APPENDIX F	30

“Everything that occurs in the course of N.A. service must be motivated by the desire to more successfully carry the message of the recovery to the addict who still suffers. It was for the reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevent us from providing the services necessary for growth.”

-Basic Text, p. xvi

GREATER SCRANTON STEAMTOWN AREA OF NARCOTICS ANONYMOUS POLICY GUIDELINES

"Everything that occurs in the course of N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary for growth."

- Basic Text, p. xvi

Y

1. ASC Meetings

- | | |
|-------|--|
| 1.1 | The monthly ASC meeting will follow the agenda prepared by the ASC Chairperson as per 9.1 |
| 1.2 | The ASC Meeting will be held on the 3rd Sunday of each month. |
| 1.3 | Any motion to change the regular time, date and place of the ASC Meeting must be made two months in advance of the effective change. This motion will be considered a "motion concerning ASC policy" and, as such, must go back to groups in written form (superseded by 1.3.1 motion passed in 2009) and will require a 2/3 majority of all voting members present at the ASC in order to pass. |
| 1.3.1 | Any motion to change regular time date and place of ASC should not have to back to groups for approval. Should be voted on at Area level. (Passed May 2009) |
| 1.4 | If the ASC changes the location of its regular monthly meeting, the secretary will be responsible to notify the current landlord in writing of our departure at least one month in advance. A copy of this letter will be kept in the ASC archives, |
| 1.5 | The Area chair may call for an emergency meeting with the approval from the majority of GSR's on record. If the GSR's cannot be reached, or time is of the utmost importance, in a crisis, then the Area chair can call the meeting with the executive committee's approval. In any case, the outcome of such a meeting is directly responsible to the GSR's and they have the right to rescind any decisions coming from such a meeting. |
| 1.6 | In order to have a consistent plan for winter weather, if there is a winter storm warning for the Scranton Area, on the day of the regularly schedule ASC meeting, the ASC will be automatically postponed for 2 weeks. (Passed January 2009) |
| 1.7 | To store ASC policy and ASC minutes/attachments online and two appropriately named password protective files. (Passed March 2014) |
| 1.8 | Use consensus based decision making as the administrative tool to resolve all GSSANA issues, whenever we lack the number of voting members to meet quorum. (Only elected official representatives to the area body will have the right to vote during consensus based decision making during our Area service meeting. Intent: To allow area business to be conducted by those recognized by the groups as decision makers of the GSSANA). |
| 1.9 | Replace with: To add the word "fiscal" in policy when relating to the service month. For example, fiscal would be beginning of June to beginning of July. (from one active area to the next active area.) Intent: to go from one month to another. We do not want a gap with trusted servants. Each month represents a fiscal month of area service. |

Failed ASC Meeting Motions

To change the time of ASC meeting to 11am – 2pm (December 2013)
To change the length of the ASSC meeting to 2 hours from 3 hours.(July 2015)

2. Group Membership and Participation in the Area

- | | |
|-------|--|
| 2.1 | The following criteria will dictate participation in ASC meetings: |
| 2.1.1 | Attend at least one regularly scheduled recovery meeting for at least three (3) months. |
| 2.1.2 | The group meets in a facility which allows any & all addicts to attend their meetings |
| 2.1.3 | The group holds regular group conscience / business meetings which are open to all NA members who wish to observe. (Allowing participation of non-group-members in their |

	affairs is completely at the discretion of each group and not herein implied as a requirement)
2.1.4	The Group meets the "Six Points Describing an NA Group", as printed in "The Group Booklet - Revised" from NAWS.
2.1.5	The group is not geographically located within or beyond another existing NA Area.
2.1.6	The group must have a GSR to represent them at the ASC.
2.1.7	The group, and its GSR, may not currently be a member of, support through the 7 th Tradition, or regularly participate in the meetings of any other Narcotics Anonymous ASCs.
2.1.8	The group must have been represented by a GSR, GSR ALT, or proxy for at least two (2) out of three (3) of the last three ASC meetings in order to vote.
2.1.9	Participation in pros & cons, sharing sessions, open forum, and any other discussions by any GSR will ALWAYS be allowed, at the discretion of the area chair, and as outlined in policy, regardless of attendance history.

Failed Group Membership and Participation in the Area Motions

3. Motions, Parliamentary Procedure & Authority

3.1	Motions must come from one of the following:
3.1.1	Group Conscience
3.1.2	GSR (not from Group Conscience)
3.1.3	Subcommittee chairperson - pertaining to their committee
3.1.4	Administrative committee members - pertaining to ASC as a whole.
3.1.5	Any NA member - during the open forum section of the ASC meeting.
3.2	Motions made shall be kept anonymous, leaving names out of all reports and minutes.
3.3	The Maker of each Motion will be noted as one of the above in Policy # 7.
3.4	All motions, from a GSR, from a group conscience, will go back to groups, in written form.
3.5	All motions concerning literature will go back to groups in written form, expect changes that are made out of the Literature Chair's control. <i>(Updated January 2009; motion passed to exclude uncontrollable changes)</i>
3.6	All motions, concerning ASC policy, will go back to groups in written form.
3.7	All motions, concerning any matters affecting areas, regions, or world (this is "NA as a whole" from our 4 th Tradition) will go back to groups, in written form.
3.8	All policy motions require a two-thirds 2/3 majority of all voting members present at ASC to pass.
3.9	Any changes made to policy by the ASC, may not be voted on again for a length of six months.
3.10	The only VOTING members of ASC will be the GSR/Alt on record, or a proxy designated by the group.
3.11	The quorum of the ASC meeting will be at least 51% of GSR'S of record within the area, in order to vote on motions. Approved budgeted allotments, rent, and PO Box fees will be disbursed by the treasurer regardless of quorum. In addition, if quorum is not met, the meeting will be continued as normal, however all motions will be tabled until quorum is satisfied.
3.12	Groups not able to vote, per 2.1.8 will be deducted from the total number of groups in determining quorum.
3.13	The Area Chair, when necessary, may limit debate on a motion to 2 pros and 2 cons. Refer to page 107 of GTLS.
3.14	This is the suggested path of a motion:
3.14.1	Motion must be "in order" as decided by the area chair. If a motion is decided to be "out of order" according to the GTLS and Roberta's rules of order, any GSR may object that decision by making an appeal. An appeal requires a second by a GSR and a majority vote. (See Page 108 in GTLS)
3.14.2	Motions by GSR from a group conscience do not require a second. [3.14.3 does not apply to group conscience motions, but does for all other motion types]
3.14.3	When a motion is in order, a second by a GSR is required.
3.14.4	The Secretary will recite the motion to the ASC, and will ask if there is a need to clarify the motion.
3.14.5	After a second, and clarification if necessary, any GSR may object to the consideration of the motion, with a second for the objection and reason, and then a majority vote by the ASC will decide the outcome of the objection.
3.14.6	A motion may be amended with the approval of the maker. This does not apply to motions from a group conscience.
3.14.7	It is the secretary's responsibility to announce the motion before the vote, and the

	outcome after the vote to the ASC.
3.14.8	The GSRs may table motions with a majority vote to approve tabling, after the debating process.
3.14.9	The Area Chair may break a tie vote. If the chair abstains, the motion does not carry. (Refer to "Roberts Rules of Order").
3.14.10	A GSR, with a second, may call for a revote once on any motion.
3.14.11	The maker may withdraw a motion at any time preceding the vote.
3.14.12	At no time may anyone disturb the ASC while a motion is being debated. The Area Chairperson will ask the disruptive person(s) to leave.
3.15	"Abstention", when it appears in policy, is defined as null or indifferent, neither for nor against, a motion. Abstentions do not count for nor against a motion and are not considered toward the total votes that determine the passing or failure of a motion. For example: six yays, five nays, and two abstentions equals a total vote count of 6 yeses and 5 nos. The yays (or yeses) have won the motion with a 51% majority. (<i>Passed May 2014</i>)
3.16	The ASC will follow the GTLS in all matters not specifically covered by this policy.
3.17	The Area Chair can form an Ad-hoc committee at the ASC's discretion for a predetermined period of time at the ASC meeting with a 2/3-majority approval.

Failed Group Membership and Participation in the Area Motions

To remove policy about requiring quorum to vote. Restate the policy to allow any groups present will be the voting majority conscience. (May 2011)

To transition from Roberts rules of order as an administrative tool, to consensus based decision making whenever GSSANA does not have enough GSRs to make quorum. (March 2014)

GSSNA to add to GSSANA policy the following chain of command and authority to use in the event of tardiness or absence of officers: Chair to facilitate AREA Meeting: In the absence of the Chair and the Vice Chair is next to facilitate AREA meeting and to take on all other responsibilities of the AREA Chair; In the absence of the Chair, Vice Chair, and RCM, the Alternate RCM will take over all responsibilities of the Area Chair; If none of the above identified officers are present at Area, the Treasurer will take over all responsibilities of the office of Area Chair; If the Chair, Vice Chair, RCM, Alternate RCM, and Treasurer are not present, the Vice Treasurer will take over all responsibilities of the office of the Area Chair; In the absence of the Chair, Vice Chair, RCM, Alternate RCM, Treasurer and Vice Treasurer, A&E Chair will take over all responsibilities of the Area Chair; In the absence of the A&E Chair, A&E CO-Chair will take over the responsibilities of the office of the Area Chair; In the absence of the A&E Chair and CO-Chair, the PR Chair will take over the responsibilities of the office of the Area Chair; Next in line to take responsibility of the office of Area Chair will be H&I; If H&I Chair is absent, the H&I Co-Chair will be next in line to assume the responsibilities of Area Chair; Next, if all of the officers mentioned above are absent, the GSR who has attended the most consecutive Area meetings will take on all responsibilities of the office of Area Chair. (March 2014)

To revise section 3.4, 3.5, 3.6, 3.7 to add the phrase "deemed to be in order and seconded" after the words "All motions". (March 2014)

To remove policy section 3.14.2: "motions by GSR from a group conscience do not require a second - and all others (see section C) This would also apply to any other part in policy that referred to the subject [of group motions not need to be seconded]. (March 2014)

4. Meeting Lists

4.1	If a group meets the following criteria, they may be included in any GSSANA Meeting Lists, Directories, Schedules. Phonelines, Websites, etc. in which all other meetings of the GSSANA are listed. This includes, if applicable, media created and/or maintained by Region, World, and any other committees or service boards which the ASC participates in through the fellowship's service structure:
4.1.1	The group has been holding at least one regularly scheduled recovery meeting for at least three (3) months. If an existing group starts a new meeting it can be added at the next printing of meeting schedules.
4.1.2	The group meets in a facility which allows any & all addicts to attend their meetings
4.1.3	The group holds regular group conscience / business meetings which are open to all NA members who wish to observe. (Allowing participation of non-group-members in their affairs is completely at the discretion of each group and not herein implied as a requirement)
4.1.4	The Group meets the "Six Points Describing an NA Group", as printed in "The Group Booklet - Revised" from NAWS.
4.1.5	If a group is a member of another NAASC, or is listed in another ASC's or RSC's meeting list, Phonelines, etc., they may still be listed by GSSANA, so long as the following criteria are met:
4.1.5.1	The other ASC / RSC has been informed and has no objection.
4.1.5.2	A 2/3 majority vote of the GSSASC has approved the listing.
4.1.6	If the group does not wish to, or, is unable to, send a GSR to participate in ASC meetings they may still be listed provided it meets the following criteria:
4.1.6.1	A member of the group must contact the Area Chairperson at least every 90 days, specifically verifying to the Area Chairperson, that the group's conscience has

		confirmed that the group still meets all of the above criteria and wishes to continue to be listed as described above
	4.1.6.2	The group provides the ASC with the Name & Phone Number of a group member, who will serve as a contact person, should the ASC need to contact the group.
4.2	Printed Meeting Lists will include all of the following information:	
	4.2.1	The name of the area: "Greater Scranton Steamtown Area of NA"
	4.2.2	The Area Phoneline Number and a description of the type of services provided at that number, per "A Guide to Phoneline Services" from NAWS.
	4.2.3	All meetings, grouped by day, of groups that meet the criteria above in 4.1 – 4.1.6.2 , including at least the following information for each meeting:
	4.2.3.1	Name of Group
	4.2.3.2	Name of the Meeting Facility, as listed (if applicable) in Phone Book/Public Records
	4.2.3.3	Numbered Street Address of Meeting Facility, Including City and Zip Code
	4.2.3.4	Any necessary directions / descriptions / parking guidelines /etc.
	4.2.3.5	Start Time of Meeting
	4.2.3.6	End Time of Meeting
	4.2.3.7	If the meeting is open/closed
	4.2.3.8	Smoking/Non-Smoking
	4.2.3.9	Format (Topic/Speaker/Etc.)
	4.2.3.10	Wheelchair Accessible? Y/N
	4.2.4	The regular days, time & place of the ASC meeting.
	4.2.5	The regular days, time & place of subcommittee meetings.
	4.2.6	The Name and Phone number of the Area Chairperson and each Subcommittee Chairperson.
	4.2.7	The web address of our Area, Region (www.marscna.org) and World Websites (www.na.org).
	4.2.8	The Name and Phone Number of nearest Areas, including (but not limited to):
	4.2.8.1	Beehive - Wilkes-Barre
	4.2.8.2	Pocono Mountains - Stroudsburg
	4.2.8.3	Serenity In the Mountains - Hazleton
4.3	Meeting lists will be kept up to date as changes occur.	

5. Finances

5.1	Any monies to be reimbursed by the ASC require prior approval by GSR's, excluding approved budgets.	
5.2	ASC checking account will always be maintained as a two (2)-signature account, with one additional signer as a backup.	
	5.2.1	Signatures on the treasury accounts should be two of the three signatures of the Administrative committee necessary to transact money.
	5.2.1.1	Treasurer
	5.2.1.2	Area Chair
	5.2.1.3	Secretary
5.3	All funds leaving the treasury will be transacted at ASC meetings.	
5.4	The ASC will not keep funds in treasury without reason. All funds in the treasury must be earmarked for a specific budgeted purpose.	
5.5	A member of the Subcommittee's administrative body MUST represent that subcommittee at the ASC, in order to conduct financial transactions.	
5.6	Quarterly budget requests will be handled with the following policies and procedures:	
	5.6.1	Budget request must be submitted, in writing, on a quarterly basis, in March, June, September and December; by each Subcommittee, or any member(s) of the Administrative Committee who will require money to fulfill their duties to the Area Service Committee per GTLS (<i>Updated September 2013</i>)
	5.6.2	The Administrative Committee must hold a meeting to approve or change all budget requests prior to the start of the April, July, October, and December ASC meeting, and will distribute an approve budget report to all applicants prior to these ASC meetings. (<i>Updated September 2013</i>)
	5.6.3	If a Subcommittee, or regular ASC position that requires funds, has not submitted a budget request, the Administrative Committee will budget an appropriate amount regardless, to avoid any shortage of funds for the three month budget period.
	5.6.4	The treasurer will provide a detailed accounting, for inclusion in the ASC minutes, of

	all calculations and financial projections used in the budget approval process.
5.6.5	The Treasurer will disburse checks according to the per-month allotments as approved.
5.7	The prudent reserve will be determined each quarter during the meeting of the Administrative Committee by estimating 3 months expenses for the following: Rent, NA Phone Line, Secretarial Expenses, and PO Box Fees.
5.8	After the treasurer's report is given, there is a call for approval from the floor. (<i>Passed November 2010</i>) If not approved, Area's financial business should stop until financial issue is resolved. (<i>Passed May 2015</i>)
5.9	Any funds in excess of approved budgets and the prudent reserve will be sent to the RSC as the Area's donation*
5.9.1	*Amend Policy 5.9 finances. Remove from policy until policy and Area can agree on intermediate and extended budget. (<i>Passed June 2010</i>)
5.10	As a money collecting service, finances involving the Literature Committee have the following additional policies and procedures
5.10.1	The Literature Committee should only spend funds equal to what they collect. (See: 10.7.2.14 – duplicate policy in alternate applicable subcategory.)
5.10.2	The ASC should never use the Literature committee's funds. (See: 10.7.2.15 – duplicate policy in alternate applicable subcategory.)
5.10.3	Our literature prices will freely change prices to reflect World's prices. In the event of an increase or decrease in World's prices, our prices will automatically change. Our prices will always reflect World's prices. (<i>Passed December 2013</i>) (See: 10.7.2.16 – duplicate policy in alternate applicable subcategory.)

Failed Finances Motions

6. Trusted Servants - General

6.1	Any sub-committee Chair, Co-chair or member of the Area Executive committee MUST be removed for one of the following reasons:
6.1.1	Use of drugs
6.1.2	Letter of resignation
6.1.3	Misuse of ASC (including subcommittees) funds
6.2	Any Sub-committee Chair, Co-chair or member of the Area Executive committee MAY be removed for one or more of the following reasons, by a 2/3 majority of the GSR's present:
6.2.1	Any person unwilling to surrender to the principles as outlined in our 12steps, traditions, and concepts.
6.2.2	Two consecutive absences from ASC meetings.
6.3	No trusted servant of another area may hold a trusted servant position of this area.
6.4	When any position becomes vacant throughout the year, a new trusted servant may be voted in to fill the position at the next ASC meeting. If no one is available to take the vacant position, the GSRs must then inform their home groups of the vacancy, so the groups can help by presenting nominees to the area at the next ASC meeting.
6.5	All Administrative Committee positions may succeed themselves in office, but in keeping with the Ninth Tradition and the principle of rotating leadership it is recommended that no officer serve more than two consecutive terms.
6.6	Administrative officers and the respective Vice-positions may not also be active GSR's.
6.7	Subcommittee chairs and vice chairs may not also be active GSR's. (removed March 2014)
6.7.1	Subcommittee Chairs and Vice Chairs may also be active GSRs (<i>passed March 2014</i>)
6.8	Trusted servants having fulfilled a "Vice" commitment will NOT automatically assume their superior position. Upon having fulfilled their commitment, they will be automatically NOMINATED, and must then be voted into that position by the groups during normal elections.*
6.8.1	*Exceptions to 6.8 : Alt RCM and Policy Subcommittee Vice-Chair, because theirs is a two-year commitment, with automatic assumption of the superior position being an integral part of their duties to the ASC.
6.9	In addition to the PR chair and PR Co-Chair, current log on-information (user name and password) for the GSSANA website will be maintained in our area archives-electronic (flash drive) and hard copy. It will be the PR chair's responsibility to keep the Area Secretary updated with the current log-on and password information.
6.10	GSR, Subcommittee, Administrative Officer, and any other reports to the ASC will be legibly written or typewritten and turned in to the Secretary.
6.11	All keys, passwords, and access codes to Narcotics Anonymous GSSANA Area properties are to be held in

	duplicate by the Executive Board members currently in office.
6.12	The Greater Steamtown Area develop a basic GSR orientation packet to be given to new GSRs and other trusted servants upon request. <i>(Passed October 2013)</i>
6.13	All materials above area level (I.E. Regional minutes, CAR report, etc.) be printed and delivered to groups only upon request. Groups will be informed, in the minutes, that these materials are available and given the opportunity to request them.
6.14	The approved GSR Orientation Packet (submitted December 2013 by GSR Orientation Ad-Hoc Chairperson) is to be printed and distributed to GSRs to provide to their respective groups, at their discretion, after adding a disclaimer that it should not be considered approved NA literature. <i>(Passed January 2014)</i>
6.15	If you are a GSR for one group, and a representative for another group, you have only one (1) vote to make for each motion, and/or for any elections, procedures, etc. One person, one vote. <i>(Passed 3/16/08)</i>
6.16	No literature will be sold in the absence of an active, elected Literature Subcommittee Chair, Vice Chair, or Active Delegated Subcommittee Members. If there is no one to carry out the duties of said subcommittee, the subcommittee cannot function. At the ASC body's discretion, the ASC Chair can still create an Ad Hoc Committee to sell literature if a knowledgeable, willing servant is available to Chair the Ad Hoc. <i>(See: 10.7.2.13 – duplicate policy in alternate applicable subcategory.)</i>
6.17	All keys, passwords, access codes to Narcotics Anonymous GSSANA Area Properties are to be held in duplicate by the Executive Board members currently in office. <i>(Passed July 2010)</i>

Failed Trusted Servants - General Motions

To add a section in policy under section "6. Trusted Servants-General " which states: "The following trusted servants: Treasurer and Secretary will receive upon the beginning of their respective positions, and hold, the key for the PO box, and upon completion of their position, present the key to their successor. (December 2013)

7. Elections

7.1	Area Chair will announce to the GSRs at the March ASC meeting that elections will be held in June (nominations due in May)
7.2	Groups are asked to begin announcing that nominations and volunteers are needed immediately after the March ASC.
7.3	The secretary will send a nomination sheet to all GSRs with April's ASC minutes.
7.4	The home group, at their Home Group Conscience meeting, in May, will make nominations for area positions.
7.5	Further Nominations and Volunteers may be accepted during the May ASC meeting. Nominations will be closed at the end of the May ASC meeting.
7.6	A complete list of all nominees will be sent to the Groups with May's minutes, and the GSR's will bring back their votes to the June ASC meeting.
7.7	Anyone who is nominated for an ASC office must be present and qualify for that nomination and then also for the vote A nominee may be excused for an absence, one time, because of extenuating circumstances and he or she must notify the ASC Chairperson of this in advance. <i>(Passed July 2010)</i>
7.7.1	If the nominee follows policy 7.7 in regards to an absence, the nomination will be extended until the next ASC meeting. If the nominee does not attend that second meeting, that nomination is finished, the position is open, and new nomination accepted. <i>(Passed July 2010)</i>
7.8	The outgoing trusted servants will serve to the end of the June ASC meeting.
7.9	Incoming Trusted Servants will serve from the beginning of the July ASC meeting.
7.10	Policy committee develop a mechanism for groups to get their votes and motions to Area in the event that the Group is unable to physically attend area. <i>(Passed August 2009)</i>

Failed Elections Motions

All area nominations should be voted on by GSRS at area. They do not need to go back to groups to be voted on. (April 2014)

Amend policy for "voting into office at Area" In the event of a tie vote with abstentions, goes back to home groups for re-vote, 1 time only, if at that point a tie vote comes back, this includes abstentions as a no vote, Area chair will break the tie (June 2010)

8. Trusted Servants – Qualifications and Duties

8.1	The following qualifications will apply to ALL trusted servants of the ASC, in addition to those specifically listed:
8.1.1	Be willing to serve in the position for the entire term of service.
8.1.2	Be a member of an NA home group in this area.
8.1.3	Willingness and desire to serve and give the office the necessary time, resources and commitment to do the job.

8.1.4	An understanding of the principles contained in the Twelve Steps, Twelve Traditions and Twelve Concepts of NA, and a willingness to apply these principles to all of their service responsibilities.
8.1.5	A working knowledge of our service structure, Robert's Rules of Order, and the NA Guide to Local Services.
8.1.6	An understanding of the responsibilities of the office.

Failed Trusted Servants – Qualifications and Duties Motions

Only clean time in the GSSANA area will count towards clean time requirement/ recommendations for service commitments in the GSSANA area.
(October 2013)

9. Qualifications and Duties – Administrative Committee Members

9.1 Area Chairperson

9.1.1 Area Chairperson Qualifications:

9.1.1.1 A suggested minimum of 2 years NA clean time

9.1.1.2 Refer to pp. 6-8 and pp. 49-50 & 53 of the GTLS.

9.1.2 Area Chairperson Duties:

9.1.2.1 To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Chairperson.

9.1.2.2 To arrange the agenda for each Area meeting.

9.1.2.3 To open the meeting at the appointed time by taking the chair and calling the meeting to order.

9.1.2.4 To recognize ASC participants who are entitled to the floor.

9.1.2.5 To state and put to vote all questions that legitimately come before the committee as motions or that otherwise arise in the course of proceedings, except questions that relate to the chairperson, and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.

9.1.2.6 To protect the committee from obviously frivolous or dilatory motions by refusing to recognize them.

9.1.2.7 To enforce the rules relating to debate (e.g. Robert's Rules of Order) and to order decorum within the committee when appropriate.

9.1.2.8 When deemed necessary, to refer any motions/issues affecting area policy to the policy subcommittee for further review and recommendation.

9.1.2.9 When deemed necessary, to suggest that the ASC refer any motion/issue affecting a specific subcommittee, to that subcommittee for further review and recommendation

9.1.2.10 To expedite business in every way compatible with the rights of the participants and observers.

9.1.2.11 To decide all questions of order of business subject to appeal - unless, when in doubt, the Chairperson prefers to submit a question to the committee for decision.

9.1.2.12 To respond to inquiries of members relating to factual information bearing on the business of the committee

9.1.2.13 To authenticate by the Chairperson's signature, when necessary, all acts, orders, and proceedings of the committee.

9.1.2.14 To declare the meeting adjourned when the committee so votes or, where applicable, at the time prescribed in the agenda, or at any time in the event of a sudden emergency affecting the safety of those present.

9.1.2.15 To make a report of the year's work at the annual meeting. The annual meeting will be in June before the Chairperson steps down.

9.1.2.16 To conduct all meetings with impartiality and fairness.

9.1.2.17 To appoint all Ad-Hoc Committees and to dissolve them upon their expiration.

9.1.2.18 To cosign area checks when necessary as indicated elsewhere in this policy.

9.1.2.19 To set the time, date, and place for all Quarterly Budget meetings of the administrative committee, and to chair these meetings.

9.1.2.20 Refer to pp. 6-8 and pp. 49-50 & 53 of the GTLS.

9.1.2.21 The GSSANA will host an Area Inventory every other year, starting in January. The Area Chairperson will be responsible for chairing and organizing the inventory meetings.

Failed Area Chairperson Motions

That the Executive Board take responsibility for all vacant sub-committees, offices, and officers. Chairperson is identified as the point person.

(January 2014)

9.2 Area Vice Chairperson**9.2.1** Area Vice Chairperson Qualifications:**9.2.1.1** A suggested minimum of 1 year NA clean time**9.2.1.2** Refer to pp. 6-8 and pp. 49-50 & 53 of the GTLS.**9.2.2** Area Vice Chairperson Duties:**9.2.2.1** To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Vice Chairperson.**9.2.2.2** To step in and perform the duties of the Area Chairperson in the Chairperson's absence.**9.2.2.3** To work closely with the Area Chairperson in order to learn the duties of that position.**9.2.2.4** To make a report of the years' work at the annual meeting.**9.2.2.5** To be ready to ascend to the position of Area Chairperson upon completion of the term of Vice Chairperson. (The Vice Chair must be nominated and voted in by the groups, rather than automatically ascending to the position.)**9.2.2.6** To keep in close contact with all Subcommittees and coordinate communication between them.**9.2.2.7** To report on all subcommittee activity in writing at each ASC meeting.**9.1.2.8** Refer to pp. 6-8 and pp. 49-50 & 53 of the GTLS.**9.3 Area Secretary****9.3.1** Area Secretary Qualifications:**9.3.1.1** A suggested minimum of 1 year NA clean time**9.3.1.2** Have access to a typewriter, word processor or computer to allow typewritten minutes to be generated each month.**9.3.1.3** Refer to pp. 6-8 and pp. 50,51 & 53 of the GTLS.**9.3.2** Area Secretary Duties:**9.3.2.1** To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Secretary.**9.3.2.2** To take clear and accurate minutes of all ASC meetings, which must include:**9.3.2.1.1** Verbatim duplication of what is in the reports to the ASC minutes. Absolutely no editing will be allowed whatsoever.**9.3.2.1.2** Whatever is said about group reports, even if the GSR has not reported in writing.**9.3.2.1.3** Deletion of the ASC's Tax ID # & Account # on the Bank Statement from distributed copies of the minutes.**9.3.2.3** To make a copy of the ASC meeting notes for minutes as soon as possible (preferably immediately) after the ASC meeting and give a copy to the area chair,**9.3.2.4** To mail or deliver clear and legible ASC minutes to the Administrative Committee Members, GSR's, and Subcommittee chairs within ten days after the ASC meeting.**9.3.2.4.1** To provide an extra copy of the minutes to the RCM for delivery to Regional Secretary**9.3.2.5** The ASC Secretary will obtain recorded confirmation that minutes are received by all GSR's. And sub-committee chairs. *(Passed 11/06)***9.3.2.6** In the absence of the Chairperson, Vice Chairperson, and RCM, to call the monthly ASC meeting to order and to preside until the immediate election of a Chairperson Pro-Tern.**9.3.2.7** To keep on file all committee reports.**9.3.2.8** To maintain the ASC's files and archives.**9.3.2.9** To laminate & keep in archives all Policy Logs.**9.3.2.10** To keep an updated list of all ASC members, including addresses & phone numbers and date first served**9.3.2.11** To call the roll whenever required.**9.3.2.12** To furnish committees with whatever documents are required for their duties.**9.3.2.13** To notify the participants of each special meeting, by such method of notification as is agreed upon by the committee.**9.3.2.14** To type and mail any correspondence of the committee which is not a function proper to other officers or committees.

9.3.2.15	To photocopy any documents of the committee this is not a function proper to other officers or committees.
9.3.2.16	Responsible for keeping records of the whereabouts/possession of all administrative supplies to be handled by the administrative committee only. For example, copier machines, stationary paper, typewriters, etc.
9.3.2.17	To prepare, prior to each ASC meeting, and in conjunction with the chairperson, an agenda specifically for the use of that presiding officer, showing in their exact order, under each heading (as shown in Appendix E) all matters known in advance that are due for consideration by the committee, and if applicable, the time for which they are set.
9.3.2.18	To cosign area checks when necessary as indicated elsewhere in this policy.
9.3.2.19	To keep the minutes of all Quarterly Budget meetings of the Administrative Committee, and to make and distribute copies of both these minutes and the Treasurer's notes from each meeting.
9.3.2.20	Refer to pp. 6-8 and pp. 50, 51 & 53 of the GTLS.
9.4 Area Vice Secretary	
9.4.1	Area Vice Secretary Qualifications:
9.4.1.1	A suggested minimum of 6 months NA clean time
9.4.1.2	Have access to a typewriter, word processor or computer to allow typewritten minutes to be generated each month.
9.4.1.3	Refer to pp. 6-8 and pp. 50,51 & 53 of the GTLS.
9.4.2	Area Vice Secretary Duties:
9.4.2.1	To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Vice Secretary.
9.4.2.2	To assume all duties of the secretary in that officers absence.
9.4.2.3	To work closely with the secretary in order to learn the duties of that position.
9.4.2.4	To be ready to ascend to the position of Secretary upon completion of the term of Vice Secretary. The Vice Secretary must be nominated and voted in by the groups, rather than automatically ascending to the position.
9.4.2.5	Refer to pp. 6-8 and pp. 50, 51, 53 of the GTLS.
9.5 Area Treasurer	
9.5.1	Area Treasurer Qualifications:
9.5.1.1	A suggested minimum of 2 years NA clean time
9.5.1.2	It is strongly suggested that the treasurer be financially secure, with a steady and reliable source of income, good at managing their own personal finances, and inspire the trust of the ASC.
9.5.1.3	Refer to pp. 4-8, pp. 17 -19, and pp. 51 - 53 of the GTLS.
9.5.2	Area Treasurer Duties:
9.5.2.1	To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Treasurer.
9.5.2.2	To be the custodian of the committees funds.
9.5.2.3	To disburse funds as necessary in accordance with ASC decisions when the funds are available.
9.5.2.4	To make a report of contributions and expenditures at every regular ASC meeting.
	The treasurer will include in the Treasury report the following:
	9.5.2.4.1 Starting balance
	Donations
	Expenses
	Miscellaneous
	Ending balance
	A record of all group donations
	All donations to region (and World)
	Deposit slip
	Money received from literature committee/chair
	Checks written / monies disbursed for Literature Purchases
9.5.2.5	To be a cosigner of the ASC bank account as indicated elsewhere in this policy.
9.5.2.6	At least twice each month to check, or cause to be checked, the ASC's post office box.
9.5.2.7	To pay the ASC's Post Office Box fees whenever they are due.

	9.5.2.8	To assure that all standard area bills are paid in a timely manner.
	9.5.2.9	To prepare written financial projections of income & expenses for each Quarterly Budget meeting of the administrative committee, and to make suggestions regarding the approval and/or modification of each budget request to the Administrative Committee at these meetings.
	9.3.5.10	To provide the secretary with a detailed accounting, for inclusion in the ASC minutes, of all calculations and financial projections used in the budget approval process.
	9.3.5.11	Refer to pp. 4-8, 17-19 and 51-53 of the GTLS.
9.6	Area Vice Treasurer	
	9.6.1	Area Vice Treasurer Qualifications:
	9.6.1.1	A suggested minimum of 1 year NA clean time
	9.6.1.2	It is strongly suggested that the treasurer be financially secure, with a steady and reliable source of income, good at managing their own personal finances, and inspire the trust of the ASC.
	9.6.1.3	Refer to pp. 4-8, 17-19 and 51-53 of the GTLS.
	9.6.2	Area Vice Treasurer Duties:
	9.6.2.1	To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Vice Treasurer.
	9.6.2.2	To assume all the duties of the treasurer in the absence of that officer.
	9.6.2.3	To work closely with the treasurer to learn the duties of the position.
	9.6.2.4	To be ready to ascend to the position of Treasurer upon completion of the term of Vice Treasurer. The Vice Treasurer must be nominated & voted in by the groups, rather than automatically ascending to the position.
	9.6.2.5	Refer to pp. 4-8, 17-19 and 51-53 of the GTLS.
9.7	Regional Committee Member (RCM)	
	9.7.1	Regional Committee Member Qualifications:
	9.7.1.1	A suggested minimum of 3 years NA clean time
	9.7.1.2	RCM serves a two (2) year term. The area will have two RCMs serving at any one time, The RCM, elected in odd-numbered years, and the Alternate RCM, elected in even-numbered years. This helps regional committees maintain a balance between experienced members and those just learning the ropes.
	9.7.1.3	Refer to pp. 4-8 and 49-53 of the GTLS
	9.7.2	Regional Committee Member Duties:
	9.7.2.1	To ascend to the position upon completion of one year as the Alternate RCM, and then to serve as the RCM for one year, from the beginning of the July ASC meeting until the beginning of the following July ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Regional Committee Member.
	9.7.2.2	Attends the Area Service Committee meeting when not attending the Regional Service Committee meeting.
	9.7.2.3	In the absence of the Chairperson and the Vice-Chairperson, to serve as the chairperson for the ASC meeting.
	9.7.2.4	To represent the Area at each Regional Service Committee meeting.
	9.7.2.5	To provide the Area Chairperson with a written list of additional ASC meeting agenda items from the RSC meeting prior to the next ASC meeting.
	9.7.2.6	To attend the Conference Agenda Workshop at the region, and to be a resource for the groups in the Area to workshop the motions in the Conference Agenda Report.
	9.7.2.7	To work for the good of NA providing two-way communication between the Area and the rest of NA.
	9.7.2.8	The RCM will identify, from the Area Vice Chairperson's subcommittee report, and with the help of the Area Vice Chairperson, whichever area subcommittee needs most help & information, and will perform the function of a Regional resource person for that particular subcommittee, as outlined on pp. 91-94 of the GTLS.
	9.7.2.9	Refer to pp. 4-8, 49-53, and 90-92 of the GTLS.
9.8	Alternate Regional Committee Member (ALT. RCM)	
	9.8.1	Alternate Regional Committee Member Qualifications:
	9.8.1.1	A suggested minimum of 2 years NA clean time
	9.8.1.2	ALT. RCM serves a two (2) year term. The area will have two RCMs serving at

	any one time, The RCM, elected in odd-numbered years, and the Alternate RCM, elected in even-numbered years. This helps regional committees maintain a balance between experienced members and those just learning the ropes.
9.8.1.3	Refer to pp. 4-8 and 49-53 and 90-92 of the GTLS
9.8.2	Alternate Regional Committee Member Duties:
9.8.2.1	To serve in the position for one year, from the beginning of the July ASC meeting until the beginning of the following July ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Alt. Regional Committee Member.
9.8.2.2	To ascend to the position of RCM upon completion of one year as the Alt. RCM; hence acceptance of the ALT. RCM position is a two (2) year commitment.
9.8.2.3	The Alternate will attend all Regional Meetings, except when this conflicts with the ASC.
9.8.2.4	In the absence of the RCM, to represent the area at the RSC meeting, and to fulfill all functions and duties of the RCM when the need arises.
9.8.2.5	To work closely with the RCM in order to learn the duties of that position.
9.8.2.6	Refer to pp. 4-8 and 49-53 and 90-92 of the GTLS

10. Qualifications and Duties – Subcommittee Chairpersons and Vice Chairpersons

10.1	Policy Subcommittee Chairperson
10.1.1	Policy Subcommittee Chairperson Qualifications:
10.1.1.1	A suggested minimum of 3 years NA clean time
10.1.1.2	Refer to pp. 4-8 and pp. 60-61 of the GTLS.
10.1.2	Policy Subcommittee Chairperson Duties:
10.1.2.1	To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Policy Subcommittee Chairperson.
10.1.2.2	Attends the ASC meeting according to policy.
10.1.2.3	Attends Regional Policy Subcommittee meeting and workshops.
10.1.2.4	Prepares an agenda for and chairs Area Policy Subcommittee meetings & workshops.
10.1.2.5	Submits a written report at each ASC meeting to the Area Secretary for inclusion into the Area Minutes.
10.1.2.6	Submits an annual report to the ASC (in June) of the subcommittee's work and is available to answer any questions of the ASC.
10.1.2.7	Submits budget requests on behalf of the subcommittee to the ASC as outlined in Policy, whenever a need for funds is identified.
10.1.2.8	Serves as a communication link between the Area Policy Subcommittee and the Regional Policy Subcommittee.
10.1.2.9	Makes any motions regarding policy matters on behalf of the Area Policy Subcommittee.
10.1.2.10	Provides clarification of the current Area Policy, 12 Traditions, 12 Concepts, GTLS, current Regional Policy, and when necessary, any other applicable NA fellowship-approved literature at ASC meetings and serves as a resource to the ASC in this regard.
10.1.2.11	When necessary, makes motions to refer any motions/issues affecting area policy to the policy subcommittee for further review and recommendation.
10.1.2.12	Maintains and updates the Area Policy Logbook and the Area Policy Guidelines.
10.1.2.13	Maintains an updated copy of Regional Policy Guidelines.
10.1.2.14	Provides the Area Secretary with copies of the Area Policy Logbook and Area Policy Guidelines whenever any changes are made.
10.1.2.15	Maintains copies of all Area Subcommittee Guidelines.
10.1.2.16	Refer to pp. 4-8, 60-61 of the GTLS.

Failed Policy Chairperson Motions

To change policy 10.1.2.1 to extend the Policy Chair commitment from one year to two years. The intent to give the subcommittee the time needed to sufficiently do the task assigned. (August 2014)

To create an office at Area of Alternate Policy Chair. Elections for the office will be the opposite year that we would vote for the Policy Chair: one year odd and one year even. To have a system that provides a continuity of information. (August 2014)

All motions affecting Policy go through the Policy Subcommittee to check for redundancy, consistency, and compliance before being sent back to the groups for a vote. – (March 2015)

10.2	Policy Subcommittee Vice Chairperson	
	10.2.1	Policy Subcommittee Vice Chairperson Qualifications:
	10.2.1.1	A suggested minimum of 2 years NA clean time
	10.2.1.2	Refer to pp. 4-8 and pp. 60-61 of the GTLS.
	10.2.2	Policy Subcommittee Vice Chairperson Duties:
	10.2.2.1	To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Policy Subcommittee Vice Chairperson.
	10.2.2.2	Attends the ASC meeting according to policy.
	10.2.2.3	Attends all Area Policy Subcommittee meetings and workshops.
	10.2.2.4	Develops, updates, and maintains a copy of the "Policy Subcommittee Policy Guidelines", and provides an updated copy to the Area Secretary as necessary.
	10.2.2.5	Assumes all duties of the Policy Chair in the absence of the Policy Chair.
	10.2.2.6	To work closely with the Policy Chair in order to learn the duties of that position.
	10.2.2.7	To ascend to the position of Policy Chairperson upon completion of one year as the Policy Vice Chairperson; hence acceptance of the Policy Subcommittee Vice Chairperson position is a two (2) year commitment.
	10.2.2.8	Refer to pp. 4-8, 60-61 of the GTLS.
10.3	Public Relations and Phoneline Subcommittee Chairperson (PR) (2014-2015 Policy Committee stopped review here – June 31, 2015)	
	10.3.1	Public Relations and Phoneline Subcommittee Chairperson Qualifications:
	10.3.1.1	A suggested minimum of 1 year NA clean time
	10.3.1.2	Refer to pp. 4-8 and pp. 53-57 of the GTLS.
	10.3.1.3	Refer to the " Guide to Public Information " (<i>old handbook</i>) "Public Relations Handbook" (<i>new handbook</i>) and "A Guide to Phoneline Service" from NA World Services
	10.3.2	Public Relations and Phoneline Subcommittee Chairperson Duties:
	10.3.2.1	To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Public Relations and Phoneline Subcommittee Chairperson.
	10.3.2.2	Attends the ASC meeting according to policy.
	10.3.2.3	Attends Regional PR/ Phoneline Subcommittee meeting and workshops.
	10.3.2.4	Prepares an agenda for and chairs Area PR and Phoneline Subcommittee meetings and workshops.
	10.3.2.5	Submits a written report at each ASC meeting to the Area Secretary for inclusion into the Area Minutes.
	10.3.2.6	Submits an annual report to the ASC (in June) of the subcommittee's work and is available to answer any questions of the ASC.
	10.3.2.7	Submits budget requests on behalf of the subcommittee to the ASC as outlined in Policy, whenever a need for funds is identified.
	10.3.2.8	Makes copies of the Area meeting lists as required.
	10.3.2.9	Distributes ASC meeting lists as required.
	10.3.2.10	Serves as a communication link between the Area PR Subcommittee and the Regional PR Subcommittee.
	10.3.2.11	Serves as a communication link between the Area and the Regional Phoneline Subcommittee.
	10.3.2.12	Serves as a communication link between the Area and the Regional Internet/Web Subcommittee.
	10.3.2.13	Makes any motions regarding PR / Phoneline matters on behalf of the Area PR / Phoneline Subcommittee.
	10.3.2.14	Interacts with the public in providing information about NA.
	10.3.2.15	Coordinates Area Phoneline/Helpline, and trains NA members who volunteer to answer helpline calls.
	10.3.2.16	Coordinates with World Services to ensure Area meeting information at www.na.org is complete and accurate.
	10.3.2.17	Works with H&I Chairperson to introduce Narcotics Anonymous to any new facilities that may host an H&I meeting.
	10.3.2.18	Develops, updates, and maintains a copy of the "PR Subcommittee Policy Guidelines", and provides an updated copy to the Area Policy Subcommittee Chairperson and the Area Secretary as necessary.
	10.3.2.19	Develops a detailed document that explains what someone, who answers Phoneline,

		should say, I.E. Where the next meeting is and how to get there. <i>(Passed January 2014)</i>
	10.3.2.20	Refer to pp. 53-57 of the GTLS.
	10.3.2.21	Refer to the "Guide to Public Information" and "A Guide to Phoneline Service" from NA World Services
10.4	Public Relations and Phoneline Subcommittee Vice Chairperson (PR) <i>(Changed from PI to PR passed 2009)</i>	
	10.4.1	Public Relations and Phoneline Subcommittee Vice Chairperson Qualifications:
	10.4.1.1	A suggested minimum of 1 year NA clean time
	10.4.1.2	Refer to pp. 4-8 and pp. 53-57 of the GTLS.
	10.4.1.3	Refer to the "Guide to Public Information" <i>(old handbook)</i> "Public Relations Handbook" <i>(new handbook)</i> and "A Guide to Phoneline Service" from NA World Services
	10.4.2	Public Relations and Phoneline Subcommittee Vice Chairperson Duties:
	10.4.2.1	To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Public Relations and Phoneline Subcommittee Vice Chairperson.
	10.4.2.2	Attends the ASC meeting according to policy.
	10.4.2.3	Attends all Area PR/ Phoneline Subcommittee meeting and workshops.
	10.4.2.4	To assume all duties of the PI Chair in the absence of the PI Chair.
	10.4.2.5	To work closely with the PI / Phoneline Chair to learn the duties of the position.
	10.4.2.6	Refer to pp. 4-8, 53-57 of the GTLS.
	10.4.2.7	Refer to the "Guide to Public Information" and "A Guide to Phoneline Service" from NA World Services.
10.5	Hospitals and Institutions Subcommittee Chairperson (H&I)	
	10.5.1	Hospitals and Institutions Subcommittee Chairperson Qualifications:
	10.5.1.1	A suggested minimum of 2 years NA clean time
	10.5.1.2	Refer to pp. 4-8 and pp. 53-57 of the GTLS.
	10.5.1.3	Refer to the "H&I Handbook" from NA World Services
	10.5.2	Hospitals and Institutions Subcommittee Chairperson Duties:
	10.5.2.1	To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Hospitals and Institutions Subcommittee Chairperson.
	10.5.2.2	Attends the ASC meeting according to policy.
	10.5.2.3	Attends Regional PR/ Phoneline Subcommittee meeting and workshops.
	10.5.2.4	Prepares an agenda for and chairs Area H&I Subcommittee meetings and workshops.
	10.5.2.5	Submits a written report at each ASC meeting to the Area Secretary for inclusion into the Area Minutes.
	10.5.2.6	Submits an annual report to the ASC (in June) of the subcommittee's work and is available to answer any questions of the ASC.
	10.5.2.7	Submits budget requests on behalf of the subcommittee to the ASC as outlined in Policy, whenever a need for funds is identified.
	10.5.2.8	Serves as a communication link between the Area H&I Subcommittee and the Regional H&I Subcommittee.
	10.5.2.9	Makes any motions regarding H&I matters on behalf of the Area H&I Subcommittee.
	10.5.2.10	Coordinates and trains the NA members who carry our message into all H&I meetings/presentations/workshops in our area, per the H&I Handbook.
	10.5.2.11	Works with PI Chairperson to introduce Narcotics Anonymous to any new facilities that may host an H&I meeting.
	10.5.2.12	Develops, updates, and maintains a copy of the "H&I Subcommittee Policy Guidelines", and provides an updated copy to the Area Policy Subcommittee Chairperson and the Area Secretary as necessary.
	10.5.2.13	Refer to pp. 53-57 of the GTLS.
	10.5.2.14	Refer to "H&I Handbook" from NAWS.
10.6	Hospitals and Institutions Subcommittee Vice Chairperson (H&I)	
	10.6.1	Hospitals and Institutions Subcommittee Vice Chairperson Qualifications:
	10.6.1.1	A suggested minimum of 1 year NA clean time
	10.6.1.2	Refer to pp. 4-8 and pp. 53-57 of the GTLS.
	10.6.1.3	Refer to the "H&I Handbook" from NA World Services

10.6.2		Hospitals and Institutions Subcommittee Vice Chairperson Duties:
10.6.2.1		To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Hospitals and Institutions Subcommittee Vice Chairperson.
10.6.2.2		Attends the ASC meeting according to policy.
10.6.2.3		Attends all Area Hospitals and Institutions Subcommittee meeting and workshops.
10.6.2.4		To assume all duties of the H&I Chairperson in the absence of the H&I Chairperson.
10.6.2.5		To work closely with the H&I Chairperson to learn the duties of the position.
10.6.2.6		Refer to pp. 4-8, 53-57 of the GTLS.
10.6.2.7		Refer to the "H&I Handbook" from NA World Services
10.7	Literature Subcommittee Chairperson	
10.7.1	Literature Subcommittee Chairperson Qualifications:	
10.7.1.1		A suggested minimum of 1 year NA clean time
10.7.1.2		Refer to pp. 4-8 and pp. 53-57 of the GTLS.
10.7.1.3		Refer to the "Literature Committee Handbook" from NA World Services
10.7.2	Literature Subcommittee Chairperson Duties:	
10.7.2.1		To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Literature Subcommittee Chairperson.
10.7.2.2		Attends the ASC meeting according to policy.
10.7.2.3		Attends Regional Literature Review Subcommittee meetings and workshops.
10.7.2.4		Prepares an agenda for and chairs Area Literature Subcommittee meetings and workshops.
10.7.2.5		Submits a written report at each ASC meeting to the Area Secretary for inclusion into the Area Minutes. The monthly report must include:
	10.7.2.5.1	Starting & Ending Cash Balance of Literature Subcommittee Funds.
	10.7.2.5.2	Orders Placed with NAWS
	10.7.2.5.3	Literature Received from NAWS
	10.7.2.5.4	Orders Received from Groups
	10.7.2.5.5	Literature sent to Groups
	10.7.2.5.6	Current inventory of all items, including Description, Quantity, Unit Price, and Total Inventory Value for each Item.
10.7.2.6		Submits an annual report to the ASC (in June) of the subcommittee's work and is available to answer any questions of the ASC.
10.7.2.7		Submits budget requests on behalf of the subcommittee to the ASC as outlined in Policy, whenever a need for funds is identified.
10.7.2.8		Makes copies of the Area meeting lists as required.
10.7.2.9		Distributes ASC meeting lists as required.
10.7.2.10		Serves as a communication link between the Area Literature Subcommittee and the Regional Literature Subcommittee.
	10.7.2.10.1	Review Subcommittee to ensure it is cooperating with the Area's RCMs in this regard.
10.7.2.11		Makes any motions regarding Literature matters on behalf of the Area Literature Subcommittee.
10.7.2.12		Develops, updates, and maintains a copy of the "Literature Subcommittee Policy Guidelines", and provides an updated copy to the Area Policy Subcommittee Chairperson and the Area Secretary as necessary.
	10.7.2.12.1	To adopt the Literature Subcommittee Policy submitted by the May 2014 Literature Subcommittee Chairperson as official GSSNA policy. (<i>Passed May 2014</i>)
10.7.2.13		No literature will be sold in the absence of an active, elected Literature Subcommittee Chair, Vice Chair, or Active Delegated Subcommittee Members. If there is no one to carry out the duties of said subcommittee, the subcommittee cannot function. At the ASC body's discretion, the ASC Chair can still create an Ad Hoc Committee to sell literature if a knowledgeable, willing servant is available to Chair the Ad Hoc. (See: 6.16 – <i>duplicate policy in alternate applicable subcategory</i> .)
	10.7.2.13.1	Without a single point of accountability, there is a greater risk of improper handling of NA materials and finances. By continuing to conduct subcommittee business in absence of proper administrations, not only are

		we creating unnecessary chaos, we are putting ourselves at financial risk.
10.7.2.14		The Literature Committee should only spend funds equal to what they collect. (See: 5.10.1 – <i>duplicate policy in alternate applicable subcategory.</i>)
10.7.2.15		The ASC should never use the Literature committee's funds. (See: 5.10.2 – <i>duplicate policy in alternate applicable subcategory.</i>)
10.7.2.16		Our literature prices will freely change prices to reflect World's prices. In the event of an increase or decrease in World's prices, our prices will automatically change. Our prices will always reflect World's prices. (Passed December 2013) (See: 5.10.3 – <i>duplicate policy in alternate applicable subcategory.</i>)
10.7.2.17		Refer to pp. 4-8, 53-57 of the GTLS.
10.7.2.18		Refer to "Literature Committee Handbook" from NAWS.
10.8	Literature Subcommittee Vice Chairperson	
10.8.1	Literature Subcommittee Vice Chairperson Qualifications:	
10.8.1.1	A suggested minimum of 6 months NA clean time	
10.8.1.2	Refer to pp. 4-8 and pp. 53-57 of the GTLS.	
10.8.1.3	Refer to the "Literature Committee Handbook" from NA World Services	
10.8.2	Literature Subcommittee Vice Chairperson Duties:	
10.8.2.1	To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Literature Subcommittee Vice Chairperson.	
10.8.2.2	Attends the ASC meeting according to policy.	
10.8.2.3	Attends all Area Literature Subcommittee meetings and workshops.	
10.8.2.4	To assume all duties of the Literature Chairperson in the absence of the Literature Chairperson.	
10.8.2.5	To work closely with the Literature Chairperson to learn the duties of the position.	
10.8.2.6	Refer to pp. 4-8, 53-57 of the GTLS.	
10.8.2.7	Refer to the "Literature Committee Handbook" from NA World Services	
10.9	Activities and Events Subcommittee Chairperson (A&E)	
10.9.1	Activities and Events Subcommittee Chairperson Qualifications:	
10.9.1.1	A suggested minimum of 1 year NA clean time	
10.9.1.2	Refer to pp. 4-8 and pp. 53-57 of the GTLS.	
10.9.2	Activities and Events Subcommittee Chairperson Duties:	
10.9.2.1	To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Activities and Events Subcommittee Chairperson.	
10.9.2.2	Attends the ASC meeting according to policy.	
10.9.2.3	Attends Regional A&E Subcommittee meeting and workshops whenever appropriate to A&E. (Removed via motion June 2009)	
10.9.2.4	Prepares an agenda for and chairs Area Activities and Events Subcommittee meetings and workshops.	
10.9.2.5	Submits a written report at each ASC meeting to the Area Secretary for inclusion into the Area Minutes.	
10.9.2.6	Submits an annual report to the ASC (in June) of the subcommittee's work and is available to answer any questions of the ASC.	
10.9.2.7	Submits budget requests on behalf of the subcommittee to the ASC as outlined in Policy, whenever a need for funds is identified.	
10.9.2.8	Serves as a communication link between the Area Activities & Events Subcommittee and neighboring Area's A&E, as well as the Regional Service Committee. The prioritized list for communicating Activities & Events information will be:	
10.9.2.8.1	Scranton Steamtown ASC and all home groups with our area.	
10.9.2.8.2	Mid-Atlantic Regional Service Committee	
10.9.2.8.3	Pocono Mountains ASC (Stroudsburg) (MARNA)	
10.9.2.8.4	Beehive ASC (Wilkes-Barre) (EPRNA)	
10.9.2.8.5	Williamsport ASC (MARNA)	
10.9.2.8.6	Serenity In The Mountains ASC (Hazleton/Pottsville) (MARNA)	
10.9.2.8.7	Triple Cities ASC (Binghamton) (NNYRNA)	
10.9.2.8.8	Central Susquehanna ASC (Bloomsburg/Danville) (MARNA)	

	10.9.2.8.9	Little Apple ASC (Allentown) (MARNA)
10.9.2.9		Maintains an updated calendar of all events of the Scranton Activities & Events Subcommittee and Scranton Area Home Groups, and distributes this calendar upon the addition of any activities to area home groups.
10.9.2.10		Maintains an updated calendar of all events of neighboring NA Areas & Groups, as well as Mid-Atlantic Regional Events & Service Committee Meetings, and schedules all Scranton Activities & Events Subcommittee events to avoid any conflicts.
10.9.2.11		Makes any motions regarding Activities & Events matters on behalf of the Area Activities & Events Subcommittee.
10.9.2.12		When necessary, coordinates with the PI Chairperson to introduce NA to any entities which may allow use of their facilities for an NA activity.
10.9.2.13		Submits a written proposal to the Scranton ASC for all events, prior to purchasing, reserving, printing flyers or tickets, or otherwise making firm commitments for such events. Proposals MUST Include:
	10.9.2.13.1	Time, Date & Place of the Activity
	10.9.2.13.2	Theme or Purpose of the Activity
	10.9.2.13.3	Estimated labor required to host the activity (# of Trusted Servants)
	10.9.2.13.4	Commitments (Positions) currently filled, including a list of all persons who will be responsible for money, property or security at the event.
	10.9.2.13.5	Positions Available (open) and Clean Time Requirements
	10.9.2.13.6	Estimated Cost of the Activity
	10.9.2.13.7	Admission / Entry Cost per person
	10.9.2.13.8	Capacity of the Venue (# of People), and Estimated Attendance
	10.9.2.13.9	Estimated Return from the Activity (Profit) and (optional) proposed purpose for any excess funds.
	10.9.2.13.10	Any literature requirements (Pamphlets, Keytags, Etc.)
10.9.2.14		Prepares Fliers for all area Activities. All Fliers MUST include the following information, printed clearly: Title / Theme and Agenda
	10.9.2.14.1	Date & Time (Open and Close)
	10.9.2.14.2	Location and Directions from Four points (north, south, east, west)
	10.9.2.14.3	Cost (Including "Newcomers less than 90 days clean - FREE" whenever practical)
	10.9.2.14.4	Registrations / Pre-Registration requirements & dates, if applicable.
	10.9.2.14.5	Any Use of the NA Symbol or Logo must also show "®"
	10.9.2.14.6	ASC Activities & Events Subcommittee Chairperson Duties (Removed via motion June 2009)
	10.9.2.14.7	The name of our Area: "Greater Scranton Steamtown Area of NA"
	10.9.2.14.8	Primary and Alternate Contact Name & Phone Number.
	10.9.2.14.9	Any attendance guideline and/or restrictions (i.e.: Open/Closed (addicts only), All ages/Children under # years not allowed, Children Free, etc.)
10.9.2.15		Manages all Activities & Events, observing the following guidelines at all times:
	10.9.2.15.1	Ensures that any entry, admission, registration or other fees and costs to participate be clearly printed on a sign at the entrance.
	10.9.2.15.2	Keeps all money & property secure at all times, or delegates this responsibility to a qualified trusted servant, provided that trusted servant's name was previously submitted to the ASC with the proposal for the activity.
	10.9.2.15.3	Provides written guidelines for the activity, including any rules, regulations and any other pertinent information, and effectively communicates these to all attendees.
	10.9.2.15.4	Ensures adherence to the 12 Traditions of NA, as well as the above rules, etc., and, if necessary, stops the function to prevent harm to those attending, to NA, or to the facility or NA's relationship with the facility or the community.
10.9.2.16		Submits a written report following each area Activity to the ASC. The report must include:
	10.9.2.16.1	Money advanced by the ASC, money spent, money collected, money returned to the ASC
	10.9.2.16.2	Money to be reserved by ASC for the Activities and Events Subcommittee
	10.9.2.16.3	Total attendance / newcomer attendance
	10.9.2.16.4	List of Trusted Servants who helped host the activity

10.9.2.16.5	A list of all persons who were responsible for money, property or security at the event.
10.9.2.16.6	A report of any problems or concerns.
10.9.2.16.7	A general summary of the event, and suggestions for future events (i.e. How can we do it better next time?)
10.9.2.17	Develops, updates, and maintains a copy of the "Activities Subcommittee Policy Guidelines", and provides an updated copy to the Area Policy Subcommittee Chairperson and the Area Secretary as necessary.
10.9.2.18	Refer to pp. 53-57 of the GTLS.

Failed A&E Chairperson Motions

That the Area direct the A&E Subcommittee or in the absence of a functioning A&E Subcommittee, an Ad-Hoc Committee, for the purpose of hosting a learning day or "local service in Narcotics Anonymous" to include but not limited to, workshops on all aspects of the local service in NA, including how and why we do sponsorship, service at the home group level, and service at the Area level. (September 2013)

10.10	Activities and Events Vice Chairperson
10.10.1	Activities and Events Subcommittee Vice Chairperson Qualifications:
10.10.1.1	A suggested minimum of 6 months NA clean time
10.10.1.2	Refer to pp. 4-8 and pp. 53-57 of the GTLS.
10.10.2	Activities and Events Subcommittee Vice Chairperson Duties:
10.10.2.1	To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Activities and Events Subcommittee Vice Chairperson.
10.10.2.2	Attends the ASC meeting according to policy.
10.10.2.3	Attends all Area Activities and Events Subcommittee meetings and workshops.
10.10.2.4	To assume all duties of the Activities and Events Chairperson in the absence of the Activities and Events Chairperson.
10.10.2.5	To work closely with the Activities and Events Chairperson to learn the duties of the position.
10.10.2.6	Directly participates and assists in all aspects of each Area Activity/Event.
10.10.2.7	Refer to pp. 4-8, 53-57 of the GTLS.
10.11	Web Chairperson
10.11.1	Subcommittee Vice Chairperson Qualifications:
10.11.1.1	A suggested minimum of 1 year NA clean time
10.11.1.2	Refer to pp. 4-8 and pp. 53-57 of the GTLS.
10.11.2	Web Chairperson Duties:
10.11.2.1	Leads the Web Page Work Group and is elected by the ASC.
10.11.2.2	Is the point of accountability for the Web Page Work Group and is responsible to the ASC or the website.
10.11.2.3	Responsible for publishing the GSSANA website.
10.11.2.4	Responsible for communicating all financial needs and consequences to the Area Service Committee's Administrative Officers.
10.11.2.5	Responsible for maintaining the ownership of the domain name.
10.11.2.5.1	Area Service Committee is the owner of the domain name GSSANA.COM
10.11.2.6	Responsible for investigating and choosing a vendor for hosting the GSSANA website.
10.11.2.7	Responsible to submit a written report on behalf of the Web Page work group to the Area Service Committee.
10.11.2.8	Decisions made by the Web Page subcommittee are based on the consensus based decision making process, when possible.
10.11.2.9	Web Page subcommittee currently meets after the scheduled ASC meeting.
10.11.2.9.1	Website contents: Area Service Committee-Information on ASC activities or other requested content.

		Am I an Addict –Information on addiction from NA sources. Contact Information for NA in GSSANA . Printable meeting list. Literature available for download. GSSANA events. Site Index: Table of contents component use for viewing all website.
10.12	Web Vice Chairperson	
	10.12.1	Web Vice Chairperson Qualifications:
	10.12.1.1	A suggested minimum of 6 months NA clean time
	10.12.1.2	Refer to pp. 4-8 and pp. 53-57 of the GTLS.
	10.12.2	Web Vice Chairperson Vice Chairperson Duties:
	10.12.2.1	To serve in the position for one year, from the beginning of the July ASC meeting until the end of the June ASC meeting, fulfilling all of the duties of the position and ensuring a smooth transition of the duties and materials of the office to the incoming Web Vice Chairperson.
	10.12.2.2	Attends the ASC meeting according to policy.
	10.12.2.3	Attends all Area Web Vice Chairperson Subcommittee meetings and workshops.
	10.12.2.4	To assume all duties of the Web Chairperson in the absence of the Web Chairperson.
	10.12.2.5	To work closely with the Web Vice Chairperson to learn the duties of the position.
	10.12.2.6	Directly participates and assists in all aspects of the website's domain.
	10.12.2.7	Refer to pp. 4-8, 53-57 of the GTLS.
10.13	Convention Committee Chairperson	
	10.13.1	Convention Committee Clean Time Requirements
	10.13.1.1	Chairperson- 5 years
	10.13.1.2	Vice-Chairperson- 4 years
	10.13.1.3	Secretary- 5 years
	10.13.1.4	Treasurer- 5 years
	10.13.1.5	Vice-treasurer- 5 years
	10.13.1.6	Subcommittee Chairs- 2 years
	10.13.1.7	Members- NONE
	10.13.2	Convention Committee Chairperson Qualifications
	10.13.2.1	Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provides direction when deemed necessary.
	10.13.2.2	Helps resolve personality conflicts.
	10.13.2.3	Keeps activities within the principle of the Twelve Tradition, the Twelve Concepts and in accordance with the purpose of the Convention.
	10.13.2.4	Monitors the flow of funds and overall Convention costs.
	10.13.2.5	Prevents important question from being decided prematurely, in order to foster understanding by the Committee prior to action.
	10.13.2.6	Votes only to break a tie.
	10.13.2.7	Is the liaison between Area and the Committee.
	10.13.2.8	Is the signer of all contracts that involve any portion of this planning process.
	10.13.2.9	Chairs committee meetings.
	10.13.3	Convention committee vice chairperson:
	10.13.3.1	Assumes the responsibilities of the chairperson in the event of his/her absence.
	10.13.3.2	Assists the chairperson in overall coordination.
	10.13.3.3	Secretary:
	10.13.3.4	Prepares the agenda for the committee meetings.
	10.13.3.5	Ensures that all committee members are informed of any sudden changes in meeting times and places.
	10.13.3.6	Keeps minutes of convention committee meetings and subcommittee reports.
	10.13.3.7	Maintains a list of names, email addresses, and phone numbers of each committee member.
	10.13.3.8	Keeps extra sets of minutes for any members' requests and following the convention, a complete set must be turned over to the area service committee for the following committees' reference.
	10.13.4	Treasurer:
	10.13.4.1	Assist the chairperson in opening the committee checking account.
	10.13.4.2	Shall maintain bank account.

10.13.4.3	Keeps accurate records of all income and expenses to be presented at each committee meeting.
10.13.4.4	Prepares a detailed financial statement to be presented at the area service committee meeting by the chairperson. Included in this statement will be a list of all checks written and voided, a list of all income and deposits, and a list of all expenditures including to whom the payment was made to and for what service or item.
10.13.4.5	Prepares a financial report within 30 days following any convention fundraising event, and a final financial statement within 60 days following the close of the convention.
10.13.4.6	Writes all check and is responsible for collecting receipts from subcommittees for money paid out.
10.13.4.7	Receipts and bill copies must accompany all requests for reimbursements and purchase orders.
10.13.4.8	Receives written requests for all unexpected expenditures not included in a subcommittee's budget or prior to budgets being approved by the convention committee. These requests will be paid upon approval.
10.13.4.9	Responsible for all money, including revenues from Registration and events, pays all bills, and advises the chairperson on cash supply, income flow, and rate of expenditure.
10.13.5	Vice-Treasurer
10.13.5.1	Assumes all duties of the Treasurer if the Treasurer is unable or no longer willing.
10.13.6	Subcommittees
10.13.6.1	<p style="text-align: center;">SUBCOMMITTEES ARE AS FOLLOWS:</p> <ol style="list-style-type: none"> 1. Hotels & Hospitality 2. Activities & Fundraising 3. Registration 4. Merchandising 5. Program 6. Arts & Graphics 7. Serenity Keepers / Security <p style="text-align: center;">HOTELS & HOSPITALITY</p> <p>This subcommittee contacts prospective hotels in order to assemble information that is then used for comparison. They are responsible for finding one hotel that should stand out from the rest in terms of being easy to work with, has reasonable room rates, sufficient banquet room and rates, and adequate meeting facilities.</p> <p>This subcommittee chair must beware of open-ended charges by hotels that can be made without the Committee's prior knowledge. Consistent and complete discussions about all aspects of the Convention, which could result in unanticipated charges, will prevent them from occurring. Informing the hotel that the Committee is unable to easily pay unexpected charges, and that it will exert itself to make sure there are not any unexpected charges, will result in the hotel staff double checking the fees in order to make sure they do not extend services that may be left unpaid. This way, Convention costs can be dramatically reduced and our credit rating may be protected.</p> <p>A good negotiator who is willing to ask the hotel difficult questions is indispensable. Hotels will almost always give a substantial reduction on room rates if they can recoup the revenues on the banquet. If attending members reserve enough rooms, hotels will sometimes provide large conference halls for free.</p> <p>When negotiating prices with hotels, this subcommittee Chair should keep in mind that they are competing with other hotels for business so this Chair should try to obtain as many services as possible for the lowest price. In early negotiations, this Chair should make sure that costs are approved at the Committee level. Input from the group conscience is the best possible kind of input, and provides a perspective an individual may lack.</p> <p>The Hotels and Hospitality Subcommittee works closely with the Program Subcommittee to set up rooms for meeting places and workshops. The hotel will</p>

require an accurate schedule of events in order to have the rooms ready for those events. A good hotel will usually help with the scheduling because they know what is possible with their floor plan and staff. It is always wise to book a hotel for a weekend when there is no other Fellowship Convention or competing activity taking place.

This subcommittee also serves as the Convention Host. It is responsible to organize a group that will greet the members attending the Convention, maintains the Hospitality Suite, and arranges the coffee service at the facility.

This subcommittee needs to be made up of members who are outgoing and pleasant. They are often the first people with whom attending members come in contact with upon arrival at the Convention.

When preparing the budget, it is important to keep in mind that coffee is a major expense at any convention. Great care needs to be taken when scheduling coffee service.

ACTIVITIES & FUNDRAISING

Responsibility specifically for entertainment is a part of this subcommittee. The subcommittee members select the band or disc jockey for the dances and the activities for the Convention fundraising events and the Convention. Big name bands are not appropriate because of the expense and the possibility of distracting us from our primary purpose. It should be noted that all expenses which can be foreseen should always be listed in the budget.

This subcommittee arranges all fundraising events and activities which are approved by the Committee.

The Chairperson of this subcommittee should know the Twelve Traditions and Twelve Concepts well. He/she should be an energetic person who is willing to work hard, and should be totally trustworthy regarding money. The Chairperson should be able to get members involved with activities and deal effectively with people outside the fellowship in planning and setting up events. It is also important that receipts and proceeds be turned in promptly and that the subcommittee works closely with the Convention Committee Treasurer.

The necessary fundraising for the Convention is the responsibility of this subcommittee. It plans activities such as dances, picnics, etc. to raise money for the Convention. The service structure of NA is the holding company that gives all representatives and service committees of NA the right to use the NA logo. Should an abuse of this right occur, it should be brought to the attention of the Area Service Committee. Fundraising within the NA fellowship should always emphasize sharing and caring in the spirit of NA. Fundraising and utilizing the theme of the Convention, can set the mood to motivate the fellowship to its final celebration at the Convention.

REGISTRATION

The Registration Subcommittee is one of the busiest subcommittees of every convention. Although its most intensive work is completed in the weeks just prior to and during the convention, its responsibilities begin with the advance planning. Such planning includes drafting flyers and forms (at least six months prior to the Convention date) in order to allow sufficient time for review by the full Committee. The mailing schedule for flyers and pre-registration forms should also be established at this time.

The first flyer announcing the Convention should be made as soon as the dates are established and a contract or agreement is reached with the facility. In this manner, participants will be given an opportunity to schedule vacations or other engagements to attend the Convention. The advanced flyer should be distributed even though the Convention Registration forms or Convention fees have not been

set. The flyer should be sent to NA World Service to be included in the Newsline and NA Way and posted on the NA World Website. The subcommittee should also do direct mailing to NA members from the previous Convention if it is not the first one.

When pre-registration and arrival registration information is available, the Registration Subcommittee prepares a finalized flyer. Copies of this flyer and the registration forms should be sent to the Region Service Committee as well as to all members on mailing lists.

Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but not ornate or expensive. Registration works with Arts & Graphics on producing these flyers.

The finalized flyer with the registration forms should be sent to the Region Service Committee for distribution to all Areas at least five months prior to the Convention, and again at ninety days prior to the Convention. This way members can make plans to attend and those who have forgotten or delayed registering are reminded. Sometimes Convention Committees generate additional activities that are not scheduled when the original Convention schedule was announced. The final update, at ninety days prior to the Convention, can be used to announce such changes and additions.

A clear understanding should be reached between the Registration Chairperson, the Treasurer, and the full Convention Committee on the procedures for handling registrations and money.

As each registration is received, by mail, online, or a direct sale, a record should be made indicating information about the registrant and all the money received. If free registrations are given out as part of furthering the primary purpose, the subcommittee must keep careful records of what is provided and to whom. All registrations with numbered cash receipts are used for preparing confirmations. The Convention Committee Chairperson and the Treasurer should establish a good working system for handling cash registrations received. All registrations should have numbered cash receipts. Each member of the Registration Subcommittee who is authorized to accept registration money should work out of one cash receipt book with three part carbon copies.

When funds are needed for expenses, they are obtained from the Treasurer. Cash received by the Registration Subcommittee is to be turned directly over to the Treasurer. It is not to be used for the subcommittee's expenses, as it can result in confusion and possible misuse of funds.

The record system developed by this subcommittee should be simple and clearly understood by all members of the Convention Committee. The records of all registration and meal sales should be updated at least once a week. In this way, the Treasurer's records provide an indication of the solvency of the Convention.

A duplicate records system should be maintained for all Registration Subcommittee activities. A simple file box containing index cards arranged alphabetically is a simple and effective method. A card is made for each registration which indicates all functions for which they have paid and the receipt/confirmation number. As each mailed registration is received, a confirmation card is sent to the registrant. Most conventions only send confirmation cards for registrations which are received by the announced cutoff date. The cutoff date for pre-registration is included on the Convention Registration flyer.

The Registration Subcommittee is responsible for preparing a complete registration packet which includes:

Convention Program	Name tag or badge	Tickets for functions
--------------------	-------------------	-----------------------

And any information that another subcommittee may want to include.

MERCHANDISING

The Merchandising Subcommittee is responsible for purchasing and storing the items in a safe place; maintaining a continuous inventory statement; and maintaining a set of financial records with receipts. These statements and records should be submitted to and reviewed regularly with the Convention Committee. This is done to ensure accountability for all merchandise and funds. A final inventory statement is provided to the Treasurer within a week after the Convention for inclusion in the Treasurer's Final Report. The merchandising Subcommittee is responsible for the acquisition and sale of NA approved literature at the Convention.

The Chairperson of this subcommittee should be business minded and have an understanding of the Twelve Traditions and Twelve Concepts, especially with the regard to the sale of NA related items. The Merchandising Subcommittee prepares a budget consisting of items to be sold and expenses incurred. Once the subcommittee agrees upon the items, the Merchandising Chairperson presents a list of the items to the Convention Committee for approval. The list includes a statement of actual and marketing costs with the time frame for obtaining the item. This subcommittee is responsible for the sale of merchandise at the Fundraising Events & Activities and the Convention. Careful consideration should be made in negotiating the purchase price of these items; three different bids are usually required.

This subcommittee must communicate with the Hotels & Hospitality Subcommittee when planning space and time requirements for a store or booth at the Convention site. They should also keep in mind to include in the Convention Program Chairperson of their hours of operation.

Outside vendors may be allowed to sell their wares at the Convention providing the Convention Committee gives them permission thirty days prior to the Convention and that their wares are acceptable to the Fellowship as a whole. On the Sunday morning of the Convention, a special room may be prepared for other Area Service Committees to make available their wares and convention information providing the GSSANA Convention Committee gives them permission thirty days before the Convention.

PROGRAM

Without a good program, the trouble and expense of putting on a convention is not justified. The reports of the Program Subcommittee should be therefore be given appropriate attention. It is suggested that members of this subcommittee have a minimum of one year continuous clean time and working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

The Program Subcommittee works with the Activities & Fundraising Subcommittee when necessary to put on events such as dances, picnics, etc. The Program Subcommittee gets the speakers, makes the topics, and sets a time schedule for the speakers.

The Program Subcommittee develops plans for workshops and meetings at the Convention. Members of this subcommittee make recommendations for speakers, workshop chairpersons, and others to help with the program. They recommend a schedule for all events to take place during the Convention and prepare the written program to be distributed to attending members. They attempt to have a balance of workshops for newcomers, service-minded members, and spiritual discussions. They submit all these recommendations to the Convention Committee for review, input, and approval.

One of the main problems in scheduling is the matter of no-shows. Due to this, a

note should be made somewhere in the program or registration packet that includes specific locations and times for readers, speakers, workshop chairpersons, or anyone involved in the conventions program to sign-in. In the event of a no-show, a pool of members should be available from which to select replacements.

The basic qualifications for participation in the program of the Convention is membership in NA, however, main meeting speakers are also required to have a minimum of five years continuous clean time. Workshop speakers require a minimum of two years continuous clean time and marathon meetings are at the discretion of the Convention Committee. A workshop chair shares his/her personal experience of recovery in NA. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend NA meetings to maintain their recovery. These qualifications assure an NA member gets an NA Convention. The best speakers for conventions are those who address recovery as if their lives as well as the lives of the listeners depend on it. It is important to keep in touch with speakers as the Convention draws near and assist them in any way possible to ensure their attendance.

Recording of speakers and workshops allows members who are unable to attend all functions, the opportunity of hearing them at home or to share with others.

Whenever funds are available, a speaker's travel expense may be paid. Sometimes complimentary rooms are provided to main meeting speakers as a way of deferring additional expenses. Hotels usually give the Convention a certain number of complimentary rooms that can be used for this purpose. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Program Subcommittee with an idea of available funds for securing speakers. One suggestion is that speakers may be chosen from a pool of members who may already be planning to attend the Convention. They may be willing to waive travel expense and accept room accommodations and a Convention Registration Packet instead.

ARTS & GRAPHICS

The Arts & Graphics Subcommittee is composed of members who are artistic and energetic. Prior to the Convention, this subcommittee is responsible for designing and/or printing the Convention Logo, banner, program, tickets, flyers, Convention posters and directional poster. This also includes any items that may contain the Convention Logo or artwork such as coffee mugs or t-shirts. A variety of designs for each item are presented to the Convention Committee in order to provide a choice of selections. It is necessary for the Arts & Graphics Subcommittee to coordinate its work with the other subcommittees.

Arts & Graphics shall also be responsible for soliciting on the Regional level to research ideas for the Convention theme and logo, and present all ideas and suggestions to the entire Convention Committee for feedback and approval. The Chairperson of this subcommittee develops a budget that includes all printing and other expenses. Once the budget is developed; it will be presented to the Convention Committee for approval.

Appendix A

Policy Log

Motions listed in the Policy log before 6/2015 are those that have no current category or subcategory in the policy to be recorded there. When a category is created or identified, the Policy will be amended to include these motions outside of the log. Motions listed in this Policy after 6/2015 are new motions, created from current ASC business, and will need to be either categorized and added this policy or categorized and amend the existing policy they affect.

[illegible]

Appendix B

Suggested New Policies for Policy Committee

In addition to addressing the policy concerns of the Area and ASC Body, the Policy Committee continuously reviews current policy and looks to ensure it is updated, accurate, it is not in conflict nor redundant, and looks to see how policies can be improved upon or refined to better reflect our goals, challenges, and the 12 steps, 12 traditions, and 12 concepts. Represented here are the most recent suggestions from the Policy Subcommittee, and can be added to as the current Subcommittee continues this work. Home groups can also use this form for their suggestions to bring to the committee.

Year	Suggestion	Rationale	Questions
2014-2015	Annual ASC meeting, held in June of each year, to allow all Administrative Committee members and Subcommittee Chairs to submit reports <u>summarizing</u> their year's work. Prepare sample format/agenda for inclusion in this policy.	To allow a good foundation for the incoming members to learn from and build upon. Better the flow of information.	Should this meeting be separate from the normal June meeting which will already be busy with the voting for all trusted servants?
2014-2015	Implement the Annual ASC Inventory as listed in the GTLS. Follow the format in the GTLS. Prepare sample format/agenda for inclusion in this policy. Complete in January because officers are in mid-term (7 months experience/ 5 months remaining in office).	Observe where we are, what we do. Identify areas that work well and areas where there are issues to resolve. Create goals based on this information.	
2014-2015	Add a section of Policies specifically outlining the process of an annual audit of the area's funds & material resources.	Keep track of and accountability for NA resources.	
2014-2015	Work with each Sub-Committee Chairperson to write / update a policy for that subcommittee's internal operations, modeling each policy upon this ASC Policy.		
2014-2015	Add "Quarterly Budget Request Form" to Policy as "Appendix C"		
2014-2015	Add Policy Sections & provisions for Future Subcommittees: (1) Convention, (2) Newsletter, (3) Outreach		
	Policy 5.9 Addendum: Reason for holding the funds should be clearly defined and should have a specific date and time of action. For an addendum to policy 5.9 to include a priority list.	As per 11 th Concept p. 24, 4 th paragraph "One way we apply Concept Eleven is by establishing clear spending priorities and measuring each proposed expenditure against that priority list. Many groups, service boards, and committees have more items on their priority list than their budgets allow. In such cases, only the highest priorities can be funded."	

Appendix C

Motion Log

In order to best track and keep up-to-date with motions, a motion log form can be used groups, subcommittees, and administrative members to track new motions and, if applicable, note how they affect or change policy. This form can serve as record until policy is officially updated and re-released or can prevent frivolous discussion and motions that have already been addressed.

[illegible]

Appendix D

[illegible]

Grand Total of All Requested Budget Items =					Total Approved Budg-			

Appendix E

GSSANA ASC MEETING AGENDA

1. Call to Order at 10:00am. Open with "We" Version of Serenity Prayer
2. Reading of 12 Traditions and 12 Concepts of Narcotics Anonymous
3. A Message From the Chair
4. Concept of the Month Reading and Discussion Questions
5. Roll Call- Quorum **Any Group not present and accounted for prior to quorum being established will be marked absent for the first third. Roll call will subsequently be completed upon return from each break. The same rule will hold true. No exceptions.*
6. Acceptance of New Groups
7. Call for Corrections of Last Months' ASC Minutes
8. Call for Approval of Last Months' ASC Minutes
9. Reports: **Chair Person will allow for questions immediately following each report.*
 - a. Administrative Board Reports
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Treasurer
 - iv. Secretary
 - v. RCM
 - b. Sub-Committee Reports
 - i. Public Relations and Phoneline
 - ii. Hospitals and Institutions
 - iii. Activities and Events
 - iv. Policy
 - v. Literature
 - vi. Any Ad-Hocs
 - c. Group Reports
 - i. Since groups change on a semi-regular basis, group reports will be called in order of the group's appearance on the meeting lists, beginning with Sunday morning.
10. Sharing Session
 - a. **Further discussion of questions/issues raised or not addressed during reports.*
 - b. ***No Motions will be addressed during sharing session*
11. Announcements
12. Old Business
 - a. Old Motions:
 - b. Old Nominations:
 - c. Additional Old Business
13. New Business
 - a. New Motions
 - b. New Nominations
 - c. Additional New Business
14. Open Forum Discussion: For any NA member present to pose questions/offer suggestions/initiate discussion on NA-Related topic
 - a. **As time permits. Amount of time dedicated to each topic can be limited by the Chairperson.*
15. How Can We Better Serve the Newcomer as an Area?
16. Adjournment **As per the GTLS, if we have reached this section of the agenda, and all ASC business has been*

completed, the Chair may close without motion.

*Regular breaks ordinarily occur around 11:00am and 12:00pm. The exact time of breaks may vary slightly due current business.

**ASC Meeting is scheduled to end at 1:00pm. If important business is still on the table, a motion may be put forward to extend the ASC Meeting for any number of minutes, in order to conclude business. This motion needs a second and majority vote to carry.

Appendix F

GSSANA ASC Motion Submission Form

ASC Secretary, Chairperson, Vice-Chairperson Use ONLY

Date:	Time:	Order to be called to the floor::
-------	-------	-----------------------------------

¹A motion is a statement of an idea a committee member wants the committee to put into practice.

² Please note existing GSSANA Policies concerning motions (other policies may also apply):

1. Motions must come from one of the following:
 - A. Group Conscience
 - B. GSR (not from Group Conscience)
 - C. Subcommittee Chairperson - pertaining to their committee
 - D. Administrative committee members - pertaining to ASC as a whole.
 - E. Any NA member - during the open forum section of the ASC meeting.
2. The Maker of each Motion will be noted as one of the above, in 1A — 1E
3. Motions made shall be kept anonymous, leaving names out of all reports and minutes.
4. All motions, from a GSR, from a group conscience, will go back to groups, in written form.
5. All motions, concerning literature prices, except when world changes prices, will go back to groups, in written form.
6. All motions, concerning ASC policy, will go back to groups in written form.
7. All motions, concerning or in any way affecting other areas, regions, or world (this is "NA as a whole" from our 4th Tradition) will go back to groups, in written form.
8. All motions from a Group Conscience (only) do not require a second; they automatically go back to groups.
9. All policy motions require a two-thirds 2/3 majority of all voting members present at ASC to pass,
10. Any changes made to policy by the ASC, may not be voted on again for a length of six months.

Motion – *Please write legibly and be clear, specific and straightforward in your motion.*

Intent – *Please write legibly and be clear and straightforward with your intent.*

Name of Maker – *For Committee to present questions and hold debate on the motion. Name will not be recorded in the minutes*

Maker is _____. – *Check one of the options below, as described above in section 1A — 1E, and required by policy.*

A

☐

B

C

☐

D

☐

E