



**SOUTHEASTERN ARIZONA AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS**

**SERVICE PRAYER**

(from Pg. xxvi of NA Basic Test, 6<sup>th</sup> Ed.)

God, grant us knowledge that we may work according to your divine precepts, instill in us a sense of your purpose, make us servants of your will and grant us a bond of selflessness, that this may truly be your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction.

**STATEMENT OF PURPOSE**

(from Pg. xxvi of NA Basic Test, 6<sup>th</sup> Ed.)

Everything occurring in the course of NA 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 we began this work. We must always remember, 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.

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## ARTICLE I: PURPOSE STATEMENT

- A. The purpose of the Southeastern Arizona Area Service Committee of Narcotics Anonymous (SEAZNA) is to serve the specific needs of NA Groups and to facilitate carrying the message of recovery to the addict who still suffers. We accomplish this by adhering to our Twelve Traditions and Twelve Concepts.
- B. The Area Service Committee (ASC) facilitates NA business and finances for SEAZNA. In doing this, the ASC operates as a link to the Arizona Regional Service Committee (ARSC), and thus, Narcotics Anonymous World Service (NAWS).
- C. ASC is comprised of Group Service Representatives (GSRs), Executive Committee Members (ECM), and Subcommittee Chairpersons (SUB). We recognize the ultimate authority of this body as “A loving God as He may express Himself in our group conscience”

## ARTICLE II: ASC STRUCTURE GUIDELINES

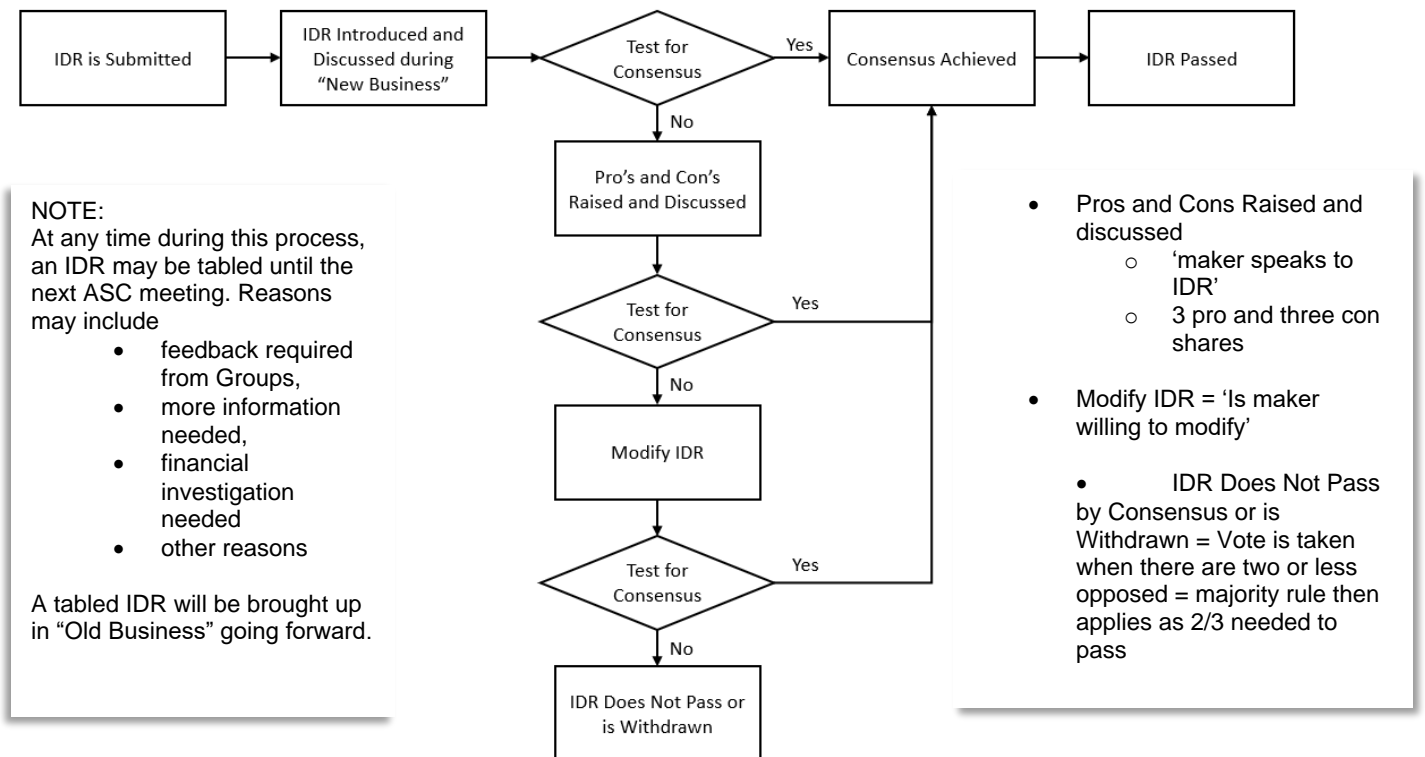
- A. ASC monthly meetings are to address concerns brought before it by the Groups.
  - a. Information is passed from Groups to ASC and from ASC to Groups via the GSR in attendance.
  - b. ASC business is conducted to oversee and administer SEAZNA finances.
- B. ASC provides a Regional Committee Member (RCM) and an Alternate RCM for active participation in the ARSC.
- C. ASC Provides various services to the local Fellowship through Subcommittees including:

Sub-committee	Purpose of Service
Activities	Plans and hosts social and fund-raising activities
Hospital & Institutions	Carries the message of NA to addicts in hospitals and other institutions to addicts who may not be able to attend outside meetings
Literature	Reviews orders, fills orders, and distributes NA literature
Mt. Lemmon Bash (MLB)	Plans and coordinates the annual Mr. Lemmon Bash
Newsletter	Publishes (Electronic and/or Paper) and distributes a newsletter serving the local Fellowship.
Outreach	Supports new or existing meetings; provides guidance for meeting concerns and meeting startups. Attends meetings in distant locations within our area
Phone Line	Maintains SEAZNA Phone Line and provides information about NA
Public Relations	Carries the message of NA to the public using various media, maintains an Area PO Box and manages meeting list printing and distribution
Southeastern Arizona Narcotics Anonymous Convention (SEAZNAC)	Plans and coordinates the annual SEAZNAC convention
Web Servant	Maintains the Area website, meeting list with PR and updating Area information at NA World Services (NAWS) website
Ad Hoc	(Temporary) committees, appointed by the ASC Chairperson, to perform specific tasks deemed necessary by the ASC. Ad Hoc's are dissolved by the Chairperson upon completion of its task

## ARTICLE III: ASC MEETING GUIDELINES

- A. ASC will meet once a month on the second Sunday of each month. ASC will change to the first Sunday for months that have a holiday conflict, i.e., Mother's Day.
- B. All ASC meetings shall be open to any NA member who wishes to attend, but shall be closed to the general public
- C. ASC meetings shall consist of a GSR quorum (quorum = 51% of all active Groups in the Area) in order to vote on old/new business issues.
  - a. A quorum shall be determined at roll call per agenda in Article IX.
  - b. Should a quorum fail to be present, further business should be tabled under old business for a future meeting.
- D. Only GSRs or their Alternate, in the GSRs' absence, can vote on all business (IDR's – see below).
- E. ASC meetings will follow a meeting agenda that is sent to all GSRs prior to the ASC meeting and approved at the start of ASC.
- F. The sequence of items on the agenda may be changed by the ASC Chairperson if deemed appropriate.
- G. New Groups may receive a Starter Kit at no cost to the Group without a vote from the GSRs.
- H. Ideas Requests (IDRs) are used to submit new business for ideas to the ASC.
  - a. Any GSR, Alternate GSR, ECM or SUB may submit an IDR to the floor.
  - b. Any IDR must be submitted to the Secretary in writing using the IDR Form before the Consensus Based Decision Making Process (CBDM) can begin.
  - c. A written IDR may be submitted prior to "New Business" to be considered during the current ASC.
  - d. There will be no IDRs introduced after 'New Business'. IDRs submitted after "New Business" will be introduced at the next month's ASC.

### Consensus Based Decision Making (CBDM) Process Flow



- I. All IDRs will be considered using CBDM. The process for CBDM allows for points of view to be heard and fairly considered within the ASC.
  - a. If at the end of discussion, a consensus is not reached, those dissented from the majority will be given the opportunity to state the reason for their dissent. If their statements do not persuade the majority to change their view, the dissenting GSR(s) will be asked if they can support the majority view even though they themselves do not agree with it.
  - b. As a spiritual body, ASC will try to reach all decisions by consensus. We believe a loving God's will may express Himself through our Group conscience (Tradition Two).
  - c. In the event we cannot reach consensus, a decision will be reached using a 2/3 majority vote.
  - d. When an IDR is being discussed in new business and ASC meeting time ends, that subject will be tabled and brought up in Old Business at the next ASC meeting
- J. SEAZNA Policy Guidelines may be waived at any time by 2/3 vote.
- K. Twice per year, SEAZNA will take place in Sierra Vista, AZ

### **Emergency Meetings**

- A. Emergency Meetings may be called for any matter affecting NA as a whole within our area
- B. Any member of NA can bring such a matter to the attention of the ASC Chair or ASC Vice Chair
- C. The Chair and/or Vice Chair shall decide, upon consultation with the ECM, whether the matter warrants an Emergency Meeting
- D. Calling an Emergency Meeting
  - a. The Secretary shall give a 48hr notice to each Group of an Emergency Meeting via email on file
  - b. The Emergency Meeting shall be announced by the GSRs and the Alternates at their Groups
  - c. The same rules apply in an Emergency ASC Meeting as in ARTICLE III.B.1.

### **ARTICLE IV: ASC FINANCIAL GUIDELINES**

- A. The SEAZNA Treasurer is the primary signer on the Area bank account.
  - a. The Area Chair is an additional signer on the Area bank account.
- B. The SEAZNA Treasurer is responsible for:
  - a. collecting all monies donated or paid during ASC
  - b. depositing all monies collected to ASC bank account within 2 business days of collection.
  - c. writing reimbursement request checks and paying monthly expenses for ASC
  - d. There will be no checks made out to cash
  - e. every check must have an invoice or receipt without exception
  - f. bills/expenses are to be paid on time when received
  - g. reporting current ASC bank balance at ASC meeting to include
  - h. written financial report with first page of bank statement
  - i. maintaining a prudent reserve of two months expenses in ASC account = to \$6250.00
  - j. monitoring budgets for SUBS and ECM
    - i. this will be monitored on the SEAZNA total budget report
- C. The SEAZNA Chair and Vice Chair shall hold all SUBS accountable in accordance with the Area's "Loss Prevention Guidelines". The Treasurer will assist as requested by the Chair:
  - a. Follow clean time requirement and criteria when accepting nominations
  - b. Instruct Subcommittee chairs and their committee members sign a "LOSS and PROMISSARY NOTE" if/when handling money
  - c. Instruct Subcommittee chairs and their committee members write receipts for money collected for auditing purposes
  - d. Instruct Subcommittee chairs and their committee members use a locked cash box when collecting funds
  - e. Instruct Subcommittee chairs and their committee members are utilizing two members to count and sign for funds collected
  - f. Instruct Subcommittee chairs and their committee members to either:

- i. deposit collections to ASC account within two business days of events or other fund generating activities and provide deposit receipt to ASC Treasurer at ASC
  - ii. turn over funds to ASC Treasurer within two business days from events or other fund generating sales and activities
- D. ASC Treasurer is to conduct an audit annually with SEAZNAC and Mt Lemmon Bash (MLB) Subcommittees as well as Ad Hoc audits when called for by ASC Chairperson. The purpose of these audits is to align with regional financial requirements.
  - a. Audits are to be reported to ARSC Treasurer and SEAZNA ECM's.
  - b. Audits are to be conducted within 60 days of final meeting of that SUB.
  - c. Audit details are to be reported to ASC in writing and will be included in ASC minutes.
  - d. Audit instructions will be provided by the ASC Chairperson to SUBS prior to events and annual audits to prepare committees for what is expected and help conclude audits in a timely manner.
  - e. Audit instructions will be provided by the ASC Treasurer to the ASC Chair per regional instructions
- E. ASC Treasurer will work with all Ad Hoc Committees appointed by the Area Chairperson, to ensure fiscal responsibility as needed
- F. ASC Treasurer will work with SUBS on Budgets as requested by the Subcommittee Chair or the ECM's

### **Theft Policy**

The 12 Concepts give SEAZNA a mandate which calls for total financial accountability. The 11<sup>th</sup> Concept for NA Service establishes the sole, absolute priority of NA funds be used to carry the message. Misappropriation of funds cannot be tolerated as we are operating under the ARSC as a Non-Profit organization.

- A. Should an ECM, SUB (Chair/Vice Chair), or other NA member be found to have misappropriated SEAZNA funds, the presiding officer of SEAZNA must fully disclose the alleged misappropriation of funds and the individual(s) involved.
  - a. Any member accused of misappropriating funds may exercise their 10 Concept right to redress at this time.
- B. SEAZNA, once informed of the alleged misappropriation of funds, may remove the individual(s) involved 'with cause' by a quorum vote.
- C. Should SEAZNA remove a member, said individual(s) participation within the SEAZNA Committee is immediately terminated.
- D. Any member removed by the SEAZNA for misappropriation of funds may not hold an elected seat on the SEAZNA Committee or its Subcommittees for a period of five (5) years.
- E. Individuals removed for misappropriation of funds are expected to make full restitution of all SEAZNA funds.
- F. Should the removed member fail to make full restitution, said member will be subject to criminal and/or civil prosecution by the ARSC, Inc. dba SEAZNA, Inc.

### **End of Term "Financial Responsibility Transfer Process"**

This section refers to adding incoming ASC Treasurer and ASC Chair as signers on the ASC bank account and removing access to accounts and funds for the outgoing trusted servants. After ASC elections conclude, this action is needed to maintain continuity of banking services within two weeks according to Regional availability. This action will need to be coordinated with Regional CEO and CFO

- A. The ASC Treasurer will act as ASC Bank liaison to know what protocols are needed
  - a. This includes maintaining access by SEAZNAC and MLB Chairs and Treasurers
- B. The ASC Treasurer will act as Regional liaison to stay informed of financial protocols
  - a. This includes maintaining QuickBooks training as requested or needed by SEAZNAC and MLB Chairs and Treasurers

### **ARTICLE V: ADDITIONAL ASC GUIDELINE CONSIDERATIONS**

- A. The ASC Guidelines shall be reviewed every three (3) years:
  - a. An Ad Hoc Committee shall be appointed to conduct the review and recommend revision or amendment if necessary, by the ASC Chair.
  - b. The ASC Secretary will add all approved IDR's to the end of this document during their term for

easy incorporation

- c. After review and revisions, the ASC Guidelines will be presented to the ASC for approval.
- B. All SUB shall perform a review of their respective guidelines every three (3) years and submit to ASC for review, approval and archiving.

## ARTICLE VI: GROUPS

A “**Narcotics Anonymous Group**” as defined in the *A Guide to Local Services in Narcotics Anonymous*, Pg. 25, The NA Group

### New Group Registration with ASC

- A. A New Group will attend ASC, and announce its name, location and time of meeting to register.
- B. New Groups may receive a Starter Kit if needed at no cost to the Group without a vote from the GSRs.
- C. A New Group will be included in the Area and Regional meeting lists after attending two (2) consecutive ASC meetings
- D. The ASC may remove a Group from the Area meeting list or not include a new Group if it's determined the Group is not following the Traditions of NA e.g.:
  - a. A Group is using non-NA literature, speakers, announcements, or has reworded the NA Steps or Traditions
  - b. A Group is involved in activities or organizations outside of NA
  - c. A Group does not pay some form of rent to the building or facility in which it holds its meetings
  - d. A Group turns addicts away who have a desire to stop using
  - e. Any other infringement of the Traditions determined by the ASC

### Group Service Representative (GSR) Duties

- A. New GSRs attend a GSR orientation offered prior to ASC each month.
- B. GSRs represent their Group conscience at ASC meetings.
- C. GSRs bring matters of concern from their Group to the ASC and keep their Group informed about NA activities
- D. GSRs may be reimbursed for travel to ASC from outside twenty-five (25) mile radius (current value: up to \$30)
- E. GSRs should be available to their Group members with information about NA activities, issues before the ASC, other Group's announcements, service structure of NA, Traditions, and how to become more involved.
- F. A GSR cannot be an ECM or SUB Chair of the ASC or RSC, nor hold another position of the elected ASC or RSC committees

*“Group Service Representatives bear great responsibility. While GSRs are elected by and accountable to the Group, they are not mere Group messengers. They are selected by their Group to serve as active members of the Area Service Committee. As such, they are responsible to act in the best interest of NA as a whole, not solely as advocates of their own Groups' priorities. As participants in the Area committee, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the Committee's officers and Subcommittee Chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their Group members feel, they take active, critical parts in the discussions which form the Group conscience of the entire committee.”* **A Guide to Local Services in Narcotics Anonymous, 2002 Version, Pg. 35**



## **ARTICLE VII ASC ELECTION PROCEDURES AND CHAIR QUALIFICATIONS AND DUTIES**

### **Terms of Office**

- A. ECM and SUB Chairs serve for a term of one (1) year.
- B. ECM and SUB Chairs may volunteer or be nominated to run again if desired.
- C. Any ECM or SUB Chair can be removed by two-thirds (2/3) vote of the GSR's of the ASC if:
  - a. EMC or SUB duties are not being met.
  - b. ECM or SUB Chair is absent for 2 consecutive ASC meetings during their term.
- D. If clean time requirement is no longer met (relapse), removal is automatic.
- E. The ASC Chair may appoint any NA member with the required clean time who is willing to serve a vacated ECM or SUB Chair position until a special election can be held

### **Election Schedule**

*There are 3 scheduled elections within SEAZNA:*

- A. August: Elections are held for all SUB Chairpersons
- B. September: Elections are held for SEAZNAC Chairperson and SEAZNAC Treasurer
- C. October: Elections are held for ECM Chairperson, Vice Chair, RCM, and Alternate RCM, Secretary, Treasurer and Vice Treasurer

### **Election Procedure**

- A. Prior to nominations the duties and qualifications of each position are read aloud
- B. Nominees must be present at the time of voting. They will be asked to share service experience and clean time.
- C. Elections are open to the NA Fellowship-at-large.
- D. Only GSR's may nominate, second, and make and second motions pertaining to the election
- E. All nominations must be seconded to be voted on and the person nominated may decline
- F. Only GSR's will be allowed to vote for a nominee
- G. The elections are held by 'secret ballot' and ballots shall be counted by the ASC Chair and RCM.
  - a. If only 1 candidate is running for a position, the vote will be 'YES or NO'. If 'NO' wins, the nomination procedure must begin again
  - b. The candidate receiving the most votes wins.
  - c. In the event of a 'TIE', another vote will be taken
- H. Elections will be decided by a majority vote (51%).
- I. When three (3) or more nominees are running, and no candidate receives 51% of the votes, there will be a run-off election between the two (2) candidates receiving the most votes.
- J. If a position remains vacant, a special election will then be held at the next ASC meeting and subsequent meetings until the position is filled

### **General Qualifications**

- A. Nominees for ECM and SUB Chair positions should have a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous and have provided service at a Group level
- B. Nominees for all ASC ECM positions must have two (2) years continuous clean time except the Area Treasurer who shall be required to have three (3).
- C. Nominees for all ASC ECM and SUB Chair positions should have the time and desire to devote to their duties and be accessible to members of the Fellowship, Groups, and Subcommittees.
- D. Nominees should have:
  - a. Time availability to make monthly ASC meetings.
  - a. A genuine interest to be of service to SEAZNA.
  - b. An active participation in the SEAZNA fellowship to truly represent the interests of SEAZNA
  - c. Good communication skills
- E. ASC ECM Nominees and SUB Chairs will submit a proposed annual budget for review to the ASC each year by October for the following year (Jan-Dec.).
  - a. All proposed budgets will be noted in October minutes for review by the fellowship.
  - b. All proposed budgets will be discussed with any recommend revisions at November ASC.
  - c. All proposed budgets will be voted on at December's ASC.

## **Executive Committee Positions:**

### Chairperson

#### *Duties:*

- A. Preside at all ASC meetings while maintaining impartiality.
- B. Facilitate consensus-based decision making.
- C. Review and approve ASC meeting agenda.
- D. Review monthly minutes submitted from Secretary, prior to Fellowship distribution.
- E. Hold an Executive meeting thirty (30) minutes before ASC to discuss agenda items and any other pertinent business for that day.
- F. Provide ASC correspondence to internal and external entities as needed.
- G. Appoint and dissolve Ad Hoc committees.
- H. Appoint temporary SUB Chair(s) in the event of a midterm vacancy from a SUB Chair position
- I. Call Emergency Meetings when necessary.
- J. Co-sign the ASC bank account.
- K. Ensure all ECM and SUB members who handle money complete and sign a "Loss Prevention" form.
- L. Participate in transfer of responsibility at end of term.
- M. Ensure Addendum A at end of term is integrated into guidelines to account for all IDRs that passed a 2/3 vote

### Vice Chairperson

#### *Duties:*

- A. Act as Chairperson in the absence of the Chair
- B. Assume the office of the Chairperson, if the position become vacant and until a special election can be held
- C. Liaise with Groups and Subcommittees by:
  - a. Following up with non-active groups (Not attended ASC Meeting for 3 or more months)
  - b. Attends as many subcommittee monthly meetings to assist as needed

#### *Additional Qualifications:*

- A. Is willing to serve as Chair when term as Vice Chair is complete

### Regional Committee Member (RCM)

#### *Duties:*

- A. Attend Area and Regional Service Committee meetings and Regional Assemblies
- B. Convey the SEAZNA ASC Group conscience to RSC and vote for ASC at RSC meetings
- C. Provide information from the RSC to the ASC and from the ASC to the RSC
- D. Submit Regional meeting minutes to the ASC Secretary as part of the monthly report

#### *Additional Qualifications:*

- A. Have personal time and ability to travel to RSC meetings and attend all Regional Assemblies
- B. Be prepared to fully participate in discussions of concern at Regional meetings.
- C. Act in the best interest of SEAZNA members and vote accordingly.

### RCM Alternate

#### *Duties:*

- A. Attend Area. Regional Service Committee meetings and Regional Assemblies.
- B. Act as RCM in the absence of the RCM.

#### *Additional Qualifications:*

- A. The same qualifications for RCM.

### Treasurer

#### *Duties:*

- A. Be custodian of the ASC bank account by:
  - a. Monitoring ASC, SEAZNAC and Mt Lemmon Bash accounts by collecting statements from ARSC CFO monthly.

- b. Writing reimbursement checks and fulfill check requests as directed by the ASC.
- c. Making deposits in a timely manner within two business days.
- d. Providing monthly written reports and a copy of the bank statement at each ASC.
- e. Be available for audits of RSC and to perform audits of SEAZNAC and Mt Lemmon Bash
- B. Report on all contributions and expenditures at each ASC meeting
- C. Pay ASC bills in a timely manner.
- D. Secure the signature of the ASC Chair or Vice Chair on all checks as needed.
- E. Conduct required audits:
  - a. Be available for the annual audit of the ASC by ARSC.
  - b. Within 6 weeks of conclusion, conduct an audit of Mount Lemmon Bash and SEAZNAC.
  - c. Collect all receipts for funds equal to distributions for each SUB event
- F. Maintain an ASC prudent reserve of \$6250.00.
- G. Act as Liaise with ARSC as it pertains to financial matters.
- H. Perform transfer of responsibilities at end of term.
- I. Provide Annual Budget Ledger for incoming ECM and SUB persons in September to assist with knowledge and information for budget proposals.

*Additional Qualifications:*

- A. Must have knowledge of the Treasurers Handbook.
- B. Have bookkeeping experience in QB and be precise with a checking account.
- C. Nominees must have 3 years continuous clean time.

Vice Treasurer

*Duties:*

- A. Act as treasurer in the treasurer's absence
- B. Count the money collected at the ASC monthly meeting, write receipts and assist as needed.

*Additional Qualifications:*

- A. Must have knowledge of the Treasurers Handbook.

Secretary

*Duties:*

- A. Prepare accurate minutes of each ASC meeting.
  - a. Submits minutes to ASC Chair for approval before sending out to the Fellowship.
- B. Distribute copies of minutes and agenda to all GSRs, ECM, and SUB Chairs within two (2) weeks following the Area meeting
- C. Submit minutes to Web Master to be posted online.
- D. Maintain a current list of active Groups in the Area.
- E. Conduct the roll call at each ASC meeting per agenda outline in Article IX.
- F. Assist ECM and SUB with correspondence.
- G. Provide GSR report forms at ASC meeting.
- H. Provide IDR forms at ASC meeting.
- I. Maintain archives of ASC documentation.
- J. Provide updated Article VIII at end of term to account for all IDRs that passed a 2/3 vote to be used in guideline updates to the ECM for review

*Additional Qualifications:*

- A. A Secretary should have general office and clerical skills to include Google platform and MS Office.

**Subcommittee Chairpersons**

*General Qualifications*

- A. Nominees for Subcommittee Chair positions should have proficient knowledge of the Twelve Steps and Twelve Traditions of NA and have provided service at group level.
- B. Nominees for Subcommittee Chair positions must have two years of continuous clean time.
- C. Subcommittee Chair positions elected as trusted servant positions usually require some personal "inconvenience". Nominees should have the time to devote to their duties, and be accessible to members of the Fellowship, groups and other subcommittees. They should have the interest to do a thorough and

timely job.

- D. In order that the Subcommittee Chair positions be truly representative of the SEAZNA Fellowship, they should be active participants in Narcotics Anonymous.

#### Activities Subcommittee Chairperson

##### *Duties*

- A. Upon election to position, prepare a written proposed budget for all anticipated expenses within 30 days to submit at the September ASC
- B. Ensure all subcommittee members who handle money complete and sign a "Loss Prevention" form.
  - a. Submit the signed "Loss Prevention" forms to ASC Secretary prior to any events.
- C. Hold monthly subcommittee meetings.
  - a. Recruit and train a Vice Chair to take over the position the following year.
  - b. Recruit additional subcommittee members to delegate assorted tasks to in order to plan and carry out events.
- D. Be a liaison between Activities Subcommittee and the ASC.
- E. Submit a written report to ASC Secretary via email at least 3 days before the monthly ASC meeting.
- F. Attend monthly ASC meetings to give a verbal report, answer questions and report on upcoming events.
- G. Prepare flyers upcoming events to pass out to all groups and provide Web Master flyers to post on NATUCSON.ORG.
- H. Maintain written subcommittee financial records and be prepared to submit to an audit by ASC.
- I. Upon completion of elected term, present reviewed subcommittee guidelines to the ASC Secretary.
- J. Upon completion of elected term, present proposed budget to incoming SUB chair to assist as an outline.

#### Contracts Chairperson

##### *Duties*

- A. Gather new contracts for all SEAZNA events from Subcommittee Chairs, Groups hosting events, or any other SEAZNA planned event
- B. Keep and store all contracts within the service year, including templates
- C. Seek accuracy from the event planner for all information to be entered in the contract for the event: including Location, Time, Fee for the Venue, Special Insurance needs (Riders, etc.), and any other information to state clearly what the event and/or space is being used for or needs
- D. Send contracts to be signed to The Arizona Regional Service Committee, Inc. before the RSC meets on the 3<sup>rd</sup> Sunday of all odd months (Jan, Mar, May, etc)
- E. Save signed contracts on computer to have ready to print – any printing costs will be reimbursed
- F. Fill out the insurance for as needed for events or special meetings not listed in the Regional Meeting Directory – Arizona-NA.org – Documents – Insurance Request Form

#### Hospitals and Institutions Subcommittee Chairperson

##### *Duties*

- A. Upon election to position, prepare a written proposed budget for all anticipated expenses.
- B. Ensure all subcommittee members who handle money complete and sign a "Loss Prevention" form.
  - a. Submit the signed "Loss Prevention" forms to ASC Secretary prior to any events.
- C. Coordinates all NA H&I activities.
- D. Presides at regular, special, and general Subcommittee meetings.
- E. Handles all public relations contacts involving policy matters and/or interpretations at the public level that pertain to H&I. (NOTE: This will be done with the direct cooperation of the PR Subcommittee).
- F. Responsible for interchange of correspondence at the public level as well as all correspondence within NA H&I which involves policy matters.
- G. Makes regular reports to the H&I Subcommittee on the status of all current or completed projects.
- H. May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including aiding panel participants.
- I. Shall represent Narcotics Anonymous H&I at the regular meetings of the ASC.
- J. Shall attend the regional H&I Subcommittee meetings.
- K. Bring before the Subcommittee matters that should be acted upon by the Subcommittee.
- L. Carrying out policies for the Subcommittee.

- M. In absence of Literature Coordinator, ensure that all Panel Leaders have adequate literature for the meetings by acting as Literature Coordinator.
- N. Upon completion of elected term, present proposed budget to incoming SUB chair to assist as an outline.

#### Literature Chairperson

##### *Duties*

Outgoing - At the August ASC meeting, the chair will submit a budget for the coming year to be assistive to the incoming Literature Chair

- A. It is suggested that the chairperson have a minimum of six months activity in literature work.
- B. Upon election to position, prepare a written proposed budget for all anticipated expenses.
- C. Attend all ASC meetings.
- D. Ensure all subcommittee members who handle money complete and sign a "Loss Prevention" form.
  - a. Submit the signed "Loss Prevention" forms to ASC Secretary prior to any events.
- E. A copy of all SUB literature orders must be given to the ASC Treasurer prior to handing out the order to assure allotted budgets are followed.
- F. Will report wholesale value in stock when making reports to the ASC.
- G. Shall maintain accurate records of all literature sales monthly.
- H. Bring before the general meeting of the subcommittee matters that should be acted upon by the subcommittee.
- I. Provide education and guidance to the Fellowship at large, topics that relate to NA literature
- J. Carry out policies and orders for the subcommittee.

#### Mount Lemmon Bash Chairperson

##### *Duties*

- A. Should have a minimum of at least one-year prior MLB committee experience.
- B. Leads all Committee meetings
- C. Attend all ASC meetings
- D. Upon election to position, prepare a written proposed budget for all anticipated expenses.
- E. Ensure all subcommittee members who handle money complete and sign a "Loss Prevention" form.
  - a. Submit the signed "Loss Prevention" forms to ASC Secretary prior to any events.
- F. Responsible for initiating the flyer for the initial meeting of the Committee and the date for elections of committee members.
- G. Responsible for initiating the flyer soliciting logo/theme for possible t- shirt design, with ample notice to the Fellowship about where and when the selection is to be made, allowing for maximum input. This will minimize subsequent complaints.
- H. Responsible for notifying the Area Webmaster of scheduled Committee meetings.
- I. Obtains the permits required by the U.S. Forest Service.
- J. Shall suggest the dates to hold the Bash and which shall be voted on by the Committee.
- K. Submits final report and profits no later than 4 weeks after event to ASC
- L. Upon completion of elected term, present proposed budget to incoming SUB chair to assist as an outline.

#### Outreach Chairperson

##### *Duties*

- A. Upon election to position, prepare a written proposed budget for all anticipated expenses.
- B. Ensure all subcommittee members who handle money complete and sign a "Loss Prevention" form.
  - a. Submit the signed "Loss Prevention" forms to ASC Secretary prior to any events.
- C. Possess a strong NA message.
- D. Have experience in the NA service structure and a willingness to travel out of town.
- E. It is suggested that if a member would like to chair this committee without the suggested 2 years clean time, they should take at least one NA member on each road trip has more than 2 years clean in the Narcotics Anonymous program.
- F. Upon completion of elected term, present proposed budget to incoming SUB chair to assist as an outline.

## Phoneline Chairperson

### *Duties*

- A. Upon election to position, prepare a written proposed budget for all anticipated expenses.
- B. Ensure all subcommittee members who handle money complete and sign a "Loss Prevention" form.
  - a. Submit the signed "Loss Prevention" forms to ASC Secretary prior to any events.
- C. Must meet all requirements of a phone line volunteer as follows:
  - a. Volunteers are available for the entire 5-hour shift.
  - b. Must have an NA sponsor.
  - c. Must have 6 months clean time and be in the process of completing the 12 steps.
  - d. Must have a working knowledge of the NA twelve steps and traditions.
  - e. Must keep in mind our singleness of purpose and the spirit of unity which drives our fellowship and be willing to adhere to these guidelines whether or not the volunteer personally agrees.
- D. Must have basic computer skills, a computer and an internet connection as required by the current interface software.
  - a. It is not appropriate to have our software and internal passwords on a public computer (i.e. the library) due to cyber security issues.
  - b. Further, this software interface is not optimized for either a tablet or a smart phone.
- E. The chairperson will serve a one-year term beginning in September.
- F. Upon completion of elected term, present proposed budget to incoming SUB chair to assist as an outline.

## Public Relations Chairperson

### *Duties*

- A. Upon election to position, prepare a written proposed budget for all anticipated expenses.
- B. Ensure all subcommittee members who handle money complete and sign a "Loss Prevention" form.
  - a. Submit the signed "Loss Prevention" forms to ASC Secretary prior to any events.
- C. Prepares an agenda and presides over all PR subcommittee meetings.
- D. Prepares a report and attends the monthly SEAZNA meetings as the voice of the PR subcommittee.
- E. Ensures that Area is represented at Regional PR meetings.
- F. Responsible for all PR correspondence but may delegate some of this responsibility.
- G. Must be able to fulfill the duties of any vacant position within the PR subcommittee.
- H. Responsible for updating and printing monthly meeting lists for groups and H&I (With help from Web Master or SEAZNAC Arts and Graphics).
- I. Upon completion of elected term, present proposed budget to incoming SUB chair to assist as an outline.

## SEAZNAC Chairperson

### *Duties*

- A. Upon election to position, prepare a written proposed budget for all anticipated expenses with Exec committee when formed.
- B. Ensure all subcommittee members who handle money complete and sign a "Loss Prevention" form.
  - a. Submit the signed "Loss Prevention" forms to ASC Secretary prior to any events.
- C. Conducts SEAZNAC subcommittee elections within 30 days following chair elections.
- D. Attend ASC monthly meetings and submit SEAZNAC report with minutes.
- E. Review and approve SEAZNAC secretary's monthly agenda prior to sending out to all committee members.
- F. Schedules and presides over monthly SEAZNAC meetings.
  - a. Remains fair and impartial, facilitates discussion time, helps to resolve any conflicts and facilitate any votes.
- G. Co-signer on the SEAZNAC bank account.
- H. Holder of the SEAZNAC debit card (Chairperson's name will be on the card).
- I. Oversees all contract signings after review and approval by the SEAZNAC subcommittee chairperson then submits all contracts to ARSC Board of Directors (BOD) at the regional level for approval
- J. Coordinates all insurance related issues with the ARSC BOD and, if needed, obtain an insurance rider for convention and all events.
- K. Deliver final chair report, SEAZNAC financial report, and all money to ASC.

- L. Prepares for and participates in annual ASC audit.
  - a. Works with ASC Treasurer to coordinate the audit.
- M. Update and present all suggested guideline changes to ASC Committee for approval within one month after convention.
- N. Calls special adhoc meetings as needed
- O. Chairs the convention and acts as a single point of contact for decision making tasks
- P. Upon completion of elected term, present former budget to incoming Chairperson to assist as an outline.

**ARTICLE VIII**

ASC Approved IDR's: Addendum A Guideline Updates for October 2020 thru September 2023

**IDR's affecting Amendments to Guidelines for ASC 2020-2023**

- 1
- 2
- 3
- 4
- 5

<b>IDR Month and Year</b>	<b>Intent</b>	<b>Vote Outcome</b>
<b>October 2020</b>		
<b>November 2020</b>		
<b>December 2020</b>		
<b>January 2021</b>		



## ARTICLE IX (sample agenda)

### Southeast Arizona Area Service Committee of N.A.

AGENDA October 11th, 2020

ELECTIONS – Soon after 1pm (when applicable)

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- Call to order
- Serenity prayer
- Service prayer and statement of purpose
- 12 concepts
- 1pm Elections (when applicable)
  - Area Chair
  - Vice Chair
  - RCM
  - Alt RCM
  - Treasurer
  - Vice Treasurer
  - Secretary
  - Contracts
- Amend and approve Previous month Meeting Minutes
- Amend and approve current month Agenda
- Welcome new GSR's

*If you are a new GSR or ALT GSR, please make sure we get your updated information on that form and mark it for NEW INFORMATION. You can get these forms off our local website: [natucson.org](http://natucson.org), under the tab marked "forms and guidelines", or from our Secretary here at the front table. GSR's please remember that any changes to any meetings should be sent to [meetingchanges@natucson.org](mailto:meetingchanges@natucson.org)*

1. Treasurer's Report – Current financial position
2. Group Announcements, Question and Answer, Open Forum (Discussion and development of potential idea requests)
3. REPORTS: As per our guidelines, all executive and sub-committee reports shall be sent electronically to the Area Secretary at [seaznasecretary@gmail.com](mailto:seaznasecretary@gmail.com)
  - Chair report
  - Vice Chair Report
  - RCM report
  - Secretary Report
  - Contracts
  - Subcommittee reports
    - Activities
    - H&I
    - Literature
    - Mt. Lemmon Bash
    - Newsletter
    - Outreach
    - Phone Line
    - Public Relations
    - SEAZNAC
4. Open Forum (Idea Requests must be turned in at this time)
5. Roll Call
6. OLD BUSINESS:
7. NEW BUSINESS:

CLOSING PRAYER

NEXT ASC MEETING: Date, location, time

## GLOSSARY OF ABBREVIATIONS/TERMS

- ADHOC – Temporary Committee appointed for a specific time and purpose, usually by a standing body chair
- ASC – Area Service Committee, comprised of local Group Service Representatives (GSRs), Executive Committee Members (ECM), and Subcommittee (SUB) Chairpersons
- CBDM – Consensus Based Decision Making process, guidelines for making decisions on behalf of NA GSR – Group Service Representative; serves the Home Group Members
- ECM – Executive Committee Member (see ARTICLE VI)
- IDR – Idea or Request brought to the ASC; suggestions and intent
- IP – Informational Pamphlet, published by Narcotics Anonymous World Service Office NAWS – Narcotics Anonymous World Service
- RCM – Regional Service Committee Member; serves Area at RSC level RD – Regional Delegate; serves Region at WSC level
- Regional Assemblies – Held primarily by Regional Committee for all interested NA membership discussions
- RSC – Regional Service Committee, comprised of local Areas/RCMs
- PDF or Word DOC – Printable electronic formats for minutes and reports from GSRs, SUBs, ECMs, and other representatives
- SEAZNA – Southeastern Arizona Area Service Committee; serves Southeastern Arizona Groups
- SPECIAL ELECTION – Held at request of NA trusted servants in case of unscheduled vacated positions
- SUB – Subcommittee; serves the body it was designed for
- WSC – World Service Conference; serves the Worldwide Fellowship, held on even years in April/May in Southern California
- WSO – NA World Service Office; located in Chatsworth, CA
- |  |                               |
|--|-------------------------------|
| <a href="http://www.na.org">www.na.org</a>                 | NA World Website              |
| <a href="http://www.natucson.org">www.natucson.org</a>     | SEAZNA Website                |
| <a href="http://www.arizona-na.org">www.arizona-na.org</a> | NA Website for Arizona Region |

## TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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

## **TWELVE CONCEPTS FOR NA SERVICE**

1. To fulfill our Fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.