

Treasure Coast Area

General Policy

(Revised 08/10/2009)

1. Nominations for Area Service Committee Officers should be solicited from the active GSRs.
- 2.
3. ASC Officers do not represent any Home Group and have no vote at ASC.
- 4.
3. GSRs are the only regular voting members of the ASC. Alternate GSRs may vote in the GSR's absence, and are then counted in the Quorum. The Chair may only vote to break a tie.
4. All ASC Meetings are open to any Member of NA.
5. Only those Members listed below can make or second motions:
 - ❖ GSR, or the Alternate GSR in the GSR's absence
 - ❖ RCM, or the Alternate RCM in the RCM's absence
 - ❖ Vice Chairperson, Secretary, Treasurer, Sub-Committee Chairs or their Alternates in the Sub-Committee Chair's absence and Archivist.
6. Only those listed above have an automatic voice on the floor. Others may speak at the discretion of the Chairperson. To be recognized on the ASC Floor, a raised hand is always mandatory.
7. Quorum consists of one more than half of the regular voting Members, and is required to hold an ASC Meeting. Quorum is also required on all motions. A new Group becomes a "Regular Voting Member at the 2nd ASC which its GSR attends. A Group that misses two consecutive ASC will be removed from the Quorum count. Removing a Group from the meeting list requires a 2/3 majority vote.

8. All motions should be submitted in writing whenever possible. Motions dealing with an issue already on the Floor will be recognized by the Chair and require a verbal second.

Following is the procedural sequence pertaining to motions:

- ❖ The maker of the motion speaks to it's intent
- ❖ Upon hearing the intent the Floor will be open for discussion consisting of two pros and two cons only.
- ❖ A simple majority is required to pass a motion, except that motions that change policy require a 2/3 majority. Abstentions are counted with the majority of voting members.
- ❖ A Motion to Amend may be necessary and may be made only by the maker of the original motion
- ❖ A Motion to Table may be entertained after hearing the pros and cons.
- ❖ Motions and issues falling under the responsibility of an existing Subcommittee will be Tabled to that Subcommittee
- ❖ All Tabled motions automatically become part of next months ASC Old Business.
- ❖ The Treasurer must second any motions pertaining to money.

9. Removal of Officers shall be dealt with as follows:

- ❖ Voluntary: Given in writing to ASC Chair prior to next ASC meeting
- ❖ Involuntary:
 - Two consecutive meetings missed without reasonable explanation (reasonability to be determined by the ASC Body) or prior notice given to any Administrative Committee Member.
 - Relapse during term.
- ❖ Impeachment (needed in case of Concept violation or failure to perform duties or responsibilities):
 - Notice of intent to pursue an Impeachment must be provided 7 days prior to next ASC by Chairperson.
 - Motion must be prevented at ASC, along with due cause (intent).
 - Respondent (person being Impeached) is given time to respond.
 - An Open ballot is taken and 2/3 majority is required for successful Impeachment.

10. GSRs will give their Group's donation to the Treasurer at each ASC.
11. All new Groups need to register with the Public Information Subcommittee in order to be included in the meeting list and the Helpline. When giving their Group's written report to the Secretary the new GSR is responsible for getting the Groups name and address included in the mailing list? New Groups will be given a copy of the ASC Policy & Guidelines. A New Group Starter Kit is automatically available from the Literature Subcommittee and consists of \$50 worth of literature to be selected by the New Group and will include a Guide to Local Service.
12. All Members of the ASC are responsible for acquainting themselves with the Area Service Policy & Guidelines, and the Parliamentary Procedure followed by the ASC.
13. GSR Reports should be neatly written or typed so the Secretary can have accurate notes and should consist of the following:
 - ❖ Day, Time and Place of Meeting;
 - ❖ Average Monthly Attendance at Meetings;
 - ❖ Situations, Problems or Changes
 - ❖ Number of Home Group Members
 - ❖ Amount of Literature Order
 - ❖ Amount of 7th Tradition Donation
 - ❖ Group Conscience Decisions
14. Subcommittee reports should be neatly written or typed so the Secretary can have accurate notes and should consist of the following:
 - ❖ Day, Time and Place of Meeting
 - ❖ Number attending
 - ❖ Committee Activities, Accomplishments, and Specific Problems or Situations
 - ❖ Plans for the upcoming month
 - ❖ Meeting Minutes
 - ❖ Motions for Group Conscience
 - ❖ List of Income and Expense
15. Each Subcommittee should submit a list of Goals and a Budget each year in August

16. Subcommittees will be allowed to meet at what ever time they choose. Meaning their meeting times might well conflict with regularly scheduled NA meetings

17. In the event that any two co-signers on the ASC checking account resides in the same household,

only one will be permitted to continue as a co-signer and a different Member of the Administrative Committee will replace the other.

18. Budgets for Subcommittees will be submitted, reviewed and voted on by the ASC annually. The Subcommittee Budgets as of January 2007 are as follows:

- ❖ Activities \$200 seed money. Seed money to be returned with all proceeds from an activity.
- ❖ H&I \$250 monthly in literature
- ❖ Fellowship Development \$200 Monthly plus \$150 for the website when needed
- ❖ Website \$150 as needed
- ❖ RCM two hotel rooms (one per gender) every other month and mileage at a rate of 50% of the allowable IRS rate based on MapQuest's shortest route
- ❖ TCCNA \$4,000 seed money (taken from proceeds of prior Convention)
- ❖ News Letter \$ 130 monthly
- ❖ Policy
- ❖ Archivist

Election of Officers

1. Nominations for ASC Committee Officers should be solicited from the active GSRs.
2. An explanation of the Office is read from the "Area Service Guidelines" to establish each position's responsibilities.
3. The position is announced and nominations are taken.
4. Each nomination must be seconded.

5. All nominations are tabled to the Groups for a final vote.
6. After accepting nominations from GSRs carrying a Group Conscience the Chair will ask the Floor if there are any other nominations.
7. A motion is made to close nominations and must be seconded.
8. At the time of nominations, each nominee should state in person, or on paper, their qualifications for serving the Fellowship through the position in question. At a minimum the following topics should be addressed:
 - ❖ Clean time of Nominee
 - ❖ Past Fellowship experience
 - ❖ Reasons Nominee has the desire to serve.
9. Nominations for ASC Officers and Subcommittee Chairs are open in May. Nominations from the Groups are brought to ASC in June, and other nominations from the Floor will be accepted at that time. The results of the Groups votes will be reported in July at which time the new Officers assume the position.
10. All nominations will be tabled to the groups for a regular vote.
11. Voting is done by Paper Ballot.
12. All ASC Subcommittees will elect their own Vice-Chairperson.
13. All ASC Members may succeed themselves in office, but it is recommended that no Officer serve more than two terms in the same office.
14. Nominees for ASC office must be present to be voted upon, but need not be present to be nominated. However, a written list of qualifications is required if the nominee is not present at the time of nomination.

Qualifications & Responsibilities of ASC Administration

CHAIRPERSON: The qualifications for Chairperson are:

- ❖ A willingness and desire to serve
- ❖ Active for at least one year in the NA Service Structure at the Area Level
- ❖ Willingness and desire to give the time and resources required by the position
- ❖ Mandatory two years abstinence from all drugs
- ❖ Leadership ability
- ❖ Ability to communicate
- ❖ Ability to organize

The responsibilities of the Chairperson are:

- ❖ Arranges and presides over the monthly ASC meeting
- ❖ Is a co-signer on the ASC bank account
- ❖ Responsible for correspondence coming from the ASC
- ❖ Votes at ASC only in the case of a tie
- ❖ Enforces rules of decorum and discipline during ASC
- ❖ Clarifies Policy questions
- ❖ Attempts to be absolutely fair and impartial
- ❖ Must be able to work for the common good
- ❖ Places principals above Personalities

VICE CHAIRPERSON: The qualifications for Vice Chair are:

- ❖ A willingness and desire to serve
- ❖ Service Experience
- ❖ Active for at least six months in the NA service structure at the Area level
- ❖ Willingness and desire to give the time and resources required by the position
- ❖ Mandatory one year abstinence from all drugs
- ❖ Leadership ability
- ❖ Ability to communicate
- ❖ Ability to organize

The responsibilities of the Vice Chairperson are:

- ❖ Coordinates all Subcommittee functions
- ❖ In the absence of the Chairperson the Vice Chairperson shall perform all the duties of the Chairperson
- ❖ Is a co-signer on the ASC bank account
- ❖ Liaison between all Subcommittees to assure proper coordination of responsibilities

SECRETARY: The qualifications for Secretary are:

- ❖ A willingness and desire to serve
- ❖ Service Experience
- ❖ Active for at least six months in the NA service structure at the Area level
- ❖ Willingness and desire to give the time and resources required by the position
- ❖ Mandatory one year abstinence from all drugs
- ❖ Leadership ability
- ❖ Ability to communicate
- ❖ Ability to organize

The responsibilities of the Secretary are:

- ❖ Keeps an accurate record of each ASC Meeting
- ❖ Distributes Minutes & Subcommittee Reports to GSRs no later than 2 weeks after ASC
- ❖ Is a co-signer on the Area bank account
- ❖ Types and sends any letters that the ACS so dictates
- ❖ Keeps the records of the ASC
- ❖ Maintains and arranges for printing of the Area Meeting List
- ❖ Compiles and maintains the Area files and Archives
- ❖ Does any other job that is assigned by the ASC during the year

ALTERNATE SECRETARY: The office of Alternate Secretary is a two-year commitment. The first year is spent becoming familiar with the job, attending all ASC Meetings and assisting the Secretary whenever possible. If for any reason the Secretary is unable to complete his or her term in office then the Alternate Secretary fills in for the Secretary for the remainder of the term. Recommended qualifications for Alternate Secretary are the same as for the Secretary, with the exception that only six months abstinence is the suggested clean time.

TREASURER: The qualifications for Treasurer are:

- ❖ A willingness and desire to serve
- ❖ Service Experience
- ❖ Active for at least six months in the NA service structure at the Area level
- ❖ Willingness and desire to give the time and resources required by the position
- ❖ Mandatory two years abstinence from all drugs
- ❖ Leadership ability
- ❖ Ability to communicate
- ❖ Ability to organize

The responsibilities of the Treasurer are:

- ❖ Reports contributions and expenses at every ASC Meeting
- ❖ In addition, also makes quarterly and annual reports about the ASC's finances
- ❖ Responsible for bulk purchases of Literature and the Area Literature stockpile
- ❖ Attempts to make sure each Group contributes their fair share to support ASC services
- ❖ Maintains a Prudent Reserve adequate to serve the Area
- ❖ All monies are channeled through the Treasurer
- ❖ Pays the bills, and Subcommittee Budget amounts as needed, by check.
- ❖ All checks are signed at the ASC Meeting
- ❖ Treasurer is a co-signer on the ASC bank account

ALTERNATE TREASURER: The office of Alternate Treasurer is a two-year commitment.

The first year of service is spent becoming familiar with the duties of the Treasurer, attending all ASC Meetings, and assisting the Treasurer whenever possible. In the absence of the Treasurer the Alternate will perform the duties of the Treasurer. If for any reason the Treasurer is unable to fulfill his or her commitment, then the Alternate Treasurer fills in for the remainder of the term. The qualifications are the same as for Treasurer, with the exception that only one-year abstinence is the suggested clean time.

REGIONAL COMMITTEE MEMBER: The qualifications for RCM are:

- ❖ A willingness and desire to serve
- ❖ Service Experience
- ❖ Active for at least six months in the NA service structure at the Area level
- ❖ Willingness and desire to give the time and resources required by the position
- ❖ Mandatory two years abstinence from all drugs
- ❖ Leadership ability
- ❖ Ability to communicate
- ❖ Ability to organize

The responsibilities of the RCM are:

- ❖ Represents Group Conscience of the ASC at the Regional Service Conference (RSC)
- ❖ Provides, for the ASC's consideration, all pertinent RSC Agenda items. This includes motions requiring Area Group Conscience, and these must be brought to the ASC that immediately follows RSC so that there will be enough time for consideration and voting by the Groups
- ❖ Attends all RSCs and takes part in any discussions affecting the Region
- ❖ Speaks at RSC as the voice of the ASC's Group Conscience
- ❖ Must be able to work for the common good
- ❖ Endeavors to always place Principals above Personalities
- ❖ That the RCM, or Alternate, will always have a "Vote of Confidence" at Regional to
Vote on issues that the Area did not vote on.

RCM ALTERNATE: The office of RCM Alternate is a two-year commitment. The first year of service is spent becoming familiar with the duties of the RCM, attending all ASC and RSC Meetings, and assisting the RCM whenever possible. In the absence of the RCM the Alternate will perform the duties of the RCM. If for any reason the RCM is unable to fulfill his or her commitment, then the Alternate fills in for the remainder of the term. The qualifications are the same as for RCM, with the exception that only one-year abstinence is the suggested clean time.

Qualifications & Responsibilities of ASC Subcommittees

ALL SUBCOMMITTEE CHAIRPERSONS: The qualifications for Subcommittee Chairs are:

- ❖ A willingness and desire to serve
- ❖ Service Experience
- ❖ Active for at least six months in the NA service structure at the Subcommittee level
- ❖ Willingness and desire to give the time and resources required by the position
- ❖ Mandatory one year abstinence from all drugs
- ❖ Working knowledge of the 12 Traditions & the NA Service Structure
- ❖ Leadership ability
- ❖ Ability to communicate
- ❖ Ability to organize

It is suggested that each subcommittee submit written plans of their activities for the approval of the ASC, as needed. It is also suggested that all subcommittees hold workshops to promote an awareness of how they function within the Fellowship. Each Subcommittee will submit a monthly Budget annually, one month after ASC elections.

Hospitals & Institutions – The H&I Subcommittee at the Area level is in charge of carrying the message of recovery to the addict that cannot come to us or to an institution where for any reason there are restrictions that differ from the 12 Traditions. The Area H&I Subcommittee keeps record of H&I meetings, coordinates panels and establishes new meetings in as many Hospitals and Institutions as possible. The H&I Subcommittee is accountable for all disbursed literature, and for expenditure of their budgeted funds, in a written report to be presented at each ASC.

Fellowship Development – Fellowship Development Subcommittee at the Area level attempts to carry the NA message of recovery to those who help or have contact with addicts. This Subcommittee attempts to open lines of communication via radio shows, public service announcements (PSAs), posters, mail-outs, one-on-one interviews, attendance at related conventions in the professional field, etc. The ways and means are innumerable. This Subcommittee is accountable for all disbursed literature, and for expenditure of their budgeted funds, in a written report to be presented at each ASC. This subcommittee also operates the Helpline for the Area and establishes, maintains and coordinates an effective 24-hour / 7 day a week answering service. The Helpline Subcommittee is responsible to meet the needs of addicts in this capacity. They do so by following the 12 Traditions and the policy guidelines of the Treasure Coast ASC. The main purpose of the Helpline Subcommittee is to provide a means by which the still suffering addict can reach out to a member of Narcotics Anonymous. The Helpline Subcommittee is accountable for expenditure of their budgeted funds, in a written report to be presented at each ASC. This subcommittee also operates The Website and is responsible for maintenance of the Treasure Coast Area Website. The Webmaster will ensure that regular updates concerning events and meeting list changes occur and that bills for the hosting and maintenance of the Website are received and paid by the Treasurer. The Webmaster will be accountable to the ASC in the form of a written report.

Literature Subcommittee – The Literature Subcommittee at the Area level is primarily responsible for the purchase and distribution of NA literature to the Groups within the Treasure Coast Area. A minimum of one-month stockpile of literature adequate to supply the Groups will be kept on hand. The subcommittee fills the Groups literature orders at ASC and then replenishes the stockpile via the Regional Service Office. New Group Starter kits are automatically provided to a New Group and consist of \$25 worth of literature chosen by the new Group. The Literature Subcommittee is accountable for the Inventory in a report given to the ASC.

Activities Subcommittee – The Activities Subcommittee coordinates and plans activities that promote unity and fellowship in the NA Program. Any functions planned by this subcommittee are to be brought to the ASC for a vote. The Activities Subcommittee is

accountable to the ASC for expenditure of their budgeted funds and for any receipts from events, in a written report submitted to the ASC.

Treasure Coast Convention Subcommittee – The Treasure Coast Convention Committee is responsible for scheduling, planning, promoting, and generally facilitating the annual Area Convention. The TCC Subcommittee may work in unison with the Activities Subcommittee on fundraising events to promote and finance TCCNA. The TCC Subcommittee is accountable to the ASC and will provide a written report subsequent to each TCCNA.

Newsletter Subcommittee – The Newsletter Subcommittee is responsible to serve the needs of addicts seeking recovery in the Treasure Coast Area of NA by informing the Fellowship of news and upcoming events and by further promoting our unity through the written word. This function may also be provided under the responsibilities of the PI Subcommittee.

Treasure Coast Area

Policy Amendments

1. That the Treasure Coast and UnCoast Convention Committees establish a joint Committee along with interested members of the Space Coast. The mission is to hold a tri-area convention in the Space Coast. All details to be worked out by the Committee through consensus based decision making. Daytona Area may also join if they are so inclined.
2. Treasure Coast Area Adopt a Policy of donating a case of Basic Texts (36) every June and December to be divided evenly between Okeechobee, St Lucie, Indian River and Martin County Jails. Giving 12 books each facility
3. Limit the Literature Package for Starter Kits for New Groups to \$50.00. And to include one Guide to Local Service in each Kit.
4. That 500 Meeting Lists per month be made available to H&I
5. To establish in the Treasure Coast Area the position of Archivist. The Archivist will document the History of the Treasure Coast in NA. The Archivist will be responsible for maintaining archives (Minutes and any other items deemed to be of historical interest by the ASC). As the Area's Historian will provide a written report annually documenting significant developments in the Treasure Coast Area. The Archivist will have a minimum of three years clean will have been actively involved on the Area Service Committee for at least two of those years.
6. To form a Policy Subcommittee.
7. To form an "Out-Reach" Subcommittee.
8. To allow Subcommittees to meet at what ever time they choose. Meaning their meeting times might well conflict with regularly scheduled NA meetings

NEWSLETTER POLICY

DESCRIPTION

The Newsletter is a service provided by the Treasure Coast Area of Narcotics Anonymous to provide NA news. It carries the message of recovery to the Treasure Coast Area both inside and outside the rooms of Narcotics Anonymous, and most importantly to the still suffering addict. The members of the Treasure Coast Area of Narcotics Anonymous Newsletter Committee, which is maintained, supervised, and supported by the groups, handle the newsletter. The Treasure Coast Area of Narcotics Anonymous Newsletter Committee abides by the 12 Traditions and 12 Concepts of Narcotics Anonymous.

MISSION STATEMENT

The goal of the Treasure Coast Area of Narcotics Anonymous Newsletter Committee is to provide NA relate news and personal experiences from recovering addicts offering experience, strength, and hope from addiction. The further goal of the Treasure Coast Area of Narcotics Anonymous Newsletter is to unify our area so that in keeping with the First Tradition, personal recovery is more available. The sharing of personal experiences in the newsletter also allows those unable to get to meetings the enhancement of continued recovery. Our Fifth Tradition will always be the guiding principle, "Our primary purpose is to carry the message to the addict who still suffers".

LOCATION AND MEETING SCHEDULE

The Treasure Coast Area of Narcotics Anonymous Newsletter Committee meets every 1st Sunday of the month at a publicized location for their monthly meeting. Due to no Area Service Office locally, all articles and information can be sent to Our TCA Area P.O. Box; 1672, Stuart, Florida 34995. Newsletter information can also be sent by email to; treasurecoastrecoverytimes@yahoo.com

SUBCOMMITTEE STRUCTURE

Chairperson: Chairperson presides and chairs meetings and reports regularly to the Regional and Area Service Committee, servings as liaison between TCA and the Newsletter Committee. The Chairperson of the Newsletter Committee will also be the editor of the Newsletter. This position is a one-year commitment.

Vice-Chairperson: The Vice Chairperson will perform the duties of the Chairperson in their absence. They will assist the Chairperson and the Committee members with all the functions as needed. This position is a one-year commitment.

Secretary: The Secretary will record the minutes of the Newsletter Committee meetings and distribute to the members. The Secretary will provide copies of the Newsletter to the World Service Office (WSO). The Secretary will perform the duties of the Vice-Chairperson in their absence. This position is a one-year commitment

Treasurer: The Treasure Coast Area of Narcotics Anonymous funds the Treasure Coast Newsletter; therefore any money needed or received will come from or be given to the Treasure Coast Area of Narcotics Anonymous. If this need changes, a treasurer will be voted on at a regularly scheduled committee meeting.

General Committee Members: Members of the NA fellowship with a willingness and desire to commit time to work on the Newsletter and attend monthly planning meetings will be encouraged to join the Newsletter team. A new member may vote at the second consecutive meeting attended.

All members of the Newsletter Committee will participate in monthly committee meetings, which will also be open to any interested members of Narcotics Anonymous, however; only members of the Newsletter team will be allowed to make motions and vote on decisions involving the Newsletter. To amend a policy, two-thirds majority of the Committee must be present. The Committee may remove a member from the Newsletter Committee for absenteeism exceeding three (3) meetings consecutively, relapse with continued use, and knowingly violating the Traditions or Concepts. All members will have the responsibility to gather original NA material, help in decisions in editing of articles, determining that the NA Traditions and NA Concepts are adhered to, as well as helping in formatting, typing articles, and the distribution of the Newsletter.

Suggested continuous clean time for the Chairperson is one year; Vice Chairperson one year; and Secretary is six months. All other members have no minimum clean time requirement. All Committee Members must have read the 12 Steps and 12 Traditions in the N.A. Text and It Works How and Why, and the N.A. Concepts, as well as having a working knowledge of all three. Each Committee Member will receive a copy of the 12 Concepts.

BUDGET

The budget shall be submitted to the Treasure Coast Area of Narcotics Anonymous by the Newsletter Chairperson with a report of expected expenditures, as decided in the Newsletter meeting, in accordance with the Treasure Coast Area of Narcotics Anonymous Newsletter policy.

GUIDELINES

1. The Newsletter will be called "The Treasure Coast Recovery Times". Suggested topics of the Treasure Coast Recovery Times Newsletter will be those outlined in the Newsletter Handbook (See Handbook for N.A. Newsletter). At the request of the Newsletter Committee Members, everyone on the Committee will receive a copy of the Newsletter Handbook
2. Only NA articles and quotes will be utilized as not to break the Sixth Tradition. We will print NA materials.
3. The 12 Traditions and Twelve Concepts of N.A. will serve as our guideline for editing the Treasure Coast Recovery Times Newsletter.
4. The Treasure Coast Recovery Times Newsletter will be printed monthly with the first issue being November 2006.
5. In an effort to contain cost The Treasure Coast Recovery Times Newsletter will be four (4) double-sided pages per issue.
6. Because of the space constraints, The Treasure Coast Recovery Times Newsletter Committee has decided that multiple articles from the same contributor may be published in different issues of the Newsletter.
7. The Treasure Coast Recovery Times Newsletter Committee has determined that only last initial will be used in being consistent with the Twelfth Tradition. The exception to this policy is last names may be used for deceased addicts.
8. Some articles might be edited for space constraints only if the contents of the article are not affected. All materials must be in alignment with the Twelve Traditions.
9. The Secretary will send a copy of every Newsletter to WSO.
10. The Newsletter will be distributed as follows:
 - ❖ Approximately 75 copies will be handed out at ASC.
 - ❖ Each Newsletter Committee Member will be given copies to hand out at NA Meetings they attend.
 - ❖ Remaining copies will be given to H&I Chairperson for distribution.
 - ❖ A copy will be placed on the Treasure Coast Area Website.

Policy for the Treasure Coast Area Of Narcotics Anonymous H & I Subcommittee

PURPOSE:

The purpose of this Policy is for the H & I Subcommittee to operate with integrity and structure within the H & I guidelines, the 12 traditions, and the 12 concepts for NA service. And also for the Treasure Coast Area H & I Subcommittee to best carry the NA message.

1. H & I Chair will be elected by the ASC.
2. The H & I Subcommittee will elect H & I Vice Chair, Secretary & Literature Chair, as well as all Panel Coordinators.
3. The H & I subcommittee will approve all Panel Leaders and oversee Panel Members.
4. Only H & I Chair, Vice Chair, Secretary, Literature Chair, Panel Coordinators, Panel Leaders, Panel Members and Regular Members will have a voice on the floor and vote at any H & I Subcommittee meeting. A **Regular Member** is any member that has attended two consecutive H & I subcommittee meetings - a voice on the floor and vote will be granted at the beginning of their third consecutive H & I subcommittee meeting.
5. Only H & I Vice chair, Secretary, Literature chair, panel coordinators, panel leaders and **panel members and Regular Members** can make and second motions.
6. Non-members may speak only during the open forum and at the discretion of the H & I Chairperson.
7. Quorum consists of one more than half of the regular voting Members, and is required to hold an H & I Subcommittee Meeting. Quorum is also required on all motions. A Regular Member that misses two consecutive H & I Subcommittee meetings will be removed from the Quorum count and be denied a voice on the floor and vote until two consecutive H & I Subcommittee meetings have been attended.
8. All motions should be submitted in writing whenever possible. Motions dealing with an issue already on the Floor will be recognized by the Chair and require a verbal second. Following is the procedural sequence pertaining to motions:
 - v The maker of the motion speaks to its intent

- v Upon hearing the intent the floor will open for discussion consisting of 2 pro's and 2 con's only
- v A simple majority is required to pass a motion, except motions that change H & I Guidelines requires a 2/3 majority and will then be sent to the ASC for a vote of approval. Abstentions are counted with the majority of voting members.
- v A Motion to Amend may be necessary and may be made only by the maker of the original motion
- v A Motion to Table may be entertained after hearing the pros and cons.
- v Tabled motions will automatically be entered into old business at the next H & I Subcommittee meeting.

Removal of Officers

Only the ASC can remove the H & I chair from office

Removal of other Officers will be dealt with as follows:

- v Voluntary: A Letter of resignation to be given to the H & I Chair prior to next scheduled H & I subcommittee meeting
 - v Involuntary:
 - o Two consecutive meetings missed without reasonable explanation ("reasonable" to be determined by the H & I Subcommittee) or prior notice given to any Administrative Committee Member.
 - o Relapse during term.
 - v Impeachment (needed in case of Concept violation or failure to perform duties or responsibilities):
 - o Notice of intent to pursue an Impeachment must be provided seven days prior to next H & I meeting by H & I Chairperson.
 - o Motion must be presented at the H & I Subcommittee meeting, along with due cause (intent).
 - o Respondent (person being Impeached) is given time to respond.
 - o An Open ballot is taken and 2/3 majority is required for successful Impeachment.
 - o The H & I Chair will report details of this action at the next ASC meeting.
11. All Members of the H & I Subcommittee are responsible for acquainting themselves with the Area H & I Policy, H & I Guidelines of the H & I Subcommittee, and the Parliamentary Procedure followed by the ASC and the H & I Subcommittee.
12. Subcommittee reports should be neatly written or typed so the H & I Secretary can have accurate notes and should consist of the following:
- v Day, Time and Place of Meeting

- v Number attending
- v Committee Activities, Accomplishments, and Specific Problems or Situations
- v Plans for the upcoming month
- v Motions for Group Conscience

13. Budgets for the H & I Subcommittee will be submitted to the ASC annually.

Election of Officers

1. Nominations for H & I Subcommittee Officers other than Chair will be solicited from the active subcommittee members.
2. An explanation of the Office is read from the "H & I Guidelines and H & I Policy" to establish each position's responsibilities.
3. The position is announced and nominations are taken.
4. Each nomination must be seconded.
5. After accepting nominations the Chair will ask the Floor if there are any other nominations
6. A motion is made to close nominations and must be seconded.
7. At the time of nominations, each nominee should state in person, or on paper, by the end of the meeting prayer, their qualifications for serving the Fellowship through the position in question. At a minimum the following topics should be addressed:
 - v Clean time of Nominee
 - v Past Fellowship experience
 - v Reasons Nominee has the desire to serve.
8. Nominations for H & I Officers are open in May and voted on in June.
9. Voting is done by Paper Ballot.
10. All H & I Officers may succeed themselves in office, but it is recommended that no Officer serve more than two terms in the same office.
11. Nominees for H & I office must be present to be voted upon, but need not be present to be nominated. However, a written list of qualifications is required if the nominee is not present at the time of nomination and must be turned into the secretary by the end of the meeting prayer.

Qualifications & Responsibilities of H & I Officers

CHAIRPERSON: H & I Chair will be elected by the ASC.

The responsibilities of the Chairperson are:

- v Arranges and presides over the monthly H & I meeting.
- v Responsible for correspondence coming to and from the ASC
- v Votes at the H & I subcommittee meeting only in the case of a tie
- v Enforces rules of decorum and discipline during an H & I Meeting
- v Clarifies H & I questions
- v Attempts to be absolutely fair and impartial
- v Must be able to work for the common good
- v Places principals above Personalities

VICE CHAIRPERSON: The qualifications for Vice Chair are:

- v A willingness and desire to serve
- v Service Experience
- v Active for at least six months in the NA service structure at the Area level
- v Willingness and desire to give the time and resources required by the position
- v 1 year clean time
- v Leadership ability
- v Ability to communicate
- v Ability to organize

The responsibilities of the Vice Chairperson are:

- v In the absence of the Chairperson the Vice Chairperson shall perform all the duties of the Chairperson
- v Does budget for the H & I and gives reports to chair for the ASC
- v Organizes and performs orientation for all H & I panel coordinators, panel leaders, panel speakers, and any other Na members interested in going through orientation.

SECRETARY: The qualifications for Secretary are:

- v A willingness and desire to serve
- v Service Experience
- v Willingness and desire to give the time and resources required by the position
- v 1 year clean time
- v Leadership ability
- v Ability to communicate
- v Ability to organize

The responsibilities of the Secretary are:

- v Keeps an accurate record of each H & I Meeting
- v Distributes Minutes at the next subcommittee meeting.
- v Keep the records of the H & I Subcommittee.

- v Compiles and maintains the H & I files and Archives
- v Does any other job that is assigned by the H & I Subcommittee during the year
- v Collects information from panel coordinators

H & I LITERATURE CHAIR: The qualifications for H & I literature chair are:

- v A willingness and desire to serve
- v Service Experience
- v Willingness and desire to give the time and resources required by the position
- v 1 year clean time
- v Leadership ability
- v Ability to communicate and organize

The responsibilities of the H & I literature chair are:

- ❖ Gathering information from panel coordinators to stay on top of materials at each facility
- ❖ Providing all panel coordinators with literature needed and approved.
- ❖ Helping H & I vice chair with budget for literature.
- ❖ Making sure all literature is world conference approved and stamped.
- ❖ Inventorying all literature and providing H & I secretary with a current list on hand and what is needed.

PANEL COORDINATOR: The Qualifications for a panel coordinator are:

- ❖ A working knowledge of H & I guidelines
- ❖ A willingness and desire to serve
- ❖ 1 year clean time
- ❖ Knowledge of the do's and don'ts of H & I Guidelines
- ❖ Knowledge of the facilities rules
- ❖ To be able to carry a clear concise narcotics anonymous message
- ❖ Have a working knowledge of the 12 Traditions & 12 Concepts of NA Service
- ❖ The ability to place principles above personalities
- ❖ Been through the treasure coast area H & I orientation

The responsibilities of the Panel coordinators are:

- ❖ To be a liaison between the facility and the H & I subcommittee
- ❖ Have a written set of rules from the facility and operate within those rules
- ❖ Have an H & I guidelines book and treasure coast H & I policy
- ❖ Make sure the facility has Na literature, stamped & approved by world conference
- ❖ Let the H & I literature chair know the literature inventory of the facility
- ❖ Carry only the Narcotics anonymous message
- ❖ Bring in only speakers who carry a clear and concise NA message
- ❖ Make sure all panel leaders and members have been through H & I orientation
- ❖ Make sure panel leaders have speakers in the event they cannot find one
- ❖ Assist other panel coordinators with finding speakers for all of the treasure coast area facilities
- ❖ Keep accurate records of who the panel leaders and panel members are and provide those records to the H & I secretary

PANEL LEADERS: The Qualifications for a panel leader are:

- ❖ A working knowledge of H & I guidelines
- ❖ A willingness and desire to serve
- ❖ 1 year clean time
- ❖ Knowledge of the do's and don'ts of H & I
- ❖ Knowledge of the facilities rules
- ❖ To be able to carry a clear and concise NA message
- ❖ To be able to place principles above personalities
- ❖ Have a working knowledge of the 12 traditions and 12 concepts for Na service
- ❖ Have been through H & I orientation

The responsibilities of the Panel leaders are:

- ❖ Carry only the Narcotics anonymous message
- ❖ Bring in only speakers who carry a clear and concise narcotics NA message
- ❖ Bring in speakers who have been through H & I orientation
- ❖ Bring in speakers from an approve H & I subcommittee list
- ❖ To call panel coordinator if unable to find a speaker never go alone
- ❖ Start and end meeting on time
- ❖ Go over do's and don'ts with each speaker prior to each meeting

PANEL MEMBERS: The Qualifications for a panel member are:

- ❖ 6 months clean time
- ❖ To be able to carry a clear and concise Na message
- ❖ To have read the do's and don'ts and understand them
- ❖ To have gone through an H & I orientation

The responsibilities for a panel member are:

- ❖ Carry a clear and concise Na message
- ❖ To follow the do's and don'ts of the H & I guidelines
- ❖ To follow the rules of the facility

Guidelines for the Treasure Coast Area of Narcotics Anonymous Policy Subcommittee

Purpose:

The purpose of the Policy Subcommittee is to review policy changing motions and decisions made by the Treasure Coast ASC. This subcommittee will also update the policy when policy changing motions are passed by the Treasure Coast ASC and make motions suggesting changes to the ASC policy one line item at a time.

1. Policy Chair will be elected by the ASC.
2. Vice Chair and Secretary will be elected by the Policy Subcommittee.
3. Only regular members will have a voice on the floor and vote at any Policy Subcommittee meeting. A regular member is any member that has attended two consecutive meetings, a voice on the floor and vote will granted at the beginning of their third consecutive meeting.
4. Only regular members can make and second motions.
5. Non members may speak only at the discretion of the Policy Chairperson.
6. Quorum consists of one more than half of the regular voting Members, and is required to hold a Policy Subcommittee Meeting. Quorum is also required on all motions. A regular member that misses two consecutive Policy Subcommittee meetings will be removed from the Quorum count and be denied a voice on the floor and vote until two consecutive Policy Subcommittee meetings have been attended.
7. All motions should be submitted in writing whenever possible. Motions dealing with an issue already on the Floor will be recognized by the Chair and require a verbal second. Following is the procedural sequence pertaining to motions:
 - ❖ The maker of the motion speaks to its intent.
 - ❖ Upon hearing the intent the Floor will be open for discussion consisting of two pros and two cons only.
 - ❖ A simple majority is required to pass a motion, except motions that change policy Guidelines require a 2/3 majority and will then be sent to the ASC for a vote of approval. Abstentions are counted with the majority of voting members.
 - ❖ A Motion to Amend may be necessary and may be made only by the maker of the original motion

- ❖ A Motion to Table may be entertained after hearing the pros and cons.
 - ❖ Tabled motions will automatically be entered into old business at the next Policy Subcommittee meeting.
8. Only the ASC can remove the Policy Subcommittee Chair from office.
9. Removal of other Officers shall be dealt with as follows:
- ❖ Voluntary: A letter of resignation to be given to the Policy Chair prior to next Policy meeting
 - ❖ Involuntary:
 - Two consecutive meetings missed without reasonable explanation (reasonability to be determined by the Policy Subcommittee) or prior notice given to any Administrative Committee Member.
 - Relapse during term.
 - ❖ Impeachment (needed in case of Concept violation or failure to perform duties or responsibilities):
 - Notice of intent to pursue an Impeachment must be provided 7 days prior to next Policy meeting by Policy Chairperson.
 - Motion must be presented at the Policy Subcommittee meeting, along with due cause (intent).
 - Respondent (person being Impeached) is given time to respond.
 - An Open ballot is taken and 2/3 majority is required for successful Impeachment.
 - Details of this action will be reported at the next ASC meeting by the Policy Chair.
10. All Members of the Policy Subcommittee are responsible for acquainting themselves with the Area Service Policy & Guidelines of the Policy Subcommittee, and the Parliamentary Procedure followed by the ASC and the policy Subcommittee.
11. Subcommittee reports should be neatly written or typed so the ASC Secretary can have accurate notes and should consist of the following:
- ❖ Day, Time and Place of Meeting
 - ❖ Number attending
 - ❖ Committee Activities, Accomplishments, and Specific Problems or Situations
 - ❖ Plans for the upcoming month
 - ❖ Motions for Group Conscience
12. Budgets for the Policy Subcommittee will be submitted to the ASC annually.

Election of Officers

1. Nominations for Policy Subcommittee Officers other than Chair will be solicited from the active subcommittee members.
2. An explanation of the Office is read from the “Policy Subcommittee Guidelines” to establish each position’s responsibilities.
3. The position is announced and nominations are taken.
4. Each nomination must be seconded.
5. After accepting nominations the Chair will ask the Floor if there are any other nominations
7. A motion is made to close nominations and must be seconded.
8. At the time of nominations, each nominee should state in person, or on paper, their qualifications for serving the Fellowship through the position in question. At a minimum the following topics should be addressed:
 - ❖ Clean time of Nominee
 - ❖ Past Fellowship experience
 - ❖ Reasons Nominee has the desire to serve.
9. Nominations for Policy Officers are open in May and voted on in June.
10. Voting is done by Paper Ballot.
11. All Policy Officers may succeed themselves in office, but it is recommended that no Officer serve more than two terms in the same office.
12. Nominees for Policy office must be present to be voted upon, but need not be present to be nominated. However, a written list of qualifications is required if the nominee is not present at the time of nomination.

Qualifications & Responsibilities of Policy Officers

CHAIRPERSON: Policy Chair will be elected by the ASC.

The responsibilities of the Chairperson are:

- ❖ Arranges and presides over the monthly Policy meeting.
- ❖ Responsible for correspondence coming from the ASC
- ❖ Votes at the Policy subcommittee meeting only in the case of a tie
- ❖ Enforces rules of decorum and discipline during a Policy Meeting
- ❖ Clarifies Policy questions
- ❖ Attempts to be absolutely fair and impartial
- ❖ Must be able to work for the common good
- ❖ Places principals above Personalities

VICE CHAIRPERSON: The qualifications for Vice Chair are:

- ❖ A willingness and desire to serve
- ❖ Service Experience
- ❖ Active for at least six months in the NA service structure at the Area level
- ❖ Willingness and desire to give the time and resources required by the position
- ❖ Suggested one year abstinence from all drugs
- ❖ Leadership ability
- ❖ Ability to communicate
- ❖ Ability to organize
- ❖

The responsibilities of the Vice Chairperson are:

- ❖ In the absence of the Chairperson the Vice Chairperson shall perform all the duties of the Chairperson

SECRETARY: The qualifications for Secretary are:

- ❖ A willingness and desire to serve
- ❖ Service Experience
- ❖ Willingness and desire to give the time and resources required by the position
- ❖ Suggested one year abstinence from all drugs
- ❖ Leadership ability
- ❖ Ability to communicate
- ❖ Ability to organize

The responsibilities of the Secretary are:

- ❖ Keeps an accurate record of each Policy Meeting
- ❖ Distributes Minutes at the next subcommittee meeting.
- ❖ Keeps the records of the Policy Subcommittee.
- ❖ Compiles and maintains the Policy files and Archives
- ❖ Does any other job that is assigned by the Policy Subcommittee during the year

TREASURE COAST AREA FELLOWSHIP DEVELOPMENT SUBCOMMITTEE GUIDELINES

PURPOSE

“To plan and provide services and support which facilitate the continuation and growth of Treasure Coast Narcotics Anonymous.”

AGENDA FOR SUBCOMMITTEE MEETING

Opening Prayer
Reading of 12 Traditions and 12 Concepts
Welcome any new members
Panel Coordinator Reports
Old Business
New Business
Close Prayer and Hugs

SUBCOMMITTEE STRUCTURE

CHAIRPERSON
PANEL COORDINATORS
GENERAL MEMBERS
PR PRESENTATION MEMBERS
VOTING MEMBERS

QUALIFICATIONS

All committee members should have a thorough understanding of the principal of attraction rather than promotion and personal anonymity as it relates to PR work...

- A. Chairperson
 - i. Min. 2 years continuous clean time.
 - ii. Understanding of the structure of Narcotics Anonymous
 - iii. Time , abilities and resources needed to meet the responsibilities

- iv. Experience at Area Level
- v. Working knowledge of 12 Traditions and 12 Concepts

B. Panel Coordinator

- i. Min 1 year clean time for Helpline and Web- 2 yrs for PR Coordinator
- ii. Experience with PR/ Helpline Committee/Web
- iii. Working knowledge of 12 Traditions and 12 Concepts

C. General Member

- i. Min of 6 months clean time
- ii. Willingness to serve
- iii. Some knowledge of the specific fields; internet / media / helpline
- iv. Desire to develop a working knowledge of the 12 steps, 12 traditions and the 12 concepts of Narcotics Anonymous

D. Voting Members

- i. Desire to stop using
- ii. Desire to develop a working knowledge of the 12 steps, the 12 Traditions and the 12 concepts of Narcotics Anonymous.
- iii. Attendance at 3 consecutive subcommittee meetings

E. PR Presentation Members

- i. Min 2 yrs clean time in Narcotics Anonymous
- ii. Working knowledge of the Steps and Traditions of NA, with special emphasis on :
 - a) Having no opinion (positive or negative) on any outside issues or organizations, including other 12- Step fellowships.
 - b) Attraction rather than promotion
 - c) Personal anonymity, including the ability to set asides one's own opinions and effectively communicate the NA message as published in our literature.
- 2) Shall dress appropriately. Please check with Administrative Committee for further dress code info.

RESPONSIBILITIES

Chairperson

- i. Shall be ultimately responsible for the functioning of the sub committee.
- ii. Shall maintain all files and records.
- iii. Supplies guidance, direction, encouragement and support to all members.
- iv. Represents the committee at ASC.
- v. Attends as many Regional's as possible...

Panel Coordinator

- i. Shall perform duties of Chair in his or her absence.
- ii. Attends all Sub Committee meetings.
- iii. When possible, shall attend PR presentations.
- iv. Gathers people required to do project work.
- v. Coordinates all days and time for Helpline
- vi. Updates and maintains Webpage with current meeting times and days.

Voting and General Members

- i. Participate in discussions, contributing to the process of consensus and or group conscience.
- ii. Provide assistance with projects as necessary.

DECISION MAKING PROCEDURES

A. Consensus – Based Decisions—It is suggested that all subcommittee members:

- i. Should strive to remember that our personal recovery depends on unity.
- ii. Should strive to utilize their personal recovery in all discussions, remembering that part of effective communication is listening with an open mind to all view points.
- iii. Strive to establish unity, common respect and trust for one another
- iv. Whenever possible the Chair shall seek a plan of action which all sub committee members can “live with”. This plan may not turn out to be anyone’s ideal plan, but if all members can live with the plan we can move forward in unity.
- v. If after extensive discussion, prayer and meditation, common ground cannot be found, the committee will resort to the motion and voting guidelines below. However, all members should remember that by resorting to these guidelines, we risk the loss of unity.

B. Motions

- i. Motion can be made by any committee member including a General member.

C. Voting

- i. All members with exception of Chair may vote on motions.
- ii. In the event of a tie, Chair may cast a tie breaking vote.

Guidelines to Answering Helpline Calls:

You are performing a valuable service when you answer the phone for Narcotics Anonymous. Your job requires compassion and RELIABILITY You can express your compassion when addicts, or their loved ones, call NA and ask for help.

It will require patience to effectively listen to the needs of the caller and to provide the appropriate referral. Your commitment is vitally important to the still suffering addicts.

1. Answer calls stating that you are an addict
2. Give information about NA, answer basic questions providing Narcotics Anonymous meeting location and times, etc.
3. Refer family and friends of addicts to open NA meeting.
4. Do NOT give out other people's names or phone numbers.
5. Contact chair, or panel coordinator, if any problem arises.
6. When volunteer returns a call, do make sure you have the person requesting help on the line before indicting yourself or mentioning Narcotics Anonymous.
7. Remember, do keep it simple. The main objective is to get the addict to a meeting.

Budget

-Subcommittee should submit a list of Goals and a Budget each year in August - \$200.00 monthly

CONTINGENCY PLAN FOR MEDIA CONTACTS

It is essential that all public relations efforts of Narcotics Anonymous be well prepared and carried out. The clarity and quality of our public image has a direct effect whether or not addicts who need us will be able to find us.

- 1) Any NA member receiving a request for information from an outside contact should immediately call one of the following:
 - i) Treasure Coast Fellowship Development Chair
 - ii) Treasure Coast PR Panel Coordinator
 - iii) Treasure Coast Area Chair
- 2) One of these individuals will respond to the request within 24 hrs.
- 3) When request is made, TC Area Fellowship Development Subcommittee will handle the request.
- 4) If determined, Florida Region or World PR Committees may handle the request.
- 5) Basic Rules- Never do outside speaking engagements on your own- Never do Media Interviews on your own...

REMEMBER THAT NO INDIVIDUAL MEMBER CAN REPRESENT NA!!!!

GUIDELINES FOR THE TREASURE COAST CONVENTION OF NARCOTICS ANONYMOUS

Purpose:

The purpose of the TCCAN Committee is to plan and manage the Treasure Coast Area Convention.

9. TCCNA Committee will consist of nine officers and other interested NA members.
10. Officers are:
 - Chair/Hotel Liaison
 - Vice Chair
 - Secretary
 - Treasurer
 - Programming
 - Merchandising
 - Registration
 - Activities
 - Hospitality
11. Convention Chair will be elected by the ASC.
12. All other officers will be elected by the TCCNA Committee.
13. Only regular members will have a voice on the floor and vote at any TCCNA Committee meeting. A regular member is any member that has attended **currently** consecutive meetings. A voice on the floor and vote will be granted at the beginning of their second consecutive meeting (this means that in order to have a voice on the floor and a vote you must have attended the previous regular meeting of the TCCNA Committee. An **exception** to this policy **may** be made if you are a regular member and have given a written or verbal acceptable reason for an absence given before the start of the missed Committee meeting).
14. Only regular members can make and second motions.
15. Non regular members may speak only at the discretion of the TCCNA Chairperson.
16. Quorum consists of one more than half of the regular voting Members, and is required to hold a TCCNA Committee Meeting. Quorum is also required on all motions. A regular member that misses one TCCNA Committee meeting will be removed from the Quorum count and be denied a voice on the floor and vote until two consecutive TCCNA Committee meetings have been attended unless an excused absence has been granted.
17. All motions should be submitted in writing whenever possible. Motions dealing with an issue already on the Floor will be recognized by the Chair and require a verbal second. Following is the procedural sequence pertaining to motions:
 - ❖ The maker of the motion speaks to its intent.
 - ❖ Upon hearing the intent the Floor will be open for discussion. consisting of two pros and two cons only.

- ❖ A simple majority is required to pass a motion, except motions that change TCCNA Guidelines require a 2/3 majority.
- ❖ Abstentions are counted with the majority of voting members.
- ❖ A Motion to Amend may be necessary and may be made only by the maker of the original motion.
- ❖ A Motion to Table may be entertained after hearing the pros and cons.
- ❖ Tabled motions will automatically be entered into old business at the next TCCNA Committee meeting.

18. Only the ASC can remove the TCCNA Committee Chair from office.

9. Removal of other Officers shall be dealt with as follows:

- ❖ Voluntary:
 - A letter of resignation to be given to the TCCNA Chair prior to next TCCNA meeting.
- ❖ Involuntary:
 - Two consecutive meetings missed without reasonable explanation (reasonability to be determined by the TCCNA Committee) or prior notice given to any Administrative Committee Member.
 - Relapse designates immediate removal from office.
- ❖ Impeachment (needed in case of Concept violation or failure to perform duties or responsibilities):
 - Notice of intent to pursue an Impeachment must be provided 7 days prior to next TCCNA meeting by TCCNA Chairperson.
 - Motion must be presented at the TCCNA Committee meeting, along with due cause (intent).
 - Respondent (person being Impeached) is given time to respond.
 - An Open ballot is taken and 2/3 majority is required for successful Impeachment.
 - Details of this action will be reported at the next ASC meeting by the TCCNA Chair.

10. All Members of the TCCNA Committee are responsible for acquainting themselves with the Area Service Policy & Guidelines of the TCCNA Committee, and the Parliamentary Procedure followed by the ASC and the TCCNA Committee.

13. TCCNA Committee and Support Committee reports should be neatly written or typed so the ASC Secretary can have accurate notes and should consist of the following:

- ❖ Day, Time and Place of Meeting.
- ❖ Number attending.
- ❖ Support Committee Activities, Accomplishments, and Specific Problems or Situations.
- ❖ Plans for the upcoming month.
- ❖ Motions for Group Conscience.

14. Budgets for the TCCNA Committee will be submitted to the ASC annually.

Election of Officers

1. Nominations for TCCNA Committee Officers other than Chair will be solicited from the active Committee members.
2. An explanation of the office is read from the "TCCNA Committee Guidelines" to establish each position's responsibilities.
3. The position is announced and nominations are taken.
4. Each nomination must be seconded.
5. After accepting nominations the Chair will ask the Floor if there are any other nominations.
7. A motion is made to close nominations and must be seconded.

8. At the time of nominations, each nominee should state in person, or on paper, their qualifications for serving the Fellowship through the position in question. At a minimum the following topics should be addressed:
 - ❖ Clean time of Nominee.
 - ❖ Past Fellowship experience.
 - ❖ Reasons Nominee has the desire to serve.
9. Nominations for TCCNA Officers are open in the first TCCNA Committee meeting after the convention and voted on the.
10. Voting is done by Paper Ballot.
11. All TCCNA Officers may succeed themselves in office, but it is recommended that no Officer serve more than two terms in the same office.
13. Nominees for TCCNA office must be present to be voted upon, but need not be present to be nominated. However, a written list of qualifications is required if the nominee is not present at the time of nomination.

Qualifications & Responsibilities of TCCNA Administrative Officers

CHAIRPERSON/ HOTEL LIAISON:

Responsibilities:

- ❖ Arranges and presides over the monthly TCCNA meeting.
- ❖ Responsible for correspondence with the host hotel.
- ❖ Signer on all contracts between the Corporation and any hotels.
- ❖ Reviews and signs all contracts for TCCNA.
- ❖ Responsible for correspondence coming from the ASC.
- ❖ Votes at the TCCNA Committee meeting only in case of a tie.
- ❖ Enforces rules of decorum and discipline during a TCCNA Meeting.
- ❖ Clarifies Policy questions.
- ❖ Attempts to be absolutely fair and impartial.
- ❖ Must be able to work for the common good.
- ❖ Prior to meetings, prepares the agenda.
- ❖ Follows Robert's Rules of Order to conduct Board Meetings.
- ❖ Point of accountability for receiving and responding to e-mail questions, conflict or discussion pertaining to TCCNA .
- ❖ Co-signer on TCCNA bank account.
- ❖ Reviews the financial accuracy of expenditures.
- ❖ Works with the Treasurer to prepare annual budgets for the TCCNA and its Support Committee's.
- ❖ .Attendance required at Convention site the day prior to convention as the hotel liaison.
- ❖ Assist Treasurer during the Convention in the accounting of funds.
- ❖ Attendance required the day after the Convention to assist the Treasurer in closing out business with the hotel.
- ❖ Places principals above Personalities.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Active for at least one year in the NA service structure at the Area level.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested three years abstinence from all drugs.
- ❖ Leadership ability.

- ❖ Ability to communicate.
- ❖ Ability to organize.

VICE CHAIRPERSON:

Responsibilities:

- ❖ Will assume the responsibilities of the President in the event of his/her absences.
- ❖ Cosigner on FRC checking account.
- ❖ Will become Chairperson by vote of acclimation in the event of resignation or impeachment of the Chairperson.
- ❖ In the event of the absence or incapacitation of any TCCNA Support Committee Chair, the Vice Chair will assume the duties and responsibilities of that office until an election is deemed necessary.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Active for at least one year in the NA service structure at the Area level.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested two year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

SECRETARY:

Responsibilities:

- ❖ Keeps an accurate record of each TCCNA Meeting.
- ❖ Distributes Minutes at the next Committee meeting.
- ❖ Keeps the records of the TCCNA Committee.
- ❖ Compiles and maintains the TCCNA files and Archives.
- ❖ Does any other job that is assigned by the TCCNA Committee during the year.
- ❖ Shall ensure that all insurance policies pertaining to contracts and events are active annually.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested one year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

TREASURER:

Responsibilities:

- ❖ Reports contributions and expenses at every TCCNA Meeting.
- ❖ Makes monthly reports about TCCNA finances.
- ❖ Maintains a Prudent Reserve adequate to serve TCCNA Committee.
- ❖ Keeps records of all income and expenditures.
- ❖ All monies are channeled through the TCCNA Treasurer.
- ❖ Pays all bills, and Committee needs, by check.
- ❖ Treasurer is a co-signer on the TCCNA bank account.
- ❖ Prepares budgets for each Support Committee.
- ❖ Secure volunteers to work the cash registers in the Merchandise Room and Registration during the Convention. (Volunteers must have at least one (1) year clean).

- ❖ Treasurer is required onsite the day after the convention to conclude business with the hotel.
- ❖ Coordinates with all Support Committee Chairs for the collection of funds.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Active for at least one year in the NA service structure at the Area level.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested five year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

**Responsibilities & Qualifications of
TCCNA Support Committee Chairs**

PROGRAMING:

Responsibilities:

- ❖ The selection of topics, Chairperson & times of all meetings held at the convention except for Marathon.
- ❖ The Program Committee should have a pool of members available from which to select replacements.
- ❖ Will submit two (2) choices of speakers for each of the three main meetings, in the order of preference of the Program Committee. These choices will be submitted to the TCCNA Committee for approval at the March Board Meeting.
- ❖ The final program will be submitted to the TCCNA Committee at the May meeting for approval.

Speaker Guidelines:

- ❖ The main speakers shall be a member of Narcotics Anonymous with a minimum of five(5) years clean time, and should not be a member of the TCCNA Committee.
- ❖ The banquet and closing meeting speakers shall not be Treasure Coast Area residents.
- ❖ None of the main speakers shall have previously been a speaker at a TCCNA Convention within the last 5 years.
- ❖ A registration packet, lodging and banquet ticket will be given to the main night time speakers, (not the day time speakers.).
- ❖ A Three day Convention will have Two (2) main speakers.
- ❖ Tapes submitted for consideration, as speakers at TCCNA must be no older than three years from the TCCNA they are being considered.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested two year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

MERCHANDISING:

Responsibilities:

- ❖ Three (3) different bids are submitted for consideration.

- ❖ All items selected by the Support Committee must be presented to the TCCNA Committee for final approval.
- ❖ Sample merchandise items (photos acceptable) and proposed pricing are to be presented to TCCNA Committee for approval at the March TCCNA Committee meeting.
- ❖ This Support Committee also has the responsibility for seeking bids for the development and production of the Convention Banner or banners and any signs needed.
- ❖ The Merchandise Committee will submit a complete summary of information regarding the ordering, marketing, pricing and shipping of the items recommended for sale at the Convention, and the time frames for obtaining the items. The TCCNA Committee will ultimately decide the amount of merchandise ordered and the selling price for these items.
- ❖ Pre convention merchandise sales help promote the event across the region. A member of this committee will be at attendance at all fun-raisers and as many other NA events as possible, to sell pre-con merchandise.
- ❖ The chair will deliver all receipts and purchase orders along with a list of outstanding pre-con inventory items to the TCCNA Committee at the monthly Committee meeting.
- ❖ The Merchandise Committee will follow the store hours established in this policy package.
- ❖ During the Convention, volunteers will be needed to man the tables in the store. Members working the cash register during the convention are assigned by the TCCNA chair .
- ❖ Due to the handling of large amounts of money, it is required that anyone working with the cash drawer has at least one (1) year clean time.
- ❖ All money collected prior to the convention by this Support Committee will be turned over to the TCCNA Treasurer within 7 days of the next TCCNA Committee Meeting.
- ❖ Attendance is required at the convention site the day prior to the convention for organization and inventory.
- ❖ At the close of the Convention this committee will perform a close out inventory and packing.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested Three year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

REGISTRATION:

Responsibilities:

- ❖ The first task is to design a registration flyer, which must be done well in advance (at least 8 months prior to the Convention) and approved by the TCCNA Committee.
- ❖ The registration form should be written with clarity, organization, and ease of understanding in mind. All information that could possibly be needed must be considered and included on the registration form. The cutoff date or pre-registration should appear on all registration forms.
- ❖ Once approved by the TCCNA Committee, it is the responsibility of the Registration Chair to ensure that the flyers are produced and distributed throughout the fellowship as soon as possible. (The ASC should be used for production and distribution unless more cost effective measures are found.) The ASC shall also be used as a resource for distribution of flyers to the GSR's at the ASC. Other recipients are to include: the RSC, all known fellowship Websites, WSO News Line, NA Way and other Regional Delegates and any other known interested groups or members.
- ❖ A minimum order of 1,000 flyers shall should be purchased for the first printing.
- ❖ The procedures for handling registration money can be found in the TCCNA Treasurer's guidelines.
- ❖ The Committee shall select contents for the packet based on the approved budget line item.
- ❖ The budget set for the registration packet shall include any and all items that are associated with the packet; including envelopes, badges, tickets, small trinkets, ribbons and anything else the Committee wishes to put in the packets. After this is done, prices for items to be included in the packet should be obtained.

- ❖ Bids for prices should be solicited from at least three (3) different vendors; one of the 3 vendors must be the RSO. After this is done and the Support Committee and the TCCNA Committee approves the items, the times will then be ordered.
- ❖ Final preparation for the Convention includes buying all supplies for the Registration table, assembling packets, ordering banquet & Committee ribbons and having all records of pre-registrations up to date. A number of indigent packets must be made for NA members who cannot afford to register.
- ❖ No person should be turned away.
- ❖ Volunteers are required to sit at the registration table. A suggested shift for a team to work is two (2) hours.
- ❖ A member of the Registration Committee will attend all fun-raisers.
- ❖ Attendance is required at the convention site the day prior to the Convention for set-up. The following work is handled by the TCCNA for the Registration Committee.
- ❖ As each registration is received, a record shall be made indicating information about the registration and all money received. If free registrations are given out at fund raisers, the Committee must keep careful records of what is provided and to whom, and provide this information to the TCCNA Committee.
- ❖ A record system must be established to record all pre-registrants. A record of registrations, banquets, clean time and area or state must be kept. A record of registrations of those individuals who are non-addicts must be kept also.
- ❖ Once a month, and then weekly beginning six (6) weeks prior to the convention, the Registration Chair shall contact the TCCNA Chair to be apprised of the registration status.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested twoyear abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

ENTERTAINMENT:

Responsibilities:

- ❖ The fun-raising Chairperson should stay in touch with Area Activities Chairpersons and provide any support that they feel they may need.
- ❖ Someone from this Support Committee will attend all fun-raisers for support and collect any funds generated and then immediately turn them over to the Treasurer within 7 days of receipt.
- ❖ Preview and recommend DJ's or a band for the fund raiser.
- ❖ This Support Committee is also responsible for recommending entertainment activities; DJ's or bands to be used at the Convention.
- ❖ Arrange for all other forms of entertainment, which are to be provided in conjunction with the convention. There are many activities that this Support Committee can put on besides dances. Some that have been done in the past are pool parties, comedy shows, a coffee shop with either professional or fellowship entertainers, tug of war, volleyball and many other games and contests.
- ❖ It is also the responsibility of this Support Committee to set up the decoration at the convention dances and the banquet keeping within the budget.
- ❖ Purchasing and setting up decorations, securing volunteers to collect money and sell raffle tickets.
- ❖ Anyone handling money must have at least 1 year clean time.
- ❖ Prior to distribution of all posters and flyers must be approved by the TCCNA Committee.
- ❖ When designing flyers, remember that they are released into hospitals and institutions as well as other facilities, which relate to NA. Appropriate use of language and lithography is crucial because these flyers, in a sense, represent NA to the public. If a performer is performing, a promotional picture or logo should not appear on the flyer as this is promoting an outside enterprise; however, names of performers, hotels, golf courses are appropriate information on

the flyer with a disclaimer. It should be noted on the flyer that NA is not affiliated with any outside enterprises listed on the flyer.

- ❖ Posters and flyers must be distributed two (2) months prior to the fund raiser. Research should be done in the surrounding areas to insure that there are no other NA functions going on at the same time.
- ❖ All actions of this Committee are subject to approval by the Board. All events should be planned, taking into consideration the Program and times for each event should be included in the Convention Program.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested one year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

HOSPITALITY:

Responsibilities:

The primary responsibility of this Committee is to provide a hospitality room that is preferably open 24 hours a day for the entire convention. For the hospitality suite, coffee, snacks, or fresh fruit should be provided, at least in the morning. The Committee shall get at least three (3) bids for the snacks, supplies, and fruit, taking the lowest price which is within their budgeted amount.

Some additional items to provide in the hospitality room would be:

1. Lost and Found Bulletin.
 2. Local Meeting Schedule.
 3. NA Literature.
 4. Map of the Area and any local restaurants.
 5. Information on transportation to and from the airport.
- Activities such as backgammon, cards, chess, checkers and other board games may be provided for conventioners.

Additional Hospitality Duties & Responsibilities:

Chair forms 3 teams:

1. Greeters.
2. Hospitality Suite Monitors.
3. Serenity Keepers.

Within each team, a team leader is appointed by the Chair.

The Greeters responsibility:

- ❖ Welcoming.
- ❖ Hugs.
- ❖ Providing information.
- ❖ Welcoming each member to workshops with hugs and dots. The Hospitality Suite Monitors responsibilities;
- ❖ Have poster boards with the Do's and Don'ts displayed in the hospitality room or rooms.
- ❖ Monitors the room for inappropriate behavior such as gambling, sex, storage or personal effects, smoking, fighting, rough housing, unsupervised children, etc. The Serenity Keepers responsibilities:
- ❖ Assist with crowd and line control

- ❖ Badge monitors – encourage those without badges to go to the registration area.
- ❖ They are also an information source for members at the convention.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested one year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.