

# West End Area Service Committee Guidelines

(Revised March 2019; Approved May 2019)

## I. Who Is The WEASC?

The West End Area Service Committee of Narcotics Anonymous (WEASC) was formed in 1990 to provide services and assist its member NA groups within the framework of the Twelve Traditions, Twelve Concepts, and *A Guide to Local Services in Narcotics Anonymous*. For WEASC geographic boundaries, see Addendum E; however, these borders are not binding. Groups belong to the WEASC according to their decision, not geographic borders.

## II. What Is Our Mission?

*It Works: How and Why* (Tradition Nine) describes an area service committee this way:

*...groups elect representatives who meet periodically. These representatives share information with one another about how their individual groups are doing and help one another find solutions to problems one group or another may be having....Sooner or later, the groups realize the potential they have in this committee of representatives. Through this committee, the groups can combine their guidance and resources so that each of them can function more effectively and all, together, can carry the message farther.*

The mission of the WEASC is to provide an opportunity for groups to come together to feel part of the greater whole and to pool their resources to better achieve their primary purpose. The WEASC is directly responsible to its member groups and provides whatever services those groups deem necessary or helpful in carrying the message of recovery. See Section V, WEASC Values.

## III. How Do We Accomplish Our Mission?

These services are accomplished, in large part, through the efforts of the WEASC subcommittees. In addition to the group service representatives (GSRs) who come together in the WEASC, the area elects trusted servants to facilitate and maintain the area service committee itself and to coordinate the area's subcommittees. These subcommittees, which are directly responsible to the WEASC, handle services such as running a phoneline, holding activities, taking meetings to institutions, and letting the public know about Narcotics Anonymous.

The Twelve Traditions and Twelve Concepts<sup>1</sup> are the spiritual backbone of the WEASC and guide the committee in all its actions.

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<sup>1</sup> For a short form of the Twelve Concepts, see Addendum B.

## A. TRUSTED SERVANTS ELECTED BY THE WEASC

Chairperson	Regional Committee Member (RCM)
Vice-chairperson	Alternate Regional Committee Member (ARCM)
Secretary	Area Support Person
Alternate Secretary	Subcommittee Chairperson
Treasurer	
Vice-treasurer	

Besides having a willingness to serve, all trusted servants of the WEASC should have an understanding of the Twelve Steps and Twelve Traditions. These trusted servants are expected to attend every WEASC meeting. If for some reason they are unable to attend, they should notify the chairperson or vice-chairperson in advance and submit a written report to the area. All WEASC trusted servants are elected for twelve months; however, they are expected to serve for an extra month to help orient those trusted servants who have been elected to take their positions. It is also expected that those members who are nominated for a "vice" or "alternate" position are willing to serve more than one year and are willing to stand next year for election to the position for which they are the vice or alternate (e.g., vice-chairperson, alternate RCM).

The WEASC Administrative Committee is comprised of the chairperson, vice-chairperson, treasurer, vice-treasurer, secretary, alternate secretary, regional committee member, and alternate RCM. Along with the subcommittee chairpersons and the area support person, they are elected directly by a majority of the WEASC voting members. With the exception of the area support person, trusted servants of the WEASC may not also serve as GSR or hold any other voting position at the same time, as they are already voting members.<sup>2</sup>

The WEASC Administrative Committee's purpose is to provide effective leadership to the WEASC through communications and planning. To ensure communication and effective planning, members of this body may be required to attend regularly scheduled meetings, either in person or electronically, in between WEASC meetings. Any decisions made during these meetings must follow the WEASC Guidelines and be promptly reported to the WEASC.

The following are descriptions of WEASC trusted servant duties and qualifications:

### 1. Chairperson

**The suggested cleantime requirement for the chairperson is six (6) years clean and two (2) years of area service experience. The chairperson should be able to facilitate a business meeting effectively.**

- a. Presides over the monthly WEASC meeting.
- b. Is responsible for the agenda and the meeting place.
- c. Oversees all correspondence pertaining to the WEASC.
- d. Maintains an archive of yearly correspondence in the area's storage facility.
- e. Votes only in the case of a tie.

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<sup>2</sup> See Section IV, Item C., Voting Procedures, for additional information.

- f. Acts as cosigner on the committee's bank account and has no active financial liens or judgments.
- g. May form GSR working groups as needed.
- h. Is responsible for implementing the WEASC biennial inventory in odd years and the WEASC Guidelines review in even years.
- i. May represent the area at the SCRSC in lieu of the RCM.

The chairperson should be familiar with consensus-based decision making (CBDM) and Robert's Rules of Order. For a simple table of some differences between the two styles of procedures, please refer to Addendum C. For a simple explanation of the concepts involved in CBDM, please see Addendum D. For more information about a simplified version of Robert's Rules of Order, please see *A Guide to Local Services in Narcotics Anonymous*.

## 2. Vice-chairperson

**The suggested cleantime requirement for the vice-chairperson is five (5) years clean and two (2) years of area service experience. This position is expected to be a two-year commitment: one as the vice-chair, and then one as the chair, if elected.**

- a. Performs the duties of the chairperson in his or her absence.
- b. Assists the chairperson in conducting the monthly business meeting.
- c. In the absence of an elected subcommittee chair, assumes responsibility for the coordination of that subcommittee.
- d. Maintains a working knowledge of all the subcommittees and stays informed of all subcommittee activities through regular communication with subcommittee chairs.
- e. Attends one subcommittee meeting per month on a rotating basis.
- f. Keeps a file of all the current service year's motions.
- g. Acts as cosigner on the bank account and has no active financial liens or judgments.
- h. May represent the area at the SCRSC in lieu of the RCM.

## 3. Regional Committee Member (RCM)

**The suggested cleantime requirement for the RCM is four (4) years clean and two (2) years of area service experience (one of those years serving as a GSR). The RCM must have experience in carrying a group conscience.**

- a. Carries the conscience<sup>3</sup> of the area to the regional service committee.
- b. Attends all WEASC and Southern California Regional Service Committee (SCRSC) meetings.

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<sup>3</sup> The Sixth Concept states: *Group conscience is the means by which we collectively invite the ongoing guidance of a Higher Power in making decisions. We apply the Sixth Concept when we pursue our own personal recovery with vigor, seeking that ongoing spiritual awakening which makes it possible for us to apply the principles of the program in all our affairs, including our service affairs. We apply the Sixth Concept when we listen not just to the words our fellow members speak, but to the spirit behind their words. We apply the Sixth Concept when we seek to do God's will, not our own, and to serve others, not ourselves, in our service decisions. We apply the Sixth Concept in our groups, service boards, and committees when we invite a loving God to influence us before making service-related decisions.*

- c. Prepares a written report to be distributed at each WEASC meeting concerning the most recent SCRSC meeting.
- d. Implements and chairs a biennial service workshop to go over the *Conference Agenda Report (CAR)*. This service workshop is to happen no later than January 31, prior to the World Service Conference meeting.
- e. Distributes *CAR* workshop flyers at the November WEASC meeting.

#### **4. Alternate Regional Committee Member**

**The suggested cleantime requirement for the alternate RCM is three (3) years clean and one (1) year of area service experience as a GSR. This position is expected to be a two-year commitment as the alternate RCM is expected to then serve as RCM, if elected.**

- a. Performs the duties of the RCM in his or her absence.
- b. Attends all WEASC and SCRSC meetings.

#### **5. Secretary**

**The suggested cleantime requirement for secretary is two (2) years clean and an understanding of the service structure.**

- a. Keeps accurate minutes of each WEASC business meeting.
- b. Takes roll call, and notes all groups that are inactive/active.
- c. Keeps an updated record of the current GSR contact information.
- d. Provides current contact information to Web Team Leader to help maintain the WEASC Google Group as necessary.
- e. Distributes typed/electronic minutes and WEASC contact list to all GSRs, elected trusted servants, and the WSO within no more than ten (10) days after each ASC meeting.
- f. Updates WEASC Guidelines when necessary.
- g. Keeps a clean and current archive of all WEASC documents.
- h. Maintains a record of secretary's "best practices" and, at the end of the service term, makes sure the incoming secretary has a copy.

#### **6. Alternate Secretary**

**The suggested cleantime requirement for alternate secretary is one (1) year clean.**

- a. Assists the secretary with minutes-taking at the WEASC business meeting.
- b. Assists and understudies secretary in all other duties, in order to learn and be ready to assume the duties of secretary.
- c. Performs the duties of the secretary in his or her absence.

#### **7. Treasurer**

**The suggested cleantime requirement for the treasurer is five (5) years clean, a steady job or source of income, has no active financial liens or judgments, at least two (2) years experience in handling fellowship funds, and a minimum of two (2) years previous experience at the area or regional level.**

- a. Is responsible for the WEASC treasury, pays bills, and receives and deposits contributions from the groups and subcommittees.
- b. Is responsible for keeping an accurate balance and records of the WEASC checking account and of all monies.
- c. Makes written financial reports to the WEASC on a monthly basis, including all income, expenses, bank statements, and running totals for the fiscal year.
- d. Prepares an annual budget forecast of WEASC expenses for the coming fiscal year (June-May).
- e. Is an authorized signer on the WEASC bank account, and acts as primary contact for that bank account.
- f. Ensures that the bank account signature cards are kept current and up to date.
- g. Facilitates the changeover of all incoming and outgoing bank account signers after elections are held at the June area service committee (ASC) meeting and before the July ASC.
- h. Liaises with California's State Board of Equalization, and files paperwork each month based on the requirements of the WEASC reseller's permit.
- i. Ensures that all members of the WEASC responsible for handling NA funds sign the WEASC Asset Liability form, and keeps those forms on file.
- j. Handles yearly communication with IRS and files appropriate forms by IRS due dates.

## **8. Vice-treasurer**

**The suggested cleantime requirement for the vice-treasurer is four (4) years clean, a steady job or source of income, has no active financial liens or judgments, and at least one (1) year of service experience in the handling of fellowship funds and one (1) year of experience at the area or regional level.**

- a. Assists the treasurer and be trained in the treasurer's job simultaneously.
- b. If directed by the WEASC Administrative Committee<sup>4</sup>, may assist all subcommittees in handling area funds of more than \$100.00 at any time. The Area Treasurer may also perform this duty in the absence or unavailability of the vice-treasurer.
- c. Assists the Activities Subcommittee Chairperson with income and expense accounting report following each event, to be available at the next WEASC.
- d. Performs the duties of the treasurer in his or her absence.
- e. Is responsible for picking up the mail from the PO box twice a month.

## **9. Area Support Person**

**The suggested cleantime requirement for the area support person is three (3) years clean with one (1) year experience as a GSR.**

- a. Orients new GSRs to the WEASC 30 minutes prior to the monthly WEASC meeting.
- b. Keeps a clean and current version of the WEASC Guidelines.

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<sup>4</sup> For information about who the members of the WEASC Administrative Committee are, see Section III., A., Trusted Servants Elected by the WEASC.

- c. Maintains a list of speakers available to share at meetings in the West End Area.
- d. Maintains a list of potential venues at which groups in the West End could host meetings or to which they could move existing meetings.
- e. Provides access to the WEASC Guidelines, *Twelve Concepts for NA Service*, the GSR Orientation Pamphlet and other appropriate materials to new GSRs and trusted servants.
- f. Attempts to contact GSRs and/or groups that have not attended the area for six months, and lets the WEASC Chairperson and Secretary know the results of that contact.
- g. Submits a budget in April for the upcoming fiscal year (June-May). (For more specific information, please see Section IV. A. Financial Procedures.)

## 10. Subcommittee Chairpersons

All subcommittee chairpersons are elected by the WEASC, and all subcommittees are fully responsible and accountable to the WEASC. Standing subcommittees are as follows:

- Activities
- Public Relations (includes H&I, Phonenumber, Public Relations, and Website Teams)
- Literature

**The suggested cleantime requirement for subcommittee chairpersons is three (3) years clean and one (1) year of area service experience. It is suggested that chairpersons have had one year of service experience on the area subcommittee they are to lead. It is expected that an outgoing subcommittee chairperson mentors and trains their successor on standard committee practices.**

- a. Attends all WEASC business meetings and meetings of the subcommittee that they chair, and ensures that the subcommittee and/or the appropriate team is represented at the respective regional subcommittee meeting every month.
- b. Submits a monthly written report to the WEASC of all subcommittee activities.
- c. Submits an annual report in May, noting accomplishments, challenges, and ideas for the upcoming year.
- d. Submits a budget in April to WEASC for the upcoming fiscal year (June-May). (For more specific information, please see Section IV. A. Financial Procedures.)
- e. Submits an itemized report of any financial transactions to the WEASC.

## 11. Forming GSR Working Groups

GSR working groups are formed on an as-needed basis to perform specific tasks, and are disbanded upon completion of said tasks. The WEASC Chairperson will appoint a willing GSR to organize the first meeting of the working group, which will be made up of willing GSRs and at least one WEASC Administrative Committee member. Members of the administrative committee are not required to serve on more than one working group concurrently; however, they may volunteer to serve on any working group in which they have a personal interest. The working group chooses a coordinator to report to the ASC, to schedule and facilitate meetings,

and to spearhead the working group's tasks. Typical WEASC GSR working groups include, but are not limited to:

- a. WEASC Guideline Review (in even years)
- b. WEASC Biennial Inventory (in odd years)

## **B. GROUPS**

Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area service committee. The area service committee is only as strong as its groups. The GSR acts as communication link between the groups and the ASC, helping the ASC to conduct its business, ensuring that the area remains responsible to the groups, and letting the groups know about the activities of the area.

1. New groups are recognized and have voting privileges at their second consecutive business meeting of the WEASC. Their meeting(s) are placed in the area meeting directory after they have attended two consecutive meetings of the WEASC, as long as they are not currently voting members of any other area service committee.
2. The strength of the area depends on the participation of the groups. If a group is absent from the area for more than six months, the area support person will attempt to contact the GSR. If he or she is unable to contact the GSR and the area has had no contact with any trusted servant, the group will be assumed inactive and will be removed from the meeting directory.
3. Groups/meetings that have not attended the area for three consecutive months will be removed from the quorum for voting purposes only. These meetings will be added back into the quorum at the beginning of the ASC on their second consecutively attended ASC meeting. Such meetings will continue to be listed in the directory and on the phonline listing of meetings.

## **IV. Operational Guidelines**

### **A. Financial Procedures**

1. The WEASC maintains a prudent reserve of \$2,000.00. This prudent reserve includes \$1,000.00 seed money for the purpose of putting on activities. Based upon the area's needs, this prudent reserve may be adjusted at the August meeting.
2. Excess funds (the sum in excess of the prudent reserve) are automatically forwarded, in equal shares, to the Southern California Regional Service Committee (SCRSC) and NA World Services on a monthly basis. A motion can be made to deviate from this practice. In the event a quorum is not achieved during a WEASC meeting, any excess funds (the sum in excess of the prudent reserve) will be divided equally between SCRSC and NAWS.

3. All WEASC subcommittees and/or trusted servants forward to the WEASC and the treasurer, in April, an annual budget of their expenses for the following fiscal year (June-May)/service year (July-June).
4. The treasurer prepares an annual forecast of expenses for the WEASC, which is then presented to area participants during May, for approval at the June meeting. The annual financial forecast report should also include the previous year's forecast and yearly totals of actual expenses. The annual expenditure forecast is approved by a two-thirds (2/3) majority vote of all voting GSR's present at the June meeting.
5. All WEASC subcommittees and/or trusted servants who receive funds for the accomplishment of assigned responsibilities submit receipts to the WEASC treasurer for all expenses.
6. Any issue arising out of a mistake, error, or other unforeseen circumstance on the part of any member of the WEASC that could result in a cost to the area of \$35 or less, will be noted and communicated to all members of the WEASC. Members of the WEASC will allow no discussion of the issue unless there is an overwhelming majority consensus. The area will absorb the cost of such error.
7. GSRs must present all funds intended for literature orders and WEASC contributions via money orders. No cash or personal checks will be accepted at any time.
8. The treasurer deposits all funds received no more than two days after the close of each WEASC meeting.
9. During the June meeting, an Audit Committee is appointed to review the financial records for the previous year. Such an audit is to ensure that all deposits have been made, that expenses in the checkbook match those reported to the WEASC, that the final balance reported is accurate, WEASC Asset Liability forms have been signed and kept on file, and appropriate IRS forms have been filed on time. The Audit Committee will consist of one GSR and a subcommittee chair chosen by the body, and the incoming RCM, with the previous treasurer being present to provide needed information. All members of this committee have a minimum of three (3) years clean, and no members may be signatories on the area bank accounts. It is also expected that at least one member of the committee has some experience with bookkeeping/accounting procedures. The Audit Committee reports its findings to the WEASC in August.
10. Misappropriation/Misuse of Funds and Misconduct
  - a. Funds: The Eleventh Concept for NA Service establishes the sole priority for the use of NA funds to carry the message to the addict who still suffers. The Twelfth Concept for NA Service gives the WEASC a mandate from the NA groups that calls for total fiscal accountability. With this in mind, any misappropriation or misuse of funds by any area trusted servant or NA member cannot and will not be tolerated. The definition of misappropriation of funds includes, but is not limited to, theft, embezzlement, or use of NA funds for purposes not expressly authorized by the WEASC, a subcommittee, or working group. This includes the theft of cash, check, any financial instrument (i.e., refunds, royalties, or rebates from vendors to the NA Fellowship), or asset (i.e., equipment, supplies, or physical inventory).



- b. Misconduct: Defined as any action contrary to the Twelve Traditions of NA, the Twelve Concepts for NA Service, the guidelines of the WEASC, the guidelines of a WEASC subcommittee or working group (if applicable), or violation of California state or US federal law to the extent that such misconduct is detrimental to the NA Fellowship. This includes conduct that creates a benefit to a member or outside enterprise to the detriment of the NA Fellowship.
- c. Interim Action Suspension: Should any WEASC Administrative Committee member, subcommittee member, or any nonelected NA member be suspected to have misappropriated or misused WEASC funds or to have been involved in misconduct, the WEASC Administrative Committee duly elected officers will vote, in person, by email, by phone, or by internet meeting to immediately suspend the member involved from service to the area. Suspension in this instance is not disciplinary action; it is a pause in active service to allow time for investigation of an incident.
  - i. Upon suspension of any member, the WEASC Administrative Committee must make a full and timely investigation of the matter and report the findings at the next WEASC meeting.
  - ii. The presiding officer of the WEASC, immediately upon calling the following WEASC meeting to order, must report all interim actions/decisions made by the Administrative Committee, fully disclosing the alleged misappropriation or misuse of WEASC funds or misconduct, and the individual involved. Any member suspected of misappropriation or misuse of WEASC funds or of misconduct may exercise the Tenth Concept for NA Service to redress the issue at that time.
- d. WEASC Action: Once the WEASC Administrative Committee investigates and reports its findings to the WEASC of the suspected violation of this section, the WEASC must immediately vote on a motion to remove the individual from office and/or the committee with cause, to reinstate, or to extend the investigation.
  - i. Should the WEASC remove an officer or member with cause, the said individual's participation with WEASC and all its subcommittee is immediately terminated. The WEASC Chairperson will notify said member by phone or certified mail, of the outcome of the vote. The WEASC Chairperson will also notify the Southern California Regional Service Committee of the member's identity and the action taken as to that member.
  - ii. The WEASC may reinstate an officer or member by a vote of two-thirds (2/3) of all voting members, after which the aforesaid member may resume their duties and participation within the WEASC structure.
- e. Restitution: Members who are found to have misappropriated or misused WEASC funds will be expected to fully reimburse the WEASC or face possible legal actions. If the member is unable to immediately reimburse the WEASC in full, a payment plan calling for repayment within a reasonable period of time may be instituted once accepted by the WEASC voting members.

*If the individual refuses to repay the money or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate*

*to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees and world services as resources.*

World Service Bulletin #30R, *Theft of NA Funds*

## **B. Area Service Committee Meetings**

1. The WEASC holds regular monthly meetings.
2. WEASC meetings are open to any member of Narcotics Anonymous; however, the chairperson may limit participation, depending upon the nature of the discussion and time constraints. Any NA member may speak to the body during the Innovations and Challenges section of the meeting.
3. WEASC business is conducted utilizing consensus-based decision making (CBDM) where possible and practical. The area also utilizes the modified version of Robert's Rules of Order adapted from *A Guide to Local Services in Narcotics Anonymous*. Elections, money matters, and guidelines changes will always be voted on, regardless of whether CBDM is being used.<sup>5</sup>
4. At the WEASC meeting, literature is not distributed to the GSRs until the completion of the meeting. The WEASC Chair must approve any exception to this policy.

## **C. Voting Procedures**

The WEASC defines “full participation” and “group conscience” discussed in Concepts Six and Seven as the right of all elected area trusted servants and GSRs to make and speak to any motion or matter presented. Further, the WEASC defines “the final responsibility and authority for NA services” discussed in Concept Two as the right of the groups to be the final decision-makers whenever an actual vote is required, thus only the GSRs vote on motions.

1. A quorum consisting of one-half, plus one of the GSRs with voting privileges must be present in order to conduct business.
2. WEASC elections are carried out by the GSRs and the following WEASC trusted servants: vice-chairperson, secretary, treasurer, RCM, and subcommittee chairpersons. Alternates vote only in the absence of their counterparts.
3. The WEASC Chairperson votes in an election and on motions only in the case of a tie.
4. Any suggested revisions or other changes to the WEASC and its subcommittees' guidelines are automatically referred to the groups for one month for decision.
5. As previously discussed, any elected member of the WEASC may make motions, but a GSR must second all motions. The WEASC Chairperson may neither make nor second a motion.

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<sup>5</sup> See Addendum C for a table showing some of the differences between consensus-based decision making and Robert's Rules of Order.

6. Most matters before the WEASC are decided upon by a consensus-based decision making process, and, when necessary, by a simple majority vote. However, guidelines changes, financial matters, certain procedural motions, and motions concerning the actual WEASC committee require a two-thirds (2/3) majority of GSRs only.

#### **D. Elections**

1. Elections for WEASC trusted servants occur in June. Trusted servants of the area are all elected for a one (1) year term; however, outgoing trusted servants are expected to serve for an extra month to help orient those trusted servants who have been elected to take their positions.
2. Trusted servants may succeed themselves for one additional term.
3. Nominations begin in May at the WEASC and continue until the June elections.
4. Members who accept a nomination at the May meeting must meet the suggested cleantime requirements for the position for which they are nominated.
5. Nominees must be present during the nominations and elections process in June in order to present their qualifications and answer any pertinent questions.
6. In the event that a position is vacated, nominations are opened immediately. Elections are then held the following month.
7. Members of the WEASC may hold only one voting position.

#### **E. Recall**

1. Relapse automatically results in loss of an elected WEASC position.
2. If a WEASC trusted servant misses three consecutive meetings during a 12-month period, they must obtain a vote of confidence from the WEASC body in order to continue in their responsibilities. If the WEASC chooses not to confirm the trusted servant, then nominations are opened for that position, with elections occurring at the following ASC meeting.
3. Any WEASC trusted servant may be removed during his or her term in office by a vote consisting of two-thirds (2/3) of all voting members present. All such matters will be determined on a case-by-case basis.

#### **F. Event Flyer Requirements**

All WEASC-distributed flyers should be presented to two members of the WEASC Administrative Committee for approval prior to distribution. The recommended number of flyers is a minimum of 500. WEASC-distributed flyers will include the following:

1. The hosting group or subcommittee's name.
2. The date and time of the event.
3. The name and address of the venue.
4. The amount of the suggested donation.
5. The contact name and telephone number, including all area codes.
6. The nature of the function (i.e., meeting and dance, etc.).

7. The NA logo with the ®, the service symbol with the ®, or the words Narcotics Anonymous.
8. Neat and simple, with suitable artwork.
9. No other logos (i.e., businesses, venues, etc.) with the exception of convention flyers.
10. No mention of outside enterprises (i.e., food drives, raffles, religious holidays, names of entertainers or speakers, etc.).

Note: Insurance for all area events needs to be purchased from the Southern California Regional Service Office at the time of flyer distribution (if appropriate).

## **G. WEASC Google Group**

The WEASC Google Group is a closed communication system designed to enhance the flow of information between members of the WEASC, West End Area, and the NA Fellowship. It is not open to the public.

1. Elected members of the WEASC are added upon their election.
2. GSRs are added after their second consecutive ASC meeting.
3. NA members may request to be added, and will be, once their identity is confirmed by at least two members of the ASC Administrative Committee.
4. The WEASC Web Team Leader administers the Google Group.
5. The WEASC Secretary provides current contact information to the Web Team Leader to help maintain the group as necessary.
6. Electronic typed copies of all WEASC reports should be distributed via the Google Group.
7. Sending spam email within the Google Group or by using email addresses from the Google Group will result in removal from the Group.
8. Personal attacks will result in a warning, and then removal if the behavior continues.
9. Any information or request for information pertaining to the WEASC is appropriate communication.

## **V. WEASC Values**

One dictionary definition of values is: “A principle, standard, or quality considered worthwhile or desirable.” In this section, we list a small number of the values held dear by the members of the WEASC.

1. Through embracing the principle that our personal recovery depends upon NA unity, we strive to stay unified and keep our common welfare uppermost in our deliberations.
2. Assisting the groups’ purpose of carrying the message to the still-suffering addict is considered of paramount importance. Therefore, once every two years, the WEASC will undertake an inventory to determine how well the body is fulfilling its mission.
3. Our discussions will always be steeped in mutual respect and the desire to be of service to our groups and Narcotics Anonymous as a whole. Should strife ever arise, we will seek out the guidance of the spiritual backbone of our collective service efforts—the Twelve Traditions and Twelve Concepts, and the guidance of a loving Higher Power.
4. The minority opinion is always valued and will be respected and heard. As the Ninth Concept states: “...it is often the lone voice, offering new information or a unique

perspective on things that saves us from hasty or misinformed decisions. In Narcotics Anonymous, we are encouraged to respect that lone voice, to protect it, even to seek it out, for without it our service decisions would undoubtedly suffer.” Our trusted servants seek to serve and guide, never to govern, forever embracing the humility of principles before personalities.

## **Addendum A—WEASC Subcommittee Guidelines**

**Activities Subcommittee**

**Literature Subcommittee**

**Public Relations Subcommittee**

# **WEASC Guidelines Addendum A**

## **WEASC Subcommittee Guidelines**

*(Revised January 2019)*

### **West End Area Activities Subcommittee Guidelines**

#### **I. Purpose**

The West End Area Activities Subcommittee (hereafter referred to as the subcommittee) is a volunteer group of the Fellowship of Narcotics Anonymous, which is dedicated to providing the West End Area with recovery-oriented events, activities, and merchandise. All funds generated through the subcommittee belong to the WEASC.

As a subcommittee of the West End Area Service Committee (WEASC) we maintain effective communication and cooperation with the WEASC. Subcommittee meetings are open to all members of the NA Fellowship.

In all its proceedings, this subcommittee adheres to The Twelve Traditions, Twelve Concepts for Service for NA, and the resources of *A Guide to Local Services in Narcotics Anonymous*.

#### **II. Functions of the Subcommittee**

- A. Holds regularly scheduled monthly meetings (bi-monthly as the subcommittee sees fit).
- B. Communicates and disburses all information to and from volunteers.
- C. Distributes activities flyers to all groups via WEASC meetings.
- D. Provides representation and participation in the WEASC.
- E. Coordinates the development of new events at the area level.
- F. Assists, if possible, other NA service bodies upon their request.
- G. Elects and/or appoints members to fulfill the needs of the subcommittee.
- H. Provides functions for the fellowship to have fun and carry the message of recovery.
- I. Carries the NA message to the addict who still suffers.
- J. Maintains an archive of all minutes.

#### **III. Structure of Elected Positions**

The elected positions of the subcommittee are chairperson, vice-chairperson, secretary, and treasurer. All positions, with the exception of the chairperson, who is elected by the WEASC, are elected by the subcommittee.

If an elected subcommittee member becomes unable to discharge the duties of that position, a successor is named by the chairperson and approved by the subcommittee at the next business meeting. Should the chairperson be unable to discharge the duties of that position, the vice-chairperson will automatically assume the position of the chairperson until the next WEASC meeting where a new chairperson will be elected or appointed.

#### **IV. Definition of a Member of the Subcommittee**

A member is defined as an NA member who has attended more than one meeting of the subcommittee and identifies himself or herself as a member of the subcommittee.

## **V. Qualifications and Duties of Elected Subcommittee Members**

### **A. Chairperson**

Elected by the WEASC and fulfills the WEASC requirements of a subcommittee chairperson. These responsibilities include:

1. Attends and provides written reports of all monthly activities at each WEASC meeting.
2. Attends monthly meetings of the Southern California Regional Activities Subcommittee
3. Announces and holds regularly scheduled subcommittee meetings.
4. Prepares an agenda for and facilitates each meeting.
5. Submits annual plans and event budgets for approval to the WEASC, sixty days in advance of the planned event.
6. Elects or appoints other committee members as necessary.
7. Channels all funds from any event to the WEASC Treasurer by the next WEASC meeting.
8. Prints and copies flyers, etc.

### **B. Vice-chairperson**

Elected by the subcommittee. Suggested cleantime requirement of two years. Responsibilities to the subcommittee include:

1. Assumes the duties of chairperson in the case of chairperson's absence.
2. If the office of chairperson should become vacant, the vice-chairperson assumes the duties until a chairperson is elected or appointed by the WEASC.
3. Works closely with the chairperson to become familiar with all aspects of the chairperson's responsibilities.
4. Coordinates committee subgroups for events.

### **C. Secretary**

Elected by the subcommittee. Suggested cleantime requirement of one year. Responsibilities to the subcommittee include:

1. Records minutes of all meetings of the subcommittee and maintains archives of prior meeting minutes and related materials.
2. Prepares and distributes minutes from subcommittee meetings.
3. Keeps current records of all subcommittee members including addresses, phone numbers, and e-mail addresses.
4. Keeps records of all venues used for events to include rules and regulations, price, and contact information.



#### **D. Treasurer**

Elected by the subcommittee. Suggested cleantime requirement of three years. Responsibilities to the subcommittee include:

1. Maintains a simple set of accounting books for the subcommittee.
2. Reconciles the balance sheet of funds for each event.
3. Forwards complete accounting to subcommittee chairperson within twenty-four hours after an event.

#### **VI. Voting Participants and Procedures**

Those addicts who have been defined as members of this subcommittee are eligible to vote on matters concerning the Activities Subcommittee's work. All voting matters are to be decided by a simple majority.

#### **VII. Management of Funds**

1. A budget for any event is developed and forwarded to the WEASC by the subcommittee chairperson at least sixty days prior to any scheduled event.
2. A receipt must accompany each expenditure.
3. The subcommittee treasurer works with the WEASC Treasurer/Vice-treasurer in handling funds at an event.
4. An itemized accounting statement for all functions/events is provided for review at each WEASC monthly meeting.
5. All funds are forwarded to the WEASC Treasurer by the next WEASC meeting.

#### **VIII. Flyers**

1. All flyers must meet the guidelines set by the Southern California Regional Activities Subcommittee and must be reviewed and approved by this subcommittee and by two members of the WEASC Administrative Committee prior to distribution at the ASC.
2. Flyers should be distributed at least two (2) months prior to the event.
3. Under the WEASC flyer guidelines, the minimum number of flyers printed to the area should be 500, at least half to be distributed within the West End Area and the remainder to surrounding areas. The regional guidelines state a minimum of 2,500 flyers. (Flyers may not be distributed at the Regional Activities Subcommittee without the event being on a secured regional date.)

#### **IX. World Service Conference Procedure & Timeline**

In preparation for the World Service Conference (WSC), held during even-numbered years, the Activities Chair is responsible for coordinating the World Service Conference Unity Day and Hospitality and Transportation Teams. As the hosting area for the WSC, WEASC works closely with NA World Services (NAWS) to provide airport/hotel and some local transportation needs for WSC participants. WEASC also maintains an onsite hospitality desk to provide WSC

participants with information on local eateries, meetings, and resources like grocery stores, pharmacies, cellphone services, etc.

### **December**

- Activities Subcommittee meeting: nominate and elect the points of accountability for Hospitality and Transportation teams, which will coordinate on-site hospitality for WSC attendees and transportation to/from airport, local meetings, errands, etc.
- Hospitality and Transportations Teams can then establish their own meetings separate from Activities Subcommittee meetings, understanding that their members may not want to participate in other Activities Subcommittee events

### **January**

- Distribute sign-up sheets at regional committee meeting and at regional activities subcommittee meeting.
- Make sign-up sheet template available online with specifics as needed for Transportation Team.
- Request proof of insurance from NA World Services for unity day events. This must be provided to Southern California RSC in order for event to be listed on the SCRSC website and for flyers to be distributed at the RSC meeting.

### **February**

- Regional committee member (RCM) or Hospitality and Transportation Team Leaders distribute sign-up sheets and solicit sign-up at Southern California Regional Assembly Workshop (SCRAW).
- Hospitality and Transportation Teams should schedule their own meetings to allow time to make information and sign-up available in other areas and in groups. Teams can then invite volunteers to join their meetings and members signed up can announce in their recovery meetings the need for more Hospitality and Transportation volunteers.

### **February/March**

- Distribute sign-up sheets and solicit sign-up at the local *CAR* workshop put on by the RCM.
- Coordinate unity day activities with NAWS staff
- Obtain copy of proof of insurance from NAWS to provide to SoCal RSC

### **March**

- In preparation for money collection at the WSC Unity Day dance, assign at least two people from the Activities Subcommittee (includes the Hospitality and Transportation Teams) with at least three years cleantime to serve as money collectors at the event.
  - Arrange for WEASC Treasurer or Vice-treasurer to be present for at least a portion of the event.
- Recruit on-call volunteers to be available during the WSC week for transportation for errands like pharmacy and grocery-store runs, travel to/from local meetings, etc.

## **WEST END AREA LITERATURE SUBCOMMITTEE GUIDELINES**

*(Revised January 2019)*

### **I. DEFINITION**

The West End Area Literature Committee (WEALC) of Narcotics Anonymous (NA) is a subcommittee of the West End Area Service Committee (WEASC) of NA and consists of elected officers and interested members of NA from within the West End Area.

### **II. PURPOSE**

- A. To maintain an adequate supply of NA literature to meet the needs of the local fellowship, and to stock and make available review and approval-form literature.
- B. To serve as a communication link in all matters of literature between the groups and literature committees on all levels—area, region and world.
- C. To provide a forum and atmosphere where members may contribute to the development and creation of NA literature.

### **III. ELECTED OFFICERS**

All officers other than the chairperson are elected by the WEALC and will be granted voting privileges from that point on. If an elected committee member becomes unable to discharge the duties of that position, a successor will be named by the WEALC Chairperson and approved by the subcommittee at the next business meeting. Maintenance of cleantime is required of all officers as is a willingness to be of service. The suggested cleantime requirements may be waived by a two-thirds majority vote of the WEALC. Any officer who is absent from a meeting twice in a row or three times in any six-month period will forfeit his or her office and voting privilege.

- A. **CHAIRPERSON:** The suggested cleantime requirement for the chairperson is three years, and one year of service in the WEALC. The duties of this position include:
  - 1. Arrive 30 minutes before the ASC meeting begins to help new GSRs, answer questions with orders, and provide ample time for GSRs to place their orders before the meeting begins.
  - 2. Be the single point of accountability for the literature inventory at all times.
  - 3. Schedule, set the agenda, and direct the focus of the subcommittee's meetings.
  - 4. Attend monthly WEASC meetings, and submit a written literature report that includes, but is not limited to: income from literature purchases from the previous month and expenses from replenishment of literature, supplies, etc.
  - 5. Coordinate the distribution of literature and materials to groups and subcommittees during the WEASC meetings.
  - 6. Maintain accurate records of all orders.

7. Assisted by vice-chairperson, conduct an inventory reconciliation after each month's distribution.
  8. Order literature and materials from the Southern California Regional Service Office (RSO) and make sure the order is picked up before each WEASC meeting. In the event the chairperson cannot pick up the order from the RSO, another NA member with at least three years of cleantime can perform this duty at the request of the WEALC Chairperson.
  9. Attend any ad hoc committee meetings set up by the Southern California Region (SCR) in regard to new literature projects.
  10. Serve as a communication link between the WEALC and the WEASC, the SCR, and the pertinent body at the World level.
  11. Submit an annual report in May, noting accomplishments, challenges and ideas for the upcoming year.
  12. Submit a budget in April to WEASC for the upcoming service year (July-June)
  13. Submit an itemized report of any financial transactions to the WEASC.
  14. Upon election, the new subcommittee chairperson reviews their respective guidelines with the subcommittee and makes any recommendations for changes at the September meeting.
  15. Must be able to transport inventory to and from storage facility.
  16. Make monthly payments to storage facility with check provided by WEASC Treasurer.
- B. VICE-CHAIRPERSON: The suggested cleantime requirement for the vice-chairperson is two years, and one year of service in the WEASC. The duties of this position include:
1. Assume the duties of the chairperson in his or her absence.
  2. Attend monthly WEASC meetings and SCR ad hoc meetings as scheduled.
  3. Carry out responsibilities and duties delegated to him or her by the WEALC Chairperson.
  4. Assist with the set-up, distribution, and packing up of literature and materials at WEASC meetings.
  5. Assist chairperson with inventory reconciliation after each month's distribution.
- C. LITERATURE DISTRIBUTION ASSISTANT: The suggested cleantime requirement for the distribution assistant is six months. The duties of this position include:
1. Attend monthly WEASC meetings.
  2. Assist with the set-up, distribution, and packing up of literature and materials at WEASC meetings.
  3. Take inventory of stock on hand once a month with the secretary after each month's distribution.
- D. SECRETARY: The suggested cleantime requirement for the secretary is six months. The duties of this position include:
1. Attend monthly WEASC meetings.
  2. Record and distribute minutes of all WEALC meetings to voting members at the following meeting.

3. Assist with the distribution of literature and materials to groups and subcommittees during the WEASC meetings.
4. Take inventory of stock on hand once a month, assisted by the Distribution Assistant.

#### **IV. COMMITTEE PROCEDURES**

- A. The WEALC holds monthly business meetings.
- B. The literature stock is the greatest number of each item ordered on a monthly basis per 12-month period.
- C. WEALC officers serve a term of one year.
- D. Any WEALC member or officer may succeed themselves in office; however, no one may serve more than two consecutive terms in one position or office.
- E. Any WEALC officer other than the chairperson may be removed from office by a two-thirds majority vote of the WEALC.
- F. All WEALC meetings are open to any member of NA who wishes to attend.
- G. Every April, the WEALC holds a subcommittee inventory meeting to review the accomplishments of the past year and areas for improvement in the future.
- H. Members at large may vote at their second consecutive attendance at the WEALC meeting.
- I. Voting members forfeit their right to vote after two consecutive absences, or three absences in any six-month period.

#### **V. LITERATURE DISTRIBUTION PROCEDURES**

- A. Arrive 30 minutes before the WEASC meeting to help answer questions about literature order forms and/or process.
- B. Literature or materials will not be sold unless an order form has been filled out completely and totaled.
- C. Every effort is made to fill all orders placed; however, orders submitted after the first hour of the WEASC will be filled only if time permits.
- D. The person filling the orders indicates whether each item has been filled completely or partially on the order form, initials the order form, and indicates what items, if any, are on back order.
- E. A group meeting list with the totals in dollar amount of literature being purchased is submitted to the area treasurer immediately after all orders have been totaled and initialed.
- F. A copy of the order form is placed with the order, ready to be picked up by the group representative.
- G. Only flyers that are approved by the WEASC and meet the regional guidelines are distributed to the groups.

# WEST END AREA PUBLIC RELATIONS SUBCOMMITTEE GUIDELINES

*(Revised January 2019)*

## **Purpose:**

- ✓ **Inform the public** that Narcotics Anonymous exists and is a viable program of recovery.
  
- ✓ **Create and maintain relationships** with public entities, professionals, and other organizations that may refer addicts seeking recovery to NA.
  
- ✓ **Coordinate Services** of Hospitals and Institutions, Phonenumber, Public Relations, and Website Teams.

## **I. NAME**

The name of this subcommittee is the West End Area Service Committee of NA (WEASC) Public Relations Subcommittee, also referred to as PR Subcommittee or PRS.

## **II. PURPOSE**

The purpose of the PR Subcommittee is to serve the NA groups within the geographical boundaries of the West End Area Service Committee. The PRS

- A. Informs the public that Narcotics Anonymous exists and is a viable program of recovery.
- B. Creates and maintains relationships with public entities, professionals, and other organizations that may refer addicts seeking recovery to NA.
- C. Coordinates the services provided by the hospitals and institutions, phonenumber, public relations, and website teams.
- D. Collaborates with WEASC Activities Subcommittee to plan and present area learning days/service-oriented events.

## **III. GOALS**

The goals of the PR Subcommittee include, but are not limited to:

- A. Carry the NA message of recovery to addicts with limited or no access to regular NA meetings by providing hospitals and institutions panels and NA literature.
- B. Operate a phonenumber service as a resource for addicts and others in need of support and information about NA and NA meetings.
- C. Create and maintain positive relationships with professionals, organizations, and the public through presentations and by providing meeting information and literature.
- D. Maintain a website that provides information to NA members, professionals, the public, and organizations interested in NA.
- E. Make NA members aware that our individual behavior reflects on NA as a whole and that the public may base its opinion of NA on the actions of a single member.
- F. Train and mentor members to support the services of the PRS.
- G. Collaborate with the Southern California Region to annually host a Regional Service Works event.

## **IV. INTERNAL GOALS AND VALUES**

The PR Subcommittee honors the principles of NA's Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service, and functions within the policies and guidelines of the West End Area Service Committee. The PRS's work is guided by NA literature and service material such as *A Guide to Local Services in NA*, *Public Relations Handbook* and *PR Basics*, *H&I Handbook* and *H&I Basics*, *A Guide to Phonenumber Service*, *Twelve Concepts for NA Service*, and other resources.

#### **IV. PARTICIPATION AND VOTING**

PRS meetings are attended by each of the team leaders, the PRS Coordinator and Vice-coordinator, the PRS Secretary, and other interested NA members. PRS participation and voting are open to all NA members in attendance at any given PRS meeting. The PRS utilizes consensus-based decision making. The PRS Coordinator facilitates meetings and votes only in the case of a tie, if a vote is taken. Discussions may be limited as needed to ensure that all agenda items receive adequate time and attention.

#### **V. MEETINGS**

##### **A. Regular Meetings**

Regular meetings are usually held the first Sunday of each month, one hour before the area service committee meeting—usually at noon—at the same location as the WEASC meeting (Woodland Hills Presbyterian Church; 5751 Platt Ave; Woodland Hills, CA, “Platt and Hatteras”).

##### **B. Special Meetings**

If needed, a special meeting may be called by the PRS Coordinator. It is the coordinator’s responsibility to notify PRS members and West End ASC participants. All reasonable attempts to notify the body are used, such as posting on the website, sending emails, making phone calls/leaving phone messages, sending text messages, and/or posting the meeting information in the ASC’s online email/discussion group. It is the committee member’s responsibility to respond to the coordinator’s request for a special meeting. The coordinator’s notice is complete when the coordinator receives a response to such notice from the service body member.

##### **C. PR Team Meetings (H&I, Phonenumber, Public Relations, Website)**

PRS teams may meet collectively, or each team may choose to meet individually prior to the PRS meeting to discuss details directly related to their individual goals, tasks, and accomplishments.

The purpose of individual team meetings is to

1. Allow ample time to discuss issues specific to the Team.
2. Establish, discuss, and monitor specific service goals, tasks, and accomplishments.
3. Provide a specific time and place for interested members to learn more about and participate in the Team’s service efforts.
4. Allow the PRS meeting to focus its time on intra-Team communications, training, and mentoring.

#### **VI. PRS AND/OR TEAM INVENTORY**

The PRS will conduct an internal inventory at least once every even year: 2018, 2020, and so on. The inventory will be conducted by the coordinator and team leaders. When applicable, the individual teams will also conduct inventories.



## **VII. ELECTED POSITIONS**

### **A. GENERAL QUALIFICATIONS AND STIPULATIONS FOR PRS PARTICIPANTS**

The following are some suggested participant qualifications:

1. A willingness and desire to serve.
2. Time and resources to be an active participant.
3. An understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
4. An understanding of the *Public Relations Handbook* and other applicable NA literature such as *PR Basics*, *H&I Handbook* and *H&I Basics*, and *A Guide to Phoneline Service*.
5. Time and willingness to mentor incoming PRS Coordinator and Team Leaders and/or to train PRS Coordinator or Team Leader for a minimum of 60 days after the member is elected to the position.

Any unfilled team leader position may be set aside or incorporated into another Leader position for the interim unless and until another Leader is seated. PRS subcommittee members present will make the decision regarding this type of incorporation.

Relapse constitutes an automatic relinquishment of the positions of coordinator, vice-coordinator, secretary, and team leader.

### **B. QUALIFICATIONS AND DUTIES OF THE PRS COORDINATOR**

The PR Subcommittee Coordinator is elected by the Area Service Committee, and has these qualities and responsibilities:

1. Three years of continuous cleantime.
2. One-year term.
3. Two years prior PR service or relevant service experience.
4. Coordinates all Public Relations Subcommittee efforts.
5. Presides at all regular and special PRS meetings.
6. Makes regular reports to WEASC on the status of all proposed, current, and completed tasks/plans.
7. Submits an annual budget request to the WEASC in April to cover the costs of PRS planned services to be provided in the upcoming year and provides regular budget updates.
8. Represents PR Subcommittee at the regular meeting of the WEASC.
9. Attends Southern California Region PR Subcommittee meetings as needed.
10. May visit and provide assistance to any meeting or presentation hosted by the PR Teams.
11. Ensures that the duties of each team's service are satisfied if the team leader position is vacant, and if there is no PRS Vice-coordinator.
12. Ensures that PRS orientation is provided to new members and team leaders.
13. Keeps a record of contact information for all team leaders.

14. May request help with leader mentoring from any team leader.
15. Ensures that a current list of resource pool members is maintained including their contact information, qualifications and skills, Team preferences, and restrictions of availability or limitations.

### **C. QUALIFICATIONS AND DUTIES OF THE PRS VICE COORDINATOR**

The PRS Vice-coordinator is elected by the PR Subcommittee, and has these qualities and responsibilities:

1. Two years of continuous cleantime.
2. Willingness to move to the PRS Coordinator position after completing term as Vice-coordinator.
3. One-year term.
4. One year of prior PR service or relevant service experience.
5. In absence of PRS Coordinator, assumes all coordinator responsibilities until the coordinator resumes service or until election of a new coordinator.
6. Works closely with the PRS Coordinator to ensure effective service.
7. Attends regular PR Subcommittee meetings.
8. Works with all team leaders to ensure the most effective and efficient use of available resources and to help them accomplish tasks and goals.
9. Attends Southern California Regional PR Subcommittee meetings as needed.
10. Ensures that the duties of a Team are satisfied if a team leader position is vacant. (If there is no PRS Vice-coordinator, then the coordinator will assume this obligation.)
11. Conducts PRS orientations for new members and team leaders.
12. May visit and provide assistance to any meeting or presentation hosted by the PR Teams.

### **D. QUALIFICATIONS AND DUTIES OF THE PRS SECRETARY**

The PRS Secretary is elected by the PR Subcommittee, and has these qualities and responsibilities:

1. One year of continuous cleantime.
2. One-year term.
3. This position may be filled by a seated group service representative with the understanding that the GSR will be mindful of any conflicts of interest and strive to remain impartial.
4. Takes and keeps minutes for every PR Subcommittee meeting.
5. Maintains meeting attendance records.
6. Maintains current list of resource pool members including their contact information, qualifications, team preferences, and restrictions of availability or limitations.
7. Maintains files of PR Subcommittee.
8. Upon completion of this position, turns over all minutes and other PRS records to the WEASC Secretary for the area service committee archive.

## **VIII. TEAM PURPOSES, TEAM LEADER QUALIFICATIONS, AND DUTIES**

*For additional H&I, PR, and Web Team Guidelines, please refer to Public Relations Subcommittee Guidelines Addenda 1, 2, and 3. These addenda include guidelines that were in place prior to establishment of the PRS in 2017 that are intended to be honored/adapted as the PRS transitions and evolves.*

### **A. HOSPITALS AND INSTITUTIONS**

#### **1. Team Purpose**

Coordinates H&I resources to carry the NA message of recovery and/or to introduce the basics of the NA program to potential members and/or to addicts who do not have full access to regular NA meetings (e.g., addicts seeking recovery who are incarcerated and/or in long-term care facilities, treatment, psychiatric hospitals, detox, etc.)

#### **2. H&I Team Leader Qualities and Responsibilities:**

- a. Three years of continuous cleantime.
- b. One-year term of service.
- c. Prior H&I panel leader experience or relevant service experience.
- d. This position may be filled by a seated group service representative with the understanding that the GSR will be mindful of any conflicts of interest and strive to remain impartial.
- e. Coordinates all H&I Team activities.
- f. Attends monthly PR Subcommittee meeting.
- g. Ability and willingness to read, be familiar with, and follow all facility guidelines (dress code, parking, admission, etc.).
- h. Ensures that regularly scheduled panels are held.
- i. Recruits, trains, and mentors H&I Team volunteers.
- j. Trains H&I Team volunteers with continuous cleantime according to WEASC guidelines to serve as speakers for panels and other H&I presentations. Training includes: facility policies, applicable guidelines of the *PR Handbook*, *H&I Handbook*, and *H&I Basics*, a clear NA message of recovery, and other information as needed.
- k. Prepares and submits required budget request for the upcoming year to PRS Coordinator before the March WEASC meeting.
- l. Submits a monthly report to the PRS Coordinator prior to the monthly meeting on the status of all H&I Team activities, including location, activity, date, and contact information for panels and other H&I presentations.
- m. Maintains adequate literature supply for H&I Team events, activities, and presentations, coordinating literature purchases with the WEASC literature trusted servant and the PRS.
- n. Attends Southern California Regional H&I Subcommittee meetings and/or quarterly Service Works events.

## **B. PHONELINE**

### **1. Phoneline Team Purpose**

Coordinates phoneline services to provide meeting and event information and general information about NA, information about services for loved ones of addicts, and to direct NA questions to appropriate service members.

### **2. Phoneline Team Leader Qualities and Responsibilities:**

- a. Three years of continuous cleantime.
- b. One-year term of service.
- c. One year of prior PR service or relevant service experience.
- d. This position may be filled by a seated group service representative with the understanding that the GSR will be mindful of any conflicts of interest and strive to remain impartial.
- e. Coordinates all Phoneline activities.
- f. Holds Team meetings to ensure work toward and/or completion of goals, tasks, and accomplishments.
- g. Recruits, trains, and mentors Phoneline volunteers.
- h. Trains Phoneline volunteers with continuous cleantime according to WEASC guidelines to serve as Phoneline volunteers. Training includes: Phoneline policies and function, applicable guidelines of the *PR Handbook, A Guide to Phoneline Service*, a clear NA message of recovery, and other information as needed.
- i. Maintains the Phoneline so that all slots are filled, calls answered, and accurate information provided.
- j. Keeps schedule of Phoneline slots and volunteers.
- k. Updates contact information of all Phoneline volunteers.
- l. Attends monthly PR Subcommittee meeting.
- m. Prepares and submits required budget request for the upcoming year to PRS Coordinator before the March WEASC meeting.
- n. Submits a monthly report to the PRS Coordinator prior to the PRS monthly meeting on the status of all Phoneline activities.
- o. Attends Southern California Regional Phoneline Subcommittee meetings and/or quarterly Service Works events.

#### **Phoneline Team Leader Technical Responsibilities:**

- p. Maintains current awareness of the telephone services from the local carrier including service plans, equipment, billing, passwords, and technical assistance procedures.
- q. Implements and/or maintains extension line numbers to the WEASC Phoneline when members/service positions need them.
- r. Updates all automated Phoneline meeting directory, voicemail, and extension lines.
- s. Acts as primary representative between phoneline carrier and WEASC.
- t. Is available on-call to the phoneline carrier.
- u. Has basic computer literacy necessary to perform the service.

- v. Calls phonenumber periodically throughout the month to ensure all features are working properly.

## **C. PUBLIC RELATIONS**

### **1. PR Team Purpose**

Informs the public and addicts seeking recovery that Narcotics Anonymous exists and is a viable program of recovery. Creates and maintains relationships with public entities (schools, community organizations, etc.), professionals, and other organizations that may refer addicts seeking recovery to NA and/or that may provide cooperative support of NA.

### **2. PR Team Leader Qualities and Responsibilities:**

- a. Three years of continuous cleantime.
- b. One-year term of service.
- c. One year of prior PR service or relevant service experience.
- d. This position may be filled by a seated group service representative with the understanding that the GSR will be mindful of any conflicts of interest and strive to remain impartial.
- e. Coordinates all Public Relations Team activities.
- f. Attends monthly PR Subcommittee meeting.
- g. Recruits, trains, and mentors PR Team volunteers.
- h. Trains PR Team volunteers with at least two years continuous cleantime to serve as speakers for community presentations and as informational booth attendants. Training includes: facility policies, applicable guidelines of the *PR Handbook* and *PR Basics*, current referrals list (e.g., suicide hotline, support groups for friends and family of NA members, etc.), NA meeting lists, and other information as needed.
- i. Prepares and submits required budget request for the upcoming year to PRS Coordinator before the March WEASC meeting.
- j. Submits a monthly report to the PRS Coordinator prior to the monthly meeting on the status of all PR Team activities, including location, activity, date, and contact information for community outreach activities.
- k. Maintains adequate literature supply for PR Team events, activities, and presentations, coordinating literature purchases with the WEASC literature trusted servant and the PRS.
- l. Maintains and submits to the PRS Coordinator an ongoing, updated inventory of literature supplied in various public locations and a schedule for restocking literature at these locations.
- m. Ensures that literature supplied in public locations is replenished on a regular basis and that current meeting lists are placed in these locations.
- n. Coordinates with Southern California Regional Service Committee for public relations activities when applicable.

- o. Attends Southern California Regional PR Subcommittee meetings and/or quarterly Service Works events.

## **D. WEBSITE TEAM**

### **1. Website Team Purpose**

Provides information about Narcotics Anonymous, the WEASC, and WEASC meetings to members, prospective members, and the public. Provides information and support to WEASC trusted servants and coordinates an online group (e.g., Google Group or similar) for WEASC.

### **2. Website Team Leader Qualities and Responsibilities:**

- a. Three years of continuous cleantime.
- b. One-year term of service.
- c. One year of prior PR service or relevant service experience.
- d. Computer literate.
- e. Prior website experience or relevant service experience.
- f. This position may be filled by a seated group service representative with the understanding that the GSR will be mindful of any conflicts of interest and strive to remain impartial.
- g. Coordinates all Website Team activities.
- h. Recruits, trains, and mentors Website volunteers.
- i. Trains Website Team volunteers with continuous cleantime according to WEASC guidelines to serve as volunteers for Website Team activities. Training includes: facility policies, applicable guidelines of the *PR Handbook* and *PR Basics*, a clear NA message of recovery, and other information as needed.
- j. Maintains the WEASC website which includes information on meetings, activities, service opportunities, and other NA related information.
- k. Coordinates WEASC online group (Google group or similar).
- l. Attends monthly PR Subcommittee meeting.
- m. Prepares and submits required budget request for the upcoming year to PRS Coordinator before the March WEASC meeting.
- n. Submits a monthly report to the PRS Coordinator prior to the monthly meeting on the status of all Website Team business and activities, including domain name maintenance, site host information, programs used, passwords, and other related information as well as website additions and updates, meeting schedule updates, Google group issues, and other relevant activities.
- o. Attends Southern California Regional Web Subcommittee meetings and/or quarterly Service Works events.

### **Website Team Leader Technical Responsibilities:**

- p. Updates the WEASC website at least monthly or more frequently to ensure the information is current.
- q. Provides monthly website traffic reports.

- r. Troubleshoots technical difficulties, including interfacing with Southern California Region when applicable.
- s. Participates in regional website training opportunities.
- t. Attends monthly Regional Website Subcommittee meeting (usually online).
- u. Facilitates and maintains the WEASC online group (Google group or similar), which includes but is not limited to:
  - o Submits a current copy of WEASC Google group members to the PRS Coordinator on a regular basis.
  - o Adds elected WEASC trusted servants and GSRs to the group upon their election or seating.
  - o Adds other interested NA members after two WEASC executive committee members confirm the identity of the requestor.
  - o Assists others in the use of the Google group.
  - o Coordinates Google group access and information with the WEASC secretary who maintains current contact information for possible Google group participants.
  - o Assists GSRs and other elected WEASC trusted servants to ensure that appropriate reports are posted and distributed via the Google group.
  - o Informs all potential participants of Google group policies, including that requests for information or posting of information pertaining to the WEASC is reasonable communication in the Google group.
  - o Monitors Google group activity for any behavior that is grounds for removal such as using the group to send spam or solicit participants for non-WEASC activities/business, engaging in personal attacks, etc.
  - o Reports to the WEASC any activity that is grounds for removal and maintains records of warnings made to members regarding inappropriate behavior in the group.
  - o Issues warnings to members regarding behavior that is grounds for removal and discontinues members from the group if behavior continues after one warning.
  - o Maintains Google calendar
- v. Coordinates monthly meeting schedule updates on the website and for printing, including
  - o Updates monthly meeting directories in a form ready to be printed.
  - o Sends the meeting list file to the WEASC printing vendor to ensure printing is completed before each monthly WEASC meeting.
  - o Picks up and delivers directories to the WEASC monthly meeting.
  - o Uploads WEASC meeting information to regional website

## **IX. RESOURCE POOL**

### **A. PURPOSE**

The purpose of the resource pool is to maintain a group of available members to be of service to the PRS by helping the Teams as needed. Pool members may

1. serve on H&I panels
2. conduct PR presentations
3. serve on PR panels
4. staff PR booths
5. accompany the PRS Coordinator, Vice-coordinator, or Team Leaders on meetings to develop or strengthen relationships
6. help restock literature at various public locations
7. distribute/post flyers or other informational NA material
8. provide support to the Phonenumber Team
9. provide support to the Website Team
10. and provides other services as needed by the PRS or its Teams.

## **B. RESOURCE POOL MEMBER QUALIFICATIONS**

Pool members

1. must have a minimum of six months continuous cleantime, unless otherwise applicable.
2. must complete an orientation session with the PRS and/or be mentored by the applicable team leader.
3. are expected to provide their contact information, cleantime, preferred areas of service, any limitations to their service (such as lack of transportation, scheduling restrictions, correctional facility admission limitations, etc.), and other information as needed. Information is kept by the PRS Coordinator and may be accessed by team leaders.
4. are expected to provide all services, including presentations, panels, etc., according to PRS orientation and guidelines and facility policies.
5. are expected to be familiar with applicable NA literature and service material such as the *PR Handbook* and *PR Basics*, *H&I Handbook* and *H&I Basics*, *A Guide to Phonenumber Service*, and other relevant NA literature
6. agree to fulfill their commitments and to provide adequate notice to the PRS Coordinator or applicable team leader if they are unable to meet a scheduled obligation or complete a planned task.

## **X. ELECTIONS**

Nominations for the PR Subcommittee Coordinator position are conducted in May at the WEASC meeting. Election is conducted according to the WEASC voting procedure in June.

Nominations and elections for all other positions within the PRS, including vice-coordinator, secretary, and team leaders, take place within PRS meetings according to the established voting guidelines: Participation and voting in the PRS is open to all NA members in attendance at any given PRS meeting. The PRS Coordinator facilitates meetings and votes only in the case of a tie, if a vote is taken.

## **XI. REMOVAL OF PRS-ELECTED TRUSTED SERVANTS**

Trusted servants elected by the PRS will voluntarily relinquish their service positions upon relapse or non-attendance of the monthly subcommittee meeting for three consecutive



months. The PRS may remove the vice-coordinator, secretary, or any team leader by a 2/3 vote of those present for the following reasons:

- Failure to provide written reports for two consecutive monthly PR Subcommittee meetings
- Failure to provide an annual budget in a timely manner
- Other non-compliance with qualifications and responsibilities.

## **XII. FUNDING**

Each Team submits a budget, which is an estimate of expenses for the upcoming year. Budgets will include the actual or estimated cost of goods and services needed to fulfill the goals of that Team in the upcoming year. Team budgets are submitted to the PRS Coordinator in March and the coordinator presents these to the WEASC for approval in April.

Any funds spent in excess of the approved budget will be reported to the WEASC by the PR Coordinator for consideration according to the ASC guidelines.

Team budget expenses may include, but are not limited to:

- Literature for distribution at presentations, informational booths, panels, placed literature racks, etc.
- Informational booth expenses including space rental, deposit for use of the Southern California Region's PR booth materials, and/or other equipment purchase or rental.
- Miscellaneous supplies and services needed to complete the work of the PRS or Teams that is not provided by its participating members such as paper materials, photocopying, etc.
- Registration or other fees and expenses related to PRS trusted servants and/or members participating in Regional learning days and other service learning events.
- Refreshments to be provided or sold to members, volunteers, or the public during events, learning days, etc

# **WEA PRS Guidelines—Addendum 1**

## **West End Area Service Committee Hospitals and Institutions Subcommittee Guidelines**

*(Revised January 2019)*

### **DEFINITION AND PURPOSE**

The H&I subcommittee of the West End Area Service Committee is a group of men and women, members of Narcotics Anonymous, who believe in the concept; "To assure that no addict who" is in a hospital or institution seeking recovery need die without having had a chance to find a better way of life. From this day forward may we provide the necessary services."

This concept should always be our primary concern. This will insure that when an addict in a correctional facility, hospital or recovery house reaches out for recovery, Narcotics Anonymous will be there. This committee is a subcommittee of the West End Area Service Committee and is directly responsible to that committee. Regular monthly business meetings will be held prior to the West End Area Service Committee meeting. Any motion to be made at the West End Area Service Committee meeting by the H&I chairperson will be the conscience of the H&I subcommittee as a whole.

### **QUALIFICATIONS AND DUTIES OF TRUSTED SERVANTS**

A service board of trusted servants shall consist of a chairperson, a vice-chairperson, and a secretary. Any subcommittee trusted servant or member who relapses will be automatically removed from the subcommittee. Any subcommittee trusted servant, who is required to attend, misses two consecutive H&I meetings may be asked to resign and may be replaced. In the case of resignation of the chairperson, the vice-chairperson will assume the chairpersons position until a new chairperson is elected by the West End ASC. In the event of resignation by the secretary, the position shall be held open until a member of the fellowship is found to fill the position.

### **VOTING**

Only active West End H&I members are eligible to vote on West End H&I business. Attendance at two (2) consecutive West End H&I business meetings constitutes active membership. Three (3) consecutive absences at the West End H&I business meetings constitutes inactivity.

### **GENERAL INFORMATION**

A. Any member of the H&I subcommittee is automatically disqualified from further activity upon relapse; but may become eligible again when they can conform to the requirements of these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs; including any mood or mind-altering substances.

B. Any member not conforming to these requirements or any others which may be added later or who refuses to abide by the rules and regulations of the facility being served shall automatically be relieved of any H&I subcommittee assignments.

C. Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated representative. This appointment must be acceptable to the facility being served.

D. Any NA member who is involved with a given facility on a professional or volunteer (other than NA) basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: a) the inmate or patient inside b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital; nor with any judge, doctor, probation or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of Narcotics Anonymous-recovery from addiction through our spiritual program. Of course, these members may participate on panels at other facilities.

E. Length of clean time required by each facility is to be rigidly upheld by all H&I panel chairpersons and panel leaders.

F. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities.

G. If applicable, any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility and, when applicable, the approval of their judicial officer.

H. H&I panel members shall be responsible -for their' conduct in any facility, and they shall take responsibility to become informed, in advance, regarding the rules and regulations of the facility being served.

I. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message-our experience, strength, and hope. H&I speakers should try to get residents involved with the meeting/presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release (including any printed materials).

## **SUBCOMMITTEE TRUSTED SERVANT POSITIONS**

**A. Chairperson** - Suggested clean-time requirement is three (3) years clean time in Narcotics Anonymous.

- 1) Attend all WEASC business meetings, meetings of the subcommittee that they chair, and the respective regional subcommittee meeting every month.
- 2) Submit a monthly written report to the WEASC of all subcommittee activities.
- 3) Submit an annual report in May, noting accomplishments, challenges and ideas for the upcoming year.

- 4) Submits a budget in May to WEASC for the upcoming service year (July-June). For more specific information, please see the WEASC Guidelines, Section IV. A. Financial Procedures.
- 5) Submit an itemized report of any financial transactions to the WEASC.
- 6) Upon election, the new subcommittee chairperson reviews their respective guidelines with the subcommittee and makes any recommendations for changes at the September meeting.

**B. Vice Chairperson** - Suggested clean-time requirement is two (2) years clean time in Narcotics Anonymous.

1) The H&I vice chairperson is elected by the H&I subcommittee. The vice chairperson assumes the duties of the chairperson if the chairperson is unable to serve or until the election of a new chairperson.

2) The vice chairperson must attend all West End Area H&I subcommittee meetings. It is suggested that the vice chairperson attend the West End ASC meeting, as well as the Southern California Regional H&I subcommittee meetings and be available to participate when needed.

3) The vice chairperson is responsible for providing each panel with their literature needs, as well as giving a monthly report of literature disbursements. The vice chairperson works with the chairperson, secretary, and all panel chairs to maintain a smooth operation of the H&I subcommittee

**C. Secretary** - Suggested clean-time requirement is one (1) year clean time in Narcotics Anonymous

1) The H&I secretary is elected by the West End Area H&I subcommittee. The secretary's position is: Keep an accurate set of minutes of all H&I subcommittee meetings. These minutes should be accurately typed, approved by the chairperson, archived and available to the West End Area Service Committee.

2) The secretary is also responsible to keep these records:

- a) A file of all correspondence to and from the subcommittee.
- b) An ongoing file of all subcommittee minutes and the policies of the various facilities the subcommittee services.
- c) An updated list of all subcommittee members.
- d) An updated list of all panel chairs and their panel leaders.
- e) An updated list of all volunteers.

**D. Panel Chairperson** - Suggested clean-time requirement is two (2) years clean time in Narcotics Anonymous

1) The H&I panel chairperson is given a vote of confidence by the H&I subcommittee. An absolute requirement is a strong message of recovery in Narcotics Anonymous. Prior service in Hospitals and Institutions is strongly suggested.

2) The panel chairperson must attend all West End Area H&I subcommittee meetings. They are responsible for maintaining regular and ongoing communication with the H&I

subcommittee, the facilities being served, and the weekly panel leaders.

**E. Panel Leader** - Suggested clean-time requirement is one (1) year clean time in Narcotics Anonymous

1) The panel leaders are assigned by the panel chairperson of that facility. A strong message of recovery in Narcotics Anonymous, an expressed desire to serve, and an introductory orientation are required: Prior experience with H&I service is suggested. Attendance at the PR Subcommittee on the first Sunday in January, April, July and October (or as determined by the subcommittee) is mandatory. Panel will be relinquished if attendance requirements are not met.

2) Panel leaders are responsible for all aspects of the meeting/presentation such as keeping literature as well as making sure the meeting begins and ends on time, and that panel members are in attendance. The panel leader is also responsible to ensure that panel members comply with the West End H&I subcommittee guidelines, and West End Area Service Committee policies, as well as the rules and requirements of the individual facilities, and that any number of panel members are available on the day of their panel.

3) The panel leader maintains communication with the panel chairperson making them aware of any problems that affect the meeting/presentation including any changes in staffing or policies of the facility. Panel Leaders should have regular communication with the panel chairperson to ensure that their panel is sound and effective.

**F. Panel Member** - Suggested clean-time requirement is six months clean time in Narcotics Anonymous

1) Panel members are selected from the current H&I volunteer list. The panel members should be made aware of their responsibilities by the panel leader utilizing the introductory orientation package, as well as any specific facility rules and regulations. A panel should never consist of fewer than two or more than five panel members.

2) Each panel member is placed on the volunteer list when signing-up at a regular meeting of Narcotics Anonymous, thus expressing a desire to be of service. Ideally, although not mandatory, panel members will regularly attend H&I subcommittee meetings to be of service and become involved with the subcommittee.

## **H&I DO'S AND DON'TS**

### DO'S

- Do Clarify the rules with whomever you bring into the facility
- Do Arrive early to set up meeting
- Do Start and end on time
- Do Briefly explain what H&I is to the residents
- Do Make it clear that NA is not affiliated with the facility or other fellowships
- Do Obey the dress code, exercise common sense
- Do Make directories of outside meetings available
- Do Remember that this is a "WE" program, no addict needs to be preached to
- Do Remember that an addict is an addict regardless of age
- Do Tell them there is fun in recovery

### DON'TS

- Don't Bring any contraband items or weapons into the treatment facility
- Don't Take messages and carry letters in or out of the facility
- Don't Show favoritism to any resident(s)
- Don't Bring an NA member who has friends and/or family in the treatment facility
- Don't Wear flashy jewelry and don't carry excessive cash
- Don't Use excessive profanity
- Don't Debate any issue involving the treatment facility's rules, regulations, programs, or other fellowships with residents and staff
- Don't Discuss conditions within the treatment facility
- Don't Discuss treatment staff members with resident(s)
- Don't Discuss resident(s) with the treatment facility staff
- Don't Discuss outside issues
- Don't Sponsor resident(s) in the treatment facility that you are attending as an H&I member
- Don't Accept money or gifts from, or give money or gifts to any resident
- Don't Give anyone within the facility your address or telephone number
- Don't Provide anyone with another NA member's address or telephone number.
- Don't Bring in anyone who is not supposed to be there (sponsees, friends, guests)
- Don't Break another person's anonymity
- Don't Emphasize 'using days' while sharing an NA message of recovery

# **WEA PRS Guidelines—Addendum 2**

## **West End Area Service Committee Public Information/Phonelines Subcommittee Guidelines**

*(Revised November 2018)*

### **PURPOSE**

The West End Area Public Information (PI) subcommittee is to seek out the appropriate public parties, within the West End Area's Boundaries and inform and educate them about N.A.'s existence and primary purpose. Our purpose is also to provide the public with information about how and where to find N.A. All subcommittee activities directed to that end shall be carried out in accordance with our Twelve Traditions and our Twelve Concepts of Service of Narcotics Anonymous.

### **FUNCTIONS/RESPONSIBILITIES**

#### **BASIC FUNCTIONS OF THE PI SUBCOMMITTEE:**

1. To open lines of communication
  - a. between N.A. and the public.
  - b. between the West End Area PI subcommittee, the WEASC, and the Southern California Regional PI subcommittee.
2. To funnel back to the groups specific information given to the subcommittee, by other areas, regions and the World, as necessary.
3. To respond to all requests for information in a timely and effective manner.
4. To be sure that those requests are handled at the appropriate level of service.

### **MEETING TIME AND PLACE**

The West End Area PI subcommittee meets at 12:00 PM the second Sunday of the Month at the ASC meeting location. We encourage all interested members of the fellowship to attend.

### **MEMBERSHIP**

#### **THE FOLLOWING ARE MEMBERS OF THE SUBCOMMITTEE:**

##### 1. Officers of the Subcommittee:

- a) Chair
- b) Vice Chair
- c) Secretary
- d) Public Information Regional Committee Member (PIRCM)
- e) Phone line Coordinator

##### 2. Members that hold other elected positions:

- a) Phone line technician
- b) PI presentations Coordinator

3. Those assigned to head or participate in specific projects as needed, to be decided upon by the subcommittee.

4. Other Voting Members (must have attended two consecutive subcommittee meetings.)

## **VOTING PARTICIPANTS AND PROCEDURES**

Voting eligibility is as follows:

1. Chair, Vice Chair, Secretary, PIRCM, Phone line coordinator, Phone line technician, PI presentations coordinator - Eligible immediately upon Election.
2. All other subcommittee members - Eligible upon having attended two consecutive subcommittee meetings.
3. The subcommittee will strive for consensus-based decision-making however if a vote needs to be taken motions will be passed by a simple majority. All addicts' opinions will be considered at the subcommittee meeting; however, voting eligibility will be enforced.

## **DEFINITION OF QUORUM:**

A quorum shall be considered established when at least one officer and another voting member of the subcommittee are present at the meeting.

## **REQUIREMENTS AND DUTIES OF ALL SUBCOMMITTEE MEMBERS:**

### **General Requirements:**

1. Personal time and ability to perform their duties.
2. Willingness and desire to serve in the position.
3. Clean time and service experience as stated below. (See Service Requirements section.)
4. A willingness to apply the principles of the twelve traditions and twelve concepts in the execution of all subcommittee service work.
5. Work with other subcommittee members in the development of appropriate PI presentation formats.
6. Recruit the appropriate speakers for such presentations.
7. Deliver Information Packet Mailings/Drop-offs/Updates.
8. Participation in Public Relations.
9. Participate in working groups to accomplish specific tasks as assigned by the Chair.
10. Maintenance of clean time throughout term of office or participation.

### **Service Requirements:**

Chair - Minimum of three years clean, one year of service at the area level, and at least six months participation on a PI Subcommittee.

#### Chair Duties:

1. Organize, Update & Maintain Subcommittee Guidelines.



2. Set Subcommittee Meeting Agenda
3. Preside over the regular monthly PI subcommittee meeting.
4. Attend Southern California Regional PI (SCRPI) meetings as needed.
5. Attend PI quarterlies
6. Communicate Info from the WEASC subcommittee, the SCRPI and other subcommittees when appropriate, to the WEASC with a monthly written and oral report.
7. Assist in the organization and implementation of all subcommittee activities.
8. Coordinate and provide feedback and updates from and about all PI Presentations.
9. Delegate responsibilities and oversee all activities of the Subcommittee members.
10. Encourage consensus-based decision-making.
11. Vote only in the event of a tie.

Vice Chair - Minimum of two years clean, with previous experience at the area level and six months participation on a PI Subcommittee.

Vice Chair Duties:

1. Attend all WEASC PI Subcommittee Meetings.
2. Attend the SCRPI meetings in the RCM absence.
3. Will report to the WEASC in the Chair's absence.
4. Preside over the regular monthly PI subcommittee meeting in the Chair's absence.
5. Will perform other duties of the Chair as necessary at the request of the Chair or in the Chair's absence.
6. Facilitate the Literature needs of the subcommittee including development of the budget.

Secretary-Minimum of one year clean with previous service experience at the group level.

Secretary Duties:

1. Record accurate minutes of the PI subcommittee meetings and distribute them to the subcommittee members in a timely fashion, at least one week prior to the next meeting.
2. Report to the WEASC in the event both the Chair and Vice Chair are unable to attend.
3. Maintain database of Potential PI Presentation Leads and Contacts.
4. Communicate info from PI panels, other subcommittees, and the fellowship as necessary.

PIRCM- Minimum of two years clean with previous experience at the area level and at least six months participation on a PI subcommittee.

PIRCM Duties:

1. Attend monthly Southern California Regional PI (SCRPI) meetings.
2. Attend PI quarterlies.
3. Effectively communicate information from the SCRPI and other area PI subcommittees to the West End Area PI subcommittee.
4. Keep in communication with the PI Chair.

Phone Line Coordinator-Minimum 2 years clean. Must have one year of phone line experience

Phone line Coordinators Duties:

1. Attendance at Regional Phone line Meetings
2. Gives a monthly report
3. Handles organization of answering service and phone company
4. Responsible for orientation of new members
5. Keeps schedule of phone line volunteers
6. Keeps updated contact information on phone line volunteers. Makes sure PI secretary has updated information.
7. Works with PI Chair to mediate problems with phone line volunteers.
8. Develops a budget for phone lines

Phoneline Technician – Minimum of 3 months clean. Must have a phone and the ability to take accurate messages

Phoneline Technician Duties:

1. Call the phone line every day to insure it is functioning correctly. Randomly select a day to insure the caller is transferred to the correct mailbox.
2. Retrieve messages from the phone line at least once a week.
3. Call the appropriate person to return the messages (Usually the Chair).
4. Occasionally select to speak to a person to insure the transfer happens correctly.

P.I. Presentation Coordinators - Minimum of two years clean. Must also have experience and knowledge regarding appropriate language, manner, appearance and personal conduct in public speaking events.

P.I. Presentation Coordinator Duties:

1. Coordinate Public Information Presentation with Contacts,
2. Keep contact list of all trained speakers. Coordinate appropriate speakers for presentation
3. Schedule a minimum of two practice sessions before any presentation.
4. If a presentation is scheduled without enough time to have two practice
5. sessions then only experienced PI speakers will be used in that presentation.
6. Coordinate PI presentation training.
7. Coordinate refresher-training sessions as requested by the PI subcommittee (possibly once a year).

Presentation Speakers- Minimum of two years clean. Must also have experience and knowledge regarding appropriate language, manner, appearance and personal conduct in public speaking events

Presentation Speakers Duties:

1. Attend PI presentation training.
2. Be willing to attend refresher-training sessions as requested by the PI subcommittee (possibly once a year).
3. Give contact information and availability schedule to PI Coordinator and PI secretary. Update information so it remains current.

Presentation Speakers Apprentice- Minimum of one year clean. Be willing to learn appropriate language, manner, appearance and personal conduct in public speaking events. Attends presentations with experienced N.A. presenters. Participates in presentation in a minor capacity.

Presentation Speakers Apprentice Duties:

1. Attend PI presentation training.
2. Be willing to attend refresher-training sessions as requested by the PI subcommittee (possibly once a year).
3. Give contact information and availability schedule to PI Coordinator and PI secretary. Update information so it remains current.

All other Subcommittee Members -At least one day clean.

**\*\*NOTE - ANY PORTION OF THESE GUIDELINES MAY BE CHANGED BY A MAJORITY VOTE OF SUBCOMMITTEE MEMBERS. CHANGES WILL BE SUBMITTED FOR APPROVAL OF THE WEASC IN WRITING TO THE WEASC AT THE FIRST WEASC MEETING FOLLOWING ANY CHANGES MADE TO THESE GUIDELINES BY THE SUBCOMMITTEE.**

## **WEA PRS Guidelines—Addendum 3**

### **Website Coordinator Description**

(as previously included in WEASC Guidelines)

#### **Website Coordinator**

- a) Attends the monthly Regional Website Committee meeting.
- b) Updates the Southern California Regional website ([www.todayna.org](http://www.todayna.org)) and the NA World Services website ([www.na.org](http://www.na.org)) based on the current meeting directory every month, and any other applicable events, activities, or information.
- c) Notes changes in meetings during the month and, after verifying such information with that group's GSR or secretary and consulting with the Area Chairperson or Vice-chairperson, makes the appropriate changes on the SCRSC and NAWS websites.
- d) Provides a monthly report to the WEASC of all changes made to both websites.
- e) Maintains and/or coordinates the WEASC website.
- f) Updates the area meeting directory and makes up to 1000 copies to distribute at the area meeting every month.
- g) Maintains the WEASC Google Group

## **WEASC Guidelines**

### **Addendum B—Twelve Concepts for NA Service**

**First Concept 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.**

The primary responsibility of an NA group is to conduct its recovery meetings. Groups join their strength in the service structure, ensuring that other services like H&I, PI, and literature development are fulfilled effectively and without distracting the groups from their own primary responsibility.

**Second Concept The final responsibility and authority for NA services rests with the NA groups.**

The groups have final responsibility for and authority over the service structure they have created. By fulfilling their responsibility to provide their service structure with the conscience and ideas, people, and money it needs, the groups also exercise their authority. Conversely, the service structure must always look to the groups for support and direction.

**Third Concept The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.**

In day-to-day matters, the groups have given our service boards and committees the practical authority necessary to do the jobs assigned them. This is not a blank check issued to the service structure; the groups still bear final authority. To make Concept Three work, we must carefully select trusted servants.

**Fourth Concept Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be care-fully considered when selecting trusted servants.**

Leadership is very important to the welfare of our fellowship. The essay on this concept describes an array of leadership qualities to be considered when selecting trusted servants.

**Fifth Concept For each responsibility assigned to the service structure, a single point of decision and account-ability should be clearly defined.**

In defining a single point of decision for each service assignment, we eliminate confusion about who has authority to do what. We also clarify accountability for our services: whoever is given the authority for a particular task will be held accountable for the fulfillment of that task.

**Sixth Concept Group conscience is the spiritual means by which we invite a loving God to influence our decisions.**

Group conscience is the means by which we bring the spiritual awakening of the Twelve Steps to bear in making service-related decisions. It is fundamental to our fellowship's decision-making process. It is not, however, merely a euphemism for "voting" and is not itself the NA decision-making process.

**Seventh Concept 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.**

All members of a service body bear substantial responsibility for that body's decisions; therefore, all of them should be allowed to fully participate in its decision-making processes. NA service is a team effort. The full participation of each member of the team is of great value as we seek to express the collective conscience of the whole.

**Eighth Concept Our service structure depends on the integrity and effectiveness of our communications.**

Regular communication is essential to the fulfillment of all these concepts, and to the integrity and effectiveness of our services themselves.

**Ninth Concept All elements of our service structure have the re-sponsibility to carefully consider all viewpoints in their decision-making processes.**

To check judgment, to guard against hasty or misinformed decisions, and to invite the sharing of new ideas, our services must consider all viewpoints when making plans. This is essential to the development of a fair, wise, balanced group conscience.

**Tenth Concept Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.**

The Tenth Concept encourages us to treat each other with respect in the service environment, and provides us with a means of making amends when we wrong others. The essay describes ways in which an individual who feels he or she has been wronged can go about seeking redress of his or her grievance.

**Eleventh Concept NA funds are to be used to further our primary purpose, and must be managed responsibly.**

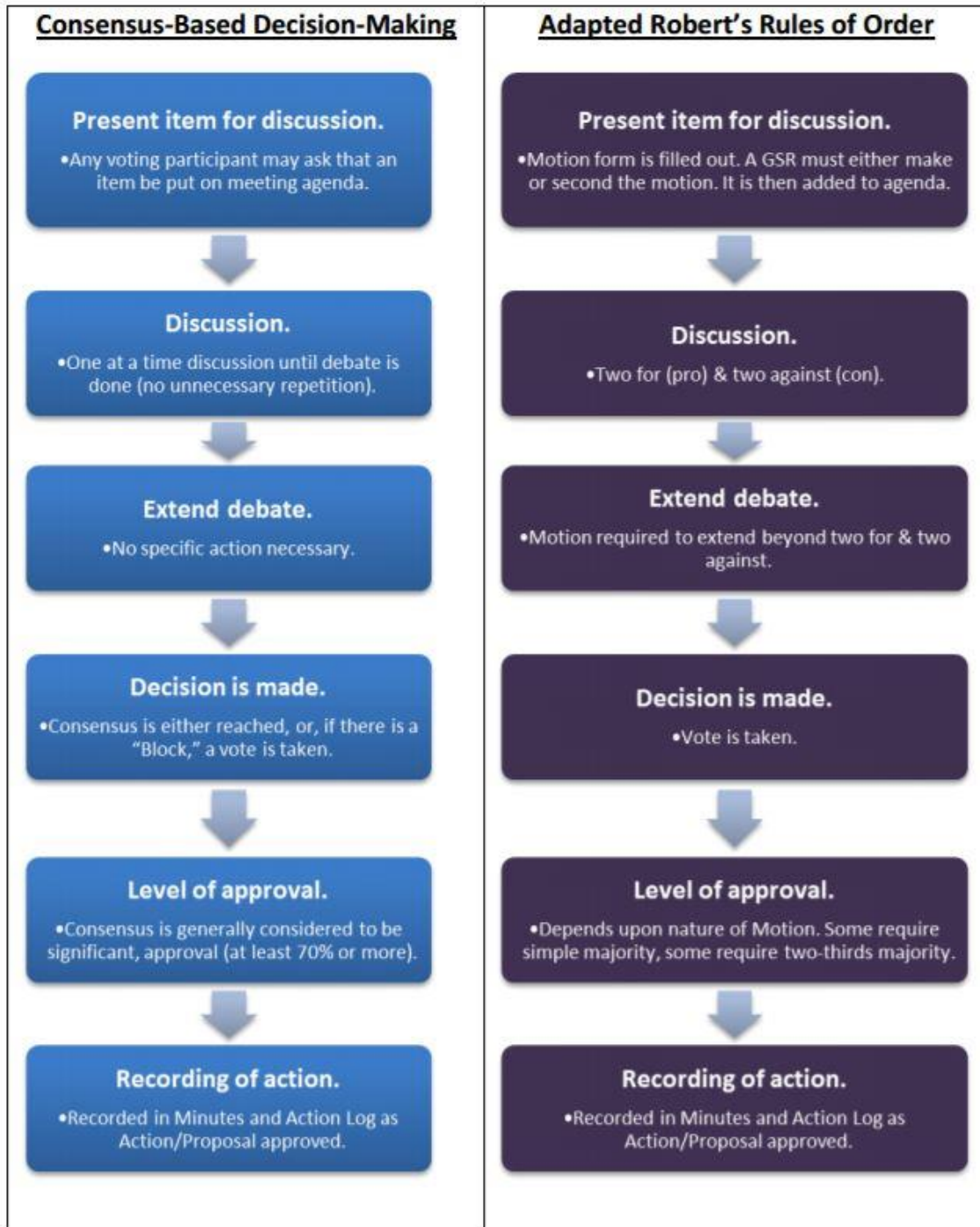
The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability. Direct contributions to each level of service help us focus on our primary purpose, and enhance accountability.

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

Within the context of the Twelve Concepts, as a body, this concept serves much the same function as Tradition Twelve in the context of the traditions. It brings our consideration of concepts for NA service back to the spiritual root of selfless service. "A structure based on that foundation could only be one of service, never of government."

## WEASC Guidelines Addendum C—Consensus-Based Decision Making vs. Adapted Robert’s Rules

Addendum C - Consensus-Based Decision-Making vs. Adapted Robert’s Rules



## WEASC Guidelines

### Addendum D—A Model for Consensus-Based Decision-Making (CBDM) 7

1. Bring proposals to the body;
2. Open up the floor first for clarifying questions about the proposal (not a debate on the merits, but a brief session to be sure everyone understands the proposal)
3. Facilitator asks whether anyone has any reservations about the proposal. These are heard, and they may be answered or the proposal may be tweaked in a manner similar to the "friendly amendment" process in Robert's Rules.
4. Once all reservations have been heard and answered in this way, facilitator asks, "Do we have consensus." Participants respond in one of four ways. Some models only have three, as shown below.

**Assent** This means that I can support the proposal, all things considered. It may not mean that I'm in agreement with every aspect, but that I've heard the discussion and had my chance to participate in the process of finalizing the proposal, and am prepared to support it. Assent is signified by remaining silent.

**Assent with Reservation** This is not materially different from number one, and is the option often left out for that reason, but it is sometimes included as a way of giving people a place to stand when they don't want to object more strongly, but they do want to note that they have reservations. It is done by raising your hand and simply saying when the facilitator calls on you, "Assent with reservations." The assumption is that the reservations have been heard already, and you're simply noting that you can support the proposal, and continue to have these reservations.

**Stand Aside** A common misconception about the stand aside is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote. It is a statement that I do not support the proposal, but my objection is not of the nature or the severity to warrant a block. One of the group's guidelines needs to be how many or what proportion of stand asides indicate a consensus too weak to adopt the proposal.

**Block** This is also commonly misunderstood. Given that a proposal can be defeated by a sufficient number of stand-asides, the block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal, or some very fundamental moral position of the participant is violated. A member who blocks should be able to articulate which Tradition or Cor other principle fundamental to NA is violated by the proposal.

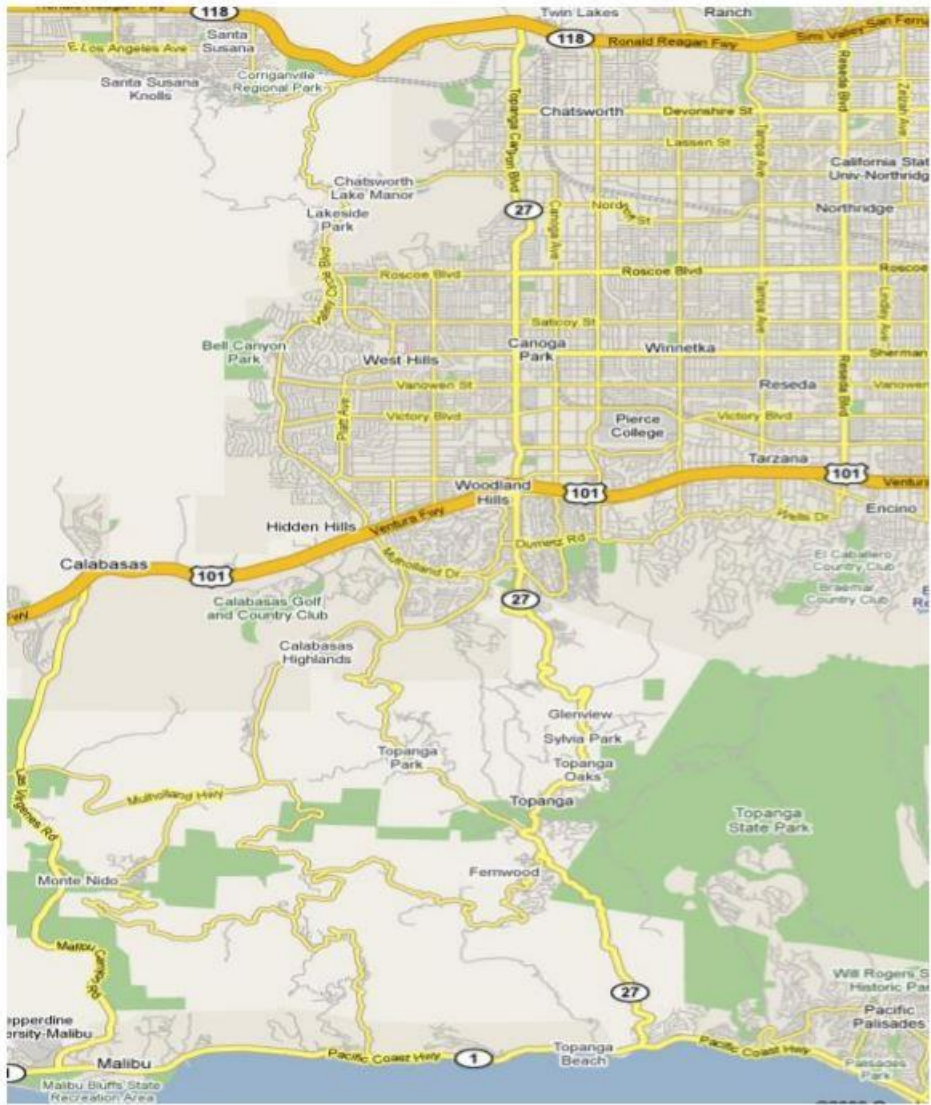
This is a generally-accepted model used within NAWS-held workshops on this issue during 2000-2004.



# WEASC Guidelines

## Addendum E—Geographic boundaries of the area served by WEASC

Geographic boundaries of the area served by WEASC borders (in clockwise sequence) are north—the 118 free way, east—Reseda Blvd., south—Mulholland Drive, west—Topanga Canyon Blvd., south—Topanga Beach, west—Las Virgenes Road, and north—Ventura County line up to the 118 free way (see attached map). We have the option to include additional meetings when applicable.



## WEASC Guidelines—Addendum F – WEASC Asset Liability Form

# WEASC ASSET LIABILITY FORM

### MISAPPROPRIATION/MISUSE OF FUNDS AND MISCONDUCT

#### i. Misappropriation/Misuse of Funds

The Eleventh Concept of NA Service establishes the sole priority for the use of NA funds to carry the message to the addict who still suffers. The Twelfth Concept of NA Service gives the WEASC a mandate from the NA groups that call for total fiscal accountability. With this in mind, any misappropriation or misuse of funds by any area trusted servant or NA member cannot and will not be tolerated. The definition of “misappropriation of funds” includes, but is not limited to, theft, embezzlement, or use of NA funds for purposes not expressly authorized by the WEASC, a subcommittee, or an ad hoc committee. This includes the theft of cash, check, any financial instrument (i.e., refunds, royalties, or rebates from vendors to the NA Fellowship), or asset (i.e., equipment, supplies, or physical inventory).

#### ii. Misconduct

Misconduct is defined as any action contrary to the Twelve Traditions of NA, the Twelve Concepts for NA Service, the guidelines of the WEASC, the guidelines of a WEASC subcommittee or ad hoc committee (if applicable), or violation of California state or US federal law to the extent that such misconduct is detrimental to the NA Fellowship. This includes conduct that creates a benefit to a member or outside enterprise to the detriment of the NA Fellowship.

#### iii. Interim Action Suspension

Should any WEASC Administrative Committee member, subcommittee member, or any nonelected NA member be suspected to have misappropriated or misused WEASC funds or have been involved in misconduct, the WEASC Administrative Committee duly elected officers will vote, in person, email or by phone, to immediately “suspend” the member involved from service to the area. Suspension in this instance is not disciplinary action; it is a pause in active service to allow time for investigation of an incident.

A. Upon suspension of any member, the WEASC Administrative Committee must make a full and timely investigation of the matter and report the findings at the next WEASC meeting.

B. The presiding officer of the WEASC, immediately upon calling the following WEASC meeting to order, must report all interim actions/decisions made by the Administrative Committee, fully disclosing the alleged misappropriation or misuse of WEASC funds or misconduct and the individual involved. Any member suspected of misappropriation or misuse

of WEASC funds or misconduct may exercise the Tenth Concept for NA Service to redress the issue at that time.

iv. WEASC Action

Once the WEASC Administrative Committee investigates and reports to the WEASC its findings of the suspected violation of this section, the WEASC must immediately vote on a motion to either remove the individual from office and/or the committee "with cause," or to reinstate, or to extend the investigation.

(1) Should the WEASC remove an officer or member with cause, the said individual's participation with WEASC and all its subcommittee is immediately terminated. The WEASC Chairperson will notify said member by phone or certified mail, of the outcome of the vote. The WEASC Chairperson will also notify the Southern California Regional Service Committee of the action.

(2) The WEASC may reinstate an officer or member by a vote of two-thirds of all voting members, after which the aforesaid member may resume their duties and participation within the WEASC structure. The WEASC Chairperson will also notify the Southern California Regional Service Committee of the action.

v. Restitution

Members who are found to have misappropriated or misused WEASC funds will be expected to fully reimburse the WEASC, or face possible legal actions. If the member is unable to immediately reimburse the WEASC in full, a payment plan, calling for repayment within a reasonable amount of time, may be instituted once accepted by the WEASC voting members.

*"If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees and world services as resources."*

World Services Bulletin #30R, *Theft of NA Funds*

**I have read and agree to the above portion of the WEASC Guidelines.**

Dated this \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_  
NAME

\_\_\_\_\_  
POSITION