



ARIZONA REGIONAL SERVICE COMMITTEE

GUIDELINES

**Approved
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MISSION STATEMENT

The mission is to provide an open line of communication and service between the Area Service Committees and The Narcotics Anonymous World Service Office (NAWS). The Arizona Regional Service Committee will provide the services and support that facilitates the continued growth and development of the fellowship of Narcotics Anonymous within the Arizona Region.

THE TWELVE TRADITIONS AND THE TWELVE CONCEPTS OF NA SERVICE

The ARSC members, directly responsible to those they serve, use the Twelve Traditions of NA and the Twelve Concepts for NA Service to guide them in their Consensus Based Decision Making Process (CBDM) pertaining to policies and actions as trusted servants.

The Twelve Traditions of Narcotics Anonymous

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

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

The Twelve Concepts of NA Service

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

MEETING TIMES AND LOCATIONS

1. The ARSC meeting will meet bi-monthly on the third Sunday of odd number months from 12:15 p.m. to finish.
2. The ARSC Inc. (BOD) will meet at 10:00 am.
3. The RCM forum will begin at 11:15 AM.
4. The ARSC Chairperson, in conjunction with the local Area RCM, will be responsible for arranging the meeting place.

SPECIAL SESSIONS OF THE ARSC

To hold a special session of the ARSC, a request is submitted to the ARSC Chairperson. Due cause shall be determined by the ARSC Chairperson, and, if necessary, a voice vote by telephone is taken. Unanimous approval of all ARSC Areas is required to hold a special session. The Chairperson will select a reasonable and prudent location, date and time for the special session.

THE REGIONAL SERVICE COMMITTEE

The Arizona Regional Service Committee, referred to as ARSC, is a committee made up of Regional Committee Members (RCMs), who are selected by the Area Service Committees (ASC) within the Region to serve the Fellowship, Regional Service Committee Officers, which includes the Regional Delegate and Alternate (RD & RDA), Subcommittee and Ad hoc Committee Representatives. The ARSC meets regularly to serve the specific needs and directions of its member Area Service Committees.

Membership

1. The ARSC membership shall consist of voting and non-voting members.
2. Eligible to vote:
 - a. The RCM
 - b. The Alternate RCM, or designated alternate, in RCMs absence
3. Non-Voting Members (Participants):
 - a. Administrative
 - b. Regional Delegates
 - c. BOD Liaisons
 - d. Subcommittee Chairs
 - e. Ad-Hoc Chairs

Regional Committee Member (RCM):

The following are suggestions for the RCMs participating at the ARSC:

1. Qualifications are set by the areas the RCM represents.
2. Working knowledge of the 12 concepts and 12 traditions.
3. Attends the ARSC meetings regularly (consistent non-attendance shall be reported to the appropriate areas).
4. Attends the RCM Forum prior to the Regional Meeting.
5. Support one ARSC committee by voluntary participation.
6. Support ARSC workshops and other activities by voluntary participation.
7. Understands ARSC procedures and policy.
8. Provide copies of their reports to the other RCMs and the ARSC Secretary to help facilitate better communication among the Areas.
9. Helps to assure the incoming RCM is adequately prepared for assuming the position.
10. Responsible for distributing regional minutes, reports, flyers and any information pertaining to the Narcotics Anonymous Fellowship.
11. Turns in Area donations before the start of each ARSC meeting.

DECISION MAKING PROCESS

1. There will be one RCM permitted to carry their Areas consensus.
2. Any ARSC Participant present is eligible to discuss.
3. The ARSC Guidelines are the primary procedural source in conducting the Regions business.
4. Phone or electronic decisions for Region are limited to the following:

An emergency consensus may be taken if an issue arises that has been brought to the Regional Chairperson by phone or letter. The Chairperson will call the Vice-Chairperson and RD to discuss the issue. If they agree it needs immediate action the Chairperson may call RCMs, and a consensus is then taken. The intent of this policy is to allow for emergency actions **ONLY!**

Quorum

1. An official quorum must be established to make decisions in new and old business.
2. All NA Areas registered with the ARSC have a voice and are entitled to a vote. Any Area wishing to register with the ARSC may send a RCM to the ARSC meeting and announce its intention to register with the ARSC after Roll Call. An idea/request may then be made to admit the Area to the ARSC starting with that meeting. If that idea/request passes then the RCM may immediately participate with the power to vote on New Business.
3. In the event an Area has not been represented for two consecutive meetings the number of Areas registered shall be reduced by one in order to correct the Quorum.
4. An area that has been absent for two consecutive ARSC meetings must follow the area registration process as defined in number two above.
5. An official quorum is one more than half of the voting members.
6. In the absence of an elected RCM for an Area, only an eligible voting alternate, as determined by the Area, will be considered.
7. If eligible voting members leave the meeting before all business has been conducted, thus dissolving the quorum, business may continue as though a quorum were still present.
8. The following Areas are recognized by the ARSC and shall be eligible for one vote each by active representation:

East Valley	Southeast
Navapache	Southwest
Peaks Verde Valley	
Phoenix	West Valley
South Central	Yavapai

New Business Requests

An **Idea or Request** is the method by which actions are formalized by the ARSC members. The following are guidelines for their use:

1. This body operates on a consensus based decision-making process.
2. Any Idea or Request must be submitted to the secretary in writing before the **Consensus Based Decision Making Process** can begin.
3. As a spiritual body we try to reach all decisions by consensus;; we believe that a loving God's will is expressed through our group conscience (2nd tradition). In the event we cannot reach consensus, a decision will be reached using a 2/3 majority vote to reach our decisions.
4. One of the reasons we try to achieve consensus is it insures that we follow our 9th concept, "All elements of our service structure has the responsibility to carefully consider all viewpoints in their decision making process." By carefully discussing and respectfully listening to all points of view we try to make sure this occurs at the committee meetings. The reason all * RCMs are allow to come to a consensus on many decisions is the 7th concept which states, "All RCMs of a service body bear substantial responsibility for that body's decision and should be allowed to fully participate in its decision-making process."

New Business Requests -Cont.

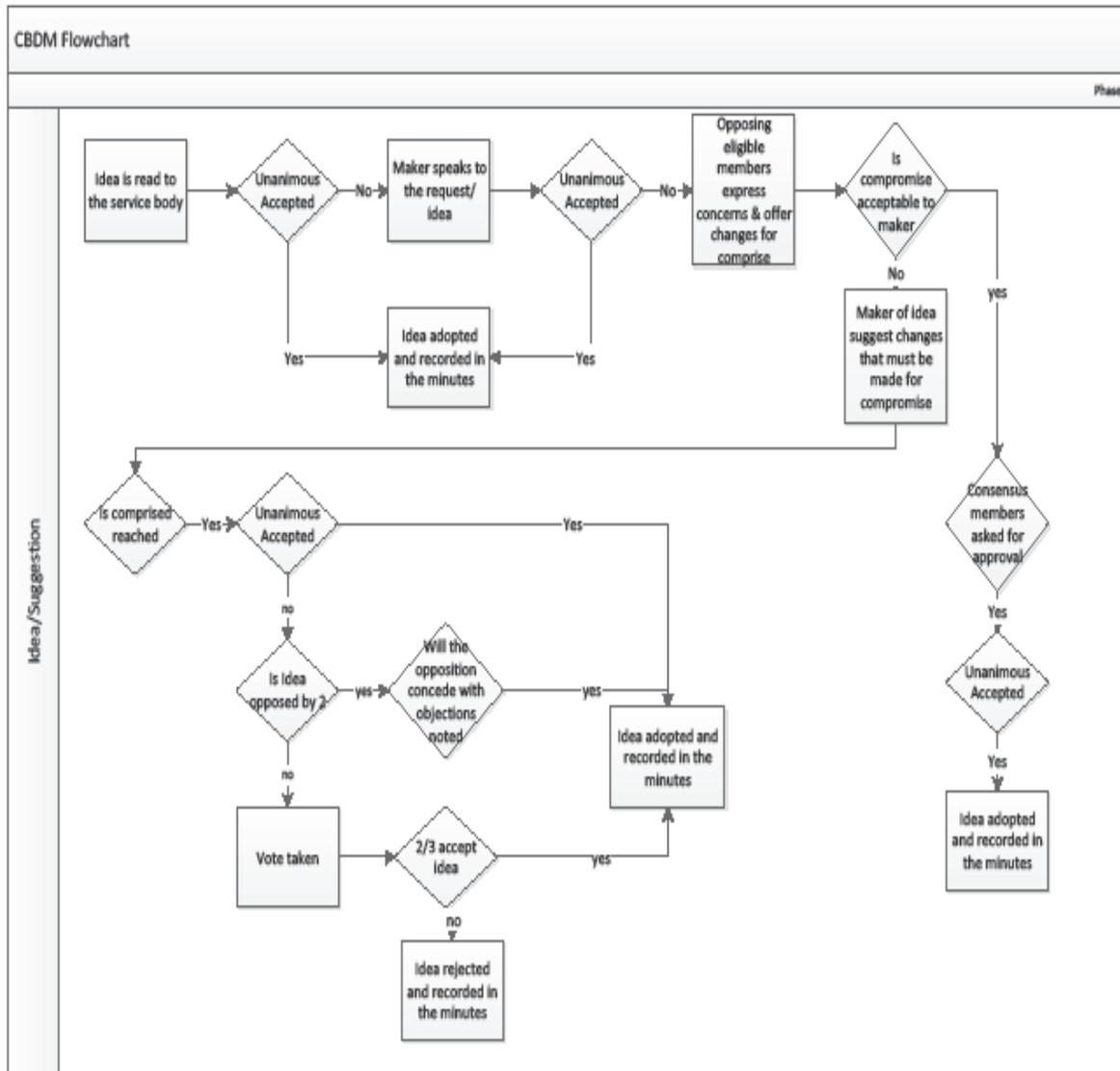
5. All sub-committees will operate with the same process.
6. All committee ideas/request except elections will first be considered using consensus based decisions for the committee's purposes. The process for consensus-based decision-making allows for points of view to be heard and fairly considered within the committee. At this point the chair can recognize ARSC Participants if needed.
7. If at the end of discussion the committee has not reached decision, those dissented from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting RCM(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using a 2/3 majority vote.
8. When an idea/request is being discussed in new business and time in the ARSC meeting ends, that subject will be brought up in old business at the next ARSC meeting.
9. Any member of the ARSC may submit an idea/request to the floor.
10. RCMs may address request or ideas brought to the floor.
11. Participants may be recognized by the chair.

Debate And Discussion

To avoid confusion and reduce the amount of time spent on ARSC business, the following guidelines have been adopted. They are intended to guide the Chairperson in executing the agenda and are not to be used as a device for the self-interests of individuals. It is the Chairperson's responsibility to guide the ARSC in the debate and discussion of the fellowship's business, upholding Concepts 7 and 9, while following the policies of the ARSC.

1. Debate and discussion are limited to the members of the ARSC, once recognized by the Chairperson. The Chairperson may recognize others at his/her discretion as is prudent by the nature of the business at hand.
2. The difference between discussion and debate are as follows:
 - a. Discussion is that which takes place when there is no idea/request on the floor.
 - b. Debate is that which follows an idea/request and is prior to a consensus.
3. Discussion will occur at times such as in old business, new business, Regional Committee Members reports, and committee reports. The Chairperson will at his/her discretion lead the discussion, interpret discussion guidelines, or close the discussion at hand. The guidelines on discussion are as follows:
 - a. Each member may make statements and ask questions on each issue.
 - b. A member may appeal to the Chairperson to continue the discussion after all members have had an opportunity to address the issue under discussion.
 - c. The Chairperson at this time may take a straw poll to determine if continued discussion is necessary.
 - d. The Chairperson may direct that a request or idea is made by the committee at this time.
4. Debate will occur after an idea/request is introduced in new business. To allow the maker of the idea/request and eligible RCMs to fully participate, limits on debate are as follows:
 - a. In debate, each voting member will be given a limit of three minutes to address the idea/request being debated.
 - b. The Chairperson at this time may take a straw poll to determine if continued debate is necessary.
 - c. Questions and/or information pertinent to an idea/request shall be directed to the Chairperson.
 - d. For clarification purposes the chair may recognize eligible members of the ARSC.
 - e. Refer to CBDM Process Model.
 - f. Approved idea/request shall be recorded in the minutes and will become effective as stated in the request/idea.

The Model For Consensus-Based Decision Making



COMMITTEES

Because the ARSC is responsible for providing service on a regular basis to a large geographical area and meets only six times a year a system of Standing and Ad Hoc Committees are formed to assume responsibility for fulfilling our primary purpose in specific ways.

1. The initiation and finalization of committee projects occurs at the ARSC, and each committee is responsible to the ARSC.
2. Each ARSC committee representative should establish lines of communication with the appropriate World Service Conference Committee, World Service Office, Western States Forum, and the Area Service Committees within the Region.
3. A committee may perform fundraising activities for funding of its specific activities. However, once funds have been returned to the ARSC treasury, the committee may not designate to the ARSC where those funds will be spent.
4. Provide easy access to information from various sources that match the needs of the areas.
5. Provides a forum to the Regional Service Committee Members (RCM) prior to the ARSC meeting.
6. Provide two GSR assemblies per year.
7. Manage the ARSC funds responsibly: funds for our operations are derived from Na areas and group donations, activities, and the Arizona Regional Convention.
8. Audits of the Arizona Region shall be conducted to insure fiscal responsibility.
9. Support a delegate to the World Service Conference and Western States Zonal Forum Meeting.
10. It is the responsibility of the Regional Service Committee to support World Services.
11. Any amendment or deletion to the Regional Guidelines after a consensus has been made shall be referred to the BOD policy for review prior to adopting the amendment or deletion. This will be accomplished in a timely manner.

The Administrative Committee

Members of this committee are the ARSC Chairperson and Vice Chair, Treasurer, Treasurer Alt., Secretary, RD and RD Alternate.

This committee acts to serve the needs of the ARSC in conducting business between meetings, arranging meeting places, arranging agenda, correspondence, and other related activities:

1. The ARSC Chairperson will lead this committee and will be responsible for setting the time and place of this committee meetings.
2. Will conduct bi-annual audits of the Region, and the Convention Committee.
3. Will conduct an annual audit of the Board of Directors.
 - a. Financial records.
 - b. ARSC material property.
4. The Administrative Committee will normally meet on the day of the regular ARSC meeting.
5. Establish and maintain sub-committees to provide services for our fellowship and the public.
6. Announce and support all activities that individual Areas of the ARSC decide to sponsor.
7. Maintain and publish records of fellowship fund distributions and financial balances of the ARSC.
8. Provide a Post Office Box, Storage facility, necessary services, for all physical properties belonging to the ARSC.
9. Produce and distribute a Regional Meeting List.
10. Provide and continually maintain a regional website.
11. Assist in developing unity throughout our NA Region by providing assistance in hosting events which have an impact throughout the unified region: Annual "Learning Days", The Annual Regional Convention, Six ARSC meetings, and other Regional-wide "event" projects as requested by the NA Areas.
12. Manage the Arizona Regional funds responsibly: funds for our operations are derived from conventions, merchandise sales and regional donations from NA areas and groups.
13. To insure that the regional budget as a whole is completed and approved at the first regional committee meeting of the new term.
14. Audits of the Arizona Region shall be conducted to insure fiscal responsibility.

STANDING COMMITTEES, cont.

The Administrative Committee, cont.

15. When there is an excess of funds over our projective needs to meet the Regional Budget and other Regional needs, that excess will be sent to our Narcotics Anonymous World Services Office.
16. Being responsive to the needs of the areas; at our six meetings that assist with, or clarify issues affecting NA areas when brought to the attention of the regional body by their representatives or individual members.
17. Establish annual budgets for the ARSC (See budget procedures).

The Board of Directors

The Arizona Regional Service Committee Incorporation is directly responsible to serve the Arizona Regional Service Committee. The BOD is responsible for those matters involving the corporation, as well as the regional property, regional assets, and intellectual property rights. The BOD shall provide the services and support that facilitates the continued growth and development of the Fellowship of Narcotics Anonymous in the Arizona Region. The BOD will also provide protection for the group against third party claims by maintaining a general liability insurance policy for the specific activities of the NA areas and the Arizona Regional Convention.

1. The Regional Board (BOD) will serve in total, in a fiduciary capacity.
2. The BOD shall have a liaison to the ARSC.
3. The BOD will meet on the weekend of the regional meeting.
4. The BOD will make available its members and/or resources to the ARSC as requested.
5. The BOD will assist in all regional audits as requested by the ARSC.
6. The BOD is the fiduciary agent for all ARSC property, intellectual property rights, and bank accounts.
7. All contractual agreements by and for the ARSC and its subcommittees are to be submitted for review and signature by the regional board.
8. Manages the regional insurance policy.
9. Coordinate, and maintain the ARSC archives when received.
10. The Board is structured in this manner:

Corporate Positions

Chief Executive Officer (*)	Regional Treasure/Director
Executive Officer (*)	Convention Treasure/Liaison Director (*)
Chief Financial Officer (*)	Director
Secretary/Director	Recording Secretary
Regional Liaison/Director	Statutory Agent
Site Location/Director	Policy Committee Insurance Liaison/Director

* These corporate positions mirror the ARSC checking account signature cards.

11. The committee representative will be the Regional Liaison Director and he/she will submit a written report to the ARSC meeting.
12. The committee's main interests at this time are:
 - a. State of Arizona nonprofit corporate filing.
 - b. Yearly tax return.
 - c. Checking account signature cards.
 - d. Insurance policy.
 - e. Submit a bi-monthly financial report to the ARSC.
 - f. Participate in a bi-annual audit of the Regional treasury.
 - g. Participates in the BOD audit.
 - h. Participate in the audit of the Convention Committee treasury.
 - i. Performs assigned tasks as directed by the ARSC.
 - j. Makes recommendations to the ARSC to assist in its mission and policies.

STANDING COMMITTEES, cont.

The Board of Directors, cont.

13. The Policy Committee: Researches the items of business that affects the ARSC policy and guidelines. The committee makes recommendations on questions of policy at the request of the ARSC Committees or the ARSC members for their respective Areas. The general policies of Narcotics Anonymous are expressly stated in the Twelve Traditions of N.A. and the Twelve Concepts for N.A. Service; this committee is concerned with the application of these principles within the ARSC. The committee will consist of the Board of Directors.
 - a. The policy committee recommendations to the ARSC will be a consensus of the policy committee and the BOD
 - b. Regional/Liaison Director of the BOD will submit a written report of all committee activity and needs at the ARSC meeting.
 - c. The policy committee will review and incorporate all addendums of policy to this document (ARSC guidelines) annually.
 - d. Only RCMs will make decisions on policy matters.

The Convention Committee

Plans and coordinates an annual event known as the "Arizona Regional Convention of Narcotics Anonymous". Its goal is to bring our membership together in a celebration of recovery. The committee members are bound by a separate set of guidelines known as the "Arizona Regional Convention Guidelines". The purpose of the ARCNA is to enhance recovery stimulate growth for the local fellowship and encourage unity with an annual celebration of our recovery.

1. The primary goal is the constant focus on convention registrants. The convention must be as accessible to as many members as possible and financially responsible.
2. The committee's reporting and information point will be the Convention Chair, and the Convention Vice-Chair in his/her absence.
3. The committee will submit a written report of all committee activity and needs at each ARSC meeting.
4. Provide a workshop for the RD and RDA for fellowship development, and the BOD presentation.

Basic Services (Subcommittees)

The basic services that most Areas request from the Region and a short definition are listed below:

1. Activities: Acts as a resource to the Areas, Groups, and Individual Members in their efforts to plan and coordinate activities throughout the Region. The activity coordinator is bound by a separate set of guidelines located in Section XXXI.
2. Directories Committee: Produces a directory of meetings in the Region and maintains the meetings on
3. the website. **It is the responsibility of the RCMs to provide and confirm current meetings in their area.**
4. Hospitals and Institutions (H&I): Acts as a resource to Areas, groups and individual members in
5. their efforts to carry the message of recovery into institutions such as prisons, hospitals, detoxification centers, and recovery houses. The committee members are bound by a separate set of guidelines located in Section XXIX.
6. Literature Review Committee: This committee seeks and forwards the input from all Area literature subcommittees in respect to literature being developed by the World Service Conference Literature Committee or by the fellowship. The committee members
7. Public Relations (PR): Acts as a resource for Area public information committees in accomplishing their tasks by using different media to inform the public about Narcotics Anonymous. Maintaining the spirit of the 10th and 11th Traditions of Narcotics Anonymous is highly essential. Contact person for the meeting facility. The committee members are bound by a separate set of guidelines located in Section XXVI.
8. Web Committee: The purpose of the ARSC website committee is to provide easily accessible information, communicate activities to the fellowship, and inform the general public about Narcotics Anonymous.

STANDING COMMITTEES (cont.)

Ad Hoc Committees

An Ad Hoc Committee may be formed by the ARSC for reasons it sees fit to further carry out NA.'s primary purpose. At the inception of the committee, the ARSC shall determine a length of time in which the Ad Hoc Committee shall remain active (i.e., for one year or until a specific project is completed). At the end of that period, the status of the Ad Hoc Committee will be reviewed and an extension of time granted or the Ad Hoc Committee terminated.

1. In most cases the representative for these committees shall be the Regional Committee Member (RCM) or other members appointed by the Regional Chair. The Ad-Hoc Chair will then utilize the human resources within the region to accomplish the task at hand.
2. In the cases where the Ad Hoc is to have a representative other than the RCM, the Ad-Hoc Chair will attend each regional meeting.
3. The committee representative will submit a written report of all committee goals, activity, progress and needs at the regular ARSC meeting.
4. The committee must submit requests for funding to finance its activities through the regular ARSC channels. (Refer to the budget policy).

ARSC COMMITTEE RESPONSIBILITIES

ARSC Officers

1. Any ARSC officer or subcommittee chair may be requested to attend any ASC Meeting.
2. Submits full accounting with receipts, of all expenses to the ARSC Treasure along with a detailed report.
3. Shall have experience in preparing a budget.
4. Shall hold no other elected ARSC position.
5. Acts to serve the needs of the ARSC in conducting business
6. All Checks issued shall have two signatures.*

* Authorized to sign on the ARSC checking account signature cards.

STANDING AND AD HOC COMMITTEES

1. Holds meetings regularly and submits dates and times to the ARSC.
2. Uses the most current version of the WSC approved reference material.
3. Provides an oral and written report to the ARSC of all standing committee activity including; income, expenses, receipts and bank statements.
4. Submit an annual proposed budget in July for incoming subcommittee chairs in September.
5. Chairperson will report back to the ARSC following their appointment on the scope of work, budget and a proposed time line of completion.
6. Through a committee structure, will initiate, fulfill, record and report upon the particular direction or project, which was determined by the ARSC.
7. Submit a written report of committee activity, finances, and any other pertinent information to the ARSC either in person or through the RD-A as is deemed appropriate by the ARSC.
8. Gives an accurate accounting of all monies spent by their committee.
9. Establish links of communication with all Regional Committees to fulfill the committee's purpose
10. Establish links of communication with the appropriate Area subcommittee.
11. Assist in conducting Regional workshops as necessary
12. Helps to assure the incoming committee representative is adequately prepared for the position if applicable.
13. Submit receipts for any service related expenditures to the regional treasurer prior to the next regional meeting.

ARSC ADMINISTRATIVE COMMITTEE POSITIONS: Qualifications & Responsibilities

The qualifications suggested here are intended as a guide for the RCMs in selecting trusted servants for the ARSC. Some individuals nominated will not fit all of the criteria set forth and it should not disqualify them from consideration. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants. It should be stated however that these guidelines come from previous experience and should be weighed as such when considering a nominee for a particular office.

Chair*

Qualifications

1. Willingness and desire to serve.
2. One year commitment.
3. Minimum five years clean time.
4. Minimum of one year of regional service.
5. An understanding of the Twelve Traditions of N.A., the Twelve Concepts of N.A. Service, and the Twelve Steps of N.A. through application.
6. Time and resources to be an active participant.
7. Has service experience with large scale Service Committees.
8. Administrative and management abilities preferred.
9. Personal financial stability.
10. Signer on regional checking account.

Responsibilities

1. Understands and upholds the ARSC guidelines and policy.
2. Serves as Chairperson of the Administrative Committee.
3. Arranges and executes the meeting agenda.
4. Provide a bi-monthly written and oral report to the ARSC.
5. Submits the administrative budget to the ARSC.
6. Conducts the audits of the ARSC. BOD, and convention financial records, as well as any other subcommittee or ad-hoc committees.
7. Assures the meeting starts on time.
8. Facilitates the meeting as per the ARSC guidelines.
9. Conducts and collects a consensus by phone/electronic for required business when ARSC is not in session.
10. Conducts elections of new officers and committee representatives.
11. Orients newly elected officers and representatives to ARSC policy and guidelines.
12. Signs all correspondence which requires the signature of a representative of the ARSC.
 - Co-signer of ARSC checking account as the Chairperson.
13. Helps to insure the incoming Chairperson is prepared for the position.
14. Attends all ARSC meetings.
15. Appoints a chairperson, interim officer, and Ad-Hoc subcommittees, when necessary.
16. Submit receipts for any service related expenditures to the regional treasurer prior to the next regional meeting.
17. Responsible for Regional Locker key and Post Office Box Key.

Vice-Chairperson:

Qualifications

1. Willingness and desire to serve.
2. Two year commitment; one year as Vice Chair and if voted in one year as chair.
3. Minimum five years clean time.
4. Minimum of one year regional service.
5. An understanding of the Twelve Traditions of N.A., the Twelve Concepts of N.A. Service, and the Twelve Steps of N.A. through application.
6. Administrative and management abilities preferred.
7. Has service experience with large scale Service Committees.
8. Time and resources to be an active participant.
9. Personal financial stability.

**ARSC ADMINISTRATIVE OFFICER POSITIONS:
Qualifications & Responsibilities**

Vice-Chairperson (cont.)

Responsibilities

1. Assumes duties of the Chairperson in their absence, removal or resignation.
2. Serves as Vice Chairperson of Administrative Committee.
3. Assists the Chairperson in carrying out their duties and all other admin members.
4. Provide a bi-monthly written report to the ARSC.
5. Coordinates all subcommittee activity, acts as a resource for the subcommittee and reports to the ARSC Chairperson.
6. Assist in the audits of the ARSC. BOD, and convention financial records, as well as any other subcommittee or ad-hoc committees.(is this covered under C.)
7. Assist the chairperson in the implementation of the ARSC guidelines.
8. Provide orientation for all new ARSC members at the RCM Forum.
9. Maintain a log of all ideas/request from each ARSC meeting.
10. Attends all ARSC meetings.
11. Attends all agenda meetings.
12. Submit receipts for any service related expenditures to the regional treasurer prior to the next regional meeting.

Treasurer (*)

Qualifications

1. Willingness and desire to serve.
2. One Year commitment.
3. Minimum five years clean time.
4. An understanding of the Twelve Traditions of N.A., the Twelve Concepts of N.A. Service, and the Twelve Steps of N.A. through application.
5. Prior experience as a treasurer within a region or as an area treasure.
6. Automatically becomes a BOD Officer for the period their term commencing in August 2007.
7. Has service experience with large scale Service Committees.
8. Will be accessible to other Sub-committee Chairs.
9. Will attend all Regional Fundraisers.
10. Must be familiar with accounting software.
11. Shall collect and compile subcommittee and administrative committee budgets to present to the chair for evaluation prior to submitting it to the voting body.
12. Must be able to keep accurate financial records, and the abilities to report them.
13. Time and resources to be an active participant.
14. Personal financial stability.

Responsibilities

1. The primary responsibility is the regional checking account.
2. Maintains accurate accountability of the ARSC bank accounts including all income sources and detailed expenditures. A one-write system will be used as the official check register system.
3. Submits the Budget Analysis Report for distribution in the Regional Minutes.
4. Using a summary report worksheet, submits a written report of all fiscal activity between ARSC meetings.
5. Participates in the audits of the ARSC. BOD, and convention financial records, as well as any other subcommittee or ad-hoc committees.
6. Before the end of the meeting recap present day financial activities.
7. Attend and submit accurate and current financial report at all BOD meetings.
8. Disperses funds requested by the ARSC officers, standing and ad hoc committee representatives and others, as required by ARSC.
9. Insures there are two signatures on all checks written on the ARSC account.
10. Will write checks directly to the vendors. If unable to write a check to the vendor, the person the check has been written to must submit a receipt for the purchase.
11. Checks will not be issued without a check request based on a budgetary expenditure, or a request that has been approved by a consensus of voting members.
12. Responsible for all monies received and deposits all monies received into the ARSC account within 24 hours.

**ARSC ADMINISTRATIVE COMMITTEE POSITIONS:
Qualifications and Responsibilities**

Treasurer

Responsibilities (cont.)

13. Responsible for submitting contributions to NAWS as directed by the ARSC.
14. Co-signer of ARSC checking accounts as treasurer.
15. Shall maintain and secure the regional bank access codes.
16. Initiates or maintains, records, files and reports on all required documents. These include but are not limited to the checking account signature cards.
17. Will bring all previous receipts, check book, check register, and necessary books to the administrative meeting for a visual audit as requested.
18. Assist the ARSC Chairperson and Vice chairperson in all audits of the ARSC financial records.
19. As an outgoing treasurer, will write a report of the previous year's treasury to include:
 - a. expenditures against budget
 - b. incoming donation tracking
 - c. outgoing donations tracking
20. As an incoming Treasurer, will audit previous year of treasury activity.
21. Responsible for preparing a conceptual budget to the Regional Chair for presentation at the July meeting.
22. Will submit bank reconciliation included in the treasure report for the previous months at the next regional meeting.

Treasurer Alt:

Qualifications

1. Willingness and desire to serve.
2. Two year commitment; one year as Treasurer Alt and if voted in one year as Treasurer.
3. Minimum five years clean time.
4. An understanding of the Twelve Traditions of N.A., the Twelve Concepts of N.A. Service, and the Twelve Steps of N.A. through application.
5. Has service experience with large scale Service Committees.
6. Will be accessible to other Sub-committee Chairs.
7. Will attend all Regional Fundraisers.
8. Must be familiar with accounting software.
9. Must be able to keep accurate financial records, and the abilities to report them.
10. Time and resources to be an active participant.
11. Personal financial stability.

Responsibilities

1. Manages the ARSC funds in the absence of the ARSC Treasurer.
2. Performs the duties of the ARSC Treasurer in/her absence as noted above.
3. Assists the treasure in the audits of the ARSC. BOD, and convention financial records, as well as any other subcommittee or ad-hoc committees.

Secretary:

Qualifications

1. Willingness and desire to serve.
2. One year commitment.
3. Minimum four years clean time.
4. Minimum of three years N.A. service.
5. Must be able to keep accurate records, and the abilities to disseminate information in a timely manner.
6. An understanding of the Twelve Traditions of N.A., the Twelve Concepts of N.A. Service, and the Twelve Steps of N.A. through application.
7. Time and resources to be an active participant.

**ARSC ADMINISTRATIVE COMMITTEE POSITIONS:
Qualifications and Responsibilities**

Secretary (cont.)

Responsibilities

1. Records and maintains ARSC meeting minutes and attendance roster.
2. Serves as Secretary of Administrative Committee.
3. Assist the chairperson and/or subcommittees with general correspondence.
4. Responsible for maintaining current files of ARSC meeting minutes and other documents (Refer to Archives, Section XXIII).
5. Updates WSO on current ARSC Committee Structure and updates WSO database with group registrations as applicable.
6. Responsible for ARSC correspondence and phone vote records.
7. Responsible for securing and distributing mail from ARSC post office box and may designate an ARSC member to fulfill this duty.
8. Responsible for distributing (electronically or by mail) the regional minutes to all ARSC members and all registered areas within 10 working days following the ARSC meeting.
9. Manages the ballot form for election.
10. Helps to assure the incoming Secretary is prepared adequately for the position.
11. Attends all ARSC meetings.
12. Attends all agenda meetings.
13. Ensures that all ARSC correspondence is properly dated.
14. Submit receipts for any service related expenditures to the regional treasurer prior to the next regional meeting.
15. Submit all archives to the BOD at the end of term.

Regional Delegate (RD):

Qualifications

1. Willingness and desire to serve.
2. Four year commitment; Two (2) years as the RD Alternate to perform one conference cycle and automatically move into the RD position for two (2) years.
3. Suggested eight years clean time.
4. Minimum five years of regional service.
5. Prior service as an RD Alt.
6. An understanding of the Twelve Traditions of N.A., the Twelve Concepts of N.A. Service, and the Twelve Steps of N.A. through application.
7. Exceptional verbal and written communication skills.
8. Accurate and timely financial accountability.
9. Time and resources to be an active participant in the World Service Conference and The Western States Forums.
10. Personal and financial stability

Responsibilities

1. Acts as liaison between the ARSC and the World Service Conference (WSC) and the World Service Office.
2. Attends the World Service Conference and other World Service Conference meetings as directed.
3. Carries the ARSC group conscience or vote of confidence to the WSC.
4. Submits the regional report at the November ARSC meeting for approval prior to submitting that report to the WSC during the conference year cycle.
5. Attends and carries the ARSC group conscience the Western States Forum.
6. Gives written reports to the ARSC on events at the World Service level of service on a regular basis.
7. Writes a biannual report of ARSC activities for the World Service Conference.
8. Conducts workshops for the World Service Conference Agenda Report (CAR) upon request.
9. Conducts the Regional GSR Assemblies.
10. Member of the Administrative Committee.
11. The regional representative for the Policy Committee.

**ARSC ADMINISTRATIVE COMMITTEE POSITIONS:
Qualifications and Responsibilities**

Regional Delegate (RD)

Responsibilities (cont.)

12. Chairs the ARSC meeting in the absence of the Chairperson and Vice Chairperson. In the absence Vice Chair will fill in on an interim basis.
13. Keeps accurate records for inclusion into archives at end of term.
14. Helps to assure the RD Alternate is adequately prepared for assuming the position of RD.
15. Attends all ARSC meetings.
16. Responsible for maintaining Zonal Forum and World Service Conference archive files and other documents. Submit all archives to the secretary at the end of term.
17. Submit receipts for any service related expenditures to the regional treasurer prior to the next regional meeting.
18. Submits Annual RD and RD alt budget to the ARSC prior to end of term (July).

Regional Delegate Alternate (RDA):

Qualifications

1. Willingness and desire to serve.
2. Will attend the WSC as a nonvoting member (unless replacing the RD).
3. Four (4) year commitment; Two (2) years as the RD Alternate and Two (2) years as the RD.
4. Suggested five years clean time.
5. Minimum of one year experience as a Regional Committee Member.
6. Minimum two years of regional service.
7. An understanding of the ARSC Guidelines, Twelve Traditions of N.A., the Twelve Concepts of N.A. Service, and the Twelve Steps of N.A. through application.
8. Exceptional verbal and written communication skills.
9. Accurate and timely financial accountability.
10. Time and resources to be an active participant in the World Service Conference and The Western States Forums.
11. Personal and financial stability.

Responsibilities

1. Assumes the duties of the RD in their absence, removal or resignation. If this occurs during a conference cycle the chair may appoint, with group conscience, a former delegate to attend the conference as the RD.
2. Will be the point of contact for the Areas of the ARSC for learning days and special projects and will encourage Areas to work with the Region between meetings.
3. Assist the RD with the GSR Assemblies.
4. Attends the World Service Conference and other World Service Conference meetings as directed.
5. Attends the Western States Forum.
6. Orients incoming RCMs on current Regional direction, projects and philosophy.
7. Assists the RD in carrying out their duties.
8. Assist the RD in the performance of his/her duties.
9. Fulfills the duties of the RD in the event of his/her absence.
10. Assists the RD with the conference agenda review.
11. Is a member of the Administrative Committee?
12. Assist the secretary on updating the WSO on current ARSC Committee Structure and updates WSO database with group registrations as applicable.
13. Helps to assure the incoming Alternate RD is adequately prepared for the position.
14. Attends all ARSC meetings.
15. Attends all agenda meetings.
16. Submit receipts for any service related expenditures to the regional treasurer prior to the next regional meeting.

DIRECTORY COMMITTEE

PURPOSE: To maintain accurate meeting listings on both World and Arizona NA websites and produce NA Arizona Regional directories as directed by RCM's.

RESPONSIBILITIES:

1. Create and improve 2-way communication process between Directory Committee & RCM's about meetings in Arizona Region.
2. Update databases and websites to assure accurate reflection of meetings.
3. Print and distribute meeting directories per RCM direction.
4. Give report at each ARSC.

Expected of all committee members:

1. Stay clean, work an NA program, give back.
2. Attend all Directory Committee (DC) meetings. Face-to-face meetings upon request.
3. Communicate.
4. Recruit and retain members.

Duties and Responsibilities

Chair

1. Prepare and distribute agenda for Directory Committee (DC) meetings.
2. Facilitate DC meetings, following guidelines including consensus-based decision-making (CBDM).
3. Prepare committee budget.

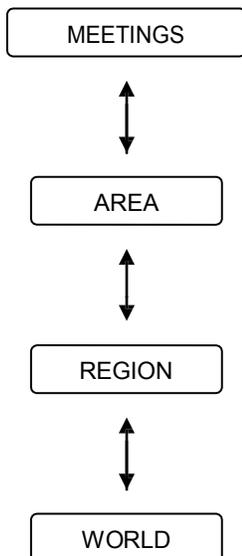
Vice-Chair

1. Act as Chair in Chair's absence.
2. Complete tasks of unfilled positions.

Secretary

1. Record and distribute minutes to committee members.
2. Communicate with printer.
3. Communicate with website liaison.
4. Submit meeting changes on regional website to webservant in timely manner.
5. Provide bi-monthly report for committee of all changes.
6. Interface with webmaster about technical issues.
7. Respond to meetinglist@arizona-na.org inquiries.

PROCESS:



MEETINGS – There are several possibilities at this level:

1. A meeting in your Area can register with World AND have representation at your Area Service Committee (ASC).
2. A meeting can also register with World and NOT attend or notify ASC
3. A meeting can come to Area and not register with World

AREA -- Each ASC is responsible for their own meeting validation process and contacting the Directory Committee with updates via the RCM

REGION –

1. RCM – provide changes directly to DC
2. DIRECTORY – validate with RCM meeting updates submitted other than through the RCM

WORLD -- Has an interface that will do a 2-way update – when we submit a change it will update World website and vice-versa.

HOSPITAL AND INSTITUTION GUIDELINES

I. BASIC PURPOSE

The Arizona Regional Service Committee (ARSC) H&I Subcommittee serves the needs of the Areas within the Region by conducting activities that promote growth, strength and unity of all H&I efforts as needed within the Region and the fellowship.

II. FUNCTION OF THE SUBCOMMITTEE

1. Coordinate with the ARSC PI subcommittee with introductions to new facilities.
2. Provides a forum or pooling places for Area H&I Subcommittees to share their experience, strength and hope and resources.
3. Maintains an updated listing of all appropriate facilities within the Region and records which ones are served by which area subcommittee and the type of services that are being performed.
4. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an area subcommittee, also known as regional panels.
5. Conducts workshops to address and/or work on problems the member areas are experiencing or to discuss new methods of H&I work.
6. Maintains communication with the RSC Committee so that member areas may be informed of its activities. Communication flows both ways between the area and world level throughout the Regional H&I Subcommittee.
7. To be a subcommittee of the Arizona Regional Service Committee and maintain effective communication and cooperation with that committee.
8. To follow the Guidelines contained in the World Service Conference (WSC) H&I Handbook and/or the ARSC H&I subcommittee.
9. Performs any other activities or functions that benefit the H&I effort in the Region, including monthly and/or quarterly business meetings.
10. Provide Sponsors to those addicts who are incarcerated for at least 1 year in an institution.
 - a. All interaction will be through the mail.
 - b. All mail will be sent via the ARSC P.O. Box, with no last names, addresses, phone numbers or email addresses given to the inmates.
 - c. Sponsors will use first names only, as decided by the sponsor. "Correspondence only agreements" with these signatures will be filed with the H&I subcommittee.
 - d. The sponsor will have an individual sponsee assigned to him/her by the subcommittee in the order that the sponsor has qualified for participation and an addict of the same sex becomes available.
 - e. The sponsor must have had no prior knowledge of his/her assigned sponsee. He/she cannot have met the person he/she will be assigned to for sponsorship at any time during his/her life.
 - f. After the chairperson or the subcommittee reads the first letter, all correspondence between the sponsor and sponsee is confidential.
 - g. The Sponsorship Coordinator will log all incoming and outgoing letters by date, with the name and facility of the inmate, sponsor, and phone number so we can make inquiries of the status between the sponsor and sponsee.
 - h. NO ARRANGEMENTS FOR RIDES, VISITS, LOANS, PHONE CALLS, MATERIALS FOR CORRESPONDENCE, PHOTOS, BOOKS, DRAWINGS, TAPES, FAMILY MEMBER CONTACT,
 - i. ETC. WILL BE MADE BETWEEN THE SPONSOR AND SPONSEE.
 - j. The 12 Traditions of Narcotics Anonymous will be strictly upheld.
 - k. All rules and regulations of the facility will be strictly upheld.
 - l. Only women will write women and only men will write men.
 - m. All members of the H&I subcommittee are required to attend our meetings. Loss of clean time, non-fulfillment of duties, or missing 2 consecutive meetings without prior notification may result in removal from service position by a simple majority vote of the subcommittee.
 - n. The ARSC H&I Subcommittee shall meet as needed to review guideline revisions.

HOSPITAL AND INSTITUTION GUIDELINES (cont.)

III. SUBCOMMITTEE MEMBERSHIP

Membership on the ARSC H&I Subcommittee shall consist of the Chairperson, Vice Chairperson, Secretary, Regional Panel Coordinator, and Regional Literature Disbursement Coordinator. Chairpersons of the recognized area H&I Subcommittees or their designated representative; as well as, any member of the fellowship who wishes to better carry the message to Hospitals and Institutions will serve as committee members.

IV. AGENDA

1. Service Prayer
2. Twelve Traditions
3. Twelve Concepts
4. Function of the ARSC H&I Subcommittee
5. Welcome New Members/Visitors
6. Recognize Birthdays
7. Roll Call
8. Approval of minutes
9. Chairperson report/Vice Chairperson
10. Literature Disbursement Report
11. Regional Panel Coordinators Report
12. Activities Coordinators Report
13. Area Report
14. Old Business
15. New Business
16. Announcements
17. Serenity Prayer

V. VOTING

Voting members of the ARSC H&I Subcommittee shall be the ARSC H&I Vice-Chairperson, Secretary, Regional Panel Coordinators, Regional Panel Co-Coordinator, Activities Coordinators, Regional Literature Disbursement Coordinator, Regional Literature Disbursement Co-coordinator, Regional Panel Chairpersons and Area H&I Subcommittee Chairpersons or their designated representative. Voting members lose their vote upon the absence of two (2) consecutive meetings. Voting privileges will be reinstated at attendance of two (2) consecutive H&I subcommittee meetings. Each has one (1) vote. In the case of more than two(2) nominations for any office, a second runoff ballot shall be taken of the two (2) top names. All officers are elected for a term of one (1) year, and will be eligible for a second term of one (1) year. Nominations shall take place in May elections shall take place in September for all positions.

VI. QUALIFICATIONS AND RESPONSILITIES OF SUBCOMMITTEE MEMBERS

A. Chairperson

1. Is elected by the consensus of the ARSC. The chairperson is nominated by the H&I subcommittee or RCMs.
2. Requires five (5) year clean time.
3. Must have a minimum of one (1) year activity at the Regional level of Hospitals and institutions work.
4. Must express a willingness to serve.
5. Mediates all meetings of the Subcommittee with a general understanding of Consensus based decision making (CBDM).
6. Prepares a report for each ARSC meeting and makes all ideas/request on behalf of and is the voice of the ARSC H&I Subcommittee.
7. Coordinates and is responsibilities for all work done by the ARSC H&I subcommittee.
8. Is available to answer questions for the Area H&I Subcommittees.
9. Prepares a budget with the Subcommittee to be submitted for the approval of the ARSC for the upcoming year.
10. Assist in coordination of new panels.
11. Be available to perform quarterly audits of literature and records.

HOSPITAL AND INSTITUTION GUIDELINES

VI. QUALIFICATIONS AND RESPONSILITIES OF SUBCOMMITTEE MEMBERS, cont.

B. Vice Chairperson

1. Area H&I Chair or representative.
2. Is elected by the H&I Subcommittee.
3. Requires at least (3) years uninterrupted clean time.
4. Must have at least one (1) year experience of Regional H&I work.
5. Prepares a report of each H&I Subcommittee meeting and makes all ideas/request on behalf of and is the voice of the H&I Subcommittee in the absence of the ARSC H&I Chairperson and must attend all meetings of the Subcommittee as well as the Last three (3) ARSC meetings.
6. Works with the Chairperson to ensure the smooth operation of the ARSC H&I subcommittee.
7. Chairs all Ad-Hoc Committee meetings.
8. Coordinates correspondence with inmates, along with the Literature Disbursement Coordinator.
9. Be available to perform quarterly audits of literature and records.

C. Secretary

1. Area H&I Chair or representative.
2. Is elected by the ARSC H&I Subcommittee.
3. Requires at least three (3) years clean time.
4. Must have at least six (6) months experience in Regional H&I work.
5. Must have a certain amount of clerical skills.
6. Must keep an accurate set of minutes of all H&I Subcommittee meetings and learning sessions. (Topic discussed).
- 7.
8. Responsible for distributing minutes monthly to all area H&I Subcommittee representatives.
9. Maintain a file of all correspondence and minutes at the Arizona Regional Service Committee. The next business meeting must turn in all receipts.
10. Work with the Chairperson to ensure a smooth operation of the ARSC H&I Subcommittee.

D. Panel Coordinator and Co-Coordinator

1. Is elected by the ARSC H&I Subcommittee.
2. Area H&I Chair or representative.
3. Requires at least three (3) years clean time.
4. Must have at least one (1) year experience in Regional H&I work.
5. It is the Regional Panel Coordinator's responsibility to see the meeting /presentation is conducted in accordance with the policies of the ARSC H&I Subcommittee and the rules of the facility. The Regional Panel Coordinator may be responsible for several or all of the facilities that the ARSC H&I Subcommittee is working with. This will depend on the needs and conscience of the ARSC H&I Subcommittee. Clearance for all Regional Panel Facilities may be handled by the Regional Panel Coordinator position.
6. Keep an updated list of all approvals for all institutions where we have panels.
7. Keep current updated approval list for Sheriff Facility. Deleting names as needed.
8. Keeps a current list of all approved Regional panel participants for Regional Institutional panels and update approval lists on a monthly basis.
9. Keep in contact with Religious and Volunteer Services at the Local County Sheriff Department and attend meetings as necessary.
10. Obtain updated reports from all N.A. panel Chairpersons and submit a monthly panel report to the Regional H&I Subcommittee.
11. Attend Regional H&I Subcommittee meetings.
12. Help with any problems/challenges that any regional panel may be having with any facility. When needed call upon P.I. for assistance.

VII. Literature Disbursement Coordinator

1. Is elected by the ARSC H&I Subcommittee.
2. Area H&I Chair or representative.
3. Requires at least two (2) year clean time.
4. Must have at least six (6) months experience in Regional H&I work.

HOSPITAL AND INSTITUTION GUIDELINES

Literature Disbursement Coordinator (cont.)

5. It is the responsibility of the Regional Literature Disbursement Coordinator and Co-Coordinator to distribute N.A. Conference-approved literature and any other items the ARSC H&I Subcommittee uses in carrying the message, such as copies of Reaching Out to ARSC Regional H&I panel Chairpersons. To assure accountability, a complete record of all transactions must be kept and a report given at the regular ARSC H&I Subcommittee meetings. This person should always be aware of the amount of literature being distributed, so the Panel Chairperson's literature request remains prudent and the subcommittee can fairly distribute the literature without exceeding its budget. Quarterly audits should be done with the chair and vice chair to ensure that the literature outlays are reasonable and accounted for.
6. Disbursement of literature should be made directly to the Regional Panel Chairpersons, or to their designated representative in the case of their absence. It would be appropriate for this disbursement to be made at the regularly scheduled meeting of the ARSC H&I Subcommittee.
7. Have readily available inventory on hand along with any other pertinent records to perform quarterly audits.

VIII. Activities Coordinator

1. Is elected by the ARSC H&I Subcommittee.
2. Area H&I Chair or representative.
3. Requires at least two (2) years of clean time.
4. Must have some understanding and experience with H&I as well as all activities.
5. Must attend all ARSC H&I Subcommittee meetings and is responsible to maintain a regular and on-going link of communication between ARSC H&I Subcommittee and ARSC Activities Subcommittee.
6. Coordinates ARSC H&I participation with Area/Regional Learning Days, Marathons, etc.
7. Insures that the Regional H&I Learning Day is scheduled, coordinated with the RDs and the hosting areas. Responsibilities associated with this major task include, but are not limited to the following:
 - Regional H&I Learning Day Banner
 - Flyer design and printing
 - Workshop assignments
 - Program for Learning Day
 - Speaker presentation and recording

IX. Annual H&I Learning Day

1. The Regional H&I Subcommittee through a lottery system shall determine a hosting area. A lottery system will be used to pick from willing areas that are present and willing to host the Learning Day. After an area has been picked, that area shall be removed from the pool until all areas have had an opportunity to host the event.
2. The venue itself shall be secured by the local area committees.
3. Flyers:
 - a. Themes, artwork and logos shall be selected by the local area or other interested A members.
 - b. Flyers shall be paid for, printed and distributed by the Regional H&I Budget in conjunction with the local area sponsoring the event.
 - c. A minimum of 500 flyers shall be distributed through the ARSC.
4. One (1) representative from each subcommittee shall be at the facility one (1) hour prior to the start of the event.
5. Coordinate with the ARSC PR subcommittee for a PR presentation.

X. Panel Member (Speaker)

1. Area H&I Chair or representative.
2. The H&I Panel Member is selected from the current H&I Volunteer list of the institutions. A clear message of recovery in the fellowship of Narcotics Anonymous is required. The Panel Members should be made aware of their responsibilities by the Panel Leader utilizing the suggested H&I Handbook as well as any facilities specific set of rules and regulations. A panel should consist of not less than two (2) and no more than five (5) Panel Members whenever possible.
3. Must have abstained from drugs for at least two (2) years or according to the facilities regulations.

HOSPITAL AND INSTITUTION GUIDELINES

Panel Member (Speaker) (cont.)

4. Each H&I Panel Member is placed on a Volunteer List when signing up with the Panel Coordinator and expressing a desire to be of service. Institutional clearance will be assigned by the Corrections Volunteer Office or institution and indicated on the Volunteer list.
5. Volunteers are encouraged to attend ARSC H&I Subcommittee meetings to be of service and become involved as regular member of the SCRSC H&I Subcommittee.

NOTE: EACH INSTITUTION'S RULES AND REGULATIONS CONCERNING CLEARANCE AND CLEAN TIME REQUIREMENTS MUST BE STRICTLY ADHERED TO.

XI. Regional Sponsorship Coordinator

1. Three year clean time requirement.
2. Elected by the ARSC H&I Subcommittee.
3. Must have previously worked all 12 steps with an NA sponsor.
4. Must have at least 1 year experience doing NA H&I work.
5. It is the Regional Sponsorship Coordinator's responsibility to see that sponsorship is conducted in accordance with the policies of the ARSC H&I subcommittee and the rules of the facilities.
6. Keep an updated list of ARSC H&I sponsors and potential sponsors.
7. Assign sponsors to inmates (same sex only).
8. Attend all regional H&I meetings and submit a report at each meeting.
9. Help solve problems that arise in sponsor/sponsee relations.

Sponsors

1. Two year clean time requirement.
2. Must be off probation/ parole.
3. Must have previously worked all 12 steps with an NA sponsor.
4. Must meet all requirements of facilities.
5. Must always keep in mind that they are representing the ARSC H&I subcommittee of NA when interacting with sponsees.
6. Must carry a clear NA message, using NA language consistent with that message.
7. Must reply to letters from sponsees within 2 weeks from date received. Must report resignation to Sponsorship Coordinator or Regional H&I Chair when unable to continue a sponsorship relationship.
8. Must abide by the 12 Traditions of NA, the ARSC H&I guidelines and the rules of the facilities.
9. Failure to do so may result in termination of sponsorship privileges.
10. Must attend Regional H&I meetings. May be removed by a simple majority vote of the subcommittee.

XII. ADDITIONAL GUIDELINES

1. All area H&I Chairpersons are required to give a monthly report on the suggested report form as presented in the WSC H&I Handbook or the ARSC H&I Subcommittee approved report form. It is suggested all members maintain a current WSC H&I Handbook.
2. Attendance for all ARSC H&I Subcommittee members is required at all ARSC H&I Subcommittee meetings. Two (2) consecutive absences may be reason for replacement. The conscience of the ARSC H&I Subcommittee will be adhered to.
3. Must have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.

XIII. GENERAL INFORMATION

1. Any member of the ARSC H&I Subcommittee is automatically disqualified from further institutional activity upon the loss of their clean time; but may become eligible when they can conform to the requirements herein set forth.
2. No Narcotics Anonymous Meeting regularly conducted under the auspices of this Subcommittee shall be held in any institution, unless under direct supervision of a regularly delegated Panel Coordinator or substitute specifically appointed by the Panel Coordinator of the ARSC H&I Subcommittee. They must also be acceptable to the authorities of the institution being serviced.

HOSPITAL AND INSTITUTION GUIDELINES
XIII. GENERAL INFORMATION (cont.)

3. No Panel Member shall involve themselves with any other activity that violates institutional rules or tends to injure or interfere with:
 - The inmate or patient on the inside;
 - The working ability and the privilege of their subcommittee to carry the message inside the institutions, courts, schools, or hospitals; nor employment, parole probation, or medical problems.
4. Length of time clean required by each institution is to be rigidly held by this committee. Excessive use of vile, profane, filthy stories or language is strictly prohibited by authorities of all institutions serviced by this subcommittee. All speakers and committee members must strictly comply with this regulation.
5. Nothing will be given to or taken from an inmate or a patient, including messages or phone numbers.
6. No member of N.A. on parole or probation will be allowed to participate in or attend an N.A. meeting in any institution being served by this subcommittee without the expressed clearance by the authorities of said institutions.
7. Panel leaders shall be responsible for the conduct of any speakers taken into any institution and shall instruct said speakers in advance regarding the regulations of the institutions being served.
8. N.A. case histories, life stories and/or N.A. principles are to be the main topics of N.A. Panels conducted within all institutions served by this Subcommittee.
9. All speakers and panel members must strictly comply with this requirement confining their talks solely to the N.A. message of recovery.
10. The suggested attire for N.A. subcommittee's panel participation is neat and modest in compliance with institutional rules.
11. Any ARSC H&I Subcommittee not conforming to the foregoing requirements or to any other which might be herein after added or who refuses to abide by the rules and regulations of the institution being served shall, upon Subcommittee consideration and with a consensus members present, be relieved of any institutional subcommittee assignments previously granted.

ALL RULES AND REGULATIONS OF ALL FACILITIES ENTERED BY N.A. ARE TO BE ADHERED TO.

LITERATURE REVIEW

1. Works through the WSO to locate Literature that is in/about being in, the Review process.
2. Shall register with the WSO to insure being part of the information distribution list. Gathers members from participating Area Literature Sub-committees and interested members from the fellowship at large.
3. Calls the group together as required, Reports progress/activity through a written and oral report to the ARSC and its Secretary.
4. To inform the fellowship of the World literature review process for individual input.

PUBLIC RELATIONS GUIDELINES

The Arizona Regional Public Relations subcommittee serves as a resource for the Area PR (or PI if so designated by the Area) subcommittees, serves a resource for Areas who do not have such subcommittees to help form such subcommittees, and will be available to provide work for PR efforts that require state-wide support.

Supporting Areas

In order to better support Area PR work, it is requested that Areas provide membership to the subcommittee in the form of PR Chairs or designees to attend the meeting. PR Chairs who cannot attend due to distance or other obstacles can elect to communicate with the Regional PR subcommittee via regular communication channels such as phone, email, internet groups, or other as makes sense for the individuals involved. "Whenever possible, direct services should be administered by area service committees."

PUBLIC RELATIONS GUIDELINES – cont.

RESOURCE FOR AREAS THAT DO NOT HAVE PR SUBCOMMITTEES

Rather than supporting Areas who do not have subcommittees by performing PR services, ideally Regional PR should be used to help form subcommittees locally. However, if an urgent PR need arises Area subcommittees should feel free to work with Arizona Regional PR resources.

ARIZONA REGION-WIDE PR

Typically events and relationships work much better staffed on local Area levels; however there are some exceptions. When such events or needs occur the Arizona Regional subcommittee can either work on those directly, encourage Area PR subcommittees to work together, or create special ad hoc subcommittees (resource assignments) to answer a direct need.

MEMBERSHIP

The Arizona Regional Public Relations Committee shall consist of:

- Chair
- Vice-chair
- Chairpersons of the recognized area PI Subcommittees or their designated representatives
- Ad-hoc PR Subcommittee Chairs and members (working on resource assignments (that is, specific needs identified within the ARSC for PR work))
- Other members of the fellowship with interest and/or skills to provide PR related services to the Arizona Region.

Ideally the subcommittee serves as resource for the entire region, so we hope to attract members who have years of PR service. However, no NA subcommittee is an exclusive club and any one may attend an Arizona Regional PR subcommittee meeting.

Some specific projects may involve qualified members who work on tasks as resource assignments. For instance, it is suggested that individuals who are staffing booths or tables for Public Relations have been trained in PR. In additions, some projects may require specific skills in writing, graphics, or web tools; however, there is plenty of variety in PR work so any NA member might at any time be called upon to perform valuable service.

DUTIES AND REQUIREMENTS

CHAIRPERSON Duties

1. Attend all PR subcommittee and ARSC meetings.
2. Prepare agenda for and preside over committee meetings.
3. To be the coordinator of the functions and responsibilities of the ARSC PR committee.
4. Maintain the committee's files and records, especially resources for PR presentations and PR recruitment presentations, and turn those over to the incoming chair or to the ARSC at the end of the term or when leaving office.
5. Provide the yearly budget for PR to the ARSC for approval at the May meeting and update budgets as requested.
6. Submit a written and oral report at the Region meetings.
7. Provide guidance and support to the Regional ARSC website as requested.
8. Provide structure and guidance for the Regional PR website work.
9. Provide guidance and structure to any project or Adhoc subcommittee (resource assignments) for the term, including clearly written set of goals for the subcommittee, making sure they are aligned with ARSC goals and guidance from the RCMs.
10. Work with the RD and the RD-alt as much as feasible to enhance relationship building throughout the region particularly among PR Area subcommittees.
11. Prudently manage Region's resources as delegated from the ARSC to the Regional PR subcommittee, following ARSC guidance as per loans of equipment and/or literature to Areas or individuals.
12. Manage the meeting using the consensus based decision making process.

**PUBLIC RELATIONS GUIDELINES
DUTIES AND REQUIREMENTS – cont.**

CHAIRPERSON Requirements

1. Have served as Area PR or PI Chair or representative.
2. Suggested five years clean time. Previous service at group and area level.
3. Ability to delegate, organize and give the committee direction and incentive.
4. Willingness to give the time and resources necessary to do the job.
5. A working knowledge of the 12 Traditions, 12 Concepts, and PR Handbook.

VICE CHAIR Duties

1. Attend all PR committee.
2. Attend as many ad hoc committee meetings as possible.
3. To work closely with and assist in all other duties of the chair. The vice chair is learning to assume the duties of the chairperson.
4. Carry out responsibilities delegated by the chair and/or the sub-committee.

VICE CHAIR Requirements

1. Have served as Area PR Chair or representative.
2. Five years' clean time. Previous service experience at Group and Area level.
3. Ability to assume responsibilities in the Chair's absence.
4. Willingness to give the time and resources necessary to do the job.
5. A working knowledge of the 12 Traditions, 12 Concepts, and PR Handbook.

Ad Hoc Subcommittee Chair (Resource Assignment) Requirements

1. Two years' clean time. Previous service experience at Group and Area level.
2. Willingness to give the time and resources necessary to do the job.
3. A working knowledge of the 12 Traditions, 12 Concepts, and PR Handbook.
4. Any knowledge required for the specific resource assignment (for example, experience running and setting up PR booths, writing skills, web skills, or whatever is needed for the specific PR project).

Ad Hoc Subcommittee Chair (Resource Assignment) Duties

1. Set up and run the subcommittee.
2. Accept the goals and present them to the ARSC along with progress or impediments as necessary.
3. Inform the ARSC of subcommittee meetings and times and ways and means of reaching the chair or other members with input or questions.
4. Attend the Arizona Regional PR subcommittee meetings and report findings, results, impediments regularly to the subcommittee.
5. Attend ARSC meetings as requested.

MEMBERS

Members are encouraged to:

1. Attend Regional PR meetings, or communicate with Arizona Regional PR Chair or Vice Chair within every two month period via email, phone, or other method as makes sense for the individual.
2. Relay information to and from respective areas.
3. Continue to learn about Public Relations work via NAWS and other NA resources.
4. Carry out any tasks they have accepted to perform as per task description.
5. Share information with other Areas and other subcommittees within NA to assist in carrying the message of NA to the public, professionals, and potential members of NA.
6. Assist the Regional PR subcommittee and your Area PR subcommittee to best of your ability in spreading the message of recovery in Narcotics Anonymous.

Members who have served on Area PR subcommittees are highly valued on the Arizona Regional PR subcommittee and are encouraged to serve in order to spread their experiences and expertise throughout the Region.

PUBLIC RELATIONS GUIDELINES – cont.

YEARLY ARIZONAL REGIONAL PR WORK

The Arizona Regional NA subcommittee may work on a variety of projects or needs throughout the year. Some project may form ad hoc subcommittees for a specific body of work. Other times the Regional PR NA subcommittee may just serve as a clearing house and connection point for relationships between Area subcommittees to encourage them to share information and resources with each other. Work done throughout the year may include but not be limited to:

- Provide training, resources, and referrals to Area Subcommittees for specific needs ranging from PR Basics, PSAs, media contacts, working with drug courts, or any other specific Area request or concern.
- Provide content and guidance for Public Relations specific web pages to incorporate into the ARSC Regional site via a link or links as provided by the ARSC web subcommittee.
- Provide infrastructure and organization for state-wide Public Relations events including obtaining booth space, creating a display, and gathering experienced members for booth sitting.
- Respond to requests for information from media and others.
- Build relationships on a state-wide level with government and professionals, making sure to keep local areas in the loop.
- Build resource pools for Arizona PR efforts including service workers and reusable collateral such as documents, presentations, flyers, help line cards and more.

NOTE: Areas provide primary resources to their PR subcommittees including literature. Region may provide collateral such as fliers or presentations that can be reproduced by subcommittees, but generally Regional PR subcommittee literature is budgeted for and purchased for Regional events.

GOALS

1. Help Arizona Areas inform the public that recovery is available in Narcotics Anonymous.
2. Respond effectively to requests for information from the fellowship, public and the media that are appropriate for the Arizona Region to reply to and refer other requests to the appropriate Area- level PR subcommittee.
3. Communicate with group, Areas, other Regions, and World PR workers.
4. Reach out to and build working relationships with government, media and professionals at regional level.
5. Be a central resource for PR within the Arizona Region.
6. Collate best practices from PR work anywhere and communicate them to PR workers in the Arizona Region.
7. Support Areas in their PR work.
8. Act in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, these guidelines, and the guidance of the most recent approved version of Public Relations Handbook.

WEB SITE COMMITTEE

The following outlines policy and guidelines for the ARSC Website Committee.

Chairperson

1. Willingness and desire to serve.
2. Two year commitment, include one year as vice chair.
3. Minimum Five years clean time.
4. Minimum 3 years NA service.
5. Time and resources to be an active participant.
6. Knowledge of web design and development.
7. Coordinate with the Public Relations committee.

Vice Chair

1. Willingness and desire to serve.
2. Two year commitment.
3. Minimum one year clean time.
4. Time and resources to be an active participant.
5. Experience in web design and development.

WEB SITE COMMITTEE, cont.

Secretary

1. Willingness and desire to serve.
2. One year commitment.
3. Minimum four years clean time.
4. Minimum of three years N.A. service.
5. Must be able to keep accurate records, and the abilities to disseminate information in a timely manner.

Committee Member

1. Willingness and desire to serve.
2. One year commitment.
3. Minimum one year clean time.
4. Time and resources to be an active participant.

The Arizona Regional Service Committee chooses the Web Servant and the Web Servant chooses his or her Alternate. Website Committee members are chosen by consensus of the existing Website Committee.

Removal of these trusted servants from their positions are covered by ARSC policies.

Section 1: Purpose, Name and Accountability

1. The purpose of the ARSC website committee is to provide easily accessible information, communicate activities to the fellowship, and inform the general public about Narcotics Anonymous.
2. The Uniform Resource Locator (URL) for this site is <http://www.arizona-na.org>.

Section 2: Finances

1. Costs for web hosting, domain registration and associated publishing software are the responsibility of the Arizona Regional Service Committee. Costs for Internet access by members of the Web Page Internet services committee are not included.
2. The Chairperson is responsible for communicating all financial needs to the This Arizona Regional Service Inc. is the owner of the domain name "Arizona-na.org" and responsible for any future domain names along with the rights to intellectual property.
3. The Committee is responsible for choosing a vendor for hosting the ARSC website.
4. The committee is responsible for domain registration and hosting fees.

Section 3: Website Committee Reporting and Communications

1. The Chair will submit a written report on behalf of the Website Committee to the ARSC at each regional meeting. This report contains financial information, an overview of work completed since the last meeting, information about major website changes, and committee needs related to the operation of the website. The Chair is required to attend each ARSC meeting.
2. The Chair is responsible for monitoring the email address (will have to change the address) Webchair@Arizona-NA.org and distributing any incoming emails best suited to be addressed by other committees. Emails containing feedback about the site will be distributed to all members of the Website Committee for consideration.
3. Email forwarding addresses and email inboxes in the Arizona-NA.org domain will be maintained by the Website Committee as requested by the Regional or Area secretaries and as allowed by capacity restraints.
4. Personal e-mail addresses are not to be used on the ARSC website so that official NA communications are processed properly and appropriately. It is up to the trusted servant whether to use their own personal e-mail to reply to communications or to use an Arizona-na.org domain email account for such replies.
5. The ARSC meeting minutes and area minutes will be posted on the website for downloading and review by any Fellowship member as they become available. These minutes will be provided by the Regional or Area Secretaries and will not contain any personal information such as personal email addresses, phone numbers, or last names.

WEB SITE COMMITTEE, cont.

Section 4: Website Committee Decision-Making

1. Decisions by the Website Committee are made by consensus when possible.
2. Consensus decision-making is when after full discussion on a proposed action, no one member of the work group is unwilling to support the proposed action.
3. If consensus cannot be reached, a two-thirds majority is needed for a decision to be carried out.

Section 5: Website Committee Meetings

1. Meetings of the work group may occur when the group believes a meeting is necessary.
2. Most work group business should be done over the Internet utilizing technologies that are practical and economically feasible.

Section 6: Website Content and Components

1. The purpose of this section is to outline the baseline content of the ARSC website.
2. The website will contain the following sections or pages:
 - a. Regional Convention - Information on Arizona Regional Conventions, Area Convention, Area Events, and Home groups only.
 - b. Contact Info – Contact information for the Arizona Region (address, phone numbers, e-mail addresses for the ARSC, Area Service Committees and NA World Services).
 - c. Service Documents – All available download files for the region and areas (meeting minutes, guidelines, , service committee communications, etc.).
 - d. Events – Fun-in-recovery and service related events submitted by home groups, areas, and regional committees.
 - e. Feedback – Form for feedback from website visitors.
 - f. Help lines – A listing of all helpline telephone numbers in the Arizona Region.
 - g. Meeting Directories – Meeting lists for Arizona Region.
 - h. Privacy – Notice of privacy of communications.
3. The ARSC website will have text stating that this is an official website for Narcotics Anonymous in the Arizona Region through the administration of the Arizona Regional Service Committee

Section 7: Technical Guidelines

1. This section describes technical design, philosophy and guidance information.
2. The user names and user passwords to publish the website will be held by Website Committee Members and the Regional Secretary only.
3. Internet browser compatibility will be as universal as possible when considering design elements of the website.
4. Website design should be tailored to reduce download size and time.
5. External hyperlinks should be checked on an every-two month basis for integrity.
6. Regular and frequent “back-up” copies of the website are made by the Website Committee. These back-up copies of the website shall be stored by the Regional Secretary and retained for at least one year. The purpose for the back-up copies of the website is for archival and emergency purposes.

Section 8: General Guidelines and Policies

1. External hyperlinks will be only to official NA websites. The Website Committee will evaluate these websites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that website.
2. Meeting directory pages are maintained by the Meeting Directory Committee.
3. Each Area Service Committee may request to post information concerning local area activities, meeting minutes or other NA related information — excluding personal recovery communications.
4. Newsletters containing editorials or personal opinion are not posted on the website since the site is open to the public's scrutiny; opinions presented may confuse readers as being the opinion of NA as a whole.
5. Images of any identifiable person, whether an NA member or not, are never used except for commercially-obtained images for landing pages.
6. Sales of merchandise are not done on the website.
7. Requests for literature purchases will be referred to Narcotics Anonymous World Services.
8. If an Area Service Committee has its own website, the ARSC website will link to it and not reproduce meeting directory information. This is to avoid duplication of effort and avoid confusion. Information such as contact information will still be posted on the ARSC website.

WEB SITE COMMITTEE

Section 8: General Guidelines and Policies, cont.

9. Copyrighted material will not be used on the website without specific permission from the owner of the material.
10. Events, announcements, service documents and news should only be NA-related and not contain opinionated, objectionable, or highly controversial material. The Website Committee will make a consensus-based decision on whether to post or take down any content deemed non-compliant to this policy.

Section 9: Privacy Policy

This section describes the current privacy policy of the website.

1. Privacy policy on communications with the NA service structure is an important aspect of our Twelfth Tradition of anonymity.
2. The Website Committee will apply all of the Traditions and the Twelve Concepts of Service in developing and implementing a "Privacy Policy" for the ARSC website.
3. This privacy policy will evolve as needed and be approved by the Website Committee before posting on the website.
4. The following is the current "Privacy Policy" as posted on the ARSC website:
 - a. Our Twelfth Tradition states, "Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities."
 - b. Cookies: We believe in supporting the spirit of our tradition of personal anonymity on the Internet by stating clearly that we do not employ any technical means to track or identify any visitor to this website. You may take this promise of anonymity for granted as an NA member and wonder why we need to bring this issue up. We do so because of our experience with a few NA related websites that use "cookies" to track your usage of their websites. Even more objectionable is the use of cookies by outside organizations on these NA websites. For further information on "cookies", consult your Internet browser's help utility or other Internet resource.
 - c. Communications: Any communication submitted to Arizona-na.org will be treated with confidentiality and anonymity in mind. We will delete all communications received on a regular basis. We do not guarantee total anonymity in all circumstances. We suggest that the senders of e-mail or feedback forms take their own precautions if they desire to remain anonymous.
 - d. All communications considered to be official NA business require some level of identification for the purposes of responding to those communications. All efforts will be made to pass on communications in a timely manner to a responsible trusted servant.
 - e. There are alternative methods for communicating with service committees within the Arizona Region. These alternatives are listed on our contact information page. Please utilize this information if it is necessary to fulfill your needs.
 - f. Personal Requests: Under no circumstances will we forward e-mail of a personal nature to any NA member here in the Arizona Region. This is an official website of the Arizona Region and we do not acknowledge anyone's membership in Narcotics Anonymous. Thank you for respecting this policy.
 - g. Policy Changes: The policy outlined here will evolve in the future as the guidelines and policies for our website are changed at the direction of the Arizona Regional Service Committee and/or the Website Committee. Your comments are welcome on this topic so please use our feedback form.

NOMINATIONS AND ELECTIONS OF OFFICERS AND COMMITTEES

Nominations

Importance is placed on our recovery being based in Narcotics Anonymous when we do service for Narcotics Anonymous.

1. A NA member may be nominated for more than one position but may only be elected to one. The nominee must meet the requirements of the position and have a willingness to fulfill all duties.
2. Vice Chair or Alternate candidates shall reasonably consider a two year commitment. RD alt. must consider the possibility, that if elected, the length of service is six years.
3. At the **January** ARSC meeting, nominations will be accepted for the convention Chair, Convention Vice Chair, Convention Treasurers. The nominations shall be solicited by the RCMs through their Areas, and will be accepted at the **March** ARSC meeting. The election for these shall be held in **May**.
4. The Convention nominees must be present at the **January** or **March** ARSC meeting to accept the nomination, submit a statement of willingness, and answer questions.

NOMINATIONS AND ELECTIONS OF OFFICERS AND COMMITTEES

Nominations (cont.)

5. At the **March** ARSC meeting, nominations will be announced for ARSC officers, Subcommittee Chairs, Regional Delegate and Regional Delegate-Alt., The nominations shall be solicited by the RCMs through their Areas, and will be accepted at the **May** ARSC meeting. The elections shall be held in **July**.
6. The Regional nominees for the ARSC must be present at the **March** or **May** ARSC meeting to accept the nomination, submit a statement of willingness, and answer questions.
7. Regional Service Committee Members may submit resumes for subcommittee chairmanships.
8. The qualifications for the various positions on the ARSC are contained in the appropriate committee guidelines.

Elections

1. The election process shall be determined by a simple majority vote.
2. If there is one candidate running for the position, he/she will be elected by consensus. 11/30/11.
3. The final vote will be taken at the May and July ARSC meetings during elections.
4. Chairperson will begin the voting process by asking the Secretary to announce the position and nominees for that position.
5. The nominees present will be asked to leave the room so that the members may have an unencumbered forum in which to vote.
6. The Chairperson will ask for a vote by the RCMs.
7. If there is only one nominee for a position, a vote must be taken for the nominee to be elected.
8. In the event that a position cannot be filled by the **May** or **July** election, the incumbent will be asked to remain in a temporary capacity.
9. The newly elected members will be notified by the out-going Secretary and will begin their term at the **July** and **September** meetings.
10. When a service position has been vacated by resignation or the incumbent has been removed by the ARSC, the Chairperson may appoint a temporary officer or representative.
11. Special elections will follow the ARSC election procedures, except that nominations and resumes will be accepted immediately with elections to follow at the next meeting.

Term Limits

1. Any member fulfilling an interim position may be considered Candidate for the next term.
2. ARSC officers and representatives should not serve for more than two consecutive full terms per position. Time served on an interim basis would not count towards consecutive full terms.
3. An officer or representative elected after the May meeting who is eligible to attend at least four ARSC meetings by the following May meeting is considered to have served a full term.

Voluntary and Involuntary Resignation

1. Voluntary Resignation:
 - a. Given in writing to the ARSC in advance of the next ARSC meeting.
2. Involuntary Resignation:
 - a. Relapse during term of office. Mandatory removal!
 - b. Failure to perform duties and responsibilities.
 - c. Breaches of the 12 Traditions of NA, the Twelve Concepts of NA Service, malicious misuse of terms and conditions or unethical conduct, inconsistent with the role of a "trusted servant".
 - d. Any ARSC officer missing or not reporting during two (2) meetings per term. Officers are expected to attend all ARSC meetings.
3. Involuntary Resignation Procedures:
 - a. These items (2b, 2c, and 2d) represent prerequisites for removal of a service member. It is not intended to mean that removal is necessary or required in each case they exist. They are intended to be a guide for group consensus when involuntary resignation proceedings are instigated or warranted. This process will concur with the tenth concept.
 - b. There may be a need to suspend the duties of an elected member of the ARSC. The reasons for suspension include, but are not limited to, the items listed in 2 a-d.

NOMINATIONS AND ELECTIONS OF OFFICERS AND COMMITTEES

Voluntary and Involuntary Resignation, cont.

- c. To begin involuntary resignation proceedings, a request stating intent with due cause should be sent to the ARSC Chairperson at least ten (10) days prior to the ARSC meeting.
 - d. The service member named for removal shall be informed by the ARSC Chairperson of the request before that meeting, if possible.
 - e. The service member, if he/she so chooses, is given time for rebuttal not lasting more than ten (10) minutes. This would be the time for ARSC members to ask questions of the trusted servant.
 - f. The service member is then asked to leave the room so that the ARSC members may discuss merits of the request freely.
 - g. The Chairperson guides the discussion, closes the discussion and asks for a consensus on the request for involuntary resignation.
5. The Chairperson will ask for a consensus for removal by the RCMs.
 6. Any member resigning without good reason or removed from office shall not be considered for any ARSC elected position for three years.

ARCHIVE POLICY

The ARSC committees and subcommittees will submit a record of: minutes of meetings, financial records, policy and procedures, guidelines, WSO reports and materials, copies of all written and electronic correspondence, final reports, inventory of property, and any items that may have historical value.

1. All archive materials shall be submitted to the regional secretary to be categorized, filed and stored.
2. The regional secretary will submit all archive materials to the BOD corporate secretary. Upon the completion of the regional audits.

BUDGET POLICY

NA funds are to be used to further or primary purpose, and must be managed responsibly (as per the 11th Concept). This concept establishes the absolute priority for the use of NA funds. The importance of that priority calls for the total fiscal accountability.

Annual Budgets shall be composed of:

1. Regional Administration
2. Board of Directors
3. Regional Delegates
4. Standing Committees
5. Ad Hoc Committee/Miscellaneous

Budget Procedures

Items to be considered:

Printing Cost	Travel	Postage
Clerical Supplies	P.O. Box Fee	Storage Locker Fee
Check Supplies	Software	Per Diem
Conference/Forum	Literature	Web Site Fees
Marketing/Events	Meeting List	Conference Agenda Report
Regional Assemblies	Rent	Conference Calls
Storage Containers	File Cabinet	Audio/Visual Needs
Game	Disk Jockey	Special Needs
Food/Beverages	NA Memorabilia	NA Merchandise
Phone Calls		

In determining the budget, refer to the Regional Treasure's Budget Analysis Report to evaluate the previous year's expenses. See sample at the end of guidelines.

Budget Analysis Sample

Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Rent Actual</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Rent Difference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meeting List	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$800.00
<i>Meeting List ACTUAL</i>	<i>(\$400.00)</i>		<i>(\$600.00)</i>				<i>(\$1,000.00)</i>
Meeting List Difference	\$0.00	\$0.00	(\$200.00)	\$0.00	\$0.00	\$0.00	(\$200.00)
Phone Line Cards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Phone Line Cards Actual</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Difference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RD's	\$1,083.33	\$1,083.34	\$1,083.34	\$1,083.33	\$1,083.33	\$1,083.33	\$6,500.00
<i>RD's Actual</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Difference	\$1,083.33	\$1,083.34	\$1,083.34	\$1,083.33	\$1,083.33	\$1,083.33	\$6,500.00
H & I	\$533.34	\$533.34	\$533.33	\$533.33	\$533.33	\$533.33	\$3,200.00
<i>H & I Actual</i>	<i>(\$1,564.81)</i>						<i>(\$1,564.81)</i>
H & I Difference	(\$1,031.47)	\$533.34	\$533.33	\$533.33	\$533.33	\$533.33	\$1,635.19
BOD	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
<i>BOD Actual</i>	<i>\$0.00</i>	<i>(\$6,000.00)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>(\$6,000.00)</i>
Difference	\$6,000.00	(\$6,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PR	\$966.67	\$966.67	\$966.67	\$966.67	\$966.66	\$966.66	\$5,800.00
<i>PR actual</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
PR Difference	\$966.67	\$966.67	\$966.67	\$966.67	\$966.66	\$966.66	\$5,800.00
Mileage RCM's	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$3,300.00
<i>Mileage RCM's ACTUAL</i>	<i>(\$541.00)</i>	<i>(\$840.50)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>(\$1,381.50)</i>
Help Line Rent Difference	\$9.00	(\$290.50)	\$550.00	\$550.00	\$550.00	\$550.00	\$1,918.50
Help Line Phone Bill	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Phone Bill Actual</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
Difference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PO Box	\$272.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$272.00
<i>PO Box Actual</i>	<i>\$0.00</i>						<i>\$0.00</i>
PO Box Difference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Secretarial	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$1,020.00
<i>Secretarial Actual</i>	<i>(\$124.16)</i>	<i>(\$147.32)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>(\$271.48)</i>
Secretarial Difference	\$45.84	\$22.68	\$170.00	\$170.00	\$170.00	\$170.00	\$748.52
Treasurer(Service Chg)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$60.00
<i>Treasurer Actual</i>	<i>(\$10.00)</i>						<i>(\$10.00)</i>
Treasurer Difference	\$0.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$50.00
Budgeted for Month	\$2,902.01	\$2,230.01	\$2,630.00	\$2,230.00	\$2,229.99	\$2,229.99	\$14,452.00
<i>Actual for Month</i>	<i>(\$2,639.97)</i>	<i>(\$987.82)</i>	<i>(\$600.00)</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>(\$4,227.79)</i>
Difference for Month	(\$9.96)	\$1,242.19	\$2,030.00	\$2,230.00	\$2,229.99	\$2,229.99	\$9,952.21

Regional Service Donation Worksheet Example (following page)

Area	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	June	July	August	TOTAL
Can	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
East Valley	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lake Havasu	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mohave County East	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Navapache	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NORTHERN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Phoenix	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
River Valley	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
South Central	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Southeast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Southwest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Verde Valley	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
West Valley	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Yavapai	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

REGIONAL AUDIT

The audit process is a review of the financial records, usually at the end of a term of service or event. This prudent process is something any well-run business does on a regular basis to determine if the records are accurate, consistent and following prescribed procedures. As a Trusted Servant, we must be accountable to the fellowship.

It may be necessary to do multiple audits within a term. This may be necessary due to scheduled audits, resignation of Sub-committee Chairpersons, excessive Committee personnel turnover or other reasons.

The Arizona Regional Service Committee (ARSC) shall conduct an annual audit within the 60 days between July and September Meetings. The audit will be arranged at a mutually convenient time and place within this 60 day period and will be initiated by the Regional Chairperson, and/or the Regional Vice-Chairperson with the assistance of the BOD. The Treasurer, the incoming Regional Chair, Vice Chair, Treasurer and Vice Treasurer will be present at this audit.

The Arizona Regional Service Committee chair shall initiate an audit of the Arizona Regional Convention Committee (ARCNA) with the assistance of the BOD.

The Arizona Regional Service Committee chair shall conduct an audit of the Arizona Regional Service Committee Inc. (BOD) within 60 days after the close of the fiscal year.

In order for the Audit to proceed, the following records should be gathered together for the period in question.

1. All financial records including checkbooks showing beginning and ending balances with all check stubs and/or registers.
2. Deposit(s) detail.
3. Check request forms, invoices, receipts and contracts.
4. Bank statements.
5. Dated inventory of any surplus merchandise with value calculated (if an event) stating storage location and plans for disposition.
6. Dated inventory of literature with value calculated stating storage location and plans for disposition (if applicable).
7. Dated inventory of supplies and items held in the Storage locker. This is thought necessary so that future Trusted Servants and the fellowship can be informed.

Any sub-committee or individual who has money advanced to them to purchase supplies or merchandise or attend seminars or forums will be receiving something in return for that money. At the end of the event, that person should report the total amount of money received from the Region, what they bought, and in what quantities, and what is left after the event including money advanced but not spent. This should be in writing. If applicable, the difference between what they bought and what is left should be the ending inventory of merchandise plus dollars for sold items. This is not difficult to keep track of unless it doesn't get written down.

In the case of Merchandise purchased, the following is most important to note. Since the Region is a non-profit organization, paying sales tax on merchandise sales to Arizona or the City where the transaction takes place is not required. The Region will **always** pay tax on purchases to avoid any possible liability with Arizona or any city we may hold events in. If, in the audit process, it is determined that tax has not been paid, Sub-committees will be asked to pay the tax and receive a paid invoice from that vendor. The ARSC and ARSC, Inc. do not have a "resale certificate."

The Treasurer has the responsibility to gather this information and put it in some order for presentation at the audit. If what is submitted to you is difficult to read, follow or account for in any way, you must inquire to the sub-committee Chairperson and reconcile it.

SAMPLE – MERCHANDISE AND EVENT COMMITTEES FINAL REPORTS

2002 Event

Fictitious Merchandise Committee Final Report

Paid to ABC Tee-Shirt Company 2/22/02			
6 dozen (72) black short sleeve w/logo @ \$3.95 each		\$284.40	
X-large	1 dozen		
Large	2 dozen		
Medium	2 dozen		
Small	1 dozen		
One-time set up charge		<u>50.00</u>	
	Subtotal		\$334.40
	8.10% Sales Tax	<u>\$ 27.09</u>	
	Total Cost		\$361.49

(cost of each shirt is: \$5.02)

Sold at event: 61 shirts @ \$12.00 each = \$732.00

Given for raffle: 1 shirt = \$0

Remaining inventory stored at Fred's house:

6 medium, 5 small = 10 shirts @ \$5.02 = \$50.22 Value

Fictitious Event Committee Final Report

Received check #456 on 2/1/02 \$500.00

Items purchased: (receipt attached)

- 3 3# cans of coffee
- 1 package of 6 cans Creamer
- 1 5# bag of sugar
- 1 case of 8 oz. Coffee Cups
- 1 package plastic spoons
- 1 package plastic forks
- 1 package napkins
- 1 6-roll package paper towels
- 2 bags of chips
- 1 container of dip
- Assorted raw vegetables
- Assorted fruit
- 2 bags mixed candy
- 4 dozen donuts
- 5 cases of assorted soft drinks
- 1 package small plastic plates

Total spent: -253.45
Remaining cash: \$246.55 (given to Treasurer)

Remaining merchandise at end of event: (stored in Susie's garage)

- 1 can coffee ¾ full (to be donated to a meeting)
- 1 Partial case of 8 oz. Cups (to be donated to a meeting)
- 1 roll paper towels
- 1-½ cases assorted soft drink

Partial package of small plates (to be donated to a meeting)

Donations received: \$22.75

Approximate value of goods:

EVENT INSURANCE GUIDELINES

If your committee is planning a function, and you choose to, or are required to have liability insurance coverage, it is necessary that you complete an Application for Event Insurance.

(See sample next page)

This must be done 21 days (or more) prior to the actual event. Follow the instructions on the form and complete all spaces. Contact the Regional Insurance Liaison at the telephone number or mailing address on the application.

When the Insurance Contact receives the application, it will be checked to make sure it is in order before submission to the insurance company. It is from this information that the insurance company will determine the cost to provide coverage for the event. Your committee is responsible for payment of the binder premium. The premium invoice may not arrive until well after the event is over. Please budget for this cost before concluding your financial records.

If a Certificate of Insurance (proof of coverage) is required by the hotel, church or meeting hall where your event is being held, please indicate this on the Application for Event Insurance. Indicate the address where this certificate should be mailed. Typically, it is sent to the property owner or agent.

When the premium invoice arrives, please make payment to: The Arizona Regional Service Committee, Inc. Do not pay the insurance company directly. Please forward payment to the Board Treasurer for deposit into the Board checking account. A check payable to the insurance company will then be sent by the Board Treasurer. This is done so there is an "audit trail" for our Accounting records

ARSC, INC. INSURANCE REQUEST FORM

Currently with this insurance policy all group and business meetings as well an activity are covered. Club houses are not covered by this insurance policy. Certificates of insurance are available to facilities will be provided upon request of that facility. There is no need to request a Certificate if the facility that you are using is not asking for one, once again the facilities are covered for the time that your meeting from start to finish. The information requested below is very important, the Certificate of Insurance cannot be ordered without answering all of the questions.

Information Needed For Certificates of Insurance is:

Name of the event: _____

Dates: _____ **to** _____

Time: Start: _____ **End** _____

The Sponsor: Region _____ **Area** _____ **Group** _____

LOCATION OF THE EVENT:

Name of the facility or park: _____

Address; Street, City, State, Zip Code: _____

Contact Name of Facility: _____

Contact Person: _____

Contact Persons address if other than the place of the event:

Contact Phone Area Code/Number: _____

Contact Fax Number (Include Area Code): _____

Email Address: _____

PLEASE REQUEST YOUR CERTIFICATES 30 DAYS PRIOR TO THE EVENT.
THIS APPLICATION CAN BE REQUESTED AND SENT ELECTRONICAL.

John Q. Addict
INSURANCE LIASION
602-369-6969 OR YOUARECOVERED@COX.NET

LOSS AND RECOVERY POLICY FOR THE ARIZONA REGIONAL SERVICE COMMITTEE (ARSC) FUNDS AND/OR PROPERTY

Purpose

The purpose of this policy is to provide adequate accountability to the groups and areas of the Arizona Region and Narcotics Anonymous as a whole. This policy is based on the Twelve (12) Steps, Twelve (12) Traditions, and Concepts Five (5) and Eleven (11); as well as the spiritual principles of responsibility, forgiveness, and understanding.

Accountability

Any member of the fellowship misappropriating/misusing ARSC funds or ARSC property, or misrepresenting payment to the ARSC or its subcommittees with a check that is not honored by the issuing bank is accountable to the ARSC.

Procedure

The goal of this procedure is to maintain communication with the trusted servants and resolve any potential problems (Concept #8). The following procedure may be stopped at any time following resolution no loss is determined, restitution is made, etc.).

Regional Trusted Servants shall be required to sign agreements of financial responsibility.

PART 1 – DETERMINATION OF LOSS

1. Any member that discovers the possible misappropriation, misuse, or other loss of ARSC funds or property will report the possible loss of funds to the ARSC Vice Chair.
2. The Vice Chair will contact and report the possible loss of funds to the ARSC Chairperson, Treasurer and the Corporation committee within 24 hours.
3. In the instance that the possible loss of funds may involve the Vice Chair, Chair, or Treasurer, another officer of the ARSC may be substituted in this process.
4. Within 72 hours of notification the Vice Chair will send the "ARSC Letter of Inquiry" and will contact the person accountable for the funds/property in question.
5. The Vice Chair will then report the outcome of that contact to the Chair, Treasurer and the Corporation Committee, and they will determine which of the following actions are necessary.
6. No loss is determined.
 - A full written accounting of funds/property is provided
 - Indeterminate loss
 - Possibility of loss; further information needed
 - Loss and point of accountability determined
 - Officers will initiate the "Initial Fund Recovery Process"
7. A complete written report of the process and determination will be presented at the next ARSC

PART 2 – INITIAL FUND RECOVERY PROCESS

1. A letter will be sent "certified return receipt". (See inquiry letter #1).
2. Once this letter is sent, a full written disclosure report needs should be prepared and an emergency meeting for the Regional Executive Committee; however, the process should continue until the next ARSC meets.
3. If no response is received or no resolution is met, a second letter is sent "certified return receipt" (See recovery letter #2).
4. If no response is received or no resolution is met, a third letter is sent "certified return receipt" (See recovery letter #3).
5. If response is not received from the letters, or if the person accountable for the funds/property wants to address the entire ARSC, no other action will be taken until the next scheduled Regional Service Meeting.
6. If there is a response, the Vice Chair will schedule a meeting of the Executive Committee.

LOSS AND RECOVERY POLICY FOR THE ARIZONA REGIONAL SERVICE COMMITTEE (ARSC) FUNDS AND/OR PROPERTY, cont.

PART 3 – FURTHER ACTION AS DEEMED NECESSARY BY THE ARSC

1. A report of loss and the initial recovery process will be given at the next ARSC.
2. The following options may be considered by the ARSC:
 - Consider the matter closed and take no further action
EXAMPLES:
 - Not enough information available
 - Humanitarian reasons (i.e. death, extreme illness)
 - Continue to pursue internal resolution
EXAMPLE:
 - Establish a written agreement for the return of funds/property
 - Take appropriate legal action
EXAMPLES:
 - Chair establishes a "Collection" Ad-Hoc committee
 - Send to collection agency, civil action, criminal action, etc.

PART 4 – EXPLANATION OF PROCEDURE FOR RESOLUTION

1. A thorough review of all books and financial records.
2. Schedule a meeting, assuring that the individual(s) who allegedly misappropriated/misused funds and/or other assets, is/are informed of the meeting and given the opportunity to present his or her point of view. After all sides have been heard, a break in the meeting format is encouraged to allow all present the opportunity to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.
3. If the individual admits to the misappropriation, misuse or theft and agrees to pay back the funds and/or other assets, a restitution agreement can be developed. Let the individual know that if the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement.
4. A report about the situation shall be published, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
5. If the individual refuses to repay the money, or agrees to a plan but does not follow 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 forward.
6. If legal action is pursued one or all of the following may occur:
 - a. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
 - b. The ARSC may pursue a criminal prosecution of the individual(s) through the proper authorities.

LETTER #1 SAMPLE INQUIRY LETTER

ARIZONA REGIONAL SERVICE COMMITTEE
P.O. BOX 1351
PHOENIX, ARIZONA 85001

Joe Beanaddict
111 N. 8th Street
Phoenix, AZ. 85555

October 19, 2002

Dear Joe:

This letter is being sent due to an inquiry from a concerned member of the fellowship regarding possible misappropriation of money and/or other assets. You are asked to please contact me, the Regional Vice Chair, within seven (7) working days from the receipt of this letter to discuss this concern.

I look forward to hearing from you soon in order to come to a mutual understanding on this issue. You may contact me by any of the resources below:

Phone Number: (602) 777-1111
E-mail Address: moo@msn.com
Return Mailing Address: 1211 N. One Street
Phoenix, AZ 85000

Sincerely,

William T.
Regional Vice Chair

NOTE: You may use: lost, misappropriation of ARSC funds, or property. Please only use the one that pertains to the action

LETTER #2 SAMPLE RECOVERY LETTER

ARIZONA REGIONAL SERVICE COMMITTEE
P.O. BOX 1351
PHOENIX, ARIZONA 85001

Joe Beanaddict
111 N. 8th Street
Phoenix, AZ. 85555

October 19, 2002

Dear Joe:

This letter is being sent to you because the ARSC has determined that you are accountable for the loss/misappropriation of ARSC money and/or property. The total sum for which you are accountable is \$1,000. Specific details regarding this determination of accountability have been included as part of this correspondence.

Above all else we wish to emphasize that our primary concern is your continued opportunity to find recovery in the fellowship of Narcotics Anonymous. In conjunction with the spiritual foundation of our program we are offering an opportunity for you to clarify the circumstances surrounding this loss.

If you believe that the determination is incorrect you are asked to please contact me, the Vice Chair, within seven (7) days from the receipt of this letter to discuss this further.

If you find our determination to be accurate we are offering you an opportunity to make amends through restitution. Please contact me, the Vice Chair, within seven (7) days from the receipt of this letter and provide me with a specific schedule for repayment (or return of property).

You are loved and you are a valuable member of Narcotics Anonymous. Your continued presence is valuable above all else. The members of the ARSC are available to support you through any portion of this process. Please be assured that your presence at the next meeting of the ARSC is welcome, and if you wish to address the committee, adequate time will be provided for you to do so.

Phone Number: (602) 777-1111
E-mail Address: moo@msn.com
Return Mailing Address: 1211 N. One Street
Phoenix, AZ 85000

Sincerely,

William T.
Regional Vice Chair

NOTE: You may use: lost, misappropriation of ARSC funds, or property. Please only use the one that pertains to the action.

LETTER #3 SAMPLE RECOVERY LETTER

ARIZONA REGIONAL SERVICE COMMITTEE
P.O. BOX 1351
PHOENIX, ARIZONA 85001

Joe Beanaddict
111 N. 8th Street
Phoenix, AZ. 85555

October 19, 2002

Dear Joe:

This is the second letter being sent to you by the ARSC because we have determined that you are accountable for the loss/misappropriation of ARSC money and/or property.

The sum for which you are accountable is \$1,000. Specific details regarding this determination of accountability have been included as part of this correspondence. The first letter was sent to you by certified mail at the above address on November 10, 2002 and was: (USE EITHER / OR OF THE BELOW EXAMPLES)

Signed by Joe Beanaddict on November 12, 2002
Returned undelivered on November 12, 2002

Above all else we wish to emphasize that our primary concern is your continued opportunity to find recovery in the fellowship of Narcotics Anonymous. In conjunction with the spiritual foundation of our program we are offering an opportunity for you to clarify the circumstances surrounding this loss.

If you believe that the determination is incorrect you are asked to please contact me, the Vice Chair, within seven (7) days from the receipt of this letter to discuss this issue further.

If you find our determination to be accurate we are offering you an opportunity to make amends through restitution. Please contact me, the Vice Chair, within seven (7) days from receipt of this letter and provide me with a specific schedule for repayment.

You are loved and you are a valuable member of Narcotics Anonymous. Your continued presence is valued above all else. The members of the ARSC are available to support you through any portion of this process. Please be assured that your presence at the next meeting of the ARSC is welcome, and if you wish to address the committee adequate time will be provided for you to do so.

Phone Number: (602) 777-1111
E-mail Address: moo@msn.com
Return Mailing Address: 1211 N. One Street
Phoenix, AZ 85000

Sincerely,

William T.
Regional Vice Chair



STATEMENT OF RESPONSIBILITY

*** Secretary should maintain this record**

I, _____, a trusted servant of the fellowship of the Arizona Region of Narcotics Anonymous (NA) agree to use property and keep safe any money or other assets entrusted to me by the Fellowship of NA.

I agree to avoid mixing Fellowship money or property with my own money/ property or the money/property of anyone else.

I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.

I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty, that I will accept full responsibility for their replacement.

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service, I agree to promptly turn over any Fellowship money, assets, records or other Fellowship Property.

I have agreed to follow and adhere to the Arizona Regional Service Committee's Loss and Recovery Policy.

Signed this _____ day of _____, 20_____

(Trusted Servant Print Name)

(Trusted Servant Signature)

Date

(Witness, ARSC Officer)

(Witness Signature)

Date

Item Borrowed: _____

NA Function date(s) & location: _____

Date of return: _____

Contact Info: _____

TRANSPORTATION

1. Air Transportation:
 - a. All travel will be ticketed in coach class.
 - b. Try to make reservations far enough in advances to obtain an economical ticket.
 - c. Frequent flyer miles accrued will be the property of the member.
2. Ground Transportation:

Rental cars are authorized if the total cost is equal to or less than the shuttle cost to and from the airport. Members will utilize the most economical form (Shuttle bus, taxi, local NA member) from the airport to their lodging accommodations and for required travel within the meeting venue.
3. Hotel Accommodations:
 - a. Members will stay at the event hotel in the case of World Service travel.
 - b. For travel to events other than those set up by World Services, the member should check with a local member to obtain an economical, clean, safe and convenient accommodation.
 - c. Reimbursement for lodging will be for a double occupancy.
4. Personal Expenses:
 - a. \$50.00 per day is allowed for meals, snacks, soda, coffee, gum and aspirin.
 - b. Copies, faxing, phone calls and office supplies that are necessary to the business at hand are authorized.
5. Mileage Reimbursements

Mileage will be reimbursed by the ARSC at a per/mile rate established by the body for the above mentioned ARSC Officers if mileage traveled to attend the scheduled ARSC Meeting exceeds 150 miles round-trip from the city in which they reside to the location of the ARSC meeting. Mileage will be calculated using "book miles" from a current Atlas based on actual highway miles traveled en-route from that city.

TRAVEL POLICY

We should always exercise prudence in spending ARSC funds by obtaining the cheapest rates possible. For air travel, we should take advantage of low fares for early ticket purchases. The same holds true for lodging and other miscellaneous expenses, we should always look for ways to conserve NA funds. If ARSC trusted servants make special travel arrangements - (*first class air fare, car rental, etc.*), special accommodations - (*a private room*), or extra services - (*room service, dry cleaning etc.*), the additional cost must be paid by that person. Sometimes-interested members, family or friends travel or stay with the authorized traveler to service meetings or events. If these individuals travel or stay with the authorized traveler, they must pay their own way.

All ARSC funded individuals who travel outside of the region will submit an actual expense form and receipts for all aspects of the funded travel. This report will be turned in on the enclosed form prior to the next ARSC following their return.



KEY HOLDER ASSIGNMENT FORM

- * There should be a name for each key available
- * Secretary should maintain this record
- * A new form should be issued following elections

<i>Example:</i>				
POST OFFICE BOX KEYS: Total copies available - 2 ARSC - 1 ARCNA				
DATE OUT	DATE RETURNED	NAME	POSITION	POST OFFICE BOX NUMBER
6/10/12	6/11/12	Ann Addict	ARCNA merch	11223
7/11/12		Ima Addict	ARSC Chair	1351
7/18/12		Ura Addict	H&I Designee	33221

POST OFFICE BOX KEYS: Total copies available - ?				
DATE OUT	DATE RETURNED	NAME	POSITION	POST OFFICE BOX NUMBER

STORAGE LOCKER KEY(S): Total copies available - ARSC, ARCNA, BOD?				
DATE OUT	DATE RETURNED	NAME	POSITION	POST OFFICE BOX NUMBER



CHECK REQUEST FORM

DATE _____

PERSON REQUESTING _____

SUBCOMMITTEE _____

PAYABLE TO: _____

AMOUNT \$ _____

REASON/DESCRIPTION (be very specific) _____

APPROVED BY: _____

TREASURER USE: ATTACH RECEIPTS

CHECK # _____

DATE _____

MAILED _____ GIVEN TO REQUESTOR _____

OTHER _____



EXPENSE REPORT FORM

NAME: _____

DATE (S) OF TRAVEL: _____

DESTINATION: _____

PURPOSE: _____

AIRFARE \$ _____

HOTEL \$ _____

MEAL ALLOWANCE \$ _____

MILEAGE _____ MILES x \$.25 PER MILE = \$ _____

RENTAL CAR \$ _____

OTHER \$ _____

(provide explanation)

SUB-TOTAL \$ _____

LESS: MONEY ADVANCED \$ _____

TOTAL DUE: \$ _____

SIGNED: _____

DATE _____

PLEASE ATTACH YOUR RECEIPTS

ARIZONA REGIONAL IDEA AND REQUEST FORM

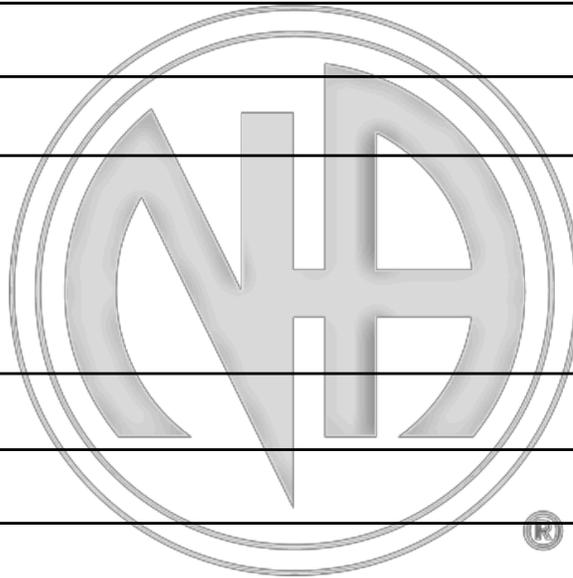
Consensus Log Number: ____ - ____ - _____

Date: _____

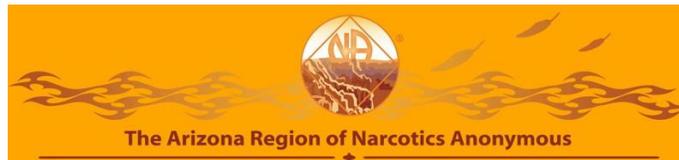
Maker: _____

IDEA and REQUEST:

Intent:



ARSC Action ____ Guideline Change ____ BOD Action ____



STATEMENT OF WILLINGNESS SERVICE RESUME

Before completing the Arizona Regional Service Committee (ARSC) or Board of Directors (BOD) resume form we would like to let you know about service at the Regional level.

ARSC: In order to provide our fellowship with the very best service possible we ask you to consider carefully the responsibilities that go with the elected position for which you may be nominated. You may be asked to make a considerable investment of your time, such as attending subcommittee meetings, writing reports and discussing plans and objectives of your service commitment, in order to fulfill the duties of the position. You may wish to consult your family and/or your sponsor after reviewing our guidelines for the Regional position in which you are interested.

All positions at the ARSC have the desired requirements stated in our guidelines. Please review the position for which you are submitting your Service resume so that you will be aware of the time commitment – usually a minimum of at least one year.

All persons elected to an ARSC position are required to attend the 6 yearly ARSC meetings, which occur every 2 months, and are expected to stay until the close of the ARSC meeting, which does not have a set end time.

ARSC Mission Statement

The mission is to provide an open line of communication and service between the Area Service Committees and The Narcotics Anonymous World Service Office (NAWS). The Arizona Regional Service Committee will provide the services and support that facilitates the continued growth and development of the fellowship of Narcotics Anonymous within the Arizona Region.

BOD: We are pleased that you have considered service with the Arizona Regional Service Committee, Inc., Board of Directors. Below is some information about our Board, which serves and is accountable to the Arizona Regional Service Committee. We are an Arizona Nonprofit Public Benefit Corporation. A Ten (10) year clean time requirement is necessary for consideration to this body.

We are primarily a research and recommendation group and therefore, service to this body requires willingness to commit. Most of our current Directors have occupations in professional, administrative or accounting careers, own their own businesses and/or have extensive NA service history.

BOD Mission Statement: The mission of the Arizona Regional Service Committee, Inc. is to provide the services and support that facilitates the continued growth and development of the Fellowship of Narcotics Anonymous in the Arizona region.

In support of this mission, the Arizona Regional Service Committee Inc. is committed to the following:

- NA's philosophy and principles as contained in NA's Twelve Steps, Twelve Traditions, and Concepts for Service, and fellowship-approved literature.
- Fiscally sound and effective decision-making.
- Quality management, defined as:
 - A constant effort to strive for improvement;
 - A commitment to remain a reliable, dependable, and stable resource for our members; and suitable facilities and equipment.
- Providing an environment of honesty, integrity, mutual trust, and respect.

Please use the attached resume form to provide us with your information.



**NARCOTICS ANONYMOUS
ARIZONA REGIONAL SERVICE COMMITTEE RESUME - Continued**

FIRST NAME:	LAST NAME OR INITIAL:
CLEAN DATE:	HOME GROUP :
OPTIONAL: PHONE -	EMAIL -

MARK ONE BOX BELOW FOR THE SERVICE POSITION YOU ARE SEEKING:

<input type="checkbox"/>	Chair	<input type="checkbox"/>	Activities Coordinator	<input type="checkbox"/>	Directory
<input type="checkbox"/>	Vice-Chair	<input type="checkbox"/>	ARCNA Chair	<input type="checkbox"/>	Hospitals & Institutions
<input type="checkbox"/>	Treasurer	<input type="checkbox"/>	ARCNA Vice-Chair	<input type="checkbox"/>	Literature Review
<input type="checkbox"/>	Alt. Treasurer	<input type="checkbox"/>	ARCNA Treasurer	<input type="checkbox"/>	Public R elations
<input type="checkbox"/>	Secretary	<input type="checkbox"/>	BOD	<input type="checkbox"/>	Website
<input type="checkbox"/>	Regional Delegate (RD)	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Regional Delegate Alt.(RDA)	<input type="checkbox"/>		<input type="checkbox"/>	

Service history: begin with most recent service, specifying whether Group, Area or Regional and listing approximate service dates.

What can you offer this position if elected?

Do you have any academic or professional experience, which would assist you in fulfilling this service position?

What are your goals for this position if elected?

Have you completed all the twelve steps of narcotics anonymous in writing, working with a sponsor?

Do you have a current working knowledge of the 12 traditions and the 12 concepts of NA?

ARIZONA REGIONAL SERVICE COMMITTEE RESUME - Continued

Have you failed to complete or been removed from a service position in the last five years? If yes, please explain.

Have you misappropriated NA funds and/or property? If yes, explain:

When:

Where:

How:

Fully reimbursed:

Are you currently employed and financially stable?

Do you have the time, resources and skills necessary to complete this service position?

If elected you will be required to sign a theft and recovery policy form.-

ARIZONA REGIONAL ASSEMBLY

PURPOSE

The regional assemblies bring representatives of NA groups together with GSRs, RCMs and the regional delegate for the purpose of developing a collective conscience concerning issues affecting Narcotics Anonymous worldwide. This direct contact between groups and the conference helps keep our world services attuned to the needs of our fellowship.

PARTICIPATION

The assembly shall be comprised of participating GSRs, Alt. GSRs, RCM1, RCM2, Regional Delegate, and Regional Delegate Alt. all active with the Arizona Region.

FUNCTION

1. Regional Delegate gives an opening address on issues at hand. (ALT. Delegate may perform this function).
2. To develop a collective conscience concerning issues affecting Narcotics Anonymous worldwide.
3. To cover issues from pre-conference mailing from World Services.
4. To give the Regional Delegate clear indications of the region's collective conscience concerning World issues at the World Service Conference.
5. To elect a member to the Board of Directors. Voting Members:
 - a. GSRs, GSR-Alt, RCMs, RCM 2.
 - b. Nominees must be present at the assembly with a completed resume, or one from the Regional Archives.
 - c. Election is by assembly conscience.

LOCATION

1. During the conference year the assembly will be held in the Phoenix Metropolitan Area on the Saturday before the Regional meeting in March.
2. The second assembly will be held in October in one of the Northern areas
3. The non-conference year the assembly will be held in one of the Northern Areas in April.
4. The second assembly will be held in one of the Southern Areas in October.

HOST RESPONSIBILITIES

1. The RCM's shall submit a proposal to the region to host the regional assembly for the fall meeting in no later than the March regional meetings. For approval by the RCM's
2. The proposal shall include a facility and budget that has been discussed and approved by the regional delegate. And approved by the RCM's. Any changes to the budget can be made at this time.
3. The RD or RD ALT shall have flyers for the next regional meeting leading up to the events

REGIONAL ASSEMBLY VOTING

Voting:

1. Consensus Based Decision Making (CBDM) may only be used by the Assembly if one more than two thirds of all Registered GSRs or GSR/Alts are present at the Assembly.
2. CBDM may only include voting members.
3. Present GSRs or GSR/Alts votes will be recorded before registered ballots are added to the vote.
4. All issues that require a two thirds vote on the conference floor will require a two thirds vote of the assembly to pass. All items requiring a two thirds vote will be listed with that requirement on the ballot. All other issues will only require a simple majority.
5. A yes or no vote will be taken to extend a "vote of confidence" to the RD and RD/Alt. for the World Service Conference, and Zonal Forums.
6. Votes will be recorded as:
 - yes
 - yes but only if these qualifications are met
 - no
 - vote of confidence

REGIONAL ASSEMBLY VOTING –CONT.

Voting Members of the Arizona Regional Assembly:

1. Group Service Representative of a registered group in the state of Arizona.
2. In the absence of a Group Service Representative, the Group Service Representative Alternate may vote.
3. In the absence of a Group Service Representative, and a Group Service Representative Alternate, a registered ballot for that Group will be recognized as one vote and recorded for all items on the registered ballot.

Non-Voting Members of the Arizona Regional Assembly:

1. Any member of Narcotics Anonymous may participate in the Arizona Regional Assembly as a non-voting member.
2. Non-voting members will only be recognized for discussion after all voting members have been recognized for discussion on any issue before the assembly.
3. If split assemblies are held and a voting member has voted at another assembly, they will only be recognized as a non-voting member.

Quorum:

1. Quorum is established as one more than half of attending representatives at the first roll call of the Assembly.
2. Ballots count as percentage of overall vote, but do not count toward quorum except in items requiring a two thirds majority vote.
3. Should quorum be lost, the RD or RD/Alt. may continue the assembly to fulfill discussion on all issues, however no further votes will be recorded, and a vote of confidence will be given on all remaining votes.

Discussion and Debate:

The Regional Delegate or Regional Delegate Alternate may limit debate or discussion to two pro and two con on any issue before the assembly.

Registered NA Groups:

A Narcotics Anonymous Group in The Arizona Region, listed in the Regional Meeting Directory, on the Regional Meeting Directory on the Arizona Regional Website, or registered with their Area in Arizona, or registered with Narcotics Anonymous World Services (NAWS) in Arizona, will be recognized as a registered group.

Ballots:

1. The Regional Delegate or Regional Delegate Alternate will create a ballot for every registered Narcotics Anonymous Group in The Arizona Region.
2. Ballots will be delivered by mail to the last mailing address listed by the Group with the Directories Committee or, submitted to the Region by their RCMs or, from the NAWS database.
3. Ballots may be delivered by email by Groups listing an email address.
4. Ballots may be delivered by RCMs to their GSRs by request.
5. Ballots will also be available to GSRs or GSR/Alts at the Regional Assembly.
6. Only one vote will be recorded per group per issue.
7. In the event a written ballot is submitted, and the GSR or GSR/Alt. then chooses to attend the Assembly, the written ballot will be withdrawn for any votes not already recorded. And the GSR or GSR/Alt. will be recognized for all remaining votes.
8. The ballots can either mailed into the regional PO box, or they may be turned in to their areas RCM's and turned in at either the ARSC meeting preceding the Assembly or the RCM's may turn them in to the RD, RD/Alt. at the Assembly.

NAWS WORLD HUMAN RESOURCE PANEL (HRP)

Procedure for sending names supported by the ARSC

1. N.A. World Services (NAWS) HRP will send out notices to the RD team
2. The RD team will notify the RCM's via email and report at the region.
3. Any interested member may ask that their name be sent to the HRP only after the RCM's approve.
4. This can be done by a RCM or a member of the RD team or the member.
5. After the member has been approved the RD team will fill out the form that is provided by the HRP.
6. The form is read at the regional meeting and the RCM's approve forwarding the form to the HRP.
7. The RD team will forward to the HRP.

REGIONAL CALENDAR

SEPTEMBER
ARSC: Newly elected take office
ARSC: Decide on budgets
OCTOBER
ARSC: Regional Assembly
NOVEMBER
ARSC: Select March Assembly location by area bids
DECEMBER
JANUARY
ARCNA: Nominations open for Chair, Vice-Chair, Treasurer
ARSC: Conference Agenda Report (CAR) workshop -- to be held during the year of the World Service Conference
FEBRUARY
MARCH
ARCNA: Statements of willingness (SOW) due; Question nominee(s)
ARSC: Nominations open for Chair, Vice-Chair, Treasurer, Alternate Treasurer, Secretary, Regional Delegate Alternate, Activities, Directory, Hospitals & Institutions, Literature Review, Public Relations, Website
ARSC: Regional Assembly
BOD: Elect 1 member at Regional Assembly
APRIL
BOD: Deadline for site location for next ARCNA
MAY
ARCNA: Elections
ARSC: SOWs due; Question nominee(s)
ARSC: Select October Assembly location by area bids
ARSC: Approve next ARCNA location
JUNE
JULY
ARSC: All budgets due
ARSC: Elections
BOD: Elect 1 member at ARSC
AUGUST
ARSC: ARSC Chair, Vice-Chair, Treasurer And BOD CFO Complete Audit

SUGGESTED MEETING FORMAT

Opening

The Regional Meeting will begin promptly at 12:15 p.m. Chair will open meeting with a moment of silence followed by the Serenity Prayer. The Twelve Traditions will be read, and The Twelve Concepts will be read.

1. Meeting Agenda

Chairperson will ask for additions/deletions to the agenda at this time. The Chairperson will receive any changes to the agenda and any new business items prior to the regular ARSC meeting. At the discretion of the Chairperson exceptions may be granted due to time constraints appropriate of the item, or perceived "emergency" status.

2. Introductions

Those attending the meeting will introduce themselves and their positions, if applicable. Members who are not Regional participants (Observers or members who request open forum) are invited to introduce themselves.

3. Open Forum

The Open Forum is an opportunity for members other than ARSC participants to discuss any concerns they may have. THIS IS NOT A RECOVERY MEETING. Members with issues and concerns that they want to discuss will need to inform the Chair prior to the reading of the agenda to participate in the open forum. The meeting will be moderated by the Chairperson, and will last no longer than one-half hour. If there are multiple requests for open forum the time shall be divided equally within the designated half hour.

4. Quorum Establishment

The Secretary will conduct a formal roll call and establish a quorum, then announce if the quorum required to conduct business has been met. At this point, the ARSC converts to a business-meeting format. The only attendees who are allowed to speak are the ARSC participants. Observers are invited to attend but will not be given the floor to address the Region, unless duly recognized by the Chairperson.

5. Secretary's Report

The report of the previous meeting's minutes is given and questions about the minutes are addressed. Corrections, if needed, are made to the Secretary's final copy. A verbal request to approve the Secretary's report is made and decided upon by ARSC participants.

6. RCM Reports

The Regional committee member reports are given either written or verbally.

7. Chair Report

Chairperson will report on agenda updates, and meeting structure related issues.

8. Vice Chair Report

Vice-Chairperson reports on ad hoc/subcommittee needs and requests.

9. Initial Treasure Report

Initial Treasurer's Report: Treasurer will present an initial financial/budget report to the Region. If needed, corrections to the report and questions about the report or budget may be addressed at this time.

10. Board of Director's Report

The BOD Liaison will give a report, on behalf of the Board of Directors. BOD site locator will attend the ARSC meeting when site selection recommendations for ARCNA are available for presentation.

11. Regional Representative Reports:

- a. RD: will report on any issues involving the Region's relationship/representation with the World Service Conference, the WSO, the Western States Forum, and the GSR Assembly.
- b. RD-Alt.: will report on any inter-regional issues and projects.

12. Subcommittees

The subcommittee chairs will report on behalf of their committees.

13. Ad Hoc Committees

The Ad Hoc Representative will report on any business to do with its committee. Ad-hoc committee chair may make recommendations

14. Old Business

Any items of business remaining from the previous meeting will be addressed here.

15. Elections if scheduled

16. New Business

Any items of new business not addressed during the previous ARSC meeting will be considered. (Area Motions)

17. Final Treasurer Report

- a. Donations and Expenditures
- b. RCM approval of World donation

18. Time and Date of next meeting

19. Adjournment