



**NARCOTICS ANONYMOUS**

**PHOENIX AREA SERVICE COMMITTEE**

**GUIDELINES**

**(Version 24)**  
**11/05/2011**

**P.O. Box 34123**  
**Phoenix, Arizona 85067**

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## CHANGE LOG

<b>Version</b>	<b>Date</b>	<b>Comments</b>
7	20050806	Last approved version using Robert's Rules of Order
8	20070613	Draft, incorporating consensus based decision making
9	20080201	Draft, expanded CBDM from ARSC, includes subcommittee guidelines
10	20080213	H&I and Activities changes, letters of financial responsibility added to RCM and Treasurer
11	20080216	Formatting, referenced insurance, added 12 concepts liberally
12	20080217	Cleanup, removed Helpline Treasurer, changed H&I/ Activities budget \$
13	20080218	More Helpline changes
14	20090110	July elections on Page 10, PI goes with CBDM
15	20090121	Changes to H&I, index
16	20090404	CBDM flowchart, Helpline changes
17	20090718	TSLD Changes – Table of Contents, Change Log, Pages 16, 23, 30, 31, 35, 36, 39
18	20100206	Activities Subcommittee – delete the word "monthly" – Changes to Cover page, Change Log, Page 36
19	20100306	Secretary Duties – remove updating WSO with group registrations; Outreach Duties – add updating WSO with group registrations and updates – Pages 14, 34
20	20100403	<p>NArathon Committee Chair and Treasurer to be elected by special election to be held in March of each year – Pages 9, 10, 40</p> <p>Operational Guideline #4, stand aside position, Page 6</p> <p>Operational Guidelines #7, stand aside position, Page 6</p> <p>Subcommittee Guidelines to add audit recommendations, Pages 38 (Activities), 39 and 40 (NArathon), and 44 (Subcommittee Chairs and Treasurers to sign Statements of Financial Responsibility)</p> <p>To create Literature Subcommittee Guidelines with audit recommendations, Pages 41-end</p>
21	20100807	Public Information name changed to Public Relations, Pages ii, 16, 17, 19-23, 31, 34
22	20101106	Operational guidelines when an idea has been referred. Page 6, ¶ 12
23	20111105	Secretary Duties: Secretary to redact all personal identifying information before forwarding minutes to Web Servant

## **MISSION STATEMENT**

The Phoenix Area Service Committee, referred to as PASC, will provide the services and support to the groups in the Phoenix Area in fulfilling the primary purpose to carry the message to the addict who still suffers.

## **BOUNDARIES**

The PASC shall serve the Greater Phoenix Metro area.

## **THE AREA SERVICE COMMITTEE**

The PASC is a committee made up of Group Service Representatives (GSRs) selected by the groups within the Area to serve the Fellowship, and Area Service Committee Officers. The PASC meets regularly to serve the specific needs and directions of its member home groups. All home groups attending the Area Service Committee meeting have a voice in the Area's decision making process.

### **Function**

1. Provide a line of communication between the NA groups in the Phoenix Area.
2. Participates in the Arizona Regional Service Committee.
3. Maintains a line of communication with all levels of the NA service structure.
4. Establish and maintain subcommittees to provide services for our local fellowship and the public.
5. Fulfills the fiduciary responsibilities of the PASC and its sub-committees.
6. Maintain a Post Office Box and storage facility for all physical properties belonging to the PASC.

### **Policies**

#### **Financial**

1. A set of financial records shall be maintained at all times.
2. There will be three signatories on the PASC checking account.
3. All checks written on the PASC checking account shall be signed by two of the three signatories on the account.
4. Financial audits of the PASC and Sub-committees shall be held at least twice a year, in February and July.
5. A year-to-date financial report shall be furnished with a balance sheet at the June PASC.
6. All monies received shall be deposited within forty-eight hours.
7. Disbursement of budgeted funds does not require a vote.
8. The PASC budget shall be the sum of the established operational expenses and the approved Subcommittee budgets.
9. The PASC prudent reserve shall not be less than one month of the PASC budget.
10. Regional donations shall consist of all monies above the prudent reserve at the end of the PASC meeting prior to the next ARSC meeting.
11. All Sub-committee Chairs and Executive Committee members submit annual budgets in January to be approved at the February PASC meeting.
12. All individuals who handle PASC funds and property or are signers on the PASC bank account or any of its subcommittee bank accounts, must sign Letters of Financial Responsibility.

## **Budget**

NA funds are to be used for 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. Area Administration
2. Standing Subcommittees
3. Ad Hoc Committees/Miscellaneous Subcommittees

## **Subcommittees**

1. Subcommittees will submit a budget annually to the PASC for review and approval of the PASC budget as a whole.
2. Property acquired by and for any subcommittee shall be inventoried and become property of the PASC.
3. The subcommittees will perform periodic reviews of their guidelines.

## **Temporary Suspension of the PASC Guidelines**

1. The temporary suspension of the PASC guidelines must be for a specific purpose.
2. Circumstances may arise where it is necessary for operational needs to temporarily suspend the guidelines in order to successfully conduct business. This requires a 2/3 majority vote of all present voting members.

## **The NA Service Prayer, the Twelve Traditions and the Twelve Concepts of NA Service**

The PASC members, directly responsible to those they serve, use the NA Service Prayer, 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 NA Service Prayer**

"GOD, grant us knowledge that we may write according to Your Devine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours - in order that no addict, anywhere, need die from the horrors of addiction."

### **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 NA. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA. group ought to be fully self-supporting, declining outside contributions.
8. N.A., as such, ought never be organized but we may create service boards or committees directly responsible to those they serve.
9. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
10. 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.
11. 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 PASC meeting will meet monthly on the first Saturday of the month unless a consensus has been reached to move the meeting date due to a conflict.
2. The PASC Chairperson will be responsible for arranging the meeting place.
3. Emergency meetings may be called by the Chairperson of the PASC by notifying all PASC officers and voting members. At least a third of the voting members must be present. The purpose of this meeting shall be limited to the identified emergency. No other business shall be conducted.
4. The PASC Subcommittee meeting time and locations will be published in the area meeting list.

### **Sample Agenda**

**Opening.**

The Area Meeting will begin promptly at 12:30 p.m. Chair will open meeting with a moment of silence followed by the Serenity Prayer. The Service Prayer will be read, the Twelve Concepts will be read, and the Twelve Traditions will be read.

**Minutes and Meeting Agenda.**

Chairperson will ask for a consensus to approve the published minutes for the previous PASC meeting and for additions/deletions to the agenda at this time.

**New GSR Introductions**

**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.

**Chair Report.**

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

**Vice Chair Report.**

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

**Secretary's Report**

**Preliminary Treasurer's Report.**

This report will familiarize the GSRs with the amount of money on hand which will allow more prudent decision making.

**RCM Report.**

The RCM will report on any issues involving the Area's relationship/representation with the Arizona Regional Service Committee, the Regional Board of Directors, the GSR Assembly or any other NA service body communicating with the Region.

**Open Forum.**

The Open Forum is an opportunity for members other than PASC participants to discuss any concerns they may have. The maximum time allowed for each open forum participant shall be five minutes, and open forum (as a whole) shall be no more than 30 minutes.

**Subcommittees.**

The subcommittee chairs will report on behalf of their committees.

**Ad Hoc Committees.**

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

**Old Business.**

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

**Elections if scheduled**

**New Business.**

Any items of new business not addressed during the previous PASC meeting will be considered.

**Literature Report**

**Final Treasurer Report**

**Distribution of Funds**

**Time and Date of next meeting**

**Closing Prayer**

**Adjournment**

**Quorum**

1. An official quorum must be established to make decisions in new and old business.
2. All NA home groups registered with the PASC have a voice and are entitled to a vote. Any home group wishing to register with the PASC may send a GSR to the PASC meeting and announce its intention to register with the PASC after Roll Call. An idea/request may then be made to admit the home group to the PASC starting with that meeting. If that idea/request passes then the GSR may immediately participate with the power to vote on New Business.
3. In the event a home group has not been represented for two consecutive meetings the number of home groups registered shall be reduced by one in order to correct the Quorum.
4. A home group that has been absent for two consecutive PASC 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 GSR for a home group, only an eligible voting alternate, as determined by the home group, 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.

**Membership**

1. The PASC membership shall consist of voting and non-voting members.
2. Eligible to vote:
  - a. The GSR
  - b. The Alternate GSR, or designated alternate, in GSRs absence
3. Non-Voting Members (Participants):
  - a. Administrative
  - b. Regional Committee Members
  - c. Subcommittee Chairs
  - d. Ad-Hoc Chairs
4. Although all members may participate fully in the decision making process, non-voting members will not vote on issues that come to a vote. The non-voting members serve the groups represented by the GSRs. If a GSR is temporarily appointed to an Ad-Hoc Chair position, an alternate should carry the group's conscience in voting matters.

### **Decision Making Process**

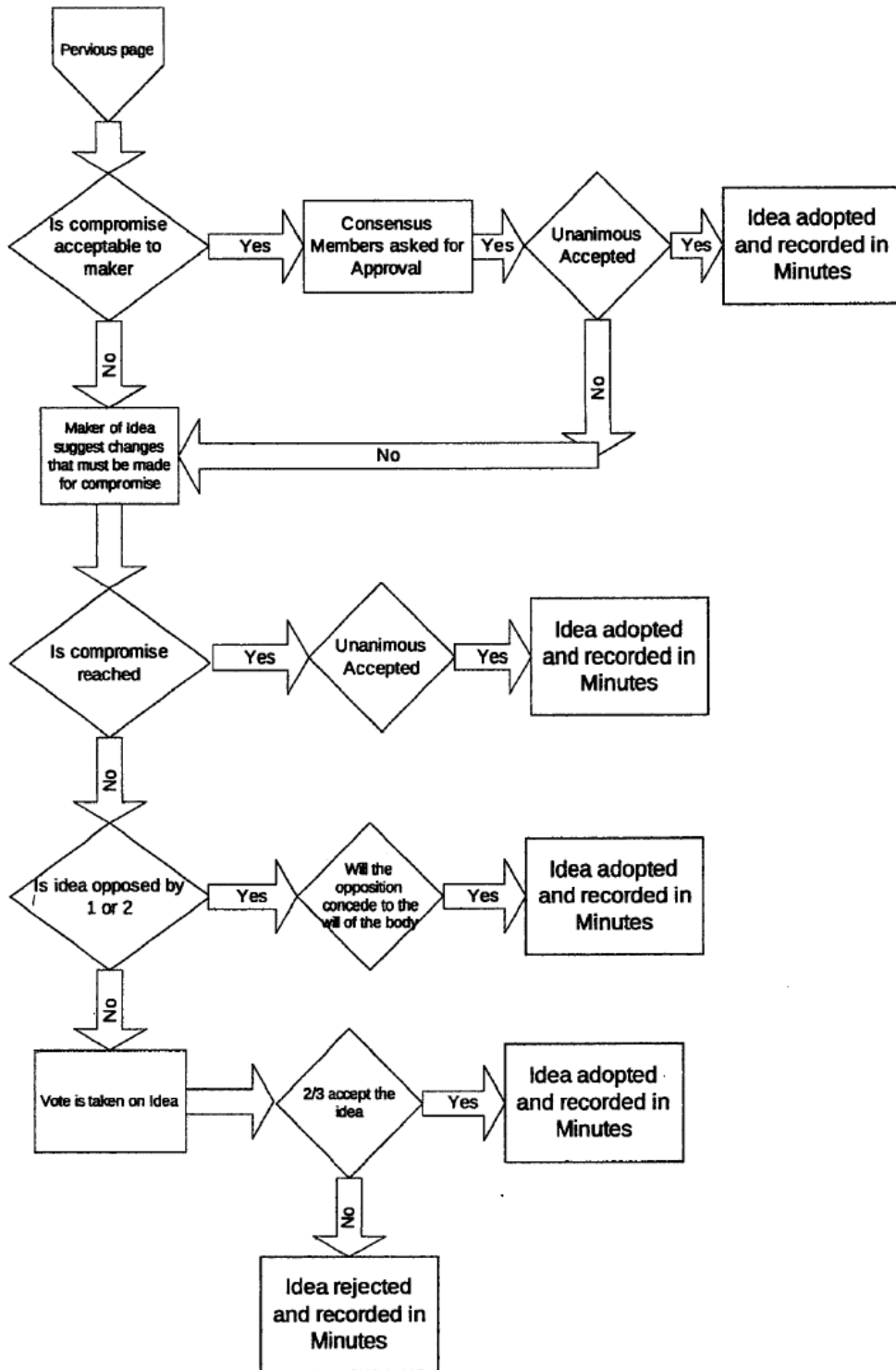
1. There will be one GSR permitted to carry their home group's consensus.
2. Any PASC participant present is eligible to discuss.
3. The PASC Guidelines are the primary procedural source in conducting the Area's business.
4. A stand aside position may be taken by any voting member who does not wish to carry a yes or no vote or does not wish to participate in the process or decisions of the PASC body regarding the issue at hand. This position can be taken in the voting portion of the consensus model.

### **New Business Requests**

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

#### **Operational Guidelines**

1. This body operates on a consensus based decision-making process (see CBDM model following).
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 (2<sup>nd</sup> 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 view points 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 GSRs are allowed to come to a consensus on many decisions is the 701 concept which states, "All members of a service body bear substantial responsibility for that body's decision and should be allowed to fully participate in its decision-making process."
5. All sub-committees are encouraged to 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 PASC 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 GSR(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. Before voting the Chairperson will call for those taking a stand aside position. These representatives will not be counted in the quorum. If those taking a stand aside position exceed 25% of the voting members the vote will go back to discussion.
8. When an idea or request is being discussed in new business and time in the PASC meeting ends, that subject will be brought up in old business at the next PASC meeting.
9. Any member of the PASC may submit an idea/request to the floor.
10. GSRs may address request or ideas brought to the floor.
11. Participants may be recognized by the chair. Idea or request is made with reason. Supported by Traditions or Concepts.
12. Once an idea has been referred to the groups by this body, the idea must be allowed to be resolved by input from the groups and cannot be withdrawn by the maker.



## **Debate and Discussion**

To avoid confusion and reduce the amount of time spent on PASC 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 PASC in the debate and discussion of the fellowship's business, upholding Concepts 7 and 9, while following the policies of the PASC.

1. Debate and discussion are limited to the members of the PASC, 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, GSR reports, RCM 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 GSRs 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 PASC.
  - 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.

## **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. The PASC elections are held the first week in July of each year, except for the NArathon Chair and Treasurer positions, which will be held by special election in March.
2. It will be announced at the April PASC that nominations will be accepted at the beginning of the May PASC.
3. Nominations will be closed at the end of the June PASC meeting and all service resumes must be submitted to the PASC prior to the end of the June meeting.
4. Any member of the Phoenix NA fellowship may nominate members for positions on the PASC.
5. Nominees must be present at the July elections.
6. Any member may be nominated for more than one position but may only be elected to serve in one position.
7. Prior to the election proceedings at the July PASC, nominees may be asked questions relevant to their possible election.

## **Elections**

1. Elections will be conducted by a closed ballot.
2. All election ballots shall be counted by two impartial observers, as assigned by the PASC Chairperson.
3. The secretary shall announce all election results.
4. No member shall hold more than one position at a time.
5. No member shall be eligible to hold more than two consecutive terms in the same position.
6. All PASC officers except RCMs shall be elected to serve for a term of one year beginning at the end of the close of the August PASC. RCMs shall be elected to serve for a term of two years beginning at the close of the August PASC, with one RCM elected in even-numbered years and the other RCM elected in odd-numbered years.
7. In the event that there are no nominees for a service position at the July elections, special election procedures will begin for that position
8. In the event that a position becomes vacant, special election procedures will begin for that position.
9. The PASC Chairperson may appoint an individual to fill a vacancy until the special election for this position is held.

## **Resignations and Removals**

### **RESIGNATIONS**

1. A resignation of a PASC officer will be accepted upon written notification to the PASC.
2. Any member resigning or removed from an elected position shall not be considered for any PASC elected position for a period of six months.

### **SUSPENSIONS I REMOVALS -**

1. The suspension of the duties of an officer of the PASC is by a request and a consensus (or 2/3 majority) of all present voting members.
2. Any PASC officer may be removed from office following the referral to NA groups and a consensus (or 2/3 majority vote) of all registered NA groups.
3. The reasons for removal include but are not limited to:
  - a. Dereliction of the duties of their position.
  - b. Nonattendance at the PASC for two consecutive meetings, or three meetings within the term.
  - c. Misuse of NA funds or property.
  - d. Use of substances to get loaded (relapse).

## **PASC Officers**

The qualifications suggested here are intended as a guide for the GSRs in selecting trusted servants for the PASC. 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 (Fourth Concept). 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.

## **Qualifications for PASC Officers**

### **Chairperson:**

1. Three years clean time.
2. Two years of PASC service.
3. Must be capable of conducting a business meeting with a firm yet understanding hand.
4. Knowledge and experience . with the PASC guidelines, Consensus Based Decision Making, A Guide to Local Service, and the Twelve Concepts of N.A. Service.
5. Must sign a letter of Financial Responsibility.

### **Vice-Chairperson:**

1. Two years clean time.
2. Two years service experience at the PASC.
3. Knowledge and experience with the PASC guidelines, Consensus Based Decision Making, A Guide to Local Service, and the Twelve Concepts of N.A. Service.
4. Willingness to serve as Chairperson in the following term.
5. Must sign a letter of Financial Responsibility

### **Treasurer:**

1. Three years clean time.
2. Two years service experience at the PASC.
3. Knowledge and experience with the PASC guidelines, Consensus Based Decision Making, A Guide to Local Service, and the Twelve Concepts of N.A. Service.
4. An understanding of the Twelve Traditions of NA., the Twelve Concepts of NA. Service, and the Twelve Steps of N.A. through application.
5. Bookkeeping or accounting experience / abilities
6. Personal financial stability
7. Must sign a letter of Financial Responsibility

### **Treasurer Alt:**

1. Two years clean time.
2. One year service experience with the PASC.
3. Knowledge and experience with the PASC guidelines, Consensus Based Decision Making, A Guide to Local Service, and the Twelve Concepts of N.A. Service.
4. Bookkeeping or accounting experience / abilities,
5. Personal financial stability.
6. Must sign a letter of Financial Responsibility

### **Secretary:**

1. Two years clean time.
2. One year service experience with the PASC.
3. Knowledge and experience with the PASC guidelines, Consensus Based Decision Making, A Guide to Local Service, and the Twelve Concepts of N.A. Service.
4. Clerical experience/abilities.
5. Access to a computer with word processing software and a printer.
6. Suggested - prior experience as a secretary to a group or subcommittee.

### **Regional Committee Member (RCM) 1:**

1. Three years clean time.
2. Two years service experience with the PASC..
3. Prior service as an RCM2
4. Knowledge and experience with the PASC guidelines, Consensus Based Decision Making, A Guide to Local Service, and the Twelve Concepts of N.A. Service.
5. Knowledge and experience with the Arizona Regional Service Committee.
6. Must sign a letter of Financial Responsibility
7. Suggested - one year experience as a GSR.

### **Regional Committee Member (RCM) 2:**

1. Two years clean time.
2. One year service experience with the PASC..
3. Knowledge and experience with the PASC guidelines, Consensus Based Decision Making, A Guide to Local Service, and the Twelve Concepts of N.A. Service.
4. Knowledge and experience with the Arizona Regional Service Committee.
5. Must sign a letter of Financial Responsibility
6. Suggested - one year experience as a GSR.

### **Qualifications Subcommittee Chairpersons**

1. Two years clean
2. Attend at least one GSR Orientation
3. One year service experience as a member of the same subcommittee.
4. Knowledge and experience with the PASC guidelines, Consensus Based Decision Making, A Guide to Local Service, and the Twelve Concepts of N.A. Service.
5. Must sign a letter of Financial Responsibility.

### **Suggested Qualifications for Group Service Representatives (GSRs)**

The GSR and GSRA are trusted servants of their NA group.

1. One year clean time.
2. Attend at least one GSR Orientation
3. An understanding of the NA structure and the responsibilities of a GSR (please refer to A Guide to Local Services in Narcotics Anonymous)

## **Duties and Responsibilities**

### **Group Service Representative (GSR) and Alternate (GSRA)**

1. Attends the PASC meetings (GSR & GSRA).
2. Acts as the representative of their group conscience.
3. Attend at least one GSR Orientation.
4. Brings their NA group's ideas and requests to the PASC.
5. Participates in the decision making at the PASC on behalf of their group.
6. Carries their group's donations to the PASC treasurer.
7. Announces all PASC activity to their NA group.
8. Conveys information and concerns from the PASC to their NA group and from their NA group to the PASC.
9. Provides a monthly report of their group's activities to the PASC.

### **Chairperson**

1. Opens the PASC meeting at the appointed time and calls the meeting to order.
2. Understands and upholds the PASC guidelines and policy.
3. Arranges and executes the meeting agenda.
4. Provide a monthly written and oral report to the PASC.
5. Submits the administrative budget to the PASC.
6. Conducts the audits of the PASC, as well as any other subcommittee or ad-hoc committees.
7. Assures the meeting starts on time.
8. Facilitates the meeting as per the PASC guidelines
9. Conducts elections of new officers and committee representatives.
10. Orients newly elected officers and representatives to PASC policy and guidelines.
11. Signs all correspondence which requires the signature of a representative of the PASC.
12. Co-signer of PASC checking account as the Chairperson.
13. Helps to insure the incoming Chairperson is prepared for the position.
14. Ensures that the meeting space is reserved monthly and pays the rent.
15. Appoints a chairperson, interim officer, and Ad-Hoc subcommittees, when necessary.
16. Submit receipts for any service related expenditures to the area treasurer prior to the next area meeting
17. Works with the Treasurer and Vice Chair to change names on bank accounts at the end of the term or as necessary.
18. It is the duty and responsibility of the Chairperson to be impartial, to understand our steps, ensure observance of our Traditions and Concepts and to fairly and consistently apply consensus based decision making while conducting business in order to protect the rights of all members.

### **Vice-Chairperson**

1. Assumes duties of the Chairperson in their absence, removal or resignation
2. Assists the Chairperson in counting all votes.
3. Attends at least one Subcommittee meeting per month.
4. Coordinates all Subcommittee activities, acts as a resource for the Subcommittee and reports to the PASC Chairperson.
5. Provide a monthly oral and written report to the PASC.

6. Coordinates all subcommittee activity, acts as a resource for the subcommittee and reports to the PASC Chairperson.
7. Co-signer of PASC checking account as the Vice Chairperson.
8. Conducts all audits of the PASC financial records.
9. Assist the chairperson in the implementation of the PASC guidelines.
10. Maintain a log of all ideas/request from each PASC meeting.
11. Collects records from outgoing Subcommittee officers and PASC Executive Committee members at August ASC.

#### **Treasurer**

1. Uses the latest version of the WSO treasurer's handbook.
2. Co-signs the PASC checking account.
3. Insurers that there are two signatures on all checks written on the PASC account.
4. Disburses funds as directed by the PASC.
5. Gives full disclosure of the itemized income and expenses in a written monthly report.
6. Keeps all PASC financial record in order and available for view by the members of the fellowship.
7. Assists the Vice-chairperson in the audit of all PASC and Subcommittee financial records in February and August of each year.
8. Deposits all monies received in the PASC within forty eight hours.
9. Maintains monthly spreadsheet of all budgets within the PASC and their variance to actual.

#### **Treasurer Alt**

1. Works closely with the PASC Treasurer at monthly PASC meetings.
2. Collects donations and makes out receipts for those donations.
3. Performs the duties of the PASC Treasures in/her absence as noted above.
4. Assists the treasure in the audits of the PASC subcommittees.

#### **Secretary**

1. Keeps written records of all proceedings at the PASC and the Executive committee.
2. Promptly types and appropriately distributes the minutes of the PASC along with a proposed agenda to all PASC members at least fourteen days prior to the next PASC. Additional copies of the minutes will be made available on request..
3. Lists in the PASC minutes all PASC members' contact information and the groups or committees they represent..
4. Provides ballot forms for elections.
5. Provides copies of all PASC forms at each meeting. Forms such as: idea forms, group report forms, check request forms, subcommittee report forms, statements of willingness, insurance forms, letters of financial responsibility, etc.
6. Maintains the PASC records and archives.
7. Maintains the PASC official membership roll.
8. Call the PASC roll when required.
9. Publishes in the minutes an updated list of all registered PASC groups and their representatives present at roll call.
10. Semiannually updates WSO on current PASC Committee Structure.
11. Responsible for securing and distributing mail from PASC post office box.
12. Redact all personal identifying information from Minutes before forwarding to Regional Web Servant.

### **Regional Committee Members (RCM 1 and RCM 2)**

1. Attends all Regional and PASC meetings.
2. Represents the PASC at the Regional level
3. Carries the PASC group conscience
4. Has a PASC vote of confidence on issues that deal with ARSC business at hand.
5. Provides two way communications between the PASC, ARSC and the Areas that participate in the ARSC.
6. Carries the PASC donations to the RSC treasurer.
7. Provides a written and oral report to the PASC of all activity at the RSC.
8. Assists the Regional Delegate (RD) with the GSR Regional Assembly.
9. Assists the RD with the annual Conference Agenda Review for the PASC.
10. Serves for two years, this is a co-position. One elected in the even years and one in the odd years.

### **Standing and Ad Hoc Committee Chairs**

1. Chairperson will report back to the PASC following their appointment on the scope of work, budget and a proposed time line of completion.
2. Through a committee structure, will initiate, fulfill, record and report upon the particular direction or project, which was determined by the PASC.
3. Submit a written report of committee activity, finances, and any other pertinent information to the PASC.
4. As the single point of responsibility for finances and accounting, gives an accurate accounting of all monies spent by their committee.
5. Submit receipts for any service related expenditures to the area treasurer
6. Establish links of communication with all Area Committees to fulfill the committee's purpose
7. Assist in conducting periodic learning days as necessary
8. Helps to assure the incoming committee representative is adequately prepared for the position if applicable.

## **Committees**

Because the PASC is responsible for providing service on a regular basis to a large geographical area, a system of Standing and Ad Hoc Committees are formed to assume responsibility for fulfilling our primary purpose in specific ways. The initiation and finalization of committee projects occurs at the PASC, and each committee is responsible to the PASC. Each PASC committee representative should establish lines of communication with the appropriate Area Service Committees within the Region and the appropriate Regional Service Committee. A committee may perform fund raising activities for funding of its specific activities. However, once funds have been returned to the PASC treasury, the committee may not designate to the PASC where those funds will be spent.

### **Standing Committees**

#### **The Executive Committee**

Acts to serve the needs of the PASC in conducting business between meetings, arranging meeting places, arranging agenda, correspondence, and other related activities:

1. The PASC 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 Area.
3. Members of this committee are the PASC Chairperson and Vice Chair, Treasurer, Treasurer Alt., Secretary, RCM1 and RCM2.
4. The Administrative Committee will normally meet on the day of the regular PASC meeting.

#### **Ad Hoc Committees**

An Ad Hoc Committee may be formed by the PASC for reasons it sees fit to further carry out NA's primary purpose. At the inception of the committee, the PASC 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 Group Service Representative (GSR) or other members appointed by the Area Chair. The Ad-Hoc Chair will then utilize the human resources within the area to accomplish the task at hand.
2. In the cases where the Ad Hoc is to have a representative other than a GSR, the Ad-Hoc Chair will attend each area meeting.
3. The committee representative will submit a written report of all committee goals, activity, progress and needs at the regular PASC meeting.
4. The committee must submit requests for funding to finance its activities through the regular PASC channels. (Refer to the budget policy).

### **Standing Subcommittees**

The work that subcommittees do on behalf of the Phoenix Area provides services to addicts that would be difficult for an individual NA group to provide. All Chairpersons are elected by the PASC. All Subcommittee work is done within the PASC and Sub-committee guidelines and NA's twelve traditions. Each Sub-committee is responsible to the PASC through its Chairperson who provides a written and oral report to the PASC. Each subcommittee is also responsible for participating in the annual Trusted Servants Learning Day (TSLD) event coordinated by the Outreach Subcommittee. This event will take place between the months of February and April. The Outreach Subcommittee shall submit a budget for TSLD at the January PASC meeting.

Activities  
Hospitals & Institutions  
Public Relations  
Helpline  
Outreach  
Literature  
Newsletter  
NArathon

### **Activities**

The Activities Sub-committee shall consist of a Chairperson, Vice-chairperson, Secretary, Treasurer, and General members. The Activities Sub-committee is authorized a prudent reserve and a PASC coordinated bank account.

The Sub-committee coordinates and plans activities which promote unity and fellowship, as well as generating funds.

### **Hospitals & Institutions**

The Hospitals & Institutions Sub-committee shall consist of a Chairperson, Vice-chairperson, Secretary, Literature Distribution person, Coordinators, Panel members and Public Relations liaison. The Hospitals & Institutions Sub-committee is authorized a budget and is financially responsible to the PASC. The Sub-committee coordinates all Area Narcotics Anonymous Hospital & Institution presentations. Their function is to carry the message to addicts who cannot attend outside Narcotics Anonymous meetings.

### **Public Relations**

The Public Relations Sub-committee shall consist of a Chairperson, Vice-chairperson, Secretary, General members and Hospitals & Institutions liaison. The Public Relations Sub-committee is authorized a budget and is financially responsible to the PASC. The Sub-committee informs the public that Narcotics Anonymous exists and offers recovery from addiction, and also provides information about how and where to find it.

### **Helpline**

The Helpline Sub-committee shall consist of a Chairperson, Vice-chairperson, Secretary, and Liaisons to the other valley areas that share the responsibility of operating the Helpline. The Helpline Subcommittee is authorized a budget and is financially responsible to the PASC and other participating areas. The Sub-committee establishes, maintains and coordinates an effective twenty-four hour, seven day a week, answering service providing a current Phoenix area meeting list. Through this service we form a link between Narcotics Anonymous and the general public seeking help and/or information. The Sub-committee will also maintain a twelve step list, to provide a list of members that are available for twelve step calls.

### **Outreach**

The Outreach Sub-committee shall consist of a Chairperson, Vice-chairperson, Secretary and General members. The Out Reach Sub-committee is authorized a budget and is financially responsible to the PASC. The Sub-committee maintains contact with NA groups within the Greater/Metro Phoenix Area that are not currently participating in the NA service structure. Maintains, updates and publishes the Phoenix Area Meeting List in cooperation with the other valley areas.

### **Literature**

The Literature Sub-committee shall consist of a Chairperson, Vice Chairperson, and General members. The Literature Sub-committee is authorized a budget and is financially responsible to the PASC. The Subcommittee acquires and makes available all Narcotics Anonymous literature and the PASC meeting lists to the Phoenix area.

### **Newsletter**

The Newsletter Sub-committee shall consist of a Chairperson, Vice Chairperson and General members. The Newsletter Sub-committee is authorized a budget and is financially responsible to the PASC. The Sub-committee publishes a monthly Phoenix area newsletter which includes upcoming events and articles of interest to the fellowship.

### **NArathon**

The NArathon Sub-committee shall consist of a Chairperson, Vice-chairperson, Secretary, Treasurer, General members and Liaisons to the other valley areas participating. The NArathon Sub-committee is authorized a budget and is financially responsible to the PASC and other participating areas. The Sub-committee promotes unity between participating areas and provides a safe haven for addicts during the holidays.

### **Special Sessions of the PASC**

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

# Subcommittee Guidelines

## PHOENIX AREA PUBLIC RELATIONS GUIDELINES

### **Purpose.**

The purpose of this Sub-Committee is to inform the public that NA exists and that it offers recovery from addiction. We offer information about how and where to find Narcotics Anonymous. All Public Relations activities will be carried out in accordance with the Twelve Traditions of NA.

### **Function**

1. To open lines of communication and build relationships between NA and the public, within NA, and between our area and the regional PR subcommittee.
2. To respond to all requests for information about Narcotics Anonymous in a timely and effective manner.
3. To be sure that requests are handled at the appropriate level of service.
4. To participate in a Trusted Servant Learning Day with the other subcommittees to let the local fellowship know what Public Relations does and how they can be of service.

### **Participation**

Business will be conducted using consensus based decision making as outlined in the operational guidelines for area. A quorum is a simple majority of all eligible voting members present. Once a quorum is achieved at any given meeting, business may be conducted throughout the meeting, even if attendance later falls below the quorum level. When a consensus can not be achieved and the dissenters cannot assent to the majority, a decision will be reached using a 2/3 majority vote.

### **Members**

All NA members are encouraged to participate in Public Relations service. Although the subcommittee uses consensus based decision making, there may be times that a consensus can not be reached and vote on an issue is necessary. To that end, the membership of the committee is divided into voting and non-voting members.

1. **Voting members:** Any NA member who has attended two consecutive meetings are eligible to vote at their second meeting. Loss of clean time is cause for loss of voting privileges. Two consecutive absences is cause for a loss of voting privileges until the next meeting.
2. **Non-Voting members:** Members without voting rights as defined above and the Public Relations Chairperson (except in the case of a tie vote) are non-voting participants.

### **Duties of Active Members:**

- a. Understanding and practical experience of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of NA.
- b. Familiarization and understanding of the Public Relations Handbook.

### **Trusted Servants:**

1. Public Relations Trusted Servants shall be a Chairperson, Vice-Chairperson and a Secretary.
2. The Chairperson shall be appointed or elected by the PASC. All other Trusted Servants will be elected by the Public Relations Subcommittee.
3. Term of service is for one year or until a successor is elected and their duties begin the following meeting at which they were elected.
4. No Trusted Servant shall hold more than one office at a time and may only serve two consecutive terms in a given position.
5. Any removal of a Trusted Servant will be according to the PASC Guidelines.

### **Responsibilities and Duties:**

#### **Chairperson:**

1. Suggested clean time is two years.
2. Prepares an agenda and presides over all Public Relations Sub-Committee meetings.
3. Prepares a report and attends the monthly PASC meetings as the voice of the Public Relations Sub-Committee.
4. Ensures that Area is represented at Regional PR meetings.
5. Responsible for all PR correspondence but may delegate some of this responsibility.
6. Maintains archives.
7. Prepares a budget with the Sub-Committee to be presented for approval by the PASC.
8. Must be able to fulfill the duties of any vacant position within the Public Relations Sub-Committee.
9. Understanding and practical experience of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of NA.

#### **Vice-Chairperson:**

1. Suggested clean time is one year, with a willingness to serve as chairperson next term.
2. Act as Chairperson when the Chairperson is absent, and must be able to complete the duties of same.
3. Works with Task Force Coordinators and coordinates their activities.
4. Works with the Chairperson to ensure the smooth running of the Sub-Committee and performs the duties of the Chairperson in case of absence.
5. Understanding and practical experience of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of NA.
6. If necessary, may be removed by consensus or a 2/3 vote of the Sub-Committee.

**Secretary:**

1. Suggested clean time is six months.
2. Clerical skills to keep an accurate set of records of all Public Relations Sub-Committee meetings and learning sessions (topics discussed) as well as maintain archives.
3. Records and reads minutes of Sub-Committee meetings.
4. Act as Vice-Chairperson when either the Chairperson or Vice-Chairperson is absent, and must be able to complete the duties of same.
5. If necessary, may be removed by consensus or a 2/3 vote of the Sub-Committee.

**Public Speakers:**

1. Suggested clean time is one year.
2. Speakers will have an approved outline to follow.
3. Understanding and practical experience of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of NA.

**Task Force Coordinators:**

1. Suggested clean time is six months.
2. In order to provide services as defined by the Function and Purpose above, the Public Relations Sub-Committee will have three Task Force Coordinators. These groups are encouraged to keep written records of all activities. They are as follows:

**Mail-Out Coordinator**

- a. Maintain and be responsible for all actions concerning the helpline.
- b. Develop and send out all information packets as requested.
- c. Develop and implement letter, bulletin and/or newspaper ad programs.
- d. Work closely with other Task Force Coordinators.
- e. May delegate responsibility to a Task Force member.

**Community Presentations Coordinator**

- a. Respond to requests for community presentations in a professional and timely fashion.
- b. Responsible for coordinating any community presentations the PR subcommittee sponsors.
- c. Acts as a liaison to the H&I committee to schedule presentations to the staff of any facilities they service and make them aware of any H&I opportunities that result from presentations.
- d. Develop and maintain speaker pools.
- e. Develop an outline for the PR speakers.
- f. Organize the preparation of PR speakers through the use of practice presentations.
- g. Work closely with other Task Force Coordinators.
- h. May delegate responsibility to a Task Force member.

### **Mass Media Coordinator**

- a. Develop and maintain a media contact list in the fields of TV, radio and newspapers.
- b. Prepare, maintain and store written and/or taped messages for the media.
- c. Build relationships with media sources so they're more likely to publicize our message.
- d. Development of billboard, bus bench, transit sign, news release, and other mass media tool programs.
- e. Work closely with other Task Force Coordinators.
- f. May delegate responsibility to a Task Force member.

### **Meetings:**

This Sub-Committee will meet regularly at a designated time and place that will be well publicized throughout the area. All NA members are encouraged to attend.

The meeting format is as follows:

1. Open with a moment of silence and the Serenity Prayer
2. Read the Twelve Traditions
3. Read the Twelve Concepts
4. Read the statement of purpose and statement of function
5. Take attendance
6. Approve minutes from previous meeting
7. Task Force reports
8. Old business
9. New business
10. Announcements
11. Close

# PHOENIX AREA HOSPITAL AND INSTITUTION GUIDELINES

## Purpose

The Phoenix Area Hospitals and Institutions (H&I) Subcommittee is a voluntary group of men and women existing for the expressed purpose of carrying the Narcotics Anonymous (NA) message to the addict who still suffers. Created in harmony with tradition nine, to instill unity in our own Twelve Step work, our concept is to insure that no addict seeking recovery need die without finding a better way of life. This should always be our primary purpose. This committee is a subcommittee of the Phoenix Area Service Committee (PASC). We shall maintain active liaison and keep the spirit of cooperation with that committee. We abide by the rules of the Institution we enter, so far as it allows us to freely carry the message of recovery in Narcotics Anonymous.

## Function

1. The Phoenix Area H&I Subcommittee's function is to carry the message of recovery through meetings held in facilities whose residents are restricted in their access to regular N.A. meetings where Public Relations (PR) carries information about NA. to the public at large.
2. As a resource for providing information, literature, and supplies and to share experiences, strength and hope where needed.
3. To provide biannual lists of all active H&I meetings for this subcommittee.
4. To conduct a monthly business meeting.
5. To maintain communications Regional Service Committee (RSC) and World Service Committee (WSC).
6. To participate in a Trusted Servant Learning Day with the other subcommittees to let the local fellowship know what H&I does and how they can be of service.

## Cooperation

Since N.A. is a program of attraction rather than promotion, H&I serves an institution at the invitation of the institution's administration. We share only our personal experience, strength and hope. Each member must be cautioned to act responsibly relative to the requirements of the Institution, the Twelve Traditions of N.A. and as individual members of the H&I subcommittee of the PASC; we must always keep in mind our primary purpose and maintain the integrity of N.A. as a whole.

## Literature

Only WSO approved literature may be used in H&I meetings serving the various area facilities. The H&I subcommittee of the PASC has adopted literature guidelines consistent with those included in the H&I Handbook of WSO. We follow WSO H&I literature distribution guidelines in terms of information pamphlets (IPs), White Books, Basic Text, and It Works, How and Why.

## **Budget**

The Phoenix H&I subcommittee's monthly budget is \$450.00 and is to be used to cover the monthly H&I literature order and secretary fees.

H&I subcommittee chair or designated H&I subcommittee member will request funds to attend Western Service Learning Day (WSLD) via a separate motion to PASC three months prior to the event and will provide an itemized list of expenses along with reimbursements of remaining funds to the area after the event.

## **Membership and Voting Participants**

1. Chairperson
2. Vice-Chair
3. Panel Coordinators
4. Secretary
5. Literature Coordinator
6. Facilities Coordinator
7. Meeting Chairpersons (i.e. Panel Leaders)
8. All members are voting members except the Chairperson. The Chairperson may vote in the event of a tie.

## **Suggested Agenda**

- |                            |                               |
|----------------------------|-------------------------------|
| 1. Serenity Prayer         | 9. Meeting Reports            |
| 2. Service Prayer          | 10. Old Business              |
| 3. Twelve Traditions       | 11. New Business              |
| 4. Twelve Concepts         | 12. Elections (if applicable) |
| 5. Minutes Approved        | 13. Elections (if applicable) |
| 6. New Member Introduction | 14. Announcements             |
| 7. Roll Call               | 15. Closing Prayer            |
| 8. Officer's Report        |                               |

## **Hospitals and Institutions Officers**

The responsibilities of the Subcommittee Officers that are shown below are only a summary. Officers will often do much more than this outline describes.' The success or failure of this Subcommittee depends upon the dedication and leadership of good officers.

All H&I Subcommittee members are subject to the individual facility's restrictions in addition to the Phoenix Area H&I Subcommittee Guidelines.

All vacating officers should work with incoming officers to make transitions smoother.

**Chairperson:**

1. Elected by the Group Conscience of PASC.
2. Will have two (2) years continuous clean time, plus a minimum of one (1) year involvement in H&I Service.
3. Presides over all meetings with a general understanding of the Consensus Based Decision Making Process.
4. Ensures that the Traditions are upheld in all matters.
5. Prepares written reports for the monthly PASC meeting.
6. Makes suggestions on behalf of the H&I subcommittee.
7. Coordinates and is responsible for all work done by the H&I subcommittee.
8. Maintains communications with ASC and RSC.
9. Attends each meeting of the Regional H&I Subcommittee and brings a report of its activities back to the Phoenix Area H&I Subcommittee.
10. Is available to N.A. members for questions.
11. Prepares an annual or monthly budget to be submitted to PASC.
12. Will appoint an H&I AD-HOC Committee to formulate H&I Workshops semi -annually in conjunction with PASC TSLD Workshop.
13. Will have a working knowledge of the Twelve Steps , the Twelve Traditions, and the Twelve Concepts through application.
14. One (1) year commitment and may serve no more than two (2) terms consecutively.
15. Chairperson can be removed by consensus of the PASC.
16. Must attend Phoenix Area H&I Subcommittee monthly meeting. Two (2) consecutive absences may be reason for replacement.

**Vice-Chairperson:**

1. Elected by the H&I Subcommittee.
2. Will have one (1) year continuous clean time, plus one (1) year involvement in H&I service.
3. Will have a working knowledge of the 12 Steps and 12 Traditions through application.
4. In the absence of the Chairperson or in the event of the inability of the Chairperson to perform, or upon the resignation of the Chairperson assumes all those responsibilities normally carried out by the Chairperson until the PASC has an election for that position.
5. In the absence of a Panel Coordinator, will assume the responsibility of the Panel Coordinator until one is elected.
6. Will serve one year as Vice Chairperson and then one year as Chairperson in the following year, but no more than two (2) consecutive years in either position.
7. Vice Chairperson can be removed by consensus of the Subcommittee.
8. Must attend Phoenix Area H&I Subcommittee monthly meeting. Two (2) consecutive absences may be reason for replacement.

**Panel Coordinator (Men's Jails/Prisons. Women's Jails/Prisons. Treatment Facilities):**

1. Elected by the H&I Subcommittee.
2. Must have two (2) years continuous clean time, plus one (1) year involvement in H&I Service.
3. Cooperates with the Chairperson to ensure smooth operation of Subcommittee functions.
4. Responsible to see that the meetings are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facilities that they serve.
5. Keeps monthly contact with the Facility Coordinators, and acts as a liaison between the H&I Subcommittee and the given facilities that they serve.
6. Panel Coordinator can be removed by consensus of the Subcommittee.

7. Shall coordinate the H&I questionnaire and information sheets dispersed to the H&I contacts and facilities.
8. One (1) year commitment and may serve no more than two (2) terms consecutively.
9. In dealing with the Correctional Facilities, all Chairpersons must be eligible to enter these facilities under the facilities regulations (i.e. off **probation/parole.**)
10. Will have a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts through application.
11. Must attend Phoenix Area H&I Subcommittee monthly meeting. Two (2) consecutive absences may be reason for replacement.
12. Assists Facility Coordinator in ensuring all meetings are covered.
13. Conducts an orientation for new members following the monthly PASC H&I Subcommittee Meeting.

**Secretary:**

1. Elected by the H&I Subcommittee.
2. Will have a minimum of one (1) year continuous clean time, plus six (6) months involvement in H&I Service.
3. Takes an accurate set of minutes at each monthly meeting and distributes them to the Subcommittee members prior to next meeting.
4. Maintains an ongoing file of correspondence and minutes.
5. Maintains and keeps current an active speaker list (name and phone number.)
6. One (1) year commitment and may serve no more than two (2) terms consecutively.
7. Maintains, updates and distributes the H&I Guidelines.
8. Will have a working knowledge of the Twelve Steps , the Twelve Traditions, and the Twelve Concepts through application.
9. Secretary can be removed by consensus of the Subcommittee.
1. Must attend Phoenix Area H&I Subcommittee monthly meeting. Two (2) consecutive absences may be reason for replacement.

**Literature Coordinator:**

1. Elected by the H&I Subcommittee.
2. One (1) year continuous dean time, six (6) months H&I Service experience.
3. Helps to determine yearly/monthly budget with Chairperson.
4. Maintains a current list of literature used by the individual H&I meeting/panels. Lists to be provided on a monthly basis by the Meeting Chairpersons with the H&I Inventory Sheet.
5. One (1) year commitment and may serve no more than two (2) temps consecutively.
6. Will have a working knowledge of the Twelve Steps , the Twelve Traditions, and the Twelve Concepts through application.
7. Literature Coordinator can be removed by consensus of the Subcommittee.
8. Must attend Phoenix Area H&I Subcommittee monthly meeting. Two (2) consecutive absences may be reason for replacement.

### **Facility Coordinator:**

1. Serves as primary point of decision and accountability for all H&I meetings within a given facility
2. Coordinates H&I services with assigned facility and provides a written report to the H&I subcommittee.
3. Provides facility contact information to the H&I Secretary and Panel Coordinator.
4. Maintains regular contact with facility, verifies all meetings are covered and that the facility's needs are being met.
5. Ensures all meetings meet the criteria set forth by the facility.
6. Appoints and schedules meeting Chairpersons. Ensures all meetings have a Chairperson.
7. May also serve as Chairperson (suggested for at least one meeting each month).
8. Contacts Panel Coordinator, Chair and Vice chair when significant issues arise.
9. Must have their recovery at Narcotics Anonymous and carry a clear NA message.
10. Will have one (1) year continuous clean time.
11. Will have a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts through application.
12. Facility Coordinator can be removed by consensus of the Subcommittee.
13. Must attend Phoenix Area H&I Subcommittee monthly meeting. Two (2) consecutive absences may be reason for replacement.
14. In the event that the Meeting Chairperson cannot Chair his/her meeting, the Facility Coordinator will see to it that the meeting is covered.
15. A member shall be the facility coordinator for one facility only.

### **Jail Coordinator**

1. Serves as primary point of decision and accountability for all H&I meetings within a given correctional facility
2. Coordinates H&I services with assigned correctional facility and provides a written report to the H&I subcommittee.
3. Provides correctional facility contact information to the H&I Secretary and Panel Coordinator.
4. Maintains regular contact with correctional facility, verifies all meetings are covered and that the correctional facility's needs are being met.
5. Ensures all meetings meet the criteria set forth by the correctional facility.
6. Appoints and schedules meeting Chairpersons. Ensures all meetings have a Chairperson.
7. May also serve as Chairperson (suggested for at least one meeting each month).
8. Contacts Panel Coordinator, Chair and Vice chair when significant issues arise.
9. Must have their recovery at Narcotics Anonymous and carry a clear N.A. message.
10. Must be badged and will have two (2) years continuous clean time plus a minimum of one (1) year involvement in H&I correctional facility service.
11. Will have a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts through application.
12. Jail Coordinator can be removed by consensus of the Subcommittee.
13. Must attend Phoenix Area H&I Subcommittee monthly meeting. Two (2) consecutive absences may be reason for replacement.
14. In the event that the Meeting Chairperson cannot Chair his/her meeting, the Jail Coordinator will see to it that the meeting is covered,
15. In dealing with the Correctional Facilities, all Chairpersons must be eligible to enter these facilities under the facilities regulations (i.e. off probation/parole.)
16. Responsible for producing documentation for badge approval.

**Meeting Chairperson Or Panel Leader:**

1. Will have one (1) year continuous clean time.
2. Will use the format chosen by the H&I Subcommittee, which is included in the Orientation Packet.
3. Will chair the meeting as required.
4. Must attend meetings regularly. In the event he/she cannot chair the meeting, must let facility coordinator know.
5. Ensure that the meeting starts and ends on time. Reports to the Facility Coordinator on a weekly basis.
6. Contacts Facility Coordinator when significant issues arise or when a meeting commitment cannot be met.
7. May not invite friends or guests (other than the speaker) to attend H&I meetings.
8. Will have a working knowledge of the Twelve Steps , the Twelve Traditions, and the Twelve Concepts through application.
9. Must be voted in by PASC H&I Subcommittee.

**Meeting Co-Chair:**

1. Must have six (6) months continuous clean time.
2. Will have a working knowledge of the Twelve Steps, the Twelve Tradition, and the Twelve Concepts.
3. Must have their recovery in Narcotics Anonymous and carry a clean N.A. message.
4. Must always comply with the clean time requirements set forth by the institutions they enter,
5. Must be voted in by PASC H&I Subcommittee.
6. After a thorough orientation process with the Meeting Chairperson, the Meeting Co-Chair may alternate commitment with the Chair.

**Panel Member Or Speaker:**

1. Must have six (6) months continuous clean time.
2. Will have a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts.
3. Must have their recovery in Narcotics Anonymous, have an N.A. sponsor, and carry a clear N.A. message.
4. Must always comply with the clean time requirements set forth by the institutions they enter.

**Co-Panel Member :**

This position was created to introduce members to the gift of H&I service work early on in their recovery. Members with three (3) months continuous clean time may select an H&I Meeting to attend regularly, with the approval of the meeting's panel member, and learn how the committee operates their meetings to better prepare them to move into the panel member's position once they obtain six (6) months of continuous clean time.

1. Must have three (3) months of continuous clean time.
2. Must be working with an N.A. sponsor.
3. Must have their recovery in Narcotics Anonymous.

4. Co-panel members attending H&I meetings in facilities must make arrangements with the meeting's chairperson prior to attending.
5. Must comply with all clean time requirements set forth by the institutions they enter.

### **Voting**

1. Members who have missed two (2) consecutive H&I Subcommittee meetings will be ineligible to vote. They may regain their voting status by attending two (2) consecutive H&I meetings.
2. Issues brought to the H&I Subcommittee that deals with H&I business will be voted on then.
3. Only voting members can submit ideas.
4. An idea must be passed by the Consensus Based Decision Making Process.
5. Business will be held on the first Saturday of the month at 10:00 a.m. (location is subject to availability).

### **General Information**

1. Members of the H&I subcommittee are automatically disqualified from further H&I activity upon relapse, but may again become eligible when he/she can conform to the requirements in these guidelines. Being clean for the purposes of the H&I Subcommittee shall be defined as complete abstinence from all drugs.
2. Any member not conforming to these requirements or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any H&I Subcommittee assignments.
3. No Narcotics Anonymous Meeting regularly conducted under the auspices of the H&I Subcommittee shall be held in any facility except when directly supervised by the H&I Subcommittee or its delegated leader.
4. Any N.A. Member who is involved with a given facility on a professional or volunteer basis should not participate on the panels serving addicts in that facility. This is intended to avoid possible conflict and resulting damage to the inmate or patient inside, and the working ability and privilege of the H&I Subcommittee to carry the message inside the facility.
5. For those same reasons, no H&I member will interfere with or use influence in any facility, court or hospital, nor with any judge, doctor, probation or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. Of course these members may participate on panels going to other facilities.
6. Length of clean time required by each facility is to be rigidly upheld by each meeting Chairperson or Panel Leader.
7. Excessive use of profanity or use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities.
8. H&I Do's and Don'ts shall be furnished to and read by all speakers prior to speaking at an H&I meeting.
9. You are reminded that the H&I Subcommittee exists to share the Narcotics Anonymous message, our experience, strength and hope.

**The H&I Secretary will work with the Chairperson to ensure adherence to the H&I Subcommittee Guidelines.**

### **Additional Guidelines**

- All area H&I Facility Coordinators are required to give a monthly report on the suggested report form as presented in the WSC H&I Handbook or the PASC H&I Subcommittee approved report form. It is suggested all members maintain a current WSC H&I Handbook.
- All members must be active NA members working with a sponsor, have knowledge about the 12 Steps, 12 Traditions and 12 Concepts, and carry a clear N.A. message

**OUR MEMBERS WILL ADHERE TO ALL RULES AND REGULATIONS OF THE FACILITIES THAT ALLOW US ACCESS TO CONDUCT A MEETING**

# **HELPLINE SUBCOMMITTEE OPERATIONAL GUIDELINES**

## **Purpose**

Provide a 24/7/365 helpline for Narcotics Anonymous in the Valley of the Sun, staffed by clean addict volunteers who are active members of NA. Through this helpline we will form a link between Narcotics Anonymous and the general public seeking help or information. The aim is to get every call answered within one minute, respond to voice mail within 24 hours, and forward messages to H&I or PR or other NA entities as appropriate, with the ultimate goal of directing those seeking recovery to NA meetings.

## **Accountability**

The Helpline Subcommittee is a standing Subcommittee of the Phoenix Area Service Committee (PASC). The Chair of the Helpline subcommittee is elected by the PASC. Other positions within the Helpline subcommittee are elected by the subcommittee members. The committee is accountable to the East and West Valley ASCs as well, via the Area Helpline Liaison (AHL), elected or appointed by the Area. This helpline will operate in accordance with the phonenumber section of the PR Handbook from NA World Service.

## **Committee Meetings**

The Helpline Subcommittee will meet regularly at a designated time and place. All N.A. members are welcome to attend.

## **Decision-making process**

The Helpline committee in the Valley must be kept simple and amenable to informal consensus decision-making. Guideline and budget changes must be approved by PASC.

## **Committee Members**

All subcommittee members should have a working knowledge of the 12 steps and 12 traditions, work an N.A. program and have a Helpline shift.

## **TSLD**

Will participate in a Trusted Servant Learning Day with the other subcommittees to let the local fellowship know what Helpline does and how they can help.

## **Chairperson**

### **Requirements:**

1. Minimum 2 years clean.
2. At least 6 months previous participation in Helpline subcommittee.
3. Has a working knowledge of the 12 concepts for N.A. service.
4. One year commitment

### **Duties - Do or delegate and oversee the following:**

1. Recruit, schedule and train volunteers - ensure that all shifts are covered.
2. Maintain system updates, corrections and communicates with system provider.
3. Responds to and/or creates proposals related to changes in service providers and operating expenses.
4. Attend monthly PASC meeting and give oral report.
5. Provide monthly written reports to all participating Area Service Committees in the Valley.
6. Maintains archives of procedures, guidelines, budgets, reports, training info, 12 step lists and other correspondence.
7. Recruit, develop, and cross-train committee members to ensure continuity of Helpline service. Train a vice-chair to step into Chair role.
8. Makes subcommittee agenda and facilitates subcommittee meetings.
9. Assure that monthly automatic payments are being made from PASC to Helpline vendors.
10. Assist PASC Treasurer in collecting Helpline billed payments from the other 2 member areas.

## **Vice-Chairperson**

### **Requirements:**

1. Clean time is one year.
2. Suggested 6 months participation in Helpline subcommittee.
3. Has a working knowledge of the 12 Concepts for N.A. Service
4. One year commitment with intent to serve as Chair the following year.

### **Duties:**

1. Assumes role of chairperson in his/her absence
2. Assist in accomplishing Chairperson duties listed above.
3. Act as Secretary if that position is vacant.
4. Attends all Helpline subcommittee meetings

## **Secretary**

### **Requirements:**

1. Suggested clean time is 6 months
2. A willingness to serve
3. One year commitment
4. Attends all Helpline subcommittee meetings.

### **Duties:**

1. Takes attendance at subcommittee meetings
2. Records and reads minutes
3. Maintains an archive of meetings minutes
4. Responsible for turning archive over to Chairperson at end of service term.
5. Work with committee to keep volunteer packet supplied and updated.

## **Area Helpline Liaison (AHL)**

### **Requirements**

1. Elected or appointed by their respective Areas.
2. Clean time requirements TBD by Area.
3. Attends monthly Helpline subcommittee meetings:

### **Duties**

1. Communicates ASC group conscience to Helpline committee.
2. Attend all Helpline meetings
3. Report back to the ASC on the activities of that committee.
4. To be the financial link between the ASC and the Helpline subcommittee.

## **Volunteer**

### **Requirements**

1. Clean time requirement is six months.
2. Regular attendance of NA meetings.
3. An NA sponsor
4. Working the steps of NA
5. The willingness to serve, commit to a 6 hour shift, and have a working phone.
6. Ability to read and abide by the Volunteer Handbook.

### **Duties**

1. To answer the Helpline calls during his or hers assigned shift.
2. Follow the guide in the volunteer packet when answering calls.
3. Keep a current Narcotics Anonymous meeting list available during the shift.
4. Notify the Helpline Chairperson of any changes in phone number or availability.
5. Contact the Chair or Vice chair of the subcommittee with any concerns, questions or suggestions as soon as possible.

# **OUTREACH SUBCOMMITTEE OPERATIONAL GUIDELINES**

## **Purpose**

The Outreach Sub-Committee's purpose is to carry the message of Narcotics Anonymous and to foster unity in the Phoenix Area of NA service.

(Boundaries of the Phoenix Area will generally be Phoenix and Scottsdale)

## **Function**

1. Register Groups with NAWS, Inc.
2. Provide Support to Groups in the Phoenix Area Support could be: attending meetings, providing support fliers, and announcing their needs at other meetings.
3. Assist new Groups in getting started and informing them of available services, and providing a starter packet.
4. Contact Groups that are not being represented at the Phoenix Area Service Committee (PASC).
5. Purchase and update meeting lists, and notify web servant in the event of any changes.
6. To facilitate new GSR orientation at the monthly PASC meeting.
7. Reaching out and supporting geographically, culturally, or institutionally isolated addicts within the Phoenix Metropolitan Area.
8. To coordinate and work closely with H&I, PR and Helpline Subcommittees to prevent overlapping of services and increase support among the Sub-Committees.
9. To update WSO database with group registrations and updates.

## **Participation**

### **Members:**

All NA members are encouraged to participate in Outreach service. There are voting and non-voting members.

1. Voting members: Outreach participants who have attended two consecutive meetings are eligible to vote at their second meeting. Two consecutive absences will cause a loss of voting privileges until the next meeting.
2. Non-Voting members: Members without voting rights as defined above and the Outreach Chairperson (except in the case of a tie vote) are non-voting participants.

### **Duties of Active Members:**

- Participate in the monthly Outreach Sub-Committee business meeting.
- Attend at least two needy Group meetings monthly.

## **Trusted Servants:**

1. Outreach Trusted Servants shall be a Chairperson, Vice-Chairperson and a Secretary.
2. The Chairperson shall be appointed or elected by the PASC. All other Trusted Servants will be elected by the Outreach Subcommittee.
3. Term of service is for one year or until a successor is elected and their duties begin the following meeting at which they were elected.
4. No Trusted Servant shall hold more than one office at a time and may only serve two consecutive terms in a given position.
5. Any removal of a Trusted Servant will be according to the PASC Guidelines.

### **Responsibilities and Duties:**

#### ***Chairperson:***

1. Prepares an agenda and presides over all Outreach Sub-Committee meetings.
2. Prepares a report and attends the monthly PASC meetings as the voice of the Outreach Sub-Committee.
3. Coordinates and is responsible for all work done by the Outreach Sub-Committee.
4. Maintains communication with all PASC Sub-Committees, WSC Outreach M Hoc, Regional Web Servant, and is available to answer any Outreach related questions.
5. Prepares a budget with the Sub-Committee to be presented for approval by the PASC.
6. Must be able to fulfill the duties of any vacant position within the Outreach Sub-Committee.
7. Is elected or removed from service according to PASC Guidelines.

#### ***Vice-Chairperson:***

1. Must have a minimum of one year clean time, six months as an active member of Outreach and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for Service.
2. Attends all Outreach Sub-Committee meetings as well as the PASC meetings.
3. Works with the Chairperson to ensure the smooth running of the Sub-Committee and performs the duties of the Chairperson in case of absence.
4. If necessary, may be removed by a 2/3 vote of the Sub-Committee.

#### ***Secretary:***

1. Clerical skills to keep an accurate set of records of all Outreach Sub-Committee meetings and learning sessions (topics discussed) as well as maintain archives.
2. Prepare, prior to each meeting, an agenda for the presiding officer.
3. Act as Chairperson when either the Chairperson or Vice-Chairperson is absent, and must be able to complete the duties of same.
4. If necessary, may be removed by a 2/3 vote of the Sub-Committee.

## **Meetings and Miscellaneous:**

1. Special meetings will be called as necessary.
2. To hold regular monthly Sub-Committee meeting at a time and place that is pre-announced and accessible to the local fellowship.

### **Annual Workshop at TSLD**

1. The Outreach chairperson or their delegate will coordinate a schedule of presentations and a venue with participation from all other PASC subcommittees.
2. The Outreach chairperson shall submit a budget for the TSLD at the January PASC.
3. The Outreach chairperson shall submit a check request for budgeted monies at the PASC.
4. Responsible for production of a TSLD flier.

# **ACTIVITIES SUBCOMMITTEE GUIDELINES**

## **Purpose**

The purpose of this subcommittee shall be to further the primary purpose of carrying the message to the addict that still suffers and promote unity within the fellowship by providing recovery oriented activities.

## **Function**

The committee plans, promotes and produces various activities throughout the year for the local fellowship. The committee will communicate any upcoming events to the other areas in the valley and post them to the Regional Website. The activities typically include, but are not limited to the following:

- Speaker Meeting and Dance
- Annual Sedona Camp-out
- Annual Breakfast

The committee will coordinate with the Regional Board of Directors to order an insurance policy for each activity planned not less than 30 days prior to the event. The insurance request may be obtained from the Regional Website.

Any outgoing Activities Committee Chairperson will endeavor to document or describe the requirements necessary to plan and execute each of the events they've hosted throughout the year for the incoming Activities Committee Chairperson at term's end. These may include items like site selection, campsite reservations, logo and theme selection, speaker selection, booking entertainment, as well as operational functions like food preparation, chairing meetings and running the door.

Participates in a Trusted Servant Learning Day with the other subcommittees to let the local fellowship know what Activities does and how they can be of service.

## **Meetings**

The Activities Subcommittee shall meet every second Sunday of the month. The date, time, and location shall be maintained.

The Activities Chair may call any special meetings at any time, but must have at least two voting members present and all members must be notified prior to the meeting taking place and as to its outcome.

## **Voting and Elections**

The voting members shall have one vote. The Chairperson may only vote in case of a tie.

Any member of the committee may make a motion and each motion must have a second. The same is true for amendments to a motion.

Any member of Narcotics Anonymous may make a nomination of a qualified person for an Activities Subcommittee trusted servant position.

A simple majority is required to elect officers.

The Chairperson shall be elected by the PASC.

Any officer may be removed from office for noncompliance after written notification. A majority vote is necessary for removal from office. Noncompliance includes, but is not limited to:

1. Loss of clean time
2. Non-fulfillment of duties of their position
3. Non-attendance at Area Activities without prior notification
4. Missing two unexcused meetings in a row
5. Misappropriation of funds

## **Trusted Servants**

The trusted servants of the Activities Subcommittee shall be the Chairperson, Vice Chair, Treasurer, and Secretary. These trusted servants will perform tasks as deemed necessary by the subcommittee and in accordance with the Twelve Tradition, the Twelve Concepts, Activities Subcommittee Guidelines and PASC Guidelines.

Members at the direction of the Activities Subcommittee will be responsible for the collection and disbursement of funds in accordance with the event.

No member shall take independent action without the direction of the Activities Subcommittee.

### **Chairperson**

The Chairperson shall have a required two years clean time, a basic understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, a willingness to serve and previous experience with the Activities Subcommittee.

#### **Duties**

1. Chairs and maintain focus at all Activities Subcommittee meetings.
2. Oversees all Area activities and functions, unless excused absence is arranged or an emergency arises.
3. Attends and presents reports at the PASC
4. Provides the Treasurer's report to the PASC after an event.
5. No member shall take independent action without the direction of the Activities Subcommittee.
6. Have Fun.
7. Stay at an event until it ends and is cleaned up.

### **Vice Chairperson**

The Vice-Chairperson shall have a required one year of clean time, a basic understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, a willingness to serve and previous experience with the Activities Subcommittee.

#### **Duties**

1. Performs any and all duties of the Activities subcommittee trusted servants in their absence, except the Treasurer position.
2. Is present at all Area activities and functions, unless excused absence is arranged or an emergency arises.
3. Maintains the committee's phone list and keeps an open line of communication with all members.
4. No member shall take independent action without the direction of the Activities Subcommittee.
5. Have Fun.
6. Stay at an event until it ends and is cleaned up.

### **Treasurer**

The treasurer shall have a required four years clean time, a basic understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, a willingness to serve and previous experience with the Activities Subcommittee. This position also requires basic math skills and ability to be trusted with large sums of money (see section on financial procedures).

#### **Duties**

1. Is responsible for all monetary transactions, counting of money to be done in the presence of the Chair and Vice-chair.
2. All funds that are over prudent reserve shall be donated to the PASC.
3. Provide all receipts and records concerning any financial transactions.
4. Is present at all Area activities and functions, unless excused absence is arranged or an emergency arises.
5. No member shall take independent action without the direction of the Activities Subcommittee.
6. Have Fun.
7. Stay at an event until it ends and is cleaned up.
8. File a monthly report rather than separate event reports.
9. Reimburse all expenses by check.
10. Write check number on reimbursed receipts.
11. Attach receipts to monthly report. Submit a COPY of this report to the PASC treasurer AND the PASC secretary.
12. Make any checkbook corrections by drawing a single line through any error and list corrected amount either below or beside incorrect number.

### **Financial Procedures**

#### **Budgets**

- At the Activities committee meetings, the Treasurer will report the budget

#### **Deposits**

- The Activities Treasurer shall make the deposits within 48 hours after the event.
- All funds will be accounted for and maintained in the manner prescribed by the PASC Treasurer Guidelines.

#### **Misappropriations of funds**

Misappropriation of funds is defined as taking, stealing, or borrowing money or property without the consent of the Area Activities Committee.

- Members who have been found to misappropriate funds by a vote of the committee shall be immediately removed from their position and not hold a position for two years.
- Misappropriated funds shall be returned with 24 should of a committee vote.

# **NARATHON COMMITTEE GUIDELINES**

## **Purpose**

To promote unity between participating Areas and provide a safe haven for addicts throughout the year for the holiday celebrations.

## **Function**

1. Secure location(s) for Thanksgiving, Christmas, New Years events and the following year.
2. Encourage participation by all Areas by developing fliers, theme and merchandise.
3. Provide entertainment at the various events. Entertainment can be in the form of a dance, auction, raffle, or other activities.
4. Provide food, primarily at Thanksgiving, by soliciting donations from individual members and Home Groups. Arrange for members to assist with cooking, serving and clean up.
5. Select speakers for main meeting, readers for clean time countdown person(s), greeters.
6. Encourage participation from individuals and Home Groups in hourly NArathon meetings. Arrange scheduling and topics of same.
7. Provide fundraising of merchandising accrued and developed by the Committee or through fundraising events.
8. Report monthly to each participating Area. Liaisons previously elected or designated are responsible to do this. The reports will include a financial overview.
9. To participate in a Trusted Servant Learning Day with the other subcommittees to let the local fellowship know what NArathon does and how they can help.

## **Financial Responsibilities**

1. The Treasurer and Vice Treasurer are responsible for keeping an accurate set of records updated and available at all times.
2. There shall be two signatures (Chairperson and Treasurer) on the checking account.
3. All monies received will be deposited promptly.
4. Financial responsibility rests with the NArathon Chairperson.
5. A final accounting will be made available to all participating Areas and other interested individuals after the final event, no later than February 1 following the New Years event.
6. A prudent reserve of approximately \$3000 is suggested. Experience has shown that these funds are necessary for room rentals, merchandise purchases and concession purchases.
7. For merchandise sales – track number of items distributed and to whom. Make it clear that money or items equal to their sales amount must be returned to person responsible for merchandise AND committee treasurer. Example: 10 T-shirts distributed. Shirts sell for \$15/each. 8 T-shirts sold = \$120.00 plus the 2 unsold T-shirts must be returned. When items are to be sold at an event, conduct an inventory before and after the event of all items.
8. For events involving food – Determine actual cost of meal (including condiments, paper products AND lanyards) PRIOR to setting the sale price of the meal. In the case of the New Year's Eve Banquet, be sure to include all service charges and taxes in the cost of the meal PRIOR to setting the sales amount. This is in keeping with the 7<sup>th</sup> Tradition principle of self-support.
9. So that accurate numbers of items sold may be determined, use a different color ticket for children's meals than for sodas/water sold at Rockin' in the Rocks event.
10. A copy of any contracts signed should be turned over to the treasurer PRIOR to any event.

The following money handling procedures will be utilized in the handling of cash:

1. A minimum of two persons will collect money from merchandise sales, concessions sales, auction sales, raffle ticket sales, the seventh tradition and any cash food donations.
2. A receipt will be written and a copy given to the person relinquishing the funds, a copy to go with the funds and a copy maintained in the receipt book by the Treasurer or Vice Treasurer.
3. A receipt from the bank for the deposits made will be maintained in the financial records.
4. Financial reporting should include final bank statement reconciliations and well as a report to include total expenses and total receipts, showing any profit (or loss).

### **Future Outlooks**

\*\*\*Due to the increase in the size of the NA fellowship in the participating areas at large, it is suggested that the following steps be taken to ensure future NArathon events run more smoothly.

1. Mandate that the outgoing Committee meetings obtain a location(s) for the next year's event one year prior to the event.
2. Allow year round fundraising and possibly dispense with the "seed money" from the Areas. The fundraising would be necessary to provide a prudent reserve for the room rental fees, merchandise and concession purchases.
3. Have more frequent Committee meetings and encourage communication between members.
4. Encourage participation by the fellowship at large with the phrase "This is your NArathon - your input is important."

## **LITERATURE SUBCOMMITTEE GUIDELINES**

### **Duties**

1. Write receipts for all sales.
2. Total receipts given/order forms received and match to deposit made to the PASC.
3. Keep a bank of ten \$1s, two \$5s, and loose coins to make change for GSRs.
4. Have a calculator available for GSRs to use with their order forms.

## **AREA 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 Phoenix Area Service Committee (PASC) 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 Area Chairperson, and/or the Area Vice-Chairperson. The Treasurer, the incoming Area Chair, Vice Chair, Treasure and Vice Treasurer will be present at this audit.

1. In order for the Audit to proceed, the following records should be gathered together for the period in question.
2. All financial records including checkbooks showing beginning and ending balances with all check stubs and/or registers.
3. Deposit(s) detail
4. Check request forms, invoices, receipts and contracts
5. Bank statements
6. Dated inventory of any surplus merchandise with value calculated (if an event) stating storage location and plans for disposition.
7. Dated inventory of literature with value calculated stating storage location and plans for disposition (d applicable)
8. 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. We 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 PASC does 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 COMMITTEE FINAL REPORT**

### 2002 Event

Paid to ABC Tee-Shirt Company 2/22/02

6 dozen (72) black short sleeve m1/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

## SAMPLE - EVENT COMMITTEE FINAL REPORT

Received check #456 on 2/11/02

\$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  $\frac{3}{4}$  full (to be donated to a meeting)
- Partial case of 8 oz. Cups (to be donated to a meeting)
- 1 roll paper towels
- 1 cases assorted soft drink
- Partial package of small plates (to be donated to a meeting)

Donations received: \$22.75

Approximate value of goods:

## **AREA POLICIES, FORMS & DOCUMENTS**

### **Loss and Recovery Policy for the Phoenix Area Service Committee (PASC) Funds and/or Property**

#### **Purpose**

The purpose of this policy is to provide adequate accountability to the groups and areas of the Phoenix Area 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 PASC funds or PASC property, or misrepresenting payment to the PASC or its subcommittees with a check that is not honored by the issuing bank is accountable to the PASC.

#### **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 (i.e. no loss is determined, restitution is made, etc.).

Area Trusted Servants (including Subcommittee Chairs and Treasurers) 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 PASC funds or property will report the possible loss of funds to the PASC Vice Chair.
2. The Vice Chair will contact and report the possible loss of funds to the PASC Chairperson, Treasurer 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 PASC may be substituted in this process.
4. Within 72 hours of notification the Vice Chair will send the "PASC 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 and the Treasurer, and they will determine which of the following actions are necessary.
6. No loss is determined
  - A full written accounting of funds/property is providedIndeterminate loss
  - Possibility of loss; further information neededLoss 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 PASC.

#### **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 PASC 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 PASC, 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.

***Part 3 - Further Action As Deemed Necessary By The Pasc***

1. A report of loss and the initial recovery process will be given at the next PASC.
2. The following options may be considered by the PASC:
  - 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 PASC may pursue a criminal prosecution of the individual(s) through the proper authorities.

## **LETTER #1 SAMPLE INQUIRY LETTER**

PHOENIX AREA SERVICE COMMITTEE  
P.O. BOX 34123  
PHOENIX, ARIZONA 85067

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:  
Return Mailing Address: 1211 N. One Street  
Phoenix, AZ 85000

Sincerely,

William T.  
Regional Vice Chair

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

## LETTER #2 SAMPLE RECOVERY LETTER

PHOENIX AREA SERVICE COMMITTEE  
P.O. BOX 34123  
PHOENIX, ARIZONA 85067

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

October 19, 2002

Dear Joe: '

This letter is being sent to you because the PASC has determined that you are accountable for the loss/misappropriation of PASC 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 PASC are available to support you through any portion of this process. Please be assured that your presence at the next meeting of the PASC 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:  
Return Mailing Address: 1211 N. One Street  
Phoenix, AZ 85000

Sincerely,

William T.  
Regional Vice Chair

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

## LETTER #3 SAMPLE RECOVERY LETTER

PHOENIX AREA SERVICE COMMITTEE  
P.O. BOX 34123  
PHOENIX, ARIZONA 85067

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 PASC because we have determined that you are accountable for the loss/misappropriation of PASC 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 PASC are available to support you through any portion of this process. Please be assured that your presence at the next meeting of the PASC 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:  
Return Mailing Address: 1211 N. One Street  
Phoenix, AZ 85000

Sincerely,

William T.  
Regional Vice Chair

**Statement of Responsibility**

PHOENIX AREA SERVICE COMMITTEE  
**STATEMENT OF RESPONSIBILITY**

DATE: \_\_\_\_\_

I, \_\_\_\_\_, a trusted servant of the fellowship of the Phoenix Area 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 with my own money or the money 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 Phoenix Area Service Committee's Loss and Recovery Policy.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Trusted Servant Print Name)

\_\_\_\_\_  
(Trusted Servant Signature)

\_\_\_\_\_  
(Witness PASC, Officer)

\_\_\_\_\_  
(Witness Signature)

**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**

**Phoenix Area Idea and Request Form**

**Consensus Log Number:** \_\_\_ - \_\_\_ - \_\_\_\_\_

**Date:** \_\_\_\_\_

**Maker:** \_\_\_\_\_

**IDEA and REQUEST:**

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**Intent:**

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**PASC Action** \_\_\_ **Guideline Change** \_\_\_ **BOD Action** \_\_\_

**N.A. Service Resume**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

CLEAN DATE \_\_\_\_\_

E-MAIL \_\_\_\_\_

**SERVICE HISTORY** (begin with most recent service, specifying whether Group, Area or Regional and listing approximate service dates. Use the back of this form or attach a separate sheet if necessary)

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

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Are you willing to make the necessary commitment?

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

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

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**Budget Analysis Sample**

Expense	Sept	Nov	Jan	March	May	July
Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent Actual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent Difference	\$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
Meeting List ACTUAL						
Meeting List Difference	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
Phone Line Cards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phone Line Cards Actual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phone Line Cards Difference	\$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
RD's Actual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RD's Difference	\$1,083.33	\$1,083.34	\$1,083.34	\$1,083.33	\$1,083.33	\$1,083.33
H & I	\$533.34	\$533.34	\$533.33	\$533.33	\$533.33	\$533.33
H & I Actual						
H & I Difference		\$533.34	\$533.33	\$533.33	\$533.33	\$533.33
BOD	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BOD Actual	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
BOD Difference	\$6,000.00		\$0.00	\$0.00	\$0.00	\$0.00
PR	\$966.67	\$966.67	\$966.67	\$966.67	\$966.66	\$966.66
PR actual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PR Difference	\$966.67	\$966.67	\$966.67	\$966.67	\$966.66	\$966.66
Milage RCMs	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00
Milage RCMs ACTUAL			\$0.00	\$0.00	\$0.00	\$0.00
Help Line Rent Difference	\$9.00		\$550.00	\$550.00	\$550.00	\$550.00
Help Line Phone Bill	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phone Bill Actual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phone Bill Difference	\$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
PO Box Actual	\$0.00					
PO Box Difference	\$272.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Secretarial	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00
Secretarial Actual			\$0.00	\$0.00	\$0.00	\$0.00
Secretarial Difference	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00	\$170.00
Treasurer(Service Chg)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00