

## **Northwestern Michigan Area Service Committee of Narcotics Anonymous Area Procedures**

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### ● **Article 1 - Definition and Purpose**

This Area Service Committee is made up of Area Trusted Servants and GSR representing all groups within the Northwestern Michigan Area of Narcotics Anonymous. To create a structure which develops, coordinates, and maintains services on behalf of NA as a whole, we shall seek to find a respectful and loving completion of all our common goals.

### ● **Article 2 - Discussion of Suggestions**

To uphold the integrity of our service structure, all of our decisions will be in accordance with the Twelve Traditions and Twelve Concepts of NA. In order to find a loving solution to matters presented to the ASC, we shall strive to reach consensus. Consensus, by definition is an opinion held by most of those concerned. A consensus will be taken of all members present. The Facilitator will recognize members participating in the discussion before they speak and comments should be directed to the committee as a whole. After thoughtful and attentive discussion, the consensus becomes apparent, with the Facilitator asking if there are any objections. If consensus is not found, then a consensus by the GSR's present will be sought. Failing a consensus by GSR's, the matter must be taken to the groups for resolution. If the facilitator deems it necessary, they may call an end to any debates.

### ● **Article 3 - Election of Trusted Servants**

The Area Service Committee will hold annual elections in August for the positions of Facilitator, Co-Facilitator, Secretary, Co-Secretary, Treasurer, Co-Treasurer, RCM Alternate, **Web Servant, Co-Web Servant** and Subcommittee chairs for 1 year terms. RCM is a 2 year term. The vote will be conducted by method of secret ballot with simple majority electing nominee. If discussion of nominee occurs while they are not present, nominee will be given the opportunity to answer any questions or concerns before the vote is finalized. Effective leadership is highly valued in NA. Leadership qualities should be carefully considered when seeking trusted servants.

1. After a trusted servant position is open for one month, an election will be held to fill said position.
2. The elected trusted servant must meet all clean-time requirements.

### ● **Article 4 - Removal of Elected Positions**

The following will apply to all trusted servant positions:

1. Voluntary removal: trusted servant will give 30 day's notice whenever possible
2. Involuntary removal:
  - a. continually failing to perform duties of position
  - b. relapse warrants removal from position

### ● **Article 5 - Qualifications of Trusted Servants**

The following will apply to all trusted servant positions:

1. the ability to perform the duties of the position
2. understanding of the twelve steps, traditions, and concepts
3. time and resources to be an active participant
4. willingness and desire to serve
5. must meet clean-time requirements strictly as follows:

- a. Area Trusted Servant - 1 year clean
- b. Co-Positions - 6 months clean
- c. Treasurer - 2 years clean
- d. Co- Treasurer - 2 years clean

## ● **Article 6 - Duties of Trusted Servants**

**Facilitator:** To guide the ASC decision making process of consensus. To keep meetings orderly and peaceful. To provide advance notice of topics of discussion. To attempt to maintain a cooperative atmosphere of recovery in meetings through the use of principled discussion. Facilitator will be a co-signer of the Area bank account.

**Co-Facilitator:** To assist the facilitator in the performance of their duties. To assume the duties of the facilitator in their absence.

**Secretary:** To be responsible for all the written records of the ASC meetings. To maintain a contact list of all ASC members. To provide and distribute minutes of the area meeting as soon as possible after each meeting to all trusted servants and GSR's of the Northwestern Area.

**Co-Secretary:** To assist the secretary in their duties. To perform the duties of the Secretary in their absence.

**Treasurer:** To keep full and accurate financial records for the ASC. To collect all donations from the groups and/or subcommittees. To be custodians of the committee funds. To be primary signer of all checks, along with the second approved signature (none to be pre-signed). To be primary depositor of all Area funds. To make a report of income and expenses at each ASC meeting. Will disburse funds for all the following items without formal approval: rent, phone, PO Box, and website fees. Will disburse other funds necessary to fill the primary purpose of this committee, as directed by the consensus of the committee.

**Co-Treasurer:** To assist the Treasurer in the completion of their duties. To assume the duties of the Treasurer in their absence. To be a co-signer of the Area bank account.

**RCM:** To serve as the primary liaison between the RSC and the ASC. To make materials available from the RSC as requested. Attend the RSC meetings and as many group service and sub-committee meetings as possible. Serve as Area Facilitator in the absence of the Facilitator and Co-Facilitator. To be a co-signer on the Area bank account.

**RCM- Alternate:** To assist the RCM in their duties. Will perform the RCM's duties in their absence. To attend RSC meetings.

**Web Servant:** To maintain the Area website and make updates in a timely manner. To make only NWMASCNA and PR Subcommittee approved changes to the website. To accurately maintain and update the Northwestern Michigan Area Meeting List as directed by the NWMASCNA and the PR Subcommittee. To work in cooperation with the PR Subcommittee chairperson in regards to the website and meeting list. To generate and supply the PR Chairperson with a quarterly Northwestern Michigan Area Meeting List for printing and distribution. To have the willingness to attend the monthly PR Subcommittee meeting upon request. To have the willingness to run and facilitate the virtual portion of the monthly NWMASCNA meeting. *Qualifications of position specific to Web Servant: Access to a personal computer with virus protection and a firewall.*

**Co-Web Servant:** To assume all duties and responsibilities of the Web Servant in their absence. To work closely with the Web Servant to learn all the responsibilities of that position so they may effectively transition into becoming the Web Servant if they are elected by the NWMASCNA. *Qualifications of position specific to Co-Web Servant: Access to a personal computer with virus protection and a firewall.*

**Sub-Committee Chair:** To perform the duties of chairperson at the sub-committee meetings, following ASC procedures. To attend all ASC meetings and present the committee a written and oral report of the activities of the sub-committee. Present monthly budget requests for sub-committee, submit receipts for all purchases made with a detailed report, and return any funds leftover. Each sub-committee is responsible for drawing up their own detailed guidelines and submitting a copy of those guidelines to the ASC (some are available from WSO). The primary purpose of each sub-committee is to carry the message to the still suffering addict through the following means:

1. Activities: Through education and recreational activities. The secondary purpose will be to raise funds for the ASC and Region in which we serve NA members.
2. Public Relations: To inform the public that Narcotics Anonymous exists, and that we offer recovery from active addiction. We do this by creating, distributing and managing all communications regarding Narcotics Anonymous throughout the Northwestern Michigan Area, in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, as well as the Narcotics Anonymous Guide to Public Relations.
3. Retreat: To plan, fundraise, and facilitate the annual NWACNA retreat.
4. Literature: To be a resource to members and groups in their efforts to distribute supplies, information and literature necessary to carry the NA message of recovery.

## ● **Article 7 - Budget Requests**

NA funds are to be used to further NA's primary purpose, and must be managed responsibly. In order to account for all funds flowing from the ASC, all budget requests must be done formally. A budget request form must be used whenever a trusted servant, sub-committee, or group is asking for any amount of funds. An explanation of the funds usage must be included on the form. All requests will be approved by the ASC based upon consensus. When discussing matters of money we may not reach an agreeable solution, therefore it may be necessary for the issue of a budget request to go back to the groups for resolution.

## ● **Article 8 - Group Service Representative (GSR)**

The GSR is elected at the group level and is the liaison between that group and the Area. The GSR is committed to attending Area regularly, carrying the group's conscience in matters affecting other groups or NA as a whole. The GSR in turn carries back to the group any important matters from Area and/or World. All groups are asked to send a representative/GSR to our monthly Area Service Committee Meeting. If unable to attend they can stay in contact through E-Mail or Telephone. Donations can be mailed to: P.O. Box 4431 Traverse City MI 49685. For scheduling or other information visit our Web Page at <http://www.michigan-na.org/northwest-michigan-area/>

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***SUGGESTED REVISION NOVEMBER 2024 DRAFT***