THE GREATER GRAND RAPIDS AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GUIDELINES
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DEFINITION, PURPOSE, FUNCTION, POLICIES AND PROCEDURES

Definition
The Greater Grand Rapids Area Service Committee of Narcotics Anonymous (GGRASCNA) is made up of group service representatives, area elected trusted servants, and all subcommittee chairs. Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While groups still maintain final responsibility and authority for area services, they invest enough delegated authority in their GSRs—and through them, in the area committee—for the necessary work to get done. NA groups also send money to the ASC, money needed to coordinate panels, maintain services, and conduct public relations activities. Through their contributions of money and manpower, the groups exercise both their responsibility and their authority for NA services.

Purpose
- The Area Service Committee is designed to serve the common needs of its member groups.

Function
- Meets the fourth Wednesday of every month from 7 to 9 PM unless decided otherwise by the ASC.
- Unify its member groups.
- Provide a communication link between the groups, the Michigan Region, and the worldwide NA fellowship.

General Financial Policies and Procedures

Regional Donations
- 10% of the Area's quarterly gross income (all group donations and income from activities) will be donated each quarter to the Michigan Region.

World Level Donations
- 10% of the Area's quarterly gross income (all group donations and income from activities) will be donated within the first week of each quarter to the WSC

Disbursement of Area Funds
- A prudent reserve of $500 will be maintained. In the event expenses exceed the prudent reserve, standing budget items will be paid first. Anything beyond that will go to a vote.
- Budgets are addressed on page 18 of these guidelines.

Adapted from NA’s Guide to Local Service
Active and Inactive GGRASCNA Meeting Policy and Procedures

An NA meeting is considered active if they meet the criteria listed below:

1. Meeting must adhere to the 12 Steps and 12 Traditions of NA.
2. Meeting must conduct a monthly business meeting.
3. Meetings must meet at the same day, time and location for four consecutive months.
4. Meeting must have a GSR or GSR-Alternate present at three consecutive ASC meetings, or must submit a written report on the ASC group report form.
   - A GSR (Group Service Representative) is defined as a member elected from their homegroup to attend the monthly ASC meeting and act as a liaison between the group and the area. A GSR is the communicator for the group, representing the group’s conscience in matters affecting other groups or NA as a whole.
   - A GSR-Alternate parallels that of GSR, attending each ASC meeting so they can learn and provide GSR with support. The GSR-Alternate also acts as GSR in the absence of the GSR.  

An NA meeting is considered inactive and will be removed from the phone line, website, and printed meeting list if they meet the below listed criteria:

1. Meeting has three (3) consecutive unexcused absences at the ASC meetings.
2. Meeting has a total of three (3) unexcused absences during a six (6) month period at the ASC meetings.
   - An unexcused absence is defined as no GSR, GSR-Alternate, no written report submitted, or no communication with anyone on the administrative body by the time the meeting starts.
   - An absence will be considered excused if a representative from the group contacts the ASC Chairperson, Co-Chairperson, Secretary or Co-Secretary and forwards a written report within 24 hours after the ASC meeting.
3. A meeting that has been removed from the phone line, website, and printed meeting list must meet all the requirements listed in the Active and Inactive NA Meeting Criteria to be reactivated. Once active, these meetings will again be listed on the phone line, website and printed meeting list.

Adapted from "The Group" IP
DEFINITION AND EXPLANATION OF CONSENSUS BASED DECISIONS (CBD)

In an effort to allow for a higher power to guide our area’s business decisions, the GGRASCNA strives to carry out ALL its work by consensus. Consensus-based decision making means that all viewpoints have been considered while, at the same time, trying to find common ground on which the Group Service Representatives (GSRs) at the ASC can support, even though the eventual decision may not be the exact desire of the GSRs. The discussion process is open to any addict present at the ASC meeting and takes place until no more progress is evident. It is important to note that if there is less than one third of the area’s GSRs present at the ASC, the decisions will be made by a consensus of all those present at the ASC. This ensures that the area’s business will always be conducted in a timely manner.

How is Business Conducted at the GGRASCNA Meeting?

1. A quorum count of the GSRs will be conducted at the beginning of old business and at the beginning of new business for that same ASC. A quorum of one-third (⅓) or more of all GSRs is required for only GSRs to make consensus-based decisions. If less than one-third (⅓) of the area’s GSRs are present, then consensus-based decisions will be made by ALL those present at the ASC. This ensures that area business will always be conducted in a timely manner.
   - Only GSRs from active groups may make decisions when more than one third (⅓) of GSRs are present. As explained on page 5, an active group is one that qualifies to be on the meeting list.

2. Elections for open positions are the highest order of business. This is followed by old business then new business. All motions for new business must be submitted in written form to the area secretary before the new business portion of the ASC meeting commences.

3. The chairperson manages the discussion and its duration when an election decision or motion is brought before the ASC. The discussion process is open to any addict present at the ASC meeting and takes place until no more progress toward a decision is evident. The option to table a motion and send it back to the groups is always available, but the GSRs must agree to this by consensus.

4. If a consensus cannot be reached on a motion for two consecutive ASC meetings, it may not be introduced again at the ASC for two months after it was last discussed. One exception to this is the involuntary removal of area trusted servants (see page 7 of these guidelines).

5. Any motions by the Region or the WSC may be sent back to groups at the request of these service bodies.
NOMINATIONS AND ELECTIONS OF TRUSTED SERVANTS

1. Elections for the following area trusted servant positions will occur every May: Chair, Co-Chair, Treasurer, Co-Treasurer, Secretary, and Co-Secretary. Elections for RCM and Alt-RCM will occur every May of an even-numbered year, as these are two-year positions requiring a two-year commitment.

2. Elections for Public Relations and Activities subcommittee chair positions will occur every September.

3. The ASC Chair will announce the nominations for the positions outlined in Part III, Sections B and C, two months before the elections. An explanation from the Guide to Local Service (GTLS) and the ASC Guidelines are needed to establish the responsibilities of each position.

4. Each nominee must state the following: Clean time, past service experience, NA sponsorship and a general knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and NA’s service structure. It is also suggested that each nominee be present at the time of nomination.

5. The ASC can temporarily appoint a person to fill any position.

6. A trusted servant may only be elected a maximum of two full consecutive terms. All positions require a one-year commitment. The only exceptions to this are the RCM and Alt-RCM positions, which require a two-year commitment.

Election Procedures

1. If there is a single nominee, they will be asked to leave the room to determine if there are objections to that nominee being elected. If there are no objections, the nominee is considered elected.

2. Any objections will be presented without the nominee present. If the objections are not resolved, the nominee will rejoin the ASC meeting, the Area Chair will explain the objections and the nominee will have an opportunity to address the objections if they so choose.

3. After this, without nominee present, the ASC will determine if there is now a consensus in favor of this candidate.

4. If there is no consensus at this point, the position remains open until the next ASC meeting.

5. If there is more than one nominee, the group will use the above process to attempt to fill the position.

Resignations

- Voluntary
  - Must be given at the ASC in writing or in person.

- Involuntary
  - If an ASC trusted servant misses two consecutive ASC or Policy & Administration meetings without advising their alternate or submitting a written report to the ASC chair.
  - If an ASC trusted servant relapses during their time in office.
QUALIFICATIONS AND DUTIES OF AREA TRUSTED SERVANTS

Area trusted servants are responsible for administering the general affairs of the entire area committee. Because of that, it’s important that great care be taken in their selection. A substantial amount of clean time and personal maturity should be the first consideration, along with experience in the steps, traditions, and concepts of service. Our trusted servants should demonstrate the stability and personal sense of direction that serve as an example to others. They should be capable of serving without attempting to govern. The specific amount of clean time required for each office will vary from area to area according to how long the local NA community has been in existence.

Significant area service background often makes more effective administrative officers. Experience both as a group service representative and an area subcommittee member is helpful. Recent leadership experience as a subcommittee chairperson will prove invaluable. For more discussion of the role of leadership in NA services, see the essay on Concept Four of the Twelve Concepts for NA Service. Adapted from NA’s Guide to Local Service

The following qualifications apply to all Area Elected Trusted Servants:

- Have previous service experience in Narcotics Anonymous, as well as have general knowledge of the 12 Steps, 12 Traditions, 12 Concepts, and the Guide to Local Service (GTLS).
- The willingness to give the time and resources necessary for the position.
Area Chair
The area service committee chairperson is responsible for conducting the ASC meetings, preparing the agenda, and various administrative duties. The chair’s primary tools are the ability to facilitate the area's substantial consensus decision making procedure, a firm hand, a calm spirit, and a clear mind. The chairperson can find additional help in books about business meetings, decision-making processes, and volunteer organizations that are often readily available at local bookstores and libraries.

Chair Qualifications
In addition to qualifications listed above that apply to all Area Elected Trusted Servants,
- Minimum two years clean time.
- Chair cannot hold any other Area elected positions or be a GSR.
- Familiarity with Greater Grand Rapids ASC policies and procedures.
- One year minimum service experience in Narcotics Anonymous area service.
- Be willing and able to mentor and train the co-chair.

Chair Duties
- Attends and presides over all ASC and P&A meetings and provides written reports.
- Guides the decision making process of consensus.
- Attempts to maintain an atmosphere of recovery through the use of principled discussion.
- Verifies with the area treasurer that monthly deposits are made within five business days.
- Manages correspondence not covered by other administrative positions or subcommittees.
- Please refer to the GTLS for additional information regarding this trusted servant position.

Area Co-Chair

Co-Chair Qualifications
In addition to qualifications listed above that apply to all Area Elected Trusted Servants,
- Minimum one year clean time.
- Be willing and able to learn and assume the chairperson’s position after one year.

Co-Chair Duties
- Keeps in regular contact with the chairpersons of each subcommittee and attend subcommittee meetings whenever possible.
- Assumes all duties and responsibilities of the Chair in their absence.
- Works closely with the Chair to learn all the responsibilities of that position.
- Please refer to the GTLS for additional information regarding this trusted servant position.
- Compiles a prearranged agenda prior to each ASC meeting.
Area Secretary
Area secretaries handle all the ASC’s paperwork, which is a formidable job. The duties they perform provides the informational basis from which the area is informed about the work of the ASC. Most important of the secretary’s duties includes taking clear and accurate minutes of ASC meetings, distributing those minutes to ASC members in a reasonable time frame, and ensuring the history of each ASC meeting is cataloged and capable of being referenced quickly. This is very important work, because when done well, it shows the growth and progression of the area, as well as helping to prevent repeating the mistakes of the past.

Adapted from NA’s Guide to Local Service

Secretary Qualifications
In addition to qualifications listed above that apply to all Area Elected Trusted Servants,

- Minimum 18 months clean time.
- Have access to and know how to operate a computer, email, and word processor.
- Be willing and able to mentor and train the co-secretary.

Secretary Duties
- Keep and maintain accurate minutes of each ASC and P&A meeting and provide written reports.
- Collect and record all group, RCM, standing sub-committee and any ad-hoc committee reports for the purpose of including them in the current month’s ASC minutes. Also included are all pertinent motions, nominations, and résumés from the regional service committee (RSC).
- Maintain a current list of GSR’s and ASC officers, and to call roll at the beginning of each ASC.
- Distribute no later than 2 weeks following the ASC meeting an electronic typed copy of the ASC minutes to the GSRs and the PR Subcommittee’s Web-Coordinator, and any other persons who have requested to be on the mailing list.
- Make minutes, records, and order forms available to ASC members upon request.
- Note changes necessary for printed meeting schedules at the ASC and pass those changes to the PR sub-committee chair or co-chair at the end of the ASC meeting.
- Act as chairperson in the absence of the chairperson and co-chairperson.
- Maintain current copies of the following and have available on hand at every ASC meeting:
  - area, regional, and world forms and guidelines;
  - WSC rules of order;
  - Standing rules and minutes with any amendments to these documents.
- Notify GSRs and area trusted servants of special meetings of the ASC, as directed by the ASC.
- Report and provide receipts of all expenses incurred in the performance of the Secretary’s duties.
- At the completion of the Secretary’s term, provide the Chairperson all files exceeding 1 (one) year to add to the area’s archives.
- Be a cosigner of the ASC’s bank account when required.
- Please refer to the GTLS for additional information regarding this trusted servant position.
- Check the GGRASCNA email account on a bi-weekly basis.
Area Co-Secretary

Co-Secretary Qualifications

*In addition to qualifications listed above that apply to all Area Elected Trusted Servants,*

- Minimum 18 months clean time.
- Be willing and able to learn and assume the secretary position after one year.

Co-Secretary Duties

- Works closely with the Secretary to learn the responsibilities of the position.
- Assumes all duties and responsibilities of the secretary in their absence.
- Attends all ASC meetings in order to become familiar with the process and duties of the ASC Secretary.
- In the event the secretary is unable to complete their term, to act as secretary for the duration of the term.
- Assist the secretary in any of his or her responsibilities.
- Be available to new groups, to provide registration, welcome them, and direct them to the appropriate people to assist them in getting started. In the absence of the co-secretary, the secretary will assume this responsibility.
- Please refer to the GTLS for additional information regarding this trusted servant position.
- The co-secretary will follow up with secretary after 14 days if the ASC minutes have not yet been distributed to the area.
Area Treasurer

The area treasurer’s job is critical to the committee’s work. Because of the added responsibility of handling money associated with service as treasurer, it’s especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren’t properly accounted for. It’s recommended that areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful. The treasurer receives contributions from the groups, administers the area’s checking account, pays the rent for the committee’s meeting hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings.

Adapted from NA’s Guide to Local Service

Treasurer Qualifications

In addition to qualifications listed above that apply to all Area Elected Trusted Servants,

- At least two years clean (firm) and one year of service experience in NA area service.
- Be willing to discuss personal financial situation.
- Be willing and able to mentor and train the co-treasurer.

Treasurer Duties

- Attend all ASC and P&A meetings and provide detailed written reports of the ASC’s finances.
- Have access to and the ability to use a computer, printer, and spreadsheet software and use these tools to produce an accurate account of the ASC’s financial status for the ASC.
- Provides and maintains a record of all ASC income and disbursements.
- Check the bank account online weekly.
- Deposit any money collected from each ASC within five business days.
- Report the money collected at the end of each ASC meeting and the amount to deposit.
- Pay the donations to the Michigan Region and NA World Services.
- eMail the P.R. chair a monthly report that shows all the P.R. committee’s expenses at least 24 hours before each ASC meeting.
- Record all donations and payments and email to the secretary.
- Prepares and presents semi-annual reports in May and November.
- Keep yearly records of all bills paid, invoices, etc. and maintain an archive of prior years.
- Please refer to the GTLS for additional information regarding this trusted servant position.
- At the completion of treasurer’s term, provide the chair all the bank statements exceeding one year to add to the area’s archives.

Area Co-Treasurer

Co-Treasurer Qualifications

In addition to qualifications listed above that apply to all Area Elected Trusted Servants,

- At least two years clean (firm).
- Be willing and able to learn and assume the treasurer position after one year.

Co-Treasurer Duties

- Assumes all duties and responsibilities of the treasurer in their absence.
- Works closely with the treasurer to learn the responsibilities of that position.
Regional Committee Member

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

Both the region and its areas depend on RCMs to be well-versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM’s fingertips.

*Adapted from NA’s Guide to Local Service*

**Regional Committee Member Qualifications**

*In addition to qualifications listed above that apply to all Area Elected Trusted Servants,*

- At least two years clean and one year minimum service experience in NA area service.
- At least six months experience representing a home group as a GSR.
- Willingness to commit to a two-year commitment to the position.
- Be willing and able to mentor and train the alternate RCM.

**Regional Committee Member Duties**

- To attend all ASC and P&A meetings with written reports.
- The RCM’s primary responsibility is to work for the common good of NA by providing two-way communication between the Greater Grand Rapids Area and the Michigan Region.
- Represents and conveys the group conscience of the Greater Grand Rapids Area at all Michigan RSC meetings.
- RCM is entitled to reimbursement for hotel expenses for regional meeting in excess of 100 miles upon submitting receipt to area treasurer.
- Please refer to the GTLS for additional information regarding this trusted servant position.

Alternate Regional Committee Member

**Alternate Regional Committee Member Qualifications**

*In addition to qualifications listed above that apply to all Area Elected Trusted Servants,*

- A minimum of one year clean.
- Willingness to commit to a four-year position.
- Be willing and able to learn and assume the RCM duties after two years.

**Alternate RCM Duties**

- Assumes all duties and responsibilities of the RCM in their absence.
- Works closely with the RCM to learn the responsibilities of that position.
- Maintains contact with GSRs and attends as many group business meetings as possible.
SUBCOMMITTEES

In some ways, the relationship between an ASC and its subcommittees is very similar to the relationship between NA groups and their ASC; in others, it is quite different. Just as groups create an area committee to help them fulfill their primary purpose, so the ASC creates subcommittees to do the actual work involved in delivering its direct services. If area subcommittees are to serve effectively, the ASC must delegate them sufficient authority to exercise their best judgment in fulfilling their duties. However, because an area committee must account to the groups for the actions of its subcommittees, ASCs generally maintain a somewhat tighter rein on their subcommittees than groups do on their area committees.

The balance between accountability and delegation is a delicate one. If an area committee exerts too much control over its subcommittees, those subcommittees will not be able to serve well. If the ASC delegates too much authority to its subcommittees, on the other hand, the area committee will not be able to account fully for itself to the groups it serves. An ASC should pay careful attention to the Twelve Concepts when creating subcommittees—especially Concept Five—which states “For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.”

Adapted from NA's Guide to Local Service

Subcommittee Chair Qualifications and Duties

• Maintains contact with Regional and other Area's Subcommittees and attends service functions, if possible.

• In addition to the qualifications and duties stated in these guidelines, each Subcommittee Chair will reference NA Conference Approved literature pertaining to their subcommittee (e.g., Guide to Local Service, NA’s Public Relations Handbook) so they may better fulfill their primary purpose.

Members

• Subcommittees consist of a Chairperson, elected on the floor of the ASC, and any NA member who wishes to carry the message of recovery through the work of a particular subcommittee.

Function

1. Each subcommittee will keep minutes of all its meetings.

2. Each subcommittee will keep detailed records and receipts of all its income and disbursements.

3. Each subcommittee will give a monthly written report of all its activities at the ASC meeting.

4. Each subcommittee will submit an itemized quarterly budget.

5. Each subcommittee will have their own guidelines that have been approved by the ASC.
Activities Subcommittee

Purpose

• The primary purpose of this subcommittee is to carry the message of recovery by sponsoring activities that provide a greater sense of community for the local NA fellowship.

• The secondary purpose of this subcommittee is to raise additional funds for the Greater Grand Rapids ASC and the Michigan Region. Seed money and any subsequent income raised from an activity will be turned over the area treasurer or mailed to the P.O. Box in the form of a check or money order within seven days from the time an activity is held.

Functions and Responsibilities

• Have guidelines that must be approved by the GGRASCNA and to follow those guidelines to the best of its ability.

• Conduct a monthly business meeting, document its proceedings, and maintain organized records.

• Keep records and receipts of all its income and disbursements.

• Provide a monthly written report at the GGRASCNA meeting.

• Submit a ledger showing the revenue and expenditures of each area activity and receipts that supports each expenditure.

• Should a group want to host an event, it is encouraged that groups work with the Activities Subcommittee and follow its guidelines.

• Submit an itemized quarterly budget.

• Create and maintain a calendar of activities.
Public Relations (PR) Subcommittee

**Purpose**

- The purpose of the Greater Grand Rapids Area of Narcotics Anonymous Public Relations Subcommittee (GGRANAPRS) is two-fold.
  - The GGRANAPRS shall inform the people in the Greater Grand Rapids Area that Narcotics Anonymous exists, that we offer recovery from active addiction, and to bring meetings to addicts who are institutionalized. All of this is done in accordance with the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, as well as the Narcotics Anonymous Public Relations handbook.
  - The GGRANAPRS shall improve our internal and external relationships with addicts and organizations in the Greater Grand Rapids Area interested in Narcotics Anonymous. This will improve the effectiveness of our efforts to carry the message of NA in the Greater Grand Rapids Area.

**Functions and Responsibilities**

- Have guidelines that must be approved by the GGRASCNA and to follow those guidelines to the best of its ability.
- Conduct a monthly business meeting, document its proceedings, and maintain organized records.
- Keep records and receipts of all its income and disbursements.
- Provide a monthly written report at the GGRASCNA meeting.
- The PR Committee will have a $500 quarterly budget in addition to the standing phone line and meeting list budget per month.
  - **NOTE:** The phone line and copy center (meeting list) budgets are standing budget items already written into the GGRASCNA budget under ASC Standing Budget section of these guidelines.
- Maintain the content of the GGRASCNA meeting list, website, and phone line and check the GGRASCNA email account on a bi-weekly basis.
- Disburse NA-approved literature and meeting lists to jails and treatment facilities in the Greater Grand Rapids Area.
- Carry the message of NA through our H&I panels to all facilities that do not have access to outside meetings.
- Distribute the meeting list at the GGRASCNA meeting, and to organizations outside of NA that the GGRANAPRS determines as needing meeting lists.
- Develop and facilitate events, programs, and other forms of communication designed to inform the public that NA exists and offers recovery from the disease of addiction.
- Respond to all requests for information in a timely and effective manner and to be sure those requests are handled at the appropriate level of service.
• Provide access to St Peter and Paul church on GGRASCNA meeting days by being responsible for the church key card or passing off to an Area trusted servant only if necessary.

Ad-Hoc

**Formation**

• A proposal to form an Ad-Hoc Subcommittee is brought forth under new business. If approved, a chairperson will be elected at the Area meeting from the floor of the GGRASCNA.

**Purpose**

• An Ad-Hoc Subcommittee is designed to focus on any major task that does not fall under the duties of any other subcommittee. It is a temporary committee that will dissolve upon completion of its tasks.

**Functions and Responsibilities**

• To resolve a matter as assigned during the Area meeting.
• Use consensus-based decision making process to decide matters.
• The ad-hoc chair sets an agenda, oversees the proceedings, and provides a written progress report to the ASC throughout the duration of the ad-hoc committee.
• Upon conclusion of the work assigned to an ad-hoc committee, its chairperson must provide a summary of its findings and/or deliverables to the ASC and submit them for approval to the ASC in the form of a motion to be voted on by the GSRs.

Policy and Administration (P&A)

**Members**

• This committee consists of all area elected trusted servants and any NA members who choose to attend.

**Purpose**

• P&A is responsible for administering to the general affairs of the entire ASC.

**Function and Responsibilities**

• This committee is responsible for the maintenance of all Area Policies and Procedures.
• Meets quarterly (February, May, August, and November) for 30 minutes prior to the ASC meeting and submits a written report to the ASC.
• Provides GSRs with updated ASC and RSC Guidelines.
BUDGETS

Narcotics Anonymous groups directly support area, regional, and world services from money left over after covering their own expenses. Area committees, after setting money aside to cover budgeted expenses, are encouraged to do the same with their surplus funds, sending it on to the other levels of the service structure.

A budget helps the ASC be a better manager of the funds it receives. The basic process for developing an area committee budget is pretty simple. On a quarterly or annual basis, administrative trusted servants and subcommittee chairpersons present their plans for the next work period along with estimates of how much that work will cost. By comparing the projected work plans and expenses with income reports from the last work period, the ASC will have a pretty good idea of how feasible the budget proposal is and can vote to either adopt it or alter it.

Adapted from NA’s Guide to Local Service

Standing Budget

- The only intent of the standing budget is to pay reoccurring bills. All other expenses shall be submitted on a quarterly budget form or motion form to be approved by the ASC. The current standing budget is as follows:
  - P.O. Box: $26.50 per month – paid yearly
  - Copy center: $100.00 per month – paid monthly
  - Rent for ASC Meeting: $25.00 per month – paid monthly
  - Secretary: $7.50 per month – paid quarterly

Subcommittee Quarterly Budgets

Definition

- A quarterly budget is an itemized and proportional plan that coordinates a subcommittee's spending.

Purpose

- Quarterly budgets allow the area to disburse funds to the subcommittees, which allows them to fulfill their purpose and function in a financially responsible manner.

Function

- All subcommittees will submit itemized, quarterly budgets in December, March, June, and September on an Area-approved budget form.
- Budgets will be submitted on a line-by-line basis with one specific request per line.
- All budgets will be approved on a line-by-line basis by the ASC.
- If a subcommittee needs more money than it originally budgeted for, they must submit a motion requesting the money, accompanied by the intent, to be approved by the ASC on a one-time basis.
• Whenever possible bills will be paid directly by the ASC Treasurer or money will be distributed to the chair of a subcommittee only. Where there is not a chair of a subcommittee and a bill already exists, upon ASC approval, the treasurer will pay that bill.

Activities Subcommittee Rotating Budget

• The Activities Subcommittee shall have a rotating fund of up to $300 per month to coordinate activities for the Greater Grand Rapids Area of NA. This money is available on an as needed basis and is to be kept in the ASC treasury. This money and any subsequent income raised from an activity will be turned over to the area treasurer or mailed to the P.O. Box in the form of a check or money order within seven days from the time an activity is held. The Activity Subcommittee shall then submit a written monthly report at the ASC meeting following an activity (or activities) held the previous month. This report should include a list of itemized expenses and income, as well as receipts for each event, as to account for the money spent in organizing and executing an activity (or activities).

• Should an NA recovery group in the Greater Grand Rapids wish to host an activity, they must go work with the Activities committee to initiate, plan, and execute the event. This includes following the guidelines of the Activities Subcommittee and sending a representative to the Activities Subcommittee meetings for the duration of the initiating and planning of a group’s event.

• All seed money from ASC will be disbursed to the Activities Committee Chair. If there is no active Activities Chair the ASC will vote for a willing trusted servant from the host event.
DOCUMENT CHANGE CONTROL

July 1, 2013- Added iv) to the duties of the RCM.

- RCM is entitled to reimbursement for hotel expenses for regional meeting in excess of 100 miles upon submitting receipt to area treasurer. From June meeting minutes.

September 27, 2013 Added a.i.6) secretary standing budget

- Secretary is entitled to a standing quarterly budget of $30.00

September 27, 2013 Deleted v.i.a.ii) Sub chairpersons are required to attend on the months when subcommittee budgets are due (Dec., March, June, and Sept.)

September 27, 2013 Revised c.ii) P.A meetings

- Meets on an as needed basis and submits a written report to the ASC

October 22, 2013 to revise guidelines by removing H&I subcommittee, adding Public Relations subcommittee, which includes H&I functions.

April 24, 2016 – Formatting overhaul of the guidelines. (PENDING APPROVAL)

- Removed excessive outline formatting and replaced with simple number and bullet formatting.
- Added a table of contents.

April 24, 2016 – Rearrangement of active / inactive meeting and budget sections of the guidelines. (PENDING APPROVAL)

- Added the following qualification to the Area Secretary position:
  - Have access to and know how to operate a computer, email, and word processor.
- Added in Public Relations subcommittee information that was approved in October 2013.
- Moved Active / Inactive meeting information to the Definition, Purpose, Function, and Policies and Procedures section of the guidelines.
- Showed the Literature Subcommittee as inactive. This may be removed if the ASC deems it necessary to do so.

April 25, 2016 – Additional functions and responsibilities added to the Activities Subcommittee section. (PENDING APPROVAL)

- Added the following to the Activities Committee functions and responsibilities:
  - Submit a ledger showing the revenue and expenditures of each activity put on by the activities committee and provide receipts that supports each expenditure.
  - Should a group want to host an event, they must go through the Activities committee, attend Activities committee meetings and follow activities guidelines.
  - Added additional information from NA’s GTLS for each ASC board position.
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April 25, 2016 – Material removed from the guidelines due to inactivity (PENDING APPROVAL).

Literature – **Currently Not an Active Subcommittee**

**Purpose**
- The purpose of the Greater Grand Rapids Area of Narcotics Anonymous Literature Subcommittee (GGRASCLS) is to procure Narcotics Anonymous literature in a cost-effective manner for the GGRASCNA, all subcommittees, and area home groups.

**Functions and Responsibilities**
- A primary function of the Literature Subcommittee is also to obtain literature projects from WSO that require review. In addition, this subcommittee will participate/facilitate in any workshops or communications regarding future projects from WSO.

Literature Subcommittee Rotating Budget (**Currently Not an Active Subcommittee**)
- Funds received by the Literature Subcommittee from Groups for the purchase of literature should be turned over to the area treasurer or mailed to the PO Box in the form of a check or money order within seven days from the time the literature order is placed.

April 26, 2016 – Added area trusted servant duties to the guidelines and made changes to the guidelines as directed by the ad-hoc subcommittee directed to make these changes.

May 6, 2016 – Updated consensus-based decision making section at the request of the ad-hoc committee.

May 15, 2016 – Made minor changes to the guidelines that include a couple grammar issues and page number updates.

May 15, 2016 – Made additional changes to consensus-based decision making section during the ad-hoc committee meeting.

July 27, 2016 – This version of the area guidelines approved by the ASC.

September 9, 2016 – Made the following changes per the ASC:

1. page 4 under Disbursement of Funds: removed the first bullet that said: The Treasurer and one of the following must sign all checks: Chair, Co-Chair, or Co-Treasurer.

2. Under the treasurer’s responsibilities added the following: eMail the P.R. chair a monthly report that shows all the P.R. committee’s expenses at least 24 hours before each ASC meeting.

3. Under the Public Relations, deleted where it says they have to submit a quarterly budget and added the following: The PR Committee will have a $500 quarterly budget in addition to the standing phone line and meeting list costs per month.
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July 26, 2017 – Made the following changes per the ASC

1. On page 7, under the NOMINATIONS AND ELECTIONS OF TRUSTED SERVANTS section, updated numbers 1 and 6 to show that the RCM and Alt-RCM terms and the subsequent commitments are two years instead of one year.

December 19, 2019 – Made the following changes per the ASC

1. On page 16, under the FUNCTIONS AND RESPONSIBILITIES OF PUBLIC RELATIONS (PR) SUBCOMMITTEE section, added a bullet point dictating the PR chair is responsible for the St Peter and Paul church key on GGRASCNA meeting days, or passing it off to a trusted Area servant only if necessary.

April 22, 2020 – Made the following changes per the ASC

1. On page 18, under the STANDING BUDGET section, adjusted the amounts to be listed as monthly amounts as opposed to each item differing between monthly, quarterly and yearly. The phone list budget was also deleted as there is no longer a monthly payment to the phone line.

August 27, 2020 – Made the following changes per the ASC

1. On page 5, under the ACTIVE AND INACTIVE GGRASCNA MEETING POLICY AND PROCEDURES section, added the definition of GSR and GSR-Alternate. Also changed “Alternate GSR” to “GSR-Alternate” to adhere to the language used in other NA literature.

October 28, 2020 – Made the following changes per the ASC

1. On page 9, under the CO-CHAIR DUTIES section, added “Compiles a prearranged agenda prior to each ASC meeting.”