

CONFERENCE AGENDA REPORT 1996



World Service Conference
of Narcotics Anonymous

Approval materials
for annual meeting
26 May through 1 June 1996
Greensboro, North Carolina, USA



THE TWELVE STEPS OF NARCOTICS ANONYMOUS

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as *we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

CONFERENCE AGENDA REPORT 1996



World Service Conference
of Narcotics Anonymous

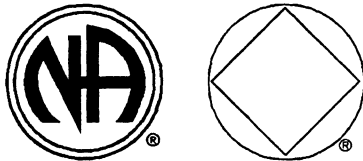
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1996 Conference Agenda Report

World Service Conference of Narcotics Anonymous

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World Service Office, Inc.
PO Box 9999
Van Nuys, CA 91409
USA

INTRODUCTION

A copy of this report is being distributed at conference expense to every World Service Conference participant and every registered regional service committee. This fulfills the responsibility of the WSC to notify the fellowship of items being considered at the 1996 annual meeting of the World Service Conference. Additional copies of the 1996 *Conference Agenda Report* can be purchased from the World Service Office by any NA member, group, service board, or committee.

Following the list of motions appearing in this year's *Conference Agenda Report*, we have included an agenda outline for WSC'96. This includes the dates of the conference as well as a list of sessions for routine conference business. It is not possible at this time to provide you with any more specifics about what business will be handled on what day. (Normally the *CAR* is published ninety days preceding the opening day of the conference. This year the *CAR* is being published 180 days preceding the conference.) A more specific outline for the agenda will be provided in early March of 1996 to everyone who receives copies of the *CAR* on behalf of the WSC. It will also be published in the *March Conference Report*.

Following the agenda outline are reports that have been prepared by various world service boards or committees on the business they will be presenting at this year's conference. Each motion being presented is numbered consecutively for ready reference.

The first addendum following the world service action reports contains motions published at the request of various regional service committees. Following each motion are recommendations for action from the world service committees and boards who were referred the motions by WSC Administrative Committee upon their receipt 1 October 1995. These recommendations are usually given on the floor of the WSC as the motions are considered. They are provided here to give you additional information for your discussions. These motions are numbered consecutively, beginning where the world services board and committee motions left off.

The final item in this year's *Conference Agenda Report* is a glossary explaining service terms often used in discussing world service issues, including those appearing in the 1996 *CAR*.

We received issue-discussion papers on the two topics that were prioritized by the conference. These papers will be published in the March 1996 *Conference Report*.

The March 1996 issue of the *Conference Report* will contain annual reports from regional service committees and world-level boards and committees.

The deadline for the March 1996 *Conference Report* is 8:00 AM Pacific time on Monday, 12 February 1996. Final orientation material for this year will be posted to all conference participants about thirty days before WSC'96 begins.

If you have any questions about this report or any subject pertaining to it, please call, write, or fax us:

Interim Committee
Box 9999
Van Nuys, CA 91409 USA
Telephone (818) 773-9999
Fax (818) 700-0700

1996 CONFERENCE AGENDA REPORT TABLE OF CONTENTS
--

List of motions	vii
WSC 1996 agenda outline	ix

Motions

Resolution Group	1
World Service Board of Trustees	7
World Service Office Board of Directors	10
World Convention Corporation	12
WSC Hospitals & Institutions Committee	14
WSC Literature Committee	15
WSC Public Information Committee	17
WSC Policy Committee	19
Regional motions	21

Addenda

1. WCC Internal Guidelines	31
2. WSC Hospitals & Institutions	49
3. WSC Literature Committee	63
4. Nominations forms	65

Glossary	79
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WORLD SERVICE CONFERENCE 1996 MOTIONS (numbered) AND RESOLUTIONS (lettered)

Motion 1

To adopt the [proposed] vision statement for NA world services, subject to review and/or revision by future World Service Conferences.

Maker: Resolution Group, page 1

Motion 2

To adopt the [proposed] mission statement for the World Service Conference of NA, subject to review and/or revision by future World Service Conferences.

Maker: Resolution Group, page 2

Resolution A

To approve *in principle* a change in participation at a new WSC . . .

Maker: Resolution Group, page 5

Resolution B

To approve *in principle* the adoption of a World Board, replacing the current World Service Board of Trustees, WSO Board of Directors, and the WSC Administrative Committee.

Maker: Resolution Group, page 5

Resolution C1

To approve *in principle* the elimination of standing committees.

Maker: Resolution Group, page 5

Resolution C2

To approve *in principle* a significantly downsized standing committee structure responsible to the World Board.

Maker: Resolution Group, page 5

Resolution D

To approve *in principle* the adoption of an ad hoc committee structure responsible to the World Board.

Maker: Resolution Group, page 6

Resolution E

To approve *in principle* the adoption of a unified budget encompassing all world service funds.

Maker: Resolution Group, page 6

Resolution F

To approve *in principle* the adoption of a World Pool of experienced trusted servants as a resource to world service projects and initiatives.

Maker: Resolution Group, page 6

Resolution G

To approve *in principle* the adoption of a Human Resources Panel as a means by which the WSC may choose trusted servants based on the willingness to serve, experience, and knowledge.

Maker: Resolution Group, page 6

Motion 3

Should the NA groups consider a proposal to eliminate gender specificity in NA's Twelve Steps and Twelve Traditions?

Maker: World Service Board of Trustees, page 8

Motion 4

Any WSC proposal or action to change NA's Twelve Steps, Twelve Traditions, name, nature, or purpose should be approved directly by the groups through a group tally process, administered according to the [proposed] guidelines.

Maker: World Service Board of Trustees, page 9

Motion 5

That Addendum 2, pg. 29, 1995 TWGSS, "NA Audio Tape Review" be removed.

Maker: WSO Board of Directors, page 10

Motion 6

To strike the sentence, "As a sideline to literature, the WSO offers reel-to-reel and cassette tape recordings of important NA functions, personal 'pitches,' typical meetings, and discussions on various topics." (1995 TWGSS, p. 29).

Maker: WSO Board of Directors, page 10

Motion 7

To approve Addendum 1, "WCC Internal Guidelines."

Maker: World Convention Corporation, page 13

Motion 8

To approve revisions to the *Hospitals & Institutions Handbook* as shown in Addendum 2.

Maker: WSC H&I Committee, page 14

Motion 9

To approve *Hospitals and Institutions Service and the NA Member* (Addendum 3), a revision of *Hospitals and Institutions and the NA Member*.

Maker: WSC Literature Committee, page 15

Motion 10

To approve the WSCLC's "A" worklist for the 1996-97 conference year: *Narcotics Anonymous Step Working Guides*, and a sponsorship booklet.

Maker: WSC Literature Committee, page 16

Motion 11

To approve the WSC PI Committee workplan proposal to revise the *Guide to PI* and *Guide to Phoneline Service* handbooks.

Maker: WSC PI Committee, page 17

Motion 12

That the handbook, *A Guide to Local Services in Narcotics Anonymous*, be released for approval following the 1996 World Service Conference. The handbook will come up for conference action at WSC'97.

Maker: WSC Policy Committee, page 19

Motion 13

That the WSO make available to the fellowship Book One of the Basic Text in English in the same format and at the same price as the French and Spanish language versions.

Maker: Ontario Region, page 21

Motion 14

That recognized regions whose primary language is not English be allowed to translate, publish, and distribute approved NA literature after prompt WSC approval.

Maker: Show-Me Region, page 22

Motion 15

To make the Ad Hoc Outreach Committee of the World Service Conference into a standing Outreach Committee of the World Service Conference.

Maker: California Inland Region, page 22

Motion 16

When attempting to change policy in the CAR the maker of the motion will include all old policy to be amended.

Maker: South Florida Region, page 23

Motion 17

To include one pro and one con on motions committed to the CAR that have been discussed at the prior conference. The intent can take the role as the pro, WSC Administrative Committee will prepare the con.

Maker: South Florida Region, page 24

Motion 18

That the trustees write a position paper on the use of antidepressants in recovery.

Maker: South Florida Region, page 25

Motion 19

To make the WSC Outreach Ad Hoc Committee a standing committee of the World Service Conference.

Maker: Louisiana Region, page 26

Motion 20

To make *The NA Way* a special periodical with conference-approved status.

Maker: Hawaii Region, page 26

Motion 21

To create a book using selected articles from the first ten years of *The NA Way*.

Maker: Hawaii Region, page 27

Motion 22

That the WSO create a new inventory item, the Introductory Basic Text. The Introductory Basic Text would consist of all of Book One of our current text. This would not affect the moratorium on our current text. It would be a new inventory item.

Maker: New Jersey Region, page 27

Motion 23

That the WSC install a ten-year moratorium on changes to the steps and traditions as currently written.

Maker: New Jersey Region, page 28

Motion 24

That WSC set up an ad hoc committee to share experience, strength, and hope with sponsorship of incarcerated addicts. The committee can give direction as well as help coordinate input from all regions.

Maker: Connecticut Region, page 28

Motion 25

To consider at WSC'96 directing the WSO to create an additional text on lower quality paper, cheaper binding, or any other available method, including omitting the personal stories if it is the only way to accomplish this.

Maker: Tejas/Bluebonnet Region, page 29

**WSC'96 AGENDA OUTLINE
GREENSBORO, NORTH CAROLINA, USA
SUNDAY 26 MAY—SATURDAY 1 JUNE 1996**

Listed below is the agenda outline for routine conference business at WSC'96.

1. Agenda overview, general orientation
2. Introductions
Approval of WSC'95 minutes
Seating of new regions
Adoption of procedures
3. Committee and board question and answer time
4. Old Business
5. Resolution Group Proposals
6. Elections
7. Budget presentation and adoption
8. Committee and board meetings
9. Time and space will be made available for zonal forum meetings as requested on a space available basis. Zonal forums that wish to meet should contact the WSC Administrative Committee.
10. New Business
11. H&I workshop
PI workshop
12. Narcotics Anonymous meeting(s)



RESOLUTION GROUP

Between May and December 1995, the Resolution Group's charter has been to develop proposals to bring to the 1996 World Service Conference based on information gathered from the Composite Group's 1995 report, the consultant's 1995 Report, *TWGSS*, and *A Guide to Service in Narcotics Anonymous*. The problems identified by the 1995 World Service Conference participants in the inventory were:

1. Lack of vision for WSO, WCC, and WSC.
2. Lack of a strategic plan.
3. Right-sizing of committees and boards.
4. Integration of management techniques to world services.
5. Bringing the message of hope to the suffering addict more effectively.

We developed four goals that we believed, if accomplished, would make a significant contribution toward developing and implementing specific solutions to these problems. These goals were:

1. To write a vision statement for NA world services.
2. To write a mission statement for the World Service Conference.
3. To create proposals for structural change of NA world services.
4. To create proposals for future work.

For a complete discussion of our work, see our final report which is sent out to conference participants with our December meeting report. Based on the input we received on our presentation at the world services meeting in November 1995, we offer the following motions and resolutions:

Motion 1: To adopt the following vision statement for NA World Services, subject to review and/or revision by future World Service Conferences:

NA WORLD SERVICES VISION STATEMENT

All of the efforts of Narcotics Anonymous World Services are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- NA communities worldwide and NA world services work together in a spirit of unity and cooperation to carry our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust, and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

Intent: To provide NA world services with a vision statement.

Motion 2: To adopt the following mission statement for the World Service Conference of NA, subject to review and/or revision by future World Service Conferences:

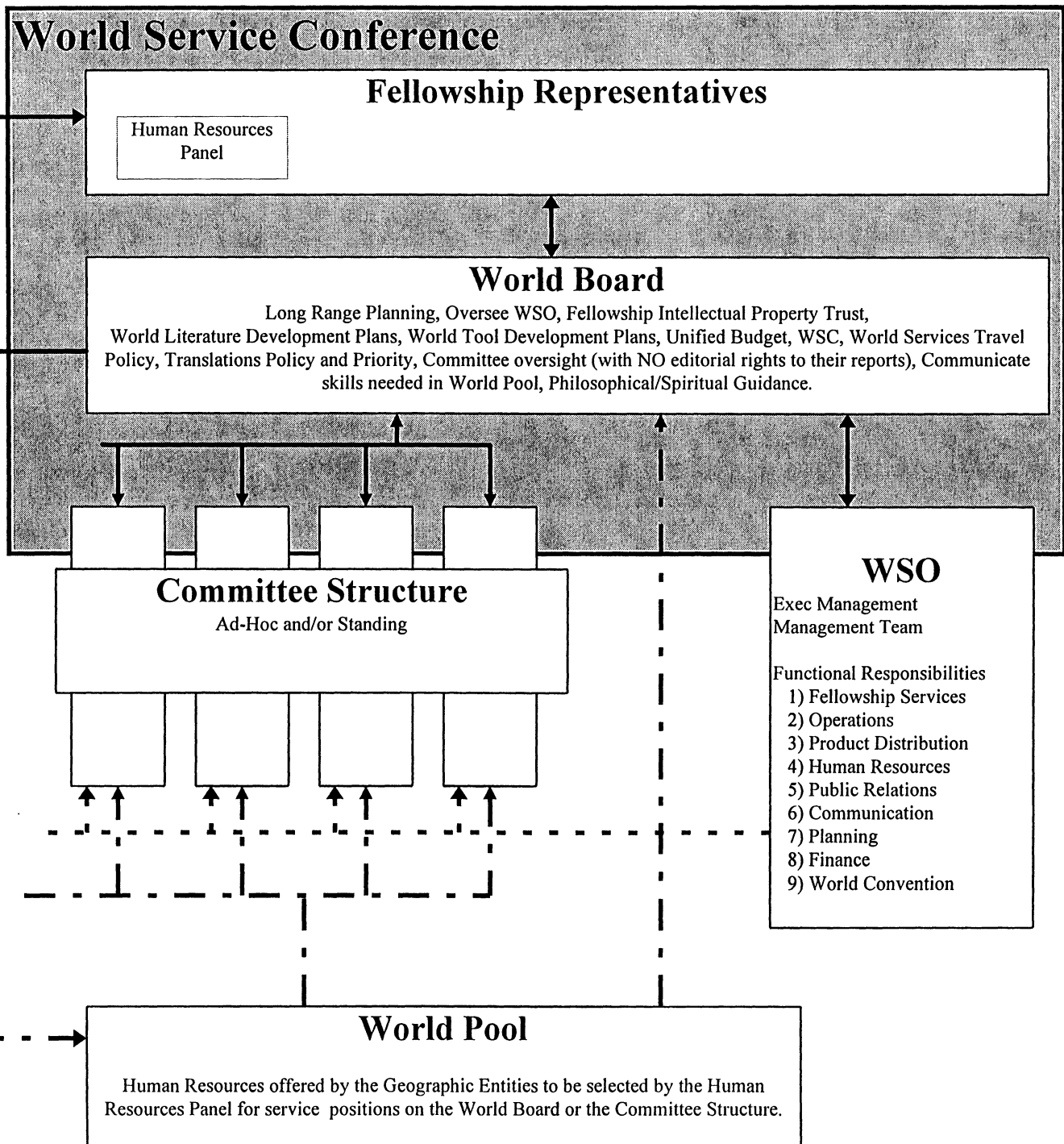
WORLD SERVICE CONFERENCE MISSION STATEMENT

The World Service Conference brings all elements of NA world services together to further the common welfare of NA. The WSC's mission is to unify NA worldwide by providing an event at which:

- Participants propose and gain fellowship consensus on initiatives which further the NA world services vision;
- The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole;
- NA groups have a mechanism to guide and direct the activities of NA world services;
- Participants ensure that the various elements of NA world services are ultimately responsible to the groups they serve;
- Participants are inspired with the joy of selfless service, and the knowledge that our efforts make a difference.

Intent: To provide the World Service Conference of NA with a mission statement.

STRUCTURAL RESOLUTIONS
FOR NA WORLD SERVICES



Geographic Entities

(Currently undefined but may consist of Regions, Zones, Forums, Assemblies, Conferences, etc.)

Entity A

Entity B

Entity C

Entity D

Legend

WSO Resources

World Pool Resources

Reporting & Oversight

World Pool Resumes Forwarded

STRUCTURAL RESOLUTIONS

The following resolutions are presented for your consideration. These are *resolutions* rather than *motions*. Resolutions set *direction*, while motions call for *specific actions*. So, these resolutions are intended to set direction for some of the future changes to our world service structure. If the fellowship, through the conference, adopted these resolutions, they would be binding upon any group charged with the responsibility of developing the next phase of the structural reorganization, as well as the conference itself in terms of the direction it should follow. Adoption of these resolutions, however, *would not entail any specific action to the conference* until such time as specific motions were drafted and presented for conference action.

Resolution A: To approve *in principle* a change in participation at a new WSC to achieve the following objectives:

1. to reduce the total number of representatives;
2. to provide for equal representation from all geographic entities; and,
3. to encourage a consensus-based decision-making process.

Intent: To affirm this as direction for future world services restructuring efforts.

Resolution B: To approve *in principle* the adoption of a World Board, replacing the current World Service Board of Trustees, WSO Board of Directors, and the WSC Administrative Committee.

Intent: To affirm this as direction for future world services restructuring efforts.

Resolution C: The Resolution Group is unanimous in its belief that the standing committee structure should be eliminated. However, due to some input received at the world services meeting in Manhattan Beach, we feel compelled to present the following two alternatives:

C1: To approve *in principle* the elimination of standing committees.

Intent: To affirm this as direction for future world services restructuring efforts.

C2: To approve *in principle* a significantly downsized standing committee structure responsible to the World Board.

Intent: To affirm this as direction for future world services restructuring efforts.

Resolution D: To approve *in principle* the adoption of an ad hoc committee structure responsible to the World Board.

Intent: To affirm this as direction for future world services restructuring efforts.

Resolution E: To approve *in principle* the adoption of a unified budget encompassing all world service funds.

Intent: To affirm this as direction for future world services restructuring efforts.

Resolution F: To approve *in principle* the adoption of a World Pool of experienced trusted servants as a resource to world service projects and initiatives.

Intent: To affirm this as direction for future world services restructuring efforts.

Resolution G: To approve *in principle* the adoption of a Human Resources Panel as a means by which the WSC may choose trusted servants based on the willingness to serve, experience, and knowledge.

Intent: To affirm this as direction for future world services restructuring efforts.

Resolution Group

WORLD SERVICE BOARD OF TRUSTEES

WSB Motion #3 will determine whether or not the WSC is willing to present the issue of eliminating gender specificity in NA's Twelve Steps and Twelve Traditions directly to the NA groups. If the response to Motion #3 is no then we have resolved the immediate issue at hand. If the response to Motion #3 is yes, the next step would be to have the WSC assign a working group to assist the WSB in phrasing the actual wording for the proposed changes and submit the wording back to the WSC for approval by the end of the 1996 conference week. The approved wording becomes the actual proposal that would then be considered by the groups.

Regardless of how the WSC responds to Motion #3, it is our recommendation that the WSC should also address Motion #4. Our Second Concept reads, "The NA groups bear the final authority in all our fellowship's service affairs, and should be routinely consulted in all matters directly affecting them. For example, proposals to change NA's Twelve Steps, Twelve Traditions, name, nature, or purpose should be approved directly by the groups." We currently have no process in place that allows us to bring an issue directly to our groups for their consideration. Motion #4 establishes such a process no matter if the need to put it in place is immediate or in the future.

If Motions #3 and #4 are both approved, we are prepared to offer a specific process with established dates and time frames for group consideration of Motion #3. The information preceding each motion is taken from our August 1995 report to WSC participants and is repeated here for your convenience.

WHAT ARE WE READY TO MAKE A DECISION ABOUT?

The discussions held throughout the fellowship over the last three years were important. Not only did we have an opportunity to explore removal of gender from the wording of the steps and traditions, but we also began to discuss the larger issue of whether the word "God" adequately allows for the individual interpretation of our Higher Power. Some suggestions were offered to replace the word "God" with "Higher Power" or to change "God" to "god." While this stimulated much discussion and controversy, no motion to propose changing the word "God" in the steps and traditions accordingly came forward. It appears that, at this time, the only question before the fellowship is whether to remove gender-specific language from our steps and traditions.

Some of the main arguments made by those who support the language change are that individuals' beliefs are excluded by the current wording of our steps and traditions; that the use of "Him" and "His" in reference to God implies specific religious beliefs, or shapes and defines one's understanding of a Higher Power. This is seen to be in conflict with our philosophy, which encourages us

to develop and establish a relationship with a Higher Power of our own understanding. Many of these members believe that this wording may lead newcomers or professionals, who might refer addicts to NA meetings, to perceive us as a religious, not spiritual, program. As a result, addicts may not feel attracted to NA or may feel out of place in our meetings; they may either not get to our program at all, or leave before the spiritual nature of the NA program is understood. In addition, supporters often believe that the current wording of the steps and traditions fails to reflect the multi-cultural, global nature of today's NA community. These members suggest that making such changes to the wording may help us better further our primary purpose. Some state that non-gender specific language has been used in the text of new literature (e.g. *It Works, Just for Today*) and should be changed in the wording of the steps and traditions for consistency.

Some of the major arguments made by those who oppose the change are that the steps have worked the way they are written for years; it is the individual who needs to change, not the wording. Many of these members state that they, too, had some difficulty with the wording at first, but that the literature and other members helped them to overcome their difficulties. Some argue that it is impossible to remove gender references and retain the meaning of those steps and traditions affected. Some state that removing gender-specific language is based on consideration of political correctness. There are others who state that they support the proposed changes in the wording of the steps and traditions in concept; however, they would not support actually changing the wording for fear of the effect on the fellowship. These members often point to the disunity which resulted from the changes made to the White Book or the Fourth Edition of the Basic Text. Many have offered the suggestion that there be a footnote or a separate page added to our literature explaining that Narcotics Anonymous espouses no specific beliefs about a Power greater than ourselves, and leaves this to the interpretation of the individual member.

Any change in gender specificity in our steps and traditions will primarily affect the English language. In most other languages, gender is already assigned to nouns and it is not possible to break that tie.

Motion 3: Should the NA groups consider a proposal to eliminate gender specificity in NA's Twelve Steps and Twelve Traditions?

Intent: To have the WSC decide whether or not we take the next step and put this issue to the groups.

WHERE DO WE GO FROM HERE?

Any action as significant as changing the steps and traditions would, of course, require a significant percentage of our groups to participate in making the decision. Members must also have a strong voice in accepting and

implementing a decision-making process that directly includes our groups. At this time, we have no defined process in place to receive a direct conscience from each NA group.

Motion 4: To adopt the following as WSC policy:

Any WSC proposal or action to change NA's Twelve Steps, Twelve Traditions, name, nature, or purpose should be approved directly by the groups through a group tally process, administered according to the following guidelines:

- **A sufficient registration period will be held to allow all groups who choose to participate to register for the tally with the WSO.**
- **At the close of the registration period, the WSO will announce the total number of registrations to all WSC participants.**
- **Numbered ballots requesting a yes, no, or abstention response will be mailed to each registered group with addressed envelopes. The groups will be provided sufficient time to return their ballots. The WSC may recommend the utilization of an outside resource to receive and count the ballots.**
- **In order for the tally to be valid, 75% of the groups who registered in the above named period must participate by responding.**
- **For each decision to pass, 75% of the groups who respond must vote in the affirmative.**
- **Ballot results will be reported to the fellowship.**
- **If the group tally affirms the decision(s), a motion will be placed in the next CAR for RSR affirmation per the FIPT.**

Intent: To establish a process to refer significant questions directly to the groups.

Pete Cole, Chairperson

**WORLD SERVICE OFFICE
BOARD OF DIRECTORS**

The WSO Board of Directors has discussed the tape review process extensively for the past two years. Historically, we have asked the conference to elect members nominated by either a region or a conference participant onto the Tape Review Panel. This practice has been in effect since the mid-80's when the WSO felt it was important to establish a conference-approved process for the approval of tapes for sale by the World Service Office. The process has, at best, worked with minimal success and only a comparatively small number of tapes have been approved over the past five years. As of this writing, the Tape Review Panel is reviewing tapes from 1992, and is not expected to start on those from 1993 for some time yet. We have often questioned whether if the tape review process and the practice of the WSO selling tapes is worthwhile to the fellowship.

One of the ways we can gauge the value of the process to the fellowship is by the number of tapes we receive each year for consideration by the review panel. In 1990, we received 187 tapes; in 1991, 144; in 1992, 113; in 1993, 70; in 1994, 17; and as of October 1995, none. We know that the number of conventions have not decreased similarly nor has the interest in speaker tapes lagged fellowship-wide. Taping vendors continue to sell speaker tapes at the various events, and appear to sell a considerable number of them. As a result, we can only presume that the fellowship is no longer interested in submitting tapes for consideration by the Tape Review Panel and having the World Service Office sell them. Therefore, we present the following:

Motion 5: That Addendum 2, pg. 29, 1995 TWGSS, "NA Audio Tape Review" be removed.

Intent: Passage of this motion would end the formal tape review process.

Sales of speaker tapes by the office have declined over this same period as well. If the conference decides to pass the previous motion then we would seek to discontinue the sales of speaker tapes by the WSO. To that end, we present the following:

Motion 6: To strike the sentence, "As a sideline to literature, the WSO offers reel-to-reel and cassette tape recordings of important NA functions, personal 'pitches,' typical meetings, and discussions on various topics." (1995 TWGSS, p. 29).

Intent: Passage of this motion would allow the WSO to discontinue the sale of speaker tapes.

If the conference passed the above motion, the WSO would inform the fellowship of its intent to discontinue the sales of speaker tapes, stop production

of these items ninety days following notice, and sell the existing stock of speaker tapes. Speaker tapes would then no longer be listed in product listings or any catalogues.

Tim Banner, Chairperson

WORLD CONVENTION CORPORATION

At WSC'95, the conference adopted motions presented by the World Convention Corporation that created a new Zonal Rotation Plan for world conventions and provided guidelines for the board in a document entitled, "External Guidelines." The External Guidelines define the purpose and mission of the world convention and the World Convention Corporation, the composition, selection, qualifications, and responsibilities of board members, the site selection and bidding processes, and the purpose and composition of the local host committee. All changes to the Zonal Rotation Plan and External Guidelines require conference action.

The WCC also reported to the conference last year that we had created a set of Internal Guidelines that would be used for one year and that, if they proved to be helpful, would be presented for consideration by the conference this year. We also reported our intention to ask the conference to authorize the board's use of this document with the provision that the WCC could amend it as necessary. We further stated that the information contained in this document provided details regarding the administration of the board and planning of the world convention not previously reflected in any single document. It has been our opinion that the Internal Guidelines merely provide the necessary details that enable us to execute the policies contained in the conference-approved External Guidelines.

It was our belief that as we began to actually utilize the procedures outlined in the Internal Guidelines this past year, we would find that some of the procedures would work fine, while others would need to be amended or further developed. Our experience has actually been even more enlightening.

WCNA-25 showed us that the world convention is evolving and changing. We found that the combination of moving into a two-year rotation, while increasing the frequency of conventions being held outside North America, presented a whole new set of challenges for us. We expect this evolution to continue for the next several years. As such, the internal guidelines will continue to change to reflect this evolution even though the guidelines now reflect our current practices. Therefore, they will need continual attention and fine-tuning throughout this time period.

The conference has indicated several times in past years its desire to not be burdened with the details of the internal workings of its boards and committees. However, at the present time, there is no way to obtain the concurrence of the conference for the use of this type of document other than to ask for conference approval. Therefore, we are not asking that the guidelines be translated or that the conference spend its time with a line-by-line review of the details. It is with this in mind that we are proposing the following motion for consideration:

Motion 7: To approve Addendum 1, "WCC Internal Guidelines."

Intent: To give the WCC the tools it requires to execute the policies contained in the WCC External Guidelines that were approved at WSC'95.

Cary Seltzer, Chairperson

**WSC HOSPITALS AND INSTITUTIONS
COMMITTEE**

Several years prior to the inventory, when it was discovered through input from the fellowship that certain areas were lacking, the WSC H&I Committee worked on expanding the Learning Day section in the *H&I Handbook* as well as a new section entitled, "Forensics and Psychiatric Hospitals".

During this process, the *H&I Handbook* was also examined for inconsistencies, errors, and omissions. We are not including a list of these items as part of the motion. If this motion is approved by the conference, the *H&I Handbook* will be brought up to publication standards and a general copy edit will be done. Capitalization and grammar errors will be corrected and words will be used more consistently (i.e., helpline, phonenumber, etc.).

We offer you the following motion:

Motion 8: To approve revisions to the *Hospitals & Institutions Handbook* as shown in the following addenda:

2-A: Minor changes to existing chapters.

2-B: New chapter, "Forensic and Psychiatric Units."

2-C: Revised section, "Learning Days."

2-D: Revised section, "Preparations for Learning Days."

Intent: To respond to fellowship requests for more detailed information on H&I service.

Laura Jennison, Chairperson

WSC LITERATURE COMMITTEE

HOSPITALS AND INSTITUTIONS SERVICE AND THE NA MEMBER

A combined working group of WSCLC and WSC H&I members has worked on the revision of the *H&I and the NA Member* information pamphlet for several years. This has been an "A" list project of the WSCLC. Both conference committees now offer the following motion to approve the revision:

Motion 9: To approve *Hospitals and Institutions Service and the NA Member* (Addendum 3), a revision of *Hospitals and Institutions and the NA Member*.

Intent: The revised pamphlet is service-related material and offers the fellowship a vehicle to introduce members to an avenue to perform H&I service work along with fulfillment of our primary purpose.

WSCLC 1996-97 "A" WORK LIST

Narcotics Anonymous Step Working Guides

This project is currently in a committee draft stage. These drafts were developed during the 1992-93 conference year by a WSCLC working group using existing drafts and fellowship input. The format for the *Narcotics Anonymous Step Working Guides* calls for a narrative portion interspersed with questions. To date, the questions have been compiled from the source material by WSCLC members. The narrative portion has yet to be developed, although source material has been targeted by the WSCLC.

During the 1993-94 conference year, a project plan/timeline was developed. This plan is being revised to accommodate a three-year time-frame. The schedule calls for the factoring of fellowship input during conference year 1996-97 and a review-form draft to be completed by the 1998 World Service Conference.

Sponsorship booklet

This project has been developed by a working group of the WSCLC in response to two regional motions. The motion from the Spain Region (Motion 81, WSC'93) asked for a revision of the "Sponsorship" IP, particularly addressing gender-specificity issues. The second motion from the Connecticut Region (Motion 10-CY'95) was to have an additional chapter on sponsorship in the Basic Text.

This booklet, targeted to be ten to twelve pages in length, has topic headings and narrative. A few of the proposed topic headings include the role of a sponsor, guidance in step/tradition work, and responsibilities of the sponsor and

sponsee. This booklet will also incorporate narrative from the sponsorship IP and address the gender issue.

A two-year project plan/timeline is being developed. This timeline calls for a review-form draft to be completed by the 1997 World Service Conference.

The WSCLC requests that the 1996 World Service Conference adopt the following motion to establish the literature priority list for this year:

Motion 10: To approve the WSCLC's "A" worklist for the 1996-97 conference year:

1) Narcotics Anonymous Step Working Guides

2) Sponsorship booklet

Intent: Adoption of this motion will prioritize WSCLC projects for the 1996-97 conference year.

Other projects

An additional project of the WSCLC is the development of personal story guidelines. Since WSC'93 and the start of the world services inventory project, the WSCLC has not had an opportunity to address works on its "B," "C," and "D" lists. Regional literature committees have been asked to evaluate informational pamphlets that are five years old or more and offer their recommendations to the WSCLC for future work.

Jane Nickels, Chairperson

WSC PUBLIC INFORMATION COMMITTEE

Motion 11: To approve the WSC PI Committee workplan proposal to revise the *Guide to PI* and *Guide to Phonenumber Service* handbooks.

Intent: As stated in the goals section of the proposal.

WSC PI COMMITTEE WORKPLAN PROPOSAL

Goals

1. To revise and improve the *Guide to PI* and the *Guide to Phonenumber Service* handbooks by updating information, amending information for translation, and inserting additional information in order to be a better resource tool to our worldwide fellowship.
2. To create resource sections in each handbook which can be routinely updated.
3. WSC 1998: Present the revised *Guide to PI* for WSC approval.
4. WSC 1999: Present the revised *Guide to Phonenumber Service* for WSC approval.

Objectives CY 1996-97

1. Develop a questionnaire requesting information on needed changes to the *Guide to PI* and the *Guide to Phonenumber Service*. The questionnaire will then be sent to all registered PI committees and interested trusted servants throughout the fellowship.
2. Assess all input on file and responses to the questionnaire on the *Guide to PI* and *Guide to Phonenumber Service*.
3. Develop outline details to revise the *Guide to PI* and the *Guide to Phonenumber Service*.
4. Identify and delegate specific assignments for development and revision of the *Guide to PI*.
5. Submit plan for CY 1997-98 activities in 1997 CAR.

Project activities CY 1996-97

1. The WSC PI Committee will meet three times during the year by conference call. Each call will include the chairperson and the vice chairperson. Three voting members and three pool members will also be included on a rotating basis.
2. One WSC-funded face-to-face meeting of the WSC PI Committee will be scheduled during the year.
3. All activities will be coordinated through the staff assigned by WSO Management.
4. Two substantial mailings will be scheduled during the year.

5. The committee will report its progress during the year through the *Conference Report* and *PI News*. Periodic updates will be provided to the WSC PI Committee by the chairperson.

Basic objectives CY 1997-98

1. Complete the work on the *Guide to PI* and prepare it for distribution and consideration by the WSC in the 1998 *CAR*.
2. Continue the work on the *Guide to Phonenumber Service* handbook and prepare a plan for 1998-99 activities in the 1998 *CAR*.

Tony Walters, Chairperson

WSC POLICY COMMITTEE

Last year's World Service Conference instructed the WSC Policy Committee to do three things:

1. Prepare an essay describing how the *Guide to Service in Narcotics Anonymous* had been reviewed and how fellowship input had been incorporated into the drafts during the development of the *Guide's* local service chapters.
2. Remove references from the *Guide* that described the world service system in a way different from its current make-up.
3. Send the input essay and "edited *Guide*" out to conference participants as soon as they were prepared.

We gave the edited *Guide* a new title, calling it *A Guide to Local Services in NA*. With the world service materials removed, we felt that title better reflected the handbook's current contents. The committee mailed the input essay and *Guide to Local Services* to conference participants in October 1995. Copies of this material may be purchased through the WSO.

After committee discussions and talks with regional service representatives and other world-level trusted servants, the WSC Policy Committee has decided to present the following motion.

Motion 12: That the handbook, *A Guide to Local Services in Narcotics Anonymous*, be released for approval following the 1996 World Service Conference. The handbook will come up for conference action at WSC'97.

Intent: Approval of this motion will place this handbook in formal approval status, to be voted upon at WSC'97.

Note that if this motion is approved, copies of *A Guide to Local Services* will be sent out shortly after WSC'96 to all conference participants and to all RSCs registered with the WSO.

Jon Thompson, Chairperson

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REGIONAL MOTIONS FOR CAR '96

The following motions have been considered by conference boards and committees. The section on WSC procedure in *A Temporary Working Guide to our Service Structure* prescribes the following:

"All input to the conference, including questions, ideas, motions, suggestions, etc., is directed to a specialized committee." (Page 15)

"Regions are strongly encouraged to work through the conference committee system with their input. Experience has shown that the utilization of the broader base and experience of the conference committees allows for more adequate discussion and consideration of fellowship concerns. It should be stressed that two-way communication between the committees and the fellowship is essential." (Page 19)

Recommendations on each of these motions by the respective world service boards and/or committees are listed following each motion.

MOTION 13

TEXT

That the WSO make available to the fellowship Book One of the Basic Text in English in the same format and at the same price as the French and Spanish language versions.

Intent: To increase access to the NA message worldwide.

Maker: Ontario Region

RECOMMENDATIONS

World Service Office Board of Directors: to not approve

The board recently reviewed past WSC actions regarding the approval of the text and the policy permitting translations of Book One. It is our conclusion that all of the current translated versions of the text are incomplete, and we are recommending to the WSTC that the inclusion of personal stories be made a priority for all languages that have completed the translation of Book One. This motion would require an amendment to the FIPT and would be contrary to the intent of the 1982 WSC who specifically approved the text as Book One and Book Two.

MOTION 14

TEXT

That recognized regions whose primary language is not English be allowed to translate, publish, and distribute approved NA literature promptly after WSC approval.

Intent: Make NA literature available worldwide, cut the cost of publication, distribution, and translation of NA literature and lessen the workload of the WSC/WSO.

Maker: Show-Me Region

RECOMMENDATIONS

World Service Office Board of Directors: no action or to not approve

This motion proposes that the fellowship embark on a new direction, contrary to previous WSC action taken to create the FIPT and the WSTC. Currently, NA communities have the ability to translate and distribute NA literature. The WSO and the WSTC work with NA communities to assist them with their work on translations which is not a simple or quick process. It takes extensive cooperation and time to get the translation right, the WSC itself is not equipped to approve translated literature. Publishing requires financial resources and protection requires expertise.

MOTION 15

TEXT

To make the Ad Hoc Outreach Committee of the World Service Conference into a standing Outreach Committee of the World Service Conference.

Intent: To allow a WSC Outreach Committee to complete the *Outreach Handbook*; to continue to be supportive to existing area and regional outreach committees; and to continue to coordinate and facilitate outreach efforts fellowshipwide.

Maker: California Inland Region

RECOMMENDATIONS

World Service Office Board of Directors: to not approve

The formation of a WSC standing committee will not resolve outreach issues or improve outreach services. A WSC standing committee will duplicate many efforts already assigned to either the WSO or WSB.

World Service Board of Trustees: to not adopt

Last year we supported the continuation of this ad hoc committee for the purpose of factoring in input on the *Outreach Handbook*. We believed then and now that outreach efforts are best accomplished at an area and regional level, and that a handbook could provide assistance in these efforts. The ad hoc as it exists today does not seem able to finalize this work. We believe that it may be time for some other group to complete this task.

At the fellowship forums that we have attended this year, the request has been for simple, focused information to help service committees reach out to isolated groups, and to help isolated groups understand how they can get support from the rest of NA. We would support a handbook that provides this kind of direction however, as it is, the current handbook by the ad hoc committee seems to have caused more confusion than help for local service bodies.

At the world service level, we are not clear what a standing outreach committee could or would do that is not already being addressed by some other existing body. One of the problems has been that for the past few years these existing bodies have been asked to refrain from doing any work because of the inventory. This situation makes it appear that there is a need that is not addressed under our current structure when, in fact, the need is not being addressed because no work is to be done. Also, it seems odd to consider creating a new committee in the same year that we have asked another group to propose options to downsize world level boards and committees.

Therefore, the WSB does not recommend adoption of either of these motions.

WSC Administrative Committee: to not adopt

The WSC Administrative Committee concurs with the WSO Board of Directors and the World Service Board of Trustees recommendations on this motion.

MOTION 16

TEXT

When attempting to change policy in the CAR the maker of the motion will include all old policy to be amended.

Intent: To provide the fellowship with current policy when considering a motion.

Maker: South Florida Region

RECOMMENDATIONS

WSC Policy Committee: to adopt

1. For the most part, this procedure is already taking place with motions in the *CAR* and those made at the conference. Adoption would broaden the policy established in 1988 (*TWGSS'95*, page 33, footnote 6) specifying that motions in the *CAR* that involve changing guidelines include only the section of the manual that is being amended.
2. It would allow the member reading the motion to have a better understanding of the impact of the proposed change, resulting in a more informed decision on motions in the *CAR*.
3. It would provide uniformity to motions in the *CAR* and make the *CAR* a better tool to work with.

WSC Administrative Committee: to not adopt

While we agree with the intent of this motion, we believe a significant percentage of regions do not have the information or access to the information that would be needed. Also, this would add another level of difficulty for regions to process the *Conference Agenda Report*. Additionally, non-English speaking regions don't usually have the *CAR* translated into their language, much less have access to the additional information that may be needed. It is for these reasons we cannot support this motion.

MOTION 17

TEXT

To include one pro and one con on motions committed to the *CAR* that have been discussed at the prior conference. The intent can take the role as the pro, WSC Administrative Committee will prepare the con.

Intent: To provide voting participants with a pro and con.

Maker: South Florida Region

RECOMMENDATIONS

WSC Policy Committee: to reject

1. We would generate a conflict of interest if we asked a service body to write a position with which it did not itself agree.
2. Publishing a pro and a con would promote an adversarial approach to conference decision making, as opposed to an issue-resolution approach.
3. Too much attention would be focused on where the pro and con had come from, thus compromising the integrity of both arguments.

4. There are other ways to provide for presentation of a broad range of thoughts and views on WSC issues and motions. We continue to support the publication of issue papers. We also support the procedure wherein boards and committees review and make recommendations concerning motions being presented to the conference.

WSC Administrative Committee: to not approve

The WSC Administrative Committee concurs with the recommendation made by the WSC Policy Committee.

MOTION 18

TEXT

That the trustees write a position paper on the use of antidepressants in recovery.

Intent: For the fellowship to acquire insight on this topic.

Maker: South Florida Region

RECOMMENDATIONS

World Service Board of Trustees: to not adopt

The trustee's are currently in the process of creating bulletins on the following four subjects: dealing with misappropriation of NA funds; retaining members in meetings and in service; inappropriate behaviors in meetings; and the use of medication in recovery. These were the topics that we prioritized from the many that we have been asked by the fellowship to respond to. The use of antidepressants is merely one part of the larger issue that many parts of the fellowship are grappling with, i.e., all types of medication, including methadone; what is considered abstinence in Narcotics Anonymous; and whether any group can determine someone's membership or the status of their membership.

We hope to have all of these bulletins finalized by WSC'96. We would encourage any member, group, area or region to write to the WSB c/o the WSO with any input, concerns, or requests. Trustee bulletins are created from all of the input that we receive and are then prioritized. We believe that mandating these by conference motion would limit our ability to be responsive to and considerate of a worldwide fellowship.

The WSB does not recommend adoption of this motion.

MOTION 19

TEXT

To make the WSC Outreach Ad Hoc Committee a standing committee of the World Service Conference.

Intent: To fulfill the wishes of the fellowship as outlined by the inventory results of the WSC, which stated that over 60% of the fellowship felt that outreach is a valuable resource at the world service level.

Maker: Louisiana Region

RECOMMENDATIONS

World Service Office Board of Directors: to not approve

The formation of a WSC standing committee will not resolve outreach issues or improve outreach services. A WSC standing committee will duplicate many efforts already assigned to either the WSO or WSB.

World Service Board of Trustees: to not adopt

See the reasoning of the WSB in Motion 15.

WSC Administrative Committee: to not adopt

The WSC Administrative Committee concurs with the recommendations of the WSO Board of Directors and the World Service Board of Trustees on this motion.

MOTION 20

TEXT

To make *The NA Way* a special periodical with conference-approved status.

Intent: None.

Maker: Hawaii Region

RECOMMENDATIONS

World Service Office Board of Directors: to not approve

The motion as it is currently written would require an amendment to the FIPT. If the WSC so desires to have the *NA Way* available to be read and discussed in our meetings then the WSC action from 1980 (*TWGSS'95*, p. 20) could be amended.

MOTION 21**TEXT**

To create a book using selected articles from the first ten years of *The NA Way*.

Intent: None

Maker: Hawaii Region

RECOMMENDATIONS

World Service Office Board of Directors: no action

Refer to WSB and WSCLC to develop a project plan to select the articles and recommend a process for approval.

MOTION 22**TEXT**

That the WSO create a new inventory item, the Introductory Basic Text. The Introductory Basic Text would consist of all of Book One of our current text. This would not affect the moratorium on our current text. It would be a new inventory item.

Intent: To make available all the tools of our program at a low price.

Maker: New Jersey Region

RECOMMENDATIONS

World Service Office Board of Directors: to not approve

The board recently reviewed past WSC actions regarding the approval of the text and the policy permitting translations of Book One. It is our conclusion that all of the current translated versions of the text are incomplete and we are recommending to the WSTC that the inclusion of personal stories be made a priority for all languages that have completed the translation of Book One. This motion would require an amendment to the FIPT and would be contrary to the intent of the 1982 WSC who specifically approved the text as Book One and Book Two.

WSC Literature Committee: to reject

This proposal would affect the moratorium with the Basic Text. The Basic Text is considered an entire book-length piece of recovery literature. A

separation, Book One, would create a derivative of the Basic Text, thereby affecting the moratorium.

Additionally, the WSCLC believes the creation of an Introductory Basic Text would duplicate literature, as we have a softcover Basic Text, an *Introductory Guide to NA*, and the *White Booklet*.

MOTION 23

TEXT

That the WSC install a ten-year moratorium on changes to the steps and traditions as currently written.

Intent: To carry the message to the still suffering addict the way we all had it carried to us. And to preserve the integrity of the fellowship as we know it.

Maker: New Jersey Region

RECOMMENDATIONS

World Service Board of Trustees: to not adopt

This motion appears to be an attempt to avoid consideration of Motion 39/47/88 and this year's Motion #3. It is our hope that the outcome of this year's Motion #3 will either provide closure on this issue for the immediate future or will indicate the fellowship's desire to pursue this issue further. A moratorium can only be as effective if each conference continues to support it.

The WSB does not recommend adoption of this motion regardless of the disposition of the motion before us.

MOTION 24

TEXT

That WSC set up an ad hoc committee to share experience, strength, and hope with sponsorship of incarcerated addicts. The committee can give direction as well as help coordinate input from all regions.

Intent: To provide much-needed guidance and support to incarcerated addicts seeking recovery and help clarify the position of sponsorship behind the walls in our service structure.

Maker: Connecticut Region

RECOMMENDATION

World Service Board of Trustees: to not adopt

The WSB does not support this idea primarily because we believe that sponsorship should not be dictated by a service committee. While we recognize that sponsorship is one form of service, it is a personal relationship between two addicts. We believe that there are more appropriate ways to facilitate access to sponsorship for incarcerated addicts than this motion suggests.

The WSB does not recommend adoption of this motion.

WSC Administrative Committee: to not adopt

The WSC Administrative Committee concurs with the recommendation made by the World Service Board of Trustees.

WSC H&I Committee: no recommendation

WSC H&I operates under the direction of the WSC and follows the conference-approved *Hospitals & Institutions Handbook*, which gives us clear direction as to the scope of our H&I work. Our purpose is to assist areas and regions in providing H&I presentations to addicts who do not have full access to regular NA meetings. Sponsorship, or any other type of individual attention, is not recommended, according to our handbook. Therefore, any recommendation on this motion would fall outside the realm of WSC H&I.

MOTION 25

TEXT

To consider at WSC'96 directing the WSO to create an additional text on lower quality paper, cheaper binding, or any other available method, including omitting the personal stories if it is the only way to accomplish this.

Intent: To allow local fellowships the ability to acquire and distribute the message of the fellowship in print to a greater degree.

Maker: Tejas/Bluebonnet Region

RECOMMENDATIONS

World Service Office Board of Directors: to not approve

Income from book sales is used to provide services to our worldwide fellowship. Effecting our income from sales would restrict our ability to provide other services. A study was done in 1987 on lowering the price of the text and the effect it would have on other services. That report clearly demonstrated the

need to continue a pricing structure for the text which provides income to fund other services. Omitting the personal stories would make the text incomplete.

World Service Board of Trustees: to not approve

The WSB does not support this motion for several reasons. The profits derived from the sale of literature are used to provide many of the direct and indirect services to addicts worldwide. We believe that it falls within the purpose and responsibility of individual members and the groups to ensure that addicts be provided with books and literature.

This issue had seriously been considered by the conference many times before and it generated a lot of informational material. It was recognized that to reduce the price of literature meant giving up either services or discounts to areas and regions. Because this becomes such a complex issue, the decision has been to leave the pricing structure to the WSO Board of Directors as per several conference actions and the Fellowship Intellectual Property Trust.

ADDENDUM 1: WORLD CONVENTION CORPORATION INTERNAL GUIDELINES

These guidelines may be changed by the WCC Board of Directors without further action by the WSC. All such changes will be reported to the WSO Board of Directors and the World Service Conference. The WSO Board of Directors and the WSC may reverse any such change by a majority vote of either body.

ADMINISTRATION OF THE BOARD

EXECUTIVE COMMITTEE

Purpose

The purpose of the executive committee is to make necessary decisions affecting the WCC when the board is not in session, always mindful of the priorities previously established by the board.

Composition

The executive committee of the World Convention Corporation consists of the chairperson, vice chairperson, treasurer and secretary. One member of the executive committee will be a member of the WSO Board of Directors. All officers are elected at the annual meeting following each convention for a two-year term, and are affirmed annually by the board. Elections and affirmations shall be held by written ballot.

Administration

The executive committee typically meets monthly by conference call and has the ability to include other members in their calls as needed in order to complete their tasks. Executive committee calls should include the WCC manager.

All issues committed by the full WCC board to the executive committee will be reviewed and prioritized by the WCC executive committee and acted upon in a timely manner. Issues that would have a negative effect if not acted on before the next WCC meeting will also be handled by the executive committee.

Although the executive committee strives to reach unanimity, all business items will require approval by three of the four members for adoption. A summary of all actions by the executive committee will be sent out to the board within seven days. An action item list will be developed after each board meeting and sent out within twenty-one days.

Officers

Responsibilities of chairperson:

1. Presides at all board meetings.
2. Serves as the chairperson of the executive committee.
3. Responsible for all reports to the fellowship.
4. Prepares the agenda for all meetings of the board and the executive committee.
5. Recommends assignment of directors to interact with host support committee.
6. Works closely with the staff to ensure the timely processing of matters relative to the convention or corporation.
7. Keeps the executive committee informed of ongoing matters.
8. Responsible for all routine interaction with world services (WSO board, WSC, WSB), including the submission of all travel requests.
9. Reviews and approves all non-routine convention and board member expenditures.
10. Responsible for regular reporting to the WSO Board of Directors.
11. Works closely with the host committee chair of the upcoming convention.
12. Has oversight responsibility for all board committees.

Time required: Attends all WCC Board of Directors meetings, the World Service Conference, and the world convention. Attends WSO board meetings and other world service meetings as necessary. Participates in conference calls as needed. Time necessary to prepare for the above.

Responsibilities of vice chairperson:

1. Serves as a member of the executive committee.
2. Assumes the responsibilities of the chairperson of the board as requested or in the absence of the chairperson.
3. Serves on or chairs committee meetings as assigned by the chairperson of the board.

Time required: Attends all WCC Board of Directors meetings, the world convention, the World Service Conference, and other meetings as assigned by the chairperson. Participates in conference calls as assigned by the chairperson. Time necessary to prepare for the above.

Responsibilities of secretary:

1. Serves as a member of the executive committee.
2. Serves on or chairs committee meetings as assigned by the chairperson of the board.
3. Verifies the minutes of all board meetings by reviewing the minutes taken by staff.

4. Monitors the legal record of the board and provides an annual report to the board of minutes, notices, and legal documents.
5. Should have good organizational skills.
6. Responsible to keep the policy log current.

Time required: Attends all WCC Board of Directors meetings, the world convention, and other meetings as assigned by the chairperson. Participates in conference calls as assigned by the chairperson. Time necessary to prepare for the above.

Responsibilities of the treasurer:

1. Serves as a member of the executive committee.
2. Serves on or chairs committee meetings as assigned by the chairperson of the board.
3. Reviews staff actions to maintain adequate and correct books and accounts of the corporation's properties and transactions. Reports this review as well as any discrepancies to the executive committee.
4. Monitors completion of the financial reporting as required by law, the corporation bylaws, and the board.
5. Should have a working knowledge of basic accounting/bookkeeping principles.

Time required: Attends all WCC Board of Directors meetings, the world convention, and other meetings as assigned by the chairperson. Participates in conference calls as assigned by the chairperson. Time necessary to prepare for the above.

MEETINGS

The board typically meets at least three times each year and may also meet at the convention.

The board shall hold its annual meeting in the fourth quarter of each calendar year. The purpose of this meeting shall be to seat new directors, elect officers of the corporation, adopt the annual corporate budget, and conduct other business.

DECISION MAKING

A quorum is defined as fifty percent plus one. All board members are eligible to vote. While the board strives for consensus, normal decisions and elections can be made by a simple majority. Site selection and internal guideline changes require two-thirds of those present.

ROLE OF STAFF

WCC CHIEF EXECUTIVE OFFICER

- Is responsible for:
- The corporate budget.
- The convention budget.
- The corporation's annual report.
- The corporation's annual audit.
- Adherence to federal and state corporation requirements.
- Supervision and assignment of staff.
- The implementation of decisions that have an impact on WSO staff and/or resources.
- When present at WCC board or executive committee meetings, fully participates as a non-voting member.
- Shall serve as the agent of the corporation for service or process.
- Contract administration.

WCC MANAGER

- Is the primary person responsible for carrying out the decisions of the board in the day to day activities of the corporation.
- Complies with WCC bylaws and policies in all interactions.
- Provides direct supervision of support staff assigned to the WCC.
- Acts as the contact point and clearing house for WCC and convention information.
- Assists the board in the planning of the convention and makes appropriate recommendations.
- Follows up on the implementation of all staff responsibilities as outlined in these guidelines, keeping the board advised of the status of these items.
- Fully participates, as a nonvoting member, in all WCC board and executive committee meetings.
- Is responsible for contract management.

THE HOST COMMITTEE

The role of the host committee for a world convention is very different from that of a typical convention committee. In a world convention, the planning, implementation, and supervision of the convention is the responsibility of the WCC Board of Directors.

As the name implies, the primary role of the host committee is to welcome NA members attending the convention, provide local information about their city, and to help everyone feel a part of this worldwide celebration of recovery.

The host committee also helps the board by coordinating a volunteer base for the convention and providing input as outlined in these guidelines that will give a local flavor to the convention.

HOST STEERING COMMITTEE

The purpose of this committee is to provide administration for the host committee and make necessary decisions when the host committee is not in session.

The steering committee of the host committee consists of the chairperson, vice chairperson, treasurer, and secretary.

The chairperson serves as a member of the WCC board, and is the primary communications link between the host committee and the WCC board. The chairperson is responsible to see that the board's directives to the host committee are carried out.

The vice chairperson is the coordinator for the support committees, and in the absence of the chair, provides reports from the host committee to the WCC board.

The secretary keeps accurate minutes of host committee meetings and distributes these minutes to the host committee and the WCC board.

The treasurer is responsible to manage the host committee bank account and submit a monthly reconciliation of this account to the host committee and to the WCC. The treasurer may also assist with cash management during the convention.

INTERACTIONS/COMMUNICATIONS

Clear and consistent communications are essential to the efficient operations of the board in its interactions with the host committee. The primary focus of this communication occurs when the host committee and the board interact at a regular meeting of the WCC. In between these meetings, frequent communications occur between the board, through its executive committee, and the host committee, primarily through its chairperson. In the months immediately preceding the convention, the host committee chairperson may be asked to participate in WCC executive committee calls. In addition, regular communications occur between the host committee chairperson and the WCC manager.

In planning the convention, small groups of WCC board members will be assigned to individual areas of convention work. As board members are assigned to these areas of convention planning, there will be a need for frequent communications between these board members and the primary staff involved. However, board members and staff assigned to work on the convention program will also need to interact directly with the chair of the host program support committee. This communication is necessary as the complexity of program planning for a worldwide celebration of recovery will require a board perspective throughout the selection and planning processes.

The focal point for all formal communications should always be through the WCC manager. The WCC manager has the primary responsibility for communicating the necessary information to the members involved.

<p style="text-align: center;">AREAS OF RESPONSIBILITY IN THE PLANNING OF A WORLD CONVENTION</p>

PROGRAM

The board

- Responsible for all aspects of development for the main meetings and workshops.
- Ensures a diversity of speakers and workshop topics.
- Ensures that the program reflects the Narcotics Anonymous philosophy.
- Determines the number of workshops needed for the attendance projected.
- Establishes the criteria used for speaker selection including clean time requirements.
- Is responsible for notifying all speakers.
- Provides coordination with other world service boards and committees for service related workshops and unity day.
- Oversees all program activities at the event.

The staff

- Negotiates and secures required meeting space and develops floor plans.
- Procures equipment and labor as necessary and develops vendor relationships.
- Catalogs tapes and speaker names as a resource.
- Provides travel arrangements for convention speakers.
- Provides the logistical assistance necessary to implement the board's decisions.

The host support committee

- Uses the speaker selection criteria established by the board to narrow the list of potential speakers and topics.
- This committee works with assigned WCC directors to prepare recommendations for the board.
- Is responsible for on-site speaker check-in and assists with the convention program.

TRANSLATIONS

While the official language of the world convention is English, the board strives to make the event accessible for all our members by:

- Developing the translations plan and providing oversight at the event.
- Ensuring that members of our fellowship know how to request translation needs for a specific convention.
- Communicating what translation services we are able to provide for each convention.
- Providing relevant convention information in as many languages as possible.

The staff

- Procures equipment and labor as necessary and develops vendor relationships.
- Coordinates the translation of written communication as requested.
- Provides the logistical assistance necessary to implement the board's decisions.

The host committee

- May be asked to assist the board in the development of a translations plan.
- Coordinates a volunteer base to implement the translations plan as requested by the board.

MERCHANDISING**The board**

- Approves the selection, quantity, and pricing of all items for each convention.
- Is responsible for inventory control, adjustments, and/or reordering on site.
- Is responsible for the preparation and approval of a logistical plan including the set up of the area, training, staffing, hours of operation, equipment, and supplies.
- Oversees sales of merchandise at the event.

The staff:

- Is responsible for production and shipment of all merchandise items.
- Procures equipment and labor as necessary and develops vendor relationships.
- Is responsible for pre- and post-convention inventory control.
- Provides the logistical assistance necessary to implement the board's decisions.

The host support committee

- Recommends items to be included in the merchandise inventory.
- Coordinates a volunteer base for on site merchandise sales as requested by the board.

ARTS AND GRAPHICS**The board**

- Approves all graphic designs for each convention and may modify any designs submitted.
- Is responsible for soliciting all bids for merchandise, logos, and designs.
- Approves the types, quantities, and content of all items printed or produced.

The staff

- Maintains copies of all approved designs.
- Is responsible for vendor negotiations and procurement of printed items.
- Distributes printed material as required.
- Produces and procures samples of graphic layouts as needed.

The host support committee

- Submits the primary convention design for use on the convention flyer and banner for board approval.
- Assists with the signs for all areas of the convention.

TAPES AND JEWELRY**The Board**

- Approves the method of tape and jewelry sales for each convention and the choices of all vendors and sales plans.

The Staff

- Is responsible for all vendor negotiations and provides the logistical assistance necessary to implement the board's decisions.

REGISTRATION

The board

- Establishes the price for registration.
- Is responsible for inventory control.
- Establishes the policy for newcomer packages, and lost badges, packages or tickets.
- Approves all items to be included in the registration package.
- Is responsible for the preparation and approval of a logistical plan that includes information about the set up of the area, training, staffing, hours of operation, equipment, and supplies.
- Oversees registration activities at the event.

The staff

- Procures equipment and labor as necessary and develops vendor relationships.
- Provides the logistical and technical support necessary to carry out the board's decisions.

The host support committee

- Assists with the drafting of the registration flyer.
- Recommends items to be included in the registration package.
- Prepares the registration packages.
- Coordinates a volunteer base for on-site registration as requested by the board.

CONVENTION INFORMATION

The board

- Approves the volunteer coordination plan for the event.
- Approves the transfer of the local helpline to the convention site if requested.
- Develops and approves a hospitality plan.
- Ensures that the event is a special celebration for NA members.
- Ensures the accessibility of all aspects of the convention to all members, whenever possible.

The staff

- Provides the logistical and technical support necessary to carry out the board's decisions.

- Procures equipment and labor as necessary and develops vendor relationships.

The host support committee

- Provides information about the convention and the local community to convention attendees.
- Is responsible for the phonelines at the convention, including the local helpline if it is rerouted.
- Coordinates on-site volunteer recruitment as requested by the board.
- Assists in the implementation of additional needs services onsite.
- Assists the board in the development of a hospitality plan.

PUBLIC INFORMATION**The board**

- Approves the press package and identifies the individuals responsible to interact with the media.
- Approves all written communications with professionals and organizations.

The staff

- Develops the press packages.
- Provides the logistical and technical support necessary to carry out the board's decisions.

ENTERTAINMENT**The board**

- Is responsible for the development, approval, and pricing of all events.
- Ensures that the event is a special celebration for NA members.

The staff

- Provides entertainment and pricing recommendations.
- Provides the logistical and technical support necessary to carry out the board's decisions.
- Procures equipment and labor as necessary and develops vendor relationships.

The host support committee

- Makes recommendations about the types of entertainment to have at the convention.
- Coordinates a volunteer base for all entertainment activities as requested by the board.

FACILITIES AND EVENT MANAGEMENT

The board

- Approves the use of all facilities.
- Is responsible for overseeing all interaction with facilities management personnel.
- Is responsible for and approves of the logistical plan, which includes procedures for cash handling, operational details for each area of the convention, and the facilities plans.
- In conjunction with staff, is responsible for the resolution of problems on site.

The staff

- Is responsible for facilities negotiations.
- Makes recommendations to the board about which facilities to use.
- Is responsible for the creation and implementation of the logistical plan.
- Provides the logistical and technical support necessary to carry out the board's decisions.
- Performs site assessments, according to WCC established criteria, on potential cities interested in hosting the world convention.
- Produces a summarized site assessment report, containing both financial and logistical information, for WCC approval.

More detailed information regarding the execution of these responsibilities may be found in the policy and procedures log.

SPEAKER SELECTION

A world convention program should be a representation of the diversity of our fellowship. Everyone involved in the speaker selection process should consider issues such as race, sex, sexual identity, and geographic origin.

The basic criteria for selection will be a minimum of five years clean for workshops and a minimum of eight years clean for main meetings. The committee should always strive to select speakers who can share a message of recovery in Narcotics Anonymous. Every speaker's message should demonstrate the progression of recovery through applying the principles of the Twelve Steps of Narcotics Anonymous.

All responsibility for the final approval of the convention program and the speakers rests solely with the WCC Board of Directors. The program support committee will submit to the board a list of primary and secondary main speaker selections and as many workshop speakers as possible. The recommendations for main speakers should take place first to allow for board approval, confirmation with the speaker selected, and sufficient time to make appropriate

travel arrangements. Speakers for the workshops should be selected from members who are attending the convention. There is no subsidy for workshop speakers. All expenses for travel, lodging, registration, and paid events at the convention will be provided for all of the main speakers.

Typically, there has been one main speaker meeting on each day of the world convention. There have also been many variations of this at different conventions. The WCC board will work out the format for each convention with input from the host committee.

Members being considered as speakers for main meetings may not have been a main speaker at any of the previous three world conventions. However, having spoken at a previous world convention does not restrict the ability to be considered to speak at any convention workshop. All members being considered by the program support committee will have the required clean time and come from any of the following sources:

- Tapes sent to the committee c/o the WSO and recorded in the last three calendar years.
- Recommendations from regions or areas with a speaker information sheet submitted.
- WCC recommendations with completed speaker information sheet.
- Host support committee recommendations with completed speaker information sheet.
- World services recommendation with completed speaker information sheet.

FINANCIAL PROCEDURES AND FORECASTING

CORPORATE BUDGET

Staff, in conjunction with the WCC treasurer, develops and submits the corporate budget to the board in June for approval at its annual meeting. The corporate budget is a consolidation of all administrative projections and includes income and expense projections for each convention.

CONVENTION BUDGET

The staff develops a draft budget for each convention and submits it to the board for review and approval at its annual meeting. This budget is a detailed income and expense projection for each convention.

ANNUAL AUDIT

The board is responsible to have an annual audit conducted of the corporations financial records. It will present the auditor's findings to all conference participants within thirty days after the board meeting at which the audit is presented. The audit is conducted by an independent certified public accountant.

Annual reporting procedures

The board is responsible for the preparation, presentation, and distribution of an annual summary of corporate operations. The staff, in conjunction with the executive committee, is responsible for the development of a draft, which is reviewed and approved by the board at its March meeting, and presented at the next annual meeting of the World Service Conference.

HISTORICAL INFORMATION

The executive committee, in conjunction with staff, is responsible to produce historical information to assist the board in its planning.

POLICY & PROCEDURES LOG

An ongoing policy and procedures log shall be maintained. This log is a chronological history, listed by subject, of policies and board actions that affect the guidelines and procedures of the board. The secretary shall have the responsibility to update this log after each meeting.

SITE ASSESSMENT

A site assessment report will be utilized to assist the board in its consideration of potential convention sites.

CONVENTION PLANNING TIMELINE

The following is a timeline that includes both WCC and host committee functions. WCC functions may be carried out by staff and/or board members as appropriate. The time frames listed may vary, depending on the location and dates of the convention and the schedule of board meetings. Any adjustments made to the timeline will be provided to the host committee by the WCC. There are many items that are not listed here because they are ongoing responsibilities and do not necessarily conform to a fixed timeline.

FOUR TO EIGHT YEARS

WCC

- Notifies the regions in the appropriate zone in writing and reports in the next appropriate world service publication that the process for selection has begun.
- Prepares site summary reports for the WCC board.

WCC meeting (no less than three years)

- Selects the site for the convention.
- Notifies all regions in the appropriate zone in writing of the board's decision.
- Reports its decision in the next appropriate world service publication.

24-36 MONTHS

WCC

- Representative(s) of the board attend meetings of the regional service committee, or equivalent, in the local NA community to explain the relationship between the hosting region and the WCC and answer any questions.
- Staff begins to accumulate relevant vendor information.
- Provides host committee with list of relevant support committees.

Host committee

- Regional service committee elects host committee officers—chairperson, vice chairperson, secretary and treasurer—by September, two years prior to the planned convention.

19-22 MONTHS

WCC

- A local bank account is established for the host committee.
- A site visit to finalize facility agreements is made.
- An initial budget is developed by the corporation.
- Attends the host committee informational meeting.

Host committee

- The RSC, in conjunction with the officers of the host committee, conducts an informational meeting and elects chairpersons and vice chairpersons for all support committees.
- The host committee chairperson attends his or her first WCC board meeting.
- Begin to develop theme for the convention.

15-18 MONTHS**WCC**

- Gathers local tourism information and initiates work on travel related contracts.
- Works in conjunction with the host committee to develop the initial draft of the registration flyer.
- If necessary, an additional site visit is made.
- Approves the theme for the convention.
- Begins the process of artwork development for merchandise.

Host committee

- Submits the theme for board approval.
- Begins the process of artwork development for registration flyer for submission to the board.
- Assists the WCC in development of the registration flyer.
- Makes recommendations about the types of entertainment and other special events and activities.
- The host committee chairperson provides the first written report to the WCC regarding the work of the host committee.

12-15 MONTHS**WCC**

- All artwork approved.
- Final approval of all entertainment, special events, and activities for inclusion in the registration flyer.
- Final approval of the registration flyer.
- Final convention budget is developed.
- Initial logistical plan is developed.
- Approves tape solicitation flyer, which includes deadlines for submittals.

Host committee

- Two camera ready copies of artwork for the registration flyer is forwarded to the WCC c/o WSO.

10-12 MONTHS**WCC**

- Convention budget is approved.

- Approve and implement a system to handle pre-convention information requests from the fellowship.
- Flyers completed for distribution to the fellowship.
- Requests information from the fellowship for information about members potential translation or additional needs.
- Provides host committee with the number of workshops and main meetings planned.
- Begins coordination of service related workshops and unity day with other world service boards and committees.
- Sends out "Request For Proposal" to tape and jewelry vendors.

Host committee

- Recommends items to be included in the merchandise inventory.
- Recommends items for inclusion in the registration package.
- Begins to develop recommendations for workshop topics and speakers.
- Initial meeting between support committee chairpersons and the board.

7-9 MONTHS**WCC**

- Vendor research is finalized.
- The board committees are working on final recommendations for submission to the board.

Host committee

- Final opportunity to prepare recommendation for submission to the board (excluding speaker selection).

6 MONTHS**WCC**

- Merchandising samples presented to the board, vendors selected, and quantities finalized.
- Agreements signed, wherever possible, with professional entertainers.
- Contracts for professional services and rental equipment solicited.
- Finalize translation services to be provided.
- Select tape and jewelry vendors.

Host committee

- Initial meeting between support committees and their assigned WCC board members.

3-6 MONTHS

WCC

- Possible site visit before next WCC board meeting.
- All contracts finalized before board meeting.
- Merchandise orders placed.

Host committee

- Program support committee in conjunction with assigned board members finalize speaker recommendations for board approval.

2-3 MONTHS

WCC

- Finalize logistical plan.
- Approves final program.
- Obtains necessary insurance for all convention events and facilities.
- Finalizes numbers of volunteers needed for each area of convention operations.
- Finalize all arrangements with local vendors.
- Approves the press package and identifies the individuals responsible to interact with the media.
- Approves all written communications with professionals and organizations about the event.
- Notifies and confirms all speakers.
- Conducts pre-convention inventory.

Host committee

- Conducts a walk-through of all facilities.
- Identifies places in the facility that require signs, in conjunction with the WCC.
- Develops an initial schedule for volunteers.
- Submits recommendations for speakers to the board.

1-30 DAYS

WCC

- Ships all materials to the site (registration, merchandise, etc.).
- Finalizes the arrangements for cash handling at the convention.
- Final floor plans are sent to all facilities.

Host committee

- Registration packages prepared in the last week.
- Final meeting with volunteers in the last week.
- Finalizes volunteer schedule.

AT THE CLOSE OF THE CONVENTION**WCC**

- Post-convention team closes convention.

**THE LIST OF ITEMS MUST OCCUR IN
THE MONTHS FOLLOWING THE CONVENTION:**

- Final convention bills received.
- Review and adjustment, as necessary, of billing statements.
- Staff begins process of transaction posting to accounting system.
- Air travel certificates issued.
- Hotel room occupancy, food and beverage usage statistics gathered.
- Convention contracts are reviewed to determine if there are any changes to subsequent contracts.
- Initial convention financial summary created.
- Contract rebates received.
- Host committee bank activity finalized.
- Review of corporation asset position.
- Host committee bank account closed and any remaining funds transferred to a corporation account.

ADDENDUM 2:
PROPOSED CHANGES IN THE
HOSPITALS & INSTITUTIONS HANDBOOK

3-A: MINOR CHANGES TO EXISTING CHAPTERS

Pg	What exists	Proposed change
1	<p style="text-align: center;">Introduction</p> <p>This handbook was developed by the World Service Conference H&I Committee and based on extensive input from H&I subcommittees throughout the Fellowship. Every attempt was made to tap the wealth of H&I experience that exists in our Fellowship, and to use it here to provide the most up-to-date policies, concepts and procedures for providing H&I services. Whether your H&I work is being done at the area regional or world level, we strongly recommend that you follow the suggestions in this handbook carefully.</p>	<p style="text-align: center;">Introduction</p> <p>This handbook was developed by the World Service Conference H&I Committee based on extensive input from H&I subcommittees throughout the fellowship. Every attempt was made to tap the wealth of H&I experience that exists in our fellowship and use it here to provide the most up-to-date policies, concepts, and procedures for providing H&I services.</p> <p>The information in this handbook was developed over a long period of time, and only through trial and error have we found what works best. A lot of the material and suggestions will work well in most H&I settings. However, individual countries will need to follow the laws and regulations that govern them.</p> <p>Utilization of zonal, national, or networking forums provide invaluable resources as they are sharing and support oriented. They are geographically and culturally more compatible to solutions in that area of the world.</p> <p>The language used in this handbook was carefully considered. Our hope is that by not using colloquial and slang terms, this work can be more easily translated into languages other than English.</p> <p>Be it resolved, as Narcotics Anonymous is a world-wide fellowship whose primary purpose transcends national boundaries, cultural barriers, and linguistic differences: 1) For both the general purposes of NA world services, and the specific purposes of the World Service Conference of Narcotics Anonymous; there are neither "foreign languages" nor "foreign countries." 2) That WSC has elected to use English as the working language of its plenary and committee meetings, records, and primary reports.¹</p>
9	<p style="text-align: center;">International Concerns</p> <p>This Handbook was put together with care and the understanding that it was to be a comprehensive work. There are 50 states in the United States, each one different in its laws and regulations governing hospitals and institutions.</p>	<p>Delete entire section as it is now included in the introduction above.</p>

¹ Resolved at WSC '92.

Pg	What exists	Proposed change
9	<p>This becomes a major problem when making decisions on a world level. The problem is further complicated when we address H&I service work in other countries as a world-wide fellowship.</p> <p>The information in this handbook was developed over a long period of time, and only through years of trial and error have we found what works best. A lot of the material and suggestions will work well in most H&I settings, however, individual countries will need to follow the laws and regulations that govern them.</p> <p>The language used in this handbook was carefully considered. Our hope is that by not using colloquial and slang terms, this work can be more easily translated into languages other than English.</p>	
26	<p>Psychiatric Hospitals</p> <p>In psychiatric hospitals we often find addicts who at this time have emotional and mental problems besides addiction. Many residents are probably on some sort of medication. As subcommittee members we do not debate or discuss these other problems. Because of these unique considerations, we should hold speaker or panel presentations with a possible question-and-answer session. We should choose topics that deal with early stages of recovery. Extra care must be taken to fully acquaint ourselves with the facility's policies and restrictions. You may wish to ask that a staff person be present. This will provide H&I members with the maximum protection when working with these facilities.</p>	Delete this section. This material is now restated in the new "Forensics and Psychiatric" chapter.
40	<p>Forensic</p> <p>A forensic unit is a court-ordered maximum security correctional facility for those classified as mentally unstable, incompetent, needing psychiatric evaluation or classified as criminally insane.</p> <p>In forensic units, we often find addicts who at this time have emotional and mental problems besides addiction. Many residents are on some sort of medication. As subcommittee members, we do not debate or discuss these other problems. Because of these unique considerations, it is clearly indicated that a highly structured H&I format is needed for this basically long-term population. A good example is a panel or speaker meeting with possible questions and answers.</p> <p>Carrying the message in these facilities is an especially sensitive type of service. Only the most experienced H&I member should be selected to participate. These facilities usually have extensive requirements regarding participation from the outside. Extra care must be taken to fully acquaint ourselves</p>	Delete this section. This material is now restated in the new "Forensics and Psychiatric" chapter.

Pg	What exists	Proposed change
40	<p>with the facility's policies and restrictions. You may wish to provide H&I members with the maximum protection when working in these types of facilities.</p> <p>During the initial planning meetings with these facilities, we must be very clear about what NA is and what our basic message is. NA is a program of complete abstinence from all drugs. We have no opinions on outside issues; however, our approach is non-professional, so we must be very sure that it is understood that we do not advocate going against a physician's advice. Neither do we endorse the use of any drug.</p> <p>In facilities which provide medication, residents inevitably ask the question, "Am I clean if the doctor has me on medication?" Based on our Eight and Tenth Traditions, we are not in a position to discuss this issue. We can only tell them to keep coming back, they are welcome in meetings, and to read the Basic Text. The people on the H&I subcommittee should not tell residents to stop taking their medication. We are not doctors!</p>	
42		Add new divider page for "Forensic and Psychiatric" section.
N/A	Committee Structure and Function Divider	Place <i>Twelve Concepts for NA Service</i> on the back of this divider.
		Add image of <i>Reaching Out</i> and <i>Reaching Out</i> subscription form.

3-B: NEW CHAPTER, "H&I IN PSYCHIATRIC HOSPITALS AND FORENSIC UNITS"

PURPOSE

The purpose of an H&I presentation in a psychiatric/forensic unit is to carry the NA message of recovery to addicts who are either dual-diagnosed, have emotional and mental problems besides addiction, or have been classified as criminally insane. These addicts that do not have regular access to Narcotics Anonymous meetings need to be given a very basic introduction to NA, due to the possibility of a short attention span and the possibility that many patients may be on medication.

PSYCHIATRIC HOSPITALS

In psychiatric hospitals we often find addicts who at this time have emotional and mental problems besides addiction. Patients are frequently court-committed and can be schizo affectives or bipolar (manic depressive) patients. They may also be diagnosed with major depression or schizophrenia. It is important to keep it very simple, explaining the basics of the program. We ask for very little input from the patients when they attend meetings because they frequently have to be redirected. Their thought processes are frequently erratic. Some of the patients are on medication. It is crucial that we do not advise anyone to stop taking their medication as prescribed. We are not doctors! Our approach is nonprofessional, and we have no opinion on outside issues. We must be very sure it is understood that we do not advocate going against a physician's advise, nor can we endorse the use of any drug.

Because of these unique considerations, we should hold speaker, panel, literature, or step presentations. A question-and-answer session should be thoroughly discussed by the H&I committee, with consideration to strong control during this period to keep the presentation recovery-oriented. We should choose topics that deal with early stages of recovery. Extra care should be taken to fully acquaint ourselves with the facility's policies and restrictions. You may wish to have a staff person present. This will provide H&I members with maximum protection when working with these facilities.

Psychiatric patients/addicts in these facilities often seem to be relieved to know that addiction is a disease rather than a moral issue. They all need to hear hope, because many of them are at the end of the road with no hope in sight.

Facility regulations may vary from state to state and country to country. Check with each facility individually.

FORENSIC UNITS

A forensic unit is a court-ordered, maximum security correctional facility for those classified as mentally unstable, incompetent, needing psychiatric evaluation, or classified as criminally insane.

In forensic units we often find addicts who at this time have emotional and mental problems besides addiction. Many residents are on some sort of medication. As committee members we do not debate or discuss these other problems. Because of these unique considerations it is clearly indicated that a highly structured H&I format is needed, for this is basically a long-term population. Good examples are panel, speaker, literature, or step presentations. A possible question-and-answer period should be thoroughly discussed by the H&I committee, with consideration to maintaining strong control in order to keep this session recovery-oriented. In a lock-down facility, such as a forensic unit, the opportunity to attend NA meetings is something these members look forward to as relief from their routine.

During the initial planning meetings with these facilities, we must be very clear about what NA is and what our basic message is. Though NA is a program of complete abstinence from all drugs, we have no opinion on outside issues. However, our approach is nonprofessional, so we must be very sure that it is understood that we do not advocate going against a physician's advice. Neither do we endorse the use of any drug.

In facilities which provide medication, residents inevitably ask the question, "Am I clean if the doctor has me on medication?" Based on our Eighth and Tenth Traditions, we are not in a position to discuss this issue. We can only tell them to keep coming back, that they are welcome in meetings, and to read the Basic Text. The members of the H&I committee should not tell residents to stop taking their medication. We are not doctors!

By carrying the message in this way, it is our hope that addicts in these facilities will carry on these discussions on their own, and begin to understand the need for recovery in their lives.

HOW TO START A PSYCHIATRIC/FORENSIC UNIT PRESENTATION

The initial approach to start a H&I psychiatric/forensic presentation should be done by an area H&I subcommittee, coordinating efforts with the public information committee whenever applicable. (See the General Information Section, page ?, of this handbook for additional information.)

Sometimes the facility will approach the H&I subcommittee and ask to have an H&I presentation brought in. Once we are contacted, we set up an appointment. If we are not able to support a meeting, we explain at the

appointment that we cannot service their request at this time, and will maintain communication with them. We also may provide them with the WSO Product Catalog and make them aware of *Reaching Out*, the *NA Way*, (tapes approved for sale by the WSO,)² and the availability of NA literature.

Sometimes the H&I committee will approach the facility to propose a presentation. This can be done with a phone call or by mail. In any case, be sure that this is a team H&I effort. Do not act alone.

- 1) A phone call should be made only by a person appointed by the H&I subcommittee to establish contact with the facility.
- 2) When writing a letter, place on letterhead stationery and type in business format. Keep a copy for the H&I committee files.
- 3) Follow up the letters with phone calls.

Contact initiated by the H&I committee should only occur if you are prepared to support an H&I presentation. Once contact with the appropriate facility representative has been made, set up an appointment. Whether or not a presentation is established, try to get a contact person at the facility.

Make the appointment and be there on time. This may be a joint response from the PI and H&I committee members. Dress appropriately and be courteous. Remember, you are seen as representing Narcotics Anonymous. Bring pamphlets, literature, local meeting schedules with you and discuss our Twelve Steps and Twelve Traditions, this handbook, and your local guidelines.

Explain what an H&I presentation is and what it is not. What NA offers: we carry the message of recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous, offering an opportunity to each individual to improve the quality of his/her life, both inside the facility and after release from the facility. NA is not a benevolent society. We are not amateur social or welfare workers. We do not do any counseling or education of staff or residents. We do not provide jobs, housing, money, or letters of reference to judicial systems. The only thing that we have to offer is a message of recovery from active addiction.

What the facility requires from Narcotics Anonymous: we must adhere to their rules and regulations (i.e., dress code, their dos and don'ts, any clean time requirements, etc.) Get specifics about the facility's requirements in writing if possible (see form in Appendix B, page 111.) If reference letters ("sunshine letters") are needed, they are available through the WSO H&I coordinator.

² If Motion #6 is adopted, tapes would no longer be available and this wording would be deleted.

PRESENTATION FORMATS

There are many different types of facilities with different rules and regulations. We offer some general guidelines for choosing the type of presentation. A sample format is included in the resource section (Appendix ?, page ?).

When choosing the type of presentation, the first thing to consider is the Fifth Tradition: "Each group has but one primary purpose, to carry the message to the addict who still suffers." The format and presentation should provide a structure that ensures that the NA message of recovery is carried. For this reason, open sharing or discussion types of meetings are not used in the psychiatric/forensic H&I setting. The best format is one in which those outside members are delivering a message of recovery in Narcotics Anonymous. The best examples are speaker presentations, panel presentations, literature presentations, and step presentations. In any case, be sure that this is a team H&I effort. Do not act alone.

Presentations should be limited to one hour. As mentioned earlier, the attention span of these patients may be limited, and special consideration must be given that many times patients will be on medication. Whichever presentation is chosen, it is important that H&I members maintain control in the presentation.

Speaker presentation (appropriate for both long-and-short term facilities)

In a speaker meeting, one or more NA members share their experience, strength, and hope. That tends to lay out some basic symptoms and characteristics of the disease, and shows how NA has brought about recovery. A narrative of events accomplishes little, but a sharing of feelings, self-image, turning points, new awareness, etc., carries a profound message of recovery and the fact that our disease is progressive, incurable, and fatal.

Panel presentations (appropriate for both long-and-short term facilities)

This is similar to a speaker presentation. Rather than all sharing on the same topic, panel members usually take one aspect of recovery in NA each and share on that subject. This way topics that supply a variety of relevant information and experience on different subjects can be selected in advance.

Literature presentations

(appropriate for both long-and-short term facilities)

For a literature presentation, parts of the Basic Text, *Narcotics Anonymous; It Works: How and Why*; or other fellowship-approved literature are read out loud and discussed by the panel members. Passing the literature around and

allowing everyone a chance to read along with you can be an easy way to allow minimal involvement by the patients.

Step presentations (appropriate for long-term facilities)

A step presentation meeting may be held in a psychiatric or forensic facility. The Basic Text, *Narcotics Anonymous; It Works: How and Why*; or other fellowship-approved literature is used for reading the essay on the step. Then the material is discussed by the panel members. It is important to have members on the panel who have practiced the particular step being presented. This type of presentation usually works well in longer term facilities where the patients have had some previous exposure to Narcotics Anonymous.

VOLUNTEER EXPERIENCE AND CLEAN TIME REQUIREMENTS

Carrying the message in these facilities is an *especially sensitive type of service*. Only the most experienced H&I members should be selected to participate. These facilities usually have extensive requirements regarding participation from the outside. Extra care must be taken to fully acquaint ourselves with the facility's policies and restrictions. You may wish to provide H&I members with the maximum amount of protection the facility staff can provide when working in these types of facilities.

The suggested clean time requirement for panel leaders in psychiatric/forensic facilities is three years, and two years for any other panel members. The reason for this amount of clean time is that it takes a person with an open mind and the full understanding of the NA Twelve Steps and Twelve Traditions because we are dealing with a sensitive situation.

Other suggestions:

1. An understanding of the rules of the facilities.
2. Ability to handle different situations and proceed through the appropriate channels.
3. To cooperate with staff.
4. No one person represents NA; however, when you go into a facility you are viewed as being representative of NA, so dress and act appropriately.

DO Follow the guidance found in the *H&I Handbook*.

DO Follow all security regulations at all times.

DO Contact the facility contact person and let them know they can purchase literature from the RSO and WSO. (Most jails and correctional facilities have funds available for this.)

DO Keep the staff aware of your whereabouts at all times

- DO Obey all dress codes. Exercise common sense and dress appropriately.
- DO Start and end on time!
- DO Screen all speakers and chairpersons carefully, especially regarding the clean time requirements of the facility and the H&I subcommittee.
- DO Make sure all speakers carry a clear message of recovery.
- DO Inform the contact person that we have literature order forms available for their use.
- DO Stamp all literature you bring into a facility with the local helpline number and regional/area address.

- DON'T Comment on the methods used by the treatment facility. Not all facilities are Twelve Step based, nor do their understandings of the Steps necessarily coincide with the understanding gained in Narcotics Anonymous. We share our experience without reference to the facility's methods or to residents' comments.
- DON'T Debate which drugs are acceptable; remember, we have no opinion on outside issues.
- DON'T Read too many literature selections at the beginning of the meeting. Keep it short and simple to keep their attention.
- DON'T Let the meeting run too long. Most treatment center residents spend much of their day in meetings of one sort or another, often in the same room.
- DON'T Take a member who has friends or family in the facility.
- DON'T Discuss conditions within the facilities or opinions about staff members.
- DON'T Break another person's anonymity or tell his or her story.
- DON'T Take a person into a forensic/psychiatric facility who is on parole or probation, unless he or she specifically gets permission from his or her parole/probation officer and the facility.
- DON'T Take a person with outstanding warrants.
- DON'T Give or accept gifts.
- DON'T Carry excessive cash or expensive or flashy jewelry.

- DON'T Show favoritism to any resident.
- DON'T Carry letters or messages in or out of the facility.
- DON'T Carry in contraband items.
- DON'T Give out your personal address or phone number, or that of anyone else.
- DON'T Give the residents money.
- DON'T While sharing, put too much focus on what it was like. They already know.
- DON'T Collect any money.

SAMPLE FORMAT

Hi, I'm _____ and I'm an addict. Welcome to the Narcotics Anonymous H&I meeting at _____.

Would you please join me in a moment of silent meditation to reflect on why we are here, and on the addict who still suffers, followed by the Serenity Prayer.

1. Would someone please read: "Who Is An Addict?"
2. (OPTIONAL) Would someone please read: "Why Are We Here?"
3. Would someone please read: The Twelve Steps
4. Is this anyone's first NA meeting ever? Welcome.
5. Introduce speaker/panel members

These are the suggested topics:

<i>Hope</i>	<i>Fear</i>
<i>Powerlessness</i>	<i>Anger</i>
<i>Unmanageability</i>	<i>Honesty</i>
<i>Change</i>	<i>Willingness</i>
<i>Open-mindedness</i>	<i>Balance</i>
<i>Acceptance</i>	<i>Just for today</i>
<i>Importance of sharing</i>	

6. In closing: Remind everyone of anonymity and that Narcotics Anonymous should remain forever nonprofessional.
7. Close with prayer of your choice.

3-C: REVISED SECTION, "LEARNING DAYS"

Text added to this section is underlined, like this.

The purpose of an H&I Learning Day is to educate members of the fellowship about hospitals and institutions work. Learning days are one way to prepare the NA member to carry the message to addicts who do not have full access to regular NA meetings. We have learning days so that we may benefit from the collective experience of other NA members.

Our greatest single source of reference is the *Hospitals and Institutions Handbook*. It is suggested that each member who does H&I work obtain the handbook and study it. It is an important tool for learning about H&I, and forms the basis for our learning days.

In most areas, the individual NA member participates in H&I work through the area H&I subcommittee, as described in the section, "Committee structure and function," on pages 43-48. So, it is the responsibility of area H&I subcommittees to conduct learning days to educate the members about H&I. By participating, members learn how to properly carry the NA message in an H&I setting.

"What is our message? The message is, that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. Our message is hope and the promise of freedom. When all is said and done, our primary purpose can only be to carry the message to the addict who still suffers because that is all we have to give."³ Since there are constantly new issues arising concerning H&I work, learning days should take place on a regular basis, and it is suggested that all panel members attend. It is also suggested that regional and multi-regional learning days be held annually.

One of the benefits of a learning day is to better educate NA members who will gain a better understanding of H&I procedures. A learning day is also a forum to keep H&I members informed of updated H&I materials, projects, and to generate interest in H&I work other than panel presentations.

When members become involved in putting on learning days as ad hoc chairs or panel presenters, they develop a clearer understanding of the many facets of H&I, and become more confident and positive in carrying a clear and consistent NA message.

It becomes easier for a learning day ad hoc chair to conduct a learning day when they are held frequently. Regular learning days make setting the format easier. Other members' experiences can be drawn upon to provide needed support. Working together on a learning day facilitates a clear understanding of

³ This is an excerpt from the last paragraph on the Fifth Tradition contained in the Basic Text (Fifth Edition), p. 65.

the Twelve Traditions, since we must abide by the Twelve Traditions. This helps H&I members to fulfill their responsibilities to the NA Fellowship, as well as the addict who still suffers.

H&I learning days can also have a positive impact on a participant's personal recovery. At these events one usually hears shared experience with spiritual principles in H&I work—the principles of honesty, open-mindedness, and willingness that we endeavor to use in all of our affairs apply to H&I work as well. This type of event provides our new members the opportunity to understand H&I work as a vital and positive part of their recovery. H&I is where many members found hope and usefulness in the fellowship. At these types of events, we have the opportunity to pass that hope on to others.

3-D: REVISED SECTION, "PREPARATIONS FOR LEARNING DAYS"

Text added to this section is underlined, like this.

The following suggestions have proven to be beneficial in preparing for learning days:

1. Choose a willing member of the H&I subcommittee to coordinate the activities involved in setting up the learning day and to cooperate with other subcommittees when appropriate.
2. Choose a suitable location.
3. Coordinate the event with all other subcommittees to avoid conflict with other functions. Check your area/regional calendar of upcoming events.
4. Communicate with local public information subcommittees. H&I learning days should be held in conjunction with PI subcommittees so that members of both will become better informed about the activities and functions of each.
5. Prepare an appropriate budget. (See page #).
Inform the fellowship through announcements at local meetings and through the service structure. The use of fliers is beneficial. Subcommittee members should make every effort to attract support.
7. Prepare an appropriate format. (see Page #).
8. Assemble a list of volunteers for set-up and clean-up.
9. Choose qualified members to speak and/or to lead discussions and question-and-answer sessions. Asking out of area/region members, such as WSC H&I Committee members, to participate has many benefits. For more information, contact the H&I Project Coordinator at the WSO.
10. Make available copies of the H&I Handbook, Reaching Out, Behind the Walls, and other appropriate H&I materials.

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ADDENDUM 3: HOSPITALS AND INSTITUTIONS SERVICE AND THE NA MEMBER

Many Narcotics Anonymous members have found Hospitals and Institutions service to be an important part of their personal recovery. Our members, who actively participate in H&I service, are very important resources in our fellowship. A commitment to H&I service is one of the many ways to become involved with the NA service structure and help us feel a part of our fellowship.

We know that active addiction leads to jails, institutions, and death. Also, NA's primary purpose is to carry the message of recovery to the addict who still suffers. It is not surprising that carrying the NA message of recovery into hospitals and institutions is one of our priorities. NA members have consistently supported this belief by forming Hospitals and Institutions (H&I) committees around the world.

Still, some NA members have been reluctant to become involved in H&I service because they have never been incarcerated, arrested, or institutionalized. With our personal experience and proper preparation, all of us are uniquely qualified to carry our message of recovery.

This pamphlet is intended to be a brief introduction to Narcotics Anonymous H&I service, and to encourage more members to avail themselves of this opportunity to serve.

WHAT IS AN H&I MEETING?

The purpose of an H&I meeting is to carry the message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings, except for those in long-term facilities, are intended to introduce those addicts in attendance to the basics of the NA program.

In order to form a clear understanding of an H&I meeting, it is important to learn about our service structure. An H&I meeting is generally a service provided by an area service committee's H&I subcommittee. These meetings occur in hospitals, treatment centers, correctional facilities, and adolescent institutions. Rather than being an NA group, it is vital that an H&I meeting always be held under the direction of an H&I subcommittee.

HOW DO I GET INVOLVED?

An area H&I subcommittee is the center for planning and organization. This is the ideal place to start getting involved! The first thing to do is to show up at an area H&I subcommittee meeting and attend an orientation for new and

interested members. These orientation meetings help members become familiar with the information and clean time requirements necessary for service in H&I. At these meetings, members are selected to carry our message into facilities. Usually, the next step is to attend an H&I meeting as an observer. Through this process members gain a basic understanding of H&I service and decide on a level of involvement.

WHY DO I GET INVOLVED?

Hospitals and institutions service offers addicts an opportunity to demonstrate gratitude, fulfill responsibility, and share the NA message without expectations. It is also an effective tool that helps us stay clean, and keeps us coming back. The H&I message is the same as the NA message: "That an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live."⁴ The gift we share is hope and freedom from active addiction through the program of Narcotics Anonymous. Any NA member who wants to carry this message is encouraged to get involved with H&I service. There are many ways to serve in Narcotics Anonymous, and many of us have found H&I service to be the most rewarding aspect of our recovery. We hope that this pamphlet will encourage you to get involved with H&I service and experience these rewards for yourself!

⁴ Basic Text, p. 65

**ADDENDUM 4:
NOMINATION FORMS**

WSC LITERATURE COMMITTEE

Nominations to the WSC Literature Committee must be submitted by regional service committees *thirty days prior to the World Service Conference*. Nominees must reside in the nominating region. Individuals nominated as registered members are not required to be RSRs or alternate RSRs, nor do they have to attend the WSC. Most important in considering members for nomination is literature subcommittee experience and a commitment to devote the time and resources necessary to do the work.

Please be sure your region's nominee is eligible. Nomination forms are verified prior to the WSC. Eligible nominees not elected as registered members by the WSC will, with their consent, become general members of the WSC Literature Committee for the duration of the 1995-96 conference year.

Requirements:

- 1) A minimum of five years clean time.
- 2) Three years literature service experience or three years world service experience with at least one of those years being in the WSC Literature Committee.
- 3) Knowledge and application of the Twelve Steps and Twelve Traditions.
- 4) Completion of previous service commitments.
- 5) A willingness to serve and commit personal time and resources. Ability to attend all meetings possible and fulfill all duties.
- 6) Completion of a five-question essay with this nomination form.

Please print legibly

Nominee name: _____ Phone: () _____

Nominee address: _____

City: _____ State, country: _____

RSC name: _____ Clean date: _____

1. Current NA service position(s): _____

2. Previous NA service positions (list only those terms completed; give approximate start and end date for each term)

a. Group level: _____

b. Area level: _____

c. Regional level: _____

d. World level: _____

3. Additional literature subcommittee or related experience (either NA or other)

4. To help the WSCLC serve our worldwide fellowship, please respond on a separate sheet of paper to the five following questions:

- a) What are your reasons for seeking to become a registered WSCLC member?
- b) How can you demonstrate your willingness to participate in the literature process?
- c) What assets will you bring to the WSCLC?
- d) We feel there are instances when your work on this committee will require a hefty time commitment. Please discuss your time resources.
- e) There are times when the WSCLC meetings are not funded by the conference. How do you foresee your attendance at the nonfunded meetings?

*Note: Additional experience or more information
may be listed on an attachment to this form.*

WSC PI COMMITTEE POOL NOMINATION FORM

Thank you for your interest in serving on the World Service Conference Public Information Committee. Nominations to the committee must be submitted to the WSC PI Committee chairperson prior to the first WSC PI Committee meeting of the World Service Conference. Nominees must reside in the region nominating them. Nominees are not required to be RSRs and do not need to be present at the WSC.

All nominees meeting the committee membership requirements will be considered. Vacancies in the WSC PI Committee pool are filled through selection by the WSC PI Committee chairperson and vice chairperson. Once a nominee is accepted as a member of the WSC PI Committee, this member may not be recalled by a region. Removal of any member is the responsibility of the voting membership of the committee.

Requirements to serve on the WSC PI Committee:

1. Clean time requirement is four years.
2. The position of pool member is a two-year commitment.
3. Nominees are required to participate in the planning, development, and implementation of the WSC PI Committee work plan.

In order to provide the NA Fellowship with service of the very highest quality, we ask any nominee to carefully consider the responsibilities that are related to the position. Talking with other members of the committee may give you further insight into the level of commitment required. Please feel free to consult the WSC PI Committee guidelines for further information regarding the committee.

Name of nominee: _____ Clean date: _____

Address: _____

City: _____ State/country: _____ Postal code: _____

Daytime phone: _____ Evening phone: _____

Nominating region: _____

Current service positions: _____

Previous service experience which may assist you in fulfilling this service position: _____

Public information experience: _____

Academic or professional training which may assist you in this service position:

Why do you want to be a member of the WSC PI Committee? _____

Additional comments: _____

Your signature _____

RSC chairperson's signature _____

Regional PI subcommittee chairperson's signature _____

RSR's signature _____

WSC H&I POOL NOMINEE INFORMATION SHEET

We, as members of the _____ Region,
would like to nominate _____

as a WSC Hospitals and Institutions Committee Pool Member. We believe he/she would be a valuable participant in the efforts of the committee. We agree to assist, if possible, in the financing of his/her travel to one or more committee meetings held outside of our region once elected as a voting member, so that our worldwide fellowship might benefit from his/her knowledge and experience.

Nominees do not have to be an RSR or RSR alternate. Most important is H&I experience and the time to do the work. All pool members will be working participants and assigned specific tasks. Only one member per region may be on the WSC H&I pool at the same time. Members will be removed from the pool for the following reasons: relapse, failure to carry out committee assignments, or misappropriation of fellowship funds.

Date: _____

Nominee name: _____

Phone: (____) _____ - _____ Clean date: _____

Nominee address: _____

Nominating RSC name: _____

Current NA service position(s): _____

Previous NA service positions completed: _____

**THE NA WAY MAGAZINE
REVIEW PANEL NOMINATIONS**

Nominations will be accepted for *The NA Way* review panel at the annual meeting of the World Service Conference this April. Nominations will be accepted from any conference participant. Nominees need not be present at the WSC meeting to qualify.

The review panel is responsible for the first stage of *The NA Way Magazine's* editorial process. Once a month, review panel members take part in conference calls, each lasting about an hour, to provide concise input on thirty to sixty pages of stories submitted to the magazine.

Nominees should have at least five years clean, good English composition skills, and the ability to make a firm commitment to actively review the stories and take part in the conference calls.

All nominees' names will be placed in a pool. The chairpersons of the World Service Conference, the World Service Board of Trustees, and the WSO Board of Directors select individuals from the pool to serve annual terms on the review panel which may be repeated. No names are left in the pool from previous years' nominations.

NOMINEE DATA

Full name: _____

Address: _____

Clean time: _____

Qualifications, background: _____

TELEPHONE: (_____) _____ home
(_____) _____ work

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TAPE REVIEW PANEL NOMINATIONS

Nominations will be accepted for the tape review panel at the annual meeting of the World Service Conference this April. Nominations will be accepted from any conference participant. Nominees need not be present at the WSC meeting to qualify.

The review panel is responsible for the first stage of the speaker tape evaluation process. Once a month, review panel members receive tapes, complete an evaluation form, and return it to the WSO.

Nominees should have at least five years clean and the ability to review five tapes per month.

Note: If the WSO Board of Directors' Motion #5 is adopted, this form is not necessary because there will not be a tape review panel.

NOMINEE DATA

Full name: _____

Address: _____

Clean time: _____

Qualifications, background: _____

TELEPHONE: (____) _____ home
(____) _____ work

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NA SERVICE RESUME

Dear NA Member,

Before you complete your service resume form, we would like to let you know a little more about service at the world level.

The position for which you may be nominated will require that you make a commitment of at least one year, with the possibility that your commitment could last for up to five years. This means that you may be asked to make a considerable investment of your time. You may be asked to travel and spend time away from your family, your job, and your home. For members and officers of some committees and boards, this means at least one weekend a month away from home. You may also be required to spend some of your personal funds in order to fulfill your responsibilities. Certainly you will have work to do at home in your spare time, such as reading or writing reports and discussing the plans and objectives of your work with other members of your board or committee. In addition, you may be asked to participate in conference telephone calls with other trusted servants.

In order to provide our fellowship with the very best level of service possible, we ask that you carefully consider the responsibilities that go with the elected position for which you may be nominated. You may wish to consult your employer, your family, or your sponsor. Talking with members who have served at the world level may give you additional insights into the commitment involved. Service on this level has many rewards and may have a profound effect on your life and personal recovery. However, it does not come without hard work, long hours, dedication, and personal sacrifice.

*In fellowship,
WSC Administrative Committee*

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NA SERVICE RESUME
(PLEASE PRINT LEGIBLY IN BLACK INK)

Name: _____

Clean date: _____

Address: _____

Phone: _____

Please list all the group, area, regional, and world service positions you've held that you consider relevant to the position to which you are nominated. Please include the positions served within the past five years and approximate dates of service for each position. _____

If you have not completed a term or have been removed from a service position in the last five years, please explain. _____

What resources do you believe you can bring to the position to which you are nominated? _____

What life experiences (i.e., school, work, volunteer, etc.) have you had that you believe will help you serve in the position to which you are nominated?

Have you read the attached letter and are you willing to make the necessary commitment? _____

Please include any other information you consider relevant. _____

GLOSSARY

Ad hoc committees. Also known as special or select committees, they are set up to perform specific tasks and generally dissolve once those tasks are done. Means of selecting members for ad hoc committees are specified in the motions creating them. See *Robert's Rules of Order, Newly Revised* for more detail.

Conference Agenda Report (CAR). Yearly publication of business and issues to be considered during the WSC annual meeting. Released at least ninety days prior to the opening of the conference.

Conference Digest. A brief (usually 4-page) summary version of the *Conference Report*, mailed to all RSCs and ASCs as well as any NA member requesting it. Usually translated from English into French, German, Portuguese, and Spanish. First published in 1991.

Conference Report. The full report of all world-level boards and committees to WSC participants; RSCs may also have reports published. A short summary version called the *Conference Digest* is published simultaneously. Issued up to five times a year. Mailed to conference participants and subscribers. March issue customarily contains annual reports, regional reports. Called the *Fellowship Report* until 1991.

Fellowship Intellectual Property Trust (FIPT). A set of documents describing how NA's literature and logos are managed and protected for the greatest benefit of the fellowship as a whole. Contains its own glossary of terms. Approved by the fellowship in April 1993.

Guide to Service in Narcotics Anonymous, A (GTS). Working title for the totally revamped NA service manual developed by the WSC Ad Hoc Committee on NA Service. Based on the Twelve Concepts. Begun in 1984, draft work on the *Guide* was completed just prior to WSC'93. The *Guide* is to be revised following world services inventory, then subjected to normal review and approval process. Not to be confused with *A Temporary Working Guide to our Service Structure*, which is NA's currently approved service manual.

Guide to Local Service in Narcotics Anonymous, A. Also known as the *Edited Guide*. Working title for *A Guide to Service in Narcotics Anonymous* which was reviewed by the WSC Policy Committee during conference year 1995-96. References that describe the

world service system in a way different than its current make-up were removed.

Interim Committee. A combined world services leadership committee responsible for fiscal management and other necessary decisions between WSC meetings. Voting members: WSC chair and vice chair; WSB chair and vice chair; WSO board chair and vice chair. Nonvoting member: WSC treasurer. Created by WSC in 1991.

"Quarterly" WSC workshop. Where all WSC committees meet under the same roof at the same time. Held once or twice a year between WSC annual meetings. Called "quarterlies" because the original idea behind them called for three WSC workshops and one WSC business meeting each year—in other words, some kind of WSC meeting every quarter.

Regional service representative (RSR). Voting delegate from an NA region (or equivalent service body) to the WSC. Responsible to help communicate between region and world services throughout the year.

Resolution Group (RG). A working body created for conference year 1995-96 to formulate resolutions for the priority problems identified after the two-year world services inventory project. Has six members ratified by the conference.

RSR working (or work) group. A group of RSRs appointed to perform a specific task. During the WSC annual meeting, RSR work groups have been created to resolve specific conflicts so that the conference could make decisions. Other RSR work groups have served between WSC annual meetings as review bodies for different world service projects. The practice of constituting RSR work groups began at the 1991 WSC annual meeting.

RSR Review Panel. A working group created at WSC'95 to enhance the effectiveness and understanding of the resolutions that come from the Resolution Group during conference year 1995-96. Was also to create a focused review and input process for the development of the resolution process. Has ten members and three alternates that were randomly selected from a list of willing RSRs.

Temporary Working Guide to our Service Structure (TWGSS). A compilation of policy decisions approved by the World Service Conference, including WSC guidelines. Also

contains general descriptions of how NA groups, areas, and regions work. First published in 1983 as the temporary successor to the *NA Service Manual*, a.k.a. *The NA Tree*, which was first published in 1976.

Trustee. A member of the World Service Board of Trustees.

Twelve Concepts for NA Service. Fundamental NA principles guiding our groups, boards, and committees in their service affairs. WSC-approved 1992; published with essays as a self-titled booklet.

World Convention Corporation (WCC). Corporation responsible for coordination of the annual World Convention of Narcotics Anonymous.

World Service Board of Trustees (WSB). A general service body that assists the fellowship and the WSC in problem resolution, goal-setting, long-term planning, and whatever specific tasks it may be given. The WSB has a maximum of seventeen members. Each trustee must receive a two-thirds vote of the WSC for election to a five-year term. The WSB elects its own officers annually from among its own members.

World Service Conference (WSC). Primary world-level service body. Meets annually to conduct business. Also holds one or two "quarterly" workshops a year in various cities (so far, all in the USA) to facilitate work on committee projects. Voting members: RSRs, administrative officers, standing committee chairs, trustees, and chair of WSO board. Nonvoting members: World Services Translation Committee chair, members of WSO Board of Directors. WSO executive director has microphone privileges; others may be granted microphone privileges at conference discretion. Official working language is English.

World Service Office (WSO). NA's primary worldwide service center. Prints, stocks, sells NA conference-approved literature, service handbooks, other materials. Provides support for new NA groups and developing NA communities. Serves as clearinghouse for information about NA. Provides staff support for world-level service boards and committees.

World services inventory. A two-year project begun at the 1993 World Service Conference and scheduled to conclude with this year's WSC meeting. Guided by a detailed plan approved at WSC'93 and revised at WSC'94.

World Services Translation Committee (WSTC). Created by WSC in 1991 to

coordinate world service activities related to the translation of NA literature and provide support for local translation subcommittees. Original 1991 temporary guidelines, extended for additional year at WSC'92, were revised for ratification at WSC'93.

WSB External Affairs Committee. Committee of the World Service Board of Trustees responsible for board activity related to those outside NA, including public relations activity.

WSB Internal Affairs Committee. Committee of the World Service Board of Trustees responsible for board activity related to the NA service structure and internal fellowship development.

WSB Literature Review Committee. Committee of the World Service Board of Trustees responsible for the board's literature-related tasks.

WSB Additional Needs Panel. Committee of the World Service Board responsible to provide support, guidance for local NA efforts to reach out to addicts with additional needs such as hearing, sight, or mobility impairment.

WSB Steering Committee. Trustee leadership committee, composed of the WSB chair and vice chair and the chairs of the WSB Literature Review, Internal Affairs, and External Affairs committees.

WSC Ad Hoc Committee on NA Service (NAS). Previously known as the Select Committee. Committee responsible for development of *A Guide to Service in Narcotics Anonymous*, a completely revamped NA service manual. The draft *Guide* was completed just prior to WSC'93, at which time the ad hoc committee automatically dissolved. Committee originally created by WSC in 1984 to review and factor input into the WSC Policy Committee's proposed revision of the *NA Service Manual*. Developed *Twelve Concepts for NA Service*, approved by WSC in 1992.

WSC Administrative Committee. Committee composed of the chairperson, vice chairperson, second vice chairperson, and treasurer of the World Service Conference. Responsible for coordinating the WSC annual meeting and "quarterly" workshops, publishing the annual *Conference Agenda Report* and the *Conference Report and Digest*, translating the *Conference Digest*. Oversees work of conference ad hoc committees.

WSC Development Forum. Portion of the WSC annual meeting set aside for discussion of issues relevant to fellowship development,

especially international development. First held 1991. Previously known as International Development Forum (1991), Multinational Development Forum (1992).

WSC H&I Committee. World Service Conference committee. Coordinates basic direction for H&I services; develops resource materials and provides guidance for area, regional H&I subcommittees.

WSC Literature Committee (WSCLC). World Service Conference committee responsible for development of new literature for NA and revision of existing NA literature, subject to WSC approval.

WSC Outreach Ad Hoc Committee. Created by WSC in 1992, its work was continued in 1993 and again in 1994. Its task is to gather information on fellowship outreach activities and coordinate the development of resources for such efforts.

WSC PI Committee. World Service Conference committee. Coordinates basic direction for PI services; develops resource materials and provides guidance for regional, area PI subcommittees.

WSC Policy Committee. World Service Conference committee. Evaluates suggestions concerning WSC policy or procedure and proposed changes in the service structure.

WSC Recognition Assistance Panel. Created by WSC in 1992 to assist newly forming regions to receive WSC voting recognition for their delegates.

WSO Board of Directors. Corporation board responsible for WSO operations. Three directors are elected directly to the board for one-year terms by the WSC. The other nine directors are elected to the board for three-year terms by the board itself from a pool, each of whose members have received the support of a majority of WSC participants. The WSO board elects its own officers annually from among its own members.

WSO Newslines. The quarterly newsletter report of the World Service Office to the fellowship. First published in 1983. Until *Conference Digest* publication began, the *Newslines* served as the general world service newsletter.

Zonal forums. Locally organized, service-oriented sharing sessions that provide means by which NA communities can communicate, cooperate, and grow with one another. Involve participants from neighboring regions. Sanctioned by 1992 WSC affirmation.

ALPHABET SOUP

ASC. Area service committee.

ASR. Area service representative.

CAR. *Conference Agenda Report.*

FIPT. Fellowship Intellectual Property Trust.

GSR. Group service representative.

GTS. *A Guide to Service in Narcotics Anonymous.*

H&I. Hospitals and institutions: A field of NA service concerned with carrying the NA message to addicts incarcerated in correctional or penal facilities, hospitals, mental health facilities, and addiction treatment centers.

NAS. WSC Ad Hoc Committee on NA Service.

PI. Public information: A field of NA service concerned with communicating NA's nature and goals to government agencies, community organizations, health and addiction treatment workers, the clergy, the public media, and the community at large.

RG. Resolution Group.

RSC. Regional service committee.

RSR. Regional service representative.

TWGSS. *A Temporary Working Guide to our Service Structure.*

WCC. World Convention Corporation.

WCNA. World Convention of Narcotics Anonymous, an annual recovery celebration held in different world zones each year.

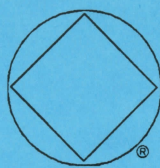
WSB. World Service Board of Trustees.

WSC. World Service Conference.

WSCLC. WSC Literature Committee.

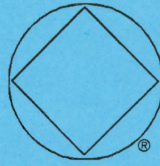
WSO. World Service Office.

WSTC. World Services Translation Committee.



THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose 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 NA as a whole.
5. Each group has but one primary purpose--to carry the message to the addict who still suffers.
6. An NA 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. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.



TWELVE CONCEPTS FOR 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 processes.
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 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.