

# CONFERENCE AGENDA REPORT 1997



World Service Conference  
of Narcotics Anonymous

Approval materials  
for annual meeting  
27 April—3 May 1997  
Woodland Hills, California, 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 1997



World Service Conference  
of Narcotics Anonymous

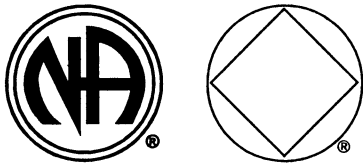
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**1997 Conference Agenda Report**

World Service Conference of Narcotics Anonymous

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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 1997 annual meeting of the World Service Conference. This year, the *Conference Agenda Report* (and Appendix) is being translated into French, Spanish, German, Portuguese, and possibly Swedish. Additional copies of the 1997 *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'97. This includes the dates of the conference as well as a list of sessions for routine conference business (not listed in any particular order). It is not possible at this time to provide you with any more specifics about what business will be handled on what day. A more specific outline for the agenda will be provided 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.

A financial impact statement is provided for each motion. Two general assumptions are made: the cost of changes to *A Temporary Working Guide to the Service Structure* is a given and assumed administrative expense; and the existing inventory levels of literature and service materials will be monitored to allow for a minimum of obsolete items to be destroyed. Costs are *not* included with each motion providing for an alteration of the TWGSS and/or changes in inventory for service materials or literature items. The wording "would have little or no financial impact" refers to costs between \$00.00 and \$1,000. Consideration should be given to the fact that ten of these type motions could result in a high-end cost of \$10,000. Amounts are annualized for consistency, even though in some situations the amount may not be entirely applicable to the next conference year. All figures are in US dollars.

Following the world service board and committee motions are 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 the WSC Administrative Committee following the 15 October 1996 deadline for submitting motions. 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.

Please note the next section, called the Appendix, which is where you will find all the WSC policies that each board, committee, or regional motion would amend if passed. This information is presented to comply with Motion 16 from WSC'96. This motion specified that any motion placed in the *Conference Agenda Report* that would amend any WSC policies must include the policies that would be amended.

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 1997 CAR.

The March 1997 issue of the *Conference Report* will contain annual reports from regional service committees and world-level boards and committees. Letters of intent from regions that

plan to request seating at WSC'97 will also be included. **The deadline for the March 1997 Conference Report is 5:00 PM PST on Friday, 14 February 1997.** The issue-discussion papers that were received by the 1 December deadline will be mailed along with the March *Conference Report*. Final orientation material for this year will be posted to all conference participants about thirty days before WSC'97 begins.

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

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**WSC '97 ABBREVIATED MOTIONS LIST**  
**For reference only**

**Motion 1:** That the World Service Conference be held within seventy-five miles of the World Service Office.

*Maker: WSC Administrative Committee, page 1*

**Motion 2:** To discontinue the current format of *The NA Way Magazine*, publication ceasing upon the completion of the June 1997 issue, with current subscribers having the option of receiving a refund of the unused portion of their subscription money.

*Maker: WSO Board of Directors, page 4*

**Motion 3:** To delete the section entitled "The NA Way Magazine," from *A Temporary Working Guide to Our Service Structure*, 1996 edition, Addendum 1, pages 31-32.

*Maker: WSO Board of Directors, page 4*

**Motion 4:** To delete the section entitled "The World Service Conference Digest," from *A Temporary Working Guide to Our Service Structure*, 1996 edition, Addendum 5, page 36.

*Maker: WSO Board of Directors, page 4*

**Motion 5:** To commence publication of the new *NA Way Magazine* format by adding the following language as a new third paragraph to the section entitled "The World Service Office" which begins on page 9 of *A Temporary Working Guide to Our Service Structure*, 1996 edition:...

*Maker: WSO Board of Directors, page 5*

**Motion 6:** To remove Section 12 from the FIPT Operational Rules, page 20, Article IV, and replace it with the following: . . .

*Maker: WSO Board of Directors, page 6*

**Motion 7:** To add the following language to NA Intellectual Property Bulletin #1, *Internal Use of NA Intellectual Property*, "Guidelines for Use of NA Trademarks:" "Narcotics Anonymous trademarks should not be used on locally developed recovery literature."

*Maker: WSO Board of Directors, page 7*

**Motion 8:** To replace the existing "Do's and Don'ts" in the *Hospitals and Institutions Handbook* for treatment facilities (pages 28-29), correctional facilities (pages 40-41), and psychiatric hospitals/forensic units (pages 47-48) with the following: . . .

*Maker: WSC H&I Committee, page 8*

**Motion 9:** To approve the WSC Public Information Committee work plan proposal to complete work on the *Guide to PI* and continue the work on the *Guide to Phoneline Service*.

*Maker: WSC PI Committee, page 13*

**Motion 10:** To approve the WSCLC's "A" worklist for the 1997-98 conference year:...

*Maker: WSC Literature Committee, page 15*

**Motion 11:** To approve Addendum 3A, *A Guide to Local Services in Narcotics Anonymous*.

*Maker: WSC Policy Committee, page 16*

**Motion 12:** To remove wording from the 1996 *Temporary Working Guide to Our Service Structure* that is redundant and/or inconsistent with *A Guide to Local Services in Narcotics Anonymous* by amending the following sections in the 1996 TWGSS: ...

*Maker: WSC Policy Committee, page 16*

**Motion 13:** To change the name of *A Temporary Working Guide to Our Service Structure* to *A Temporary Working Guide to Our World Service Structure*.

*Maker: WSC Policy Committee, page 17*

**Motion 14:** To amend the 1996 *Temporary Working Guide to Our Service Structure* by replacing references to ASR, Area Service Representative, RSR, Regional Service Representative, and Representative with RCM, Regional Committee Member, RD, Regional Delegate, and Delegate respectively.

*Maker: WSC Policy Committee, page 17*

**Motion 15:** Replace the contents of *The Group Booklet* with the chapter, "The NA Group," pages 26 through 46 of *A Guide to Local Services in Narcotics Anonymous*.

*Maker: WSC Policy Committee, page 17*

**Motion 16:** To distribute the *Conference Agenda Report* at least one hundred fifty days prior to the annual WSC meeting.

*Maker: Brazil Region, page 18*

**Motion 17:** To create a World Service Conference where voting is limited to RSRs only. This would be accomplished by amending *the Temporary Working*

## 1997 Conference Agenda Report

*Guide to Our Service Structure*, 1996 edition, as follows. ...

*Maker: California Inland Region, page 19*

**Motion 18:** To direct the World Service Office to reduce the retail price of the Basic Text by fifty percent.

*Maker: Colorado Region, page 21*

**Motion 19:** To direct all world service boards and committees to investigate and propose alternative ways to complete their work in such a way as to reduce their travel expenses by twenty-five percent of their 1996-97 budget levels. This reduction in travel expenses will be presented by the Interim Committee during the budget session at the 1998 WSC annual meeting. This will effect the 1998-99 WSC budget and the 1999 budget of the WSO and WCC.

*Maker: Colorado Region, page 21*

**Motion 20:** That all World Service Conference elections be decided by vote of the RSRs.

*Maker: Georgia, New England, Portugal Region, page 23*

**Motion 21:** That the clean time requirements for the World Service Board of Trustees be increased from eight years to twelve years.

*Maker: Georgia Region, page 24*

**Motion 22:** That the results from the complete election process be printed and distributed to voting World Service Conference participants and all nominees. This process shall include all results from all tallies from each ballot.

*Maker: Georgia Region, page 24*

**Motion 23:** To amend the motion previously adopted by the 1992 World Service Conference (*Temporary Working Guide to Our Service Structure*, 1996 edition, page 26, tenth motion down) by adding the following language at the end: "When requested by the conference, the designated representative of any zonal forum will be allowed to address the conference, make reports, and answer questions pertaining to specific information. Any zonal forum with a registered address with the WSO will receive the same WSC mailings as conference participants.

*Maker: Lone Star Region, page 24*

**Motion 24:** To edit the NA video entitled *Just for Today* to include at least one extra actress during the Twelfth-Step call.

*Maker: Mid-America Region, page 25*

**Motion 25:** To direct the World Service Office to increase the size of the "Just for Today" poster to approximately 150% of its current size.

*Maker: New England Region, page 25*

**Motion 26:** That the World Convention Corporation program common-needs meetings at world conventions and delete statement #5 from the *Convention Guidelines*, page 26.

*Maker: Aotearoa New Zealand Region, page 26*

**Motion 27:** The World Service Conference budget shall include funding for travel expenses for voting members to attend approved meetings and/or work group meetings of their respective WSC standing committee.

*Maker: Northern California Region, page 26*

**Motion 28:** That the World Service Board of Trustees develop six service messages to be included in the 1998 *Conference Agenda Report* for fellowship approval. These service messages would then be put on posters for distribution and become inventory items in the *WSO Product Catalog*.

*Maker: Ohio Region, page 27*

**Motion 29:** That all zonal forums registered with the World Service Office be entitled to receive all the same World Service Conference mailings as conference participants.

*Maker: Portugal Region, page 27*

**Motion 30:** To change the review and/or revision provision of the World Service Conference Mission Statement as stated in the *Temporary Working Guide to Our Service Structure*, 1996 edition, page 14, footnote #5, by deleting the language "future World Service Conferences" and replacing it with "through the *Conference Agenda Report*."

*Maker: South Florida Region, page 28*

**Motion 31:** To add the following three paragraphs to the White Booklet, *Narcotics Anonymous*; and IP #1, *Who*,



*What, How, and Why;* immediately following the Twelve Traditions sections...

*Maker: South Florida Region, page 28*

**Motion 32:** That the World Service Office put aside \$250,000 a year until a ninety-day operating reserve has been established.

*Maker: Upper Midwest Region, page 29*

**Motion 33:** That detailed accounts receivable information be provided in the World Service Office Annual Report. This information should include an aging sheet providing a breakdown of totals which are 30 days, 60 days, 90 days, and more than 90 days past due. Also, that the report list the names of regions and/or regional offices with a past due balance greater than five percent of the total outstanding accounts receivable as shown on the balance sheet.

*Maker: Volunteer Region, page 30*

**Motion 34:** That the World Service Conference proclaim every July to be "Freedom From Active Addiction" month. During this month the fellowship will be encouraged to purchase Basic Texts and provide them to individuals, facilities, schools, and libraries who do not have or cannot afford to buy their own books.

*Maker: Washington Northern Idaho Region, page 30*





**SESSIONS FOR WSC'97  
WOODLAND HILLS, CALIFORNIA, USA  
SUNDAY 27 APRIL—SATURDAY 3 MAY 1997**

Below is a list of routine conference business.

- Agenda overview, general orientation
- Introductions
- Approval of WSC'96 minutes
- Seating of new regions
- Adoption of procedures
- Committee and board question-and-answer time
- Issue-discussion papers
- Transition Group discussions
- Elections
- Budget presentation and adoption
- Committee and board meetings
- 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.
- New business
- H&I workshop
- PI workshop
- Narcotics Anonymous recovery meeting(s)
- Old business



## WSC ADMINISTRATIVE COMMITTEE

At WSC'94, the WSC Administrative Committee submitted a motion that proposed worldwide rotation of the annual WSC meeting. When the motion failed, *A Temporary Working Guide to Our Service Structure* was left with no criteria for determining the site of the annual meeting of the WSC. At WSC'96, the WSC Administrative Committee presented a motion to place the following language in *A Temporary Working Guide to Our Service Structure*: "The site of the World Service Conference is held within seventy-five miles of the World Service Office." This motion passed but, after further discussion concerning vote count and quorum, the WSC vice chairperson and conference participants agreed to place the motion in the 1997 *Conference Agenda Report* so that all groups and regions would have the opportunity to review it. Therefore, we are presenting it here for your consideration.

**Motion 1: That the World Service Conference be held within seventy-five miles of the World Service Office.**

*Intent:* To establish a set location for the WSC annual meeting.

This motion would not amend any WSC policies.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

*Michael McDermott, Chairperson*

## WSO BOARD OF DIRECTORS

### Introduction

Last year in the March 1996 *Conference Report*, the World Service Office Board of Directors informed the fellowship that, with the approval of the World Service Conference, we intended to stop producing *The NA Way Magazine* after the December 1996 issue. The WSC did not approve the magazine's discontinuation, and instead committed several motions regarding *The NA Way* to the board. Each motion suggested a strategy for dealing with *The NA Way's* financial shortfall (approximately \$136,000 a year) and increasing its appeal to the fellowship. The underlying message of each motion was this: Find another solution to the problem of *The NA Way* besides canceling it.

### Periodicals Study (1992-1994)

The World Service Office Board of Directors has been monitoring and evaluating NA's periodicals program for several years. We assigned staff to conduct a periodicals study, which was done from 1992 to 1994.\* The study brought to our attention the amount of resources, both financial and human, devoted to producing each periodical, and analyzed the purpose, audience, and effectiveness of each publication.

The study presented recommendations for improving our service to the fellowship and maximizing the resources devoted to our periodicals. One such recommendation was to combine the *WSO Newslines*, the *Conference Digest*, the *PI News*, and the service portion of *Reaching Out* (*H&I News* did not exist at the time) in order to more efficiently utilize staff time and financial resources in the periodicals program. The other recommendations concerned *The NA Way Magazine* and its comparatively high expense versus distribution ratio among WSO periodicals. The three possible solutions offered were to: 1) discontinue *The NA Way*; 2) re-launch *The NA Way*; 3) drop production quality of *The NA Way* down to the bare bones. All three of these possible solutions were addressed, in one form or another, in the motions committed to the WSO Board of Directors at last year's WSC.

Even with the mounting evidence against the growing costs of producing *The NA Way* versus the service value it was providing the fellowship, the board of directors was not willing to consider eliminating the magazine when the periodicals study was completed in 1994. We wanted more information. To this end, a professional magazine consultant was brought in last year to study the future of *The NA Way* as it related to publication costs, along with the short- and long-term viability of the magazine.

### Consultant's Report (1995)\*\*

The consultant's evaluation of the future viability of *The NA Way* utilized a software program that could project the results of various combinations of promotions, price changes, and production cost changes. Projections were made with more than twenty scenarios. The projection that best summed up the situation with *The NA Way* in its present form was the one that specified a price increase to \$29.95 a year, called for a trebling of marketing efforts, and anticipated enjoying twice the response to those efforts that we presently enjoy. Even in this unrealistically optimistic scenario, the magazine would only begin to break even in about four years.

### Examining Possible Solutions

We left last year's conference with direction to find a solution to the *NA Way* problem, several motions to help us in our considerations, and the preceding information.

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\* The "Periodicals Study" is available from the WSO for a duplication fee.

\*\* Also available for a duplication fee.

We first looked at the option of continuing *The NA Way* in its current format. On the up-side, the magazine enjoys tremendous goodwill from the fellowship, as voiced by RSRs at WSC'96. On the down-side, the magazine costs approximately \$136,000 more to produce than it brings in, is published only in English, and reaches only about one NA member for every four registered groups.

The second option, attempting another subscription drive, was not feasible either. The periodicals study, which charted marketing efforts and fellowship response, combined with the consultant's projections that showed only the most unlikely scenario resulting in the magazine breaking even, convinced us that another subscription drive would only serve to temporarily increase US and Canadian subscriptions, at enormous expense.

The third option, raising the price of the magazine, was again not a viable short- or long-term solution, according to the consultant's report.

The fourth option, lowering the quality of the magazine, wouldn't work either because the most significant expenses associated with producing the magazine are not variable: We cannot change postage, printing, paper, or circulation-management costs. We have already trimmed all we can from the areas we are able to affect.

Combining options three and four, which was suggested in WSC'96 Motion #34, didn't seem to be a long-range solution. It doesn't seem likely that NA members would willingly pay twice the price for a magazine of lesser quality, and even less likely that four times as many as are willing to subscribe now would be willing to do so on those terms.

The fifth option, eliminating the magazine altogether, was already firmly vetoed by the fellowship at last year's WSC. We would suggest it again and ask the fellowship to reconsider if we really believed it was the best possible solution, but as a result of our research over the past year, we believe we have an alternative.

### ***The New NA Way***

In keeping with the world services vision statement adopted at last year's WSC, which emphasizes that "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," and that "NA communities worldwide and NA world services work together in a spirit of unity and cooperation to carry our message of recovery," we propose combining the *Newsline*, the *Conference Digest*, the *PI News*, the *H&I News*, and an *NA Way*-like sharing section into a new publication that is published in English and translated into additional languages spoken in our fellowship. Further, we propose to distribute the new *NA Way* free of charge to the combined mailing lists of the current publications and to anyone else who asks to receive it.

The formulation of this new publication will serve the dual purpose of allowing the WSO to streamline its publication program and letting world services in general provide better service to the Fellowship of NA more efficiently than ever before. In fact, our projections demonstrate an annual savings of close to thirty percent in actual cash expenditures for this new publication, and our most conservative estimates project staff time to be reduced by thirteen to fifteen percent. These financial and human resources can then be diverted to other services that will ultimately benefit the fellowship.

### **Benefits to Our Membership**

The immediate benefit to our members is twofold. First of all, the magazine will be free, and will provide a means by which our members and groups can be connected as we've never been before—at no direct expense to those members and groups. In effect, we will have created a tangible expression of the unity that exists among the worldwide NA communities and their world services, in the form of a publication which connects us with one another in a brand new way.



Second, the circulation of information relevant to our membership will increase markedly. For example, the *Conference Digest* in English is currently distributed to about 1100 addresses. In other languages (German, French, Castilian Spanish, Portuguese), the *Digest* has mailing lists of about 200 each. The *PI News* is currently distributed to approximately 1100 addresses and the *H&I News* to approximately 700 addresses; both in English. By contrast, the new *NA Way Magazine* would go to approximately 25,000 addresses in English alone. The value of our communication increasing so much is beyond measure. Moreover, such a publication will better ensure that more of our members will be served among our growing worldwide fellowship, contributing to our commitment that every addict has the opportunity to obtain information about our program and its services in a language and format accessible to him or her.

We therefore present the following four motions for your consideration.

**Motion 2: To discontinue the current format of *The NA Way Magazine*, publication ceasing upon the completion of the June 1997 issue, with current subscribers having the option of receiving a refund of the unused portion of their subscription money.**

*Intent:* To provide a method for the WSO to conclude its responsibilities for the magazine and its current subscribers.

This motion would not amend any WSC policies.

*Financial Impact:* Annual income would be reduced by \$67,000 - \$74,000. Direct (no labor, equipment and overhead) expense would be reduced by \$89,000 - \$95,000. Resources (labor, equipment and overhead) with cost valuation of approximately \$110,000 would be available for reallocation. The refunded amount would be about \$38,000.

**Motion 3: To delete the section entitled "*The NA Way Magazine*," from *A Temporary Working Guide to Our Service Structure*, 1996 edition, Addendum 1, pages 31-32.**

*Intent:* To discontinue the current WSC policy for the operational and editorial responsibilities of the magazine.

This motion would amend WSC policies as listed in the Appendix, page 31.

*Financial Impact:* For all of the publications (mentioned with this motion) combined, direct expenses may be reduced by \$5,000 - \$15,000. Resources (labor, equipment and overhead) with a cost valuation of \$13,000 - \$15,000 (previously used on the publications proposed to be combined by this motion) may be available for reallocation. There is no replacement for the income reduction of motion 3. Although, based on current distribution of the existing publications, most of the costs are reallocations associated with existing costs, there is no income control offset for increased demand and distribution.

**Motion 4: To delete the section entitled "*The World Service Conference Digest*," from *A Temporary Working Guide to Our Service Structure*, 1996 edition, Addendum 5, page 36.**

*Intent:* To discontinue the *World Service Conference Digest* as a separate publication.

This motion would amend WSC policies as listed in the Appendix, page 33.

*Financial Impact: Should this publication be discontinued without reallocation of resources the potential financial impact, including translations, could be a savings of \$14,000 - \$19,000.*

**Motion 5: To commence publication of the new *NA Way Magazine* format by adding the following language as a new third paragraph to the section entitled "The World Service Office" which begins on page 9 of *A Temporary Working Guide to Our Service Structure*, 1996 edition:**

**"The World Service Office publishes *The NA Way Magazine*, our fellowship's international journal. The magazine provides both a forum for sharing about NA recovery, unity, and service, as well as information about world services. Produced in English, *The NA Way* is translated into the primary languages spoken in Narcotics Anonymous. The magazine is distributed four (4) times a year at no cost to subscribers to every trusted servant and NA group contact address in the WSO database, as well as any member who asks to be included in that mailing list. The magazine is edited by WSO staff and an editorial board consisting of the chairpersons of the World Service Conference, the World Service Board of Trustees and the World Service Office Board of Directors."**

**The delivery of the first issue shall be scheduled for October 1997.**

*Intent: To begin publication of the newly formatted magazine (see Addendum 1 for prototype) and assign the responsibility to the WSO.*

This motion would amend WSC policies as listed in the Appendix, page 33.

*Financial Impact: On the assumption that unless the NA Way Magazine is eliminated the cost of operational and administrative functions would be transferred not eliminated, this motion would have little or no financial impact.*

### **The Fellowship Intellectual Property Trust and Internal Use Policy**

The Fellowship Intellectual Property Trust was adopted by the World Service Conference in 1993. Since that time, the WSO has assured the conference that it would guard our fellowship's intellectual properties according to the provisions stated in the trust. Among the various duties described in the FIPT, the WSO was charged with the responsibility of offering amendments to the document if they should prove necessary in the course of administering and protecting our copyrights and trademarks. The WSO has advised the past two conferences that it would be offering amendments to this document. The following motions are being submitted to address specific administrative parameters described in the FIPT that have become, or are liable to become, difficult for the WSO to function within. None of these proposed changes affect the trust instrument itself. They are changes to either the Operational Rules or the Internal Use Policy portions of the FIPT.

### **WSO Financial Audit Timeline**

The WSO's fiscal year ends on 31 December of each calendar year. With the World Service Conference traditionally held in April (a time of year that coincides with the peak of the US tax season), the annual audit of the WSO has not been completed and distributed before the conference since the adoption of the FIPT. The WSO continues to provide the conference with an unaudited year-end financial statement prior to the conference, and the audit report is typically distributed after the June meeting of the WSO Board of Directors each year. Allowing the board of directors and WSO this latitude will save the office considerable expense by not

forcing them to have an audit conducted during the peak of US tax season, when accountants are most in demand and their services are therefore considerably more expensive.

#### **“Performance Audit” Provision**

The trust calls for a performance audit to be automatically conducted every five years. However, the term “performance audit” is not one used or recognized by CPAs. We understand that the intent of this provision was to provide for an in-depth analysis of the WSO’s practices and operations. These types of audits usually reach far beyond a standard financial review, instead auditing all systems and operations. We believe that this kind of an audit would cost the WSO between \$60,000.00 and \$120,000.00, depending upon the type of audit performed. Our recommended change is to allow the conference to call for this type of audit if it is deemed necessary, but that the allocation of an expense of this magnitude, both in terms of financial and human resources, not be mandated without a deliberate discussion and decision by the conference.

#### **The Use of NA Logos Within the Fellowship**

The additional language to the Internal Use Policy is to clarify the appropriate use of NA logos within the fellowship. The FIPT gives very specific parameters regarding what can be considered Narcotics Anonymous Fellowship-Approved Literature—in short, such material must have been revised and approved fellowshipwide through the method utilized in the development of all our existing recovery literature. Unfortunately, we have been sent several pieces of locally generated material that bears the NA logo and appears to be NA Fellowship-Approved Literature, though these materials have never had the benefit of fellowshipwide conscience. The areas that produced this material were obviously unclear about the use policy for our fellowship’s logos and symbols, particularly as they relate to fellowship-approved recovery literature. We believe that the addition of specific language addressing such material will help to clarify the appropriate use of our fellowship’s symbols and logos.

The following motion is a revision to the FIPT Operational Rules only and so requires a two-thirds majority of RSRs present at WSC’97 to adopt. (FIPT, page 25, Article VII, Section 1) After discussion of the proposed changes by the WSO Board of Directors and the World Service Board of Trustees, we have decided to jointly propose the following changes to the Fellowship Intellectual Property Trust.

**Motion 6: To remove Section 12 from the FIPT Operational Rules, page 20, Article IV, and replace it with the following:**

**“Each year, the Trustee shall give a full written report of its activities to the Trustor. This report shall be delivered to all participants of the World Service Conference at or before its annual meeting, and shall be available at cost or less to any Narcotics Anonymous member. This report shall include:**

- 1. A year-end financial report of the previous calendar year.**
- 2. A description of all Trustee activities funded from proceeds generated by the Trust in the previous year.**
- 3. A budget and project description for Trustee activities planned for the coming year.**

**“An audit of the Trust for the previous year will be provided, upon completion, to all participants of the World Service Conference as Trustor. This audit shall be performed by a certified public accountant. Additionally, the Trustor may elect to instruct the Trustee to perform a review of**

**operational practices and policies, above and beyond the review of internal controls and procedures which is conducted annually.”**

*Intent:* To provide a more reasonable timeline for completion of the annual audit and to lessen the economic burden to the WSO as Trustee of the FIPT.

This motion would amend WSC policies as listed in the Appendix, page 34.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

**Motion 7: To add the following language to NA Intellectual Property Bulletin #1, *Internal Use of NA Intellectual Property*, “Guidelines for Use of NA Trademarks:” “Narcotics Anonymous trademarks should not be used on locally developed recovery literature.”**

*Intent:* To clarify the use of the various NA logos.

This motion would amend WSC policies as listed in the Appendix, page 35.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

*Bob Feneran, Chairperson*

## WSC H&I COMMITTEE

Over the past few years, the WSC H&I Committee has examined the *H&I Handbook* for inconsistencies, errors, and omissions, resulting in the motion presented at WSC'96 to revise the handbook. During the same time, we have been seeking input via questionnaires at our learning days and via discussions with members regarding topics and resources available to the fellowship to aid area and regional H&I committees in performing H&I service.

After the committee discussions of fellowship responses, the input, and the questions most asked at our learning days, we determined that the "Do's and Don'ts" were in need of revision. Although a few "Do's and Don'ts" have been added, for the most part they have been changed for readability and clarity.

We, the WSC H&I Committee, offer the following motion:

**Motion 8: To replace the existing "Do's and Don'ts" in the *Hospitals and Institutions Handbook* for treatment facilities (pages 28-29), correctional facilities (pages 40-41), and psychiatric hospitals/forensic units (pages 47-48) with the following:**

### **"Do's and Don'ts for H&I Work in Treatment Facilities**

**Do follow the guidance found in the WSC *H&I Handbook***

#### **TREATMENT FACILITY RULES**

- Do Attempt to get the treatment facility agreements in writing**
- Do Clarify the treatment facility rules with whomever you bring into the facility**
- Do Adhere to the security regulations at all times**
- Do Arrive early to set up meeting**
- Do Keep the staff informed of your whereabouts**
- Do Obey the dress code, exercise common sense**

#### **PANEL LEADERS, MEMBERS**

- Do Screen all panel members, speakers, and chairpersons**
- Do Adhere to the clean time requirements of the treatment facility and the H&I committee**
- Do Ensure that a clear NA message of recovery is carried by all panel members**

#### **LITERATURE**

- Do Make directories of outside meetings available to the residents**
- Do Use the literature recommended for H&I work**
- Do Stamp all literature with the local phoneline number**
- Do Provide facilities with literature order forms and encourage the facility to supply its own NA literature**

#### **TREATMENT FACILITY MEETINGS**

- Do Start and end on time**
- Do Explain briefly, during the meeting, what H&I is**
- Do Clearly state that Narcotics Anonymous is separate from the treatment facility and from other fellowships**
- Do Emphasize that NA recovery is available to all addicts, regardless of drug(s) used**
- Do Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA)**



**RESIDENTS MEETING PARTICIPATION**

- Do** Involve residents with the meeting, especially those in long-term treatment facilities (readings, etc.)
- Do** Emphasize the importance of getting to an NA meeting the first day out of the treatment facility
- Do** Emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release

**PANEL LEADERS AND MEMBERS**

- Don't** Bring any contraband items and weapons into the treatment facility
- Don't** Take messages and carry letters in or out of the facility
- Don't** Show favoritism to any resident(s)
- Don't** Bring an NA member who has friends and/or family in the treatment facility
- Don't** Wear flashy jewelry and don't carry excessive cash
- Don't** Use excessive profanity

**FACILITY GUIDELINES**

- Don't** Debate any issue involving the treatment facility's rules, regulations, programs, and other fellowships with residents and staff
- Don't** Discuss conditions within the treatment facility
- Don't** Discuss treatment staff members with resident(s)
- Don't** Discuss resident(s) with the treatment facility staff
- Don't** Sponsor resident(s) in the treatment facility that you are attending as an H&I member
- Don't** Accept money or gifts from, or give money or gifts to any resident

**MEETING GUIDELINES**

- Don't** Give anyone within the facility your address or telephone number
- Don't** Provide anyone with another NA member's address or telephone number
- Don't** Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)
- Don't** Break another person's anonymity
- Don't** Emphasize 'using days' while sharing an NA message of recovery"

**"Do's and Don'ts for H&I Work in  
Correctional Facilities**

**Do follow the guidance found in the WSC *H&I Handbook***

**CORRECTIONAL FACILITY RULES**

- Do** Attempt to get all agreements in writing
- Do** Clarify the rules with whomever you bring into the facility
- Do** Adhere to the security regulations at all times
- Do** Arrive early to satisfy security requirements
- Do** Keep staff informed of your whereabouts
- Do** Obey the dress code, exercise common sense

**PANEL LEADERS AND MEMBERS**

- Do** Screen all panel members, speakers, and chairperson(s)
- Do** Always clear a member who is on parole/probation with the facility and parole/probation officer

- Do** Adhere to clean time requirements of the correctional facility and of the H&I committee
- Do** Ensure that a clear NA message of recovery is carried by all panel members
- Do** Choose panel members and speakers according to H&I guidelines

#### **LITERATURE**

- Do** Provide NA literature for correctional facility meetings
- Do** Make directories of outside meetings available to the inmates
- Do** Use NA literature recommended for H&I work and stamp all literature with the local phoneline number
- Do** Provide facilities with literature order forms and encourage them to supply their own NA literature

#### **CORRECTIONAL FACILITY MEETINGS**

- Do** Start and end on time
- Do** Explain briefly in the meeting format what H&I is
- Do** Clearly state that Narcotics Anonymous is separate from the correctional facility and from other fellowships
- Do** Emphasize that NA recovery is available to all addicts regardless of drug(s) used
- Do** Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA, and the Sixth Tradition of NA)

#### **INMATES MEETING PARTICIPATION**

- Do** Involve inmates with the meeting, especially those in long-term facilities (readings, etc.)
- Do** Emphasize the importance of attending a Narcotics Anonymous meeting the first day out of the facility

#### **PANEL LEADERS AND MEMBERS**

- Don't** Allow a member who has outstanding warrants to participate in a correctional facility meeting
- Don't** Bring any contraband items and weapons into the facility
- Don't** Take messages or carry letters in or out of the correctional facility
- Don't** Show favoritism to any inmates
- Don't** Bring an NA member who has friends and/or family in the correctional facility
- Don't** Wear flashy jewelry and don't carry excessive cash
- Don't** Use excessive profanity

#### **FACILITY GUIDELINES**

- Don't** Debate any issues involving the correctional facility's rules, regulations, programs, and other fellowships with inmates and staff
- Don't** Discuss conditions within the correctional facility
- Don't** Discuss correctional facility staff members with inmate(s)
- Don't** Discuss inmate(s) with correctional facility staff members
- Don't** Sponsor inmate(s) in the correctional facility that you are attending as an H&I member
- Don't** Accept money or gifts from, or give money or gifts to any inmate

**MEETING GUIDELINES**

- Don't** Give anyone within the correctional facility your address or telephone number
- Don't** Provide anyone with another NA member's address or telephone number
- Don't** Bring in anyone who is not supposed to be there (newcomers, friends, guests)
- Don't** Ask what type of crime an inmate has been convicted of, and discuss guilt or innocence
- Don't** Break another person's anonymity
- Don't** Emphasize 'using days' while sharing an NA message of recovery"

**"Do's and Don'ts for H&I Work in  
Psychiatric Hospitals and Forensic Units**

**Do follow the guidance found in the WSC *H&I Handbook***

**PSYCHIATRIC & FORENSIC UNIT RULES**

- Do** Attempt to get all agreements in writing
- Do** Clarify the rules with whomever you bring into the unit
- Do** Adhere to the security regulations at all times
- Do** Arrive early to satisfy security requirements
- Do** Keep staff informed of your whereabouts
- Do** Obey the dress code, exercise common sense

**PANEL LEADERS AND MEMBERS**

- Do** Screen all panel members, speakers, and chairperson(s)
- Do** Always clear a member who is on parole/probation with the unit and parole/probation officer
- Do** Adhere to clean time requirements of the psychiatric/forensic unit and of the H&I committee
- Do** Ensure that a clear NA message of recovery is carried by all panel members
- Do** Choose panel members and speakers according to H&I guidelines

**LITERATURE**

- Do** Provide NA literature for psychiatric/forensic unit meetings
- Do** Make directories of outside meetings available to the residents
- Do** Use NA literature recommended for H&I work and stamp all literature with the local phonenumber numbers
- Do** Provide facilities with literature order forms and encourage them to supply their own NA literature

**PSYCHIATRIC/FORENSIC UNIT MEETINGS**

- Do** Start and end on time
- Do** Clearly state that Narcotics Anonymous is separate from the psychiatric/forensic unit and from other fellowships
- Do** Emphasize that NA recovery is available to all addicts regardless of drug(s) used

**RESIDENT MEETING PARTICIPATION**

- Do** Emphasize the importance of attending a Narcotics Anonymous meeting the first day out of the unit

**PANEL LEADERS AND MEMBERS**

- Don't Allow a member who has outstanding warrants to participate in a psychiatric/forensic unit meeting**
- Don't Bring any contraband items and weapons into the unit**
- Don't Take messages and carry letters in or out of the psychiatric/forensic unit**
- Don't Show favoritism to any inmates**
- Don't Bring an NA member who has friends and/or family in the psychiatric/forensic unit**
- Don't Wear flashy jewelry and don't carry excessive cash**
- Don't Use excessive profanity**

**UNIT GUIDELINES**

- Don't Debate which drugs are acceptable; remember we have no opinion on outside issues**
- Don't Debate any issues involving the psychiatric/forensic unit's rules, regulations, methods, and other fellowships with residents and staff**
- Don't Discuss conditions within the psychiatric/forensic unit**
- Don't Discuss psychiatric/forensic unit staff members with residents**
- Don't Discuss resident(s) with psychiatric/forensic unit staff members**
- Don't Sponsor resident(s) in the psychiatric/forensic unit that you are attending as an H&I member**
- Don't Accept money or gifts from, or give money or gifts to any inmate**

**MEETING GUIDELINES**

- Don't Read too many literature selections at the beginning of the meeting. Keep it short and simple to keep their attention.**
- Don't Give anyone within the psychiatric/forensic unit your address or telephone number**
- Don't Provide anyone with another NA member's address or telephone number**
- Don't Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)**
- Don't Ask what type of crime a resident has been convicted of, and discuss guilt or innocence**
- Don't Break another person's anonymity**
- Don't Emphasize 'using days' while sharing an NA message of recovery"**

*Intent:* To enhance their clarity and readability.

This motion would amend WSC policies as listed in the Appendix, page 35.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

*Mike Cunningham, Chairperson*

## WSC PUBLIC INFORMATION COMMITTEE

At WSC'96, the WSC Public Information Committee submitted a work plan that was adopted by the conference. The fifth objective of that work plan was to submit a plan for conference year 1997-98 activities in the 1997 *Conference Agenda Report*. The work plan and motion follow.

### WSC PI Committee Work Plan Proposal for CY 1997-98

#### Primary Goals

1. Complete work on the *Guide to Public Information*, and finish preparation for distribution and consideration by the WSC in the 1998 *CAR*.
2. Continue the work on the *Guide to Phoneline Service* and submit a plan for activities for CY 1998-99 activities in the 1998 *CAR*.

#### Secondary Goals

1. In accordance with WSC Public Information Committee's vision and mission, the committee will seek to organize a "Public Information Auxiliary." This "PI Auxiliary" will be comprised of groups of public relations-minded addicts in geographic sections as defined by language, culture, and the NA service structure. These groups will be designed to help the WSC PI Committee coordinate PI educational activities for all service groups and their individual members. We will have this PI Auxiliary ready during CY 1997-98.

#### Objectives

1. Complete review and input for the *Guide to PI* by the WSC PI Committee work groups.
2. Identify and delegate specific assignments for development and revisions of the *Guide to Phoneline Service*.
3. Communicate through the *PI News*, the *Conference Report*, and *The NA Way Magazine* the WSC PI Committee's call for PI-minded addicts to join our "Public Information Auxiliary."

#### Primary Project Activities

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 should be scheduled in 1997 to facilitate the completion of work on the revised *Guide to PI* in a reasonable time-frame before the deadline for submission to the 1998 *CAR*.
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 throughout the year through the *Conference Report* and the *PI News*.

#### Secondary Project Activities

1. Write articles on the need for a worldwide network of PI-minded addicts.
2. A mailing to NA forums for assistance in recruiting PI-minded addicts.



**Motion 9: To approve the WSC Public Information Committee work plan proposal to complete work on the *Guide to PI* and continue the work on the *Guide to Phonenumber Service*.**

*Intent:* This will fulfill Objective Five of the work plan adopted at WSC'96.

This motion would not amend any WSC policies.

*Financial Impact:* The annual expense and cost associated with the two projects could be \$10,000 - \$16,000 depending on several variables.

Tony Walters, Chairperson

## WSC LITERATURE COMMITTEE

### WSCLC 1997-98 "A" WORK LIST

#### Step Working Guides

Continuing this project is in keeping with last year's decision of the World Service Conference that it be the priority project of the WSCLC. By the time the *Conference Agenda Report* is published, we will have sent out the review-and-input drafts for Steps One through Four and be well into developing the review-and-input drafts for Steps Five through Eight, which will be sent out shortly thereafter. The current timeline being used calls for this project to be submitted in final form in the 1998 *Conference Agenda Report* for approval at that year's WSC.

The format for the *Step Working Guides* has narrative interspersed with questions. The source material for this project has come from many regional and area literature committees. It is extremely important that all regional and area literature committees take part in the review-and-input phase of this project.

#### Sponsorship Booklet

This project, although it is an "A" list item, is not currently being worked on due to budgetary constraints as well as other reasons.

This project has been developed by a working group of the WSCLC from source material provided by regional and area literature committees 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, WSC'95), was to have an additional chapter in the Basic Text.

This booklet, expected 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.

The WSCLC requests that the 1997 World Service Conference adopt the following motion to establish the priority list for this coming conference year 1997-98.

#### Motion 10: To approve the WSCLC's "A" worklist for the 1997-98 conference year:

- (1) Step Working Guides
- (2) Sponsorship Booklet

*Intent:* Adoption of this motion will prioritize WSCLC projects for the 1997-98 conference year.

This motion would not amend any WSC policies.

*Financial Impact:* A priority list does not necessarily imply funding. The annual expense and cost associated with the two projects could be \$30,000 - \$50,000 depending on several variables.

#### Other Projects

The WSCLC has other projects in various stages of development. These comprise our "B," "C," and "D" lists (see Addendum 2). It is very important that regional and area literature committees continue to examine our current inventory of IPs and advise the WSCLC on any recommendations for changes.

*Jorge Blanco, Chairperson*

## WSC POLICY COMMITTEE

Following the 1996 World Service Conference's vote to release *A Guide to Local Services in Narcotics Anonymous* for a nine-month approval process, the WSC Policy Committee released the document in approval form. And, as we stated we would do at that conference, we are now presenting a motion to approve *A Guide to Local Services in Narcotics Anonymous*.

The WSC Policy Committee has devoted a considerable amount of time and effort to preparing *A Guide to Local Services in Narcotics Anonymous* for release and is presenting the following motions for your consideration, with gratitude for having had the opportunity to serve:

**Motion 11: To approve Addendum 3A, *A Guide to Local Services in Narcotics Anonymous*.**

*Intent:* Adoption of this motion will place *A Guide to Local Services in Narcotics Anonymous* in the WSO inventory as fellowship-approved service material.

This motion would not amend any WSC policies.

*Financial Impact:* This could result in a one-time increase in net income of \$2,250 - \$5,000.

At the 1996 World Service Conference, the WSC Policy Committee reported it would be reviewing *A Temporary Working Guide to Our Service Structure* for material concerning local services, and would consider recommending removal of this material if *A Guide to Local Services in Narcotics Anonymous* was approved. We have completed this review and consider the topics covered in the local service section of TWGSS to be more thoroughly addressed in *A Guide to Local Services in Narcotics Anonymous*. We believe that, pending its approval, those seeking information on local services would be better served by *A Guide to Local Services in Narcotics Anonymous* than the material in *A Temporary Working Guide to Our Service Structure*.

The WSC Policy Committee will present the following motions only if *A Guide to Local Services in Narcotics Anonymous* is approved. We do not believe that approval of *A Guide to Local Services in Narcotics Anonymous* means that TWGSS must be revised, and do not want to give the impression that approval of *A Guide to Local Services in Narcotics Anonymous* mandates approval of the TWGSS motions; it does not. However, since we do intend to present the following motions that will impact the local services section and references in TWGSS if *A Guide to Local Services in Narcotics Anonymous* is approved, we also believe that the most responsible course is to make you aware of this intent and the motions now.

**Motion 12: To remove wording from the 1996 *Temporary Working Guide to Our Service Structure* that is redundant and/or inconsistent with *A Guide to Local Services in Narcotics Anonymous* by amending the following sections in the 1996 TWGSS:**

- Page 1, "The Purpose And Function of the Service Units of Narcotics Anonymous," by deleting points one (1) through four (4).
- Page 1, "The Purpose and Function of the Service Units of Narcotics Anonymous," by renaming it "The Purpose and Function of the World Service Units of Narcotics Anonymous."
- Pages 1-9, "Member" through "Regional Service Representative," by deleting it in its entirety.
- Page 9, World Service, 1<sup>st</sup> paragraph, 1<sup>st</sup> sentence, by deleting it in its entirety.
- Page 9, World Service 1<sup>st</sup> paragraph, 2<sup>nd</sup> sentence by replacing the words "These are the services..." with "World services are those..."

*Intent:* That *A Temporary Working Guide to Our Service Structure's* single focus be world service guidelines and policies.

This motion would amend WSC policies as listed in the Appendix, page 38.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

**Motion 13: To change the name of *A Temporary Working Guide to Our Service Structure* to *A Temporary Working Guide to Our World Service Structure*.**

*Intent:* To rename the document to reflect its content.

This motion would not amend any WSC policies.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

**Motion 14: To amend the 1996 *Temporary Working Guide to Our Service Structure* by replacing references to ASR, Area Service Representative, RSR, Regional Service Representative, and Representative with RCM, Regional Committee Member, RD, Regional Delegate, and Delegate respectively.**

*Intent:* To have the language in the *A Temporary Working Guide to our World Service Structure* be consistent with the language in *A Guide to Local Services in Narcotics Anonymous*.

This motion would amend WSC policies as listed in the Appendix, page 48.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

*The Group Booklet* was adapted from "The NA Group" chapter of an earlier draft of *A Guide to Service in Narcotics Anonymous*. "The NA Group" chapter of *A Guide to Local Services in Narcotics Anonymous* is from the final draft of *A Guide to Service in Narcotics Anonymous* and contains some changes and additional information, when compared to its predecessor. We are therefore recommending that should *A Guide to Local Services in Narcotics Anonymous* be approved, the contents of *The Group Booklet* be replaced with the chapter entitled "The NA Group" from *A Guide to Local Services in Narcotics Anonymous*. Please see Addendum 3B for a side-by-side comparison of the two documents.

**Motion 15: Replace the contents of *The Group Booklet* with the chapter, "The NA Group," pages 26 through 46 of *A Guide to Local Services in Narcotics Anonymous*.**

*Intent:* That *The Group Booklet* be consistent with the material on "The NA Group" in *A Guide to Local Services in Narcotics Anonymous*

This motion would amend the following NA fellowship-approved literature: *The Group Booklet* (see Addendum 3B for side-by-side comparison).

*Financial Impact:* Based on annual sales of this booklet, this could result in a one-time increase in net income of \$800 - \$1,500.

Mary Chant-Valentine, Chairperson

## REGIONAL MOTIONS

The following motions have been considered by conference boards and committees. In the WSC section of *A Temporary Working Guide to our Service Structure*, under Committee System, the following process is prescribed:

- "All input to the conference, including questions, ideas, motions, suggestions, etc., is directed to a specialized committee." (Page 17)
- "The committee discusses each item of input during the committee sessions. The committee then drafts a brief report on the discussion (including all important points, pro and con). The report is later presented to the World Service Conference as a whole." (Page 21)
- "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 22)

Recommendations on each of these motions by the respective world service boards and/or committees are listed following each motion. You will notice that many of the recommendations from the boards and committees this year were to "refer to the Transition Group." Based on the resolutions passed at WSC'96, the Transition Group was directed to develop a world service structure and present it at WSC'98. At this year's annual meeting, the group will be half-way through a two-year process. We believe it is wise for conference participants to examine the completed work of the Transition Group before any structural changes are considered. Therefore, we have recommended referral of these motions, so that they can be considered as input to the Transition Group without circumventing the process.

**Motion 16: To distribute the *Conference Agenda Report* at least one hundred fifty days prior to the annual WSC meeting.**

*Intent:* To allow non-English-speaking regions enough time to translate the CAR and workshop it, so that their representatives are able to carry an informed conscience.

*Maker:* Brazil Region

This motion would amend WSC policies as listed in the Appendix, page 49.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

### RECOMMENDATIONS

*WSC Administrative Committee:* Refer to Transition Group

*WSO Board of Directors:* Refer to Transition Group

The WSO board agrees with this motion in principle but cannot support its adoption under the present conference cycle. It would not make sense to initiate this major adjustment to the conference system now, and then adjust it again when the Transition Group finishes its work.

*World Service Board:* To reject

Currently the WSC operates on a one-year conference cycle, with ninety days for fellowship consideration of the *Conference Agenda Report*. With the required deadlines, this allows for only six months of actual working time to complete projects. We believe that in our current structure to reduce the actual work time to four months, based on this motion, is not practical. This was a key problem identified in our world service inventory

that is currently being worked on by the Transition Group. We support the TG's work and believe that structural changes should not take place until the completion of that work. Therefore we recommend rejection of this motion.

*WSC Policy Committee: Refer to Transition Group*

*World Convention Corporation: Refer to Transition Group*

The WCC supports the intent of this motion, but we believe that its implementation under the current conference structure is problematic. Based on the way that the conference conducts business today, this motion would negatively impact the ability of the WCC to include items in the *CAR* by significantly restricting the schedule for completion of board work to be included in the *Conference Agenda Report*. However, the Transition Group could reasonably address the concerns raised in this motion as part of its deliberations on Resolution A. We believe that allowing the Transition Group the opportunity to consider this motion is the appropriate course of action.

*WSC H&I Committee: Refer to Transition Group*

*World Service Translation Committee: No recommendation*

Historically, the WSTC has refrained from engaging in the policy-making aspects of the conference. Therefore, we abstain from giving a recommendation on this motion.

*WSC Public Information Committee: Refer to Transition Group*

This motion has to do with structural changes, and we would not like to hinder the process we have begun by trying to micromanage the Transition Group.

*WSC Literature Committee: Refer to Transition Group*

The WSC Literature Committee agrees with this motion in principle but cannot support its adoption, given the present conference calendar. We ask the Transition Group to view our reasoning as positive input regarding the intent of this motion.

**Motion 17: To create a World Service Conference where voting is limited to RSRs only. This would be accomplished by amending the *Temporary Working Guide to Our Service Structure*, 1996 edition, as follows:**

**Page 11, "World Service Board of Trustees Operational Procedures," 1<sup>st</sup> paragraph, 5<sup>th</sup> sentence, by deleting the following: "and also serves as a full participant at the annual meeting of the WSC."**

**Page 15, "Guidelines of the World Service Conference," Section 1, by deleting Paragraphs B, C, and E and replacing them with the following:**

**B. The participants of the World Service Conference consist of:**

- 1. Duly elected regional service delegates**
- 2. In the absence of a duly elected regional service delegate, the conference may recognize a qualified replacement from that region.**

**C. Only conference participants are allowed to vote. When RSRs are not on the floor of the conference, duly elected alternates may vote, make motions, or address the conference. [No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. Committee vice chairs and RSR alternates are considered to be the same "member" as their respective chair/RSR.] The World Service Office executive director(s) will be allowed to address the conference, to make reports, answer questions,**



and discuss matters of their responsibilities when requested by the conference.

- E. All members of the World Service Board of Trustees, World Service Office Board of Directors, the WSC Administrative Committee, and the chairs and vice chairs of the WSC standing committees are allowed a seat on the floor of the WSC. Except for voting, all other conference participation privileges are granted to these members.

Page 16, Section II, "The Consensus of the World Service Conference," by deleting paragraph E in its entirety.

*Intent:* To keep the decision-making process grounded in the Second Tradition by placing the final responsibility and authority for NA services with the NA groups (Second Concept) through their regional service representatives.

*Maker:* California Inland Region

This motion would amend WSC policies as listed in the Appendix, page 50.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

## RECOMMENDATIONS

WSC Administrative Committee: Refer to Transition Group

Interim Committee: No Recommendation

WSO Board of Directors: Refer to Transition Group

World Service Board: To reject

Currently, all voting on old business and on matters related to the fellowship's intellectual properties is by RSRs only. These matters are sent out in the *Conference Agenda Report* so that RSRs can gather a group conscience, which they vote at the World Service Conference. New business is not sent out to the fellowship for group conscience, so no RSR would have a conscience to carry on matters of new business. An RSR has no more group conscience on new business than any other participant of the conference. Matters of new business relate to conference procedures and administration; we believe such matters require a conscience of the conference, not the fellowship. Therefore, matters of new business should be voted on by that group (WSC), following Concept Seven's explanation of full participation. In this way we can fulfill our Second Tradition: "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." In addition, we believe this was a key issue identified in our world service inventory; as such, it is currently being considered by the Transition Group. We support the TG's work and believe that structural changes should not take place until the completion of that work. Therefore, we recommend rejection of this motion.

WSC H&I Committee: Refer to Transition Group

WSC Policy Committee: Refer to Transition Group

WSC Public Information Committee: Refer to Transition Group

The WSC Public Information Committee recommends referring this motion to the Transition Group because this motion has to do with structural changes, and we would not like to hinder the process we have begun by trying to micromanage the Transition Group.

WSC Literature Committee: To reject

**Motion 18: To direct the World Service Office to reduce the retail price of the Basic Text by fifty percent.**

*Intent:* To make the Basic Text more readily available to addicts who cannot currently afford it.

*Maker:* Colorado Region

This motion would not amend any WSC policies.

*Financial Impact:* A 50% reduction in the gross income for Basic Texts would be about \$1,071,201. About \$321,360 (\$192,816 to Regions and Areas) of this amount would normally be applied in discounts. The net affect would be a reduction of income after discounts of about \$749,841 (about 20% of the total 1996 income after discounts).

**RECOMMENDATIONS**

*WSO Board of Directors:* To reject

The Basic Text still represents the single largest source of income to the WSO. Approximately half of our income is spent in the provision of service to members, groups, areas, and regions in more than seventy countries. The effect of this motion would be the elimination of a significant portion of all fellowship services. We will be sending out a comprehensive report on the price of the Basic Text prior to the conference.

*World Service Board:* To reject

Currently, the World Service Office operates on revenues generated by the sale of the Basic Text. Reducing the selling price of the Basic Text by fifty percent would require reducing services provided to the fellowship by approximately fifty percent to offset the loss of revenue. We believe this would render our World Service Office ineffective and significantly compromise the fellowship's ability to carry its message worldwide. NA's array of booklets and pamphlets include many low-cost items that effectively carry the message of recovery. We acknowledge and encourage our members' efforts to provide Basic Texts for newcomers or others who cannot afford to purchase one.

**Motion 19: To direct all world service boards and committees to investigate and propose alternative ways to complete their work in such a way as to reduce their travel expenses by twenty-five percent of their 1996-97 budget levels. This reduction in travel expenses will be presented by the Interim Committee during the budget session at the 1998 WSC annual meeting. This will effect the 1998-99 WSC budget and the 1999 budget of the WSO and WCC.**

*Intent:* To divert funds that are currently being used for travel to other areas.

*Maker:* Colorado Region

This motion would not amend any WSC policies.

*Financial Impact:* The cost of the investigation and developing alternative proposals would be approximately \$2,500 - \$5,500. Travel expenses for one year are approximately \$490,000.

**RECOMMENDATIONS**

*WSC Administrative Committee:* Refer to Transition Group

*Interim Committee:* To reject

The Interim Committee is always looking for ways to reduce travel costs. We believe that the eventual consolidation of the conference's administrative duties and financial responsibilities into a single board functioning under a unified budget will reduce overall administrative expenses. However, to adopt this motion now would be to prematurely

restrict any forthcoming proposals from the Transition Group regarding the administration of budgetary and/or travel allocations. We also believe that, while the intent of this motion is directed toward reduced travel expense, we share the WSB's concerns about the limitations this motion could place upon individuals' ability to serve based on their personal finances. Therefore, we recommend rejection of this motion.

*WSO Board of Directors: Refer to Transition Group*

The WSO Board believes that one of the purposes of the resolutions to create a single board and a unified budget for world services is to help reduce the current administrative overhead. That overhead includes travel, staff time, meetings, mailings, phone calls, etc. Rather than mandate some set reduction under the current system, we believe it more responsible to wait for the recommendations and discussions from the Transition Group.

*World Service Board: To reject*

Currently, world service travel is confined to meeting attendance, developmental travel, and workshop or forum attendance. We believe the current budget limits our ability to provide fellowship development services. If the budget allowed, we would be seeking an increase to the line item for travel. Additionally, We believe that to significantly reduce this travel would compromise an elected trusted servant's ability to fulfill the responsibilities for the position to which he or she was elected. As a result, the reduction in travel would limit participation in world services to those who could afford it or those who lived in certain locations. We believe that our fellowship has grown over the past years from an isolated western United States service system to a worldwide service delivery system that allows anyone, regardless of their location or financial status, to serve our fellowship. We believe this motion would force us to revert once again to an isolated service delivery system. Therefore, we recommend rejection of this motion.

*World Convention Corporation: To reject*

This motion would significantly impair our ability to plan a world convention. Face-to-face interaction with volunteers, hotels, meeting facilities, and vendors is essential during the planning of a world convention. This motion requires us to make decisions today about tomorrow's business without having information available on projected income and expenses, or knowledge of the projects and workload of the corporation for the timeframe indicated in the motion. Since much of the work of planning conventions is time-specific, complete information would be needed in order to determine if travel can either be eliminated or alternatives found that would not impede the work of the corporation.

*WSC Policy Committee: Refer to Transition Group*

*WSC H&I Committee: Refer to Transition Group*

*WSC Public Information Committee: Refer to Transition Group*

The WSC Public Information Committee recommends referring this motion to the Transition Group because this motion has to do with structural changes, and we would not like to hinder the process we have begun by trying to micromanage the Transition Group.

*World Service Translation Committee: To reject*

This motion would dramatically impact this committee. If the WSTC had to cut travel expenses by twenty-five percent, it would require us to consider where someone lived and, consequently, typical airfare costs from that location when evaluating a person's qualifications to sit on this committee. We believe that this committee and the fellowship need to be careful not to create boundaries for committees that may produce such a potentially discriminatory scenario. Since more than half of the committee resides in

countries outside of the United States, a twenty-five percent reduction in travel expenses would inevitably affect our ability to execute our work. The WSTC has to have meetings, but at the same time the WSTC will continue to look for and institute cost-saving measures in *all* areas of its operations.

*WSC Literature Committee: No recommendation*

The WSC Literature Committee has no recommendation because we budget according to our own projects.

**Motion 20: That all World Service Conference elections be decided by vote of the RSRs.**

*Intent by Georgia Region:* To allow the regions represented to have the voice in choosing the trusted servants of the World Service Conference.

*Intent by New England Region:* To have trusted servants at the World Service Conference be elected by those they serve through the voice of the regional service representatives.

*Intent by Portugal Region:* That only RSRs participate in the selection of world trusted servants. To further a greater rotation of members in world service and therefore lessen the tendency for perpetuating the same people in world service positions.

*Makers:* Georgia Region, New England Region, and Portugal Region

This motion would amend WSC policies as listed in the Appendix, page 51.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

**RECOMMENDATIONS**

*WSC Administrative Committee: Refer to Transition Group*

*WSO Board of Directors: Refer to Transition Group*

*World Service Board: To reject*

Currently, the WSC elects members to serve as conference officers and committee chairpersons. It also elects trustees and members to serve in other task-oriented positions. We believe that removing from certain segments of the conference the ability to elect those who serve them denies them the ability to elect qualified leaders and does not allow them full participation in the conscience of the World Service Conference. In addition, removing those who are not RSRs from participation in developing the conference's conscience removes a significant amount of experience and knowledge that is essential when electing qualified leaders. We believe this motion is not consistent with our Twelve Concepts for Service, nor will it further our efforts to elect the most qualified leadership. In addition, this issue is currently under consideration in the Transition Group. We support the TG's work and believe that structural changes should not take place until the completion of that work. Therefore, we recommend rejection of this motion.

*WSC Policy Committee: Refer to Transition Group*

*WSC H&I Committee: Refer to Transition Group*

*WSC Public Information Committee: Refer to Transition Group*

The WSC Public Information Committee recommends referring this motion to the Transition Group because it has to do with structural changes, and we would not like to hinder the process we have begun by trying to micromanage the Transition Group.

*WSC Literature Committee: To reject*

**Motion 21: That the clean time requirements for the World Service Board of Trustees be increased from eight years to twelve years.**

*Intent:* To increase the clean time requirements for the members of the board of trustees.

*Maker:* Georgia Region

This motion would amend WSC policies as listed in the Appendix, page 52.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

**RECOMMENDATIONS**

*World Service Board:* Refer to Transition Group

The World Service Board agrees with this motion in principle but does not believe that this is the appropriate time to deal with this issue. We support the TG's work and believe that changes of this nature should not take place until the completion of that work. We recommend that this motion be referred to the Transition Group.

*WSC Policy Committee:* Refer to Transition Group

**Motion 22: That the results from the complete election process be printed and distributed to voting World Service Conference participants and all nominees. This process shall include all results from all tallies from each ballot.**

*Intent:* To inform the conference participants of the complete tally, balloting, and results from the election process and establish this as standing policy of the WSC.

*Maker:* Georgia Region

This motion would not amend any WSC policies.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

**RECOMMENDATIONS**

*WSC Administrative Committee:* To reject

The WSC Administrative Committee believes this motion is in conflict with the anonymity spoken of in Tradition Twelve, allowing personalities to come before principles. We believe that announcing the vote count would compromise the integrity of the election process and, therefore, we recommend rejection of this motion.

*WSC Policy Committee:* To reject

WSC Policy Committee believes this will not enhance the effectiveness, efficiency, or integrity of the election process, and on these grounds recommends rejection. In addition, the committee is concerned that the release of such information may well serve to place personalities before principles.

**Motion 23: To amend the motion previously adopted by the 1992 World Service Conference (*Temporary Working Guide to Our Service Structure*, 1996 edition, page 26, tenth motion down) by adding the following language at the end: "When requested by the conference, the designated representative of any zonal forum will be allowed to address the conference, make reports, and answer questions pertaining to specific information. Any zonal forum with a registered address with the WSO will receive the same WSC mailings as conference participants."**

*Intent:* To allow for an additional voice to provide specific information on issues where needed.

*Maker:* Lone Star Region

This motion would amend WSC policies as listed in the Appendix, page 52.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

#### **RECOMMENDATIONS**

*WSC Administrative Committee:* To adopt

#### **Motion 24: To edit the NA video entitled *Just for Today* to include at least one extra actress during the Twelfth-Step call.**

*Intent:* To keep in line with the teachings of Narcotics Anonymous that a minimum of two persons be utilized when making a Twelfth-Step step call.

*Maker:* Mid-America Region

This motion would not amend any WSC policies.

*Financial Impact:* The cost of a complete new video project could be approximately 6% more than the original project, \$75,000 - \$100,000.

#### **RECOMMENDATIONS**

*WSO Board of Directors:* To reject

This single scene in the video can not be redone. The actress cannot be located and it would be difficult to match the existing footage. The alternative is to produce an entirely new video. Due to the cost of undertaking a new video project, the current financial position of the WSO, and the sales level of this item (less than 100 copies sold in 1996), the board recommends to reject at this time.

*World Service Board:* Refer to the WSO Board of Directors

We would support the inclusion of an additional person on the Twelfth-Step call in the video, if it were not cost prohibitive to do so. However, because we do not have expertise in film production, we recommend that this motion be referred to the WSO Board of Directors for a definite period so that the effects of this motion can be researched.

*WSC PI Committee:* Refer to WSO Board of Directors

The WSC Public Information Committee recommends submitting this motion to the World Service Office Board of Directors because this motion will have some financial impact on the fellowship and, therefore, needs to be researched before we can recommend adoption.

#### **Motion 25: To direct the World Service Office to increase the size of the “Just for Today” poster to approximately 150% of its current size.**

*Intent:* To make the poster easier to read at a distance and still keep it smaller than the Twelve Steps and Twelve Traditions posters.

*Maker:* New England Region

This motion would not amend any WSC policies.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

**RECOMMENDATIONS**

*WSO Board of Directors: Recommend to not consider*

The WSO board will increase the size of this poster after we have sold our existing inventory. This type of request can be made directly to the WSO board and does not require a conference motion.

**Motion 26: That the World Convention Corporation program common-needs meetings at world conventions and delete statement #5 from the *Convention Guidelines*, page 26.**

*Intent:* To ensure the diversity of the fellowship is acknowledged and celebrated at our conventions in the spirit of unity and our primary purpose.

*Maker:* Aotearoa New Zealand Region

This motion would amend WSC policies as listed in the Appendix, page 52.

*Financial Impact:* Given current practices and considerations, the financial impact, if any, of this motion is very unclear.

**RECOMMENDATIONS**

*World Service Board: To reject*

We believe that this motion was offered at WSC'96 and was committed to the World Convention Corporation for discussion and a report at WSC'97. To adopt this motion prior to receiving the report is premature and does not support having an informed conscience.

*World Convention Corporation: Refer to WCC*

Motion #84, which addressed the issue of "common needs meetings," was committed to us at WSC'96. Motion #84 reads, "That the WCC research the need for common needs meetings, workshops, or forums at world conventions of NA and report back to the next WSC." It is premature for us to render any opinion at this time since the current WCC board has not had the opportunity to consider the issue of common needs. The only time the board has met since WSC'96 was two weeks following the last conference. Motion #84 is due to be discussed at our January 1997 board meeting as we review our guidelines and plan for WCNA-27. We will be report the results of those discussions to the WSC in the March 1997 *Conference Report*.

**Motion 27: The World Service Conference budget shall include funding for travel expenses for voting members to attend approved meetings and/or work group meetings of their respective WSC standing committee.**

*Intent:* Give trusted servants from all regions equal opportunity to serve on WSC committees.

*Maker:* Northern California Region

This motion would not amend any WSC policies.

*Financial Impact:* Given current practices and considerations, the financial impact of this motion is very unclear. The variables are many. As a guideline, however, if all of the trusted servants (intended to be covered by this motion) were to meet for one day, the cost would be about \$22,800. The cost would escalate at a rate of about \$2,700 per day for each additional day of meeting time.

**RECOMMENDATIONS**

*WSC Administrative Committee: Refer to Transition Group*

*WSO Board of Directors: Refer to Transition Group*

The WSO board supports the intent of this motion, but does not believe that it is possible to implement at the present time. The Transition Group has been charged with proposing a single board for world services, which we believe will include funding for projects as they are prioritized.

*World Service Board: Refer to Transition Group*

We are in support of this motion in principle but do not believe that it should be mandated, because funds may not always be available. In addition, this issue is part of the Transition Group's discussions. We support the TG's work and believe that changes of this nature should not take place until the completion of that work. We recommend that this motion be referred to the Transition Group.

*WSC Policy Committee: Refer to Transition Group*

*WSC H&I Committee: Refer to Transition Group*

*WSC Public Information Committee: Refer to Transition Group*

The WSC Public Information Committee recommends submitting to the Transition Group because it has to do with structural changes, and we would not like to hinder the process we have begun by trying to micromanage the Transition Group, although we do have strong feelings about this motion and support its intent.

*WSC Literature Committee: No recommendation*

**Motion 28: That the World Service Board of Trustees develop six service messages to be included in the 1998 Conference Agenda Report for fellowship approval. These service messages would then be put on posters for distribution and become inventory items in the WSO Product Catalog.**

*Intent:* So that meeting places, clubhouses, and service offices can have a gentle reminder that service is what makes NA possible and a part of our recovery process.

*Maker:* Ohio Region

This motion would not amend any WSC policies.

*Financial Impact:* There are too many undefined variables to project a reliable cost for this project. For instance there is no reference to translations. However, assuming that they would be produced only in English and based on factors associated with similar projects, the cost of development and approval could be \$12,000 - \$25,000. Based on sales of existing posters, the productions costs for 1,000 sets of six would be \$1,500 - \$2,000. The discounted income based on current poster pricing would be about \$4,550.

**RECOMMENDATIONS**

*World Service Board: To reject*

We believe that our existing workload and priorities prevent us from accepting this project.

*WSO Board: No Recommendation*

The WSO board does not have sufficient information about what the maker of this motion is looking for as the content for these posters. If the conference wishes, these items could be produced.

**Motion 29: That all zonal forums registered with the World Service Office be entitled to receive all the same World Service Conference mailings as conference participants.**



*Intent:* To follow up on the motion that was approved at WSC'92 in Dallas, which stated that "the World Service Conference affirms that zonal forums...are valuable components of NA." Allowing zonal forums to receive all major WSC mailings would "support the continued work of the zonal forums...." By adopting this motion, the conference will be enhancing communication with those valuable components of NA, thus furthering unity.

*Maker:* Portugal Region

This motion would not amend any WSC policies.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

### RECOMMENDATIONS

WSC Administrative Committee: To adopt

WSO Board of Directors: Recommend to not consider

The zonal forums who have asked to be added to the mailing list are already receiving conference participant mailings.

**Motion 30:** To change the review and/or revision provision of the World Service Conference Mission Statement as stated in the *Temporary Working Guide to Our Service Structure*, 1996 edition, page 14, footnote #5, by deleting the language "future World Service Conferences" and replacing it with "through the *Conference Agenda Report*."

*Intent:* To allow the groups to participate in any changes to the WSC Mission Statement. This will also be consistent with the current policy for the WSC Vision Statement as amended and adopted at the 1996 WSC.

*Maker:* South Florida

This motion would amend WSC policies as listed in the Appendix, page 53.

*Financial Impact:* Given current practices and considerations, the motion would have little or no financial impact.

### RECOMMENDATIONS

WSC Administrative Committee: To adopt

**Motion 31:** To add the following three paragraphs to the White Booklet, *Narcotics Anonymous*; and IP #1, *Who, What, How, and Why*; immediately following the Twelve Traditions sections:

"Understanding these traditions comes slowly over a period of time. We pick up information as we talk to members and visit various groups. It usually isn't until we get involved with service that someone points out that 'personal recovery depends on NA unity,' and that unity depends on how well we follow our traditions. The Twelve Traditions of NA are not negotiable. They are the guidelines that keep our fellowship alive and free.

"By following these guidelines in our dealings with others, and society at large, we avoid many problems. That is not to say that our traditions eliminate all problems. We still have to face difficulties as they arise: communication problems, differences of opinion, internal controversies, and troubles with individuals and groups outside the fellowship. However, when we apply these principles, we avoid some of the pitfalls.

**"Many of our problems are like those that our predecessors had to face. Their hard-won experience gave birth to the traditions and our own experience has shown that these principles are just as valid today as they were when these traditions were formulated. Our traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work. "**

***Narcotics Anonymous, Fifth Edition, p. 58***

**This change can be done as World Service Office inventories of these items are depleted and reordering is done.**

*Intent:* To put more information about the traditions in the White Booklet, *Narcotics Anonymous*; and IP #1, *Who, What, How, and Why*, making it consistent with our group reading card.

*Maker:* South Florida Region

This motion would not amend any WSC policies.

*Financial Impact:* Given current practices and considerations, the financial impact of this motion is very unclear. The possible impact could be severely negative.

### **RECOMMENDATIONS**

*WSO Board of Directors:* To reject

IP#1, *Who, What, How, and Why*, is usually the first piece of recovery literature that is translated by local translation committees. It is ideally suited for this purpose because it contains the Twelve Steps and Twelve Traditions and is not a lengthy piece. The proposed revision would also impact the White Booklet, *Narcotics Anonymous*. We believe that amending the White Booklet and IP #1 would be impractical and cumbersome for the translations process.

*World Service Translations Committee:* To reject

The WSTC's recommendation is to reject. If this motion passed, it would require seventeen language groups to drop their current projects and divert their resources to make these revisions. Seen in the light of the overwhelming work priorities we are currently facing, we can't support non-essential revisions to our literature, at least for the time being.

*World Service Board:* To reject

We recommend rejecting this motion because it would adversely affect local translation activities. In addition, we view the White Booklet, *Narcotics Anonymous*, as a historical piece that should not be changed.

*WSC Literature Committee:* To reject

We recommend rejection of this motion because it would negatively impact local translation committee efforts. We wish to remain supportive of the WSTC's direction.

**Motion 32: That the World Service Office put aside \$250,000 a year until a ninety-day operating reserve has been established.**

*Intent:* To establish a prudent reserve that ensures continuous operation during temporary revenue shortfall.

*Maker:* Upper Midwest Region

This motion would not amend any WSC policies.

*Financial Impact: There is not any proposal to increase income in this motion, nor is there a defined dependency with any potential increase in income. The motion is thus a reallocation of existing projected income, without identification of the areas that would be affected (decreased or not funded) by the reallocation. The creation of a reserve of this size without defining conditions for use, appears to simply "tie up" cash and would have a severe negative financial impact on operations.*

#### RECOMMENDATIONS

*WSO Board of Directors: To reject*

We support the intent of this motion. The establishment of a prudent reserve is one of the goals of the current "WSO Business Plan." At the present time, the implementation of this motion is not possible. The language of this motion is too restrictive.

**Motion 33: That detailed accounts receivable information be provided in the World Service Office Annual Report. This information should include an aging sheet providing a breakdown of totals which are 30 days, 60 days, 90 days, and more than 90 days past due. Also, that the report list the names of regions and/or regional offices with a past due balance greater than five percent of the total outstanding accounts receivable as shown on the balance sheet.**

*Intent: To allow the home group member to see how his dollar is being handled and to make RSOs more accountable to the fellowship.*

*Maker: Volunteer Region*

This motion would not amend any WSC policies.

*Financial Impact: Given current practices and considerations, the motion would have little or no financial impact.*

#### RECOMMENDATIONS

*WSO Board of Directors: No recommendation*

Barring legal restrictions on disclosing such information, the WSO will comply with the will of the conference on this matter.

**Motion 34: That the World Service Conference proclaim every July to be "Freedom From Active Addiction" month. During this month the fellowship will be encouraged to purchase Basic Texts and provide them to individuals, facilities, schools, and libraries who do not have or cannot afford to buy their own books.**

*Intent: To carry the message of recovery to the newcomer, promote unity, and increase book sales.*

*Maker: Washington/Northern Idaho Region*

This motion would not amend any WSC policies.

*Financial Impact: There are too many undefined variables to project any approximate cost/income for this motion.*

#### RECOMMENDATIONS

*WSC Administrative Committee: To reject*

The WSC Administrative Committee believes that individual NA communities should make their own decisions about when and if to hold this type of event, and that the WSC should not proclaim when these events occur in the fellowship.

**APPENDIX  
LIST OF WSC POLICIES THAT WILL BE  
AMENDED IF THE FOLLOWING MOTIONS ARE  
ADOPTED**

**MOTION 3 would amend TWGSS'96**

**The following section entitled "*The NA Way Magazine*"  
(pages 31-32) would be deleted in its entirety:**

**Organization and responsibility**

The WSO should have overall management responsibility for the fellowship magazine. WSO shall receive all input, prepare layouts, print, and distribute the magazine. WSO shall have responsibility to edit, but editing will be limited to correction of grammatical, syntactical, and structural problems in an effort to promote continuity without altering the content or flavor of the article. They shall employ one or more individuals to discharge duties outlined herein and be responsible for the communications required. The principal employee selected to discharge responsibilities of the WSO for the production of the magazine shall be known as the managing editor. The person selected to be the managing editor must have had either two years previous experience in the writing and publication of professional quality print publications (newspaper or magazine) or four years college education in journalism.

A section shall be added to *The NA Way* which would report newsworthy happenings around the fellowship. This may include developments within various service boards or committees, local events in various areas that may be of interest to the fellowship as a whole, or any other news and information regarding Narcotics Anonymous.

A section shall be added to *The NA Way* which would include editorial comments from within the fellowship. The specific intent of this section would be to provide a clear statement from at least two sides on issues of concern to the fellowship, and to provide space for responsible replies from our readers. Such an editorial section would also provide the forum for statements by the trustees and for the fellowship's discussion of those statements.

The WSO shall charge a reasonable amount for the magazine on a yearly basis to cover the costs of the publication, including staff time and all materials and production costs.

**Editorial Board**

1. There shall be an editorial board that shall have the responsibility to edit. Editing will be limited to the correction of grammatical, syntactic, and structural problems in an effort to promote continuity without altering the content or flavor of the article. Except as noted in the following paragraph, the editorial board shall have authority to decide what is put in each issue and to decide which articles are to be included or not included.
2. The editorial board *shall not* have authority or ability to change in any manner the following: reports submitted for publication from WSC officers or subcommittee chairpersons, letters to the editor (although they will decide which letters will be included and which shall not), guest editorials and articles submitted by the trustees that represent decisions or announcements of the trustees in their capacity as custodians of the traditions.
3. The editorial board shall be composed of and include the managing editor, a trustee (referred to as associate editor) and a person selected by the WSC (referred to as associate

editor). Each member of this editorial board must have not less than five years abstinence at the time of initial participation.

4. At the annual meeting of WSC held in even numbered years, one person shall be elected by a majority vote to serve on the editorial board, who must reside close enough so as to have daily (if needed) direct supervision and participation. The person so elected shall serve for a period of two years. In the event the person elected does not complete the period of service, the chairperson of the WSC will appoint a qualified replacement within thirty days. The appointed replacement shall serve for the unexpired term of service until the next regular scheduled election.
5. The World Service Board of Trustees may select any of their members to serve as a member of the editorial board. The trustee selected must reside close enough so as to have daily (if needed) direct supervision and participation. However, the appointment should be made for a continuous period of not less than two years. In the event of resignation or other need of replacement of the trustee member of the editorial board, the World Service Board should act with dispatch in such selection. The editorial board shall continue to operate without interruption if there is not an appointed trustee acting as a member of the editorial board.

#### **Review Panel**

1. Articles submitted as stories, poems, etc., shall be reviewed by an additional review panel prior to their consideration by the editorial board for inclusion in the magazine. The review panel shall be composed of the following and their appointment shall be for a period of not less than two years. All members of the review panel must have not less than five years abstinence at the time of initial participation. The members: three trustees, three former NA newsletter editors and three individuals selected by the WSC.
2. The review panel shall review proposed articles and give individual suggestions for editing and improvement, or for rejection. The editorial board has the option of adopting any of the changes or all the changes proposed by the review panel, but may not include in the magazine articles that a majority of the review panel recommends not printing.
3. At the annual meeting of the World Service Conference nominations or volunteers will be accepted for members to serve on the review panel of *The NA Way*. Each volunteer or nominee must have not less than five years clean time at the time of nomination, and should have business experience or educational experience that will assist in the production of a fellowship magazine. From the volunteers and nominees not less than seven will be selected to serve.

The selection will be based on examples of work produced in actual practice by the members. Volunteers and nominees will be sent material for their participation over a period of months in order to obtain a sufficient exposure of their skills and abilities for the work to be done. A background in English, literature, or editing will be important tools. The selection will be upon unanimous agreement by the chairpersons of the World Service Conference, the World Service Board and the World Service Office for a period of service of one year. In order to consistently get the best efforts of our members, they can be assigned for successive terms. More than seven members may be assigned as more are found to be available with time, skills, and ability. Upon the resignation or failure of a member to reasonably participate, the member will be dropped from the Review Panel and a new member selected.

4. The World Service Board may select, in any manner they choose, the three members of their board to serve on the review panel. The three so selected shall not include the trustee selected to be a member of the editorial board. In the event that the trustees fail to select any of the required number of members (or select fewer than three) to serve in this capacity, or if the trustees selected individually fail to perform assigned duties during any thirty-day period, the review panel may continue to operate normally without input or participation by the absent trustees. The trustees selected for this service should be appointed and serve for a period of not less than two years.

### Concept of Service

The magazine for NA is one of the most important assets of the fellowship. As such, it should be managed on the basis of strict application of the concept of principles and not personalities. Each person who is elected to serve on the editorial board or review panel should accept this duty as a primary NA activity and subordinate other conflicting interests.

#### MOTION 4 would amend TWGSS'96

The following section entitled "*The World Service Conference Digest*" (page 36) would be deleted in its entirety:

An abbreviated version of each issue of the *World Service Conference Report*, known as the *World Service Conference Digest*, is distributed to all regional and area committees. Additionally, the *Digest* is available upon request, free of charge, to any NA member, group, service board, or committee. Each issue of the *World Service Conference Digest* is translated into a variety of languages, at the discretion of the WSC Administrative Committee.

The *World Service Conference Digest* contains summaries of *World Service Conference Report* material that is of interest and importance to the NA membership. *World Service Conference Report* items of specific use only to WSC participants are not included in the *Digest*. Such items include reports on WSC internal policy, notes on projects previously discussed in the *Digest* for which there is nothing new to report, and reports on minor adjustments to standing projects.

Free access to major reports from world service boards and committees on topics of continuing interest to the NA membership is offered to the *Digest* reader in each issue. These reports are listed on special order blanks appearing in the *World Service Conference Digest*.

#### MOTION 5 would amend TWGSS'96

A new 3rd paragraph would be added to the following section entitled "*The World Service Office*" (pages 9-10):

Probably the single busiest part of our service structure is the World Service Office (WSO). WSO is the main contact and distribution point.

One of the most important functions of the WSO is to link our widespread groups and members into a single, cohesive fellowship. The WSO stays in close contact with our groups, areas, and regions. This contact is maintained through correspondence, our quarterly newsletter, and through the representatives within our service structure. WSO offers considerable aid to new groups, existing groups with special problems, institutional groups, groups outside the United States, members who travel extensively, and loners. This aid is in

the nature of sharing the experience which other groups and members have reported to the WSO, and by putting those who seek aid in touch with other groups or members within our fellowship. The WSO is also available to aid conventions and conference committees, etc.

Another major function of WSO is the publication and distribution of literature. This office publishes yearly a *World Directory*,<sup>1.a</sup> quarterly newsletters, all World Service Conference material, and new literature in English and other languages. In order to provide these publications, WSO needs financial support. WSO is also responsible for the printing, warehousing, and distribution of all existing literature. Additionally, a number of kits such as the group starter kit are available.

In order to provide communications, coordination, information, and guidance services, the WSO must keep extensive files of correspondence and other records. These files include: letters to and from those who have contacted WSO; a file of all correspondence with each NA group; a record of all starter kits sent out; the name, address, and telephone number of all GSRs, ASRs, and RSRs; and the addresses of all general service committees and their officers. Along with these files and records, WSO keeps the archives of NA's history. These archives contain relevant documents, newspaper articles, photos of original meeting places, etc. Records such as these are necessary so that we may learn from our past mistakes, stay in contact with all of NA, and serve our fellowship.

One of the most difficult jobs of the World Service Office is dealing with public anonymity breaks. Due to the nature of our fellowship, no part of our service structure should ever serve as a disciplinarian. This would not be in keeping with our basic principles. When public anonymity breaks do occur, the WSO does function in an educational role. We try to explain to the individual or group and the media involved that actions of this type are in violation of our traditions, and that this type of publicity can potentially cause grave problems which could threaten the survival of our fellowship. It is never our place to attempt to punish—we can only try to prevent the recurrence of this type of problem.

<p><b>MOTION 6 would amend the Fellowship Intellectual Property Trust</b></p>
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**Section 12, "Trustee Reporting Obligation" (page 20), would be replaced:**

Each year, the Trustee shall give a full written report of its activities to the Trustor. This report shall be delivered to all participants of the World Service Conference at or before its annual meeting, and shall be available at cost or less to any Narcotics Anonymous member. This report shall include:

1. An audit of the Trust for the previous year. Additionally, every five years it shall include a performance audit of the Trustee's fiscal management procedures. These audits shall be performed by a certified public accountant.
2. A description of all Trustee activities funded from proceeds generated by the Trust in the previous year.
3. A budget and project description for Trustee activities planned for the coming year.

**MOTION 7 would amend Intellectual Property Bulletin No. 1,  
*Internal Use of NA Intellectual Property***

**Language would be added to the end of the following section  
entitled "Guidelines for Use of NA Trademarks":**

**General guidelines**

Use of Narcotics Anonymous trademarks should always reflect the seriousness of our primary purpose and our spiritual foundation of anonymity.

Narcotics Anonymous trademarks should not be used in any way that would serve to endorse, finance, promote, or affiliate the NA Fellowship with any outside enterprise.

Narcotics Anonymous trademarks should not be used in conjunction with any law enforcement, political, medical, or religious slogans, themes, or other related materials.

Narcotics Anonymous trademarks should not be used or displayed in such a manner as to possibly offend or disrespect the sensibilities of other groups or NA as a whole.

Narcotics Anonymous trademarks should not be used in a manner that could draw us into public controversy.

**MOTION 8 would amend the  
*Hospitals & Institutions Handbook***

**The following section entitled "H&I in Treatment Facilities: Do's and Don'ts"  
(pages 28-29) would be replaced:**

**DO'S**

- Do      Make directories of outside meetings available to residents.
- Do      Clarify the facility's rules with anyone you bring in.
- Do      Try to get all agreements with the facility in writing.
- Do      Start and end on time!
- Do      Briefly explain what H&I is.
- Do      Make it clear that NA is separate and distinct from the facility as well as other fellowships.
- Do      Try to get residents involved, especially those in long-term facilities (literature person, readings, coffee maker, etc.).
- Do      Obey all dress codes. Exercise common sense and dress appropriately.
- Do      Keep staff aware of your whereabouts at all times.
- Do      Stamp all literature you bring into a facility with the local helpline number.
- Do      Screen all panel members carefully, especially regarding the clean time or other requirements.
- Do      Explain the language that we use ("addict," "clean," "recovery") and why we use it (the First Step of NA and Sixth Tradition of NA).
- Do      Emphasize that in NA, recovery is available to any addict, regardless of "type" of drug(s) used.
- Do      Emphasize the importance of getting to an NA meeting the first day out.
- Do      Emphasize the importance of getting a sponsor and a home group, the ongoing nature of recovery, and the importance of attending meetings (suggest ninety meetings in ninety days).
- Do      Use the literature recommended for H&I work, if we are supplying the literature. Encourage the treatment centers to supply NA literature on their own if at all possible.



- Do Be selective about who you choose to take into H&I meetings. Clean time requirements are very important. People who sit on NA panels should be able to share a message of recovery in Narcotics Anonymous.

### DON'TS

- Don't Break another person's anonymity or tell his or her story.
- Don't Debate any issues involving the facility's rules or regulations.
- Don't Discuss conditions within the facility, or opinions about staff members.
- Don't Debate the merits of the treatment center's program or other fellowships. Remember, we have no opinion on outside issues. The best approach is to focus on the positive and unique qualities of our program. Keep your Basic Text handy and read from it. It is the foundation of our program of recovery.
- 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 While sharing, put too much focus on what it was like. They already know.
- Don't Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
- Don't Carry excessive cash, or wear expensive or flashy jewelry.
- Don't Show favoritism to any resident(s).
- Don't Take messages in or out of the facility.
- Don't Give out any other person's address or phone number.
- Don't Carry in any contraband items, such as cigarettes (if applicable) or weapons.
- Don't Rely on flooding a treatment center with literature to carry our message. The most powerful tool for carrying our message is the NA member.
- 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 Collect any money.

**The following section entitled "Do's and Don'ts for H&I Work in Correctional Facilities" (pages 40-41) would be replaced:**

### DO'S

- Do Make directories of outside meetings available to residents.
- Do Clarify the facility's rules with anyone you bring in.
- Do Try to get all agreements with facility in writing.
- Do Start and end on time!
- Do Try to get residents involved, especially those in long-term facilities (i.e., literature, coffee maker, readings, etc.).
- Do Obey all dress codes. Exercise common sense and dress appropriately.
- Do Keep the staff aware of your whereabouts at all times.
- Do Follow all security regulations at all times.
- Do Stamp all literature you bring into a facility with the local hotline number and regional/area address.
- Do Screen all speakers and chairpersons carefully, especially regarding the clean time "Clean Time Requirements" requirements of the facility and the H&I subcommittee.

- 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 Inform the contact person that we have literature order forms available for their use.
- Do Make sure all speakers carry a clear NA message of recovery.
- Do Follow the guidance found in the WSC *H&I Handbook*.

#### **DON'TS**

- Don't Break another person's anonymity or tell his or her story.
- Don't Take a member who has friends or family in the facility.
- Don't Get involved in discussion about an inmate's guilt or innocence.
- Don't Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
- Don't Discuss conditions within the facilities or opinions about staff members.
- Don't Give or accept gifts.
- Don't Carry excessive cash, or expensive or flashy jewelry.
- Don't Show favoritism to any inmate(s).
- Don't Carry letters in or out of the facility.
- Don't Carry in any contraband items.
- Don't Give out another person's address or phone number.
- Don't Give the residents money.
- Don't Take a person into a correctional meeting who is on parole or probation unless they specifically get permission from the parole/probation officer and the facility.
- Don't Take a person with outstanding warrants.
- Don't Give anyone your personal address or phone number.

**The following section entitled "H&I in Psychiatric Hospitals and Forensic Units, Volunteer Experience and Clean Time Requirements, Do's and Don'ts" (pages 47-48) would be replaced:**

#### **DO'S**

- 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'TS**

- 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.

<b>MOTION 12 would amend TWGSS'96</b>
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**Items 1 through 4 of the following section entitled "The Purpose and Function of the Service Units of Narcotics Anonymous" (page 1) would be deleted, and the section would be retitled:**

### THE PURPOSE AND FUNCTION OF THE SERVICE UNITS OF NARCOTICS ANONYMOUS

1. The primary purpose of an *NA member* is to stay clean a day at a time and carry the message of recovery to the addict who still suffers by working with others.
2. The primary purpose of an *NA group* is to carry the message of recovery to the addict who still suffers by providing a setting for identification and a healthy atmosphere for recovery, where addicts can come for help if they have a desire to stop using.
3. The purpose of an *area service committee* is to be supportive of its areas and groups and their primary purpose, by associating a group with other groups locally, and by helping a group deal with its day-to-day situations and needs.
4. The purpose of a *regional service committee* is to be supportive to its areas and groups and their primary purpose, by linking together the areas and groups within a region, by helping areas and groups deal with their basic situations and needs, and by encouraging the growth of the fellowship.
5. The purpose of the *World Service Conference* is to be supportive of the fellowship as a whole, and to define and take action according to the group conscience of Narcotics Anonymous.

6. The purpose of the *World Service Office*, our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of NA, its services, groups, and members. The World Service Office achieves this purpose by maintaining correspondence with NA groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of Narcotics Anonymous.
7. The purpose of the *World Service Board of Trustees*, who act as guardians of the Twelve Traditions, is to ensure the continuation and growth of NA by seeking new and better ways to carry the message to the addict who still suffers, by seeking to ensure the maintenance of the Twelve Traditions, and by dealing with those things, both within and outside the fellowship, which affect its continuation and growth.

**On pages 1 through 9, the following sections from "Member" through "Regional Service Representative" would be deleted in their entirety:**

### **MEMBER**

The front line, so to speak, of NA service is an individual NA member. Any addict can be a member--the only requirement is a desire to stop using. The services that each of us provides are the most important in NA. It is a member who carries our message of recovery and works with others. Without an active membership there would be no need for the rest of this service structure. There would be no NA.

The benefits of membership are clear to us all: a drug-free life, the chance to grow, friendship, and freedom. However, membership is not without its responsibilities. It is the responsibility of all members to maintain their personal recovery. Also, it is the responsibility of each of us to share freely our experience, strength, and hope with an addict who still suffers, and work to ensure that what was freely given to us remains available to the newcomer and oldtimer alike.

The gathering together of two or more member addicts for the purpose of learning how to live a drug-free life by practicing the principles of NA constitutes an NA meeting. When such a meeting is held regularly, it can become a group.

### **GROUP**

An NA group is any meeting which meets regularly at a specified place and time, providing that it follows the Twelve Steps and Twelve Traditions (has no outside affiliations and receives no outside financial support). To facilitate communications and unity, and to better serve NA as a whole, groups should register with the World Service Office of Narcotics Anonymous. The group is the second level of our NA service structure.

The primary purpose of an NA group is to carry the message to the addict who still suffers. However, it also provides to all members the chance to express themselves and to hear the experiences of other members who are learning how to live a better life.

Groups hold two basic types of meetings: those which are open to the general public and those closed to the public (for addicts only). Meetings vary widely in format from group to group. Some are participation meetings, some speaker, some question and answer, some topic discussion, and some have a combination of these formats.

Despite the type of format a group uses in its meetings, the function of a group is always the same: to provide a suitable and reliable environment for personal recovery and to promote such recovery.

A group has proven to be the most successful vehicle for Twelfth Step work. After sharing one's personal experience, strength, and hope, the most valuable thing a member can do is to bring prospective new members (addicts) to a group meeting. In this way, a group meeting becomes a place where newcomers know they can come for help. Often the first thing that can open the doors of recovery for addicts is the recognition of themselves in others. A group provides a setting in which the newcomer can find this identification by hearing a number of recovering addicts, rather than just one or two.

The group is the level at which we first find some of the day-to-day business of NA being taken care of. There is rent to pay, literature to buy and distribute, refreshments to be provided, a meeting hall to be kept clean, a time schedule to follow, announcements to be made, and other things to be done for the maintenance of a group. A group should stay in contact with other groups in its local area and with the rest of NA, so it can find out about activities, learn of new groups opening up, get new literature, and find out what's happening in NA. This can best be accomplished by a number of groups in an area creating an area service committee (ASC). This will be further discussed later in this manual. This is also the first level at which fellowship funds are handled, and the correct use of this money is essential for the preservation of a group. It is at a group level that the principle of the trusted servant comes into being: "Our leaders are but trusted servants, they do not govern." The officers of a group are elected by a majority vote of the group conscience. They are: the secretary, the treasurer, the group service representative, and the group service representative alternate. These trusted servants are the nucleus of the steering committee. The steering committee is made up of those people who regularly attend, support a group, and attend the business meetings.

#### **Group secretary**

A secretary is responsible for the day-to-day functions of a group. It is his or her responsibility to assure that the group meeting takes place when and where it is supposed to. The secretary selects a leader for each meeting, makes sure the coffee and refreshments are ready, arranges for group business meetings, arranges for the celebrations of "birthdays," makes sure that the meeting hall is left in proper order, and answers all correspondence. This job is important because without a good secretary, a group has little chance of surviving and providing an atmosphere of recovery.

#### **Group treasurer**

A treasurer of an NA group is responsible for the funds which come into a group from the collection, and for the handling and distribution of these funds. The money collected in our meetings must be carefully budgeted. There are numerous expenses necessary for running a group. The treasurer keeps an accurate record of all the group's financial transactions, maintains meeting log books, maintains a group bank account, and distributes money to pay the rent, purchase literature, provide refreshments, buy supplies, and cover the cost of any miscellaneous expenses a group incurs. In order to maintain our fellowship and freedom, monies which come from a group's collections and members' contributions must always be used to further our primary purpose. A group must first support itself.

After paying its bills, any remaining funds should be placed in a group bank account, accumulating a reserve adequate to run a group for one month. After this "prudent reserve" has been established, excess funds should be diverted to the area service committee. In cases where no ASC exists, send this balance to your regional service committee (RSC). If no RSC exists, send this balance to the WSC Treasurer. One of the biggest problems we have faced has been the misuse of a group's money. This abuse severely limits what the NA Fellowship can offer to recovering addicts. A treasurer has a grave responsibility, and much thought

should be given to selecting a member to perform this function (also see the *Treasurer's Handbook*).

As a general guide we have found that the treasurer and secretary are most successful if they have certain assets necessary for the performance of their responsibilities. These qualifications include:

1. The willingness and desire to serve;
2. We suggest a minimum of one (1) year continuous abstinence from all drugs;
3. Knowledge of the Twelve Steps and the Twelve Traditions;
4. A working knowledge of the Twelve Concepts for NA Service; and,
5. Active participation in the group they are to serve.

The two remaining trusted servants of an NA group are a group service representative (GSR) and a GSR alternate. Because the roles of the GSR and GSR alternate are so important to the success of an NA group, these two trusted servants will be discussed in greater detail in the next section of the manual.

A group secretary and a treasurer serve for a period of one year, after which time they are succeeded by another member who has been elected by the group. The use of any drug while serving as an officer constitutes an automatic resignation from that office.

*Note:* One of the responsibilities of the officers of a group is to train other group members to replace them. A group can be strengthened by new officers who are prepared to take over the responsibilities of those they replace. Continuity of service can be aided by staggering the election of trusted servants and overlapping the terms of service. For example, a secretary might be elected in November to begin serving in January, and the treasurer elected in March can begin serving in May. This would always allow a group to have representation from experienced officers. Remember: Choose your trusted servants well. It is you whom they will be serving.

### **Group service representative and GSR alternate**

A group service representative (GSR) is first in line of communication between a group and Narcotics Anonymous as a whole. They are the links that bind the groups together in the performance of our primary purpose. It is their responsibility to keep a group informed and to express a group's conscience in all matters. In other words, they are, in fact, the voice of their group. Electing GSRs who will take an active part in the business of NA is probably the most important thing we can do to improve the unity of the fellowship. Active representation, more than any other thing, can strengthen the ties that bind us together and promote our common welfare.

The GSRs speak for their groups at area service committee meetings. They take part in the planning and implementation of any functions which affect the members of their groups. As a result of their participation they can keep their groups informed about what is happening in NA. Members of a group should always be able to go to their representative and find out about activities, other groups, how our NA service structure works, the Twelve Traditions, and how they can become more involved.

A group service representative normally serves for a period of two (2) years. The first year is spent as a GSR alternate, working closely with an existing GSR, learning the duties of the office and taking over in case the GSR is ill, or cannot for any reason continue to serve. Also, if the GSR cannot attend one of the monthly area service committee meetings, the GSR alternate has the responsibility to vote in the GSR's absence. It is also suggested that a GSR share some of the responsibilities with the GSR alternate. The second year the alternate becomes the group's GSR, taking over the full responsibilities and functions of the office, and in turn is helped by a newly elected GSR alternate. The "apprentice" system serves two purposes: First

of all, it helps to provide a continuity of service which never leaves a group unrepresented; and secondly, the year spent as an alternate provides the training necessary for an effective GSR. As you can see, the role of a GSR is not a simple one, nor one to be taken lightly. The election of effective GSRs and GSR alternates is probably the most important thing that you, as an individual member, can do for the unity of NA. In choosing your representatives, remember that they are your voice and your ears in NA. If you wish to be well represented and well informed, it is your responsibility to elect the best possible nominee. For this reason we suggest that candidates for GSR should have:

1. The willingness and desire to serve;
2. We suggest a minimum of one (1) year of continuous abstinence from all drugs;
3. An active participation in the group they are to serve;
4. Knowledge of the Twelve Steps and Twelve Traditions;
5. A working knowledge of the Twelve Concepts for NA Service; and,
6. An understanding of our NA service structure and the responsibilities of a GSR.

The requirements for the office of GSR alternate are the same as those for GSR, except that there is a minimum of six (6) months of continuous abstinence from all drugs. These qualifications are not, of course, hard fast rules. They are, however, some of the things you should consider in the selection of your representatives. The group service representatives, as we have described them, are your link to the rest of NA. They are also the ties that bind the personal service you and your group perform to the next type of service which is offered by NA--area and regional service.

It is suggested that when holding elections for group officers, the description of each officer's job and the suggested qualifications for nominees be read, so that members of the group fully appreciate the responsibilities and ramifications of each office.

### AREA AND REGIONAL SERVICE

The next level of service in NA is area and regional service. These services provide the support necessary for groups of NA members to work together for their common welfare.

In 1969, NA's first committee specifically designed to fill our general service needs at the group level was established. This committee and others like it have contributed greatly to the growth of NA. However, today it is no longer enough to have a few members getting together to keep their groups going. NA is growing.

Area and regional services are both geographic and functional designations. When an area or region grows to a point where it cannot efficiently serve its members' needs, that area or region should divide. An area is designed to provide services to individual groups with specific needs, and a region to provide services to areas with common needs. This difference in function is important to keep in mind as we discuss in the following section these very similar services. Our experience has shown that our groups have situations which they cannot handle on their own. In the spirit of our fellowship, we as individuals seek help from one another to deal with our living situations; just so, groups can find help from other groups. However, most of the situations a group faces are of such nature that another group located many miles away can be of little assistance; and for this reason this part of our service structure contains both area and regional committees.

A *designated area* within NA is any local area, community or town with a significant number of NA groups. Any set of groups within definable geographic boundaries that need to function together as an area can be a designated area.

A *designated region* is a broader geographic unit made up of a significant number of areas. Normally we consider a region to be any state in the United States, or any other country.

Again, the definition of a region is ultimately one of need. Areas with this need can be considered a designated region. We feel it is necessary to stress that, for the purposes of NA, the designation of a region should always be based on specific needs. Successful growth of any region will result in dividing into additional regional committees. This is beneficial since it allows these service committees to more effectively serve the needs of their member groups.

#### **SUGGESTED SERVICE COMMITTEE MEETING FORMAT**

1. Opening prayer
2. Reading of the Twelve Traditions
3. Minutes of the last service meeting
4. Treasurer's report
5. Representative reports
6. Subcommittee reports
7. Group reports
8. Old business
9. New business
10. Announcements
11. Closing prayer

*Note:* Although individual area and regional guidelines differ regarding which participants may vote, these service committee meetings are open to the fellowship.

#### **AREA SERVICE COMMITTEE**

An area service committee (ASC) is a committee made up of representatives (GSRs) from groups within a designated area, which meets monthly for the express purpose of serving the specific needs of its member groups.

There are certain facilities which are necessary to the service provided by an ASC. In the beginning these may be simply a permanent mailing address (usually a post office box), a bank account, and a place to hold meetings.

As the membership and number of groups within an area increase, or when an area decides that it needs a broader spectrum of services, more facilities may be needed. These might include a telephone answering referral service, a ditto machine, a typewriter, an adding machine, and a place to store literature, among other things. As an area grows still more, the members may decide to consolidate and improve these facilities by opening and staffing a local office.

Most ASCs have found that a subcommittee does the actual work to implement ASC directives. The subcommittees normally deal with a single service such as public information, hospitals and institutions, or entertainment, and may meet to do the work as needed during the month between regular ASC meetings.

The most important service which an ASC provides is that of group support. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to its area service committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions which are of help to the groups. It can help new groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. It can look for potential places or keep a stock of literature which the groups can purchase. The point is that an ASC handles whatever functions are necessary or helpful to its groups.



In order to provide these services, an ASC needs the active participation of its GSRs. A group supports its area service committee both financially and emotionally. It takes money to provide the services we have described. It is a group's responsibility to offer this support. When an ASC is first formed, this need for funds may be minimal, just enough to pay for a post office box and a meeting place. However, as an area grows, the financial needs of the committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

The active participation of each group representative is essential for a successful ASC. Each GSR must keep his or her own group informed, and must represent that group's conscience in all committee decisions. An agenda for an ASC should be sent to the groups ten (10) days before the committee meets. Representatives should evaluate each vote in terms of the needs of those they serve or take it back to the group. In addition to this, a GSR participates in helping to carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of activities, and the aid given to groups with special situations are services which require much more effort than a monthly meeting.

In order to coordinate its services, each ASC elects officers yearly. These officers include a chairperson, a vice chairperson, a secretary, a treasurer, an area service representative (ASR), and an area service representative alternate (ASR alternate). Leadership and the ability to organize and give the committee direction and incentive must come from its officers. Upon election, the officers shall resign as GSRs. Their groups then elect new representatives, thus ensuring all groups equality of representation.

### OFFICERS

1. A *chairperson* arranges an agenda for and presides over the monthly meetings. They are also responsible for correspondence, maintaining area files and archives. The chairperson should be one of the cosigners of the ASC's bank account. At committee meetings they can vote only in case of a tie. A chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. For this reason, it is suggested that they have a minimum of two (2) years continuous abstinence from all drugs.
2. A vice chairperson coordinates all subcommittee functions. In the absence of the chairperson, the vice chairperson shall perform the duties of the chairperson. The vice chairperson should be one of the cosigners of an ASC's bank account. It is suggested that a vice chairperson have a minimum of one (1) year's continuous abstinence from all drugs.
3. A *secretary* keeps accurate minutes of each ASC business meeting, and types and distributes copies of the minutes to each GSR no later than one (1) week following each ASC meeting. These minutes should be verified by the chairperson before copies are made. It is suggested that a secretary have a minimum of one (1) year's continuous abstinence from all drugs.
4. A *treasurer* shall make a report of contributions and expenditures at every regular ASC meeting, as well as an annual report at the end of a calendar year. The treasurer shall be the other cosigner of an ASC's bank account. The treasurer can also be made responsible for bulk purchases of literature for the groups. It is suggested that a treasurer have a minimum of two (2) years continuous abstinence from all drugs.
5. An *area service representative* (ASR) is to an ASC what a GSR is to a group. As the representative of the area, the ASRs speak for the members and groups within the area

service committee. The primary responsibility of an ASR is to work for the good of NA, providing two-way communication between the area and the rest of NA, particularly with neighboring ASCs. They represent the group conscience of an ASC at a regional level and provide the area with the agenda for the RSC at least ten (10) days before the RSC meets. An ASR attends all regional service committee meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's group conscience. An ASR may serve on one or more of its ASC and RSC subcommittees, but not as a chairperson. The office of ASR is immensely important, for an ASR is the next link in expressing the will of a loving God. An ASR must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSRs, it is recommended that nominees to the post of ASR also have:

- A. Service experience;
- B. The willingness to give the time and resources necessary for the job; and,
- C. A suggested minimum of three (3) years of continuous abstinence from all drugs.

The office of ASR also parallels that of GSR in that it is a two-year commitment. The first year of service is spent as an ASR alternate becoming familiar with the job, attending all ASC and RSC meetings, and filling in for the ASR if he or she is absent or for any reason unable to complete the term in office. Naturally, the recommended qualifications for election as ASR alternate are the same as for ASR, with one exception: a suggestion of two (2) years continuous abstinence.

#### **ELECTION OF ASC OFFICERS**

Committee officers should be elected from members of Narcotics Anonymous who have prior service experience such as GSR, group secretary, group treasurer and/or subcommittee member. Officers should have a working knowledge of the Twelve Concepts for NA Service. Any ASC member or officer may be removed during their term in office by a majority vote of the ASC. Also, all ASC members and officers may succeed themselves in office, but in keeping with the Ninth Tradition and the principle of rotating leadership, it is recommended that no officer serve more than two (2) consecutive terms.

*Note:* A word to the wise--committees are notorious for getting lost in their own dust as they stumble down the road of uncertain destiny.

#### **REGIONAL SERVICE COMMITTEE**

A regional service committee (RSC) is a committee made up of the ASRs from all the areas within a designated region. This service committee is designed to provide service to its member areas. An ASC and an RSC are similar in nature and purpose, but their respective functions are slightly different. While an ASC serves the specific needs of its individual member groups, an RSC serves the common needs of its member areas.

The primary function of an RSC is to unify the areas within its region. Another function is to carry the NA message of recovery through RSC public information subcommittees. Another basic function of this committee is to contribute to the growth of NA, both by initiating much of the work to be finalized at the World Service Conference and by helping to support our world services.

Just as an ASC often deals with situations that the groups cannot deal with on their own, an RSC responds to situations that the areas cannot resolve on their own. This is one way in which an RSC strives for unity; another is by providing a meeting place for areas and a center of communication with other regions and the NA Fellowship.

Area and regional service committees are autonomous, just as the groups they serve, "except in matters affecting other groups or NA as a whole." The first thing an RSC must have

in order to establish its identity is a permanent mailing address (post office box). After the post office box, the next thing an RSC should do is register with the WSO, Inc. Groups and committees must be registered if they are to be listed in the *World Directory*<sup>1</sup> and to receive information and support.

The final thing that must be done when forming a region is to set down some kind of framework or guidelines within which to function. Generally, ASC meetings are fairly flexible in their format in order to deal with a wide variety of situations that might come up.

RSC meetings, on the other hand, are usually pretty well structured. The format of an RSC meeting is virtually identical to that of an ASC meeting, but an RSC deals primarily with common situations, working on a broader scale.

Some regions have found it valuable to conduct their meetings according to a prearranged agenda. The RSC officers get in touch with the ASC officers through their ASR and collect topics for discussion so situations can be dealt with on a priority basis, and similar situations can be combined to prevent duplication of effort.

Each service committee should have some kind of guidelines to ensure that its services continue to be provided regardless of changes in officers or representatives. These guidelines should include a description of the committee, its purpose, and the scope of its services, and should define the functions and responsibilities of its participants, officers, and subcommittees.

A regional service committee sponsors major activities such as service conferences, conventions, camp-outs and roundups. These functions can stimulate NA unity in a region. Most of us have, at some time, attended an activity of this type and we are aware of the unity and fellowship they can inspire. Each region is encouraged to hold at least one major function or activity each year. These can be as simple as a camping trip or as involved as a service conference. Usually the planning and implementation of such an event is left to a regional activities subcommittee specifically established for this purpose. We have found that a subcommittee system is even more important at a regional level than it is in our areas. This is because an RSC covers a greater number of meetings. By necessity, most of the work (excluding major decisions and matters of group conscience) must be done by subcommittees. Only the initiation and the finalization of a project takes place in a regular RSC meeting. Our primary purpose is to carry the message to the addict who still suffers. This is just as true for an RSC as it is for any group. All RSC functions have this purpose as a goal; some functions, however, relate directly to carrying the message. As we have noted, the areas basically work to bring the addict to the fellowship, through public relations and public service announcements. Hospital and institutional work on the regional level is the responsibility of the RSC H&I subcommittee with assistance from the RSC PI subcommittee, as needed.

An RSC needs money to operate. Most RSCs normally publish quarterly meeting directories. Additional funds are needed for postage, stationery supplies, and the like.

Another important part of an RSC's function is to contribute to our world services. Regional support in the nature of funds, ideas, and confidence is essential to the work of our world services. Any excess funds which accumulate at a regional level should be contributed directly to the treasurer of the World Service Conference. Monies are needed for major activities. These activities are ideally self-sustaining, with enough money left over from one activity to secure the next. Many regions sponsor their representatives to the World Service Conference. Most of the suggestions, ideas, and new literature presented at a World Service Conference are initiated at a regional level. These are submitted in writing to the proper committee of the World Service Conference *ninety (90) days* prior to a World Service Conference itself in order to be considered for placement on the agenda. *Sixty (60) days* before a World Service Conference

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<sup>1</sup> See page 24 for motion concerning publication of an NA world phone directory.

meets, copies of the agenda are mailed out to the regions by the WSC secretary for group conscience discussion. [*Editorial note:* Although this paragraph was not modified specifically, these time sequences have been superseded by action of the 1984 WSC. See items H and I on page 15, and also see item IV.A on page 19 in the guidelines of the WSC Literature Committee for details pertaining to new literature.]

### **ELECTIONS OF RSC OFFICERS**

Like an ASC, an RSC elects officers each year from among its participants. They include:

- a. a chairperson
- b. a vice chairperson
- c. a secretary
- d. a treasurer

Their functions and responsibilities are similar to those of ASC officers. An RSC also elects a regional service representative (RSR) and a regional service representative alternate (RSR alternate) who speak for the region at the World Service Conference.

### **REGIONAL SERVICE REPRESENTATIVE**

A regional service representative (RSR) is to a region what a GSR is to a group and an ASR is to an area. An RSR represents and speaks for the members and groups that comprise the regional service committee. The primary responsibility of an RSR is to work for the good of NA, providing two-way communication between the region and the rest of NA. An RSR is the fellowship's link with the World Service Conference and the World Service Board of Trustees. RSRs provide two-way communication between these service levels and the various areas within their region and other regions. They present minutes of the WSC and WSB to the RSC. They attend all RSC meetings and as many ASC meetings as possible.

The office of regional service representative is a year-round job. An RSR participates in the World Service Conference, and takes part in any decisions which affect NA. An RSR may serve on one or more WSC committee, communicates regularly with the World Service Board of Trustees, works closely with regional officers and subcommittees, and is a source of information and guidance in matters concerning the Twelve Traditions of Narcotics Anonymous.

Each year an RSC elects a regional service representative alternate from among the qualified members in the region. An RSR normally serves for a period of two (2) years: the first as an alternate representative and the second as a voting representative. The RSR alternate also fills in if the RSR is absent for any reason or is unable to complete the term in office.

In order for an RSR to do a good job, it is recommended that each nominee should have the following qualifications:

1. A commitment to service;
2. Service experience;
3. The willingness to give the time and resources necessary to do the job;
4. A suggested minimum of five (5) years of continuous abstinence from all drugs, for an RSR alternate;
5. A good working knowledge of the Twelve Steps and the Twelve Traditions of the Narcotics Anonymous Fellowship; and,
6. A working knowledge of the Twelve Concepts for NA Service.

An RSR is the voice of the region, and votes the group conscience of the region at the World Service Conference. Whenever a voting matter occurs where the group conscience of the region has not been given to them, they should evaluate each vote in terms of the needs of the members they serve.

In order to prevent the necessity of tabling important clarifications and motions for a year, RSRs should have, before leaving their region, a vote of confidence that they are authorized to vote their members' group conscience on motions not on the World Service Conference agenda. When appropriate, a Motion can be tabled to allow representatives to check with their group conscience, and the Motion can be brought to the floor later in the same World Service Conference.

A regional service representative should be selected from the best informed, most trusted, and most active members in order that they may serve their region's needs and the needs of Narcotics Anonymous.

**In the section entitled "World Service" (page 9),  
the 1st sentence of the 1st paragraph would be deleted:**

The final type of service which NA offers is world service.

**Again in the section entitled "World Service" (page 9),  
the 2nd sentence of the 1st paragraph would be revised:**

These are the services which deal with the problems and needs of NA as a whole, and which NA offers to its members, its groups, and to society.

<b>MOTION 14 would amend the following portions of TWGSS'96:</b>
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**The sentence in each of the following sections would be revised:**

- Page 10, "The World Service Office," 3rd paragraph, 2nd sentence: "These files include: letters to and from those who have contacted WSO; a file of all correspondence with each NA group; a record of all starter kits sent out; the name, address, and telephone number of all GSRs, ASRs, and RSRs; and the addresses of all general service committees and their officers."
- Pages 12-13, "The World Service Conference," 1st paragraph, 5th sentence: "In the spring of each year, the regional service representatives, the trustees of the World Service Board, and the managers and directors of the World Service Office meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole."
- Page 13, "The World Service Conference," 2nd paragraph, 4th sentence: "Each representative must be knowledgeable about the needs and feelings of his region, and be prepared to contribute to the conference."
- Page 13, "The World Service Conference," 5th paragraph, 2nd sentence: "Each representative serves on one committee; each committee contains at least one trustee; and those committees which have equivalents in the WSO or WSB meet in conjunction with them."
- Page 14, "Procedure for Seating of Regions at WSC," item 3: "A representative from the requesting region will attend the conference, be introduced by the parent region or the WSC chairperson, and state the request to be seated."
- Page 15, "The Guidelines of the World Service Conference," paragraph C, 2nd sentence: "When RSRs/WSC committee chairs are not on the floor of the conference, duly elected alternates/vice chairs may vote, make motions, or address the conference. (No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. Committee vice chairs and RSR alternates are considered to be the same 'member' as their respective chair/RSR when acting as a participant.)"

- Page 16, "The Guidelines of the World Service Conference," *Note*, 2nd sentence: "WSC committee vice chairs and RSR alternates are considered to be the same 'member' as their respective WSC committee chairs/RSRs when acting as a participant."
- Page 16, "The Consensus of the World Service Conference," paragraph E: "Only RSRs shall vote in old business sessions."
- Page 19, "Literature Committee," II.B.1.c: "RSRs and RSR alternates upon their request."
- Page 26, 4th motion, date carried 4/29/92, 1st sentence: "Be it resolved that regional service representatives have the same access to the *Conference Report* as do all conference participants."
- Page 28, 3rd motion, date carried 4/24/95: "That only RSRs vote in old business sessions at the WSC."
- Page 29, 1st motion, date carried 5/29/96, 6th bullet: "If the group tally affirms the decision(s), a motion will be placed in the next *CAR* for RSR affirmation per the FIPT."
- Page 33, Addendum 2, "WSC Policy Committee," "Voting Membership," paragraph E: "Eight RSRs/RSR alternates elected by the WSC."
- Page 36, Addendum 5, "*The Conference Agenda Report*," 1st paragraph, 3rd sentence: "One copy of the report is mailed to each voting participant of the conference, each RSR alternate, and the mailing address of each region."
- Page 45, "World Service Travel Guidelines," "Choose From Current Participants," 1st sentence: "Current members of the world service team--WSO administrative and coordinating staff, trustees, WSO directors, WSC officers, conference committee members, and RSRs--are already familiar with the critical discussions currently taking place in the world service community."

**MOTION 16 would amend the following portions of *TWGSS'96* and the Fellowship Intellectual Property Trust:**

**The sentence in each of the following sections of *TWGSS* would be revised:**

- Page 15, "World Service Conference," I.H: "Input for consideration at the conference must be submitted to the WSC chairperson 120 days prior to the conference, and distributed to the fellowship for review ninety (90) days prior to the conference."
- Page 18, "The Administrative Committee," 4th paragraph, 3rd sentence: "The actual agenda is then prepared and sent out to all WSC participants ninety days in advance of the meeting."
- Page 19, "Literature Committee," IV.A, 1st sentence: "Approval-form literature is prepared by the WSCLC and is distributed for a period of time, considering translations, determined by the WSCLC of not less than ninety days."
- Page 21, "Committees of the World Service Conference," item 8: "All committees should submit their issues of business to the Administrative Committee 120 days prior to the WSC."
- Page 34, Addendum 3, "Approval of Service Material," 1st motion, date carried 4/29/87, 2nd paragraph, 4th sentence: "If, however, the submitted work is recommended for WSC approval it shall be distributed to all WSC participants at least ninety days prior to the annual WSC meeting with notification that it is pending WSC approval."
- Page 34, Addendum 3, "Approval of Service Material," 2nd motion, date carried 4/29/87, 4th paragraph: "A copy of the material will be distributed to all WSC participants ninety (90) days prior to the annual conference as official notice to regions that the material is to be considered for adoption at the annual conference."

- Page 34, Addendum 3, "Approval of Service Material," 3rd motion, date carried 4/28/89, last sentence: "If, however, the submitted work is recommended for WSC approval, it shall be distributed to all WSC participants at least ninety days prior to the annual WSC meeting with notification that it is pending WSC approval."
- Page 36, Addendum 5, "*The Conference Agenda Report*," 1st paragraph, 1st sentence: "*The Conference Agenda Report* is distributed ninety days prior to the opening day of the conference."

**The sentence in each of the following sections of the Fellowship Intellectual Property Trust would be revised:**

- Page 15, Operational Rules, III.3.1: "Proposals must be distributed to the NA groups via their regional service representatives no less than ninety days prior to the annual meeting of the World Service Conference at which the proposals will be considered."
- Page 18, Operational Rules, IV.8, 1st sentence: "The Trustee must notify the Trustor at least ninety days prior to any given annual World Service Conference meeting of the Trustee's intent to publish or otherwise manufacture a product based on an alteration of any Trustee Property."

<b>MOTION 17 would amend TWGSS'96</b>
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**The section entitled "World Service Board of Trustees Operational Procedures" (page 11), 1st paragraph, 5th sentence would be revised:**

Each trustee serves on one or more WSB committee(s) and also serves as a full participant at the annual WSC.

**The section entitled "Guidelines of the World Service Conference" (page 15), paragraphs B, C, and E would be replaced:**

- B. The participants of the World Service Conference consist of:
1. Duly elected World Service Conference officers,
  2. Duly elected regional service delegates,
  3. Members of the World Service Board of Trustees,
  4. Chairperson of the WSO Board of Directors, and
  5. Standing committee chairpersons.
  6. In the absence of a duly elected regional delegate, the conference will recognize a qualified replacement from that region.
  7. In the absence of a duly elected committee chair, the conference will recognize the duly elected vice chair of the respective committee.
- Note:* An individual can only participate as one of the aforementioned, e.g., world service officer who is coincidentally a trustee can only participate as one or the other, not both. Also, all committee chairpersons decline any delegate positions to avoid confusion over voting, since they already have a vote at the World Service Conference.
- C. Only conference participants are allowed to vote, make motions, or address the conference. When RSRs/WSC committee chairs are not on the floor of the conference, duly elected alternates/vice chairs may vote, make motions, or address the conference. [No member may speak on a Motion more than once unless others desiring to speak on the Motion have exercised their opportunity. Committee vice chairs and RSR alternates are considered to

be the same "member" as their respective chair/RSR when acting as a participant.] The World Service Office manager will be allowed to address the conference, to make reports, answer questions, and discuss matters of his responsibility when requested by the conference.

- E. All members of the WSO Board of Directors are allowed a seat on the floor of the WSC. Except for voting, all other conference participation privileges are granted. They have one (1) vote collectively at the WSC as expressed through their chairperson or, in the absence thereof, their vice chairperson.

**The section entitled "The Consensus of the World Service Conference" (page 16), paragraph E would be deleted in its entirety:**

Only RSRs shall vote in old business sessions.

**MOTION 20 would amend the following portions of TWGSS'96:**

**The sentence in each of the following sections would be revised:**

- Page 10, "The World Service Office," 8th paragraph, 1st sentence: "The WSO Board of Directors is made up of twelve members who are directly (three) and indirectly (WSC-elected pool members) elected at the annual meeting of the WSC by the participants gathered from throughout the fellowship."
- Page 11, "World Service Board of Trustees Operational Procedures," 1st paragraph, 5th sentence: "Each trustee serves on one or more WSB committee(s) and also serves as a full participant at the annual meeting of the WSC."
- Page 12, "World Service Board of Trustees Operational Procedures," III.E, 3rd sentence: "Each trustee must receive a two-thirds majority vote of the World Service Conference to be elected."
- Page 12, "World Service Board of Trustees Operational Procedures," III.G, 2nd sentence: "A trustee may be removed from their position by a two-thirds vote of the WSC."
- Page 16, "The Consensus of the World Service Conference," paragraph E: "Only RSRs shall vote in old business sessions."
- Page 17, "Officers," F.5: "A standing vote is taken and repeated until a single nominee receives the majority support of the conference participants."
- Page 20, "Public Information Committee," III.A, 3rd sentence: "The chairperson and vice chairperson of the PI committee shall be elected by the World Service Conference, each to serve one-year terms."
- Page 32, Addendum 1, "The NA Way Magazine," "Review Panel," paragraph 1, 4th sentence: "The members: three trustees, three former NA newsletter editors, and three individuals selected by the WSC."
- Page 33, Addendum 2, "WSC Policy Committee," "Voting Membership," paragraph A: "The chairperson and vice chairperson are elected by the WSC."
- Page 33, Addendum 2, "WSC Policy Committee," "Voting Membership," paragraph E: "Eight RSRs/RSR alternates elected by the WSC."
- Page 48, Addendum 10, "World Convention Corporation External Guidelines," "Composition of the Board of Directors," 1st paragraph: "The board will consist of twelve members until November 1996: three members assigned by the World Service Office Board of Directors; one assigned from the WSC Administrative Committee; one assigned from the World



Service Board of Trustees; three elected by the WSC; three past host committee chairs; and one current host committee chair."

- Page 48, Addendum 10, "World Convention Corporation External Guidelines," "Composition of the Board of Directors," 2nd paragraph, 2nd sentence: "By 1998, the board will be comprised of ten members; four current world-level trusted servants (two members of the WSO board, one member of the WSC Administrative Committee, and one member of the World Service Board of Trustees); four persons elected by the World Service Conference; and two host committee chairs."

**MOTION 21 would amend TWGSS'96**

**The section entitled "World Service Board of Trustees Operational Procedures" (page 11), III.C.4 would be revised:**

A minimum of eight years continuous abstinence from drugs.

**MOTION 23 would amend TWGSS'96**

**Language would be added at the end of the following motion (carried 5/2/92) on page 26:**

The World Service Conference affirms that zonal forums, as service-oriented sharing sessions that provide the means by which NA communities can communicate, cooperate, and grow with one another, are valuable components of NA. We support the continued work of the zonal forums that exist today worldwide and encourage any further efforts NA communities may take to support one another.

**MOTION 26 would amend the *Convention Guidelines***

**#5, "What about special interests? To what extent should special meetings or activities be provided at the world convention?", page 26, would be deleted in its entirety:**

NA world conventions are many things to many people, but most NA members would agree that the world convention is primarily a celebration of our shared recovery, a living testimony to our worldwide unity, and a public statement of our common purpose—to help the addict who still suffers.

We believe that NA world conventions are not an appropriate place for special interest meetings of Narcotics Anonymous. Unity, however, is something that can always be increased and enhanced. World conventions offer an opportunity for recovering addicts from different backgrounds and lifestyles to learn about each other and, by so doing, break down any remaining barriers between us. The more we know about each other, the more we can help each other.

It is recommended, therefore, that world convention committees be particularly sensitive to the differences in backgrounds of NA members and be careful to select speakers who represent a variety of experiences and lifestyles and who carry a message of commonality and unity in recovery.

**MOTION 30 would amend *TWGSS'96***

**On page 14, footnote #5 would be revised:**

**Adopted May 28, 1996, subject to review and/or revision by future World Service Conferences.**

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## **NEW NA WAY PROTOTYPE**

*Note: The enclosed prototype contains a number of repetitive sentences and paragraphs utilized to fill the required publication length. The purpose of its inclusion in the CAR addenda is simply to provide you with a model so that you can visualize the concept of the proposed publication. You should also be aware that it is printed in black and white. If approved, the new NA Way Magazine will be produced with a color nameplate.*

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## ADDENDUM 2

### WSCLC 1997-98 WORK LISTS

According to our guidelines, the WSC Literature Committee maintains four work lists. These lists consist of literature proposals at various stages of development. They contain all of the material in our literature files that have been submitted with copyright release forms prior to the October quarterly workshop. Proposed work lists for the 1997-98 conference year are presented here for your information.

#### **“A” WORK LIST (ITEMS IN FINAL DEVELOPMENT)**

The “A” work list consists of items in the final stage of development. This list represents the maximum amount of work that the WSC Literature Committee believes it can reasonably accomplish during the year. The following is the WSC Literature Committee recommendation for the 1997-98 “A” work list:

- 1) Step Working Guides
- 2) Sponsorship Booklet

#### **“B” WORK LIST (ITEMS AWAITING FINAL DEVELOPMENT)**

The “B” work list consists of items from which the fellowship makes choices to fill openings on the “A” work list. Our “B” work list contains the following items:

- 1) ***Youth and Recovery*** was up for revision and will be combined with the following pieces to be developed into a common needs piece:
  - ***So You Think You’re Different.*** This proposal was originally submitted as a possible pamphlet intended for any of us who think we are different for any reason.
  - ***Recovery is for Everyone.*** This IP proposal focuses on recognizing our similarities instead of concentrating on our differences.
  - ***Seniors in Recovery.*** The 1992 World Service Conference committed a motion to the WSC Literature Committee regarding the development of a piece with this title. Subsequently, we have received a piece of source material which deals with this subject matter.
- 2) ***Another Look*** (revision)

#### **“C” WORK LIST (READY FOR REGIONAL DEVELOPMENT)**

The “C” work list consists of material that needs more fellowship writing and input to bring it to a first-draft stage. “C” work list material is assigned to regional literature subcommittees, whose responsibility it then becomes to create the forum and atmosphere in which members of their regions can develop the assigned projects. The “C” work list contains the following items:

- 1) ***Living Clean.*** This book-length piece is intended as a newcomer’s guide to the Fellowship of Narcotics Anonymous. The current draft consists of 136 pages on a variety of topics.
- 2) ***Practicing the Principles of our Traditions.*** This IP proposal centers on applying the principles found in the Twelve Traditions of NA in our daily lives.

- 3) **NA Service.** We currently have two IP drafts for this literature proposal. They discuss topics such as the value of service to the individual and to the fellowship as a whole, types of service needed, and how to get involved.

### **“D” WORK LIST (GENERAL DEVELOPMENT)**

The “D” work list contains all other proposals for NA literature. These items require considerable work at this stage and may be assigned for development to literature committees, groups, and members at the discretion of the WSC Literature Committee chair and vice chair. Our current “D” list includes the following:

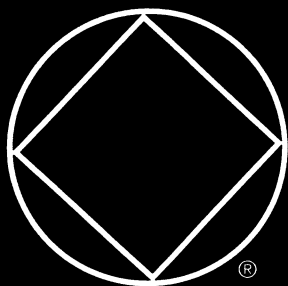
- 1) ***Spirituality.*** This piece explores the nature of spirituality and explains what is meant by “Narcotics Anonymous is a spiritual program.”
- 2) ***Relationships: Then and Now.*** This IP proposal focuses on building meaningful relationships with others and with our Higher Power in recovery.
- 3) ***Racial and Cultural Diversity and our First Tradition.*** This was an issue paper that was given at the 1996 WSC. A motion was made on the conference floor to develop this into an IP.

**ADDENDUM 3A**

***A GUIDE TO LOCAL SERVICES IN NA***







# A Guide to Local Services IN NARCOTICS ANONYMOUS

WSC Policy Committee  
**FOR APPROVAL AT WSC'97**



## **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 YEAR 1996-97**

**A GUIDE TO LOCAL SERVICES  
IN NARCOTICS ANONYMOUS**

**WSC POLICY COMMITTEE  
FOR APPROVAL AT WSC'97**

**A Guide to Local Services in Narcotics Anonymous  
WSC Policy Committee, Conference Year 1996-97**

This is an edited version of the final report (March 1993) of the WSC Ad Hoc Committee on NA Service to the World Service Conference of Narcotics Anonymous, which was published as *A Guide to Service in Narcotics Anonymous*. This version has been edited by removing the section on world services and any references in other sections to that section.

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*Twelve Concepts for NA Service* is published separately as a booklet available from World Service Office, Inc. Twelve Concepts for NA Service copyright © 1989, 1990, 1991 by World Service Office, Inc. All rights reserved. The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service, published by Alcoholics Anonymous World Services, Inc., and have evolved specific to the needs of Narcotics Anonymous.

The chapter in this guide entitled "The NA Group" has been published in a somewhat different form as *The Group Booklet*, copyright © 1990 by World Service Office, Inc. All rights reserved.

**Narcotics  
Anonymous®**



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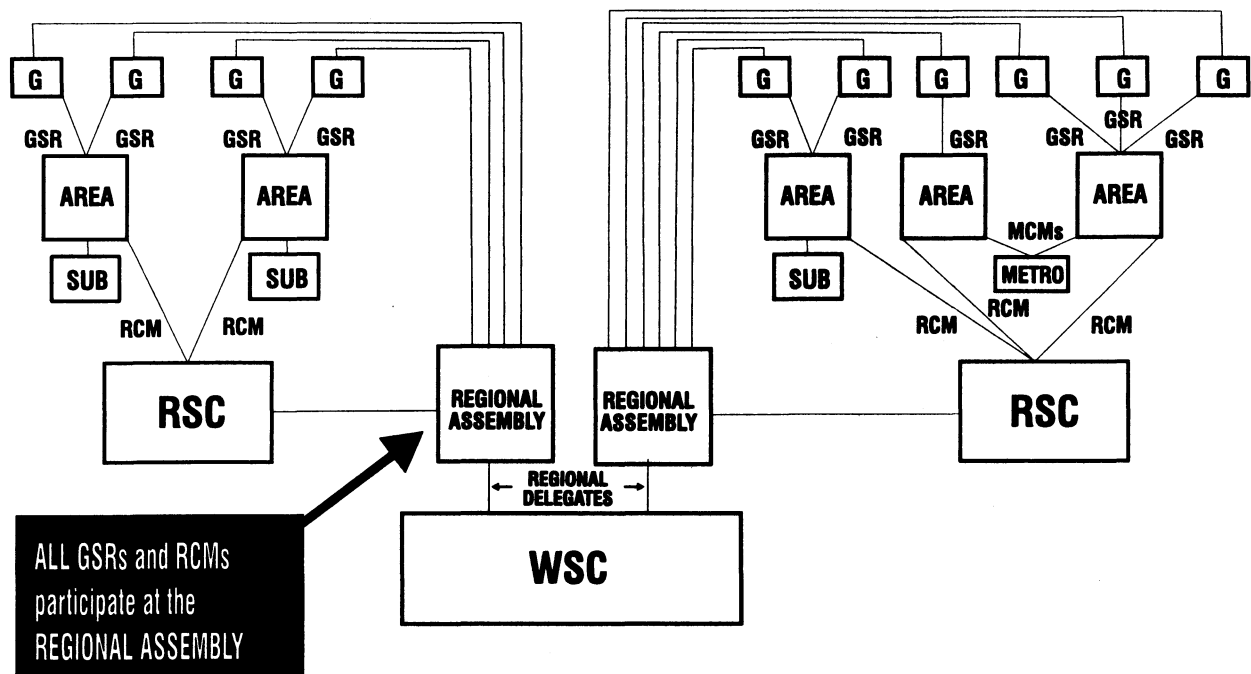
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## NA SERVICE STRUCTURE







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## INTRODUCTION

There is only one requirement for NA membership, "a desire to stop using," but there are many benefits. One of these benefits is the privilege of service.

We who have the disease of addiction spent years of our lives locked up in ourselves. We were cut off from the warmth and fellowship of other human beings; our lives revolved almost exclusively around "getting and using and finding ways and means to get more." The love that connects one person to another to the next, the selfless service that feeds and houses and clothes and warms and nurtures humankind--of that love, of that selfless service we had no part. That's why it's such a privilege in our recovery to be able to serve others, for we come to know ourselves only in looking beyond ourselves and we keep what we have only by giving it away. By empathizing with other members, by learning to appreciate their needs, by placing them ahead of our own--by these things we learn to love others, and in so doing we learn to love ourselves.

The service we do in our recovery is many things. We take a more active role in our everyday lives, serving others as better friends, better family members, better workers, and better citizens. When we find an NA meeting where we feel at home and NA friends with whom we identify, we've found a home group, a base for our own recovery and a place where we can serve other addicts by sharing our recovery with them. The time, the experience, the empathy we offer others in our home group we extend even further to those we serve in NA sponsorship. All these ways of serving others demonstrate the spiritual awakening of our Twelfth Step, evidenced in our efforts "to carry this message to addicts and to practice these principles in all our affairs." This guidebook describes additional ways recovering addicts can be of service in Narcotics Anonymous. Our hope is that *A Guide to Local Services* will serve as a portal to new paths of service for many, many NA members.

*A Guide to Local Services in Narcotics Anonymous* is intended to serve as a resource to those in every country who have committed themselves to providing the services necessary to carry our message to the still-suffering addict. Portions of it may prove to be inappropriate for your use either because of geography, national or provincial law, cultural differences, or the developmental state of your NA community. If this is the case, your NA community should feel free to adapt the *Guide* to meet your own needs, provided that those adaptations are consistent with NA's Twelve Steps, Twelve Traditions, and Twelve Concepts for Service. For further information concerning local adaptation of material from *A Guide to Local Services*, contact NA's World Service Office.

**NOTE**

The first chapter of this guide,  
"Twelve Concepts for NA Service,"  
was approved in its entirety by NA's  
World Service Conference in 1992.

It is also published separately as  
a booklet that can be purchased  
from our World Service Office.  
The booklet has a special study section  
for individuals and groups.

**TWELVE CONCEPTS FOR NA SERVICE**

The Twelve Traditions of NA have guided our groups well in the conduct of their individual affairs, and they are the foundation for NA services. They have steered us away from many pitfalls that could have meant our collapse. Our various service units serve, for example, they do not govern; we stay out of public debate; we neither endorse nor oppose any of the many causes that our members may feel strongly about; our approach to addiction is a nonprofessional one; we are fully self-supporting. The traditions have provided our fellowship with essential guidance throughout its development, and they continue to be indispensable.

The Twelve Concepts for NA Service described here are intended to be practically applied to our service structure at every level. The spiritual ideals of our steps and traditions provide the basis for these concepts, which are tailored to the specific needs of our fellowship's service structure. The concepts encourage our groups to more readily achieve our traditions' ideals, and our service structure to function effectively and responsibly.

These concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our lives and our traditions have stabilized and unified our groups. The Twelve Concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

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.

### **FIRST CONCEPT**

**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.**

Our fellowship's primary purpose is to carry the message "that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live." One of the primary means by which that message is carried, addict to addict, is in our meetings. These recovery meetings, conducted thousands of times each day by NA groups around the world, are the most important service offered by our fellowship.

However, while recovery meetings are NA's most important service, they are not the only means we have of fulfilling our fellowship's primary purpose. Other NA services attract the still-suffering addict to our meetings, carry our message to addicts in institutions, make recovery literature available, and provide opportunities for groups to share their experience with one other. No one of these services, by itself, comes close to matching the value of group recovery meetings in carrying our message; each, however, plays its own indispensable part in the overall program devised by the NA Fellowship to fulfill its primary purpose.

We can do together what we cannot accomplish separately. This is true in our personal recovery and is equally true in our services. In new NA communities, groups often perform basic services in addition to their meetings. But fulfillment of the full range of NA services--phonelines, H&I panels, public information work, outreach, and the rest--usually requires more people and more money than a single group can muster on its own. The degree of organization necessary to carry out such responsibilities would divert most groups from carrying the NA message in their meetings. And the lack of coordination among groups delivering various services on their own could result in duplication,

confusion, and wasted resources. For these reasons, most groups do not take such responsibilities on themselves.

How, then, can NA's groups ensure the fulfillment of these services? They do so by combining their resources, joining together to create a structure which develops, coordinates, and maintains those services for them, leaving the groups free to carry out their own primary responsibility.

## **SECOND CONCEPT**

**The final responsibility and authority for NA services rests with the NA groups.**

The NA service structure has been created by the groups to serve the common needs of the groups. Our fellowship's service boards and committees exist to help groups share their experience with one another, provide tools which help groups function better, attract new members to group recovery meetings, and carry the NA message further than any single group could carry it alone. Because the groups have created the service structure, they have final authority over all its affairs. By the same token, the groups also have the final responsibility for the support of all its activities. The two go hand in hand.

Ideally, responsibility and authority are flip sides of the same coin; the exercise of one is also an exercise of the other. When our groups provide the resources--conscience and ideas, people, money--needed to fulfill NA services, they also provide direction to the service structure. Let's take a look at a few examples of how this principle works.

The most important resource contributed to the service structure by an NA group is almost exclusively spiritual: its ideas and its conscience. Without the voice of the groups, the service structure may not know what kinds of services are needed, or whether the services it provides are ones the groups want. The groups provide the ideas and direction needed to guide the service structure in fulfilling its responsibilities. By voicing their needs and concerns, the groups also exercise their authority for the service structure they have created.

The people who give their time to service work are a vital resource; without them, our service boards and committees would not exist, much less be able to serve. The group's responsibility to the service structure is to elect a group service representative who will serve the best interests of the group and the entire NA Fellowship. By carefully selecting its GSR, then providing that person with regular support and guidance, the group exercises its ability to impact NA services, both directly and indirectly. In choosing a qualified GSR, then sending him or her out to serve on the group's behalf, the group fulfills a large part of both its responsibility and authority for NA services.



Money is required to fulfill NA services. Without it, our phonelines would be closed down, our meeting lists would not be printed, there would be no NA literature to distribute, our H&I panels would go without pamphlets, and our public information workers would be unable to provide printed materials about our fellowship to the community. In the Eleventh Concept, more will be said of the use of money in fulfilling our primary purpose. The message of the Second Concept in regard to money, however, is simple: Since the groups have created the service structure to perform certain tasks, the groups are also responsible to provide the necessary funds.

So far, we've looked at what the Second Concept says to the NA group. This concept also speaks to the service structure. The groups have, directly or indirectly, created every one of our service boards and committees. The NA groups have, directly or indirectly, provided the resources used by those service boards and committees. The groups have established the service structure as a medium through which, together, they can better fulfill our fellowship's primary purpose. Therefore, in all the affairs of all its elements, the service structure must carefully consider the needs and desires of the groups. The Second Concept can be seen as the groups' way of saying to the NA service structure, "Be responsible with the spiritual, personal, and financial resources we have provided you. Seek our advice; do not ignore our direction."

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. Conversely, if something goes wrong in the service structure, NA groups are responsible to take constructive steps to help correct the problem. Our experience shows that radical action, taken in haste, serves neither the groups nor our services well. Since change rarely occurs overnight, patience and acceptance may be called for. Nonetheless, the exercise of final authority for NA services, a vital part of the system of service established by our fellowship, is both the right and the responsibility of the groups.

### THIRD CONCEPT

**The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.**

The NA groups maintain final responsibility and authority for the service structure they have created. Yet if they must involve themselves directly in making decisions for all of our service boards and committees, the groups will have little time or energy left to carry the recovery message in their meetings. For this

reason, the groups entrust the service structure with the authority to make necessary decisions in carrying out the tasks assigned to it.

The delegation of authority can do much to free up both our groups and our services. Service decisions not directly affecting the groups can be made expeditiously; our phonelines, H&I panels, public information efforts, and literature development projects can move forward at full speed to serve NA's primary purpose. And our groups, not required to ratify every decision made on their behalf at every level of service, are freed to devote their full attention to carrying the NA message in their meetings.

We often use motions and guidelines to help us apply the Third Concept. We clearly describe each task we want accomplished, and the kind of authority we are delegating to those who will fulfill the task. However, even the most exhaustive set of guidelines cannot account for every eventuality. Our trusted servants will serve us best when we grant them the freedom to exercise their best judgment in fulfilling the responsibilities we've assigned them. Our services must remain directly accountable to those they serve, yet they must also be given a reasonable degree of discretion in fulfilling their duties. A group, service board, or committee should consult its collective conscience in arriving at its own understanding of the best way to apply this concept.

Sometimes we fear that delegation will mean a loss of control over our services. Together, Concepts One, Two, and Three have been designed to help us maintain responsibility for our service structure without tying our trusted servants' hands. The Third Concept encourages our groups to focus on their own responsibilities while assuring that the service structure is given the authority it needs to fulfill other necessary NA services. Our Twelve Concepts do not ask our groups to abdicate their authority, allowing the service structure to do whatever it pleases. The groups, after all, have established the service structure to act on their behalf, at their direction. And when the groups need to exercise final authority in service matters, they are encouraged to do so. However, in day-to-day matters, the groups have given our service boards and committees the practical authority necessary to do the jobs assigned them.

Delegating authority can be a risky business unless we do so responsibly. To make Concept Three work, other concepts must also be applied consistently. Most importantly, we must give careful attention to the selection of trustworthy trusted servants. We cannot responsibly delegate authority either to those who are fundamentally incapable of administering that authority or to those who are not willing to account fully for their actions. However, if we select our leaders carefully, choosing those who can be trusted to responsibly exercise delegated authority in fulfilling the tasks we've given them, we can feel much more comfortable with the concept of delegation.

When we give our trusted servants a job, we must adequately describe to them the job we want done, and we must provide them with the support they need to complete their job. Then, once we've given them instructions and support, we must delegate to them the authority necessary to make decisions related to the task they've been assigned. When our groups delegate sufficient authority to our service structure, our groups need not be overcome with the demands of making every service decision at every level of service, and our fellowship's primary purpose can be served to the fullest. With the Third Concept squarely in place, our groups are free to conduct recovery meetings and carry the NA message directly to the addict who still suffers, confident that the service structure they have created has the authority it needs to make the decisions involved in fulfilling its responsibilities.

#### FOURTH CONCEPT

**Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.**

The trust necessary to confidently delegate service authority is founded on the careful selection of trusted servants. In the following paragraphs, we highlight a number of the qualities to be considered when choosing our trusted servants. No leader will exemplify all these qualities; they are the ideals of effective leadership to which every trusted servant aspires. The more we consider these qualities when selecting NA leaders, the better our services will be.

Personal background and professional or educational qualifications, though helpful, do not necessarily make for effective leadership. When selecting trusted servants, after all, it is the whole person we trust, not just their skills. And one of the first things we look for when selecting trusted servants is humility. Being asked to lead, to serve, to accept responsibility, is a humbling experience for a recovering addict. Through continuing to work the Twelve Steps, our trusted servants have come to know not only their assets but their defects and their limitations. Knowing that, they have agreed to serve our fellowship to the best of their ability, with God's help. Good NA leaders do not think they have to do everything themselves; they ask for help, advice, and direction on a regular basis. Our fellowship's leaders ought not be dictators or order-givers; they are our servants. Able leadership in the spirit of service does not drive by arrogant mandate, demanding conformity; it leads by example, inviting respect. And nothing invites us to respect our trusted servants more than clear evidence of their humility.

Capable NA leadership exhibits the full range of personal characteristics associated with a spiritual awakening. We depend on those who serve us to

report on their activities completely and truthfully. Our leaders must have the integrity needed to hear others well, yet still be able to stand fast on sound principle; to compromise, and to disagree without being disagreeable; to demonstrate the courage of their convictions, and to surrender. We seek trusted servants who are willing to expend their time and energy in the diligent service of others, studying available resource materials, consulting those with greater experience in their field of responsibility, and carefully fulfilling the tasks we've given them as completely as possible. Honesty, open-mindedness, and willingness, indispensable in recovery, are also essential to leadership.

Any NA member can be a leader, and every NA member has the right to serve the fellowship. Effective NA leadership knows not only how to serve, but when it will serve best to step aside and allow others to take over. An entrenched bureaucracy inhibits our fellowship's growth, while a regular influx of new leadership, balanced by continuity, inspires NA growth. The effective leader also knows that, in order to maintain the distinction in service between principles and personalities, it is important to observe the practice of rotation.

In some positions, trusted servants need specific skills in order to act as effective leaders. The ability to communicate well can help our trusted servants share information and ideas, both in committee work and in reporting to those they serve. Organizational skills help trusted servants keep small service responsibilities simple, and make straightforward even the fulfillment of complex tasks. Leaders capable of discerning where today's actions will take us, and of offering us the guidance we need to prepare for the demands of tomorrow, serve Narcotics Anonymous well. Certain educational, business, personal, and service experiences may suit a recovering addict more to one type of service commitment than another. We do ourselves, our fellowship, and our trusted servants a disservice when we ask our members to perform tasks they are incapable of fulfilling.

When we carefully consider the leadership qualities of those we ask to serve, we can confidently give them the room they need to exercise those qualities on our behalf. We can allow effective leaders freedom to serve, especially when they demonstrate their accountability to us, reporting regularly on their work and asking, when necessary, for additional direction. True, our leaders are but trusted servants, not governors; yet we also expect our trusted servants to lead us. If we select them carefully, we can confidently allow them to do so.

Effective leadership is highly valued in NA, and the Fourth Concept speaks of the qualities we should consider when selecting leaders for ourselves. However, we should remember that the fulfillment of many service responsibilities requires nothing more than the willingness to serve. Other responsibilities, while requiring certain specific skills, depend for their fulfillment far more heavily on the trusted

servant's spiritual maturity and personal integrity. Willingness, spiritual depth, and trustworthiness are strong demonstrations of the kind of leadership valued most highly in Narcotics Anonymous.

We should also remember that NA's leaders are not only those we vote into office. Opportunities for selfless service arise wherever we turn in Narcotics Anonymous. NA members exercise personal leadership by helping clean up after a meeting, taking extra care to welcome newcomers to our fellowship, and in countless other ways. As recovering addicts, any of us can fulfill a leadership role, providing a sound example, by serving our fellowship. This modest spirit of service to others forms the foundation of our Fourth Concept, and of NA leadership itself.

### FIFTH CONCEPT

**For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.**

The key to applying the Fifth Concept is in defining the task that needs to be done, and the easiest way to apply it is right from the start. When we first create a service task, we should consider what kind of authority we must delegate in order for that task to be accomplished and what kind of accountability we should require of those to whom we are giving that task. Then, one particular trusted servant, service board, or committee should be designated as the single point of decision and accountability for that assignment. This simple principle applies to all the services provided in Narcotics Anonymous, from the group to our world services.

When we decide a certain service task should be done and clearly say which trusted servant, service board, or committee has the authority to accomplish the task, we avoid unnecessary confusion. We don't have two committees trying to do the same job, duplicating efforts or squabbling over authority. Project reports come straight from the single point of decision for the project, offering the best information available. An assigned service responsibility can be fulfilled swiftly and directly, because there is no question of whose responsibility it is. And if problems in a project arise, we know exactly where to go in order to correct them. We do well when we clearly specify to whom authority is being given for each service responsibility.

The single point of decision we define for each service responsibility is also a single point of accountability. As we've already seen in the Fourth Concept, and as we shall see further in Concept Eight, accountability is a central feature of the NA way of service. When we give our trusted servants responsibility for a particular service task, we hold them accountable for the authority we've

delegated them. We expect them to remain accessible, consistently providing us with reports of their progress and consulting with us about their responsibilities.

Accountability does not mean that we delegate authority only to take it right back. It simply means that we want to be informed of decisions our trusted servants are considering as they go about the tasks we've assigned them. We want to have the opportunity to impact those decisions, especially if they directly affect us. And we want to be kept up-to-date on each responsibility we've assigned to the service structure so that, if something goes wrong, we can take part in making it right.

The Fifth Concept helps us responsibly delegate our authority for NA services. In exercising the Fifth Concept, we make a simple, straightforward contract with our trusted servants. Right from the start, they know what we are asking of them, what decisions they are expected to make themselves, and to what degree we will hold them accountable for the service work they do on our behalf. Exercise of Concept Five is not a task to be taken lightly. It calls for us to carefully consider the service work we want done; to clearly designate who should do that work; to delegate the authority to do it; and to maintain accountability for those duties. It takes effort to conscientiously apply Concept Five, but the results are worth the effort.

## SIXTH CONCEPT

**Group conscience is the spiritual means by which we invite a loving God to influence our decisions.**

Conscience is an essentially spiritual faculty. It is our innate sense of right and wrong, an internal compass that each of us may consult in our personal reflections about the best course to take. Our Basic Text refers to conscience as one of those "higher mental and emotional functions" which was "sharply affected by our use of drugs." By applying our steps, we seek to revive it and learn how to exercise it. As we steadily apply spiritual principles in our lives, our decisions and actions increasingly become less motivated by self-interest and more motivated by what our conscience tells us is good and right.

When addicts whose *individual* consciences have been awakened in the course of working the steps come together to consider service-related questions, either in their NA group or in a service committee meeting, they are prepared to take part in the development of a *group* conscience. The exercise of group conscience is the act by which our members bring the spiritual awakening of our Twelve Steps directly to bear in resolving issues affecting NA. As such, it is a subject which must command our most intent consideration.

The development of a group conscience is an indispensable part of the decision-making process in Narcotics Anonymous; however, group conscience is not itself a decision-making mechanism. To clarify the difference between the two, let's look at our personal lives. People living spiritually oriented lives usually pray and meditate before making major decisions. First, we look to our source of spiritual strength and wisdom; then, we look forward and chart our course. If we automatically claim that God has guided us every time we make a decision, whether or not we've actually invited God to influence us prior to making that decision, we fool only ourselves. The same applies to group conscience and collective decision-making.

Developing a collective conscience provides us with the spiritual guidance we need for making service decisions. We pray or meditate together, we share with one another, we consider our traditions, and we seek direction from a Higher Power. Our groups, service boards, and committees often use the vote as a rough tool for translating that spiritual guidance into clear, decisive terms. Sometimes, however, no vote is needed; following thoughtful, attentive discussion, it is perfectly apparent what our collective conscience would have us do in a given service situation. Just as we seek the strongest possible spiritual unity in Narcotics Anonymous, so in our decision-making we seek unanimity, not merely a majority vote. The more care we take in our considerations, the more likely we are to arrive at unanimity, and no vote will be needed to help us translate our group conscience into a collective decision.

When making specific service decisions, voting or consensus may be the measure of our group conscience. However, group conscience can be seen in all our fellowship's affairs, not merely in our decision-making process. The group inventory process is a good example of this. When members of an NA group gather together to examine their group's effectiveness in fulfilling its primary purpose, they each consult their own conscience concerning their individual role in the life of the group. They consider the concerns of the group as a whole in the same light. Such a group inventory session might produce no specific service decisions whatsoever. It will, however, produce among group members a heightened spiritual sensitivity both to the needs of the still-suffering addict and to the needs of fellow group members.

Another example of group conscience being developed without producing a service-related decision, one each of us can identify with, can be found every day of the week in our recovery meetings. Many are the times when we go to an NA meeting with a personal problem, seeking comfort, support, and guidance in the experience of other recovering addicts. Our members, each with their individual personalities, backgrounds, and needs, speak to one another--and to us--of the spiritual awakening they've found in applying the Twelve Steps in their

lives. From the diversity of the group a common message arises, a message we can apply to our own lives, the message of recovery. In this message we find "the therapeutic value of one addict helping another." We also find in this message the group conscience, applied not to a service issue but to our own spiritual growth.

Group conscience is the means by which we collectively invite the ongoing guidance of a Higher Power in making decisions. We apply the Sixth Concept when we pursue our own personal recovery with vigor, seeking that ongoing spiritual awakening which makes it possible for us to apply the principles of the program in all our affairs, including our service affairs. We apply the Sixth Concept when we listen not just to the words our fellow members speak but to the spirit behind their words. We apply the Sixth Concept when we seek to do God's will, not our own, and to serve others, not ourselves, in our service decisions. We apply the Sixth Concept in our groups, service boards, and committees when we invite a loving God to influence us before making service-related decisions.

### SEVENTH CONCEPT

**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.**

The Seventh Concept is one way of putting the principle of group conscience to work in the service environment. This concept suggests that each service body should encourage all its members to participate in its decision-making process. By bringing their different perspectives together, we give our service bodies the opportunity to develop a fully informed, balanced group conscience leading to sound, sensitive service decisions.

Our service boards and committees represent a cross-section of NA perspective and experience. Each participant's contribution to the decision-making process is important. Determining participation at the group level is fairly simple: if you're a group member, you may fully participate in the group's decision-making process. Determining participation in the decision-making processes of most service boards and committees is a little more involved, yet the same basic principles still apply. Freely expressed individual conscience is the essential element in group conscience at any level.

NA service is a team effort. Our service representatives are responsible to the NA Fellowship as a whole rather than any special constituency; so are all the other trusted servants on the team. The full participation of each member of the team is of great value as we seek to express the collective conscience of the whole.



There is no firm rule about how to apply the concept of participation to every situation. In an atmosphere of love, mutual respect, and frank, open discussion, each service body decides these things for itself. In significant matters affecting the groups, a service body will want to ask for guidance directly from the groups. In the vast majority of cases, however, the service body will exercise its delegated authority in fulfilling the responsibilities the groups have assigned to it, disposing of the matters in the normal course of their service meetings.

NA's principle of spiritual anonymity is the foundation for the Seventh Concept. This principle points our fellowship toward a leveling of the individual's relative importance as a participant in NA service. The Seventh Concept, with its emphasis on equalizing the relative weight of each voice on the team, puts the spiritual principle of anonymity into practice. Though we may not all participate in every decision made in our fellowship, we all have the right to participate fully and equally in the decision-making processes in the service bodies in which we are members.

## **EIGHTH CONCEPT**

### **Our service structure depends on the integrity and effectiveness of our communications.**

Our fellowship's service structure is founded on the unity of our groups; to maintain that union, we must have regular communications throughout Narcotics Anonymous. Together, our groups have created a service structure to meet their common needs and to help them fulfill their common purpose. The effectiveness of the service structure depends on the continued unity of the NA groups, and on their continued support and direction. These things can only be maintained in an atmosphere of honest, open, and straightforward communication among all parties concerned.

Regular communication plays a large part in the fulfillment of our groups' final responsibility and authority for NA services. Through their GSRs, the groups regularly report their strengths, needs, ideas, and conscience to the service structure. Taken together, these group reports give our service boards and committees clear guidance in their efforts to serve NA as a whole. When the groups are regularly given full and accurate information from all elements of the service structure, they become familiar with the structure's normal patterns of activity. The groups are then able to recognize when something goes wrong with one of our service boards and committees and are in a better position to know how to help correct the problem. And, knowing what kinds of resources are needed to fulfill service tasks, our groups are also more likely to provide the service structure with adequate support.

Clear, frequent two-way communication is an important prerequisite for delegation. When our groups ask the service structure to fulfill certain responsibilities on their behalf, we delegate to the structure the authority needed to make decisions related to those responsibilities. We need to be able to trust our trusted servants before we can confidently delegate them that degree of authority. That kind of trust depends in large part on continuing communication. So long as our service boards and committees regularly issue complete, candid reports of their activities, we can be confident that we have delegated our authority wisely.

Open and frank communication is a critical ingredient of effective leadership. To better know the ideas, wishes, needs, and conscience of those they serve, trusted servants must listen carefully to their fellowship. To give the NA groups the information they need to guide and support our services, NA leaders regularly distribute full, unequivocal reports. We do not want our trusted servants to constantly inundate us with every fact and figure possible, though we do expect them to provide us with complete information on all their activities and discussions if we ask for it. In communicating with those they serve, trusted servants demonstrate an open attitude, one that is inclusive, inviting, and clearly influenceable. Such openness and forthrightness may be uncomfortable but is essential in maintaining the integrity of our services.

Finally, full and frequent communication is essential in the development of group conscience, the spiritual means by which we invite the influence of a loving God in making our collective decisions. To develop group conscience, communications must be honest and direct. Without the full picture, seen from all sides, our groups, service boards, and committees cannot develop an informed group conscience. When we gather together to consider service issues, we openly share ideas and information with one another, frankly speaking our minds and hearts on the matter at hand. We listen closely to one another, considering carefully the information and insights we've heard; we consult our individual consciences on the matter; then, we make a decision. A conscience fed on ignorance is an ineffective conscience, incapable of providing reliable guidance. An effective conscience can develop only in an atmosphere of regular, open communication among all parties concerned.

The purpose of our services is to help our fellowship fulfill its primary purpose: to carry the message to the addict who still suffers. Honest, open, straightforward communication is essential to both the integrity and the effectiveness of the NA service structure. Unity, group responsibility and authority, delegation, leadership, accountability, group conscience, participation--all depend on good communication among the various elements of the NA Fellowship. With regular two-way communication, our groups and our services

are well positioned to uphold the ideals and fulfill the responsibilities described in our Twelve Concepts.

### NINTH CONCEPT

**All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.**

It's easy to discuss things with those who agree with us. But in recovery we've learned that our own best thinking may not necessarily offer us the best possible guidance. We have been taught that, before making significant decisions, we should check our judgment against the ideas of others. Our experience has shown us that the ideas of those who disagree with us are often the ones we need most to hear. The Ninth Concept puts this aspect of our recovery experience to work in the service environment. When making a decision, our groups, service boards, and committees should actively seek out all available viewpoints.

An effective group conscience is a fully informed group conscience. The Ninth Concept is one tool we use to help ensure that our group conscience is as well-informed as it can possibly be. In any discussion, it is tempting to ignore dissenting members, especially if the vast majority of members think alike. Yet it is often the lone voice, offering new information or a unique perspective on things, that saves us from hasty or misinformed decisions. In Narcotics Anonymous, we are encouraged to respect that lone voice, to protect it, even to seek it out, for without it our service decisions would undoubtedly suffer.

Concept Nine also encourages us, individually, to frankly speak our minds in discussions of service issues, even when most other members think differently. No, this concept is not telling us to become perpetual nay-sayers, objecting to anything agreed to by the majority. It does say, however, that we are responsible to share our thoughts and our conscience with our fellow members, carefully explaining our position and listening with equal care to the positions of others. When we show the courage necessary to speak our mind while also showing respect for one another, we can be confident that we act in the best interests of the NA Fellowship. By insisting on thorough discussion of important issues, the worst we can do is take a little of each other's time; at best, we protect the fellowship from the consequences of a hasty or misinformed decision.

When a service body is in the process of making a decision, the Ninth Concept can be exercised in a variety of ways. If you are a member of that service body, all you need do is raise your hand and speak. If the point you wish to make is complex, you may wish to put it in writing so that other members of the board or committee can study it more carefully.

If you are not a member of the service body in question but, as an NA member, still have something to say about a service matter, there are a variety of avenues you can take to express your position. By sharing your views at your group's business meeting, you ensure that your ideas will be included in the mix of group conscience that guides your GSR when she or he participates in service discussions. Many service boards or committees set aside a portion of their agenda for open forums when you can speak your own mind on issues before the body. Fellowship newsletters and journals, from the local to the world level, often offer space where NA members can share their viewpoints on service matters at hand. Whether or not you are a member of a service body, there are a variety of ways in which you can personally exercise the Ninth Concept.

Our decision-making process is not perfect. Many groups, service boards, and committees acknowledge this, and the value of the minority's position, with every decision they make. Whenever a motion is approved by something less than unanimous consent, these service bodies often ask those who voted against the measure to state their reasons for doing so, either out loud or in writing. If the decision needs to be revised at a later date, such minority opinions may prove invaluable in helping chart a new service course.

Concept Nine encourages us to continue to consult group conscience, even after a decision has already been made. If discussions are raised about a question already decided, the body is bound to hear those discussions. It may be that, based on such discussion, a service body will alter its earlier decision. However, if a past decision is questioned, discussion is well heard, and the decision still stands, the time comes for everyone to accept that decision and to cooperate wholeheartedly in its implementation. Half-hearted support or outright resistance to such a decision runs contrary to our principles of surrender and acceptance. Once a decision has been made, reconsidered, and confirmed, we need to respect it and go on about the business of serving our fellowship.

The expression of the individual conscience to the group is the foundation of group conscience. Without it, we block the guidance of a loving God, our ultimate authority. When a position supported by many of us is challenged by a few of us, our service boards and committees should always treat such input with great respect and careful consideration. The information and insights offered by the few may save us from dangerous mistakes; they may even lead us to new, previously undreamt-of horizons of service where we might fulfill our fellowship's primary purpose more effectively than ever. For the sake of our fellowship, and for the sake of our members yet to come, our groups, service boards, and committees must always carefully consider all viewpoints in their decision-making processes.

## TENTH CONCEPT

**Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.**

The Tenth Concept is our fellowship's guarantee of respect for the individual trusted servant. This concept may seem self-evident, but our belief in the principle involved is so strong that we want to say it loudly and clearly. Narcotics Anonymous is a spiritual society, with high ideals for how we treat each other. Our members, however, are only human, and we sometimes mistreat one another. The Tenth Concept is our spiritual society's promise that if one of us is wronged in the service environment, the aggrieved trusted servant may ask that the wrong be made right.

A variety of circumstances may require application of the Tenth Concept. In one case we know of, a member was nominated for office on his area service committee. The member left the room, allowing the committee to discuss his qualifications. During that discussion, certain ASC members groundlessly slandered the candidate's personal reputation; as a result, the member was defeated. This man found out about the discussion of his personal life and its effect on the election a few days later. Feeling hurt and angry, he decided to talk with his sponsor, inventory his own part in the matter, and pray for guidance. After taking these steps, he felt confident that he was entitled to petition the ASC for redress. He wrote a letter stating that he believed he had been wronged by the ASC, asking for a new ballot. The following month, his letter was read and discussed during the committee's sharing session. After having a chance to examine their consciences, the ASC members admitted that what they'd done had been wrong and agreed to conduct the discredited election over again.

The Tenth Concept's guarantee of the right to appeal for redress of a personal grievance is designed, in part, to protect those who exercise their Ninth Concept responsibility to speak their mind in service discussions. Together, the Ninth and Tenth Concepts support an atmosphere in which our members feel free to express themselves frankly on matters at hand. This open atmosphere is essential in developing an effective group conscience. If, after having demonstrated the courage of their convictions, individuals become the subject of reprisals initiated by those who have disagreed with them, the Tenth Concept allows them to petition the appropriate service body for redress of their grievance. Thus, the respect of our service structure for the rights of the individual NA member is guaranteed. In a fellowship such as ours, whose success is based upon mutual support and cooperation, that kind of respect for the individual is indispensable.

One such case involved a subcommittee member who exercised the responsibilities described in Concept Nine, speaking against a project proposed by the subcommittee chairperson. In the following months, the subcommittee chairperson stopped sending committee minutes and bulletins to the member, even neglecting to inform the member of the times and locations of future subcommittee meetings. The member contacted the subcommittee chairperson, asking that the problem be corrected. The chairperson refused. The subcommittee member decided to appeal to the area service committee for redress of a personal grievance against the chairperson.

The Tenth Concept is our fellowship's guarantee of respect for the individual trusted servant. If you think you've been wronged in the course of your participation in an NA service body and wish to apply Concept Ten, talk to your sponsor about it, inventory your own involvement in the matter, pray, and meditate. If, upon reflection, you still believe you have been personally aggrieved and that you should petition for redress, write a letter explaining the situation to your service body, or share your problem in the body's sharing session. The service body then needs to address the matter and, if it agrees that you have been wronged, how to make amends. Hopefully, the Tenth Concept will need to be applied only rarely in NA service. Should the need arise, however, it is here, ready to put our spiritual fellowship's ideals into action.

### ELEVENTH CONCEPT

**NA funds are to be used to further our primary purpose, and must be managed responsibly.**

NA members around the world contribute money to help our fellowship fulfill its primary purpose. It is incumbent upon every element of our service structure to use those funds to carry the NA recovery message as far as possible. To do that, our service bodies must manage those funds responsibly, accounting fully and accurately for its use to those who have provided it.

Narcotics Anonymous funds should always be used to further our primary purpose. Money is used to pay the expenses involved in running NA recovery meetings, to inform the public about NA, and to reach addicts who can't get to meetings. It is used to develop, produce, translate, and distribute our message in written form, and to bring our members together in a service community committed to the vision of spreading our message around the world to those in need. All of this is done in support of NA's spiritual aim: to carry the message to the addict who still suffers.

Service funds aren't easy to come by. To fulfill our primary purpose, we need all of the financial resources at our fellowship's disposal. Our groups, service

boards, and committees must make prudent use of the money we give them, refusing to spend money frivolously or self-indulgently. With NA's primary purpose in mind, our services will avoid wasting money, using the funds they've been given to carry our message as effectively as possible.

One way we apply Concept Eleven is by establishing clear spending priorities and measuring each proposed expenditure against that priority list. Many groups, service boards, and committees have more items on their priority lists than their budgets will allow. In such cases, only the highest priorities can be funded.

Money is only one of the resources we must responsibly prioritize. While the Eleventh Concept applies directly to the management of funds, it also has implications for the management of all our service resources. Most projects depend as much on ideas, information, conscience, and members' time and willingness as they do on money. If we have the funds needed to carry out a project but lack the time or the ideas, we'd best wait until we've gathered all the needed resources before proceeding. If we don't, we will have wasted NA service funds. In responsibly planning and prioritizing our service efforts, we must consider the total resource picture, not just our finances.

In setting priorities, we may be tempted to look only at our own needs, tightly holding on to funds, spending money only on our own projects, and neglecting our role in providing needed funds to all levels of service. That kind of thinking is contrary to the Eleventh Concept. High on our list of priorities should be a commitment to further the goals of NA as a whole. For NA to deliver the services necessary to keep growing and fulfilling our primary purpose around the world, the flow of funds must not bottleneck at any point in our structure.

While groups are responsible to fund our services, they are also responsible to carefully manage their service contributions. When contributing money, groups should ask themselves what that money will do once it leaves their hands. Will it aid in the delivery of useful services to the groups? Will it help carry our message to the addict who still suffers? Will the service board or committee use it wisely? Our groups are free to decide for themselves how much they will contribute to the different levels of our service structure. We encourage them to do so, and to do so responsibly.

This is not to suggest that groups earmark contributions for any particular subcommittees. The groups have created the service structure not only to deliver services on their behalf, but to coordinate those services. In delegating to the service structure the authority necessary to fulfill its responsibilities, the groups have also delegated the authority to coordinate the allocation of service resources at each level of service. That way, the needs and goals of all fields of

service can be effectively balanced against the total resources of the coordinating service body.

Clear, frank communication from our service structure is the best way to help our groups contribute their funds in a responsible way. When the groups receive full, regular reports on the activities of their service boards and committees, they begin to see the total service picture. The groups should also receive information on how much those activities cost. That kind of communication helps assure our groups that their contributions are being handled responsibly.

Direct group contributions to our service structure encourage responsible management of service funds and help our services maintain their focus on NA's primary purpose. It is our experience that, when we make a commitment to fund the work of each level of the service structure exclusively through group contributions, we find it easier to maintain a strong link between our groups and our other service units. Our groups tend to be more aware of the work being done on their behalf and of their responsibility to provide their boards and committees with the necessary financial resources. When all levels of our service structure receive direct financial support from the groups, the bonds of mutual responsibility are strengthened between them. Additionally, by freeing our service boards and committees from the need to engage in fundraising activities, we make it possible for those service units to devote their full energies to the fulfillment of NA's primary purpose.

Accountability is an essential aspect of responsible NA financial management. When the members of Narcotics Anonymous provide groups, committees, offices, and conventions with funds, our service structure is responsible to account for how those funds are used. Regular financial reports, open books, and periodic audits of NA accounts, as described in the various guides developed for NA treasurers, help our members be sure their contributions are being used well, and help our services remain financially accountable to those they serve. Treasurers' reports help us see how well our actual service spending matches up with the priorities we've established. Consistent financial records help us make realistic spending plans for future service activities. Regular financial reporting and auditing also help deter the theft of NA service funds; and if funds are stolen, regular audits ensure that such thefts cannot go long unnoticed.

When NA members contribute service funds, they expect their money to be used carefully, and to be used for the sole purpose of furthering our primary purpose. By accepting those contributions, our groups, service boards, and committees make a commitment to use those funds to carry the NA message, and to manage them responsibly.



## TWELFTH CONCEPT

**In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.**

Selfless service is an essentially spiritual endeavor. Our Twelfth Step says, in part, that "having had a spiritual awakening," we individually "tried to carry this message to addicts." Our collective service efforts arise from that same spiritual foundation. Having experienced the results of this program in our own lives, we join together to carry the recovery message farther than we could individually. NA service is not about forcing our will or our ideas on others; rather, it is about humbly serving them, without expectation of reward.

This principle underlies all we do in our groups, service boards, and committees. The Twelfth Concept reminds us that we ourselves have experienced recovery only because others put this selfless principle into action before us, taking the time and the care to carry the NA message to us when we were still suffering from active addiction. In service, we express our gratitude for the recovery others have shared with us by carrying ours to others. Nothing could be further from the drive to rule or direct than this spirit of selfless service.

Our groups were created because we found that, alone, we could not "stop using drugs, lose the desire to use, and find a new way to live." In the same way, our groups have joined together to create a service structure, a cooperative effort designed to help them carry the message further than they could carry it separately. The service structure has not been created as a way for some groups to force others to do their bidding. Rather, it has been developed to combine the strength of our groups to better fulfill necessary services which usually cannot be fulfilled well, if at all, by individual groups: developing and distributing materials that share our message in print, providing information about NA to the general public, transmitting our message to addicts who cannot attend meetings, and supporting new groups and new NA communities. NA service is the cooperative effort of trusted servants receiving guidance from the groups, not a rule enforced by a governing body.

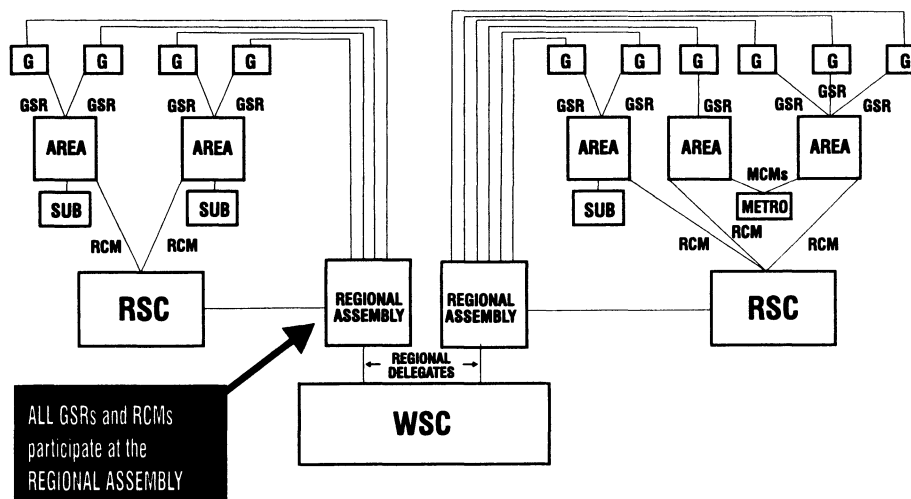
The process of joining together to create the service structure is an expression of our groups' humility. Separately, they can do far, far less to fulfill our fellowship's primary purpose than they can do together. In the same way, the various elements of our service structure each play their own particular role in the broader Narcotics Anonymous service plan. All the elements depend on all the others for their effectiveness; when any one element attempts to act as an agency of government, rather than a vehicle for service, it strains the ties that bind us all together, threatening our fellowship's overall effectiveness in fulfilling

its primary purpose. Humility is an essential attribute of nongoverning service in Narcotics Anonymous.

In order to serve well, each element of our service structure must make an earnest effort at effective communication. As groups, as trusted servants, as service boards and committees, we must share fully with others, and listen carefully and respectfully to their words to us. Others may use language to divide the strength of their opponents, so that they may rule them; in NA service, we share with one another so that we may combine our strength, the better to fulfill our fellowship's primary purpose. To maintain our accountability to those we serve, we are bound to inform them in a complete, accurate, and concise fashion of our activities. The nongoverning nature of our service structure dictates that we seek others' advice in our own decisions, their consent in decisions affecting them, and their cooperation in decisions affecting us all. Open, honest, and straightforward communication nurtures the spirit of service in our fellowship, and poisons the impulse to govern.

The kind of authority that our groups have delegated to our boards and committees is the authority to serve, not to govern. Each element of our service structure, from the group to the world, has its own role to play; all, however, serve together as a team, striving toward a common goal, "that no addict seeking recovery need die without having the chance to find a new way of life." It is our sometimes hard-won experience that quality service, just like quality recovery, can only be accomplished in an atmosphere of mutual respect, mutual support, and mutual trust. Together, we recover, and together, we serve--this is the spiritual core of our program, the foundation of our fellowship. A structure based on that foundation could only be one of service, never of government.

### NA SERVICE STRUCTURE



## **DEVELOPING NA COMMUNITIES**

In many countries, the NA community is very young and very small; there is no area or regional committee, no phoneline, no H&I program, no office. This chapter is aimed specifically at Narcotics Anonymous communities in those countries. The basic question it addresses is this: How does a developing NA community begin establishing the services which help carry our message to any addict seeking recovery?

In this chapter, we refer to "countries," "nations," and "national communities." We do this because, so far, most NA communities outside North America have organized their services along national lines. However, an NA community should feel free to organize services for a single territory within a larger federal union if doing so would be more practical and better serve our primary purpose. Likewise, if NA groups whose members speak the same language or have other cultural ties wish to unite in a single area or region covering a number of neighboring countries, we encourage them to do so.

### **THE FIRST GROUP**

A new recovery community begins when a single group opens the door on the nation's first NA meeting. Most new groups, even those in established NA communities, grow slowly, and that can be frustrating. Contact with others who've been through the same experience can help reduce the frustration. NA world services can put the members of a new group in touch with addicts in other NA communities who will be happy to share their experience. Correspondence, visits, and cooperation with groups in neighboring countries, especially those whose people speak the same language, can be very helpful. World services can also provide other resources that may prove useful to a new group, such as recovery and service literature in translation. A call or letter to our World Service Office can help ease the growing pains that all new groups go through.

Sooner or later, the pioneer members of a new group in a new country attract other addicts to their meeting, help those newcomers find recovery, and find their group growing. New meetings are started as more new members gain the necessary stability to begin lending a hand. And before you know it, NA meetings are available seven days a week to any addict seeking recovery.

### **INITIAL NA SERVICE DEVELOPMENT--FUNCTION, NOT FORM**

As more NA members stay clean longer, the local leadership base expands and it becomes possible for the original group to sprout a number of groups. At this point, new questions present themselves. How can the NA community

provide more and better services to its groups and members? And how can the recovery message be carried to more addicts? Five types of work present themselves:

**Literature.** The availability of NA books and pamphlets in the local language has proven very important to the growth of the fellowship and to informing others about Narcotics Anonymous. If literature is already available in translation from NA's World Service Office, all that needs to be done is ensure a steady supply. However, if NA literature has not yet been translated into the local language, or if only a few pieces are yet available, translation work will be of primary importance. Contact the World Service Office for help in beginning translation work in your country.

**Public information.** NA's contacts in government, education, medicine, the clergy, community organizations, the public media, and other twelve-step fellowships can carry the message that NA exists, sometimes to places we couldn't possibly go ourselves. Making such contacts and making them aware of what Narcotics Anonymous is, what we can do, and where our groups meet are very important factors in NA's growth.

**Phonelines or central contact points.** An NA telephone number or post office box can make it easier for addicts seeking recovery to find us and for our nonaddict friends to get more information on the NA program.

**Hospitals and institutions.** Panels can be formed to carry our message of recovery directly to addicts housed in medical, psychiatric, or correctional facilities.

**Internal support.** With the creation of new groups, some vehicle will have to be established for keeping them in touch with one another. By doing so, the groups can share their experience with one another, make decisions together regarding questions that affect them all, and combine their strength in reaching out to the community around them.

These are the essential functions of an *area service committee*. In another chapter of this guide, we describe the full range of services offered by area committees. While all these services have their place and their time, it is not important that all of them be established all at once. Nor is it necessary to develop a full-blown area committee right from the start. It's the function, not the form that's important.

An NA community may only be capable of supporting a small committee which focuses on a single task—for instance, working with NA world services in developing translations of NA literature. If that is all the community can support, aside from its groups, then it shouldn't take on anything else, at least not right away. With time, the NA community will grow, and it will become possible to

accomplish more tasks. But, especially at the start, remember: Keep your priorities in order.

It's not necessary for a new NA service effort to invent all its own tools from scratch. Other NA communities in other countries have gone through the same process. To tap their experience, simply contact NA's World Service Office.

### **THE NATIONAL COMMUNITY GROWS**

As NA communities and service committees develop in other towns and other districts, the question arises: how does NA combine its experience and strength, maintain its unity, and carry its message further? This question is addressed in fully developed NA communities by area and regional committees. Still-developing communities will be long in forming a fully operational regional service committee; in some countries, for a variety of reasons, the NA community may choose not to organize a regional service committee, choosing instead to remain an area committee. The same principles which applied to developing local services--function, not form, and the importance of prioritizing--apply to developing services affecting a number of locales and the NA community nationwide.

What functions need to be accounted for?

**Assemblies.** Group service representatives from a number of locales can gather from time to time to coordinate outreach activities and discuss issues affecting NA on a territorial or national level. If a service body has been created to coordinate services affecting Narcotics Anonymous nationwide, such assemblies can give that national committee the guidance it needs to fulfill its responsibilities. If no such national entity has yet been organized, the GSRs can discuss national development issues and equitably divide responsibility for addressing those issues among themselves.

**Central service coordination.** Some NA services affect the fellowship nationwide. The production of translations of existing NA literature is one such responsibility. It is also in the best interests of the entire national community to responsibly handle requests for information or other services from national civic, professional, religious, and government organizations. Some means need to be created for coordinating these national services. These means may be as simple as the GSR assemblies described above. If enough leadership can be spared from group and local service responsibilities, a national area or regional committee might be formed. The national committee can either handle these services themselves or make arrangements for local groups to fulfill them.

**Relations with NA worldwide.** It's not necessary to funnel all communications between NA's world services and the national fellowship through one person or one small group of people--in fact, just the opposite. The

benefits derived from regular communications with NA world services and from contact with NA communities in other countries need to be shared with as many people as possible. In order to facilitate that, it may be helpful to establish a forum in which information gathered from those contacts can be shared. That forum may be as simple as a GSR assembly or as sophisticated as a full-fledged national region serving a number of local area committees--whatever the national community needs and is capable of supporting.

The regional-type services described elsewhere in the *Guide*--or the most important of them, anyway--don't have to be administered by a regional service committee. A national NA community doesn't need to wait until it can support a fully organized region before it can start addressing the needs of groups nationwide. Remember, it's the function that's important, not the form, so keep your priorities in order. It works--but not overnight.

## THE NA GROUP

### INTRODUCTION

Narcotics Anonymous groups are self-governing (the Twelve Traditions use the word *autonomous*). The group may conduct its own affairs in whatever way seems fit to its members, provided the group's actions do not adversely affect other groups or the entire NA Fellowship. So what we offer here is not a "rule book" but the shared experience of how many of our groups have met with success in conducting meetings and tending to business. Newer members may find this chapter helps them understand who does what to keep the group going and how to help. For more experienced members, it may lend some perspective to their group involvement. But no matter how much information we pack into this chapter, you're still going to find that the best source of guidance for your group is in your group itself.

There are many ways of doing things in Narcotics Anonymous. And just as all of us have our own individual personalities, so will your group develop its own identity, its own way of doing things, and its own special knack for carrying the NA message. That's the way it should be. In NA we encourage unity, not uniformity.

This chapter does not even attempt to say everything that could be said about operating an NA group. What you'll find here are some brief answers to a few very basic questions: What is an NA group? How does the work get done? What kinds of meetings can a group have? When problems arise, how are they solved? We hope this chapter proves useful as your group seeks to fulfill its primary purpose: to carry the message to the addict who still suffers.

### WHAT IS AN NA GROUP?

When two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group. Here are six points <sup>1</sup> based on our traditions which describe an NA group:

1. All members of a group are drug addicts, and all drug addicts are eligible for membership.
2. As a group, they are self-supporting.
3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
4. As a group, they have no affiliation outside Narcotics Anonymous.
5. As a group, they express no opinion on outside issues.

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<sup>1</sup> The six points describing a group have been adapted from "The AA Group," published by Alcoholics Anonymous World Services, Inc. Reprinted by permission.

6. As a group, their public relations policy is based on attraction rather than promotion.

In stating the six points that differentiate an NA group from other kinds of groups, we place greater emphasis on *drug* addiction than almost anywhere else in our service literature. This is because Narcotics Anonymous groups cannot be all things to all people and still provide the initial identification drug addicts need to find their way to recovery. By clarifying our groups' sole membership requirement and primary purpose in this way, once and for all, we free ourselves to focus on freedom from the disease of addiction in the bulk of our service literature, certain that our groups are providing adequate grounds for identification to those seeking recovery.

NA groups are formed by addicts who wish to support one another in recovery, in carrying the message directly to other addicts, and in participating in the activities and services of NA as a whole. One of the primary means an NA group uses to fulfill these ends is to conduct NA meetings where addicts can share their recovery experience, thus supporting one another and at the same time carrying the message to others. Some groups host a single weekly meeting; others host a number of meetings each week. The quality of an NA meeting is directly dependent on the strength and solidarity of the NA group which sponsors it.

NA groups--not NA meetings--are the foundation of the NA service structure. Together, the NA groups are responsible for making service decisions that directly affect them and what they do in their meetings as well as those that fundamentally affect the identity of Narcotics Anonymous. For instance, new NA literature is approved by regional delegates at the World Service Conference only after they have received direction from the groups they represent. Likewise, "proposals to change NA's Twelve Steps, Twelve Traditions, name, nature, or purpose should be approved directly by the groups" before they can become effective, in accordance with our Second Concept.

Groups maintain contact with the rest of Narcotics Anonymous through representatives selected to participate on the groups' behalf in the NA service structure. Mailings from the World Service Office, including the quarterly *World Service Conference Digest*, keep NA groups informed on issues affecting the fellowship worldwide. If your group is not receiving the *Conference Digest*, ask your secretary to contact the World Service Office.

The primary purpose of an NA group is to carry the message of recovery to the addict who still suffers. The group provides each member with the opportunity to share and to hear the experience of other addicts who are learning to live a better way of life without the use of drugs. The group is the primary vehicle by which our message is carried. It provides a setting in which a



newcomer can identify with recovering addicts and find an atmosphere of recovery.

Sometimes specialized NA groups form to provide additional identification for addicts with particular needs in common. For example, many men's, women's, gay, and lesbian groups exist today. But the focus of any NA meeting—even if it's conducted by a specialized group—is on recovery from addiction, and any addict is welcome to attend.

NA meetings are events at which addicts share with one another their experience in recovery and in the application of the Twelve Steps. While many—if not most—NA meetings are in fact hosted by an NA group, other NA meetings occur all the time: informally among friends, at large area or regional speaker meetings, at conventions, in schools, institutions, and so forth. The NA group is an entity; the NA meeting is an event; and NA meetings may be held without the sponsorship of an NA group.

### **WHAT IS A "HOME GROUP"?**

In some NA communities, it has become customary for members of the fellowship to make a personal commitment to support one particular group—their "home group." Though this custom is not universal, many believe its practice can benefit the individual member as well as the group. For the individual member, it can provide a stable recovery base, a place to call "home," a place to know and be known by other recovering addicts. For the group, it ensures the support of a core of regular, committed members. A strong home group can also foster a spirit of camaraderie among its members that makes the group more attractive to and more supportive of newcomers.

The home group provides many opportunities for us to involve ourselves in the NA Fellowship, making it a great place for us to start giving back what Narcotics Anonymous has so freely given us. In committing to our home group, we make a personal commitment to NA unity. That commitment not only enhances our own recovery, it helps ensure recovery is available for others. Our home group also gives us a place in which to participate in NA's decision-making processes.

While the home group concept is the accepted norm in some NA communities, it's unknown in others. There are many, many ways of talking and thinking about the bond established among addicts in their groups. Do what seems most suitable in your own NA community.

### **WHO CAN BE A MEMBER?**

If an addict wants to be a member of Narcotics Anonymous, all that addict needs is a desire to stop using. Our Third Tradition ensures that. Whether an

individual NA member chooses to be a member of a particular group as well is entirely up to that individual. Access to the meetings of some NA groups is restricted by factors beyond the control of these groups--national border-crossing laws, for instance, or prison security regulations. However, these groups themselves do not bar any NA member from joining them.

### **WHAT ARE "OPEN" AND "CLOSED" MEETINGS?**

"Closed" NA meetings are only for addicts or those who think they might have a drug problem. Closed meetings provide an atmosphere in which addicts can feel more certain that those attending will be able to identify with them. Newcomers may feel more comfortable at a closed meeting for the same reason. At the beginning of a closed meeting, the leader or chairperson often reads a statement explaining why the meeting is closed and offering to direct nonaddicts who may be attending to an open meeting.

"Open" NA meetings are just that--open to anyone who wants to attend. Some groups have open meetings once a month to allow nonaddict friends and relatives of NA members to celebrate recovery anniversaries with them. Groups that have open meetings may structure their format in such a way that opportunities for participation by nonaddicts are limited only to short birthday or anniversary presentations. Such a format allows the meeting to retain its focus on recovery shared one addict to another. It should be made clear during the meeting that NA groups do not accept monetary contributions from nonaddicts.

Some groups use carefully planned open meetings, particularly open speaker meetings, as an opportunity to let members of the community-at-large see for themselves what Narcotics Anonymous is all about and ask questions. At such public meetings, a statement regarding our tradition of anonymity is often read, asking visitors not to use full-face photographs, last names, or personal details when they describe the meeting to others. For more information on public meetings, see *A Guide to Public Information*, available through your group service representative or by writing the World Service Office.

### **WHERE CAN WE HOLD NA MEETINGS?**

NA meetings can be held almost anywhere. Groups usually want to find an easily accessible public place where they can hold their meetings on a weekly basis. Facilities run by public agencies and religious and civic organizations often have rooms for rent at moderate rates that will meet a group's needs. Others in your NA community may already be aware of appropriate space available for your meeting; speak with them.

Most meeting facilities will be very cooperative and generous. Even though such facilities may want to donate meeting space to us, our Seventh Tradition

encourages our groups to be self-supporting by paying all our own expenses, including our rent. Some facilities may prefer their rent to be paid in literature or other services.

Before securing a location, it may be well to consider whether or not the room will be accessible to addicts with physical limitations. Does the building have ramps, elevators with wide doors, and bathroom facilities able to accommodate someone in a wheelchair? Is adequate parking and unloading space available? There are other similar considerations your group may wish to make itself aware of. For more information on reaching out and serving addicts with additional needs, write to the World Service Office.

It's generally recommended that group meetings not be held in members' homes. Most groups find it desirable to hold their meetings in public facilities for a variety of reasons. Stable meetings held in public places tend to enhance NA's credibility in the community. Because of varying work and vacation schedules, it is often difficult to maintain consistent times for meetings held in individuals' homes. Holding a meeting in an individual's home may affect the willingness of some members to attend. Although some groups may hold their first few meetings in a member's home, it's generally recommended that they relocate their meetings to public facilities as soon as possible.

Holding regular NA group meetings in some types of facilities--addiction treatment centers, clubhouses, or political party headquarters, for instance--can compromise the independent identity of the group. Before deciding to locate your meeting in such a facility, your group may wish to consider a few questions: Is the facility open to any addict wishing to attend the meeting? Does the facility administration place any restrictions on your use of the room that could challenge any of our traditions? Is it clear to all concerned that your NA group, not the facility, is sponsoring the meeting? Do you have a clear rental agreement with the facility management, and is the rent you're being charged moderate enough to allow your group to contribute funds to the rest of the NA service structure? Are so many of your community's NA meetings already located in this particular facility that, if it were to fold, your NA community as a whole would be crippled? These are some of the questions a group should carefully consider before deciding where to hold an NA meeting.

### **WHAT KIND OF MEETING FORMAT CAN WE USE?**

Groups use a variety of formats to enhance the atmosphere of recovery in their meetings. Most meetings last an hour or an hour and a half. Some groups have a single format for their meetings. Other groups have a schedule of rotating formats: one week a step study, the next week a speaker meeting, and so forth. Still others divide their large meetings into several sessions after the

meeting has opened, each with its own format. Here are a few basic descriptions of some of the meeting formats that, with variations, seem to be among the most common. For reference, we've also included a sample meeting format at the end of this chapter.

### **Participation meetings**

The leader opens the meeting up for members to share on any subject related to recovery.

### **Topic discussion meetings**

The leader selects a particular recovery-related topic for discussion or asks someone else to provide a topic.

### **Study meetings**

There are a number of different types of study meetings. Some read a portion of an NA-approved book or pamphlet each week and discuss it—for example, a Basic Text study. Others have discussions focusing on the Twelve Steps or the Twelve Traditions.

### **Speaker meetings**

Some meetings ask a single speaker to share his or her recovery story or experience in a particular aspect of recovery in Narcotics Anonymous. Others ask two or three speakers to talk for shorter periods of time. Still others use a combination format with a speaker sharing first and a topic discussion afterward.

### **Newcomer meetings**

These meetings are often conducted by two or three of the group's more experienced members. These members share their experience with addiction and with recovery in Narcotics Anonymous. If time allows, the meeting is then opened for questions from the newer members.

Newcomer meetings are sometimes held a half hour before or after the group's regular meeting. Other groups conduct them as smaller sections of a large meeting. Still others hold a newcomer meeting one day of the week, their regular meeting another. Whatever the format, newcomer meetings provide a means for your group to give addicts new to NA an introduction to the basics of recovery.

### **Question-and-answer meetings**

At Q&A meetings, people are asked to think of questions related to recovery and the fellowship, write those questions down, and place them in "the ask-it basket."

The leader of the meeting pulls a slip of paper from the basket, reads the question, and asks for someone to share their experience related to it. After one or two members have shared, the leader selects another question from the basket, and so forth, until the meeting is over.

### **DEVELOPING YOUR FORMAT**

These are basic descriptions of just a few of the many different types of formats used in NA meetings; the variations on even these few format types can be endless. Feel free to innovate. Vary the format in whatever way seems to best suit the "personality" of your group and the needs of addicts in your community.

Often, a meeting will grow far larger than the group originally anticipated. A meeting format that worked well for a small meeting may not work as well for a larger one. When one of your group's meetings experiences that kind of growth, you may want to consider making some adjustments in your format, perhaps even replacing it altogether. Some groups experiencing such growth break their larger meetings down into a number of small meetings held simultaneously in different rooms. Doing this gives each member a better chance to participate in whatever meeting he or she attends. Many groups use a different type of format in each of these smaller meetings.

### **WHAT KINDS OF LITERATURE SHOULD WE USE?**

Various service boards and committees in Narcotics Anonymous produce a number of different kinds of publications. However, only NA-approved literature is appropriate for reading in Narcotics Anonymous meetings. Selections from NA-approved books and pamphlets are usually read at the beginning of an NA meeting, and some meetings use them as the core of their format. NA-approved literature represents the widest range of recovery in Narcotics Anonymous.

Groups often make other kinds of NA publications available on the literature tables at their meetings: the *World Service Conference Digest*, various NA service bulletins and handbooks, *The NA Way Magazine*, and local NA newsletters. However, literature of any sort produced by other twelve-step fellowships or other organizations outside NA is inappropriate for display on our literature tables or reading at our meetings. To do either implies an endorsement of an outside enterprise, directly contradicting NA's Sixth Tradition.

### **WHAT IS A GROUP BUSINESS MEETING?**

The purpose of the group business meeting is fairly self-explanatory: to conduct the business of the group in such a way that the group remains effective

in carrying the recovery message. Some groups hold business meetings on a regular basis; others only call them when something specific comes up that needs the group's attention. Some of the questions a typical group business meeting addresses are:

- \* Is the group effective in carrying the NA message?
- \* Are newcomers and visitors being made welcome?
- \* Do solutions for problems at recent meetings need to be sought?
- \* Is the meeting format providing sufficient direction?
- \* Is attendance steady or growing?
- \* Are there good relations between the group and the facility in which the meeting is held? Between the group and the community?
- \* Are the group's funds being used wisely?
- \* Is there enough money being donated at meetings to meet the group's needs and also provide for contributions to the rest of the service structure?
- \* Are literature and refreshment supplies holding up?
- \* Is there a service vacancy in the group?
- \* Has the area, the region, or world services asked the group for advice, support, or direction?

Group business meetings are usually held before or after a regular recovery meeting so that the recovery meeting remains focused on its primary purpose. Group members are encouraged to attend, raise questions, and participate in discussions related to the group's work. The group selects someone to lead the business meeting. Group officers give reports on their areas of responsibility, and subjects of importance to the group are raised for discussion.

The group, as the foundation of the NA service structure, is guided by both the Twelve Traditions and the Twelve Concepts for NA Service. A good understanding of both will help a group business meeting stay on course. NA's step and tradition book, *It Works: How and Why*, provides a wealth of information about the Twelve Traditions. Interested members can read essays on the Twelve Concepts in another chapter of this guide.

### HOW DOES THE WORK GET DONE?

Setting up chairs, buying literature, arranging for speakers, cleaning up after the meeting, paying the bills, preparing refreshments--most of the things an NA group does to host its meetings are pretty simple. But if one person had to do them all, those simple things would quickly become overwhelming. That's why a group elects officers (or, in the language of the Second Tradition, *trusted servants*): to help divide the work among the group's members.

Electing officers is one way the group practices NA's tradition of self-support: "Every NA group ought to be fully self-supporting..." Sometimes it seems that

groups run all by themselves, but the fact is that someone has to do the work needed to support the group. By dividing the work, the group ensures that the group as a whole is self-supporting and that the group's burdens don't settle unevenly on the shoulders of just one or two individuals.

Electing officers provides the group with an opportunity to strengthen its members' recovery. When group members agree to serve as secretary or treasurer or tea- or coffee-maker, that acceptance of responsibility often helps advance their personal growth. It also gives them a chance to help enhance the group's ability to carry the recovery message.

You don't have to be a group officer to be of service to the group. Every week, there's work to be done: helping set up the meeting, greeting newcomers, cleaning up, bringing refreshments, and other things of that sort. Asking new members to help with these kinds of jobs can make them feel a part of the group more quickly.

### **HOW DO WE CHOOSE GROUP OFFICERS?**

When a vacancy occurs in a group office, the group holds a business meeting to consider how to fill it. Groups should arrange their elections in such a way that they don't have all their trusted servants leaving office at the same time.

There are a couple of things to think about when looking for a group officer. One is maturity in recovery. When those new in recovery are elected to a position, they may find themselves deprived of time and energy they need for their early recovery. Group members with a year or two clean are probably already well-established in their personal recovery. They are also more likely than new members to be familiar with NA's traditions and service concepts as well as group procedures.

A second thing to consider is consistent participation in your group. Do the nominees attend your group's recovery meetings regularly? Do they take an active part in your group's business meetings? Have they lived up to previous service commitments they've made? Further questions may occur to you as you read the earlier essay in this guide on NA's Fourth Concept for Service, which squarely addresses the importance of NA leadership and the qualities to consider in selecting trusted servants.

Finally, we encourage you to remember that you're selecting group officers, first, to benefit the common welfare of your group. While service commitments often benefit those who accept them, that should not be the primary reason for selecting one individual or another to serve as an officer of your group. As the First Tradition says, in part, "our common welfare should come first."

## WHAT OFFICERS DOES A GROUP NEED?

In different areas the work is divided differently, and the particular jobs are sometimes called by different names. What's important is not who does the job or what the job is called, but that the job gets done. What follows are general descriptions of some of the most common sorts of jobs NA groups have. For each of these positions, your group should establish realistic terms of service and clean-time requirements.

### Secretary

The secretary (sometimes called the chairperson) arranges the affairs of the group, often by asking other group members to help out. One of the first jobs for a new secretary is registering the group's current mailing address and meeting information with the area service committee secretary and the World Service Office. When a new group secretary or GSR takes office or there is a change in the group's mailing address or the time or location of a group meeting, both the area committee and World Service Office should be informed. Other things a group secretary is responsible for may include:

- \* Opening the meeting room well before the meeting is scheduled to begin, setting up chairs and tables (if necessary), and cleaning and locking the room after the meeting is over.
- \* Arranging a table with NA books and pamphlets, local meeting lists, NA activity fliers, service bulletins, *The NA Way Magazine*, and NA newsletters.
- \* Making tea or coffee.
- \* Buying refreshments and other supplies.
- \* Selecting meeting leaders and speakers.
- \* Keeping a list of group members' recovery anniversaries, if the group wishes.
- \* Organizing group business meetings.
- \* And doing whatever else needs to be done.

Many groups break all these jobs down separately: someone to open and close the room, another person responsible for refreshments, a third to take care of the literature table, and so forth. Groups that host more than one meeting will often have a different person responsible for all these jobs at each of their meetings.

### Treasurer

All groups, even those that host more than one meeting, elect one group treasurer. When the group consolidates responsibility for all its funds under a single treasurer, the group makes it easier to account for the contributions it receives and expenses it pays than if it gives a number of individuals



responsibility for its money. Groups that host two or more weekly meetings should make arrangements for contributions to be passed to the group treasurer shortly after each meeting.

Because of the added responsibility of handling money associated with service as a group treasurer, it's important that groups look carefully at those they elect as treasurers. If the group elects someone who is not capable of handling the responsibilities of the job, then the group is at least partly responsible if money is stolen, supplies aren't purchased, or funds aren't properly accounted for. It's recommended that groups elect treasurers who are financially secure and are good at managing their personal finances. Because of the need to keep consistent records, it's also strongly recommended that groups elect treasurers to serve for a full year.

What do group treasurers do? They count the money that members have contributed at each meeting, always asking another member to confirm their count. They take special care not to confuse the group's money with their own personal funds. They pay expenses, keep good, simple records, and regularly provide financial reports to their groups. The group treasurer's job requires close attention to details. To help the treasurer in managing those details, a *Group Treasurer's Handbook* is available from your area committee or from the World Service Office.

### **Group service representatives (GSR)**

Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in area service committee meetings, attending forums and assemblies at both the area and regional levels, and sometimes joining in the work of an ASC subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups in the same way that the groups nourish and support the structure.

Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities.

As participants in the area committee, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of

the committee's officers and subcommittee chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions which form the group conscience of the entire committee.

Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, GSRs make available fliers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's "sharing session" <sup>2</sup> agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

### **Alternate GSR**

Groups also elect a second representative called an alternate GSR. Alternate GSRs attend all the area service committee meetings (as nonvoting participants) with their GSRs so that they can see for themselves how the committee works. If a GSR cannot attend an area committee meeting, that group's alternate GSR participates in the GSR's place.

Alternate GSRs, along with other members, may also serve on area subcommittees. Subcommittee experience gives alternate GSRs added perspective on how area services are actually delivered. That perspective helps make them more effective area committee participants if their groups later elect them to serve as GSRs.

## **ROTATION AND CONTINUITY**

*Rotation* is the practice many groups have of electing new people to service positions at set intervals rather than having the same person serve in the same position year after year. Rotation offers very definite benefits for the groups who practice it. By providing diversity in leadership, it helps a group stay fresh and energetic. It provides assurance that no one individual exercises so much influence that the group becomes a mere extension of his or her personality.

<sup>2</sup> In the chapter on the area service committee, see the section entitled "The Sharing Session."

The practice of rotation also reinforces the NA emphasis on service rather than the servant, consistent with our belief in the value of spiritual anonymity--what's important is the job being done, not the particular person doing it.

Some groups allow their members to serve more than one term in any given position so that the group can take advantage of its trusted servants' experience. Once group officers have completed their terms, rotation allows them to step aside for a time or accept responsibilities elsewhere in the NA service structure, giving other members the chance to serve the group.

The impact of rotation on the stability of the group is balanced by the continuing presence of its long-term group members. Those who have served in the past as group officers and continue to maintain an active role in the life of the group can provide much-needed continuity and maturity of perspective to a growing group's discussions. They can serve as the group's memory, ensuring that the group never has to "reinvent the wheel." They can also lend a hand to new officers and temporarily pitch in to relieve overloaded trusted servants.

### **WHAT RESPONSIBILITIES DOES AN NA GROUP HAVE?**

The first and most important responsibility of any NA group--its "primary purpose," according to the Fifth Tradition--is "to carry the message to the addict who still suffers." And the single most important thing a group can do to fulfill that primary purpose is to conduct meetings that provide a welcoming atmosphere in which NA recovery can be effectively shared between addicts. Groups conduct the details of their meetings in very different ways, but all of them seek the same end: to make recovery from addiction available to any addict in the community who seeks it.

As the foundation of the worldwide NA service structure, groups have another responsibility: to help their members develop an understanding of the Twelve Traditions and the Twelve Concepts for NA Service. By doing so, groups take part in the continuing evolution of the Fellowship of Narcotics Anonymous as well as providing for themselves an understanding of how the highest ideals of our fellowship can be applied in their activities.

### **HOW CAN OUR GROUP SUPPORT OTHER NA SERVICES?**

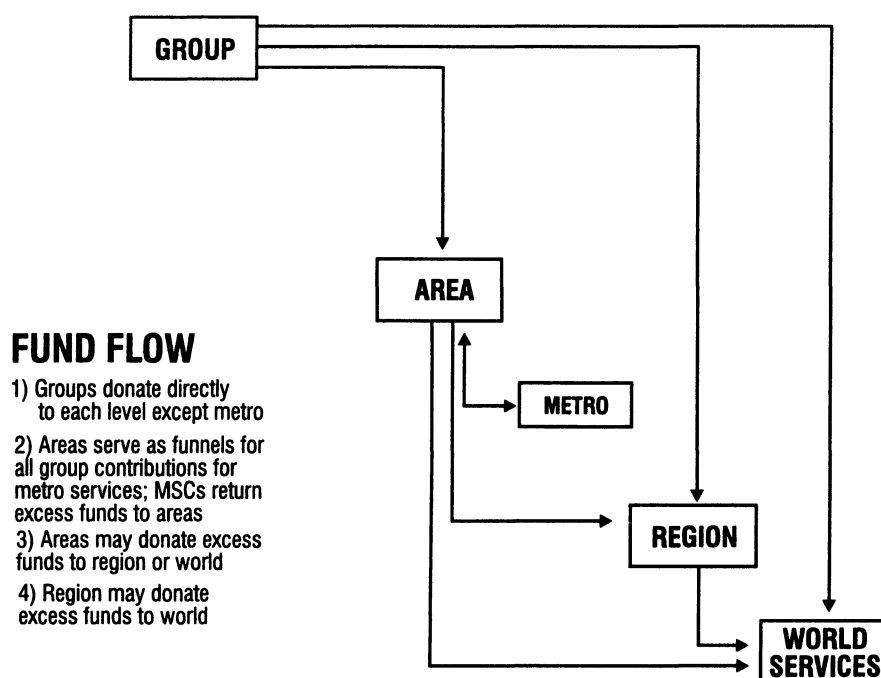
The Second Concept for NA Service says that the NA groups bear the final responsibility and authority for all the services of the extended NA Fellowship. Each group should send stable, active GSRs to participate in the work of the service structure on the group's behalf. And each group should consider how best to provide the funds the NA service structure needs to do its work.

After paying the bills, most groups set a small amount of money aside to use in case an emergency arises. But, oddly enough, groups usually find that too

much money in the till causes far more trouble than too little money. For this reason, we encourage your group never to hold large sums of money in reserve.

At least once a year, the group service representative attends the regional assembly. Each group is encouraged, if at all possible, to take the necessary steps to cover the expenses associated with its GSR's attendance at the regional assembly. Some groups will choose to set aside money each month toward this expense.

After paying expenses and setting aside a small emergency reserve, most groups contribute their surplus funds directly to the area committee, the regional committee, and NA's world services. For more discussion of the principles underlying group contributions to the rest of the service structure, see the essay on our fellowship's Eleventh Concept for Service elsewhere in this guide. For assistance in managing the details of direct contributions, see the *Group Treasurer's Handbook*, available from your area committee or by writing our World Service Office.



### HOW CAN OUR GROUP BETTER SERVE OUR COMMUNITY?

By its very existence, the group is already providing a substantial service to the community. It's providing the support addicts in the community need to reenter the mainstream of society. But how can a group become more effective

in reaching out to addicts who've not yet found NA? There are two general ways in which a group can better serve its community: through the area service committee and through activities coordinated by the group itself.

Most NA groups are served by an area committee.<sup>3</sup> Area service committees coordinate efforts to carry the NA message on behalf of all the groups they serve. Community public information services, telephone contact lines, and panel presentations to addicts in treatment centers and jails are three ways in which most area committees carry the message either directly to the addict who still suffers or to those who may refer an addict to an NA meeting. Your group service representative can tell you more about how you and your group can more effectively join in the work of your area service committee. For further information, see the next chapter in this guide.

Some NA groups reach out to their communities themselves, coordinating their activities with those of other groups either through their ASCs or through local cooperative councils (see the "Area Committees in Rural Communities" section toward the end of the next chapter). This is particularly the case in small communities and in areas where Narcotics Anonymous is very new. An NA group in a rural town obviously does not have as many people or as much money available as an area service committee in a large city, but opportunities exist nonetheless for carrying the recovery message effectively to others who may be seeking the solution we've found. If your group needs help in reaching out to the community, write to the World Service Office.

### HOW CAN OUR GROUP SOLVE ITS PROBLEMS?

NA groups encounter a wide variety of problems: meetings are disrupted; treatment centers bus in large numbers of clients when the group is ill-prepared to receive them; the format goes stale; the clarity of our message becomes an issue; the coffee tastes like industrial-strength cleanser; the readings at the beginning of the meeting go on, and on, and on. These are just a few of the problems the average NA group must deal with from time to time. This guide doesn't "lay down the law" on how to deal with these problems. It does point out some effective tools group members can use in solving their own problems.

The best source of solutions for the group's problems, in most cases, is the group itself. "Having had a spiritual awakening as a result of these steps," our Twelfth Step says, "we tried... to practice these principles in all our affairs." When we collectively apply the insight received from that spiritual awakening to our group's problems, we call that *group conscience*. Common sense, open minds, calm discussion, accurate information, mutual respect, and healthy

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<sup>3</sup> If you don't know how to contact the nearest area service committee, write to the World Service Office. They'll be happy to put you in touch.

personal recovery enable a group to deal effectively with almost anything that comes its way.

There are a number of printed resources the group may choose to use in gathering the information it needs to reach sound decisions. The Basic Text and our step and tradition book, *It Works: How and Why*, both provide a great deal of information about how NA's Twelve Traditions can be applied to given situations. The chapter in this guide on the Twelve Concepts for NA Service gives in-depth explanations of the essential ideals underlying service activities in Narcotics Anonymous. *The NA Way Magazine* often has articles addressing problems the group might face. And bulletins available from the World Service Office deal in detail with a variety of subjects relating to the group's work.

Another source of information the group might tap is the experience of other groups in its area or region. If the group has a problem and can't come up with its own solution, it might want to ask its group service representative to share that problem at the next area service committee meeting. Area committees set aside a portion of every meeting for exactly that purpose. And while the area committee can't tell a group what to do, it does provide a forum in which groups can share with one another what's worked for them. Workshops conducted by the regional service committee provide the same kind of opportunity on a larger scale. For details on how the area or regional committee can help with group problems, see the chapters on those committees later in this guide.

<b>SAMPLE MEETING FORMAT</b>
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This sample meeting format is just that--a sample. It's designed so that, if your group chooses, you can use it exactly as it is. However, you're encouraged to change it and rearrange it according to the needs of your group.

**Leader:**

*Welcome members to the meeting and introduce yourself.* Hello, my name is \_\_\_\_\_, and I am an addict. Welcome to this meeting of the \_\_\_\_\_ Group of Narcotics Anonymous. I'd like to open this meeting with a moment of silence (15 to 20 seconds) for the addict who still suffers, followed by the Serenity Prayer.

We like to extend a special welcome to newcomers. If anyone here is attending their first NA meeting, would you care to introduce yourself? We ask this not to embarrass you, but to get to know you better.

Is anyone here in their first thirty days of recovery? *Introductions.*

Do we have any out-of-town visitors? *Introductions.*

Is there anyone attending this meeting for the first time? *Introductions.*

**If this is a closed meeting:** This is a "closed" Narcotics Anonymous meeting. Closed NA meetings are only for addicts or those who think they might have a drug problem. If there are any nonaddicts visiting, we'd like to thank you for your interest in Narcotics Anonymous. Our local NA meeting list on the literature table will direct you to an NA meeting in our community that is open to nonaddicts.

**If this is an open meeting:** This is an "open" Narcotics Anonymous meeting. We'd like to welcome any nonaddict visitors and thank you for your interest in Narcotics Anonymous. We ask that you respect the primary purpose of this meeting, which is to provide a place where addicts can share their recovery with one another.

**Leader:**

For the protection of our group as well as the meeting facility, we ask that you have no drugs or paraphernalia on your person at the meeting. If you have any now, please leave, dispose of them, and return as quickly as possible.

**Leader:**

*Recognize those with various periods of clean time--thirty, sixty, ninety days, six months, nine months, one year, eighteen months, and multiple years. Keytags, chips, or medallions may be given out.*

**Leader:**

*Select people before the meeting to read one or more of the following short pieces. These readings can be found in our White Booklet, the Basic Text, IP No. 1, or the group reading cards.*

- a) Who Is An Addict?
- b) What Is The NA Program?
- c) Why Are We Here?
- d) How It Works.
- e) The Twelve Traditions.
- f) Just for Today

**Leader:**

*Announce the type of meeting (participation, topic discussion, step study, speaker, etc.). Ask for topic or step and open the meeting for discussion, or introduce the speaker.*

**Leader:**

*About ten minutes before the meeting is scheduled to close, announce: That's all the time we have. I'd like to thank you for attending.*

**Leader:**

*Begin passing the basket around, announcing:* The basket being passed around is one way of practicing our Seventh Tradition, which says, "Every NA group ought to be fully self-supporting, declining outside contributions." The money we collect pays for rent, literature, and refreshments. Through contributions from this group to various NA service committees, it also helps carry the NA message of recovery in our area and around the world.

*If this is an "open" meeting:* I'd like once again to thank our nonaddict guests for the interest they've shown in Narcotics Anonymous. Because of NA's tradition of self-support, this group asks that you not contribute any money when the basket passes your way.

**Leader:**

*Do we have any NA-related announcements? (The GSR will make announcements of upcoming group activities and NA events in the area.)*



**Leader:**

*After the basket has come back around: Again, thanks for coming tonight. Would all those who care to, join in a circle to close? Various groups close in different ways: with prayers, brief recitations from NA literature, etc.*

*When closing their meetings, some groups ask those attending to respect the anonymity of others they've seen and heard there.*

**Keep coming back. It works!**

So, you're starting a new group. Most of what you need to know about NA groups and Narcotics Anonymous meetings can be found in the chapter entitled "The NA Group" immediately preceding this checklist. We suggest that you and your fellow group members read through that chapter together so that you're all thoroughly familiar with the issues other NA groups have faced in trying to carry the message. This bulletin is a checklist of the things most groups feel are important to line up before opening their first meeting.

— **Get in touch with the nearest service committee.** An area committee meeting is the ideal place for announcing your intention to start a new group. There, you can gather experience from representatives of other groups in the area, and learn of the services available to your group when you need them.

— **Obtain a meeting place.** "The NA Group" chapter of this guide already discusses many of the things to be considered about obtaining meeting space. Here are some of the things to be nailed down when opening a new meeting:

\* **Where?** \_\_\_\_\_

\* **When?** Day, time, and duration of the meeting. \_\_\_\_\_

\* **How much?** What is the facility charging for rent? \_\_\_\_\_

Is that realistic, keeping in mind the number of people you can expect to attend the meeting? \_

When is the rent due? \_\_\_\_\_

\* **What does the facility require?** No smoking? *Absolutely* no litter? Sweep, mop after the meeting? Close windows, lock doors? \_\_\_\_\_

\* **Can your group's mail be sent to the facility address?** Will they set up a box where you can pick up newsletters and announcements mailed to your group? \_\_\_\_\_

— **Name your group.** A few things you may want to consider are: Is the name recovery oriented? Does the name create the impression that the group is affiliated with the facility in which it holds its meetings? \_\_\_\_\_

— **What group trusted servants are needed? What does the group expect those people to do?** The chapter on "The NA Group" gives descriptions of a number of group officers. Make sure all group members agree on what they want *their* officers to do.

— **What kind of meeting format will you use?** "The NA Group" chapter describes a number of format variations commonly used in our fellowship. Which format--or combination of formats--does your group want to use? \_\_\_\_\_

— **Will this be a "closed" NA meeting? Or an "open" meeting?** For explanation of these two different types of meetings, see the chapter on "The NA Group." \_\_\_\_\_

— **What kinds of NA literature does your group want to stock?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

— **What kinds of refreshments should be purchased?** \_\_\_\_\_

— **Have you registered your group with the World Service Office?** The secretary of your area service committee? Enclosed, you'll find a WSO group registration form. By filling it out and mailing it in, you'll ensure that your group is kept in touch with NA as a whole. You'll also be mailed the *World Service Conference Digest*.

*Also available from WSO:*  
**Group Treasurers Workbook**  
**NA Literature Sample Kit**  
**Local service contact information**

*For more information, write or call:*  
**Group Services**  
**World Service Office**  
**PO Box 9999**  
**Van Nuys, CA 91409-9999 USA**  
**Telephone 1.818.773.9999**  
**Fax 1.818.700.0700**

**NARCOTICS ANONYMOUS  
NEW GROUP REGISTRATION FORM**

*If you are updating group information, please use the "Group Update Form."*

PLEASE PRINT!

**Meeting Information**

Area: \_\_\_\_\_ Region: \_\_\_\_\_

Meeting Day: \_\_\_\_\_ Time: \_\_\_\_\_ [ ] A.M. [ ] P.M.

Type of Meeting: \_\_\_\_\_ [ ] Open [ ] Closed

Place: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Borough/Sub-City: \_\_\_\_\_

State/Prov: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Does this group offer:

Wheelchair-accessibility? [ ] yes [ ] no

ASL Interpreter? [ ] yes [ ] no

Sight impaired services? [ ] yes [ ] no

**Group Mailing Information**

The following information is necessary for any communications with the group. Please list the information for the contact person or PO Box where your group should receive its mail.

Group Name: \_\_\_\_\_

(ASC or Contact Name:) \_\_\_\_\_

Address or PO Box: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Please mail this form to:

NA WORLD SERVICE OFFICE  
P.O. Box 9999  
Van Nuys, CA 91409

q:\dataserv\gpregfrm.doc

**NARCOTICS ANONYMOUS  
GROUP UPDATE FORM**

**Group Code:** \_\_\_\_\_ *If the group is being registered for the first time, please use the "New Group Registration Form."*

PLEASE PRINT!

**Meeting Information**

Area: \_\_\_\_\_ Region: \_\_\_\_\_

Type of Meeting: \_\_\_\_\_ [ ] Open [ ] Closed

OLD

NEW

Meeting Day: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Borough: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Does this group offer:

Wheelchair-accessibility? [ ] yes [ ] no

ASL Interpreter? [ ] yes [ ] no

Sight impaired services? [ ] yes [ ] no

**Group Mailing Information**

Please list the information for the contact person or area/group PO Box.

Group Name: \_\_\_\_\_

(ASC or Contact:) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Please mail this form to:

NA WORLD SERVICE OFFICE  
P.O. Box 9999  
Van Nuys, CA 91409

q:\dataserv\gpregfrm.doc

## THE AREA SERVICE COMMITTEE

**Note:** *If your area is a member of a metropolitan services committee, this chapter will not apply directly to your ASC. Please see the chapter on MSCs first for a description of area committees like yours.*

### INTRODUCTION

"Workhorse" of the service structure--maybe that's the best way to describe the area service committee. Most of the hands-on work of delivering NA services to the groups and the community occurs at the area level.

NA groups support meetings where addicts can share their recovery with one another. Only minimal organization is necessary to hold those meetings. But there's lots more that can be done to further the aims of Narcotics Anonymous:

- \* NA panel presentations at addiction treatment centers and correctional facilities can reach addicts particularly in need of what we have to offer.
- \* Public information presentations to schools and community groups, mailings to addiction treatment professionals, meeting notices in newspapers, and public service announcements on local radio and television stations can help direct people to NA.
- \* Directories showing where and when NA groups in the area hold their recovery meetings can help addicts and others find nearby meetings being conducted at times convenient to them.
- \* A phonenumber service can help addicts seeking recovery find a meeting in their area. It can also provide information about NA to interested community members.
- \* A ready supply of NA books and pamphlets can make it easier for groups to stock their literature tables.
- \* Social activities can help addicts feel more comfortable in their local NA community and increase unity and camaraderie among area members.<sup>1</sup>

All of these services require a certain degree of organization, the complexity of which could easily divert NA groups from the week-in, week-out task of conducting Narcotics Anonymous meetings for their members. Most of these services also require more money and manpower than any single group could possibly muster. How do groups stay focused on their primary purpose and still see that these other services are developed and maintained? In the words of NA's Ninth Tradition, they "create service boards or committees directly responsible to those they serve." And the service committee closest to home,

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<sup>1</sup> Various handbooks describing these and other local services are available from the World Service Office. For further information, see the section titled "Subcommittees" later in this chapter and the list of bulletins and handbooks available from the WSO at the end of this guide.

the committee best situated to provide the most direct service to the groups and the community, is the area service committee.

A newly formed area committee will not be able to provide the same level of service as a longer-established committee. That's only natural. A new area service committee should not expect to hit the ground running at full speed. The development of the full range of area services described in this chapter often takes a few years. Be patient and keep plugging; it's worth the effort.

Just as individual members of NA rely upon one another for support, so do area committees. New committees in particular can draw upon the experience of their neighbors in charting a course for local services, whether those neighbors be in the next county or the next country. New ASCs can also draw encouragement from their neighbors' assurance that, given time, effort, and the application of principles, "it works." None of us has to do it alone, not in personal recovery and not in service, not anymore.

### **THE AREA COMMITTEE AND OTHER NA SERVICES**

Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs--and through them, in the area committee--for the necessary work to get done.

NA groups also send money to the area committee, money needed to coordinate panels, maintain phonelines, and conduct public information activities. Through their contributions of money and manpower, the groups exercise both their responsibility and their authority for NA services.

How does the area service committee relate in turn to NA's regional and world services? In much the same way as the group relates to the area committee: through carefully selected representatives who are delegated the authority necessary for effective service.

### **AREA COMMITTEE PARTICIPANTS**

There are three groups of participants in most area service committees: GSRs and their alternates, administrative officers, and subcommittee chairpersons. The Seventh Concept for NA Service says that "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." Group service representatives provide a "grass roots" perspective to the area decision-making process, helping ensure that the committee's feet are planted firmly on the ground. Administrative officers and subcommittee chairpersons also bear substantial responsibility for the fulfillment of area services. Their ongoing

growth and experience in carrying out their duties is an invaluable resource to the area as it develops and expresses its group conscience. We ought never allow a base of valuable experience to be created without utilizing it to the fullest. Each area is responsible to create its own decision-making plan. In doing so, area committees should carefully consider the Seventh Concept.

### **GROUP SERVICE REPRESENTATIVES (GSRs)**

Group service representatives link their groups to the rest of Narcotics Anonymous. Most groups also elect an alternate GSR who can fill in for the group representative when needed. GSRs serve a dual role. As our fellowship's Second Concept for Service indicates, GSRs take part on their groups' behalf in the area committee and the regional assembly, conveying a sense of their groups' wishes to the service structure and bringing back information on what's happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole. For more information on the GSR's job, see both the Twelve Concepts for NA Service and the chapter on the NA group appearing earlier in this guide.

Basic equipment for group service representatives usually includes copies of *A Guide to Local Services in Narcotics Anonymous*, area guidelines (if the area has them), and the log of area policy actions (available from the area secretary). Qualifications and terms of service for GSRs are determined by the groups which elect them.

### **ADMINISTRATIVE OFFICERS**

Many area service committees have six administrative officers: a chairperson, a vice chairperson, a treasurer, a secretary, and two regional committee members (RCMs). Areas belonging to a metropolitan services committee also have one or more metropolitan committee members (MCMs). (See the chapter later in this guide for information on metro committees and the role of MCMs.) These individuals are responsible for administering the general affairs of the entire area committee. Because of that, it's important that great care be taken in their selection. A substantial amount of clean time and personal maturity should be the first consideration, along with experience in the steps, traditions, and concepts of service. Our trusted servants should demonstrate the stability and personal sense of direction that serve as an example to others. They should be capable of serving without attempting to govern. The specific amount of clean time required for each office will vary from area to area according to how long the local NA community has been in existence.

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

**Chairperson**

The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The chair's primary tools are the short-form rules of order which appear at the end of this guide, a firm hand, a calm spirit, and a clear mind. The chairperson can find additional help in books about business meetings, decision-making processes, and volunteer organizations that are often readily available at local bookstores and libraries.

**Vice chairperson**

The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees. The area vice chair keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them. The vice chairperson works closely with subcommittee chairs when they prepare their annual reports and budget proposals.

The vice chairperson is also responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings him or herself in the chairperson's absence.

**Secretary**

Area secretaries handle all their committees' paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within a reasonable period of time after each meeting.

In the process of keeping the minutes of each meeting, secretaries should regularly update a log of area policy actions. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they affect. Secretaries should have copies of the most recent

printing of the log of policy actions available for new GSRs and should periodically distribute updated versions to all area committee participants.

Because most secretaries mail minutes to area committee members, they need to keep an updated list of participants' addresses. With their committees' permission, they should mail copies of these lists once or twice a year to the World Service Office. These lists will make it possible for the WSO to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.

### **Treasurer**

The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren't properly accounted for. It's recommended that areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful.

The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings. As the administrator of the area's unified general fund, the treasurer is also responsible to prepare an annual budget<sup>2</sup> for the area committee. The *Treasurer's Handbook*, available from the World Service Office, contains a more detailed description of the treasurer's job and most of the forms treasurers need for keeping their records.

Cash transactions can create a number of problems for ASC treasurers. Having large quantities of currency can make an area treasurer particularly vulnerable to robbery. Handling large undocumented sums of cash may also leave the treasurer open to unwarranted accusations of theft, or may even provide an unnecessary temptation. That's why we encourage groups to make their ASC contributions in the form of checks or money orders payable to the area service committee whenever possible. When treasurers receive cash contributions for their areas, they should always make out receipts to the contributors immediately, keeping copies for themselves with their official records.

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<sup>2</sup> See the section later in this chapter, "Area Budgeting."



Wide experience also strongly suggests that, to help prevent theft, area committees should only use two-signature checks to pay their bills. In order for a check to be valid, it should be signed by the treasurer and another ASC administrative officer.

These cautions are offered to protect the treasurer from controversy as well as to protect area funds. Discussions of other considerations relating to both the treasurer's responsibilities and area finances appear later in this chapter. Readers can find more on general NA funding issues, including security and accountability, in the essay on Concept Eleven appearing in the chapter on the Twelve Concepts for NA Service earlier in this guide.

### **Regional committee members (RCMs)**

Regional committee members are just that: They serve as the core of the regional service committee, a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year 'round as a contact point between NA world and local services. Detailed information on the services provided by regional committees can be found later in this guide.

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

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

RCMs should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

Regional committee members serve two-year terms. Most areas have two RCMs serving at any one time, one elected in odd-numbered years and the other in even years. This helps regional committees maintain a balance between experienced members and those just learning the ropes. It also ensures that a regional committee serving only three or four areas will have enough members to be able to do its work.

## ELECTIONS AND ROTATION

Some area committees hold elections for all their officers and subcommittee chairpersons at the same time each year; others stagger their elections, selecting members for different trusted-servant roles at different times of the year, so that their committees always have a mix of new and experienced leaders. Administrative officers and subcommittee chairpersons generally serve no more than two terms consecutively in the same position and, with the exception of RCMs, usually serve one-year terms. This allows for the rotation of a variety of individuals through an area's trusted-servant positions, providing a diversity of viewpoints and talents and a freshness of perspective that would be lacking were these positions to be held year after year by the same individuals. The rotation of trusted servants at the area level also helps the committee better reflect the full range of insight available among committee members, preventing the area committee from becoming the mere extension of an individual's personality. Rotation emphasizes that our efforts to help carry the message through service involvement is just one way of practicing our Twelfth Step, no more or less special or praiseworthy than any other. The practice of rotation is founded on this fellowship's belief that service is more important than the servant, an extension of our tradition of spiritual anonymity.

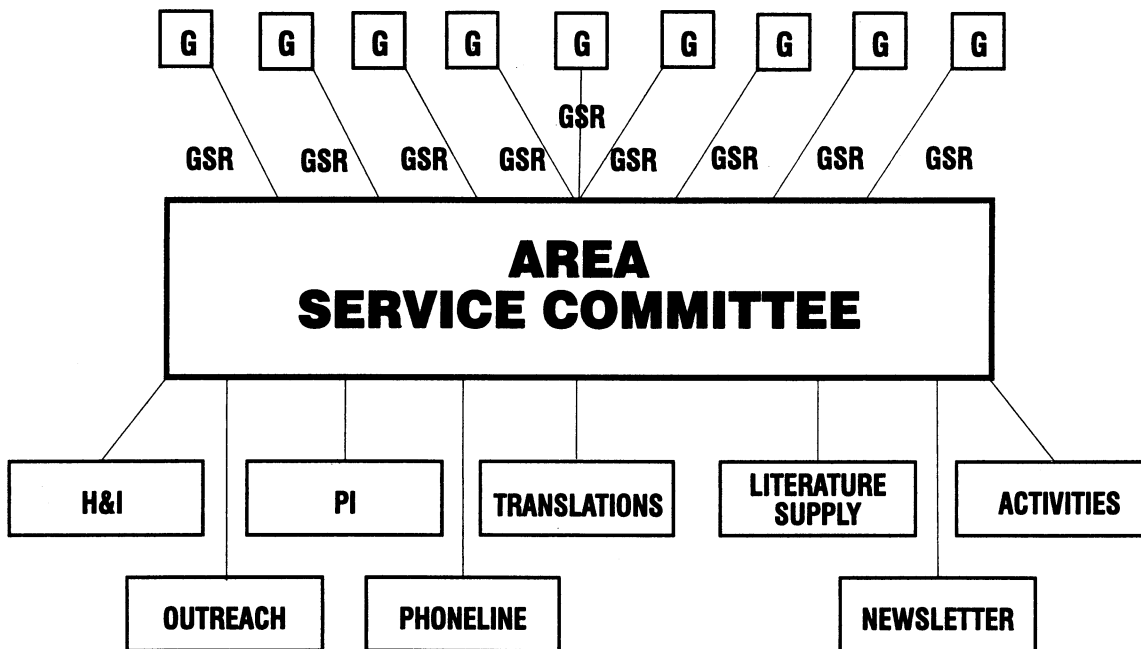
Area committees can foster continuity in their services by a number of means. As mentioned in the previous paragraph, some area committees stagger their elections of trusted servants, ensuring these committees always have a certain proportion of experienced leaders. Many area committees also encourage those who have completed terms as administrative officers and subcommittee chairs to remain active in the ASC either in another leadership position, as individual members of one of the area's subcommittees, or informally. By balancing the practice of rotation with the kind of experience available from past officers, an area committee can partake of the best of both worlds.

## SUBCOMMITTEES

In some ways, the relationship between an ASC and its subcommittees is very similar to the relationship between NA groups and their ASC; in others, it is quite different. Just as groups create an area committee to help them fulfill their primary purpose, so the ASC creates subcommittees to do the actual work involved in delivering its direct services--H&I, PI, phonelines, activities, and the rest. If area subcommittees are to serve effectively, the ASC must delegate them sufficient authority to exercise their best judgment in fulfilling their duties. However, because an area committee must account to the groups for the actions

of its subcommittees, ASCs generally maintain a somewhat tighter rein on their subcommittees than groups do on their area committees.

The balance between accountability and delegation is a delicate one. If an area committee exerts too much control over its subcommittees, those subcommittees will not be able to serve well. If the ASC delegates too much authority to its subcommittees, on the other hand, the area committee will not be able to account fully for itself to the groups it serves. An ASC should pay careful attention to the Twelve Concepts, especially Concept Five, when creating



subcommittees, giving them sufficient liberty to serve freely while still maintaining their accountability.

The ASC is responsible not only to develop and maintain subcommittees in each field of service but to coordinate the work of each of those subcommittees with the work of the others. For these reasons, all area committee participants need to become as informed as they can possibly be about subcommittee activities. Area committees devote significant portions of their meetings to reports from subcommittee chairpersons and discussions of subcommittee activities. Handbooks are available from the World Service Office for most of the

subcommittees listed below. Specific directions for subcommittees in your area can be found in your log of policy actions and (if applicable) your area guidelines.

Most newly formed area service committees will probably not be able to support the same wide range of subcommittee services as a longer-established committee. Rather than attempt to set up all their subcommittees at once, it's recommended that new area committees take their time. Make sure the responsibilities of new subcommittees are well coordinated with those of existing ones. Bring subcommittees on line one at a time and give a great deal of attention to developing each subcommittee before bringing on another.

### **Translation**

Translation subcommittees perform one of the most basic services possible for an NA community: They ensure that the written NA message is available in the language spoken by local members. Translation subcommittees also assist in translating service-related correspondence and periodicals so that the members of their NA communities can take a fuller part in the life of the worldwide NA Fellowship. If your NA community needs a translation subcommittee but does not yet have one, the World Services Translation Committee will be happy to help you start one. For assistance, contact the translations coordinator at the World Service Office.

### **Hospitals and institutions**

Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. *Treatment panels* are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. *Correctional panels* are held for inmates at jails, prisons, and forensic hospitals. The *Hospitals and Institutions Handbook*, available from your local H&I subcommittee or by writing the World Service Office, explains more about how to conduct panels, interact with facility administrators, and organize subcommittee work. The amount of work your local H&I subcommittee does will depend on a variety of factors: the number of treatment and correctional facilities in your area, the number of NA members in your area who are interested in H&I service, and the amount of collective experience in H&I work in your NA community.

H&I subcommittee responsibilities sometimes overlap those of the local public information subcommittee. For this reason, we encourage H&I and PI subcommittees to closely cooperate with one another. In some areas, H&I and PI subcommittees regularly send one or two members to each other's meetings to maintain communications, thereby minimizing the potential for conflict in these two key fields of service.

### **Public information**

The general mission of your area public information subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. Services provided by PI subcommittees vary widely from area to area. The simplest kind of PI project is the production and distribution of fliers throughout the community announcing that NA is available and that more information can be had either by calling the local NA information phonenumber or by attending an NA meeting. As PI subcommittees become better developed, they often conduct public meetings for community members, distribute public service announcements to local radio and television stations, and respond to public media inquiries. Some PI subcommittees develop separate working groups called CPC panels (short for *cooperation with the professional community*) to focus especially on the NA community's relations with local treatment professionals. *A Guide to Public Information*, available from your local PI subcommittee or by writing the World Service Office, provides detailed information on conducting a wide range of projects designed to increase community awareness of Narcotics Anonymous.

Many public information projects serve primarily to encourage people to call the local phonenumber for more information on NA. Because of the close link between PI and phonenumber work, it will often benefit these two subcommittees to cultivate close relationships with one another. Some phonenumber and PI subcommittees make it a standard policy to send members to one another's meetings to better facilitate communication between the two. In some areas, a single subcommittee administers both the phonenumber and NA's public relations program.

### **Phonenumber**

The phonenumber subcommittee maintains a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly. Phonenumber volunteers often serve as the first point of contact between the community-at-large and the NA Fellowship. For this reason, it's vital that careful attention be paid to the work of this subcommittee.

Phonenumber subcommittees in different NA communities organize their work in different ways to meet local needs. In some areas, PI and phonenumber services are operated jointly by a single subcommittee. In smaller communities, the phonenumber may be as simple as a call-forwarding service connecting callers with NA members' home telephones. In the larger metropolitan areas, computerized systems may route incoming calls to the appropriate people and information. For more details on NA phonenumber, consult *A Guide to Phonenumber Service*, available from your local phonenumber subcommittee or by writing the World Service Office.

### **Literature supply**

The literature supply subcommittee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting. In some areas, this subcommittee may consist of only one or two people. In other areas, it may involve as many as half a dozen members who process group orders, monitor stock levels, and reorder materials from the local NA office or the World Service Office. To maintain accountability for all area funds, most areas ask their treasurer to serve as cashier for literature sales. The subcommittee then goes to the treasurer for a check when it has to reorder stock. To help organize the job of processing group orders, tracking inventory, and reordering depleted items, contact the World Service Office for available resources.

### **Newsletter**

Some areas form subcommittees which publish local newsletters listing area and regional events. Some newsletters also run articles on local service activities and members' recovery experiences. Keep in mind that NA newsletters are often read as if they speak for Narcotics Anonymous as a whole, no matter how many disclaimers the newsletter subcommittee prints. That's why we encourage the area committee to take special heed of the Fifth Concept when creating this subcommittee, ensuring the newsletter has a responsible editorial policy. A *Handbook for NA Newsletters*, available from the World Service Office, provides more information on the work of the newsletter subcommittee.

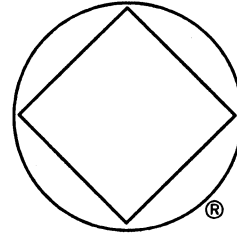
### **Activities**

Dances, picnics, campouts, special speaker meetings--these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.

A couple of remarks must be made regarding legalities relevant to NA activities. Most activities subcommittees distribute fliers announcing their next event to NA groups in the area. If your subcommittee's flier displays one of the NA logos shown below, a small circled letter "R" (it looks like this: ®) should appear to the right of the logo. This mark shows that the logo is a registered trademark of Narcotics Anonymous worldwide and helps protect the logo from misuse outside the fellowship. For more information, see the bulletin, *Internal Use of NA Intellectual Property*, available from your World Service Office.



**Narcotics  
Anonymous®**



Some activities subcommittees have conducted raffles of one sort or another either as separate fundraising efforts or as parts of another activity. It should be noted that in many US states and in some other countries such raffles are considered gambling and, as such, are illegal. Activities subcommittees should also consider whether raffles, especially cash raffles or lotteries, appeal more to the spirit of self-interest than the spirit of voluntary support implicit in our Seventh Tradition.

### **Outreach**

Outreach subcommittees serve as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and by car they make sure that no group and no addict has to go it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts in touch with the mainstream of the NA Fellowship.

The outreach subcommittee is not the only subcommittee concerned with reaching out to isolated addicts. Sometimes addicts are isolated by factors other than geography: social, economic, and cultural factors, for instance. PI, H&I, and phonline subcommittees can help an area committee focus additional attention on the needs of addicts in our own communities who, for one reason or another, have not found NA accessible. Area service committees and their subcommittees need to do whatever they can to ensure that recovery is available to any addict who seeks it, "regardless of age, race, sexual identity, creed, religion, or lack of religion." Area subcommittees engaging in community outreach activities may find help by contacting the World Service Office.

### **Meeting lists**

Though production of meeting lists does not usually require the creation of a separate subcommittee, most area committees do have one or two people who are responsible for printing meeting schedules on a regular basis. In some areas, this job is handled by one of the committee's administrative officers; in others, by one of the regular subcommittees. Meeting lists show days, times, locations, and other pertinent information for local NA meetings. Meeting schedules often show:

- \* whether the meeting is "open" or "closed,"
- \* meeting format (Basic Text study, discussion, etc.),
- \* location use restrictions (no smoking, etc.),
- \* additional needs services (wheelchair accessibility, availability of sign-language interpreter, etc.), and
- \* if the meeting is conducted by a specialized group (for instance, a men's, women's, gay, or lesbian group).

At one time or another, most area committees have asked themselves whether a particular meeting should be included on the list. The six points describing an NA group appearing at the beginning of the "Group" chapter in this guide have given most area committees the criteria they've needed in making such decisions.

Meeting lists are often used in conjunction with an area's public relations program. For this reason, we encourage individuals and subcommittees responsible for preparing their area directories to do an especially thorough job. Some of the points to be given extra attention are the accuracy of all listings, the attractiveness and usability of the directory's format, and profanity in the names of meetings being listed.

Area committees are encouraged to send a copy of their meeting schedule to the World Service Office each time the list is updated. Accurate, current lists of meetings help the WSO maintain an up-to-date directory for use in answering questions from around the world.

### **Ad hoc committees**

Sometimes an area committee comes up with a question or special project that does not fit into any existing subcommittee's job description. Perhaps a new piece of NA literature is being developed by world services, for instance, and the area has been asked to gather input on the piece from NA members. Perhaps local members have come up with an idea for a new piece of NA literature that they want to develop a bit before they turn it over to world services. Maybe area groups have begun having difficulty finding new places in which to hold recovery meetings and want the ASC to give extended attention to the matter. Or perhaps the committee feels it's time to develop guidelines for itself. In such cases, the ASC may wish to create an *ad hoc committee* to address the issue.

Ad hoc committees are set up for specific purposes and have limited lives. When they have finished their jobs, they are disbanded. In creating an ad hoc committee, the ASC should clearly specify what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. Then the area chair may appoint either the entire ad hoc



committee or just a chairperson who will put the ad hoc committee together later. Once the ad hoc committee's work is completed, the committee is dissolved.

### **AREA COMMITTEE POLICY AND GUIDELINES**

One particular word comes to mind regarding area committee policy and guidelines: caution. Some area committees have found themselves so tangled in discussions of service policy and area guidelines--sometimes for months or even years at a time--that they have been sorely hampered in providing the services they were created to deliver in the first place. Here are a few points to consider when entering into policy discussions, points that may keep the confusion to a minimum and the committee squarely on track.

NA's Twelve Concepts for Service can be of great value in untangling knotty policy questions; some consider the concepts tailor-made resources for such discussions. Time invested in studying the Twelve Concepts will repay itself many times over with the clarity they provide. In particular, the concepts speak to the subject of delegated authority. For instance, according to the concepts, when groups want the area committee to perform services on their behalf, they delegate to the committee sufficient authority for the work to get done. And when the area committee elects officers and subcommittee chairs, expecting them to perform particular tasks, the committee also delegates to them the authority to apply their best judgment to the fulfillment of those tasks. Our trusted servants do not govern, but they must be given the trust necessary to effectively serve. These kinds of simple, direct principles can be effectively applied to any number of service-related policy questions.

Another tool that can help an area committee find its way out of "the policy maze" is, simply, a moment's reflection on NA's primary purpose. Unsophisticated as this may seem, it can be quite effective in solving some pretty complex problems. Area committees exist primarily to help make NA groups more effective in carrying the recovery message to the still-suffering addict. Area committee services either:

- \* attract addicts to meetings,
- \* provide materials for use in meetings,
- \* conduct activities designed to strengthen meetings, or
- \* perform the administrative functions necessary to do these things.

When caught in a conflict for which there seems to be no resolution, an area committee can stop, call for a moment of silence, and ask itself, "What does this discussion have to do with carrying the message?"

A regularly updated log of area policy actions can be of tremendous help. When confronted with a policy question, area committees can consult it to see what decisions have already been made regarding it. The policy log makes it

unnecessary for area committees to rehash the same question over and over and over again.

Hopefully, enough tools already exist to provide adequate guidance for the work of most area committees: this chapter of *A Guide to Local Services*, the log of area policy actions, the short-form rules of order appearing toward the end of this guide, and the Twelve Concepts for NA Service. Some areas, though, will want to develop their own area guidelines, giving specific directions to their administrative officers and subcommittees. This will be the case particularly for area committees whose subcommittees have substantial responsibilities. It's suggested that area committees give themselves some time to see what kinds of needs for guidelines actually exist in their areas before beginning to draft their own. An area committee equipped with a year or two of entries in the log of policy actions will be in a better position to see what kind of guidelines ought to be developed than an area committee trying to write guidelines during the committee's formation. You can get sample guidelines by writing to the World Service Office. Areas who wish to prepare their own guidelines may wish to appoint an ad hoc committee to adapt those sample guidelines to local needs.

It should be remembered that guidelines, rules of order, logs of policy actions, and similar tools are designed to help keep things simple. If an area committee finds these tools, instead, making things more complicated, time should be scheduled during the sharing session to talk about it.

### AREA INVENTORY

Some area committees set aside one day each year for conducting an area service inventory. Why? For much the same reason as NA members do personal inventories: to stop, consider their actions and attitudes, and rededicate themselves to their ideals. The area inventory considers three general topics:

1. How well has the area committee done this year at serving the *groups*, and how can it better serve them in the coming year?
2. How well has the area committee served the larger *community*, and how can the committee better serve the community-at-large?
3. How well has the area committee done at supporting NA's *regional and world services*? How can the area provide better support for these services?

A substantial amount of preparation is required on everyone's part for an effective area inventory. GSRs, officers, and subcommittees must take a fearless, searching look at their work over the last year and come to the inventory session prepared to review their roles on the committee. GSRs should spend time with their groups considering what needs might be addressed by the area committee in the next year and come to the inventory session with ideas in hand. Officers and subcommittees should take the time to look at the make-up

of the larger community in which they live, ask themselves how NA could be more effective in reaching out to that community, and be prepared to share their thoughts with the entire area committee. And perhaps most importantly, all area committee participants should make an extra effort to prepare themselves spiritually to make the most of the area inventory meeting. Materials available from your World Service Office may provide additional help, especially in developing an agenda for your inventory session.

Having conducted an area inventory, many committees will come to the conclusion that certain aspects of their work need to be altered. It should be remembered that there is no one model for area service committees that will be completely appropriate to all areas. A number of factors will affect the kinds of services an area committee offers and the ways in which it offers them: community size, number of meetings, availability of experienced NA members, geography, local laws and customs, and other such considerations. What works in a major metropolitan setting probably won't work at all in a rural community. What will work in any setting is an effort to maintain sensitivity to the needs of the groups and the community. Each area committee will, to a great degree, have to find its own way of effectively providing services to those groups and the larger community of which those groups are a part.

Versatility is called for. Area committees in small or mid-sized communities may see fit to combine the work of some subcommittees, while well-established metropolitan committees might find themselves with a large number of highly specialized subcommittees, each with its own specific focus. Given reasonable consideration, an area committee should not be afraid to configure its services in whatever way it sees fit so that it may help carry the NA message in the most effective way possible.

## **PARTICIPATION**

Participation is a critical factor in delivering services at any level. Lagging subcommittee participation and poor attendance at area committee meetings are problems all area committees must address from time to time, particularly during the annual inventory session. Sometimes the solutions to these problems are simple and quick; more often, they require deliberate, extended attention.

An area that has few GSRs attending committee meetings or lacks support for the work of its subcommittees probably has one or more of the following problems:

- \* The area is new,
- \* The territory served by the ASC is sparsely populated,
- \* Committee meetings are run poorly,

- \* The committee, as it is run presently, is too large to allow for GSR participation,
- \* Groups and members in the area are not sufficiently informed concerning the role of the area committee and the kind of work being done by its subcommittees,
- \* The services provided by the ASC are not meeting the needs of area members or groups, or
- \* Members and groups are simply not interested in supporting area services.

Of these, the first two are generally the easiest to address. If a new area is lacking in members available for service, the passage of time alone may well provide a solution; the section later in this chapter, "Creating New Area Committees," discusses this further. And if an area committee serves a sparsely populated territory, there are ways in which it can structure its services to match its circumstances. More on this can be found later in this chapter under the heading, "Area Committees in Rural Communities." You can also write to the World Service Office and ask for any relevant materials they may have on hand.

If one of the remaining problems is the case, an area committee can determine which one it is by sending current committee participants out to the groups, especially those groups who are not sending GSRs, and simply ask them what they think.

When a meeting is poorly run or has too many participants, it is difficult for any but the most outspoken to get a word in edgewise. Sometimes GSRs stop attending their area meeting because it seems like a waste of time. If any of these problems has pushed your area committee off track, there are a couple of options you can try to set your ASC back on course. If your ASC is trying to serve too many groups and committee meetings are so crowded they don't allow most GSRs an opportunity to participate, it may be time to consider dividing the area. The next chapter of this guide talks about the ASC division process from start to finish.

Remember, though, that "too many groups" is a relative term. A poorly run meeting, no matter how many people are taking part in it, always seems "too large." An ASC serving many groups may need nothing more than a leadership tune-up to make its meetings run smoothly, allowing full participation by all committee members. Review of the materials in this guide--especially this chapter, the earlier chapter on the Twelve Concepts, and the short-form rules of order appearing toward the end of this guide--can sharpen an ASC chairperson's focus on the content and process appropriate to area committee meetings, helping the chair lead a more effective meeting. A variety of other books about running meetings, available from many libraries and bookstores, can also be consulted.

If local NA members are unaware of the kind of work being done by the area committee, area officers can be asked to organize a service workshop. Such workshops, creatively conducted, can present groups and members with options for service of which they'd previously been unaware and spark their interest in becoming a part of those services.

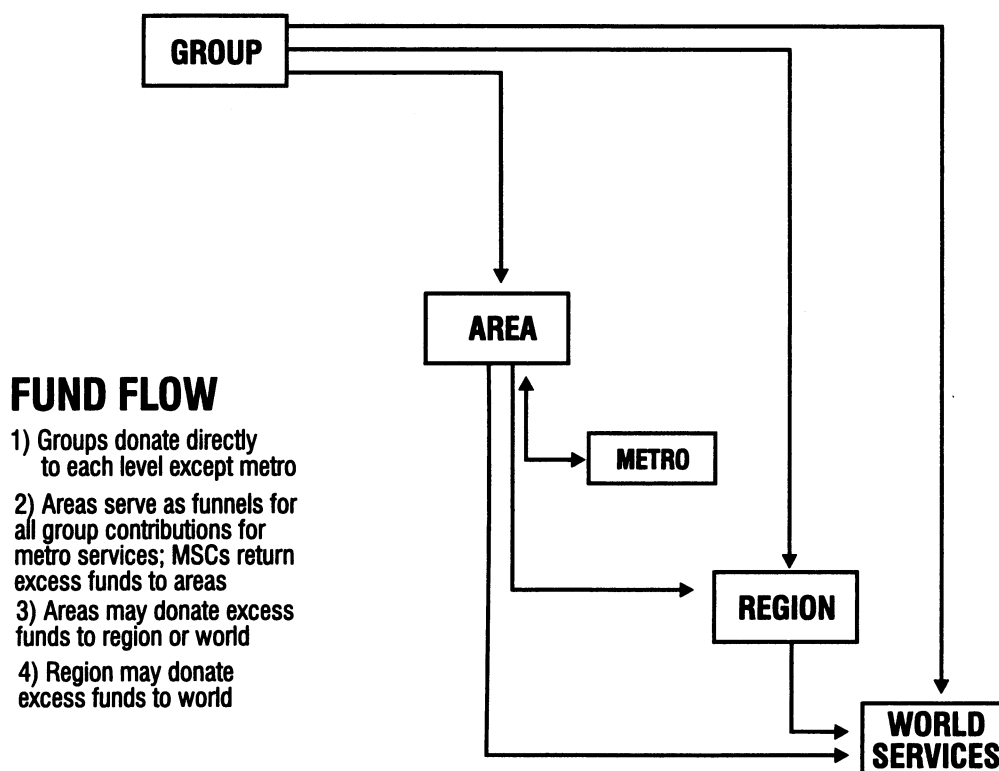
If the area committee is not currently providing services that meet the real needs of local members or groups, such a workshop could serve as a combination open forum and brainstorming session. Drawing from the experience and insight of everyone who cares to be involved in the discussion, such a forum could pinpoint inadequacies in current services and develop directions for future services that better address the needs of the local NA community.

Some NA groups will not be interested in taking part in area services, no matter how effective and inviting they might be. These groups may feel that their experienced members have more than enough to do with just supporting their recovery meetings. It's true that NA groups are responsible to support NA services, but they are responsible first to conduct NA meetings. Our tradition of group autonomy gives them the right to decide for themselves whether or not they are able or willing to extend their support to the area committee. No matter what they decide, the area committee has a responsibility to serve all the groups in its service territory, regardless of whether or not a particular group has chosen to participate in the work of the committee.

### **AREA BUDGETING**

A budget helps an area committee be a better manager of the funds it receives. The basic process for developing an area committee budget is pretty simple; for your convenience, a budget worksheet has been included in the *Treasurer's Handbook*, available from your World Service Office. On a quarterly or annual basis, administrative officers and subcommittee chairpersons present their plans for the next work period along with estimates of how much that work will cost. By comparing the projected work plans and expenses with income reports from the last work period, the area committee will have a pretty good idea of how feasible the budget proposal is and can vote to either adopt it or alter it.

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



### OTHER FUNDING CONSIDERATIONS

Area committees generally assign their treasurers the responsibility of managing all ASC funds. When officers or subcommittee chairpersons need money for a budgeted project, they ask the treasurer to write them a check to be countersigned by another ASC officer. The same general procedure can be applied by area committees that do not develop quarterly or annual budgets, except that specific spending proposals must be presented by officers and subcommittees to the full area committee before funds can be drawn from the treasury. The officer or subcommittee chair turns receipts for their expenses in to the treasurer along with whatever money may be left over from their advance. If the project produces income, that money is also returned to the treasurer for deposit back into the general fund. A single general fund helps ensure that the area committee is able to maintain final responsibility for the activities of its subcommittees. It also eliminates the need for each subcommittee to duplicate the treasurer's job.

Most areas periodically struggle with the question of fundraising versus group contributions for support of their work. Activities subcommittees usually plan to have their projects come out in the black (as opposed to coming out in the red)

so that unexpected expenses can be covered. As a result, most activities do in fact generate some excess funds. The time and energy that goes into putting on activities is contributed by NA members in the spirit of our Seventh Tradition, so depositing the extra money generated by those activities in the area committee's general fund is not inappropriate. But the primary purpose of an area activity is to promote unity within the NA community, not specifically to raise funds for the area committee.

Some area service committees come to depend too greatly on extra income from activities. These area committees then sometimes tend to ignore the expressed needs of the groups. An area committee that finds itself in such a situation must ask itself whether it has become more a fundraising agency than a group of trusted servants devoted to the delivery of Narcotics Anonymous services. Once the question has been asked and the committee has engaged in an honest evaluation of its activities, the area committee can correct its course and return to its work.

### **THE MONTHLY MEETING**

The monthly area service committee meeting, open to any NA member, is the event at which the work of the subcommittees and the well-being of the groups all come into focus. Before the meeting starts, one of the administrative officers gives an orientation to new group service representatives. Then officers, subcommittee chairpersons, and GSRs report on what's happened since the committee met last. The sharing session gives all participants the opportunity to engage in wide-open discussion of group problems and area committee issues raised by the reports. After the sharing session the committee is ready to go straight to business, considering questions about the work of its officers and subcommittees. The sample agenda which appears at the end of this chapter can be used by most area committees as a tool for organizing the monthly meeting. And the short-form rules of order appearing toward the end of this guide can help the business of the committee be processed in an orderly, respectful fashion.

### **THE SHARING SESSION**

The sharing session has two types of agenda: group problems and area committee issues. Agenda items for the sharing session usually come up during reports from group service representatives, administrative officers, and subcommittee chairpersons. After each report is given, anyone on the area committee—including the person who gave the report—can ask the committee chairperson to place a particular subject on the sharing session agenda.

### **Group problems**

Groups are encouraged to seek their own solutions to the challenges they face--and, most of the time, they find them. But sometimes a group faces a problem that is beyond any of its members' experience. When that occurs, groups can send their GSRs to the area committee sharing session with a request for help.

That help usually comes in the form of the shared experience of other groups in dealing with the same kinds of questions. Since NA groups are entirely self-governing, only rarely can an area committee motion deal with a group problem in any appropriate way. However, the shared experience of other committee members with similar problems in their own groups may provide a GSR with just the information or insight his or her group has been lacking.

### **Area committee issues**

The sharing session is also a time when the area committee can focus on issues rather than motions. Although the rules of common courtesy are in place, the rules of order are not. It's an informal time in which ideas can be freely shared, ideas which can help the committee be more effective in fulfilling its purpose. Many area committees, putting our fellowship's Sixth Concept to work, use the sharing session to better understand their collective conscience on area business before making decisions.

The Sixth Concept for Service talks about group conscience as "the spiritual means by which we invite a loving God to influence our decisions," and carefully distinguishes the spiritual discipline of group conscience from the decision-making mechanism. Perhaps nowhere is that distinction more evident than in the sharing session. In the sharing session, committee participants consult their individual consciences--and their Higher Power--on the broad issues at hand, share the insights resulting from that, and together develop a collective direction for the committee. In the business portion of the meeting, those same participants try to express that group conscience in the specific form of motions and votes. But committee motions cannot be an effective expression of the spiritual aims of our fellowship without the free exchange necessary for the development of a group conscience having first occurred. The sharing session is designed specifically to facilitate that occurrence.

Let's say the public information subcommittee's report suggested in general terms the need to be more energetic in reaching out to drug abuse treatment professionals in the area. During the sharing session, a variety of issues pertaining to PI's suggestion can be discussed: What's the difference between "energetic" PI work and outright promotion of NA? To what extent, if any, does cooperation with the professional community border on the endorsement of outside enterprises? And is this where the area wants to spend more money, or



are there other projects more deserving of immediate attention? No motions, no calling of the question, no parliamentary inquiries--just a free exchange of ideas among NA trusted servants producing greater understanding of directions in which area services might head.

The sharing session is the appropriate time for members to exercise NA's Ninth and Tenth Concepts. These concepts remind us that our committees are responsible to listen to all participants' voices with respect and that all members have a right to be heard. Minority opinions on committee business can be expressed freely and clearly in the sharing session. And problems potentially calling for the redress of a personal grievance on the part of a committee member can be aired in an open, supportive atmosphere.

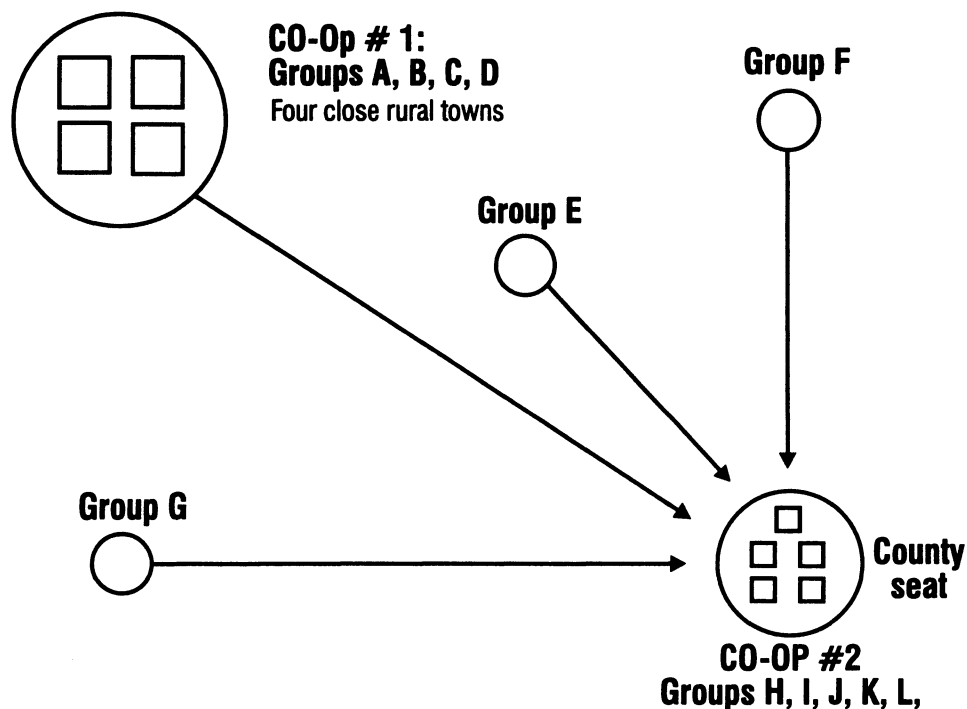
### **AREA COMMITTEES IN RURAL COMMUNITIES**

In many rural towns, even after many years of existence, only one or two NA groups may have formed. The distances between such towns and the relatively few members available to serve may make it impractical for a rural area committee to conduct any common services for its groups. It's more usual in rural areas for the individual groups themselves to administer what direct services there are in each community. When the group has its business meeting, members discuss not only the group's recovery meeting but their collective efforts to facilitate Twelfth Step work in the community. The group may get a post office box to make it easier for people in the community to contact NA. The group might even open its own telephone line with an answering machine offering recorded information about the local NA meeting. One member might take responsibility for ordering the group's NA literature directly from the World Service Office. The whole group may decide to get together one Saturday and put NA fliers up around town. Regular group contacts with local magistrates, social workers, physicians or health clinics, school counsellors, and clergy can help NA's friends guide newcomers to the group's meeting.

In some rural districts, groups join forces to form cooperative councils, called "co-ops" for short. Representatives of groups within 50 kilometers (31 miles) of one another in one corner of the area, for instance, might gather each month to coordinate their H&I panels, community contact programs, social activities, and common phonenumber. If GSR travel to area committee meetings is burdensome--say, if the ASC meets more than 100 kilometers (62 miles) away--they might even select one of their members to represent the co-op each month on a rotating basis.

The following diagram shows such an area. The four northwestern groups have formed Co-op #1 to run a phonenumber and coordinate a weekly H&I panel at the nearby county work farm. Co-op #1's four GSRs take turns attending the

## RURAL AREA WITH CO-OPS



area committee's monthly meetings. The five county seat groups in the southeast have formed Co-op #2 to administer NA services in that small city. All five GSRs from Co-op #2 attend the ASC meetings, which they host.

Rural area committee meetings often become mostly a sharing session. Group service representatives discuss their groups' progress with one another and provide solutions to each other's problems. Some rural areas conduct joint activities--dances, speaker meetings, and workshops--to promote unity and enhance their groups' effectiveness. Many rural committees appoint individual members as area resource contacts for particular fields of service whose job it is to gather information on H&I, PI, or phonelines for other groups to use. Rural area committee operations are simple, but the strength gathered from the unity they provide is just as important as it is in a metropolitan setting.

## LEARNING DAYS, WORKSHOPS

Learning days and workshops sponsored by area subcommittees are valuable tools for increasing area members' awareness of the work conducted by the area committee. For most fields of service--H&I, PI, phonelines, etc.--complete descriptions of how to conduct local learning days and workshops are

provided in the respective service handbooks. Many area committees also conduct topical workshops on the Twelve Traditions and Twelve Concepts for NA Service, sponsorship, and other subjects. If experience in a particular subject or field of service is low in your area, you can work with your regional committee to organize a workshop to help strengthen understanding of that branch of service in your area.

Group service workshops can help trusted servants of local groups focus on their primary purpose and the tools available for fulfilling it. Some group service workshops begin with members of the area committee sharing their experience in different group service positions, using the chapter on the NA group from *A Guide to Local Services* as a reference. The workshop can then be opened for discussion or questions from those attending. Others break up into small groups to review different topics relevant to group services--meeting formats, for example, relations with the community, or group business meetings. However it's conducted, a group service workshop is one direct way for the members of an area committee to share their experience with the groups they serve.

### **CREATING NEW AREA COMMITTEES**

As Narcotics Anonymous grows, groups are formed each year where no area service structure exists. The first priority of such groups is, of course, getting the group on its feet and developing stable meetings. In larger communities, a stable group often sprouts new groups and new meetings. At some point, those groups begin to think about creating a common committee for themselves--what we call an area service committee--to serve their mutual needs and make it easier for them to pool their efforts in reaching out to the community. Groups considering the formation of a new area committee can tap the experience of their regional service committee or, if no regional service committee exists, the World Service Office.

Some new area committees try to start up all at once with a full complement of administrative officers and subcommittees, monthly dances, a convention, and a local service center. Area committees which try to do this may sorely disappoint themselves. Remember: first things first.

Area committees are formed, first, to strengthen the groups that create them. Before an area committee can start serving the community, the groups which make up that area must be on solid footing. An area committee just beginning its service journey may exist primarily as an environment in which groups can share their strengths and solutions with one another.

The new area committee might also consider focusing a considerable amount of its attention on the study of NA's Twelve Traditions and Twelve Concepts for Service. An area committee that takes care to establish a firm foundation before

attempting to erect even a simple service structure will not be likely to regret the time taken in doing so.

Once the new area committee has established a pattern of facilitating communication among the groups and nurturing an understanding among its members of the principles behind NA service, it will be ready to begin providing simple direct services to the groups and the community. Fellowship gatherings--learning forums, cooperative speaker meetings, dances, picnics, and the like--require a minimum of organization yet can go a long way toward increasing unity among the groups in the area. Meeting lists and posters distributed in the community can help direct more addicts to more meetings. Direct services don't have to be grand, complicated, expensive enterprises to be effective in promoting unity and carrying the recovery message. New area committees will do well to start with simple projects.

There are a few more things a new area committee will want to keep in mind, both in its initial formation and in its first few years of operation. First is the need to share the workload, ensuring that no one person is burdened with most of the area committee's work. Not all NA members in the area will be interested in serving on the area committee; most, in fact, will be satisfied to fulfill their primary commitment to their groups, leaving the area service committee to others. But those who are involved in the area committee should see to it that committee work is divided evenly among them. A committee supported primarily by one member is too vulnerable to collapse should that lone individual begin to suffer from "trusted servant burnout" or become unavailable for some other reason. If only a few members are involved in an area committee, they should consider keeping their workload light rather than overreaching their capacity.

A second consideration for new area committees is the idea of making a commitment to meet regularly--once a month, if possible. Most new committees will be occupying themselves primarily with developing means of supporting member-groups and the study of NA traditions and concepts of service. Those agenda items require regular, concentrated attention as the area committee establishes its foundation. A commitment to meet regularly, right from the start, helps keep that need in the foreground.

Finally, the new area committee will greatly benefit from continued contact with its regional service committee, with neighboring area committees, and in some cases with groups and service committees in neighboring countries. Just as individual addicts don't often make it on their own, area committees can greatly benefit from the shared experience, strength, and hope of those who've gone before them. None of us has to do it alone--not anymore.

<b>SAMPLE AREA COMMITTEE AGENDA</b>
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The typical agenda for an area committee meeting often looks something like this. The committee fills it in each month with more specific topics under each heading.

### **CALL TO ORDER**

- \* reading of the Serenity Prayer
- \* reading of the Twelve Traditions and/or Twelve Concepts for NA Service
- \* roll call
- \* recognition of new groups
- \* approval of last month's minutes (additions or corrections are made)

### **REPORTS**

- \* administrative officers' reports
- \* group reports
- \* special (ad hoc) committee reports
- \* standing subcommittee reports

### **SHARING SESSION**

General discussion of group concerns and issues raised by reports.

### **OLD BUSINESS**

Motions are in order regarding business left over from previous meetings. (Some areas also conduct their elections of trusted servants during this portion of the agenda.)

### **NEW BUSINESS**

Motions are in order regarding business that is new to this committee.

### **ANNOUNCEMENTS**

### **ADJOURNMENT**

## **DIVIDING AREA SERVICE COMMITTEES**

Locally, most area service committees serve dual functions, offering both group support and direct service administration. A small area committee, while providing a forum in which groups can share their experience with one another, often has difficulty administering direct NA services. An especially large committee, on the other hand, may have plenty of money and manpower for direct service administration but be too large to accommodate the kind of sharing that its groups need to support one another.

Areas grow and change. As time passes, some area committees find themselves with so many GSRs attending that it's almost impossible to conduct orderly monthly meetings. Others start to ask whether an area committee that serves many towns might not be more effective if broken up into a number of committees separately serving those towns. Still others experience internal conflicts and wonder whether it wouldn't be easier just to separate the camps into their own area service committees. Regardless of where the question comes from, it's important that the answer follow only on careful consideration of the group conscience of the entire area. There's much to examine and many questions to answer in dividing an area.

Many areas begin considering a division when they reach a certain size. But how big is a "big" area, and how small is "small"? Areas range in size from five to fifty or more groups. Yet size often has less to do with how well an area works than effective leadership, commitment to principles, and the consistent involvement of area groups. There is no magic number that should trigger an area division; the only appropriate trigger is function, not form.

If your area is discussing the possibility of a division, we suggest you conduct an area inventory and review the criteria described in coming sections of this chapter to carefully examine your area's services. If you discover problems in your ASC such as those described under the inventory heading in the previous chapter, see if you can solve them by some means other than the division of your area. If, after all this, you still believe the interests of the NA community and the community-at-large can best be served by dividing your area, you can proceed with confidence.

Before getting into the mechanics of division, there's one more thing we must emphasize: Your groups aren't getting a divorce! It's the service apparatus you're dividing, not the fellowship. Even as you plan to divide your area, we encourage you to also take steps to maintain the unity of the NA Fellowship in your community. By scheduling regular joint speaker meetings, social events, and workshops for all the groups formerly served by the original ASC, you can substantially ease the trauma of an area division.

## HOW TO DIVIDE

Like any organization, an NA area committee has responsibilities, assets, and liabilities. When a portion of the groups served by an ASC unilaterally decides to pull out and form its own area committee, it may leave the parent committee impaired in its ability to serve the remaining groups. That's why, when an ASC is ready to divide, we encourage the entire area to participate in the division process. Open your lines of communication, work out the issues, recognize the problems, resolve whatever disagreements may arise, and then take an active part in implementing the program developed by your area--in other words, cooperate and surrender!

The territory, assets, and liabilities of the original area committee should be carefully inventoried. Then, by mutual agreement, those responsibilities should be equitably divided among the new areas before the division is actually affected. Such a transition eliminates the potential for disruption of vital NA services to the groups and the community, assuring that we continue to fulfill our primary purpose.

### Area boundaries

Clear area boundaries help each ASC understand its responsibilities and assure that NA services are delivered consistently. If a call for service comes from a particular location, there is no question whose job it is to answer that call. And when ASC subcommittees develop work plans for service within their territory, they can be sure they have fulfilled all their responsibilities.

The simplest, most natural divisions of service territory are based on already existing geographic, political, or other functional boundaries. A very large area, for example, might create an ASC for each county within its former domain. A city already divided into wards could develop area committees within each ward. And a heavily populated valley split by a river or major thoroughfare could initiate new area committees on either side of the water or roadway. Brainstorm the possibilities, discuss them among yourselves, and do what seems best for the members in your area.

When creating new area boundaries, we should consider the resources contained in each territory. Ideally, each new area will have about the same number of groups. So that all the areas have access to the service experience they need, none of the new areas should have a predominance of the trusted servants from the old area. Consideration should also be given to the financial base from which each new area will have to build. In some areas, most ASC contributions come from groups in one or two districts. If at all possible--and it may not be possible--try to divide those districts equitably among the new areas.

There is one very sensitive issue to examine when defining new area boundaries: segregation. In many places, geographic and political boundaries serve to segregate racial, ethnic, cultural, religious, and economic communities from one another. Creating area committee boundaries that are based on such divisions can have the effect of isolating a minority within the NA community from the resources of the majority population. These divisions can engender or aggravate antagonisms, threaten our common welfare, and fracture the unity on which our personal recovery depends. Areas deliberately created to include members from diverse backgrounds can enhance NA unity and emphasize the appeal of our message to all addicts regardless of "age, race, sexual identity, creed, religion, or lack of religion."

On the other hand, area boundaries drawn along cultural lines can give minority groups a forum in which their cultural values are honored and their common needs are squarely addressed without dilution or compromise. If your area is considering a division plan which has the effect of segregating minorities within the NA community, we encourage you to carefully examine all the pros and cons before proceeding, paying special attention to the express wishes of minority groups in your community. If you decide to proceed with such a division, we also encourage you to plan frequent joint activities for all the NA members and groups served by the original ASC. Joint dances, speaker meetings, picnics, and similar activities remind us that, though our services may be dividing into a number of area committees, our fellowship remains one.

### **Functional analysis**

Once boundaries have been defined for the new area committees, the next step is a functional analysis of the old area committee's services. Has the ASC maintained a phoneline? Has a meeting list been published? What kinds of activities has the public information subcommittee coordinated, and where? How many facilities has the H&I subcommittee run panels in, and how frequently? For each subcommittee, you could list out each and every function separately, covering each of the following factors:

*Service:* Describe the service (maintaining a phoneline, running a particular H&I panel, participating in a specific annual PI event, publishing a group directory, etc.) as completely as possible.

*Location:* Where is this operation carried out? What territory does it cover?

*Frequency:* How often does this function need to be performed?

*Time:* How much time does it take to perform this duty?

*Cost:* What expenses are involved in fulfilling this service?

*Personnel:* How many people are required to complete this mission? What particular jobs are the various participants responsible for?



After the old area's responsibilities have been analyzed, the functions can be divided up among the projected new areas. Based on these analyses, subcommittees can be designated for each new ASC, work plans and budgets can be developed, and suitable guidelines can be created before the old area dissolves and the new areas assume its responsibilities.

### TO METRO...

As we noted earlier, most area committees perform double duty, serving as both direct service administrators and group support facilitators. In dividing a larger city <sup>1</sup> that has been served by a single area committee, your NA community may want to consider maintaining the administration of its active service subcommittees under a single body: the *metropolitan services committee*. This leaves the new area committees free to serve as forums in which their constituent groups can share with and support one another.

Administering citywide NA services through a metro committee has a number of potential advantages, among them:

- \* Effective subcommittee teams are not split up. This allows NA to make the best use of its limited volunteer leadership base without diminishing services delivered in any of the new areas.
- \* The expenses involved in administering separate H&I, PI, phonenumber, and office services in each of the city's areas are consolidated, eliminating duplicate costs for the same administrative functions.
- \* Because primary oversight of working subcommittees occurs in only one place, the metro committee, rather than in all the ASCs, the NA service community requires less time for supervising the subcommittee bureaucracy and has more time to focus directly on the needs and challenges of NA groups.

The next chapter is devoted to the consideration of metropolitan services committee operations.

### ...OR NOT TO METRO?

Some multi-area cities will not wish to form a metropolitan services committee, instead administering direct services separately in each constituent ASC. In the process of splitting a large metropolitan area committee into multiple ASCs, how can the NA community decide whether or not it will form a metro committee in addition to the new areas? The primary consideration must be

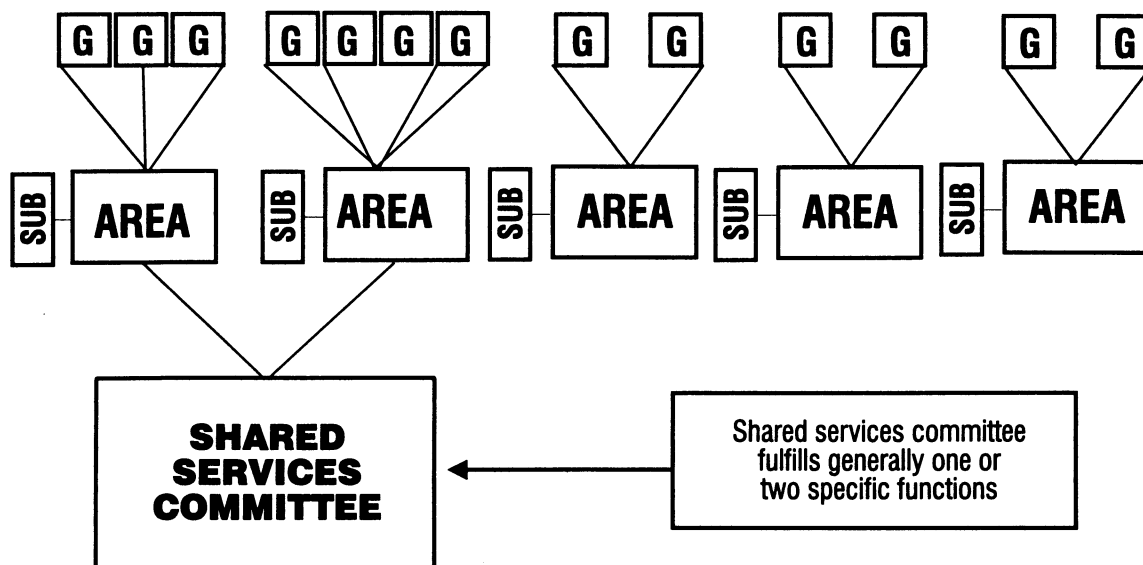
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<sup>1</sup> For the sake of convenience, we will be using the word "city" (singular) to refer to any major metropolitan area and its environs, even though most such metropolitan areas are actually composed of a number of adjacent cities and unincorporated districts and sometimes cross both county and state lines. Examples of such "cities" include New York, Los Angeles, Chicago, Sao Paulo, Mexico City, Tokyo, and London.

function, not form. The existence of a chapter on metro committees in *A Guide to Local Services* is not, of itself, sufficient reason for you to create a metro committee in your city. A metropolitan services committee should be created only if it will truly serve the needs of Narcotics Anonymous in your locale.

Metro committees are usually formed in larger metropolitan communities served by more than one ASC. If your large area is dividing into a number of smaller areas that will serve separate cities, you will probably have no need to

## AREA SHARED SERVICES COMMITTEE



form a metro committee. Each of the new area committees can administer direct services in their own communities without creating conflicts or redundancies.

If the need for shared services among the various ASCs in your city is limited to only one or two fields of service--say, H&I coordination with county jail administration or PI media coordination--you might establish shared services committees to focus on those fields only. However, if the need for shared services covers more than one or two fields, you will probably want to establish an MSC that coordinates services through a subcommittee system. Otherwise, with all the ASCs having to become directly involved in three or four separate

shared services committees, there may well be too much bureaucracy, confusion, and controversy to make it worthwhile. The idea behind the decision to create or not create a metro services committee is to keep it simple, based on local needs.

If the need to coordinate shared services is not ongoing but limited to one-time events, such as joint workshops or social activities, the areas in your NA community don't need to set up a permanent committee to organize these affairs. Simple, mutually acceptable arrangements to handle that one combined workshop or social activity can be made each time one is planned without creating yet another service body. If the need is ongoing, however--such as for a monthly combined-areas speaker meeting--your community will probably want to establish a permanent shared services committee that coordinates the event.

### **FUNCTION, NOT FORM**

Finally we remind you that, of course, your NA community can organize its services in any way that seems fit. Examine the service needs among your areas, experiment, and find out what works best for you. The area committees in your city may want to try out some variants of the MSC model, maintaining certain service functions under the administration of ASC subcommittees while the metro committee handles the rest. Or you might want to keep all direct services in the area committees, establishing a metropolitan services committee solely as a forum in which area subcommittees share about and coordinate their work with one another. However you decide to coordinate NA services in your community is perfectly alright, even if you don't see it described in an NA service manual, so long as it truly serves the best interests of your NA community and does not conflict with either our Twelve Traditions or our Twelve Concepts for NA Service.

### **MULTIPLE AREAS**

If the area committee serving your city is dividing and you've decided not to form a metropolitan services committee, there are three additional subjects you should consider. First, when you define boundaries for the new areas and analyze and divide service responsibilities among them, keep a sharp lookout for places where future territorial conflicts may arise. In an ideal world, such conflicts would not occur. However, our world is far from ideal, and conflicts do raise their head from time to time. Since we can't avoid such conflicts altogether, the best we can do is be prepared for them. In the process of dividing your city's ASC, build into each new area's policies a procedure for resolving conflicts with

other areas. You may not be able to sidestep such conflicts, but you can prepare to deal effectively with them.

Second, examine your division plan for any potential weak spots in any of the new areas you are creating. For example, does Area 2 have very few people involved in H&I work right now, but a number of correctional and treatment facilities? Is no one in Area 4 involved in the current public information subcommittee? Will it be burdensome for all the new areas to maintain their own separate phonelines? Potential weaknesses like these may not convince you to form a metro committee at this time. However, they should alert you to the possibility that the new areas in your city may require each other's help in the future. Try to build into your division plan means by which your city's areas can cooperate with one another so that NA services can continue to be delivered to those who need them.

Finally, even if your area committee is dividing without forming a metro committee at this time, we encourage you to leave the MSC option open for future consideration. Maintain contacts between your new areas, if for nothing more than the regular exchange of information and insight. Plan to hold regular joint workshops, speaker meetings, and social events to keep the lines of communication open. Because your new areas will be going through similar experiences at the same time, they are especially likely to encounter similar challenges and have valuable expertise to share with one another. You may even discover that your new ASCs have encountered unforeseen obstacles that require them to band together if they are to effectively continue delivering NA services. For this reason, we recommend that your city's areas agree to reconsider the idea of forming a metropolitan services committee each year over the next few years.

### **WHY NOT A METRO REGION?**

Before we close this look at the division of areas, there is one more question that must be addressed: In dividing a very large ASC serving a major city, why not form a metropolitan region rather than an MSC?

First, there's the nature of the NA region itself to consider. Our regional committees serve as forums for resource development for their member-areas, not primarily as direct service providers. Just as growing area committees often find the responsibilities of service administration forcing them to downplay their group support function, so the regional committee that is too occupied with administering its own direct services will have difficulty focusing on area resource development. The region that does only one thing stands a good chance of doing it well. The metro region, trying to do many things at the same time, may find it difficult to do any of them well.

Second, there's the wide variety of shared ASC service experiences exchanged at the regional level to consider. In the region serving a broad territory, rural areas, small-town areas, and city areas gather to share many different kinds of insight gathered from their widely varied circumstances. This variety is the greatest strength of the most successful regional committees, offering new and different service perspectives to every single member-area. Areas joining a metropolitan region would limit their access only to the experience of those areas having virtually identical backgrounds, challenges, and insights. Such limited experience may not be sufficient to stimulate the innovation of new ideas for new services and new answers to new problems.

Third, consider that regions serving both rural and metropolitan communities often depend on their larger areas for a major percentage of their operating income. Creating a metro region could pull the financial rug out from under the existing region's feet, leaving it flat on its fiscal back and unable to serve. This could seriously affect the other areas, even NA as a whole.

We encourage multi-area NA communities with a need to coordinate a variety of common services citywide to form metropolitan services committees rather than metropolitan regions. That way, citywide services are handled responsibly and the wider region is left solvent and intact, free to focus on resource development for all its member-areas and able to offer a variety of experience, strength, and hope to ASCs throughout the region.

## **THE METROPOLITAN SERVICES COMMITTEE**

A metropolitan services committee administers a single set of NA subcommittees in a city that has more than one ASC. With direct services consolidated citywide by the MSC, the community's area committees are left free to facilitate group support.

For the sake of convenience, we will be using the word "city" (singular) to refer to any major metropolitan area and its environs, even though most such metropolitan areas are actually composed of a number of adjacent cities and unincorporated districts and sometimes cross both county and state lines. Examples of such "cities" include New York, Los Angeles, Chicago, Sao Paulo, Mexico City, Tokyo, and London.

In the previous chapter, we examined the division of a city's ASC into multiple areas and some of the criteria that could lead to creation of a metropolitan services committee. Here, before getting into how the metro system works, we want to look at some of the reasons why multiple areas in the same city might want to consolidate their services by creating a metro committee and the process whereby they can do that.

### **WHY CONSOLIDATE?**

Why would multiple areas in a large community want to form a metropolitan services committee? There are three primary reasons. First, the consolidation of services citywide can help the NA community facilitate subcommittee activity more efficiently. Rather than paying the administrative costs associated with, say, five separate sets of area subcommittees, only one set of metro subcommittees must be funded. The overall time and energy spent supervising multiple sets of subcommittees can be cut substantially with only one set of subcommittees to guide. And it's easier to find the people needed to make a single set of subcommittees work, even if those subcommittees serve larger territories, than it is to staff three or four times that number of subcommittees.

Second, the consolidation of metro services can make it easier for members, groups, and the community-at-large to identify and locate NA resources in the city. A single phoneline is easier to run and costs less than multiple phonelines in the same city, and provides a simpler way for people anywhere in town to contact Narcotics Anonymous. Contacts with jails, institutions, and other organizations that are run on a citywide basis can be coordinated on the same basis, significantly increasing the effectiveness of H&I communications. By providing a single source for public information about NA, anyone anywhere in the community can easily find out about our program. And a single NA meeting

list for the entire city is usually more useful than half a dozen lists covering separate districts.

Third, consolidation of a city's NA services can help the regional service committee work better. In the absence of metro committees, some RSCs have tried to fill the gap, providing consolidated meeting lists, phonelines, H&I and PI services, even literature sales outlets for cities with multiple areas. Though well intended, such direct services have brought these regions' energies to bear on only a fraction of their member-areas. This has left other areas--and underdeveloped communities in particular--without the benefit of the service resource development work that regional committees do best. When ASCs in the same city consolidate and manage metro services themselves, they leave the regional committee free to do what it does most effectively, and to do it for all the region's areas.

Finally, a reminder: If the areas in your city have no particular need to consolidate all their services, but only wish to combine resources in one or two fields, there is no reason why they should form a full-blown metropolitan services committee. Some of the ways to combine limited service forces without creating an MSC are described in the sections entitled "Or Not To Metro" and "Function, Not Form" appearing in the previous chapter of this guide. If your NA community could be served more effectively by a metro committee then, by all means, create one; if you feel something simpler would serve your purposes, then try that. You need no one's permission to be creative, to experiment, to develop original methods for effectively administering local services as your NA community sees fit.

### **CONSOLIDATION PROCESS**

Imagine that the ASCs in your city have decided that they want to consolidate services by creating a metro committee. How do they go about combining two, or five, or nine sets of subcommittees into a single, smooth-working service enterprise? The considerations that go into the consolidation process are very similar to those involved in dividing an ASC that serves one entire city, described in the previous chapter, only from the opposite end.

1. Inventory current services and resources in the affected areas.
  2. Then, examine the need for services throughout the community.
  3. Finally, put the resources and needs together in a metro services program.
- If all these things are taken care of prior to activation of the MSC, the transition to consolidated services will go as smoothly as possible.

### **Inventory of services and resources**

The inventory of current NA services and resources is probably the easiest phase of consolidation, because it is very concrete. For all the ASCs interested in taking part in the metro committee, gather:

- \* ASC bylaws, policy logs, and/or guidelines.
- \* Guidelines for all subcommittees.
- \* A list of all current projects and commitments.
- \* A list of past achievements.
- \* A personnel roster listing the ASC officers, subcommittee chairpersons, subcommittee members and responsibilities, and GSRs.
- \* Budgets for all area activities.

### **Analysis of service needs**

The consolidation process offers your service community a unique opportunity. While examining and reorganizing your NA services, you can also take a comprehensive look at your city and tailor your service efforts to carry our message with maximum impact.

For this analysis, you may wish to hold a conference of the administrative officers and subcommittee chairpersons from each of the areas joining the MSC. Examine your city and your NA community, as they are, and develop a sense of your city's real service needs:

#### **WHAT TO STUDY**

1. Where do your city's NA groups meet--and where do they *not* meet?

2. What are the districts in your city like--geography, population density, political inclination, economic stability, ethnicity, and religious orientation?

#### **WHY TO STUDY IT**

1. If there are any blank spaces in the city's recovery map, the metro may want to consider developing outreach services to help new groups start up in those locales.

2. To make PI and H&I efforts effective, we must understand our communities and the people who live in them and act accordingly. An approach that works well in one neighborhood may fail dismally in another.



3. What kinds of government, religious, media, and civic institutions exist in your city? What do they do? Where are these institutions headquartered? How are they organized? What geographic territories do they serve? Institutions to consider include jails, courts, social and psychiatric services, houses of worship, newspapers, magazines, radio and TV stations, cable television outlets, schools, service organizations, and medical and treatment facilities.

3. Many of our contacts with addicts and the community-at-large come through our interactions with city institutions. To map effective PI and H&I strategies, we must thoroughly understand the institutional fabric of our communities.

Such an analysis can help you identify the kinds of NA services your metro committee might wish to put in place to meet the needs of NA groups citywide, help new groups establish themselves, reach out to the addict who still suffers in the community, and inform members of the community-at-large about our fellowship.

### **The metro plan**

After current area resources have been inventoried and the NA service needs of the entire community have been analyzed, the time comes to put the two together in the new plan for metro services. What kinds of subcommittees should be organized to meet the NA service needs in your city? And what kinds of service resources exist among the areas joining in the MSC consolidation process? For each metro subcommittee to be created, develop:

- \* *Guidelines*, drawing as much as possible from the guidelines that area members are already familiar with.
- \* *Goals*, specific performance targets, ranked in order of their priority.
- \* *Work plans*, step-by-step descriptions of how these performance targets will be met, including timetables.
- \* *Budgets*, linked to prioritized goals and work plans, showing how much money the NA community will need to invest in order to have its services fulfilled.
- \* *Personnel rosters*, combining the lists of members currently involved in the various subcommittees in each metro area.

Don't forget to develop basic guidelines for the metro committee itself. Also compile a budget for MSC administrative expenses that covers committee

meeting hall rental fees, costs for duplicating and mailing metro committee minutes, etc.

### **New focus for ASCs**

Once a consolidated service program for the MSC itself has been developed, it may be helpful to square away a few internal matters for the area committees that will be proceeding on a new basis once the metro commences full service operations. What territory will each ASC serve? How many groups meet in each area? What kind of budget will each ASC need for its own operations, and how much money will the MSC need from the areas?

### **Fellowship review**

The last step before implementing your metro consolidation plan, of course, is fellowship review. Send the plan out to all the groups in the areas to be served by the new MSC--or, if possible, hold a workshop or series of workshop to gather input directly from members. Once group comments have been received, considered, and factored into the plan, it should be put out one more time for approval by the area committees that plan to join in creating the metropolitan services committee. Once the plan is approved, ASCs can begin focusing the majority of their energy on the facilitation of group support, while the MSC coordinates consolidated direct NA services throughout the community.

### **Process reminders**

Before leaving this discussion of the consolidation process, here are three things to keep in mind throughout your planning activities:

1. Only areas that wish to be served by the metro committee should take part in the consolidation of citywide services.
2. Keep the regional service committee fully apprised at each step of your consolidation process. Good communications will ensure the support of other areas in the region for the development of your metro committee and keep down the "jitters" in areas not directly involved in or affected by consolidation of services in your city. If you get stuck in the consolidation process, their informed suggestions may help you get unstuck.
3. You are encouraged to contact the World Service Office at any time for additional information on MSC formation, including the addresses of other areas and metro committees that have dealt with consolidation.

## **ASCs IN THE METRO ENVIRONMENT**

In the previous chapter, we talked about the division of areas. Here, we've examined the consolidation of area services. But once a metropolitan services

committee has been established, what do the area committees look like? How do the areas and the metro relate to one another? And what do the ASCs do after responsibility for direct services is consolidated under the MSC umbrella?

### **ASC responsibilities**

ASC responsibilities in the metro environment are very simple. First, such an ASC provides a place and format that facilitates the sharing of group experience, strength, and hope among GSRs. Second, the ASC usually provides means for groups to purchase NA literature. Third, the ASC continues to communicate directly with its regional service committee through its RCMs, helping to provide guidance to the RSC from the area's groups. Fourth, the area committee directly links its groups to the metropolitan services committee in its community. And fifth, since groups support local services with direct contributions to their area committees, the ASC is responsible to fund the metro committee that administers the community's consolidated local services.

### **Communications**

As our Eighth Concept reminds us, "Our service structure depends on the integrity and effectiveness of our communications." This concept is especially critical to the relationship between a metro committee and its member-areas. The MSC manages citywide services on behalf of all groups in the community, yet the groups do not themselves send either representatives or funds directly to the metro committee; each metro group has delegated that responsibility to the ASC to which it belongs. Therefore, full information about metro projects, including the money and personnel needed for each, must be communicated to the groups through the metro's area committees. Likewise, information about group needs and concerns regarding citywide services must be communicated through the ASCs to the metro committee. Regular communication between the metro and area committees helps maintain the MSC's accountability to the NA community, assuring that the consolidated service authority that's been delegated to the metro committee is being carried out responsibly. Good communication also gives the groups the information they need to make informed decisions about how to disburse the funds with which they support the service structure.

### **ASC participants**

An area committee served by an MSC needs only a minimum of structure to fulfill its functions. Because a metro ASC has no subcommittees of its own and scant administrative responsibilities, it can be composed primarily of group service

representatives. An ASC will need to elect a chairperson, secretary, treasurer, and literature distribution person for itself.

The area committee also chooses two regional committee members (RCMs) to serve on its behalf. The RCM's duties are described in the earlier chapter on full-service area committees. RCMs need not be chosen from among current group service representatives. If any GSRs are elected to serve as RCMs, we recommend that they resign from their group positions. The weight of their responsibilities as regional committee members will be plenty for them to bear without also continuing to serve as GSRs.

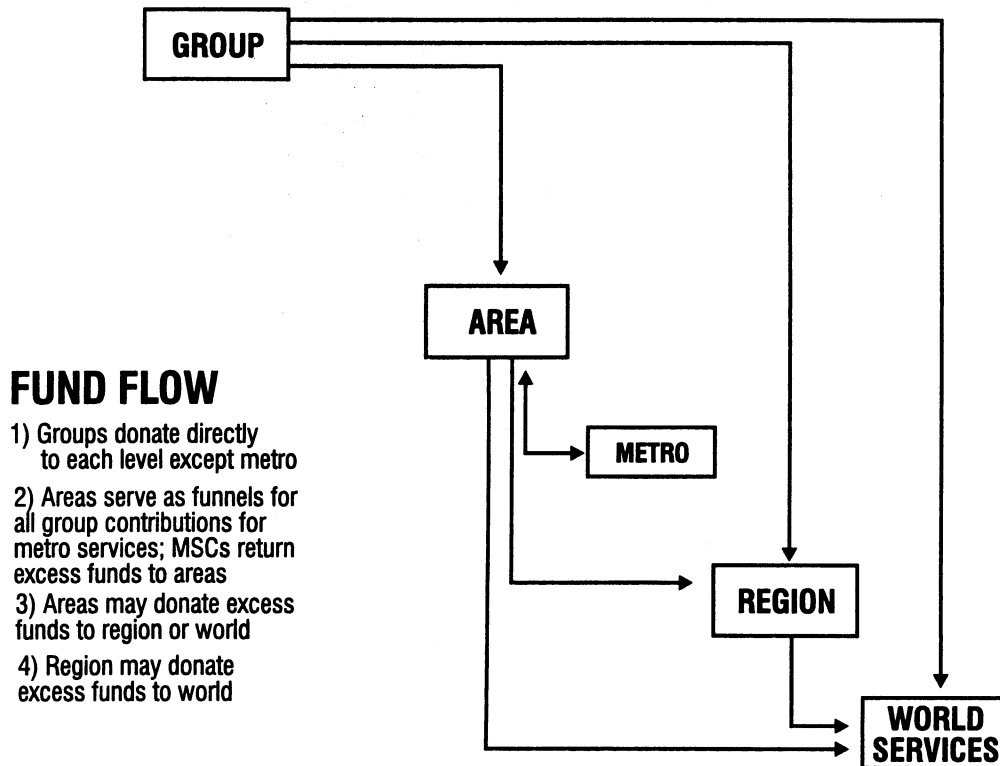
Metro ASCs have one service position to fill that other area committees don't: the metro committee member (MCM). The MCM serves a function on the area's behalf at the metropolitan services committee similar to that fulfilled by the GSR at a full-service area committee, described in earlier chapters of this guide, with one key exception: Unlike GSRs, the MCM does not participate in regional assemblies. As the name suggests, metro committee members are full working members of the MSC, serving in their area's interests as well as the best interests of the entire metropolitan NA community and providing for communications between the ASC and the MSC. The number of MCMs your area committee must choose depends on the total number of areas participating in your metro committee--the fewer the areas involved, the more metro committee members each one will need to contribute for the MSC to operate effectively. As with the RCM position, MCMs need not be chosen from among the group service representatives, and those GSRs chosen to serve as metro committee members should resign their group positions to keep from becoming overburdened.

### **ASC funding needs**

The direct financial needs of an area committee served by an MSC, in comparison to those of a full-service ASC, are relatively small. A hall large enough to comfortably hold the area's GSRs must be rented. Literature must be stocked for purchase by the groups. Minutes of ASC meetings must be copied and mailed to group representatives. Aside from these, there are few other metro ASC expenses, if any.

However, each ASC served by a metro committee receives all the contributions intended by its groups to be used in administering local NA services. If a metropolitan services consolidation plan is to be effective, the member-areas must not hold onto any more money than that which is absolutely necessary to pay their own minimal expenses. Metro areas should work especially closely with their MSCs to ensure that sufficient funds are being collected and passed along to the metro committee to support direct services in

the community. Any excess MSC funds should periodically be divided up and returned to the areas.



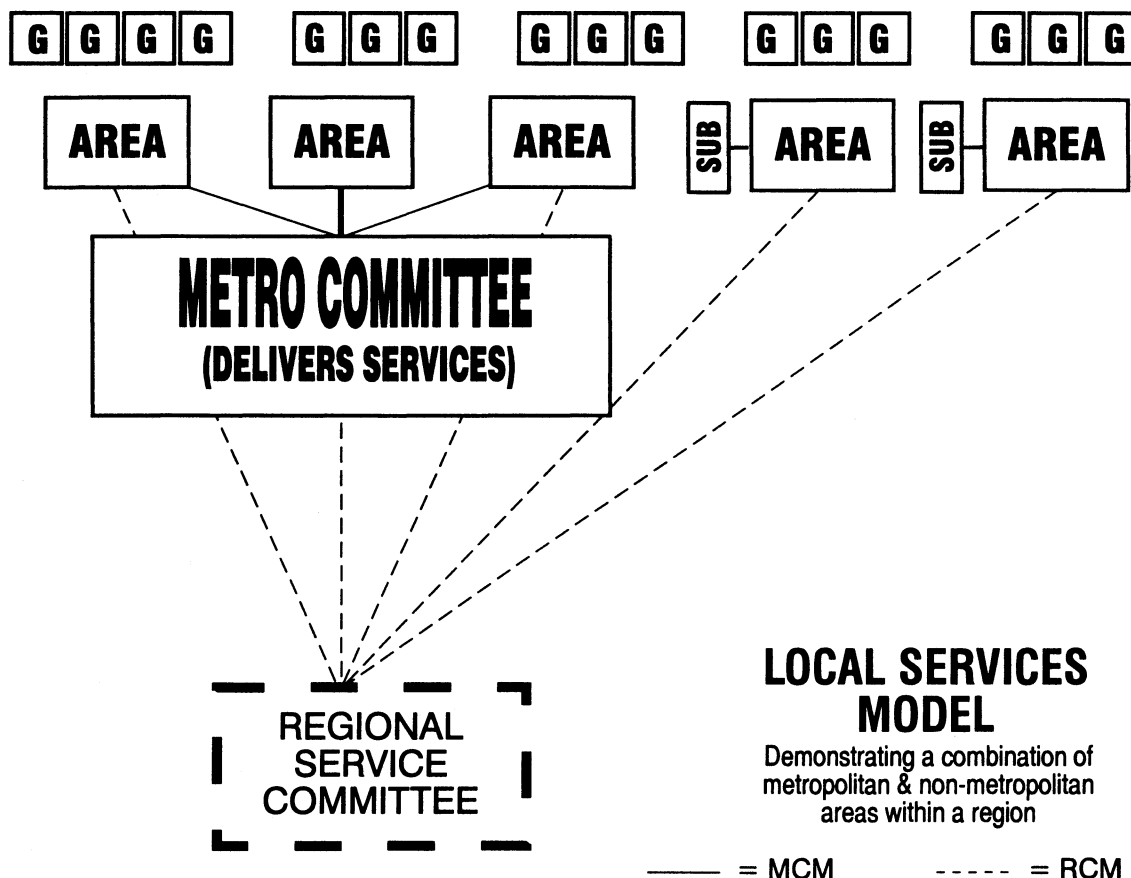
### METRO COMMITTEE ORGANIZATION

Metropolitan services committees are organized very much like the full-service area committees described earlier in this guide, with the exception that they receive their funding from their member-areas rather than directly from the community's groups. MSC participants include MCMs elected by member-areas, plus metro committee administrative officers and subcommittee chairs elected by the MSC itself. Metros perform the same services described in the earlier chapter on area committees, with one exception: Metros do not elect regional committee members and do not take part directly in the regional committee itself. However, MSC subcommittee chairpersons do keep in touch with the RSC members given resource assignments in their respective fields of service.

### AREA DIVISIONS IN CITIES SERVED BY AN MSC

Finally, a word about ASC divisions in metro communities. As noted in the previous chapter, area committees sometimes grow too large to function effectively, requiring division. This is not a major problem for an MSC member-area since its division does not affect direct services, only the number of GSRs attending a given ASC meeting. The primary concern in dividing a metro ASC is assuring that the split is designed to enhance group support and for no other purpose.

The previous chapter offers much guidance on the area division process. Especially relevant are the paragraphs on choosing new area boundaries. Once a plan is developed, a consensus of all the groups in the existing area must be taken prior to division. Given group consent, the new ASCs can begin meeting immediately.



## THE REGIONAL SERVICE COMMITTEE

### INTRODUCTION

Every element of the NA service structure--whether it be a group, service board, or committee--exists to serve the needs of those who created it. Narcotics Anonymous groups, for instance, host meetings where members can share their recovery with one another and carry the NA message straight to the still-suffering addict. Area service committees provide direct NA services that help groups work better and carry their message farther than they could on their own. In this chapter we'll take a look at *regional service committees* (RSCs). Regional committees generally do not perform direct services--that is, they don't run phonelines, organize H&I panels, or carry out a public information program. Regions are formed simply to pool and develop local service resources that can be used both by groups and areas in better fulfilling their responsibilities.

What kinds of resources are developed by the regional committee, and how does the committee develop them?

- \* Individual members of the committee are given *resource assignments* in each field of service, acting as informed contacts for area subcommittees.
- \* Regional committees regularly organize *service forums* to highlight and increase skills in various fields. Forum subjects range from running effective NA meetings to starting and coordinating area subcommittee work.
- \* The *regional assembly*, conducted at least once a year by the RSC, brings group representatives together with the regional delegate to address issues affecting the fellowship worldwide.

In this chapter, we spend the majority of our time examining the basic RSC model, a simple, inexpensive plan for pooling service resources for use by all groups and areas in the region. An appendix to the chapter describes some variations on the basic model that some regions use to address local needs. We encourage your RSC to experiment with the model to discover ways of better serving the local NA community, always remembering to keep it simple.

### REGIONAL COMMITTEE PARTICIPANTS

Regional committee members (RCMs) form the core of the RSC, complemented by the regional delegate and alternate delegate. Some regions also choose additional long- and short-term committee members for their special expertise to perform specific tasks.

#### **Regional committee members (RCMs)**

Regional committee members have a big job. At RSC meetings, they share with one another the information and experience of their respective areas. Between

regional committee meetings, they provide their areas with information and contacts from other areas.

Throughout the year, RCMs serve as contact points between world services and the NA groups in their areas. Their reports to the region give the regional delegate a better idea of where world service energies could best be concentrated. RCM reports to the area keep group service representatives informed of world service activities.

Regional committee members may play a variety of roles on the regional service committee. Each year, three RCMs are selected to serve as regional committee chairperson, recording secretary, and treasurer. Others are given *resource assignments*, which will be addressed later in this chapter. Regardless of their additional duties, RCMs continue to serve on the regional committee primarily as RCMs. More on the role of RCMs can be found in the area service committee chapter of this guide.

### **Regional delegate**

The regional delegate serves as the primary contact between NA's world services and the local NA community. On the one hand, the delegate provides information on current world projects to the regional committee. On the other, the delegate offers a local perspective to the work of world services. Each year during the delegate's two-year term, he or she attends the World Service Conference as a fully active participant, for while the delegate is elected by and accountable to the regional assembly, he or she is not a mere regional messenger. The delegate is selected by the region's group representatives and RCMs to act in the best interests of NA as a whole, not solely as an advocate of his or her NA community's priorities.

From time to time, world services asks regional delegates for their input. Delegates often respond to these requests on their own. In matters of wide concern, however, delegates may feel they need to hear broader discussion before they can reply. At such times, they might ask the regional committee to discuss the subject in its sharing session. With that foundation in the region's group conscience, delegates can be confident that the response they offer to world services is a well-considered one. If the matter seems likely to seriously affect NA as a whole, delegates may even consider going directly to the region's NA membership with the discussion, asking the regional committee to organize a service forum around the topic at hand.

### **Alternate delegate**

The regional delegate works closely with the region's alternate delegate. Like the regional delegate, the alternate is a full participant in the regional service



committee. The delegate often consults with the alternate, asking for different perspectives on world service affairs and seeking to involve the alternate in helping carry the workload.

Alternate delegates are welcome to attend the annual meeting of the World Service Conference in the company of their delegates; however, they will be recognized as full participants in the annual meeting of the World Service Conference only in the event of the primary delegate's absence.

Alternate regional delegates attend regional committee meetings and the regional assembly, offering support where they can and learning their way while they're at it. At the end of their terms, alternate regional delegates will very likely be their regions' most promising candidates for full delegate service.

### **Additional members**

Besides RCMs, the regional delegate, and the alternate delegate, many regions seat additional members from time to time. Regions that have conventions or offices usually invite the chairpersons of the boards or committees administering those services to sit on the RSC. Other additional RSC members are called onto the committee because they have special expertise that is lacking among current RCMs. Some additional members are chosen to fulfill long-term resource assignments; others, to help with particular short-term projects. Additional RSC members may be drawn by the regional committee from anywhere at all. However, regions are cautioned against draining the leadership resources of working ASC subcommittees by appointing currently active chairpersons to fulfill RSC resource assignments. Long-term additional members are usually given full rights of participation on the regional committee. Temporary members are generally given rights of participation only in matters specifically affecting their projects.

## **RESOURCE ASSIGNMENTS**

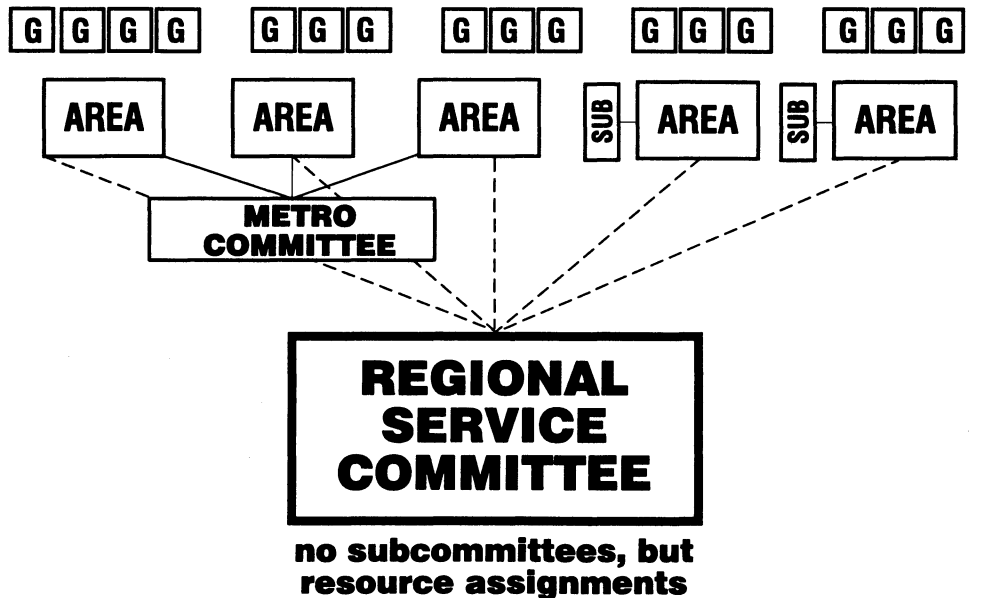
Some RCMs are elected to serve as regional committee officers; others are given *resource assignments*. These RCMs take on the responsibility of becoming the best-informed people they can be regarding particular fields of service, including:

- \* translation work,
- \* public relations,
- \* hospitals and institutions service,
- \* phonline coordination, and
- \* outreach.

Regional resource persons make it their job to know the manuals and bulletins on their resource subjects backwards and forwards. Though by no

## REGIONAL SERVICE MODEL

without regional subcommittees



means "authorities" or "directors," they take the time to keep in regular touch with the chairpersons of area or metro subcommittees in their resource fields and, if asked, help untangle local service problems. Resource persons can do this individually or by hosting frequent, informal sharing sessions for local subcommittee chairpersons. If an area committee does not have an H&I, PI, or phonline subcommittee, it can contact the resource person in that field of service for help in forming one. Finally, regional resource persons serve as intermediaries in their fields of service between area or metro subcommittees and state, provincial, or national government agencies.

### REGIONAL COMMITTEE MEETINGS

At RSC meetings, the committee tries to get a sense of the needs of its own groups and areas as well as those of the fellowship worldwide. Following area committee and resource assignment reports from the RCMs, the regional delegate briefs the committee on world service developments. Much of the remainder of the meeting is spent in a sharing session that lays the groundwork for discussions of service forum and regional assembly plans at the end of the meeting.

The regional committee's sharing session begins with discussion of the challenges and innovations disclosed in the RCM reports. If a subcommittee of one of the areas has taken a new tack in approaching a particular job, the RCMs may want to spend time discussing it so that they can share that experience with their own area committees. If one of the areas has had a problem it's not been able to solve by itself, its RCM can ask other regional committee members to talk about the experience of their areas.

Sometimes solutions can be found in one of the NA service handbooks. At other times, the question is not of procedure but of principle. Then the sharing session focuses specifically on the Twelve Traditions and the Twelve Concepts for NA Service, trying to see how the simplicity of those principles might clarify an otherwise confusing situation.

The sharing session can also be a time for discussion of world service issues raised in the regional delegate's report. This opportunity for the regional delegate to consult with the RCMs on questions relating to the work of world services is crucial to his or her effectiveness. This portion of the sharing session also helps prepare RCMs for the annual regional assembly, an event sponsored by the regional committee which brings the region's group service representatives together to review topics of importance in world service. Maintaining fluency in world service issues is doubly important for RCMs, since new regional delegates and alternate delegates are drawn from among them.

Because of their relative informality, it's especially important that regional committees maintain good relations among their members. Should the need arise, the sharing session provides committee members an opportunity to exercise NA's Tenth Concept by petitioning "for the redress of a personal grievance, without fear of reprisal." The committee will take great care to hear such grievances well, responding swiftly and fairly, if it hopes to continue operating smoothly.

Once the committee's sharing session is over, it's on to business of planning service forums and the regional assembly. The business portion of an RSC meeting is usually conducted by consensus rather than voting. The process emphasizes development of the RSC's group conscience, allowing decisions to arise naturally from a thorough consideration of the matters at hand. This suits both the nature of the RSC as the region's service resource pool and the kind of business being conducted: preparing to help the region-at-large inform itself and develop a collective conscience.

### **SERVICE FORUMS**

In the sharing session, the regional committee focuses much of its attention on group and area needs. With that perspective, the committee is in a good

position to consider its agenda of service forums--what kinds of forums are needed and where. Regional service forums not only react to existing needs or problems, they anticipate challenges likely to face the NA community in the future and help groups and areas prepare to meet them. For example:

- \* A pattern may have emerged in the sharing session showing the need to further develop a general understanding of public information work among NA members.
- \* An area forming a brand new hospitals and institutions subcommittee might have asked the regional committee to conduct a forum for prospective members of the subcommittee.
- \* Special support may be needed for an area committee in transition, either a large committee considering division or a brand new committee serving a new area.
- \* World services may be considering action likely to affect the groups directly, requiring discussion from the fellowship worldwide.
- \* Or perhaps it's time for another group services forum.

These are just a few examples of the many, many subjects that can be addressed in regional service forums. Forum topics can range all the way from taxes and liability insurance for service committees to sponsorship and Twelfth Step work--anything useful to the areas and groups served by the region. Whatever the needs, the regional committee takes a look at its calendar, considers its resources, and develops plans for upcoming forums.

Regional service forums are usually organized by the entire regional committee, although sometimes a small ad hoc committee of RCMs and others will be formed to conduct one specific forum. When planning a forum, the regional committee should consult with the area service committee responsible for the territory in which the event is to be held. This is especially important in regions where area committees assume the responsibility of making arrangements for forum facilities, leaving the regional committee free to focus its attention on developing an agenda for the forum. If the forum is being organized primarily to serve one particular area, the regional committee should involve some members of that area committee in developing plans for the forum.

The regional committee can draw upon a number of resources when developing service forums. Committee members may know of a similar forum that has been conducted in a neighboring region. A phone call to a member of that regional committee, and perhaps an invitation to attend, can make additional experience available to the forum. Further support for regional forums may be available from our World Service Office. A wide range of bulletins and handbooks covering specific topics and fields of service is available. The WSO may also be able to provide descriptions of forums other regions have conducted

on similar subjects. For information and materials, contact the World Service Office.

### **REGIONAL ASSEMBLY**

At least once a year, usually two or three months prior to the annual meeting of the World Service Conference, the regional committee organizes an assembly of group service representatives. Regional assemblies bring representatives of NA groups together with RCMs and the regional delegate for the purpose of developing a collective conscience concerning issues affecting Narcotics Anonymous worldwide. That direct contact between the groups and the conference helps keep our world services attuned to the needs of our fellowship. Without the kind of primary foundation provided by the regional assemblies, it would be much more difficult for the World Service Conference to effectively address the concerns of the NA groups. Regional assemblies are a key ingredient in the maintenance of the NA groups' final responsibility and authority for our fellowship's services, spoken of in our Second Concept.

Most regional assemblies start with all participants--GSRs, RCMs, and the regional delegate--gathered together for an opening address. Then the assembly usually divides into smaller groups of between seven and fifteen people each so that everyone can take a meaningful part in discussions. These discussion groups, led by RCMs, consider a variety of issues related to world service. Some of these are issues covered in pre-conference mailings from world services, including the approval of new NA literature and other proposals that would affect NA as a whole; some are subjects the RSC has raised for discussion; others come from individual GSRs in each group. When panel discussions conclude, all the GSRs and RCMs gather in a large group to hear reports from spokespersons selected by each panel. A sharing session, in which all participants are encouraged to speak their mind, follows the reports. These discussions give the delegate clear indications of the region's collective conscience concerning world issues, indications that will guide the delegate when participating in the world conference. If the assembly wishes, it can formalize its conscience regarding world service affairs by passing resolutions on issues of particular concern.

#### **Regional delegate elections**

An additional expression of our Second Concept at the regional assembly occurs when group service representatives take part in electing the regional delegate and alternate. Since the delegate and the alternate serve concurrent two-year terms, elections usually take place every other year except when a delegate or alternate resigns in mid-term. Some regions have delegates begin their terms

immediately upon election; others begin new delegate terms shortly after the annual WSC meeting.

Because alternate delegates have spent two years becoming familiar with the World Service Conference, they are usually affirmed to replace outgoing delegates; then the assembly only has to elect a new alternate delegate. If the alternate is not affirmed as regional delegate, however, the assembly elects a new delegate and a new alternate at the same time. Under such circumstances, special care should be taken to select a regional delegate who is already fairly familiar with current world service affairs.

The delegate and alternate are usually chosen from current RCMs. Group service representatives and RCMs are all eligible to take part in the selection process. If both regional delegate and alternate delegate are to be selected at the same assembly, separate balloting rounds are used to select each of them.

What the Fourth Concept says about our leaders in general applies especially to the regional delegate: "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." The World Service Conference operates with the understanding that regional delegates are among the most experienced and knowledgeable people each region has to offer. Delegates need to have a thorough understanding of the Twelve Concepts, the Twelve Traditions, and the service structure as well as detailed knowledge of activities and issues in the groups and areas which make up their region. They are called upon for vigorous service from all directions; they must be fit to answer the call.

Just as area committees generally do not select the same individual to serve more than two consecutive terms as RCM, so do most regional assemblies observe the practice of trusted servant rotation when selecting regional delegates, and for many of the same reasons. By periodically replacing delegates, the region is assured of being provided with varying views of world service affairs. A conference that constantly sees new faces, hears new voices, and is encountered with new outlooks on world service work will be better able to meet the challenges of each new year.

Once their terms are done, past regional delegates may be asked to serve either the region or world services in various capacities. Their experience lends stability to the services of both bodies. Each region is responsible to establish its own delegate clean-time requirements. However, assemblies should keep in mind that most world service positions have clean-time requirements as well. When the delegate candidate being considered completes his or her term, will he or she have enough time clean to be eligible for those positions?

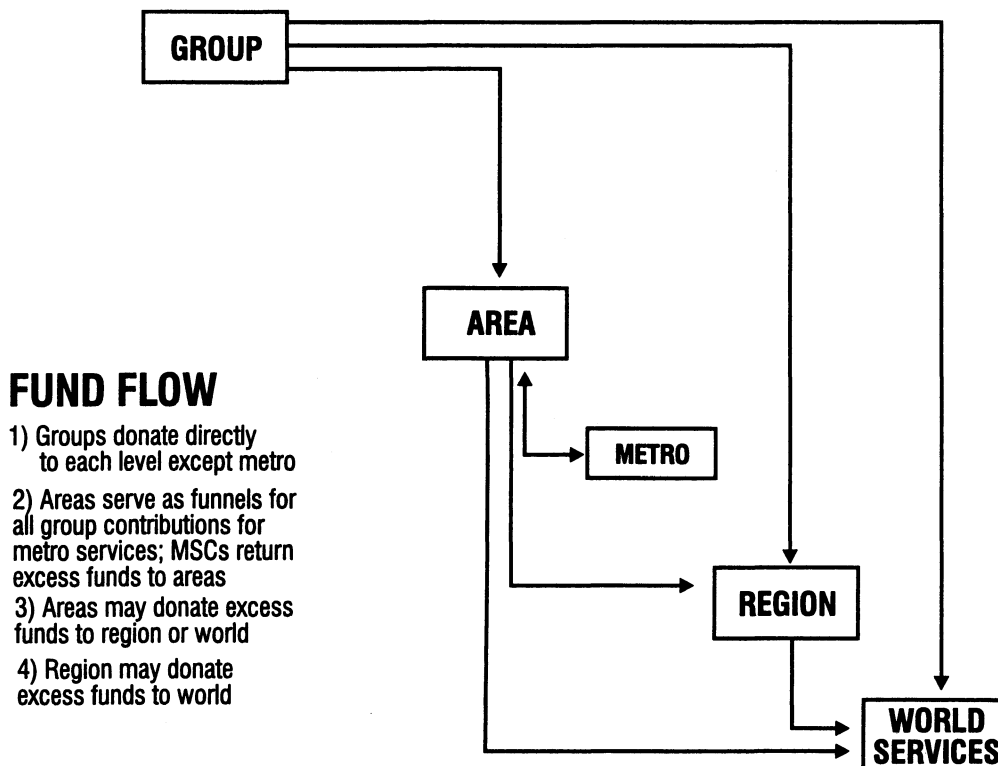
## REGIONAL FINANCES

Money is handled at the regional level in pretty much the same way it's managed by area treasurers. The regional committee as a whole considers its projected expenses and authorizes expenditures to cover them. These costs often include:

- WSC participation expenses for the regional delegate and alternate,
- space rental for committee meetings,
- service forums,
- the regional assembly,
- activities, and
- mailings.

Some regional committees offer assistance in covering their members' travel expenses related to attending RSC meetings. Most regions contribute to world services whatever money they have left after paying their own expenses.

Two-signature checks and a consolidation of responsibility for all regional funds help the regional treasurer manage contributions and the reimbursement of expenses in a responsible way. Additional suggestions for handling the regional treasury can be found in the *Treasurer's Handbook*, available from the World Service Office.



## REGIONAL ACTIVITIES

Besides forums and assemblies, some regions host a variety of additional fellowship activities including conventions, campouts, speaker meetings, and dances. Some regions hold such events in conjunction with their RSC meetings. Regionwide activities can foster a broader sense of unity among members of all the groups and areas served by the regional committee. For more information, contact the World Service Office.

Organizing regional activities can be very taxing, especially for smaller regional committees. The task of organizing a regional convention, in particular, is a major undertaking. Most regions conducting annual conventions create a standing subcommittee to handle the job. Such a subcommittee is, of course, always accountable to the region establishing it and gives a thorough report of its activity at each regional committee meeting.

Conventions and other regional activities should serve primarily as celebrations of recovery, not sources of RSC operating funds. Why? One reason is that, as the essay on our Eleventh Concept suggests, "we find it easier to maintain a strong link between our groups and our other service units... when we make a commitment to fund the work of each level of the service structure exclusively through group contributions." The region that begins depending heavily on income from regional activities for its operating funds may find itself less focused on the needs of its NA community than a region depending primarily on group contributions.

We have also found activities to be notoriously--sometimes disastrously--unreliable sources of funds. An event that often produces substantial net income may take a huge unexpected loss one year. If this happens, the regional committee that depends on income from that event for its operating funds will have to cease operations for awhile, leaving the entire regional NA community without resource development services.

For these reasons we recommend that, once the region establishes an initial "seed fund" for its convention subcommittee, regional committee money and convention subcommittee money be held and accounted for separately. Regional conventions are then made self-supporting from their own income, charging only enough in registration fees to cover the costs of putting on the convention. Because the efforts that result in the generation of convention profits are contributed by NA members in the spirit of our Seventh Tradition, it is not inappropriate to deposit minimal excess proceeds in the RSC operating fund.

Given the large amounts of money and the serious obligations involved in operating a regional convention, an RSC can find itself in deeper trouble than it can imagine in a very short period of time if it's not careful. For this reason, we especially encourage you to refer often to the *Convention Handbook*, which



contains more detailed information on regional conventions. The *Convention Handbook* is available from the World Service Office.

NA's World Convention Corporation sometimes conducts workshops that bring local convention volunteers together with members of the world convention team to review the latest information on NA convention planning. Additional consultation for new convention subcommittees or those experiencing difficulties is also available from the World Convention Corporation. For further information, contact the World Service Office.

### VARIATIONS ON THE BASIC REGIONAL MODEL

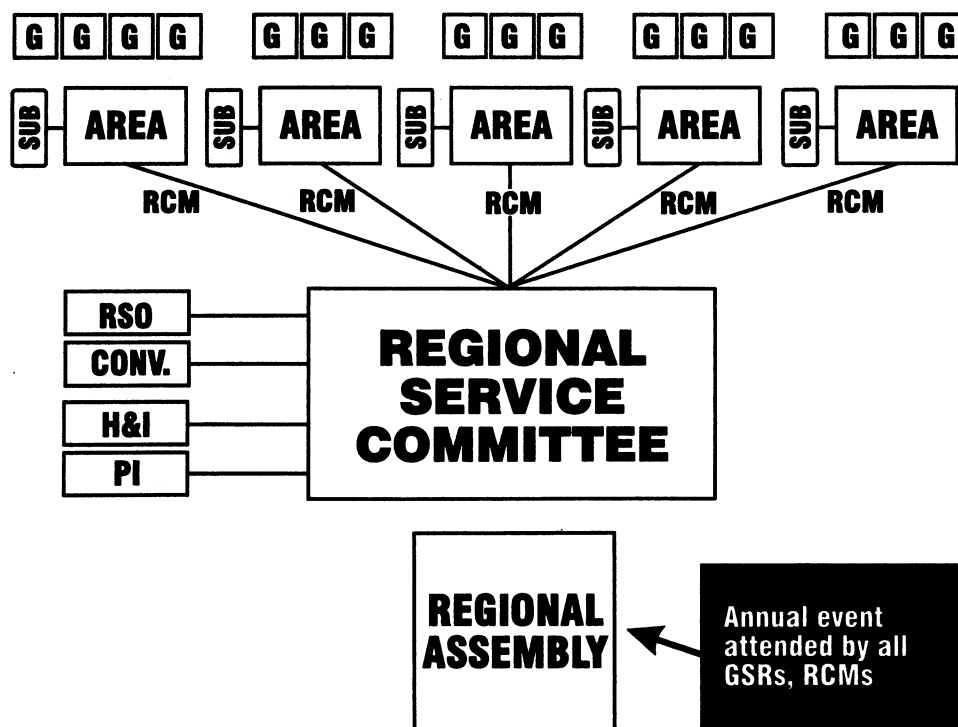
#### REGIONAL SUBCOMMITTEES

The regional service committee is a resource pool, gathering service information and experience to guide and strengthen the areas it serves. To do this, each regional committee organizes itself and performs its duties differently, according to the needs of its member-areas.

In some places, the RSC is primarily a sharing session. RCMs come

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with regional subcommittees



together, discuss with one another the service experience of their ASCs, and return to their areas with information on how services are performed elsewhere.

In other places, regional-level subcommittees composed of chairpersons of corresponding area-level subcommittees gather to share experience and information in their particular fields of service.

In still other regions, some RSC subcommittees provide direct services affecting all the region's areas or provide outreach to portions of the region not served by any area committee. As has been noted in other chapters, it's the function, not the form, that's important, and the primary function of the RSC is to pool the service resources of its areas.

Subcommittees deliver their reports to the full committee following reports from the RCMs and the regional delegate. If a subcommittee needs to place a motion before the regional committee, that motion can be considered following the sharing session.

### **Sharing-format subcommittees**

Some regions formalize the sharing sessions often conducted by resource persons, creating sharing-format subcommittees. These subcommittees, led by RCMs, are composed of the chairpersons of the area subcommittees for each field of service. For example, a sharing-format regional H&I subcommittee is led by the RCM or RCMs who've been given the H&I resource assignment and is composed of all the area H&I subcommittee chairpersons in the region. Sharing-format subcommittees meet on a regular basis, sometimes immediately before or after the full regional committee meeting and sometimes at a different time and location. Regional sharing-format subcommittees are not created to take over the service responsibilities of the region's member-areas. Rather, they help strengthen weak area subcommittees and, upon request, assist ASCs that are without subcommittees in particular fields of service to form their own.

### **Direct service subcommittees**

Regional committees organize themselves according to the needs and resources of their member-areas. It is generally recommended that, whenever possible, direct services be administered by area or metro service committees. (See the earlier chapters for more information on ASCs and MSCs.) Area and metro committees are closest to where most direct services will actually be delivered and thus are more likely to be able to administer those services efficiently and responsively.

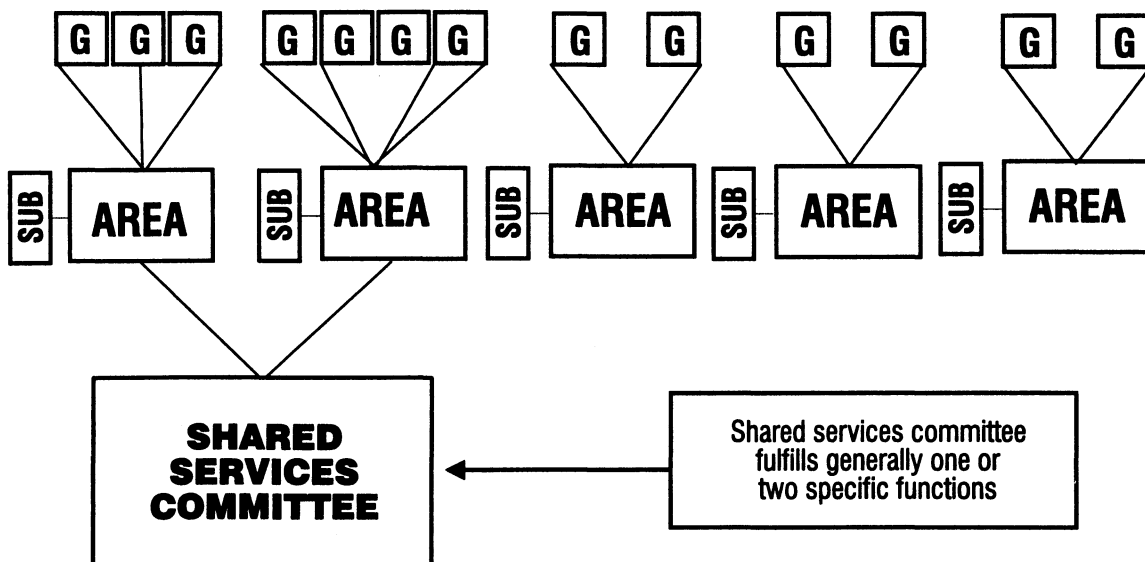
However, in some locales, some direct NA services can be administered only by the regional committee. Regional direct services may be administered by the regional committee itself, by RCMs given resource assignments, by regional ad

hoc committees established to conduct specific projects, or by standing regional subcommittees. Each regional committee will organize itself to conduct whatever direct service operations it may be required to administer as it sees fit, subject to the needs and direction of its member-areas.

In young NA communities and mostly rural territories, the region's member-areas may not be able to provide service to the entire state, province, or country. In these places, regional committees frequently provide a variety of *outreach services*. Correspondence is maintained with geographically isolated NA groups, keeping them in touch with the larger world of Narcotics Anonymous and providing them with the assistance usually offered by area service committees. When other NA groups are formed in close proximity, the region assists them in forming an area committee so that those groups can support themselves and provide their own direct services. In the meantime, contacts with local treatment agencies and practitioners, civil authorities, and community organizations may be established by the regional committee, generating greater awareness of the NA program. Responses may also be provided to public information queries.

In some regions, member-areas share *common needs* for certain direct services such as media relations or phonline administration. If only a few of the

## AREA SHARED SERVICES COMMITTEE



region's areas share a particular common need, those areas should cooperatively establish a special committee of their own to meet that need, funded by and accountable to all the areas joining to form the shared services committee. (See the section titled "Or Not to Metro" in the earlier chapter on area divisions for more information on shared services committees.) However, if all the region's areas share a particular need, it is appropriate for them to ask the regional committee to administer services which meet that need.

### **ADDITIONAL REGIONAL ASSEMBLIES**

Some regions conduct more than one WSC-oriented assembly per year. One, held a few months before the annual conference, advises the regional delegate of the conscience of the region's group representatives regarding world services. A second assembly gives the regional delegate an opportunity to report to the GSRs what happened at the WSC meeting. Other regions conduct additional assemblies that focus not on world services but regionwide fellowship concerns.

In a geographically far-flung state, province, or country, the regional committee may find it advantageous to define two or more assembly districts for the convenience of GSRs in widely separated parts of the state. Similarly, in a heavily populated territory, assembly districts may be defined so as to accommodate the large numbers of GSRs. In each district, the regional delegate meets in an assembly with the district's RCMs and GSRs to develop a conscience concerning world service affairs. In regions with more than one assembly district, the regional delegate can be elected by the region's RCMs at a special RSC meeting held after all the district assemblies have been conducted.

### **INTERREGIONAL COOPERATION**

Our fellowship's Eighth Concept suggests that "our service structure depends on the integrity and effectiveness of our communications." Groups work more effectively when they communicate and cooperate with one another; the same applies to regional committees. Of course, each region benefits from the communication facilitated by the World Service Conference and the world service forums that are held during the year. For more information on world service forums, contact the World Service Office.

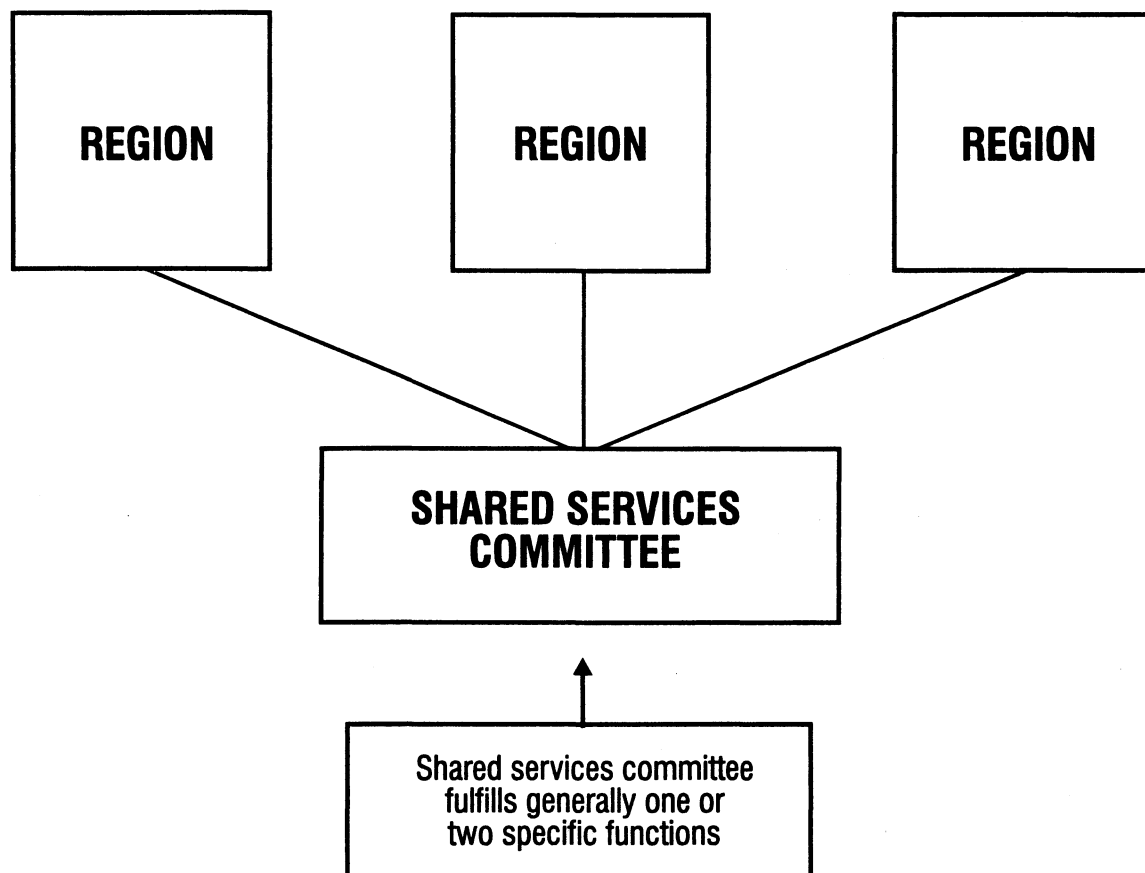
But just as multiregion states form shared service committees to handle NA service interactions with state agencies, so do regions in adjacent provinces or countries sometimes organize joint efforts to address needs unique to their parts of the world. Such collective efforts sometimes focus on a specific concern, such as PI work in a media market that straddles two or more neighboring regions. Other joint efforts might be more general in application, organizing multiregional

learning days or service-oriented sharing sessions. Such forums can provide the means by which NA communities communicate, cooperate, and grow with one another.

However, our fellowship's service experience cautions us against organizing cooperative forums unless the need for such forums is clear. Activities like the world service forums may already provide adequate opportunities for interregional communication. If this is the case, it may well be a duplication of effort and expense to organize additional forums.

Our experience has also shown that interregional conferences or assemblies may tend to become political in focus, transforming themselves unintentionally from sharing sessions into decision-making bodies. We encourage regions to cooperate and communicate with one another in meeting their common needs, but we caution them against duplicating efforts, wasting NA resources, and politicizing their cooperative ventures.

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## LOCAL SERVICE CENTERS

Local service centers--also called central offices, area service offices, or regional service offices--are established for a variety of reasons. Some serve merely as storage locations for the area committee's stockpile of NA books and pamphlets. Others fill local literature orders by mail and sell materials over the counter during business hours. Some area and regional service offices facilitate the operation of local NA phonelines. A few local service centers are large enough that they can make space available for service committee meetings and storage of committee records. Some even have special workers available to assist service committees with their projects. Regardless of what else they do, local service centers provide the NA community with a physical presence and a public identity, a specific point at which Narcotics Anonymous and the larger community can interact with one another.

Local service centers become incorporated in order to meet requirements of local and national law regarding business licenses, taxes, insurance, and employment. The body that manages the local NA office corporation is called a board of directors, but it functions in almost exactly the same way as a subcommittee in relation to the committee that creates it. Though the office board is given a certain degree of independence in managing its affairs, the board is obligated to provide complete reports of its activities and finances on a regular basis and is subject to the direction of the committee that created it, whether that committee be an area, metro, or regional service committee.

An NA community considering the possibility of opening a local service center will encounter a number of challenges. Local service centers require substantial business expertise in order to operate effectively. Legal problems often arise, most often associated with incorporation procedures, taxes, and personal liability. Offices are expensive and usually do not generate enough net income from literature sales to support themselves. Are the groups in the territory to be served by the office aware of this, and are they willing to pay for the office's operating expenses? Offices also require a great deal of attention from the NA community's most knowledgeable and experienced trusted servants, who are usually called upon to serve on the office board.

Despite the numerous challenges to be overcome, some NA communities have managed to effectively integrate the local office into their overall service delivery program without serious disruption. Those who have done so have moved cautiously and carefully through the maze of questions about local community strength, personnel and financial resources, business organization, inter-service relations, and legal restrictions that must be answered before an office can be opened. They have also given consistent attention to the

maintenance of office affairs once the service center has opened its doors for business.

Because the needs of each community and each local service center vary so greatly, it's not been possible to create a uniform handbook providing clear direction on how to operate all local service centers. The World Service Office, however, has substantial experience in advising local offices in many phases of their work and will be happy to lend assistance to area or regional committees who may be considering the creation of a local service center. The World Service Office regularly conducts workshops on local service center operations, bringing board members and special workers from a number of area and regional offices together with business committee members and WSO staff for the purpose of sharing information and brainstorming problem topics. For information, contact the World Service Office.

## SAMPLE RULES OF ORDER

On the following pages, you'll find a simple set of rules of order. They have been adapted from *Robert's Rules of Order, Newly Revised*, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from *Robert's Rules*; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where *Robert's Rules of Order* are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

### DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

### DEBATE, LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

### MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *main motions* and *parliamentary motions*.



## MAIN MOTIONS

A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a *second*--the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert's Rules of Order* can be consulted for more specific examples of motions which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

## PARLIAMENTARY MOTIONS

*Parliamentary motions* can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

### 1. Motion to AMEND.

**SIMPLE majority required.**

**Is DEBATABLE.**

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its

language, that member can say, "*I move to amend the motion...*" and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a *friendly amendment*.

## **2. Motion to call the PREVIOUS QUESTION.**

**TWO-THIRDS majority required.**

**Is NOT DEBATABLE.**

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "*I call for the question,*" or "*I move the previous question.*" It is another way of saying, "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

## **3. Motion to TABLE.**

**SIMPLE majority required.**

**Is NOT DEBATABLE.**

One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying, "*I move we table this motion until such-and-such a date/meeting.*" This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

**4. Motion to REMOVE FROM THE TABLE.****SIMPLE majority required.****Is NOT DEBATABLE.**

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the table the motion to such-and-such." If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

**5. Motion to REFER.****SIMPLE majority required.****Is DEBATABLE.**

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, "*I move to refer the motion to the such-and-such subcommittee.*" If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

**6. Motions to RECONSIDER or RESCIND.****MAJORITY required varies.****Is DEBATABLE.**

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- \* The motion must have been passed in either the last month's or the current meeting.
- \* The member making the motion must have information on the issue that was not available in the original debate on the motion.
- \* The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

**7. Request to WITHDRAW A MOTION.**

**UNANIMOUS CONSENT** required.

**Is NOT DEBATABLE.**

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

**8. Offering a SUBSTITUTE MOTION.**

**SIMPLE** majority required.

**Is DEBATABLE.**

A *substitute motion* is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

**9. Motion to ADJOURN.**

**SIMPLE** majority required.

**Is NOT DEBATABLE.**

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

## OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

### Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "*I call for the order of the day.*" This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even *require* a vote--the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

**Point of information**

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "*Point of information.*" This means, "I have a question to ask," *not* "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

**Point of order**

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "*Point of order.*" The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chair says, "Overruled." This decision, as all others, can be appealed.

**Point of appeal**

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "*I appeal the decision of the chair.*" If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chair.

**Parliamentary inquiry**

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "*Point of parliamentary inquiry.*" The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

**Point of personal privilege**

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "*Point of personal privilege*;" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chair must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

**VOTING PROCEDURES**

There are several ways that votes can be taken. The most commonly used method is the *show of hands*. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

These are only brief notes on rules of order for business meetings. For further information, see *Robert's Rules of Order--Newly Revised*.

## MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

## GLOSSARY

**Additional needs, addicts with.** Additional needs arise from physical challenges such as blindness, hearing impairment, or mobility limitations imposed by use of wheelchairs. Reaching addicts with additional needs and making our meetings and other services more accessible to them is an obligation our fellowship takes very seriously at all levels of its service structure.

**Area service committee (ASC).** A committee created to provide common services for NA groups in a specific locale. Composed of GSRs, ASC officers, and subcommittee chairpersons. Usually part of a region, to which it sends RCMs.

**Assembly district.** A subdivision of a heavily populated or geographically far-flung region within which a region holds one of its multiple assemblies. Most RSCs have only one assembly for the entire region.

**Closed meetings.** NA recovery meetings that are closed to nonaddicts.

**Common needs (special interests).** A tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common—for example, men's or women's groups and gay or lesbian groups.

**Conference-approved literature.** See *NA-approved literature*.

**Cooperative council (co-op).** Usually in rural settings, an arrangement whereby a number of groups in nearby towns agree to cooperatively maintain certain services affecting them but not their entire ASC.

**CPC panel.** A specialized subunit of the PI subcommittee in some areas, focusing on cooperation with the professional community.

**Fellowship-approved literature.** See *NA-approved literature*.

**Group service representative (GSR).** Elected by an NA group to participate on

the group's behalf in the ASC and the regional assembly.

**GSR.** See *group service representative*.

**H&I.** See *hospitals and institutions*.

**Home group.** The group an NA member calls "home." Home group membership calls for regular attendance of its recovery meetings, financial and voluntary service support, and participation in conscience-building and decision-making processes.

**Hospitals and institutions (H&I).** A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

**Metro committee member (MCM).** Elected by an ASC to participate on the area's behalf on the metropolitan services committee.

**Metropolitan services committee (MSC).** A committee formed to administer an array of subcommittees providing direct NA services (PI, H&I, phonelines, etc.) in a major metropolitan district on behalf of a number of ASCs.

**NA Way Magazine, The.** The NA Fellowship's monthly recovery journal.

**NA-approved literature.** Literature officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference. Also referred to as "fellowship-approved literature." Formerly known as "conference-approved literature" at a time when the entire WSC voted on the approval of new NA literature.

**Open meetings.** NA recovery meetings that allow attendance by nonaddicts.

**Phoneline.** An NA telephone contact service providing means by which an addict or a general community member can get information about Narcotics Anonymous, especially NA meeting schedules. Usually administered by an ASC subcommittee.



**PI.** See *public information*.

**Policy log.** A chronological listing of ASC policy decisions made concerning various responsibilities and fields of service. Maintained by the ASC secretary.

**Public information (PI).** A field of service usually covered by one ASC subcommittee devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping professions, and the community-at-large so that addicts seeking recovery will be referred to Narcotics Anonymous.

**RCM.** See *regional committee member*.

**Regional assembly.** A gathering of GSRs and RCMs, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the annual WSC meeting. The regional delegate is elected at the assembly.

**Regional committee member (RCM).** Elected by an ASC to participate on the area's behalf on the regional service committee.

**Regional delegate.** A World Service Conference participant elected by a region's GSRs and RCMs.

**Regional service committee (RSC).** A body that draws together the combined service experience of a number of adjoining areas for those areas' mutual support. Composed of RCMs, the regional delegate and alternate delegate, and others as needed.

**Resource assignment.** Rather than create RSC subcommittees to focus regional attention and gather regional experience in the various fields of service, most RSCs give their RCMs resource assignments. For example, one or two RCMs will be designated as the people responsible to provide information to and facilitate communication between area H&I subcommittees throughout the region.

**RSC.** See *regional service committee*.

**Service bulletins.** Articles, position papers, and food for thought on a variety of NA service-related topics. A number of such bulletins are available from our World Service Office.

**Shared services committee.** A committee created by two or more area or regional committees to fulfill one or two needs both territories have in common. In a state, province, or nation with more than one region, such a committee would interact on those regions' behalf with state, provincial, or national government, professional, religious, and civic organizations. Funded by and accountable to those who created it.

**Sharing session.** A nonbusiness portion of the agenda of most NA service board or committee meetings. Somewhat more informal than the rest of the meeting because of the suspension of the ordinary rules of order. Facilitates wide-ranging, open discussion on committee issues and group problems. Allows for development of group conscience necessary before spiritually sound decisions can be made in ordinary business session.

**Special interests (common needs).** A tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common—for example, men's or women's groups and gay or lesbian groups.

**Trusted servant.** An NA euphemism for "leader," "official," or "officer." Derived from NA's Second Tradition, in which NA leaders are characterized as "trusted servants" as opposed to governors.

**Twelve Concepts for NA Service.** One of three bodies of basic NA principle, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.

**Twelve Steps.** One of three bodies of basic NA principle, the steps describe NA's regimen leading to personal recovery and a spiritual awakening.

**Twelve Traditions.** One of three bodies of basic NA principle, the traditions provide guidance for the behavior of NA groups, helping the groups maintain their independence while nurturing their unity.

**World Service Conference (WSC).** A deliberative body composed of regional delegates and world-level trusted servants, the WSC provides an effective voice and active conscience for the worldwide NA Fellowship.

**World Service Conference Digest.** A summary of issues and activities in NA world services. Mailed to all RSCs, ASCs, and NA groups as well as any NA member requesting it. Each issue of the *Digest* is translated into a variety of languages.

**World Service Conference Report.** The full reports of the World Service Conference and its boards and committees. Formerly known as the *Fellowship Report*.

**World Service Office (WSO).** World Service Board headquarters (Los Angeles) and branch facilities (Canada, Europe).

**WSC.** See *World Service Conference*.

**WSO.** See *World Service Office*.

# INDEX

**Note:** *This index is meant to complement, not duplicate, the tables of contents found at the front of this guide. For references not found in the index, see the detail table of contents beginning on page vii.*

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<b>BULLETINS, HANDBOOKS, AND OTHER SERVICE-RELATED MATERIALS</b>
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*Fellowship Intellectual Property Trust*, a handbook describing the legal framework within which NA regulates the use of its literature and trademarks. **Note:** A series of bulletins about intellectual property issues is also available from the World Service Office. Call or write and ask for a current listing.

*Guide to Phoneline Service*, A

*Guide to Public Information*, A

*Group Booklet, The*, containing the group chapter from this guide, published as a separate booklet.

*Group Starter Kit*, including *The Group Booklet*, a new-group checklist, two copies of each IP in the WSO inventory, the NA White Booklet, *The NA Way Magazine*, the *Conference Digest*, the *Group Treasurer's Workbook*, and a WSO literature order form

*Group Treasurer's Workbook*

*Handbook for NA Newsletters*

*"Hey! What's the Basket For?"*, a pamphlet on NA's tradition of self-support

*Hospitals and Institutions and the NA Member*, a pamphlet on personal involvement in NA outreach to addicts in prisons, treatment facilities, and medical care centers

*Hospitals and Institutions Handbook*

*Internal Use of NA Intellectual Property*. A simple policy for NA groups, service boards, and committees describing how we may use NA's registered logos and copyrighted recovery literature for NA purposes while maintaining the fellowship's legal protections.

*It Works—How and Why*, essays on NA's Twelve Steps and Twelve Traditions

*Just for Today—Daily Meditations for Recovering Addicts*, containing 366 daily thoughts from other NA literature, a short essay on a recovery issue, and a closing affirmation.

*Narcotics Anonymous*, the Basic Text of recovery

*Public Information and the NA Member*, a pamphlet on personal involvement in NA's public relations program, telling the community about Narcotics Anonymous so that community members can direct addicts to NA

*The NA Way Magazine*, NA's fellowship journal (published monthly)

*Treasurer's Handbook*

*Twelve Concepts for NA Service*, containing the chapter on the Twelve Concepts from this guide, published as a separate booklet. Also contains a study guide not included here.

World Service Board of Trustee bulletins on a variety of topics are available from the WSO. Call or write and ask for a current listing.

*World Service Conference Digest*, the world service newsletter

All the material listed above is available from NA's World Service Office.

Just write or call us at:

**WORLD SERVICE OFFICE**

PO Box 9999, Van Nuys CA 91409 USA

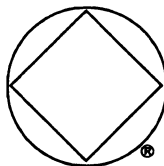
Telephone (818) 773-9999

Fax (818) 700-0700



## **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.**

**SIDE-BY-SIDE COMPARISON OF *THE GROUP BOOKLET* WITH "THE  
NA GROUP" CHAPTER FROM A *GUIDE TO LOCAL SERVICES IN  
NARCOTICS ANONYMOUS***





## INTRODUCTION

There are many ways of doing things in Narcotics Anonymous. And just as all of us have our own individual personalities, so will your group develop its own identity, its own way of doing things, and its own special knack for carrying the NA message. That's the way it should be. In NA we encourage unity, not uniformity.

This booklet does not even attempt to say everything that could be said about operating an NA group. What you'll find here are some brief answers to a few very basic questions: What is an NA group? How does the work get done? What kinds of meetings can a group have? When problems arise, how are they solved? We hope this booklet proves useful as your group seeks to fulfill its primary purpose: to carry the message to the addict who still suffers.

## WHAT IS AN NA GROUP?

A Narcotics Anonymous group is any two or more recovering addicts who meet regularly at a specific time and place for the purpose of recovery from the disease of addiction. All Narcotics Anonymous groups are bound by the principles of the Twelve Steps and Twelve Traditions of NA. NA meetings are conducted by addicts, for addicts. It is a personal and spiritual program; therefore, personal experiences, NA principles and NA general information should be the topics of our meetings.

The primary purpose of an NA group is to carry the message of recovery to the addict who still suffers. The group provides each member with the opportunity to share and to hear the experience of other addicts who are learning to live a better way without the use of drugs. The group, in essence, is a vehicle by which our message is carried. It provides a setting in which a newcomer can identify with recovering addicts and can find an atmosphere of recovery.

NA groups are the foundation of the NA service

## INTRODUCTION

Narcotics Anonymous groups are self-governing (the Twelve Traditions use the word *autonomous*). The group may conduct its own affairs in whatever way seems fit to its members, provided the group's actions do not adversely affect other groups or the entire NA Fellowship. So what we offer here is not a "rule book" but the shared experience of how many of our groups have met with success in conducting meetings and tending to business. Newer members may find this chapter helps them understand who does what to keep the group going and how to help. For more experienced members, it may lend some perspective to their group involvement. But no matter how much information we pack into this chapter, you're still going to find that the best source of guidance for your group is in your group itself.

There are many ways of doing things in Narcotics Anonymous. And just as all of us have our own individual personalities, so will your group develop its own identity, its own way of doing things, and its own special knack for carrying the NA message. That's the way it should be. In NA we encourage unity, not uniformity.

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## WHAT IS AN NA GROUP?

When two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group. Here are six points<sup>1</sup> based on our traditions which describe an NA group:

1. All members of a group are drug addicts, and all drug addicts are eligible for membership.
2. As a group, they are self-supporting.
3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
4. As a group, they have no affiliation outside Narcotics Anonymous.
5. As a group, they express no opinion on outside issues.
6. As a group, their public relations policy is based on attraction rather than promotion.

In stating the six points that differentiate an NA group from other kinds of groups, we place greater emphasis on *drug* addiction than almost anywhere

<sup>1</sup> The six points describing a group have been adapted from "The AA Group," published by Alcoholics Anonymous World Services, Inc. Reprinted by permission.

## THE GROUP BOOKLET (1990)

## "THE NA GROUP" (GLS, 1996)

structure. Groups maintain contact with the rest of Narcotics Anonymous through representatives selected to participate on the groups' behalf in the NA service structure. Group mailings from the World Service Office, including the *Newsline* (the WSO newsletter), keep NA groups informed on issues affecting the fellowship worldwide. (If your group is not receiving the *Newsline*, ask your secretary to register the group's current mailing address with the Group Services Department at the World Service Office.)

else in our service literature. This is because Narcotics Anonymous groups cannot be all things to all people and still provide the initial identification drug addicts need to find their way to recovery. By clarifying our groups' sole membership requirement and primary purpose in this way, once and for all, we free ourselves to focus on freedom from the disease of addiction in the bulk of our service literature, certain that our groups are providing adequate grounds for identification to those seeking recovery.

NA groups are formed by addicts who wish to support one another in recovery, in carrying the message directly to other addicts, and in participating in the activities and services of NA as a whole. One of the primary means an NA group uses to fulfill these ends is to conduct NA meetings where addicts can share their recovery experience, thus supporting one another and at the same time carrying the message to others. Some groups host a single weekly meeting; others host a number of meetings each week. The quality of an NA meeting is directly dependent on the strength and solidarity of the NA group which sponsors it.

NA groups—not NA meetings—are the foundation of the NA service structure. Together, the NA groups are responsible for making service decisions that directly affect them and what they do in their meetings as well as those that fundamentally affect the identity of Narcotics Anonymous. For instance, new NA literature is approved by regional delegates at the World Service Conference only after they have received direction from the groups they represent. Likewise, "proposals to change NA's Twelve Steps, Twelve Traditions, name, nature, or purpose should be approved directly by the groups" before they can become effective, in accordance with our Second Concept.

Groups maintain contact with the rest of Narcotics Anonymous through representatives selected to participate on the groups' behalf in the NA service structure. Mailings from the World Service Office, including the quarterly *World Service Conference Digest*, keep NA groups informed on issues affecting the fellowship worldwide. If your group is not receiving the *Conference Digest*, ask your secretary to contact the World Service Office.

The primary purpose of an NA group is to carry the message of recovery to the addict who still suffers. The group provides each member with the opportunity to share and to hear the experience of other addicts who are learning to live a better way of life without the use of drugs. The group is the primary vehicle by which our message is carried. It provides a setting in which a newcomer can identify with recovering addicts and find an atmosphere of recovery.

Sometimes specialized NA groups form to provide additional identification for addicts with particular needs in common. For example, many men's, women's, gay, and lesbian groups exist today. But the focus of any NA meeting—even if it's conducted by a specialized group—is on recovery from addiction, and any addict is welcome to attend.

THE GROUP: HOW IT WORKS

THE NA GROUP (GLS 1996)

**WHAT IS A "HOME GROUP"?**

In some NA communities, it has become customary for members of the fellowship to make a personal commitment to support one particular group—their "home group." Though this custom is not universal, many believe its practice can benefit the individual member as well as the group. For the individual member, it can provide a stable recovery base, a place to call "home," a place to know and be known by other recovering addicts. For the group, it insures the support of a core of regular, committed members. A strong home group can also foster a spirit of camaraderie among its members that makes the group both more attractive and more supportive of newcomers. The home group is one very specific way in which, by making a personal commitment to NA unity, group members can enhance their own recovery as well as insure that the same opportunity exists for others.

While the home group concept is the accepted norm in some NA communities, it's unheard of in others. There are many, many ways of talking and thinking about the bond established among addicts in their groups. Do what seems most suitable in your own NA community.

**WHO CAN BE A MEMBER?**

If an addict wants to be a member of Narcotics Anonymous, all that is needed is a desire to stop using drugs. Our Third Tradition insures that. Whether the individual member of Narcotics Anonymous chooses to be a member of a particular group as well is entirely up to the individual.

**WHAT ARE "OPEN" AND "CLOSED" MEETINGS?**

"Closed" NA meetings are only for drug addicts or those who think they might have a drug problem. Closed meetings provide an atmosphere in which addicts can feel more certain that those attending will be able to identify with them. The leader often reads a statement at the beginning of a closed

NA meetings are events at which addicts share with one another their experience in recovery and in the application of the Twelve Steps. While many—if not most—NA meetings are in fact hosted by an NA group, other NA meetings occur all the time: informally among friends, at large area or regional speaker meetings, at conventions, in schools, institutions, and so forth. The NA group is an entity; the NA meeting is an event; and NA meetings may be held without the sponsorship of an NA group.

**WHAT IS A "HOME GROUP"?**

In some NA communities, it has become customary for members of the fellowship to make a personal commitment to support one particular group—their "home group." Though this custom is not universal, many believe its practice can benefit the individual member as well as the group. For the individual member, it can provide a stable recovery base, a place to call "home," a place to know and be known by other recovering addicts. For the group, it ensures the support of a core of regular, committed members. A strong home group can also foster a spirit of camaraderie among its members that makes the group more attractive to and more supportive of newcomers.

The home group provides many opportunities for us to involve ourselves in the NA Fellowship, making it a great place for us to start giving back what Narcotics Anonymous has so freely given us. In committing to our home group, we make a personal commitment to NA unity. That commitment not only enhances our own recovery, it helps ensure recovery is available for others. Our home group also gives us a place in which to participate in NA's decision-making processes.

While the home group concept is the accepted norm in some NA communities, it's unknown in others. There are many, many ways of talking and thinking about the bond established among addicts in their groups. Do what seems most suitable in your own NA community.

**WHO CAN BE A MEMBER?**

If an addict wants to be a member of Narcotics Anonymous, all that addict needs is a desire to stop using. Our Third Tradition ensures that. Whether an individual NA member chooses to be a member of a particular group as well is entirely up to that individual. Access to the meetings of some NA groups is restricted by factors beyond the control of these groups—national border-crossing laws, for instance, or prison security regulations. However, these groups themselves do not bar any NA member from joining them.

**WHAT ARE "OPEN" AND "CLOSED" MEETINGS?**

"Closed" NA meetings are only for addicts or those who think they might have a drug problem. Closed meetings provide an atmosphere in which addicts can feel more certain that those attending will be able to identify with them. Newcomers may feel more comfortable at a closed meeting for the

**THE GROUP BOOKLET (1990)****"THE NA GROUP" (GLS, 1996)**

meeting, explaining why the meeting is closed and offering to direct non-addicts who may be attending to an open meeting.

"Open" NA meetings are just that—open to anyone who wants to attend. Some groups have open meetings once a month to allow non-addict friends and relatives of NA members to celebrate recovery anniversaries with them. It should be made clear during the meeting that NA groups do not accept monetary contributions from non-addicts.

Some groups use carefully planned open meetings, particularly open speaker meetings, as an opportunity to let members of the community at large see for themselves what Narcotics Anonymous is all about, and even to ask questions. At such public meetings, a statement regarding our tradition of anonymity is often read, asking visitors not to use full-face photographs, last names, or personal details when they describe the meeting to others. (A sample anonymity statement appears at the back of this booklet.) For more information on public meetings, see *A Guide to Public Information*, available through your group service representative or by writing the World Service Office.

**WHERE CAN WE HOLD NA MEETINGS?**

NA meetings can be held almost anywhere. Groups usually want to find an easily accessible public place where they can hold their meetings on a weekly basis. Facilities run by public agencies and religious and civic organizations often have rooms for rent at moderate rates that will meet a group's needs. Most meeting facilities will be very cooperative and generous. Even though they may want to donate space, we still need to pay rent. Some facilities may prefer their rent to be paid in literature or other services.

Before securing a location, it may be well to consider whether or not it will be accessible to addicts with any physical limitations. Does the building have ramps, elevators with wide doors, and bathroom facilities able to accommodate someone in a wheelchair? Is adequate parking and unloading space available? There are other similar considerations your group may wish to make itself aware of.

It's generally recommended that group meetings not be held in members' homes. Most groups find it desirable to hold their meetings in public facilities for a variety of reasons. Stable meetings held in public places tend to enhance NA's credibility in the community. Because of varying work and vacation

same reason. At the beginning of a closed meeting, the leader or chairperson often reads a statement explaining why the meeting is closed and offering to direct nonaddicts who may be attending to an open meeting.

"Open" NA meetings are just that—open to anyone who wants to attend. Some groups have open meetings once a month to allow nonaddict friends and relatives of NA members to celebrate recovery anniversaries with them. Groups that have open meetings may structure their format in such a way that opportunities for participation by nonaddicts are limited only to short birthday or anniversary presentations. Such a format allows the meeting to retain its focus on recovery shared one addict to another. It should be made clear during the meeting that NA groups do not accept monetary contributions from nonaddicts.

Some groups use carefully planned open meetings, particularly open speaker meetings, as an opportunity to let members of the community-at-large see for themselves what Narcotics Anonymous is all about and ask questions. At such public meetings, a statement regarding our tradition of anonymity is often read, asking visitors not to use full-face photographs, last names, or personal details when they describe the meeting to others. For more information on public meetings, see *A Guide to Public Information*, available through your group service representative or by writing the World Service Office.

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Most meeting facilities will be very cooperative and generous. Even though such facilities may want to donate meeting space to us, our Seventh Tradition encourages our groups to be self-supporting by paying all our own expenses, including our rent. Some facilities may prefer their rent to be paid in literature or other services.

Before securing a location, it may be well to consider whether or not the room will be accessible to addicts with physical limitations. Does the building have ramps, elevators with wide doors, and bathroom facilities able to accommodate someone in a wheelchair? Is adequate parking and unloading space available? There are other similar considerations your group may wish to make itself aware of. For more information on reaching out and serving addicts with additional needs, write to the World Service Office.

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schedules, it is often difficult to maintain consistent times for meetings held in individuals' homes. Holding a meeting in an individual's home may affect the willingness of some members to attend. A group asking members to host meetings in their homes is asking them to risk potential personal loss from theft and property damage. Although some groups may hold their first few meetings in a member's home, it's generally recommended that they relocate their meetings to public facilities as soon as possible.

Holding regular NA group meetings in some types of facilities—drug addiction treatment centers, clubhouses, or political party headquarters, for instance—can compromise the independent identity of the group. Before deciding to locate your meeting in such a facility, your group may wish to consider a few questions: Is the facility open to any addict wishing to attend the meeting? Does the facility administration place any restrictions on your use of the room that could challenge any of our traditions? Is it clear to all concerned that your NA group, not the facility, is sponsoring the meeting? Do you have a clear rental agreement with the facility management, and is the rent you're being charged moderate enough to allow your group to contribute funds to the rest of the NA service structure? Are so many of your community's NA meetings already located in this particular facility that, if it were to fold, your NA community as a whole would be crippled? These are some of the questions a group should carefully consider before deciding where to hold an NA meeting.

#### WHAT KIND OF MEETING FORMAT CAN WE USE?

Groups use a variety of formats to enhance the atmosphere of recovery in their meetings. Most meetings last an hour or an hour and a half. Some groups have a single format for their meetings. Other groups have a schedule of rotating formats: one week a step study, the next week a speaker meeting, and so forth. Still others divide their large meetings into sessions after the meeting has opened, each with its own format. Here are a few basic descriptions of some of the meeting formats that, with variations, seem to be among the most common. For reference, we've also included a sample meeting format at the end of this booklet.

##### Participation meetings

The leader opens the meeting up for members to share on any subject related to recovery.

##### Topic discussion meetings

The leader selects a particular recovery-related topic for discussion—or asks someone else to provide a topic.

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**THE GROUP BOOKLET (1990)****"THE NA GROUP" (GLS, 1996)****Study meetings**

There are a number of different types of study meetings. Some read a portion of an NA conference-approved book or pamphlet each week and discuss it; for example, a Basic Text study. Others have discussions focussing on the Twelve Steps or the Twelve Traditions.

**Speaker meetings**

Some meetings ask a single speaker to share his or her recovery story or experience in a particular aspect of recovery in Narcotics Anonymous. Others ask two or three speakers to talk for a shorter period. Still others use a combination format with a speaker sharing first and a topic discussion afterward.

**Newcomer meetings**

These meetings are often conducted by two or three of the group's more experienced members. These members share their experience with drug addiction and with recovery in the Fellowship of Narcotics Anonymous. If time allows, the meeting is then opened for questions from the newer members.

Newcomer meetings are sometimes held a half hour before or after the group's regular meeting. Other groups conduct them as smaller sections of a large meeting. Still others hold a newcomer meeting one day of the week, their regular meeting another. Whatever the format, newcomer meetings provide a means for your group to give addicts new to NA an introduction to the basics of recovery.

**Question and answer meetings**

At Q&A meetings, people are asked to think of questions related to recovery and the fellowship, write those questions down, and place them in "the ask-it basket." The leader of the meeting pulls a slip of paper from the basket, reads the question, and asks for someone to answer it. After one or two members have spoken to one question, the leader selects another question from the basket, and so forth, until the meeting is over.

**DEVELOPING YOUR FORMAT**

These are basic descriptions of just a few of the many different types of formats used in NA meetings; the variations on even these few format types can be endless. Feel free to innovate. Vary the format in whatever way seems to best suit the "personality" of your group and the needs of addicts in your community.

Often, a meeting will grow far larger than the group originally anticipated. A meeting format that worked well for a small meeting may not work as well for a larger one. When one of your group's meetings experiences that kind of growth, you may want to consider making some adjustments in your format, perhaps even replacing it altogether. Some groups experiencing such growth break their larger meetings down into smaller sections to allow more members the chance to participate. Some even use

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a different type of format in each section.

#### WHAT KINDS OF LITERATURE SHOULD WE USE?

It's up to each group to determine for itself what NA literature is appropriate for use in its meetings.

Selections from conference-approved books and pamphlets are usually read at the beginning of an NA meeting, and some meetings use them as the core of their format. NA conference-approved literature represents the widest range of recovery in Narcotics Anonymous.

Most groups find that reading recovery-oriented material in their meetings better supports the primary purpose of the meeting than reading handbooks or bulletins. And while groups may not wish to have service-oriented publications read aloud during their recovery meetings, they usually make those publications available on their literature tables.

Groups often make other kinds of NA literature available at their meetings: the *Newsline* (WSO's service newsletter), various NA service bulletins and handbooks, *The NA Way Magazine* (the international fellowship journal), and local NA newsletters.

Literature produced by other twelve step fellowships, or by other organizations, is inappropriate either for display on group literature tables or for reading at group meetings. To do either implies an endorsement of an outside enterprise, directly contradicting NA's Sixth Tradition.

#### WHAT IS A GROUP BUSINESS MEETING?

The purpose of the group business meeting is fairly self-explanatory: to conduct the business of the group in such a way that the group remains effective in carrying the recovery message. Some of the questions a typical group business meeting addresses are:

- \* Is the group effective in carrying the NA message?
- \* Are newcomers being made welcome?
- \* Do solutions for problems at recent meetings need to be sought?
- \* Is the meeting format providing sufficient direction?
- \* Is attendance steady or growing?
- \* Are there good relations between the group and the facility in which the meeting is held?
- \* Are there good relations between the group and the community?
- \* Are the group's funds being used wisely?
- \* Is there enough money being donated at meetings to meet the group's needs and also provide for contributions to the rest of the service structure?

each member a better chance to participate in whatever meeting he or she attends. Many groups use a different type of format in each of these smaller meetings.

#### WHAT KINDS OF LITERATURE SHOULD WE USE?

Various service boards and committees in Narcotics Anonymous produce a number of different kinds of publications. However, only NA-approved literature is appropriate for reading in Narcotics Anonymous meetings. Selections from NA-approved books and pamphlets are usually read at the beginning of an NA meeting, and some meetings use them as the core of their format. NA-approved literature represents the widest range of recovery in Narcotics Anonymous.

Groups often make other kinds of NA publications available on the literature tables at their meetings: the *World Service Conference Digest*, various NA service bulletins and handbooks, *The NA Way Magazine*, and local NA newsletters. However, literature of any sort produced by other twelve-step fellowships or other organizations outside NA is inappropriate for display on our literature tables or reading at our meetings. To do either implies an endorsement of an outside enterprise, directly contradicting NA's Sixth Tradition.

#### WHAT IS A GROUP BUSINESS MEETING?

The purpose of the group business meeting is fairly self-explanatory: to conduct the business of the group in such a way that the group remains effective in carrying the recovery message. Some groups hold business meetings on a regular basis; others only call them when something specific comes up that needs the group's attention. Some of the questions a typical group business meeting addresses are:

- \* Is the group effective in carrying the NA message?
- \* Are newcomers and visitors being made welcome?
- \* Do solutions for problems at recent meetings need to be sought?
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- \* Are literature and refreshment supplies holding up?
- \* Is there a service vacancy in the group?
- \* Has the area, the region, or the World Service Conference asked the group for advice or support?

Group business meetings, sometimes called steering committee meetings, are usually held before or after a regular recovery meeting so that the recovery meeting remains focused on its primary purpose. The group selects someone to lead the business meeting. Group officers give reports on their areas of responsibility, and subjects of importance to the group are raised for discussion. Some groups hold business meetings on a regular basis; others only call them when something specific comes up that needs the group's attention. All group members are welcome, even encouraged, to attend, raise questions related to the group's work, and take part in discussion.

The group is the foundation of the NA service structure and is guided by the Twelve Traditions. A good understanding of the traditions will help a group business meeting steer a straight course. Interested members can read essays on the Twelve Traditions in the Basic Text.

#### HOW DOES THE WORK GET DONE?

Setting up chairs, preparing refreshments, buying literature, arranging for speakers, cleaning up after the meeting, paying the bills—most of the things an NA group does to host its meetings are pretty simple. But if one person had to do them all, those simple things would quickly become overwhelming. That's why a group elects officers (or, in the language of the Second Tradition, "trusted servants"): to help divide the work among the group's members.

Electing officers is one way the group practices NA's tradition of self-support: "Every NA group ought to be fully self-supporting..." Sometimes it seems that groups run all by themselves, but the fact is that someone has to do the work needed to support the group. By dividing the work, the group insures that the group as a whole is self-supporting, and that the group's burdens don't settle unevenly on the shoulders of just one or two individuals.

Electing officers provides the group with an opportunity to strengthen its members' recovery. When members agree to serve as secretary or treasurer or tea- or coffee-maker, that acceptance of responsibility often helps advance their personal growth. It also gives them a chance to help enhance the group's ability to carry the recovery message.

You don't have to be a group officer to be of service to the group. Every week, there's work to be done: helping set up the meeting, greeting newcomers, cleaning up, bringing refreshments, and other things of that sort. Asking new members to help with these kinds of jobs can make them feel a

provide for contributions to the rest of the service structure?

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Group business meetings are usually held before or after a regular recovery meeting so that the recovery meeting remains focused on its primary purpose. Group members are encouraged to attend, raise questions, and participate in discussions related to the group's work. The group selects someone to lead the business meeting. Group officers give reports on their areas of responsibility, and subjects of importance to the group are raised for discussion.

The group, as the foundation of the NA service structure, is guided by both the Twelve Traditions and the Twelve Concepts for NA Service. A good understanding of both will help a group business meeting stay on course. NA's step and tradition book, *It Works: How and Why*, provides a wealth of information about the Twelve Traditions. Interested members can read essays on the Twelve Concepts in another chapter of this guide.

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#### HOW DO WE CHOOSE GROUP OFFICERS?

There are a couple of things to consider when looking for a group officer. One is maturity in recovery. When those new in recovery are elected to a position, they may find themselves deprived of time and energy they need for their early recovery. Group members with a year or two clean are probably already well-established in their personal recovery. They are also more likely than new members to be familiar with NA's traditions as well as group procedures.

A second thing to consider is consistent participation in the group. Do they attend meetings regularly? Do they take an active part in the group's business meetings? Those who've demonstrated their commitment to the group by showing up every week will probably make better trusted servants than those who only attend sporadically.

When a vacancy occurs in a group office, the group holds a business meeting to consider how to fill it. Most groups use a simple nomination and election procedure in selecting new trusted servants.

#### WHAT OFFICERS DOES A GROUP NEED?

In different areas the work is divided differently, and the particular jobs are sometimes called by different names. What's important is not who does the job or what the job is called, but that the job gets done. What follows are general descriptions of some of the most common sorts of jobs NA groups have.

##### Secretary

The secretary arranges the affairs of the group, often by recruiting other group members to help out. One of the first jobs for a new secretary is registering the group's current mailing address and meeting information with the area committee secretary and the World Service Office. Each time a new secretary or group representative takes office, or when there is a change in the group's mailing address or in the time or location of a group meeting, both the area committee and World Service Office should be informed. Other things a group secretary is responsible for may include:

- \* Opening the meeting room well before the

#### HOW DO WE CHOOSE GROUP OFFICERS?

When a vacancy occurs in a group office, the group holds a business meeting to consider how to fill it. Groups should arrange their elections in such a way that they don't have all their trusted servants leaving office at the same time.

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A second thing to consider is consistent participation in your group. Do the nominees attend your group's recovery meetings regularly? Do they take an active part in your group's business meetings? Have they lived up to previous service commitments they've made? Further questions may occur to you as you read the earlier essay in this guide on NA's Fourth Concept for Service, which squarely addresses the importance of NA leadership and the qualities to consider in selecting trusted servants.

Finally, we encourage you to remember that you're selecting group officers, first, to benefit the common welfare of your group. While service commitments often benefit those who accept them, that should not be the primary reason for selecting one individual or another to serve as an officer of your group. As the First Tradition says, in part, "our common welfare should come first."

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##### Secretary

The secretary (sometimes called the chairperson) arranges the affairs of the group, often by asking other group members to help out. One of the first jobs for a new secretary is registering the group's current mailing address and meeting information with the area service committee secretary and the World Service Office. When a new group secretary or GSR takes office or there is a change in the group's mailing address or the time or location of a group meeting, both the area committee and World Service

**THE GROUP BOOKLET (1990)****"THE NA GROUP" (GLS, 1996)**

meeting is scheduled to begin, setting up chairs and tables (if necessary), and cleaning and locking the room after the meeting is over.

- \* Arranging a table with NA books and pamphlets, local meeting lists, NA activity fliers, service bulletins, *The NA Way Magazine*, and NA newsletters.
- \* Making tea or coffee.
- \* Buying refreshments and other supplies.
- \* Selecting meeting leaders and speakers.
- \* Keeping a list of group members' recovery anniversaries, if the group wishes.
- \* Conducting group business meetings.
- \* And doing whatever else needs to be done.

Many groups break all these jobs down separately: someone to open and close the room, another person responsible for refreshments, a third to take care of the literature table, and so forth. Groups that host more than one meeting will often have a different person responsible for all these jobs at each of their meetings.

**Treasurer**

The treasurer is responsible for the group's money. Because of the particular pitfalls associated with service as a group treasurer, it's important that groups look carefully at those they elect as treasurers. If the group elects someone who is not capable of handling the responsibilities of the job, then the group is at least partly responsible if something goes wrong. It's recommended that groups elect members who are financially secure, are good at managing their personal finances, and have at least a year clean. Because of the need to keep consistent records, it's also strongly recommended that groups elect treasurers to serve for a full year.

What do group treasurers do? They count the money that members have contributed at each meeting, pay back the people who buy group refreshments and literature, and keep good, simple records. The group treasurer's job requires close attention to details. To help the treasurer in managing those details, a *Group Treasurer's Workbook* is available from your area committee or from the World Service Office.

**Group service representatives (GSR)**

Group service representatives are elected directly by each NA group. By participating in area service and by attending forums, seminars, and workshops at both the area and regional levels, the GSRs provide constant, active influence over the discussions being carried on within the service structure. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups, as the groups nourish and support the structure.

Group service representatives link their groups

Office should be informed. Other things a group secretary is responsible for may include:

- \* Opening the meeting room well before the meeting is scheduled to begin, setting up chairs and tables (if necessary), and cleaning and locking the room after the meeting is over.
- \* Arranging a table with NA books and pamphlets, local meeting lists, NA activity fliers, service bulletins, *The NA Way Magazine*, and NA newsletters.
- \* Making tea or coffee.
- \* Buying refreshments and other supplies.
- \* Selecting meeting leaders and speakers.
- \* Keeping a list of group members' recovery anniversaries, if the group wishes.
- \* Organizing group business meetings.
- \* And doing whatever else needs to be done.

Many groups break all these jobs down separately: someone to open and close the room, another person responsible for refreshments, a third to take care of the literature table, and so forth. Groups that host more than one meeting will often have a different person responsible for all these jobs at each of their meetings.

**Treasurer**

All groups, even those that host more than one meeting, elect one group treasurer. When the group consolidates responsibility for all its funds under a single treasurer, the group makes it easier to account for the contributions it receives and expenses it pays than if it gives a number of individuals responsibility for its money. Groups that host two or more weekly meetings should make arrangements for contributions to be passed to the group treasurer shortly after each meeting.

Because of the added responsibility of handling money associated with service as a group treasurer, it's important that groups look carefully at those they elect as treasurers. If the group elects someone who is not capable of handling the responsibilities of the job, then the group is at least partly responsible if money is stolen, supplies aren't purchased, or funds aren't properly accounted for. It's recommended that groups elect treasurers who are financially secure and are good at managing their personal finances. Because of the need to keep consistent records, it's also strongly recommended that groups elect treasurers to serve for a full year.

What do group treasurers do? They count the money that members have contributed at each meeting, always asking another member to confirm their count. They take special care not to confuse the group's money with their own personal funds. They pay expenses, keep good, simple records, and regularly provide financial reports to their groups. The group treasurer's job requires close attention to details. To help the treasurer in managing those details, a *Group Treasurer's Handbook* is available from your area committee or from the World Service Office.

with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, GSRs make available fliers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, the GSRs can share those problems with the committee in their reports. And if the group hasn't found solutions to those problems, the area chairperson may open a slot on the committee's agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise, the GSR can report those back to the group.

#### **Alternate GSR**

Groups also elect a second representative called an alternate GSR. Alternate GSRs attend all the area service committee meetings with the GSRs, so that they can see for themselves how the committee works. And if the GSR cannot attend an area committee meeting, the alternate GSR participates in the GSR's place.

Alternate GSRs, along with others, also serve on area subcommittees. Subcommittee experience will give alternate GSRs added perspective on how area services are actually delivered. That perspective will make them more effective area committee participants if their groups ask them later to serve as their GSR.

#### **Group service representatives (GSR)**

Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in area service committee meetings, attending forums and assemblies at both the area and regional levels, and sometimes joining in the work of an ASC subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups in the same way that the groups nourish and support the structure.

Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities.

As participants in the area committee, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions which form the group conscience of the entire committee.

Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, GSRs make available fliers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's "sharing session"<sup>2</sup> agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

<sup>2</sup> In the chapter on the area service committee, see the section entitled "The Sharing Session."

#### WHAT RESPONSIBILITIES DOES AN NA GROUP HAVE?

The first and most important responsibility of any NA group—its "primary purpose," according to the Fifth Tradition—is "to carry the message to the addict who still suffers." And the single most important thing a group can do to fulfill that primary purpose is to conduct meetings that provide an atmosphere in which NA recovery can be effectively shared between addicts. Groups conduct the details

#### Alternate GSR

Groups also elect a second representative called an alternate GSR. Alternate GSRs attend all the area service committee meetings (as nonvoting participants) with their GSRs so that they can see for themselves how the committee works. If a GSR cannot attend an area committee meeting, that group's alternate GSR participates in the GSR's place.

Alternate GSRs, along with other members, may also serve on area subcommittees. Subcommittee experience gives alternate GSRs added perspective on how area services are actually delivered. That perspective helps make them more effective area committee participants if their groups later elect them to serve as GSRs.

#### ROTATION AND CONTINUITY

*Rotation* is the practice many groups have of electing new people to service positions at set intervals rather than having the same person serve in the same position year after year. Rotation offers very definite benefits for the groups who practice it. By providing diversity in leadership, it helps a group stay fresh and energetic. It provides assurance that no one individual exercises so much influence that the group becomes a mere extension of his or her personality. The practice of rotation also reinforces the NA emphasis on service rather than the servant, consistent with our belief in the value of spiritual anonymity—what's important is the job being done, not the particular person doing it.

Some groups allow their members to serve more than one term in any given position so that the group can take advantage of its trusted servants' experience. Once group officers have completed their terms, rotation allows them to step aside for a time or accept responsibilities elsewhere in the NA service structure, giving other members the chance to serve the group.

The impact of rotation on the stability of the group is balanced by the continuing presence of its long-term group members. Those who have served in the past as group officers and continue to maintain an active role in the life of the group can provide much-needed continuity and maturity of perspective to a growing group's discussions. They can serve as the group's memory, ensuring that the group never has to "reinvent the wheel." They can also lend a hand to new officers and temporarily pitch in to relieve overloaded trusted servants.

#### WHAT RESPONSIBILITIES DOES AN NA GROUP HAVE?

The first and most important responsibility of any NA group—its "primary purpose," according to the Fifth Tradition—is "to carry the message to the addict who still suffers." And the single most important thing a group can do to fulfill that primary purpose is to conduct meetings that provide a welcoming atmosphere in which NA recovery can be effectively shared between addicts. Groups conduct

of their meetings in very different ways, but all of them seek the same end: to make recovery from drug addiction available to any addict in the community who seeks it.

#### HOW CAN OUR GROUP SUPPORT OTHER NA SERVICES?

Ultimately, the NA groups bear both the responsibility and the authority for all the services of the NA Fellowship. Each group should send stable, active GSRs to participate in the work of the service structure on the group's behalf. And each group should consider how best to provide the funds the NA service structure needs to do its work.

Most groups set a little bit of money aside to use in case an emergency arises. However, groups usually find that too much money set aside causes far more problems than too little money.

After group expenses are met, excess funds are usually passed on to the local area service or regional service committee. If no area or region is in existence, then funds can be donated directly to the World Service Conference.

the details of their meetings in very different ways, but all of them seek the same end: to make recovery from addiction available to any addict in the community who seeks it.

As the foundation of the worldwide NA service structure, groups have another responsibility: to help their members develop an understanding of the Twelve Traditions and the Twelve Concepts for NA Service. By doing so, groups take part in the continuing evolution of the Fellowship of Narcotics Anonymous as well as providing for themselves an understanding of how the highest ideals of our fellowship can be applied in their activities.

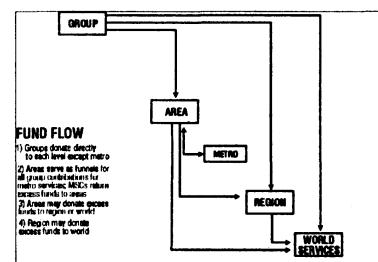
#### HOW CAN OUR GROUP SUPPORT OTHER NA SERVICES?

The Second Concept for NA Service says that the NA groups bear the final responsibility and authority for all the services of the extended NA Fellowship. Each group should send stable, active GSRs to participate in the work of the service structure on the group's behalf. And each group should consider how best to provide the funds the NA service structure needs to do its work.

After paying the bills, most groups set a small amount of money aside to use in case an emergency arises. But, oddly enough, groups usually find that too much money in the till causes far more trouble than too little money. For this reason, we encourage your group never to hold large sums of money in reserve.

At least once a year, the group service representative attends the regional assembly. Each group is encouraged, if at all possible, to take the necessary steps to cover the expenses associated with its GSR's attendance at the regional assembly. Some groups will choose to set aside money each month toward this expense.

After paying expenses and setting aside a small emergency reserve, most groups contribute their surplus funds directly to the area committee, the regional committee, and NA's world services. For more discussion of the principles underlying group contributions to the rest of the service structure, see the essay on our fellowship's Eleventh Concept for Service elsewhere in this guide. For assistance in managing the details of direct contributions, see the *Group Treasurer's Handbook*, available from your area committee or by writing our World Service Office.



### HOW CAN OUR GROUP BETTER SERVE OUR COMMUNITY?

By its very existence, the group is already providing a substantial service to the community. It's providing the support addicts in the community need to reenter the mainstream of society. But how can a group become more effective in reaching out to addicts who've not yet found NA? There are two general ways in which a group can better serve its community: through the area service committee (ASC) and through activities coordinated by the group itself.

Most NA groups are served by an area committee. Area service committees coordinate efforts to carry the NA message on behalf of all the groups they serve. Community public information services, telephone contact lines, and panel presentations to addicts in treatment centers and jails are three ways in which most area committees carry the message either directly to the addict who still suffers or to those who may refer an addict to an NA meeting. Your group service representative can tell you more about how you and your group can more effectively join in the work of your area service committee.

Some NA groups reach out to their communities themselves. This is particularly the case in small communities and in areas where Narcotics Anonymous is very new. An NA group in a rural town obviously does not have as many people or as much money available as an area service committee in a large city, but opportunities exist nonetheless for carrying the recovery message effectively to others who may be seeking the solution we've found. If your group needs help in reaching out to the community, write to the WSO Group Services Department. Ask for the booklets *A Guide to Public Information* and the *Hospitals and Institutions Handbook*.

### HOW CAN OUR GROUP SOLVE ITS PROBLEMS?

NA groups encounter a wide variety of problems: meetings are disrupted; treatment centers bring in large numbers of clients when the group is ill-prepared to receive them; the format goes stale; the clarity of our message becomes an issue; the coffee tastes like industrial strength cleanser; the readings at the beginning of the meeting go on, and on, and on. These are just a few of the problems the average NA group must deal with from time to time. This booklet doesn't "lay down the law" on how to deal with these problems. It does point out some effective tools group members can use in solving their own problems.

The best source of solutions for the group's problems, in most cases, is the group itself. "Having

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Some NA groups reach out to their communities themselves, coordinating their activities with those of other groups either through their ASCs or through local cooperative councils (see the "Area Committees in Rural Communities" section toward the end of the next chapter). This is particularly the case in small communities and in areas where Narcotics Anonymous is very new. An NA group in a rural town obviously does not have as many people or as much money available as an area service committee in a large city, but opportunities exist nonetheless for carrying the recovery message effectively to others who may be seeking the solution we've found. If your group needs help in reaching out to the community, write to the World Service Office.

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<sup>3</sup> If you don't know how to contact the nearest area service committee, write to the World Service Office. They'll be happy to put you in touch.



had a spiritual awakening as a result of these steps," our Twelfth Step says, "we tried...to practice these principles in all our affairs." Common sense, open minds, calm discussion, accurate information, mutual respect, and healthy personal recovery enable a group to deal effectively with almost anything that comes its way.

There are a number of printed resources the group may choose to use in gathering the information it needs to reach sound decisions. The Basic Text provides information about how NA's Twelve Traditions can be applied. The *Temporary Working Guide to Our Service Structure* gives explanations of essential service activities in Narcotics Anonymous. Periodicals such as *The NA Way Magazine* and the *Newsline* often have articles addressing problems the group might face.

Another source of information the group might tap is the experience of other groups in its area or region. If the group has a problem and can't come up with its own solution, it might want to ask its group service representative to share that problem at the next area service committee meeting. Many ASCs set aside a portion of every meeting for exactly that purpose. And while the area committee can't tell a group what to do, it can provide a forum in which groups can share with one another what's worked for them. Workshops conducted by the regional service committee provide the same kind of opportunity on a larger scale. Ask your group service representative for details on how the area or regional committee can help with group problems.

#### SAMPLE MEETING FORMAT

This sample meeting format is just that—a sample. It's designed so that, if your group chooses, you can use it exactly as it is. However, you're encouraged to change it and rearrange it according to the needs of your group.

##### Leader:

*Welcome members to the meeting and introduce yourself.* Hello, my name is \_\_\_\_\_, and I am an addict. Welcome to this meeting of the \_\_\_\_\_ Group of Narcotics Anonymous. I'd like to open this meeting with a moment of silence (15 to 20 seconds) for the addict who still suffers, followed by the Serenity Prayer.

We like to extend a special welcome to newcomers. Is there anyone attending their first NA meeting? Would you like to introduce yourselves? Is there anyone attending this meeting for the first time?

*If this is a closed meeting:* This is a "closed"

had a spiritual awakening as a result of these steps," our Twelfth Step says, "we tried... to practice these principles in all our affairs." When we collectively apply the insight received from that spiritual awakening to our group's problems, we call that *group conscience*. Common sense, open minds, calm discussion, accurate information, mutual respect, and healthy personal recovery enable a group to deal effectively with almost anything that comes its way.

There are a number of printed resources the group may choose to use in gathering the information it needs to reach sound decisions. The Basic Text and our step and tradition book, *It Works: How and Why*, both provide a great deal of information about how NA's Twelve Traditions can be applied to given situations. The chapter in this guide on the Twelve Concepts for NA Service gives in-depth explanations of the essential ideals underlying service activities in Narcotics Anonymous. *The NA Way Magazine* often has articles addressing problems the group might face. And bulletins available from the World Service Office deal in detail with a variety of subjects relating to the group's work.

Another source of information the group might tap is the experience of other groups in its area or region. If the group has a problem and can't come up with its own solution, it might want to ask its group service representative to share that problem at the next area service committee meeting. Area committees set aside a portion of every meeting for exactly that purpose. And while the area committee can't tell a group what to do, it does provide a forum in which groups can share with one another what's worked for them. Workshops conducted by the regional service committee provide the same kind of opportunity on a larger scale. For details on how the area or regional committee can help with group problems, see the chapters on those committees later in this guide.

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We like to extend a special welcome to newcomers. If anyone here is attending their first NA meeting, would you care to introduce yourself? We ask this not to embarrass you, but to get to know you better.

Is anyone here in their first thirty days of



## THE GROUP BOOKLET (1990)

## "THE NA GROUP" (GLS, 1996)

Narcotics Anonymous meeting. "Closed" NA meetings are only for drug addicts or those who think they might have a drug problem. Closed meetings provide an atmosphere in which addicts can feel more certain that those attending will be able to identify with them. If there are any non-addicts visiting, we'd like to thank you for your interest in Narcotics Anonymous. Our local NA meeting list on the literature table will direct you to an NA meeting in our community that is open to non-addicts.

*If this is an open meeting:* This is an "open" Narcotics Anonymous meeting, which means that non-addict friends, relatives, and community members are welcome to attend. Other NA meetings may be closed to non-addicts. We'd like to welcome our visitors, and thank you for your interest in Narcotics Anonymous. We ask that you respect the primary purpose of this meeting, which is to provide a place where drug addicts can share their recovery with one another.

**Leader:**

*You may want to read an anonymity statement at the beginning of an open meeting. A sample anonymity statement appears immediately following this sample meeting format.*

For the protection of our group as well as the meeting facility, we ask that no drugs or drug paraphernalia be on your person at the meeting.

It costs nothing to belong to Narcotics Anonymous. You are a member when you say you are.

**Leader:**

*Recognize those with various periods of clean time. Keytags, chips, or medallions may be given out. Select people before the meeting to read one or more of the following short pieces. These readings can be found in our Little White Booklet, the Basic Text, I.P. #1 or the group reading cards.*

- a) Who Is An Addict?
- b) What Is The NA Program?
- c) Why Are We Here?
- d) How It Works.
- e) The Twelve Traditions.

**Leader:**

*Ask for topic or step for discussion, and call on people to share, or introduce the speaker.*

**Leader:**

*About ten minutes before the meeting is scheduled to close, announce:* That's all the time we have. I'd like to thank you for attending.

**Leader:**

*Begin passing the basket around, announcing:* The basket being passed around is one way of practicing our Seventh Tradition, which says, "Every NA group ought to be fully self-supporting, declining outside

recovery? *Introductions.*

Do we have any out-of-town visitors? *Introductions.*

Is there anyone attending this meeting for the first time? *Introductions.*

*If this is a closed meeting:* This is a "closed" Narcotics Anonymous meeting. Closed NA meetings are only for addicts or those who think they might have a drug problem. If there are any nonaddicts visiting, we'd like to thank you for your interest in Narcotics Anonymous. Our local NA meeting list on the literature table will direct you to an NA meeting in our community that is open to nonaddicts.

*If this is an open meeting:* This is an "open" Narcotics Anonymous meeting. We'd like to welcome any nonaddict visitors and thank you for your interest in Narcotics Anonymous. We ask that you respect the primary purpose of this meeting, which is to provide a place where addicts can share their recovery with one another.

**Leader:**

For the protection of our group as well as the meeting facility, we ask that you have no drugs or paraphernalia on your person at the meeting. If you have any now, please leave, dispose of them, and return as quickly as possible.

**Leader:**

*Recognize those with various periods of clean time—thirty, sixty, ninety days, six months, nine months, one year, eighteen months, and multiple years. Keytags, chips, or medallions may be given out.*

**Leader:**

*Select people before the meeting to read one or more of the following short pieces. These readings can be found in our White Booklet, the Basic Text, I.P. No. 1, or the group reading cards.*

- a) Who Is An Addict?
- b) What Is The NA Program?
- c) Why Are We Here?
- d) How It Works.
- e) The Twelve Traditions.
- f) Just for Today

**Leader:**

*Announce the type of meeting (participation, topic discussion, step study, speaker, etc.). Ask for topic or step and open the meeting for discussion, or introduce the speaker.*

**Leader:**

*About ten minutes before the meeting is scheduled to close, announce:* That's all the time we have. I'd like to thank you for attending.

**Leader:**

*Begin passing the basket around, announcing:* The basket being passed around is one way of practicing our Seventh Tradition, which says, "Every NA group

contributions." The money we collect pays for rent, literature, and refreshments. Through contributions from this group to various NA service committees, it also helps carry the NA message of recovery in our area and around the world.

*If this is an "open" meeting:* I'd like once again to thank our non-addict guests for the interest they've shown in Narcotics Anonymous. Because of NA's tradition of self-support, this group asks that you not contribute any money when the basket passes your way.

Does the group service representative have any announcements? *(The GSR will make announcements of upcoming group activities and NA events in the area.)*

*After the basket has come back around:* Again, thanks for coming tonight. Would all those who care to, join in a circle to close? *Various groups close in different ways: with prayers, brief recitations from NA literature, etc.*

Keep coming back. It works!

#### SAMPLE ANONYMITY STATEMENT

NA's Eleventh Tradition reads, "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." We ask everyone attending to respect our members' anonymity by not using full-face photographs, last names, or personal details when describing this meeting to others.

ought to be fully self-supporting, declining outside contributions." The money we collect pays for rent, literature, and refreshments. Through contributions from this group to various NA service committees, it also helps carry the NA message of recovery in our area and around the world.

*If this is an "open" meeting:* I'd like once again to thank our nonaddict guests for the interest they've shown in Narcotics Anonymous. Because of NA's tradition of self-support, this group asks that you not contribute any money when the basket passes your way.

#### Leader:

Do we have any NA-related announcements? *(The GSR will make announcements of upcoming group activities and NA events in the area.)*

#### Leader:

*After the basket has come back around:* Again, thanks for coming tonight. Would all those who care to, join in a circle to close? *Various groups close in different ways: with prayers, brief recitations from NA literature, etc.*

*When closing their meetings, some groups ask those attending to respect the anonymity of others they've seen and heard there.*

Keep coming back. It works!

**The Guide to Local Services includes a new-group checklist and registration forms following the chapter on the NA group.**



**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 1997-98 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: \_\_\_\_\_

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

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\_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Previous NA service positions not completed: \_\_\_\_\_

\_\_\_\_\_

Additional H&I service-related experience: \_\_\_\_\_

\_\_\_\_\_

Life experience which may help you with this commitment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the regional H&I subcommittee able and willing to support specific assigned tasks with input to WSC H&I? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### ADDITIONAL EXPERIENCE, INFORMATION

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

Nominee name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Clean date: \_\_\_\_\_

Nominee address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nominating RSC name: \_\_\_\_\_

Current NA service position(s): \_\_\_\_\_

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Previous NA service positions completed: \_\_\_\_\_

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Previous NA service positions not completed: \_\_\_\_\_

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Additional H&I service-related experience: \_\_\_\_\_

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Life experience which may help you with this commitment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the regional H&I subcommittee able and willing to support specific assigned tasks with input to WSC H&I? \_\_\_\_\_

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#### ADDITIONAL EXPERIENCE, INFORMATION

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**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

Nominating conference participant: \_\_\_\_\_

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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.

Service resumes are reproduced and distributed to all conference participants prior to elections. In order to facilitate this process, **please limit your resume to two single-sided pages. Only two pages will be included in the package that is distributed to conference participants.**

*In fellowship,*  
*WSC Administrative Committee*

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**NA SERVICE RESUME**

(PLEASE PRINT LEGIBLY IN BLACK INK, AND  
LIMIT YOUR RESUME TO TWO SINGLE-SIDED PAGES)

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. \_\_\_\_\_

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\_\_\_\_\_

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?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_



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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?

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

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Please include any other information you consider relevant. \_\_\_\_\_

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**NOMINATION FORM**

**NOMINEE:** \_\_\_\_\_

**NOMINATED FOR (position):** \_\_\_\_\_

**NOMINATED BY: (print)** \_\_\_\_\_

**SECONDED BY: (print)** \_\_\_\_\_

**SIGNATURE OF MAKER:** \_\_\_\_\_

**SIGNATURE OF SECOND:** \_\_\_\_\_

**SIGNATURE OF NOMINEE:** \_\_\_\_\_

**(SIGNATURE OF NOMINEE SIGNALS ACCEPTANCE OF THE  
NOMINATION)**



## 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. Not to be confused with *A Temporary Working Guide to our Service Structure*, which is NA's currently approved service manual. Also see *A Guide to Local Services*, below.

**Guide to Local Service in Narcotics Anonymous, A (GLS).** At the 1996 World Service Conference, a motion directed that *A Guide to Local Services in Narcotics Anonymous* be released for approval. The GLS contains the local service material from *A Guide to Service in Narcotics Anonymous* (see above). This handbook is included in this CAR (Addendum 3A) and will come up for conference action this April.

**H&I News.** Published biannually, the *H&I News* is a resource to local H&I committees. Available to all registered H&I committees and its current circulation stands at approximately 650 copies.

**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.

**NA Way Magazine, The.** Published monthly, *The NA Way Magazine* currently offers recovery-oriented stories and entertainment as well as a monthly calendar of international NA events. Available by subscription only, its current circulation stands at approximate 5,100 copies.

**PI News.** Published biannually, the *PI News* is a resource for local PI committees. Available by request, its current circulation stands at approximately 1,000 copies.

**"Quarterly" workshops; "quarterlies."** See *world services meetings*.

**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.

**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.

**Temporary Working Guide to our Service Structure, A (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 in turn was first published in 1976.

**Transition Group.** A working body created for conference years 1996-98 to develop and present for conference approval a structural model based on resolutions approved by WSC'96. Has nine

members and two alternates ratified by the conference.

**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 (now bi-) 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. Guided by a detailed plan approved at WSC'93 and revised at WSC'94. New plan approved for the resolution phase at WSC'95 and a two-year transition plan approved at WSC'97.

**World services meeting.** Where all WSC committees meet under the same roof at the same time. Usually held once or twice a year between WSC annual meetings. Formerly 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.

**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 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 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.

**GLS.** *A Guide to Local Services in Narcotics Anonymous.*

**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.

**RSC.** Regional service committee.

**RSR.** Regional service representative.

**TG.** Transition Group.

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

**WCC.** World Convention Corporation.

**WCNA.** World Convention of Narcotics Anonymous, a (now bi-) annual recovery celebration held in different world zones on a rotating basis.

**WSB.** World Service Board of Trustees.

**WSC.** World Service Conference.

**WSCLC.** WSC Literature Committee.

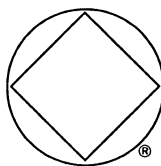
**WSM.** World services meeting

**WSO.** World Service Office.

**WSTC.** World Services Translation Committee.

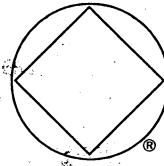






## THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

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.