

WORLD SERVICE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS

P.O. Box 9999
Van Nuys, CA 91409
(818) 780-3951



To: Board of Trustees
From: Becky Meyer
Date: April 10, 1990
Re: Trustee guidelines

For the last two conference years, P&S/T&E has been discussing some aspect of the function, role, and purpose of our board and its committees. We had hoped to be able to finalize a document this year that would help us to function more effectively. To date, we have been unable to do this.

We began this year with a working draft that was submitted by Kim and Tom. Garth reworked their draft and came up with basically what is attached. P&S/T&E reviewed and slightly modified this draft at the February board meeting. This modified draft was to be "polished" by Chuck and I between the February meeting and the conference, sent back out to P&S/T&E members, and submitted to the full board at the April meeting. Since Chuck and I showed up at the WSO on the same day but different weeks, that "polish" never happened. I did spend a day discussing these guidelines with George, Hollie, and Ann, and received written input from Steve Sigman, Mary, and Vandy.

I had concerns at this point about some of what is contained in our draft, but more importantly, I did not believe that what we had developed would be truly helpful. Chuck seemed to have concerns similar to mine, and I believed that we had a split committee. I believe that both Chuck's and my perspective is influenced by the work and hours of dialogue that have gone into the development of *A Guide to Service*. Because of that, I did not see that a drastic rewrite by myself or Chuck and I, without Tom and Garth, would be appropriate.

On a conference call 4/9/90, it appeared that the problem may be not that we have different perspectives, but that we have not really discussed these issues adequately as a committee or as a board. It is our hope that if we will all consider the attached (draft and question) and come prepared to discuss them as a board, completion of the guidelines will be easy. We are still hopeful that we can arrive at some common decisions that will allow us to function more effectively as we evolve.

Conference Call 4/9/90

Participants included Becky Meyer, Chuck Lehman, Tom McCall, and Garth Pople. Staff members present included Hollie Arnold and Ann Rider. The call began at 3:30 p.m. PDT.

The last draft prepared was Garth's revisions, completed in February.

Some of the basic questions discussed by Chuck and Becky include: how does the steering committee work? What is its authority? What is the authority of the chair, and when does he/she have to consult with the steering committee? How much authority does the chair have to redirect a trustee committee?

Chuck wants in particular to see guidelines regarding the steering committee: its size and authority, and what happens if there's no consensus. He believes it's important to allow for a decision by the chair, in the absence of consensus.

The group discussed adding a treasurer, who would have financial reporting and budget responsibilities, as well as being a member of the steering committee. A fourth member of the steering committee could be chosen by lot. Chuck suggested that the fourth member could be the BOT secretary (WSO staff member).

Becky remarked that, while there are a lot of questions to be answered regarding a steering committee, there are questions about other aspects as well.

Becky proposed sending a questionnaire to the full board this week, asking them to bring answers to the meeting in April. The members agreed that if some consensus is reached regarding the answers to those questions, staff could draft the guidelines.

The members agreed to send Garth's February draft, the questionnaire, and the record of the conference call. Becky arranged to call Ann in the morning to finalize the questionnaire. The call ended at 4:45 p.m.

BOT Steering Committee/Administrative Body

Who is it made up of? How does it work?

What are its functions and responsibilities?

What is the authority of the steering committee?

Does the chair have the authority to function independently? When?

When does the chair have to consult the steering committee?

Does the chair have the authority to redirect a trustee committee?

Do we want addict trustees to be nominated from the board? (We said yes to non-addicts)

What do you think about electing a "treasurer" for the board, with financial reporting and budget responsibilities?

We discussed an administrative body made up of the chair, vice chair, treasurer (new position), and one additional trustee drawn by lot. Responsibilities to include budget, assignments to committees, ad hoc groups, travel.

Committees

What type of work should WSB committees be doing? Should they be taking an advisory role? administrative? doing hands-on work?

How do they relate to each other, the full board, and conference committees?

How do trustee committees interact with WSC committees? What exactly does "interact" mean?

WSC committees have worked in partnership with the WSO, which has the experience and manpower. Should the trustees fit into this partnership? How?

Do trustee committees meet only at full board meetings?

What boundaries exist with regard to other service committees and boards?

Who are the members of trustee committees?

How are they assigned?

Who sets priorities? assigns work?

What happens when the work is done?

Can reports be issued independently, or only by full board?

How do we communicate with each other? Is there a better method for regular communication than our current system?

How do we communicate/what is our responsibility when serving other assignments as a board member?

Committee breakdown possibly:

1. *External:* H&I/P.I./CPC, Outreach.
2. *Training & Education:* Workshops.
3. *Internal :* Policy/Fellowship services.
4. *Literature.*

At current membership, could we have four committees? five committees?

5. *International:* Translations, growth and development.

Should both be covered together?

Should this be a committee? an ad hoc committee? a few members to become better informed?

How do we work in partnership with the other two service arms?
Have we abandoned common membership for several BOD/BOT members?

f:\ann\pste0410.doc

INPUT

TO: Chair Policy & Structure/Training & Education Comm.

FROM: Garth Popple

DATE: 26/9/89

The following input is a combination of 3 trustees previous input plus considerable research of my own. I hope you find my input useful.

BOT STEERING COMMITTEE

Composition:

Chair
Vice Chair
One representative from each of the following:
Policy, Structure & Internal
Training and Education
External Affairs
Secretary of the Board Trustees (WSO)

NOTE: These representatives are elected by the members of each of the Committees and may be someone other than the Chair of the Committee.

Responsibilities:

Preparation and administration of the BOT yearly budget. This Steering Committee oversees the expenditure of funds and reports at each BOT meeting on the expenditures to-date. Broad consultation with all members of the steering committee is encouraged prior to unexpected expenditures.

Responsible for the efficient delivery of the BOT internal guideline procedures.

Reviews nominations to the BOT. Coordinates the applications and interviewing of candidates for non-addict trustee as well as developing a pool of resource people who are available for consultation on a wide range of issues affecting the Fellowship.

Mediates discussions among BOT members when necessary should there be strong disagreement on the operation of a committee or the performance of a member of the Board.

Please find below recommendations from past meetings that need stronger implementation and supervision:

RECOMMENDATIONS

IMPROVEMENTS TO THE TRUSTEE COMMITTEE SYSTEM AND ITS RELATIONSHIP WITH THE CONFERENCE

1. Set a schedule for communications among the members of each Trustee Committee. Included should be periodic contact between the Committee Chairpersons and the BOT Chairperson. Also included should be, at least, bi-monthly contact with WSO staff. Provision should be made for written communications and distribution of reports and drafts of work in progress.
2. The BOT members of each of the WSB standing committees will be appointed by the BOT Chairperson, in consultation with the Vice-Chair. Each standing committee will then elect the Chairperson of their committee.
3. The Trustees will not be assigned to the Conference Committees but will be available for consultations. However, will work more directly with the officers and executive committees of these Conference Committees to help establish priorities for the work they engage in, and provide reference resources for the committees to use. The Board of Trustees will set a schedule for interfacing with WSC Committee Chairpersons. This schedule should provide for meetings at the WSO with WSC Committee leadership and phone contact with the WSC Committee Chairpersons. BOT Committee members should receive all communications from the WSC Committee Chairperson to their committee.
4. The schedule of meetings of the BOT should be flexible enough to facilitate a better interface to WSC activities.

WSB COMMITTEE SYSTEM - A TWGSS ADAPTATION

VI. In order that we may better serve, we utilize a committee system between the meetings of the Board.

A. The purpose of our WSB Committees are:

1. To be a resource and provide continuity for World Service Conference committees. Our Trustees Committees are small, standing committees that function as a resource to Conference committees, providing:
 - (a) a bridge between Conferences
 - (b) specialized and related experience and abilities
 - (c) information concerning historical, current and future concerns
 - (d) knowledge of related service efforts so we can better coordinate and avoid duplication of effort
 - (e) increased awareness of the need to maintain the basic philosophy of NA as expressed in our 12 Steps & 12 Traditions
2. To be an available source of information, experience and guidance in their areas of specialization, as well as to initiate and develop projects relating to fellowship wide needs and concerns. WSB projects and inquiries are first addressed in the appropriate WSB committee where research, discussion, initial work, and the drafting of responses or statements can be done without involving the entire board or taking up meeting time. Committee chairs present a summary of their work to the entire Board for finalization. This type of specialization makes it possible to give each project or inquiry the time and attention it deserves and frees individual Trustees from having to be experts in all areas or having to take a leadership role in types of service where they may have only limited personal experience.
3. To be a place where valuable trusted servants contribute to our Fellowship after their term of office has expired. Valuable experience is lost each year as trusted servants finish their terms of office. Our fellowship has an investment in those who serve and their experience should not be lost just because they have completed their task. A trusted servant's contribution effort is limited by the projects to be complete during their terms; when

these constraints are removed the full measure of a servant's value can often be realized. WSB committees provide a place for this to occur and where ongoing service is possible for those who have fulfilled their trust.

B. The standing committees include:

1. **Internal Affairs** - This committee deals with projects and issues internal to our fellowship; its purpose is to foster unity and decrease internal controversy. They are concerned with what occurs within our Fellowship and service structure; with emphasis on WSO, WSC, Regions, Areas, Groups, conventions; their interactions, communications, structure, finances, activities, etc. This committee also monitors WSB funding/budgets.
2. **External Affairs** - The purpose of this committee is to help maintain our autonomy, identity, and freedom from outside influences worldwide. They are concerned with how our worldwide fellowship and structure interface with society. Its focus is our relationships and interactions with the public, government agencies, the medical profession, the criminal justice system, the media, businesses, treatment programs, other twelve step fellowships, etc. They also develop and establish cooperative relationships with outside enterprises as this will be of primary importance on the national and international level.
3. **Policy and Structure** - The purpose of this committee is to help assure that our service structure is working in the best interest of Narcotics Anonymous. They are concerned with the growth and development of our fellowship and its services, our service structure, formal service, planning, service committee formation, guidelines, motions, formats, etc. Another important function of this committee is to track WSC motions and report on their implementation and impact.
4. **Training and Education** - Its purpose is to help improve quality of service and to help minimize the problems we individually and collectively face in our service efforts. They are concerned with providing service related information and experience for all levels of our service structure, including articles on service topics, service learning days, training conferences, distribution of service information, etc. This committee helps facilitate a WSB sponsored Service Learning Conference(s) each year. In addition to working with the Conference Committee Chairs on service related materials, the Committee is responsible for developing and scheduling workshops throughout the Fellowship. There is a close

working relationship between Group Services at the WSO and designated members of this committee. WSB members not assigned to this committee will also be used in training workshops based on the focus of the workshop.

5. Literature Review - Its purpose is to help maintain the integrity of our principles and consistency of our message. This committee is a coordinating body only, concerning itself with the review and development of literature; and with the publication of pamphlets, newsletters, periodicals, audio tapes, posters, etc. (any way our message is mass produced, displayed or sold). This committee, in consultation with the International Committee, is involved in the translation process and in matters concerning copyright. It will also concern itself with the long range literature needs of the Fellowship.
6. Nominating Committee within the BOT Steering Committee - This committee is responsible to seek out possible candidates for all vacancies within the committees scope in order to provide that we may have an ongoing file to draw upon for non-addicts Trustees and a comprehensive list of addict candidates for RSR consideration 90 days prior to the WSC. Another important feature of this committee is to inform the entire Fellowship of the availability of the positions becoming vacant.
7. International Committee - The purpose of this committee is to provide a focal point for information about NA around the world, especially in countries not represented at the WSC. This committee would help carry the message to addicts internationally, particularly in countries without established service structures. It would work in conjunction with WSO staff in regard to (1) overseas assignments and encouragement of meetings, (2) translations of NA literature to establish priorities, (3) maintenance of the International NA phonenumber directory.

8. **Evaluation & Planning Committee (Could be part of the steering committee)** - This committee is concerned with the ongoing evaluation and planning of the roles of world service committees and boards in relation to cost effectiveness and their contribution to the Fellowship. This committee could make up part of the Internal Committee.
- C. **Trustee committees are chaired by a trustee who has been elected by their own committee because of his or her experience in a specific area. Other members of the committees include other trustees, members of the Fellowship, or non-addicts as appointed by the committee chairperson with concurrence of the full board.**
1. Each WSB committee consists of a group of from five (5) to ten (10) experienced people (note: under special circumstances and upon a 2/3 majority vote of the Board the size of a WSB committee may be increased beyond the suggested maximum) and include:
 - (a) at least two (2) Trustees who serve as the committee Chair and Vice-Chair (Note: in order to maintain continuity, Trustees should be reassigned to the same committee whenever it is possible).
 - (b) NA Members who have previously served on WSC Committees but who are not currently involved in World Services.
 - (c) **no more than two (2) non-addicts who are selected because of their experience, knowledge, and interest in Narcotics Anonymous. (Needs clarification)**
 2. **WSB committee chairs recommend prospective additions to their committees to the Chair and Vice-Chair of the WSB, with the concurrence of the full board.**
 3. Former Trustees are automatically considered for inclusion in WSB committees.
 4. There is no set term for WSB committee involvement; however, rotation and continuity should always be an importance consideration when reaffirming committee positions.

5. The composition of each WSB committee is reviewed on a yearly basis at the first regular meeting of the Board following the World Service Conference.
 6. WSB committees meet as a body when there is a specific need and they are authorized to do so by the Steering Committee. (note: if and when such a meeting is scheduled then travel, meals and lodging are provided by the WSB).
 7. WSB committee Chairs communicate on a regular and consistent basis with members of their committees; who also receive copies of all Fellowship Reports, Newslines, and significant correspondence pertinent to their area of specialization. When an inquiry or project is assigned to a committee, verbal (telephone) and written communications are utilized to confer and complete the task; which is then presented to the Board of Trustees for finalization. **WSB committees do not interact directly with other service boards or committees unless specifically requested to do so.**
 8. **WSB committee members participate to the best of their ability in service activities relevant to their speciality; but only to the degree appropriate for any other interested NA member. WSB committee membership does not imply any special privileges or considerations for those who have been appointed to serve.**
- D. WSB Committee Chairs report on the activities of their committee at each meeting of the WSB. A record of all committee correspondence and/or actions, as well as minutes of all committee meetings are distributed to the entire Board and copies are maintained by the Secretary of the Board of Trustees and by the World Service Office.