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World Service Board of Trustees

FELLOWSHIP DEVELOPMENT PLAN

*Outline for a Comprehensive Plan to
Support the Growth & Development of
the NA Fellowship Worldwide.*

Fellowship Development

Purpose:

Our hope for a fellowship development plan is that world services will be able to respond to the fellowship about their needs and provide them with what they believe is needed for their development and growth. This plan is intended to be used for our project planning, and should be used to keep us focused on the needs of the fellowship. Such a plan needs to be reviewed, revised and updated accordingly. When an item on this plan is ready to be developed, a more detailed project plan should be created for that item.

Objectives:

- To ensure that world services is, in fact and by perception, a resource to the fellowship
- To achieve effective communication and interaction between world services and the fellowship at large
- To provide usable tools to the fellowship about service and philosophical issues
- To increase the awareness of the fellowship of the responsibility to support NA services.
- To provide an ongoing assessment of where we are, where we need to be and what efforts it will take for us to reach our desired goals

Scope:

world services

Identification of what we need to know to carry out our roles

- orientation, training and education
- ongoing communication

Identification of what we need to do

(by January of each year, some group develops a priority list for the next conference year for review and approval by world service leadership -- currently this would be done by the chairpersons of the 3 arms of service).

- long term goals: should be over the course of several years like a 5 yr plan -
See Addendum A for Public Relations Plan
- short term goals: yearly conference plan
- prioritization of resources: done for short term goals and adjusted to long term goals

Assessment *Addendum B would include all the following items*

- annual assessment and planning (how it happens)
- funding, information or staff resources (status update form)
- annual progress report on each component (1 page form)
- ongoing performance evaluation (1 page form)
- random fellowship surveys, like the recent customer surveys (protocol & format)
- face-to-face interactions for input and feedback (1 page form)

Scope:

Groups and members

Identification of what we need to know to carry out our roles

- orientation, training and education
- ongoing communication

Communication

Written information about fellowship issues/philosophical discussions - topics are determined from correspondence, phone calls, and reviews of minutes, problems, concerns or needs that are noted frequently to boards, committees and group services

- bulletins - existing and revised bulletins, 2 draft bulletins, methadone and theft of NA funds, and 3 more in progress - abstinence, retaining older members, behavior in meetings --*Addendum C would have list of existing bulletins and identified topics for future development and those in progress*
- correspondence - initial acknowledgment goes out, then response or referral to appropriate board or committee
- publication and distribution methods
- Training and service outlines

Face to face interactions

- Fellowship Interaction Plan - *See Addendum D*
 - * fellowship development trips - need standard trip planning tools like a trip planning form that notes the objectives, tasks, designated travel team leader, travelers and pertinent information about the country and fellowship that is being visited, past reports

Other communication options *Would be Addendum E*

Scope

Local service committees

Identification of what we need to know to carry out our roles

- orientation, training and education
- ongoing communication

Communication

Written summaries that each address a specific service issue:

- Review area and regional minutes (need communication protocol between WSB and Group Services and what to look for in review)
- Conventions - convention workbook, how to deal with the press at NA events - *Addendum F would be a Convention Resource Book*
- Service offices - explanation of the role of service corporations and their relationship to local service committees, maybe a service office resource workbook that includes incorporation, taxes, legal filings etc. *Addendum G would be a Service Office & Service Corporation Resource Book*
- Committee functions and structure - structural examples & their pros & cons, samples, diagrams - *Addendum H would be sample diagrams with descriptive narrative.*
- Funding and handling of funds - guidelines for safeguarding the fellowship's funds, rewrite of the treasurer's handbook, what to do when theft of funds happens. - *Addendum I would be resource material about the handling of NA funds.*
- Simple information about common problems and solutions - trustee bulletins, standard responses, guidelines for dealing with disruptive members in recovery and service meetings, how to acquire group insurance, explanation of our public relations policy

Face to face interactions

- workshops, learning days, training for trainers
- gathering information and experience to pass on to others - sample guidelines etc.,