



WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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WSC Policy Sub-committee

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N. A. Way Magazine

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FEBRUARY 1984

TO; THE FELLOWSHIP OF NARCOTICS ANONYMOUS

FROM: THE WORLD SERVICE BOARD OF TRUSTEES

In this report are several items that the Board of Trustees feels the Fellowship should have opportunity to review and have the World Service Conference vote to adopt, at their April 1984 meeting.

The first item is a set of "Board of Trustee Suggested Guidelines". These guidelines were adopted by the Board at our December 1983 meeting and forwarded to the WSC Policy Subcommittee for possible inclusion in their proposed revision to the Service Structure.

The Policy Subcommittee did include them in their proposed Service Structure and they are pages 42 through 47 inclusive. It is the hope of the Board of Trustees that these guidelines will be approved by the World Service Conference regardless of what happens to the rest of the proposed revision to the Service Structure. Accordingly, we have had the proposed guidelines enclosed in this section of the report also.

The second item is a letter that explains some of the reasoning behind the decisions of the Board of Trustees in their adoption of the Suggested Guidelines.

The third item is a suggestion that was adopted by the Board of Trustees as a recommended change in the procedure for the selection of Trustees. The section of the existing structure that this applies to, is not included in the section that details duties, etc., of the Trustees, but is in the section relating to the operation of the World Service Conference. It was therefore felt that it should be separated from the proposed guidelines.

The fourth item is a letter from one of our trustees with a suggestion for modification of the literature review process. This proposal is consistent with the experience of the Board of Trustees in our working with the literature review activities this year.

Please have as many of the Fellowship review these proposals and provide your input to the RSR and RSR Alternate for their action at the World Service Conference in April.

In loving service to the Fellowship

Sally E.
WSB Chairperson

THE WORLD SERVICE BOARD

The WSB does not govern. Its nature is that of a custodian, providing guidance. The World Service Board consists of both addicts and non-addicts, and its members are known as Trustees. Their only purpose is to serve the best interests of our Fellowship, and through the World Service Conference we give them the authority to do this. All the actions of the Board are guided by our Traditions. Although the primary aim of the Board is to ensure the maintenance of the Twelve Traditions, the Trustees also serve in many other capacities and have other responsibilities.

The World Service Board utilizes a sub-committee system similar to that used by our World Service Conference. These sub-committees meet throughout the year and are composed of Trustees, members, and an occasional non-addict. Committee members are selected on a "What they have to offer" basis and each brings special skills or experience relevant to the committee function.

The internal structure of the World Service Board is different from those of the rest of our service branches. The Trustees do not represent; they serve. This service is for a five (5) year term; however, each trusteeship is reaffirmed yearly to ensure the continuation of the quality of service. The WSB works closely with the World Service Conference and Conference committees but functions within its own guidelines.

GUIDELINES OF THE BOARD OF TRUSTEES OF NARCOTICS
ANONYMOUS

- I. The purpose of the Board of Trustees (hereinafter referred to as the "Board") is to contribute to the continuation and growth of Narcotics Anonymous and to serve as a primary resource for the fellowship of N.A.
- II. The functions of the Board of Trustees and its members are:
 - A. To deal with those things, both within and outside the fellowship, which affect the continuation and growth of N.A.
 - B. To promote Fellowship-wide understanding of and adherence to the 12 Traditions of N.A.
 - C. To provide and encourage the exchange and availability of Service related information and experience.
 - D. To actively seek and encourage ways of carrying the message of recovery to the addicts who still suffer.

The Board and its members are responsible to the fellowship as a whole through our service structure, and they must remain responsive to the needs of the fellowship.

III. The Twelve Traditions of Narcotics Anonymous.

- IV. The membership of the Board of Trustees of Narcotics Anonymous conforms with the following:
 - A. The number of Trustees serving at any time is limited to a maximum of Fifteen (15). There need not be a full complement of Trustees serving at any given time; ultimately, the number of Trustees will be determined by need.
 - B. Trusteeship is one of two basic types: Addict or non-addict. Of the Trustees, at least two-thirds (2/3) are recovered drug addicts.
 - C. The qualifications required of Addict Trustees include:
 - 1. The willingness to serve as a member of the Board.
 - 2. Nomination and election at the World Service Conference (WSC).
 - 3. A commitment to service as shown by experience working as a member of other N.A. service committees, and his or her contributions to the continuation and growth of the fellowship.
 - 4. The time and resources necessary for active Trusteeship.
 - 5. A minimum of eight (8) years' continuous abstinence from drugs, including alcohol.
 - 6. A good working knowledge of the Twelve Traditions and Steps of N.A.

- D. The qualifications required of our Non-Addict Trustees are:
 - 1. The willingness to serve as a member of the Board.
 - 2. Nomination and election at the World Service Conference (WSC).
 - 3. The time and resources necessary for active Trusteeship.
 - 4. A good working knowledge of the Twelve Traditions of N.A.
 - 5. A good understanding of the nature of the addict and of our program of recovery.
 - E. A Trustee is selected by the following procedure:
 - 1. Candidates for the Board are nominated and elected at the World Service Conference (WSC).
 - 2. Each year each Trustee is reaffirmed at the WSC.
 - F. The term of Trusteeship for a member of the Board of Trustees of Narcotics Anonymous is five (5) years.
 - G. A Trustee may be removed from office for due cause: By lack of affirmation by the WSC.
 - H. The resignation, retirement or removal of a Trustee does not exclude him or her from future nomination and election at the World Service Conference.
- V. In order to function more effectively, the Board of Trustees of Narcotics Anonymous elects officers.
- A. The officers of the Board of Trustees include:
 - 1. The Chairman.
 - 2. The Vice-Chairman.
 - 3. The Secretary.
 - B. The duties of these officers are:
 - 1. The Chairman of the Board of Trustees:
 - a. Presides over all Trustee meetings.
 - b. Holds such powers and performs such duties as may be required, from time to time, by the Board.
 - c. May appoint and define the duties of committees as authorized by the Board.
 - d. Is elected from, and is a member of the Board.
 - 2. The Vice-Chairman of the Board of Trustees:
 - a. Performs all the duties, and holds all the powers, of the Chairman in his or her absence.
 - b. Holds such powers and performs such duties as may be required, from time to time, by the Board.
 - c. Is elected from, and is a member of the Board.
 - 3. The Secretary of the Board of Trustees:
 - a. Keeps a record of the proceedings of the Board and of the Trustees.

- b. Prepares and publishes accurate minutes of the meetings of the Board within thirty (30) days of such meetings.
 - c. Is selected because of ability, and need not actually be a member of the Board.
- C. These members are elected by the Board at the final regular Trustee meeting of each calendar year, and serve for the following calendar year.
- D. The officers of the Board of Trustees may serve more than one (1) term of office, provided that they are re-elected for each term.

VI. The meetings of the Board of Trustees conform to the following:

- A. The Trustees hold regular quarterly meetings on the first Saturday of the months of February, May, August, and November.
- B. Additional Special Meetings are held whenever needed upon two (2) weeks notification by the Chairman.
- C. The regular quarterly Trustee meetings are open to members of the fellowship as non-participant observers.
- D. The attendance of at least two-fifths (2/5) of the active Trustees at a meeting constitutes a quorum for conducting the business of the Board.
- E. Each Trustee is expected to attend at least two (2) regularly scheduled meetings each year. A Trustee who is unable to attend may be asked to resign his or her Trusteeship.
- F. A record is kept of the meetings of the Board.
 - 1. Accurate minutes of all Trustees meetings are taken and published within thirty (30) days of the meeting. A copy of these minutes are sent to:
 - a. Each Trustee
 - b. The World Service Office
 - c. Each duly registered Regional Service Committee
 - 2. These are the only copies normally distributed; however, any member of the fellowship may, upon request, receive a copy of the minutes of Trustee meetings from the Chairperson of our Board by sending a self-addressed, stamped envelope.
- G. The regular meetings of the Board of Trustees follow this basic format:
 - 1. Opening.
 - 2. Information and Reports.
 - 3. Old Business.
 - 4. New Business.
 - 5. Closing.

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

A. The purpose of our W.S.B. committees are:

1. To be a resource and provide continuity for W.S.C. committees.
2. To be an available source of information, experience & guidance in their areas of specializations.
3. To be a place where valuable trusted servants can contribute to our Fellowship after their term of office as a Trustee have passed.

B. The Standing Committees include:

1. Internal affairs (concerned with what occurs within our fellowship and service structure; with emphasis on WSO - WSC, finance, activities, etc.)
2. External Affairs (concerned with how our fellowship and structure interface with society; with emphasis on Hospitals and Institutions, Public Information, Public Relations, Relations with the Medical Profession, Criminal Justice System, and the Media, etc.)
3. Policy and Structure (concerned with the growth and development of our Fellowship and its services, our Service Structure, Formal Service, Planning, etc.)
4. Training and Education (concerned with providing service related information and experience for all levels of our service structure, including monthly articles on service topics, service learning conferences, training sessions, distribution of service information, etc.)
5. Literature Review (concerned with literature review and verification, newsletters, periodicals, etc.)

C. Trustee Committees are chaired by a Trustee who has been selected by the WSO Chairperson because of his or her experience in a specific area. Other members of these committees include other Trustees, members of the fellowship, or non-addicts as appointed by the committee Chairman.

D. Minutes of all sub-committee meeting are taken and copies of these minutes are maintained by the Secretary of the Board of Trustees and by the World Service Office (WSO).

VIII. A. The WSB and its members participate in, contribute to, and respond to N.A. and our Service Structure.

1. An Addict Trustee can participate in and contribute to our Fellowship just as any other N.A. member can except:

- a. A Trustee should make it clear when he or she is acting as a Trustee and when he or she is acting as an N.A. member.

- b. A Trustee should keep in mind that Trusteeship places us in the role of examples, and avoid politics, personalities, and controversy.
 - c. A Trustee should minimize other elective service positions.
 - 2. An individual Trustee may present a formal recommendation or opinion as a Trustee but should avoid speaking for the Board as a whole. These actions should be documented and a copy sent to the WSB Chairperson for inclusion in our records.
 - 3. Any Service Unit (Group, Area, Region, WSC, or committee thereof) may initiate an "Opinion of the WSB" by submitting a written question to the Board for consideration.
- IX. The Board of Trustees is an advisory Board rather than a directive Board. It is our responsibility to offer guidance to our members, our groups, and our service committees in matters concerning the Traditions or which affect N.A. as a whole.
 - A. The actions of the Board or of any individual Trustee are documented so that we can learn from our experiences. The following basic format is used in documenting trustee action:
 - 1. Date, location, Trustee(s) involved.
 - 2. Description of problem.
 - 3. Action taken.
 - 4. Effect of action.
 - B. In keeping with our role as an advisory Board, the WSB offers opinions and recommendations rather than directives or mandates. The implementation of WSB recommendations lies with those requesting information or guidance.
- X. These guidelines may be amended at any time by two-thirds (2/3) majority vote of the W.S.C.

PART FIVE

BOARD OF TRUSTEES



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TO : THE FELLOWSHIP
FROM: WSB

The WSB guidelines were prepared from Trustee input compiled and adopted with changes by the WSB as a whole. The following is an explanation of some of the changes from the Temporary Working Guide to the Service Structure and some of the discussion that went into the process of obtaining Trustee adoption of these recommended guidelines.

Under Section IV-A, there was much discussion of increasing the size of the Board to 20 or to 25. While we could see excellent reasons for doing so we felt at this time it was impractical due to the fact that at present there are four vacancies and terms are five years. We believe that the needs of the Fellowship can best be met by having the Board members each carry their full share of the work load before adding any new positions to the Board. Next year it may be appropriate to add 5 positions and the following year, if needed or desired, again an addition of 5 may be indicated. A phased sequence of adding WSB members is more desirable. This way a substantial number of Board members will not have terms expiring at the same time.

There was much discussion of the suggested time requirement for WSB members. Previously the time requirement was 5 years because when the original structure was developed there were few members in the Fellowship who had more than 5 years continuous abstinence. As N.A. began to grow, there were few outside of California with over 5 years abstinence but that has changed now. Many felt that the suggested abstinence should be increased to 10 years. Eight (8) years was a compromise as the majority felt that time brought service experience and with that experience maturity and that World Service Board positions need the increase in abstinence time.

We debated the Trustee removal procedure in the guidelines. We believe that no formal removal clause should exist in the Trustee guidelines as Trustees are elected and affirmed by the World Service Conference and that WSC alone, by non-affirmation has the right to remove a Trustee.

The sub-committee system suggested in the Trustee recommended guidelines is in no way intended to act in conflict with or in competition with the WSC subcommittee

system. It is intended to improve the functioning of WSB and to more evenly spread the responsibility for the work among the WSB members and not overburden the chairperson.

For example, a Literature subcommittee within WSB could have assumed responsibility for the NEWSLINE articles and for the up coming Living Clean Workshop by the Trustees, and not have left that to the chairperson. An Internal Affairs subcommittee could have prepared the guidelines and relieved this chairperson of that duty. It is the intention of these guidelines that no individual Trustee or WSB subcommittee work on any project without presenting it first, to the entire Board, and then, receiving authorization by that Board. The WSB subcommittees would be available to assist WSC subcommittees, but should do so only after after requested by the WSC Administrative Subcommittee.

Section IX was altered to allow greater flexibility in answering fellowship correspondence. Most of what WSB receives are requests for information and advice "can we do thus and so and still remain within the traditions?" and to require a standard format of answering does not necessarily fit this request.

We have worked on these proposed guidelines with the interests of the Fellowship foremost in our minds and hearts and it is our hope the fellowship will approve them.

Yours in Service,

Sally E.
BOT Chairperson

Sydney R.
Re:Correspondence
BOT

Bob B.
BOT

sb



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TO: Fellowship of N.A.
SUBJECT: Change in WSC policy on election of Trustees
DATE: JANUARY 1984

The December 3, 1983 meeting of the Board of Trustees authorized the following input to the World Service Conference

Last year when elections were held for new WSB members, a single list of nominations were made and the top five people were selected from that list with only one ballot. We propose that the procedure be altered. We recommend that separate elections take place, one for each trustee position.

We feel that WSB positions warrant election by consensus of the Conference rather than a few votes.

Yours in Service

Sally E.
WSB Chairperson



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REPORT

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TO: Sally Evans, Chairperson, World Service Board of Trustees

Ginni Swanson, Chairperson,
World Service Conference Literature Subcommittee

FROM: Sydney Rosen, Member,
World Service Board of Trustees

RE: World Service Conference Literature Subcommittee

DATE: January 6, 1984

For approximately the past three and one half years, I have been involved in the compilation and composition of various literature for this Fellowship, beginning with my activities as the Chairperson for the Bay Cities Area Literature Committee, working on the "Gray Book"; with workshops in Santa Monica, California and Warren, Ohio, working on the "Basic Text", up to the present time, serving as a WSB Trustee/liason to the World Service Literature Committee.

During my experience in this period of time, I have seen a real need for change within the literature review process. Our Fellowship has grown so rapidly that I feel we have outgrown the procedures which were in effect in the past in the development and approval of N.A. literature.

While working closely with Ginni S., Chairperson of the WLC this year, I became aware of the value of having the WSB work closely with a WSC Sub-committee. Together we have been able to create a close working relationship between the WSB and the WLC Committee.

In my perception and evaluation of the World Literature Committee between the time I first became involved, to the present, I have become aware of the fact that what worked for us before is no longer feasible, due to the tremendous growth within the Fellowship. We are receiving vast amounts of literature, and the need and demand for it continues to increase. With this need comes the responsibility to ensure that our literature reflects the Steps and

Traditions upon which it is based.

I also find that the literature already approved may need further review and editing, and because of these needs I would like to suggest the necessity of creating an additional Literature Review Committee within the WLC.

With these suggestions, I don't want to write policy, supercede authority, or undermine the value or purpose of the existing WLC. I just wish to give an example of what possibly could be created to further complement the important tasks of this committee.

I would like to further emphasize that the particular committee which I am suggesting shall work closely with the WLC Chairperson at all times. The Literature Review Committee would be implemented for the express purpose of reviewing literature which has been compiled by the WLC. If the WLC feels that a particular piece of literature is appropriate and needed by the Fellowship, it should then be put together into a comprehensive form by the committee. The committee would make the decision at this point in the procedure that the work will help the addict who still suffers, the addict in recovery; that it would supply valuable information to the medical profession, business community or clergy in clarifying the nature of addiction and in aiding in the addict's recovery; and it would further carry the message of this Fellowship.

At this point, after the literature has been compiled and edited by the WLC, the next stage would be for that committee to send the work to its Literature Review Committee. My idea for this particular committee is that it be composed of five (5) members, with a minimum of five (5) years clean time, a solid experience in the working of the Steps and Traditions of this program, and an extensive experience in working with the literature of this Fellowship, on an area, regional and world service level. (The past Chairperson of the WLC would possibly qualify for a service position on this committee.) My suggestion is that three members of this Literature Review Committee be members chosen by the Fellowship at large at the World Service Conference, and two (2) members be chosen by the Chairperson of the World Literature Committee.

At least one or two Trustees should be included in this committee, to help filter out Tradition and legal problems that may be present upon initial review. This would also lessen the WLC's workload in their final revision of material to be submitted for Fellowship approval.

To ensure unity within the committee, I would recommend that no more than one person from any region serve on this committee. This Literature Review Committee, if established, would be required as mandated by the World Service Conference to review and make decisions on every item of literature sent to them from the WLC, within ninety (90) days upon receipt of the item. The committee would then send its decision back to the WLC, and the

procedure of compilation and editing would continue. At the point at which the specified literature has been reviewed and approved by the Literature Review Committee, it would then be distributed by the WLC to the Fellowship at large for review, before final approval at the World Service Conference.

This review and edit procedure would also encompass existing literature, which would undergo a re-examination and re-evaluation every three years to ascertain that it was still pertinent to the Fellowship, met the standards of the WLC, and followed the Steps and Traditions of this program. Again, after review by the Literature Review Committee and the WLC, the literature would be reaffirmed by the Fellowship as a whole at the World Service Conference.

As I stated before, none of this is an absolute, non-negotiable decree but rather a suggestion or suggestions that might be incorporated into the World Literature Committee as it now exists. This is an idea of what can be done, what might be done, to strengthen this World Service Conference Subcommittee, and in turn our Fellowship. With this in mind and with gratitude for the opportunity to serve, I submit this report as input to you for submission to the Chairperson of the 1983/84 World Service Conference to be included on the agenda of the 1984 World Service Conference.

In service to the Fellowship

Sydney Rosen, Trustee
World Service Board of Trustees

Attachment: Diagram of how system might be arranged.