

**WSB APPROVED**  
**WORLD SERVICE BOARD OF TRUSTEES**  
**OPERATIONAL PROCEDURES**

The World Service Board of Trustees was created in the early 1960s and is the longest standing service body in NA today. Its purpose is to serve the fellowship which it does through its committee system and **is accountable through** the World Service Conference. Each trustee, as they are commonly known, serves on one or more WSB committees and also serves as a conference participant at the annual meeting of the WSC. While the trustees may not represent a specific constituency they do represent all the members of NA.

Frequently, the board has been called upon to assist in the resolution of important issues facing our Fellowship. The needs of our fellowship are ever changing and since those early days of our growth, the board has performed a number of functions that affect the NA Fellowship as a whole. Although the general policies of NA are guided by our traditions, it is the board's responsibility to apply those policies to all world service efforts.

It is the responsibility of the **WSB** to take the work and projects committed to them by the conference, plan and oversee their production, and bring them back for WSC approval upon completion. WSB committees plan and oversee work and are composed of trustee and non-trustee members. The committees are concerned with literature development and translations, public and professional relations, hospitals and institutions, fellowship growth and development, fellowship services and policy, and NA finances.

The Board assists the World Service Conference in determining the priorities and focus of their committees. Through their close association with the World Service Office Board of Directors, they are involved in determining the direction of the World Service Office.

The WSB functions within its own operational procedures, but also works closely with the other World Service boards and committees. In general, the board's role is to provide leadership and guidance to NA's world services and to offer its experience to the fellowship as a whole.

1. The purpose of the World Service 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 NA.

- B. Participation in development of the priorities and focus of world services.
- C. Assist in determining the direction for the World Service Office.
- D. Participation in the development and review of the world service budgets.
- E. Management of projects committed to the Board by the WSC.
- F. Involvement in the growth and development of NA communities worldwide.
- G. Education and training for the fellowship through involvement in workshops, learning days, and conventions.
- H. Membership on **world service** committees concerned with budget, travel, translations, etc.
- I. Responds to questions and concerns, and promotes communication within the fellowship.

**5. Procedures for Dual Membership on the WSB and WSO BOD.**

- A. During the first year these guidelines are activated, the selection of these members shall be done through a process jointly agreed upon by the WSB and WSO BOD.**
- B. After one full year, the WSB and BOD will jointly present a report, recommendation and possibly a motion to the WSC defining the positions, the election process and terms of service.**
- C. During this one year trial, the number of voting trustees will remain the same.**

1. In order to function more effectively, the World Service Board of Trustees of Narcotics Anonymous elects leaders.

A. The leaders of the World Service Board of Trustees include:

- (1) The chairperson
  - (a) Must have served a minimum of two years on the Board.
- (2) The vice chairperson
  - (a) Must have served a minimum of one year on the Board.
  - (b) It is expected that the vice chairperson will serve a term as chairperson of the Board, after completing their term as vice chairperson.
- (3) **Standing committee chairpersons**

B. The duties of these leaders are:

- (1) The chairperson of the World Service Board of Trustees:
  - (a) Presides over all trustee meetings.
  - (b) Performs such duties as may be required, from time to time, by the Board.
  - (c) Appoints **members** to and **assigns** the duties of **WSB Standing Committees** as authorized by the **Steering Committee. (See WSB Guidelines, Section 2)**
  - (d) Is elected from and is a member of the Board.
- (2) The vice chairperson of the World Service Board of Trustees:
  - (a) Performs all the duties and holds all the powers of the chairperson in his or her absence.
  - (b) 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 WSB Standing Committee chairpersons:**
  - (a) **Assign projects to committee members.**
  - (b) **Coordinated committee projects.**

- (c) **Acts as the liason between other World Service boards and committees.**
    - (d) **Develops standing committee reports and budgets.**
    - (e) **Is elected by the members of the WSB Standing Committees.**
  - C. **These leaders are elected by the Board at the May/June meeting of each conference year. Their term begins at the end of the meeting at which they are elected and they serve through the following May/June meeting of the WSB.**
  - D. **The leaders of the World Service Board of Trustees may serve more than one (1) term of office, provided that they are re-elected for each term.**
2. **In order to perform their duties and to function more effectively, the World Service Board of Trustees utilizes a Steering Committee.**
- A. **The members of the Steering Committee include:**
    - (1) **The World Service Board of Trustees chairperson, who also acts as the director of the steering committee.**
    - (2) **The World Service Board of Trustees vice chairperson, who acts as the director in the absence of the chairperson.**
    - (3) **The chairpersons of the WSB Standing Committees. (See WSB Guidelines, Section 4B)**
    - (4) **One member of the World Service Board of Trustees who is a member of the Board of Directors.**
    - (5) **The Executive Director of the World Service Office, who is a non-voting member.**
  - B. **The Steering Committee provides the general administrative functions for the entire World Service Board of Trustees between the regularly scheduled meetings of the Board. Their responsibilities include:**
    - (1) **Review of trustee projects.**
    - (2) **Development of agenda for trustee meetings.**
    - (3) **Proposals for future plans for the World Service Board of Trustees and trustee standing committees.**
    - (4) **Assignments of trustees to trustee standing committees.**
    - (5) **Allocation of resources to trustee standing committees according to priorities.**

- (6) Accountability to World Service Conference for trustee ethics.
  - (7) Accountability of trustee standing committees for completion of their assigned projects.
  - (8) Discussion of significant issues which come up for immediate consideration between regularly scheduled meetings.
  - (9) Crisis management.
- C. All members of the World Service Board of Trustees must be notified of any decisions made by the Steering Committee as soon as possible after the decision and prior to action being taken on the decision.
3. 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 is:
- (1) To be a resource and provide continuity for World Service Conference committees.
  - (2) To be an available source of information, experience and guidance in their areas of specialization.
  - (3) To be a place where world level trusted servants, **after their term of office is completed**, can **continue to** contribute **their valuable experience** to our fellowship.
- B. The standing committees include:
- (1) Steering Committee (see item 2A 1-5)
  - (2) Internal Affairs--concerned with what occurs within our fellowship and service structure; with emphasis on WSO, WSC, finance, activities; along with our fellowship's growth and development, service structure development, provision of services, planning, etc.
  - (3) 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, the criminal justice system, and the media. etc. The External Affairs Committee also provides administrative support for the WSB Additional Needs Panel.
  - (4) Literature Review--review literature as requested, administer assigned literature projects, handle any other related literature issues or tasks on an as-needed basis (i.e., interact with the translation committee).

4. The meetings of the World Service Board of Trustees conform to the following:
- A. The trustees meet a minimum of four (4) times each conference year.
  - B. Additional special meetings are held whenever called upon two (2) weeks notification by the Steering Committee. Any member may call for a special meeting, but this meeting must be approved by the Steering Committee.
  - C. The regular quarterly trustee meetings are open to members of the fellowship as non-participant observers.
  - D. Any three (3) members of the World Service Board of Trustees may call for a closed session during a regularly scheduled meeting.
  - E. Any member may request a conference call of the entire board but this must be approved by the Steering Committee.
  - F. The attendance of at least 2/3 of the active trustees at a meeting constitutes a quorum for conducting the business of the Board.
  - G. Each trustee is expected to attend all scheduled meetings of the year. A trustee who is unable to attend two or more regularly scheduled meetings in a given year may be subject to **suspension** by a 2/3 vote of the full Board.
  - H. Motions must be made and seconded by the members of the Board.
  - I. Motions must be adopted by a 2/3 majority of the quorum present, except for elections, which require a simple majority.
  - J. Tabulation of votes will be done by raised hands, **or be roll call voice vote on conference calls**. No written ballots will be taken except during elections.
  - K. Votes may be taken by conference call, between regularly scheduled meetings, in the event that a decision must be made involving all trustees. No decisions are to be made by polling of individual members.
  - L. A record is kept of the meetings of the Board.
    - (1) Accurate minutes of all trustee meetings are taken and published within thirty (30) days of the meeting. Copies of these minutes are sent to:
      - (a) Each trustee

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- (b) Past trustees (as they request to be included on the mailing list)
- (c) Each duly registered regional service committee.
- (d) All World Service Conference participants.

**Sections 3 and 4 of the guidelines were reversed in position in previous drafts of this document. This document was revised in consultation with the chairperson of the WSB Internal Affairs Committee and the WSB Vice Chairperson.**

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