

**MIDCOAST AREA POLICY 2011**  
UP TO AND INCLUDING SEPTEMBER 2011

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## FORMAT

### Establish Quorum

1. Open meeting with a moment of silence asking members to reflect on their involvement, thinking about who they serve and why, followed by the Serenity Prayer.  
\*\*\*\*\*Have one minute of silence followed by the “we” version of the serenity prayer before beginning and resuming business on the ASC floor.\*\*\*\*\*
2. Read the Twelve Traditions and Twelve Concepts for NA Service.
3. Read the concept corresponding to our ASC year calendar.
4. Read the first three paragraphs of “Definition of an ASC”.
5. Roll call – (Admin. Committee, GSRs, and Subcommittee Chairpersons).
6. Recognition of new groups.
7. Recognition of anniversaries.
8. GSR reports
9. Literature Distribution report.
10. Secretary’s Report. (Motion to accept minutes is in order.)
11. Treasurer’s Report.
12. RCM’s Report.
13. Subcommittee reports. (Ad hoc committees report)
14. Open Forum/Sharing Session.
15. Old Business. (Quorum needs to be re-established.)
16. Elections. (Quorum needs to be re-established.)
17. New business. (Quorum needs to be re-established. Pre-arranged agenda has priority.)
18. Approval for payment of bills to the Area. (Quorum needs to be re-established.)
19. Donation to the Region.
20. Discussion of time and place for next meeting.
21. Announcements.
22. Close meeting.

### DEFINITION OF AN 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.

The most important service, which an ASC provides, is that of supporting it’s member groups. Whenever a group has a specific situation or need which has not been able to handle on its own, it can come to its ASC 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 that are of help to the groups. It can help 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 to keep a stock of literature that 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, ASC needs the active participation of it’s GSRs. A group supports its ASC both financially and emotionally. It takes money to provide these services. It is a

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group's responsibility to offer the support. 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 courses 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 their own group informed and must represent that group's conscience in all committee decisions. GSRs should evaluate each vote in terms of the needs of those they serve and the needs of N. A. as a whole in the area they serve. In addition to this, a GSR participates in helping carry out the ASC's other functions. The attraction of new members, the planning and implementation of activities and the aid given to groups with specific situations are services that require much more effort than a monthly meeting.

In order to coordinate its services, each ASC elects officers yearly. Leadership and the ability to organize give the committee direction and the 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.

### **QUALIFICATIONS AND RESPONSIBILITIES OF ASC OFFICERS**

#### **CHAIRPERSON:**

The qualifications are: a willingness and desire to serve, service experience, active for at least one year in the NA service structure, the willingness to give the time and resources to do the job, a suggested five years abstinence from all drugs, leadership ability, the ability to communicate and the ability to organize.

The responsibilities are: arranges for and presides over the monthly meetings, responsible for correspondence, maintaining Area files and archives, is a cosigner on the Area bank account, enforces rules of decorum and discipline, attempts to be absolutely fair and impartial.

#### **VICE CHAIRPERSON:**

The qualifications are: a willingness and desire to serve, service experience, active for at least six months in the NA service structure, the willingness to give time and resources to do the job, a suggested five years abstinence from all drugs, leadership ability, ability to communicate, and the ability to organize.

The responsibilities are coordinates all subcommittee functions; in the absence of the Chairperson, the Vice-Chairperson shall perform all duties of the Chairperson. The Vice-Chairperson is a cosigner on the Area bank account and is liaison between all subcommittees to assure proper coordination of responsibilities. The Vice-Chairperson shall be responsible for maintaining any vacated office until elections are held.

#### **SECRETARY:**

The qualifications are: a willingness and desire to serve, service experience, active for at least six months in the NA service structure, the willingness to give time and resources to do the job, a suggested one year abstinence from all drugs, leadership ability, ability to communicate, ability to organize.

The responsibilities are: keeps an accurate record of each ASC meeting, types and distributes copies of the minutes to each GSR, subcommittee chair, and admin. member no later than two weeks following the ASC meeting, types and sends any letters and/or correspondence that the committee so dictates, and any job that may be appointed to the secretary during the year. The Secretary is a cosigner on the Area bank account.

#### **A. Minutes Format**

##### **1. Roll Call:**

###### **(a) Table Format**

(b) To include Group Name, and 7 months of attendance history, by month to be marked with an (x) if the GSR or Chair attended, and an (-) if the GSR or Chair did not attend. Empty positions will be marked as (open)

##### **2. Opening of ASC: the following points will be specified...**

(a) The date and time the ASC started, who opened the meeting, followed by the serenity prayer.

(b) Who read the Twelve Traditions

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- (c) Who read The Twelve Concepts
  - (d) Who read The Concept of the month (concept number to coordinate with month number)
  - (e) Who read The first three paragraphs of "Definition of the ASC"
  - (f) Who read Roll call was taken by
  - (g) If quorum was or was not established
3. Before Reports:
- (a) Were the minutes accepted, and which group made the motion, and second?
  - (b) Any new groups? If so, place group info in this section. If not, do not add to the minutes at all.
  - (c) Anniversaries: Who, and how much time?/ Which group, and how long?
4. Reports: If the position is not filled, do not make a place for the report. If the position IS filled, please include the report and the name of the trusted servant doing the report. If there was no report handed in, please specify there was no report made.
- (a) Secretary
  - (b) Treasurer
  - (c) RCM
  - (d) Activities
  - (e) HI
  - (f) Help Line
  - (g) PI
  - (h) Lit Review
  - (i) Literature Distribution
  - (j) MCCNA Chair
  - (k) MCCNA Vice Chair
  - (l) MCCNA Treasurer
  - (m) MCCNA Hotel Liaison
  - (n) Any ADHOC committees
5. Old Business: These motions are to be formatted as they are on the motion sheet, AND must include the motion number.
- (a) All previous months New Business will be placed in this section with the outcome of the motion. (passed/fail, AND the vote count)
  - (b) If a motion from the previous month did not receive a pass or fail disposition and has to be re-voted on, gets sent back to the maker, is tabled for further info, etc., it needs to be placed in the current months NEW BUSINESS SECTION WITH THE ORIGINAL MOTION NUMBER.
  - (c) Motions do not get separate pass/fail sections. Old business is old business.
6. Open forum:
- (a) State who shared, and a summary of what was shared.
7. New Business: These motions are to be formatted as they are on the motion sheet AND must include a motion number.
- (a) New business motions are to fall under 1 of 2 categories, (1) Motions that will not/ or will not YET get sent back to groups. These dispositions include: voted on the area floor (to include the vote count) /tabled for further info/ sent back to maker. These motions do NOT get highlighted. (2) Motions that are being sent back to groups: These motions get highlighted in gray.
  - (b) Motions that fall under category (1) do not get placed into separate pass/fail categories. They are simply put in order by motion number, with a disposition.
  - (c) Any motion that is asking for a budget approval, the budget needs to be included with the motion, or the budget needs to be placed on a separate page, and the page needs to be referred to in the motion.
  - (d) PROS AND CONS NEED TO BE INCLUDED
  - (e) Motions that are called OUT OF ORDER on the area floor DO NOT get included in the minutes.
  - (f) All motions must be written as according to policy. (i.e., if it's a motion to MAKE policy or STRIKE policy, it needs to be stated. If it's a motion to CHANGE policy, the motion needs to state the CURRENT POLICY, AND it also needs to state the policy AS IT WOULD READ IF CHANGED)
8. Regional Motions
- (a) 2 Categories: (1) Motions that were voted on the regional floor AND its disposition. These motions DO NOT get highlighted in gray. (2) Motions that are being sent to groups need to be highlighted in gray. Budgets must be included as well.
  - (b) Motions do not get separate pass or fail sections. They are simply grouped under regional motions with their dispositions.
9. Open positions
- (a) List the available service positions (1) for the area, qualifications can be referred to in the policy packet. (2) For the region, qualifications can be referred to in the policy packet.
10. Nominations
- (a) List any nominations for positions to include: the nominee, Motion Maker, Motion second, and nominee's qualifications.
11. Elections
- (a) List the nominee(s) and the vote count.
12. Group Reports
- (a) Not every group needs to be listed here. Only the groups that handed in a report.
13. Misc/Addendums/Etc.:
- (a) Include a contact list. If a GSR of someone who holds an area position would like to make their contact info available, they should be able to do so.

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### 14. Closing Area:

- (a) Motion to pay the bills: All bills? Contractual Bills only? Include which group made the motion, and which group made a second to the motion.
- (b) Announcements
- (c) H&I meet the first Tuesday of the month at Advent Lutheran Church; Yamato Road & Dixie Highway in Boca Raton.
- (d) Time and Place of Next ASC: be sure to include at what times ADMIN/Subcommittees/GSRs meet.
- (e) Take extra care to make sure that everyone knows how to contact the secretary.

### 15. Include any additional Documents:

- (a) Lit order form, any newsletters (if available), GSR Report form, and motion form.

### B. Additional

- 1. Specify when a break was taken
- 2. Specify every time a head count for quorum was taken, and if quorum was or was not established.

Vote 10-0-6 PASSES

### **ALTERNATE SECRETARY:**

This is a two-year commitment. The first year is a training year.

The qualifications are: a willingness and desire to serve; service experience on the Area level for at least one year; the willingness to give time and resources to do the job; one year abstinence from all drugs; a working knowledge of the Twelve Steps, Traditions, and Concepts.

The responsibilities are: Assists Secretary in keeping an accurate record in each ASC meeting types and distributes copies of the minutes to each GSR, subcommittee chair, and admin member no later than two weeks following the ASC meeting, types and sends any letters and/or correspondence that the committee so dictates, and any job that may be appointed to the secretary during the year. The Alternate Secretary is **not** a cosigner in the Area Bank account.

### **TREASURER:**

The qualifications are: a willingness and desire to serve, service experience, active for at least six months in the NA service structure, the willingness to give the time and resources to do the job, a suggested four years abstinence from all drugs, leadership ability, ability to communicate, ability to organize.

The responsibilities are: makes reports of contributions and expenditures at every ASC meeting, as well as quarterly and annual reports including Budgeted & Actual reports for each subcommittee within the area. Attempts to make sure every group is contributing their fair share to support the services necessary and to establish reserves that are adequate to serve the Area. All monies are channeled through the Treasurer. The Treasurer is the one who distributes the moneys to pay bills as needed and keeps accurate receipts. The Treasurer checks the mailbox twice a month. The Treasurer is not a cosigner on the Area bank account. Term of office is 12 months: October 1 to September 30 the following year.

### **ALTERNATE TREASURER**

The office of Alternate Treasurer is a 24-month commitment. The first 12 months of service are spent becoming familiar with the job.

The qualifications are: the same as for the Treasurer, with the exception: a suggestion of three years of continuous abstinence from all drugs. The Alternate Treasurer is not a co-signer on the Area bank account.

The requirements are: assisting the treasurer at all ASC meetings and filling in for the Treasurer if the Treasurer is absent or for any reason unable to complete their term in office.

### **REGIONAL COMMITTEE MEMBER: aka RCM**

The qualifications are: the willingness and desire to serve, service experience, active for at least one year in the NA service structure, the willingness to give time and resources to do the job, a suggested two years abstinence from all drugs, leadership ability, ability to communicate, ability to organize.

The responsibilities are: to represent the group conscience of an ASC at a Regional level and provide their Area with the agenda for the RSC at least ten days before the RSC meets. An RCM attends all RSC meetings and takes part in any decisions that affect the Region, speaking as the

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voice of the ASC's group conscience An RCM must be able to work for the common good, placing principles before personalities at all times.

### **ALTERNATE REGIONAL COMMITTEE MEMBER 2: aka Alt RCM**

The office of Alt RCM is a two year commitment: the first year of service is spent becoming familiar with the job.

The qualifications are: the same as for RCM, with the exception: a suggestion of one-year continuous abstinence from all drugs. This position is elected in even number years with a two-year term limit<sup>1</sup>.

The requirements are: attending all ASC and RSC meetings and filling in for the RCM if the RCM is absent or for any reason unable to complete their term in office.

### **POLICY PERSON**

The qualifications are: a willingness and desire to serve; service experience on the Area level for at least one year; the willingness to give time and resources to do the job; two years abstinence from all drugs; a working knowledge of the Twelve Steps, Traditions, and Concepts.

The responsibilities are: to provide an updated policy package once a year, which includes grammatical corrections for approval on ASC floor in September to be distributed in October, to provide addendum on an as needed basis, and to provide interpretation of Area policy when needed.

### **ALTERNATE POLICY PERSON**

The qualifications are: a willingness and desire to serve; service experience on the Area level for at least one year; the willingness to give time and resources to do the job; two years abstinence from all drugs; a working knowledge of the Twelve Steps, Traditions, and Concepts.

The responsibilities are: to aid in providing an updated policy package once a year (in October), to aid in providing addendum on an as needed basis, and to assist in the interpretation of Area policy when needed. This is a two-year commitment. The first year is a training year.

### **MAL**

The qualifications are: Five years abstinence from all drugs. A minimum of one year of involvement on ASC floor and as an admin member. A working knowledge of the 12 steps and traditions and 12 concepts. The ability to give time and resources to fulfill the position.

The responsibilities are: To be an active member of ASC providing experience and guidance to help ensure the ASC procedures are carried out properly. Also will help fill open positions at the admin level.

## **ELECTION OF ASC OFFICERS**

1. Election of ASC Officers include; all positions listed above under ASC Officers; all Subcommittee Chairs; MCCNA Vice-Chair MCCNA Treasurer; and MCCNA Hotel Liaison.
2. Nominations **should** be solicited by group conscience of each group within the Area and be brought to the August ASC meeting. Subcommittee officers **should** be elected from the active GSRs. Elections are held in September. The service term for any MidCoast ASC position runs from October 1st to the following September 30th with these exceptions: The RCM Alt and the RCM will serve from the September RSC to the October ASC. The MCCNA Chair, MCCNA Vice-chair, MCCNA Treasurer and MCCNA Hotel Liaison positions shall take effect immediately following the ASC monthly meeting (end of business) post the actual convention for that year and run through the end of ASC business the following convention
3. Elections are held in September.
4. In order to be elected, each nominee must be present unless his or her reason for not attending is turned in, in writing, before the start of area. .
5. In July, the Vice-Chairperson, Alternate Policy Person, Alternate Treasurer, Alternate RCM, and Vice chair of MCCNA are given a priority vote of confidence for Chairperson, Policy Person,

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Treasurer, RCM, and MCCNA Chairperson respectively. If a  $\frac{3}{4}$  majority is not reached, the issue is sent back to the groups for further nominations

6. Nominations should be solicited by group conscience of each group within the Area and be brought to the August ASC meeting. Subcommittee officers should be elected from the active GSRs.
7. An explanation of the office is read from the Area Guidelines to establish each position's responsibilities.
8. The position is announced and nominations are taken, at this time qualifications and requirements of the position will be read.
9. After accepting nominations from the groups, the Chairperson will ask the floor if there are any further nominations.
10. Each nomination must be seconded.
11. A motion is made to close nominations and must be seconded. .
12. At the time of nominations, each nominee shall state in person his/her qualifications for serving the fellowship as a whole in this Area (state clean time, past service experience, and why the nominee can and desires to serve the fellowship). If the nominee is not present, the ASC, at its discretion, may accept written qualifications, if they are presented prior to the start of the ASC meeting. All nominees are required to submit written qualifications to be included in the minutes.
13. In the case of only one nomination, a vote of acclamation is taken. If a  $\frac{3}{4}$  majority is not reached, the issue goes back to the group for further consideration
14. It is recommended that no officer serve more than two consecutive terms.
15. The Chairperson votes only in the case of a tie. The Chairperson may consult the Administrative Committee before voting. The Chairperson, however, may not abstain.
16. Each person can hold only one office.
17. Should an office be vacated in the middle of a term, nominations will be solicited immediately and elections held as soon as possible.
18. In the event of a mid-term vote of acclamation for the Vice-Chairperson, Alternate Treasurer, Alternate Policy Person or Alternate RCM to the positions of Chairperson, Policy Person or RCM respectively, these trusted servants would be allowed a priority vote of confidence in July.

### **ADDITIONAL GUIDELINES**

#### **GENERAL**

1. All ASC meetings are open to NA members and they do have a voice on the floor.
2. To be recognized on the floor, a raise of the hand is necessary.
3. Each member should acquaint themselves with the "Midcoast Area Guidelines" and the "Guide to Local Service".
4. Reports from GSRs and the RCM should consist of the following and should be written or typed, so the Secretary can have accurate notes:
  - Name of group,
  - Number of members,
  - Number of people attending,
  - Situations, problems or difficulties,
  - Donation to Area.
5. All new groups should register and be given a group starter kit.
6. If an issue falls under the responsibility of an existing subcommittee, the issue is referred to that subcommittee.
7. GSRs, RCM and Alternate, as well as the Administrative Committee and Subcommittee Chairpersons are to receive a copy of the current "Midcoast Area Guidelines".
8. All new GSRs will be provided with a GSR handbook at their first ASC meeting.
9. Each subcommittee chairperson shall be given a copy of the handbook for the subcommittee.
10. The Administrative Committee has the final say as to when an issue may be decided on the floor.

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11. Those included in the Administrative Committee are the Area Chairperson, Vice Chairperson, RCM, Alt RCM, MAL, Secretary, Treasurer, Alternate Treasurer, Policy Person, and Alternate Policy Person.
12. There should be a monthly working meeting whose members consist of the Area Vice Chairperson, Subcommittee Chairpersons, RCM, RCM Alternate, and any other interested parties. This meeting is to be held at 12:30pm each month prior to the start of the ASC.
13. The RCM shall submit the Regional motion and intent only to the ASC.
14. The ASC will provide GSRs and Subcommittee Chairpersons with a copy of the Conference Agenda Report each year, provided funds are available. CARs should be purchased as soon as available.
15. Mid Coast ASC policy is to be followed in the running of the ASC meeting. This includes discussion on regional issues and votes. In the absence of ASC Policy, "The Guide to Local Service" is referred to first and as a last resort refer to "Robert's Rules of Order".
16. Ten-minute breaks will be taken every hour at all ASC meetings.
17. Literature orders shall not be accepted after 2:15 pm on days the ASC meets.
18. Check requests will not be accepted after 2:00pm on the day ASC meets by the Area Treasurer.
19. The new ASC admin will create a calendar for the next 12 ASC meetings, reviewing potential holiday conflicts, at the October ASC for approval by the GSRs.
20. No area event shall conflict with and displace an established group, meeting, or subcommittee without the approval of the affected group, meeting, or subcommittee at least 60 days in advance.
21. A copy of all contracts entered into by or on behalf of the Midcoast Area will be given to the Area chair no later than the area following its signature. The chair must maintain and make it available for review by any trusted servant i.e. GSR, subcommittee chair, etc.

### **QUORUM**

22. Quorum is one more than half of the voting participation. Quorum is established at the beginning of the ASC meeting. Quorum will be re-established at the beginning of voting sections of the ASC. Voting participation is any recognized elected GSR within the Area or their Alternate in the GSR's absence. The Chairperson has a vote only in the case of a tie – at the Chairperson's discretion.
23. If quorum cannot be re-established at any point, the ASC will immediately adjourn and no further business will be conducted with the exception of payment of Phone Bill, Answering Service Bill and ASC rent.
24. If any group is not represented at two consecutive meetings, it is dropped from roll call. When it returns, it will be included in roll call (the purpose of this is to establish accurate quorum).

### **MOTIONS & VOTING**

25. Only those listed below can make or second motions:
  - GSRs or their Alternates in their absence,
  - Administrative Committee as a whole resulting from the Administrative Committee meeting, except in the case where it would take away from the Chairperson's responsibility.
  - Subcommittee Chairpersons or Vice Chairpersons in their absence.
26. Discussion on motions should be kept to two pros and two cons. If longer, consideration to table or suspend the order of the day may be in order. If tabled, the motion will automatically be placed on the following month's agenda under "Old Business".
27. All motions are to be submitted to the secretary in writing before New Business. Amendments may be added and the author of the motion shall be given time on the floor to speak to the intent of the motion during new business.
28. Motion to table has one pro and one con.

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29. Upon Ruling a Motion out of order- chair must submit to secretary, as well as read aloud on Area floor the reason the motion is out of order.
30. In the event that a problem arises between the regularly scheduled ASC meetings that require an immediate decision, the Chairperson shall conduct a poll of the other Administrative Committee members to decide that matter at hand. A majority vote is required.
31. All motions shall be submitted one month prior to their consideration on the floor of the ASC meeting, and shall be included in that month's minutes for the group conscience vote. Exceptions to this are as follows:
  - Request for normal operating expenses;
  - Motions that, because of time, must be considered at that ASC meeting;
  - Motions that affect the operation of the ASC without affecting the groups or individual members. (Any motions meeting these exceptions must get a 2/3 majority vote to pass, or said motion will be sent to groups.)
32. On all ASC votes, with the exception of procedural motions, abstentions stand alone. They do not count for or against the majority, and/or the vote total. In the case where abstentions are the prevailing side, said motion is then tabled for further information and brought back on the floor at the following ASC meeting. For a motion requiring a 2/3 majority, if abstentions are more than ¼ of all voting participants, then the motion is automatically tabled for further information.
33. Motions that pertain to changing policy shall include the policy as written and what it is proposed to be changed to. A 2/3 majority is required to change existing area policy or implement new Midcoast ASC policy.
34. On all ASC votes, the vote count will be recorded in the minutes reflective of that month.
35. Motions on a specific issue may not be reconsidered for a period of 3 months once they have been decided.
36. A roll call vote may be requested by any member of the ASC.

## MONIES

37. All monies over the prudent reserve (**\$3,500.00**) will be forwarded to the Region on a monthly basis. The monthly donation will be sent to the RSC with the ASR or by mailing it to the RSC Treasurer
38. Area treasurer is to collect all ASC funds at area including Literature Distribution.
39. MCCNA (Convention Committee) shall supply complete financial accounting, including bank statement, each month to the ASC. Financial statements should include a list of credits and debits.
40. The ASC will reimburse the RCM and RCMA for gas and tolls for travel to RSC's. Additionally, if the RCM and RCMA have to travel over 60 miles (one way) to attend RSC they will be reimbursed for a male and a female room for one nights stay at the host hotel. Receipts shall be provided.
41. The treasurer shall provide a receipt for money collected from each group as available.
42. All motions regarding monetary disbursements must be turned in previous to the start of the ASC meeting. This is to provide the Treasurer with the opportunity to review against disposable income and inform the ASC.
43. No spending of funds under the prudent reserve, except existing contractual agreements.
44. All funds raised by Activities will be brought to the ASC following the event.
45. The Area Treasurer shall pay the Subcommittees the moneys allotted to them in their budgets as well as any other funds designated to them by approval of motions at the ASC. This money shall be issued to them in the form of a check at that ASC. In the case of the subcommittee chair's absence the treasurer shall issue a check by mail and postmarked within five business days of the ASC. The Activities Subcommittee shall be allowed to maintain a **\$500.00** prudent reserve for activity startup. This startup reserve is to be held by the Area Treasurer until requested to be released at the ASC.
46. The Area Treasury will not accept personal checks.

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47. There will be no gambling for any monetary gain at any Mid-Coast Area function put on exclusively by the Mid-Coast Area. The Area Treasurer shall not accept personal checks. All GSRs and subcommittees will submit donations in the form of a money order if the amount exceeds \$25.00
48. Subcommittee Chairpersons or their Vice-chairpersons may be reimbursed for gas and tolls for travel to RSC meetings if they request it and provide receipts.
49. A copy of the Bank Statement and Bank Statement Reconciliation Report or online banking statement is to be included in the Area Minutes on a monthly basis.
50. Cash receipt for donation and literature must be presented to the Literature Distribution Chair prior to obtaining orders of literature at the ASC. Receipts shall be made available during breaks if ready.
51. Previous budget shall be submitted at the time a Subcommittee submits its new budget.
52. All area subcommittees shall submit a detailed inventory of what is in their possession along with their monthly reports the ASC.
53. All check requests at ASC must be turned in to the Treasurer no later than 2:00pm.
54. Approval of monies to fund travel expenses for RCMs to attend NA events outside our region shall be sent back to groups for a vote.

**BUDGET PROCESS** - The purpose of the budgeting process is to ensure sufficient funds for the MCASC and sub-committees' primary purpose through a balanced budget based solely on the 7th Tradition.

55. The MCASC Admin, Literature Distribution, Literature Review, Public Information, Helpline and Hospitals and Institutions Sub-Committees will submit budget requests at the September ASC. Activities budget will be reviewed outside of the balance budget calculation with costs line itemed and detailed income. The MCCNA budget will be submitted directly to the groups the first ASC after the new committee is formed.
56. Budget requests will be consolidated by the Admin and read at the October ASC under new business.
57. The Annual Budget Review meeting will be scheduled for the 4th Sunday of October to review the first draft of the consolidated budget. Admin and Sub-committee Chairpersons are required to attend and are voting members along with any GSRs that choose to attend. The Treasurer shall facilitate the meeting.
58. Topics to be discussed at the Budget Review meeting are as follows:
  - a. Proposed budgets
  - b. Necessity of the requests.
  - c. Financial impact.
  - d. Projected 7th tradition donations.
  - e. Considerations for "budgeted" items that in effect pay for their own cost; e.g. Activities start up funds, literature distribution purchases etc.
  - f. Difference between expected donations and budgeted expenses. A balanced budget would be a situation where expected donations would exceed budgeted expenses.
59. in the case of an unbalanced budget:
  - a. Review the requests and prioritize by need.
  - b. Determine which requests are primary vs. secondary
    - i. Primary requests – Fixed expenses and/or essential expenses to carry the primary purpose of that committee.
    - ii. Secondary – All other expenses that can be deferred until they are needed at which time a money motion is to be made.
60. After the Budget Meeting the Final Draft will be presented at the November ASC and sent to groups for line item approval.
61. The yearly budget will go into effect at the January ASC pending approval.

### **REMOVAL FROM OFFICE**

62. When a member of the Administrative Committee or a Subcommittee Chairperson misses two meetings in a row, or fails to perform his/her duties, the Administrative Committee shall inform the trusted servant that he/she is in danger of being removed from office. The person, at his/her discretion, may either resign or make a rebuttal at the next ASC meeting. If this trusted servant does not attend the following ASC meeting, their removal will be voted on under Elections of the Format.
63. Any trusted servant can be removed from office by a majority vote of the ASC.

### **ASC CALENDAR**

January – New budget for MCASC in effect.

February -

March – Treasurer prepares 1<sup>st</sup> quarter reports.

April -

May -

June – Treasurer prepares 2<sup>nd</sup> quarter reports.

July – ASC votes of acclamation. Open positions sent to groups for nominations.

August – ASC nominations sent to groups for voting. (Review Elections of ASC Officers for MCCNA exceptions)

September – ASC Elections are held. (Review Elections of ASC Officers for MCCNA exceptions)

Treasurer prepares 3<sup>rd</sup> quarter reports. The exiting Treasurer distributes all quarterly reporting to newly elected Treasurer, Admin, and subcommittees prior to October ASC. Budgets are submitted by subcommittees to Admin.

October – Annual Budget Review ASC held on last Sunday.

November – Final Budgets sent to groups.

December – Treasurer prepares Yearly reports. Final Budgets voted upon at ASC.”

### **SUBCOMMITTEE GUIDELINES**

#### **QUALIFICATIONS AND RESPONSIBILITIES OF SUBCOMMITTEES AND CHAIRPERSONS**

##### **The qualifications of a Subcommittee Chairperson are:**

A willingness and desire to serve in that capacity

At least one year abstinence from all drugs unless more time is specified in the individual subcommittee guidelines

The time and the resources necessary to complete the duties

Knowledge of the Twelve Steps and Traditions of NA and the service structure

Attends all applicable Regional Service Committee meetings.

It is suggested that each subcommittee submit written plans of its activities for the approval of the ASC as needed. It is also suggested that all subcommittees hold workshops to promote awareness of how they function within the fellowship. H&I and PI are suggested to maintain communication between Area, Regional and World Chairpersons of these subcommittees.

### **SUBCOMMITTEES**

<b>Hospitals and Institutions (H&amp;I)</b>
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## MIDCOAST AREA POLICY UP TO AND INCLUDING SEPTEMBER 2011

<b>Public Information</b>
<b>Helpline</b>
<b>Activities</b>
<b>Literature Review</b>
<b>Literature Distribution</b>
<b>Convention Committee (MCCNA)</b>

1. Each subcommittee submits a written report of one page or less to the Secretary each month as well as a detailed inventory of what is in their possession and meeting times and places.
2. All subcommittee funds shall be funneled through the Treasurer.
3. All subcommittees shall update and maintain their own policy to be approved by the ASC.
4. Activities Subcommittee is to submit a projected agenda of all events for the following six months.
5. Each subcommittee shall submit an annual budget. This is to include cost for postage, printing, literature and other miscellaneous expenses, and will be submitted at the beginning of each term. The only exception will be the Activities Subcommittee. If a subcommittee needs additional money, it should submit a request to the Treasurer at the beginning of the ASC meeting. The requests shall be included in the subcommittee's written report and be brought up under "New Business".
6. All subcommittees must submit copies of all expense receipts with financial reports.
7. All Subcommittee Chairpersons are responsible for attending their Regional Subcommittee meetings at the RSC Weekend.
8. All Subcommittee Chairpersons shall summarize minutes from the month and give this summary to the ASC for GSRs to take to their groups.

### **ACTIVITIES SUBCOMMITTEE**

#### **MEETING FORMAT**

Open meeting.  
Reading of the Twelve Traditions.  
Reading of "Definition of Activities Subcommittee".  
Roll call.  
Treasurer's report.  
Ad-hoc report.  
Secretary's report.  
Old business.  
Elections.  
New business.  
Open floor for problems and discussion.  
Review.  
Close meeting.

#### **DEFINITION OF ACTIVITIES SUBCOMMITTEE**

This subcommittee coordinates and plans activities that provide unity and fellowship in the NA program, as well as to generate funds. This subcommittee is financially accountable to the Area, requiring that all money spent by this subcommittee be approved on the ASC floor. This subcommittee is responsible for the printing and distribution of the Regional Activities Calendar (Group Edition).

#### **QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS AND MEMBERS**

## MIDCOAST AREA POLICY UP TO AND INCLUDING SEPTEMBER 2011

**Chairperson:** a willingness and desire to serve in this capacity. At least one year abstinence from all drugs. The time and resources necessary to complete these duties. Knowledge of the 12 Steps and Traditions and the Activities Subcommittee service structure. At least 6 months service as an active member of the Activities subcommittee.

Arranges for and presides over weekly meetings. Chairperson can only vote in the event of a tie (at his/her discretion). Enforces rules of decorum and discipline. Attempts to be absolutely impartial. Acts as a liaison between neighboring Areas to assure proper coordination and cooperation.

**Vice Chairperson:** a willingness and desire to serve in this capacity. At least nine months abstinence from all drugs. At least six months service as an active member of the Activities Subcommittee. The time and resources necessary to complete these duties. Knowledge of the 12 Steps and Traditions and of the Activities Subcommittee service structure.

Coordinates all functions. In the event of the absence of the Chairperson, the Vice-Chairperson assumes all duties of the Chairperson. Acts as a liaison between neighboring Areas to assure proper coordination and cooperation.

**Treasurer:** a willingness and desire to serve in this capacity. At least two years abstinence from all drugs. At least six months service as an active member of the Activities Subcommittee. The time and resources necessary to complete these duties. Knowledge of the 12 Steps and Traditions and of the Activities Subcommittee service structure.

Makes a report of contributions and expenditures at Activities Subcommittee meetings as needed. The Treasurer is responsible for all moneys. To pay bills as needed and keep accurate receipts. In the event of the absence of the Chairperson and Vice Chairperson, the Treasurer will assume all duties of the Chairperson for that meeting only.

**Secretary:** a willingness and desire to serve in this capacity. At least ninety days abstinence from all drugs. The time and resources to complete these duties.

Keeps an accurate record of subcommittee meetings. Distributes copies of minutes to subcommittee officers and other members upon request. Maintains Activities Subcommittee files and archives.

**General member:** any member of NA with a willingness to fulfill this commitment. It is suggested to attend all subcommittee meetings. Assist in planning, coordinating and implementing activities. Bring new ideas for events.

One year clean time requirement to handle money in the Activities subcommittee other than the Treasurer. Any funds received shall be counted and verified by another subcommittee member with a year or more clean, then turned into the treasurer as expediently as possible. All funds paid out must be replaced by an original receipt.

### **Elections:**

\*Nominations should be solicited for the office of Vice Chairperson, Treasurer, and Secretary from subcommittee members and brought to the first subcommittee meeting in October.

\*Explanation of offices shall be read from the Activities Guidelines to establish each position's qualifications and responsibilities.

\*Position is announced and nominations taken.

\*Each nomination must be seconded.

\*A motion is made to close nominations and must be seconded.

\*In case of only one nomination, a vote of acclimation is taken. If not a  $\frac{3}{4}$  majority, the position goes back to the members for further consideration.

\*At the time of nominations, each nominee should state in person his/her qualifications for serving the Subcommittee in this Area (state clean time, past service experience, and why they can and want to serve this subcommittee). Clean time requirements as stated in the qualifications are not waivable. If the nominee is not present, the Activities Subcommittee, at its discretion, may accept written qualifications if they are presented prior to the Activities Subcommittee meeting. All nominees are required to submit their qualifications in writing to be included in the minutes.

\*Voting is done by roll call. The majority vote wins the election.

\*It is suggested that no officer serve more than two consecutive terms.

## MIDCOAST AREA POLICY UP TO AND INCLUDING SEPTEMBER 2011

\*Each person can only hold one office within the subcommittee.

\*Should an office be vacated in the middle of a term, nominations will be solicited immediately and elections held as soon as possible. This is with the exception of the Chairperson, which will be handled by the Area Service Committee.

### MOTIONS AND VOTING PROCEDURES:

#### A. MOTIONS:

1. May be made and seconded only by voting members.
2. There will be two pros and two cons per motion. A motion to table will have only one pro and one con.
3. Motions pertaining to policy changes require a 2/3 majority to pass.

#### B. VOTING:

1. Members have voting privileges after attending two consecutive meetings, to be lost after missing two consecutive meetings until reestablished.
2. Abstention votes shall be counted separately.
3. If abstentions are the prevailing side, the topic will be open for a 30-minute discussion period, if needed, and then revoted upon.
4. If the matter is not resolved after the second vote, the motion shall be tabled to the next meeting and brought up under "Old Business".

#### C. Activities Startups

1. The Activities Subcommittee shall be allowed to maintain a **\$500.00** prudent reserve for activity startup. This startup reserve is to be held by the Area Treasurer until requested to be released at the ASC.
2. Startup shall be for food, soda, and incidentals – deposits and rents paid in advance will not be included.

## HOSPITALS & INSTITUTIONS SUBCOMMITTEE

Welcome to Hospitals & Institutions. - Many of us who are now recovering in Narcotics Anonymous first heard the message of recovery while we were in a hospital or institution. Carrying the message of Narcotics Anonymous with H&I is a great way to give back what has been so freely given to us.

We of this service body acknowledge the vital importance to carry the message through our experience, strength, and hope recognizing our responsibility to support and facilitate the growth of the H&I effort in the South Florida Region. It is for this purpose that we have created the H&I subcommittee from the Regional Service Committee. - Thank you for choosing H&I.

Chairing an H & I meeting is very different from a regular outside meeting. This packet has been designed to familiarize you with the H&I sub-committee policies and help guide you in carrying the message to addicts in hospitals, jails or institutions. The H&I sub-committee is directly responsible to those they serve in the mid-coast area and the A.S.C., and must comply with all its policies. These guidelines are a part of that policy, but in the areas not covered we shall use the *Hospitals and Institutions Handbook*. These are guidelines and are not meant to be restrictive, but rather as a protection.

Our responsibility as an H & I member is to carry the *Narcotics Anonymous* message into hospitals and institutions where an open meeting is not possible, due to rules or regulations that conflict with our traditions. This committee initiates, sponsors and conducts H & I meetings but may use other methods, such as distributing literature and meeting lists to make recovery more available to the addicts in these facilities. The H & I subcommittee of the Mid-coast area of men and women and members of Narcotics Anonymous believe in this concept: *To assure that no addict in hospitals, institutions or jails seeking recovery need die without having had a chance to find a better way of life, from this day forward may we provide the necessary services.*

There are clean time requirements for the express purpose of carrying a clear message of recovery. Let this not deter you if you are not up to clean time yet; keep coming to our subcommittee meetings to see how we do things and show your willingness.

## MIDCOAST AREA POLICY UP TO AND INCLUDING SEPTEMBER 2011

### **Clean time requirements are as followed:**

- a. Six months clean to speak at a meeting
- b. Nine months or more to chair a meeting
- c. Some facilities have their own time guidelines.

### **The service structure of our committee:**

- d. Chairperson: elected by the area service committee
- e. Vice-chairperson: elected within the H & I sub-committee
- f. Secretary: elected within the H & I sub-committee
- g. Literature chair: elected within the H & I sub-committee
- h. Literature co-chair: elected within the H & I sub-committee
- i. Meeting Sponsor: elected within the H & I sub-committee

### **Trusted Servants:**

**Chairperson:** The chairperson of this sub-committee is elected by the group conscience of the area service committee as outlined in its guidelines. The H & I sub-committee is directly responsible to the A.S.C. (area service committee) through the chairperson. The H & I chairperson should attend all sub-committee, A.S.C. and regional meetings. The chairperson should have a minimum of two years abstinence from all drugs and a strong working knowledge of the 12 steps, 12 traditions and 12 concepts of Narcotics Anonymous.

**Vice-chairperson:** The vice-chairperson is to have a suggested one year abstinence from all drugs with a nine month minimum. It is also suggested that she/he have a working knowledge of the 12 steps, 12 traditions and 12 concepts of Narcotics Anonymous. The vice-chair is to assume the duties of the chairperson if the chairperson is unable to serve and works with the chairperson to maintain a smooth operation of this sub-committee. The vice-chair must attend all H & I sub-committee meetings, and is suggested to attend all A.S.C. meetings.

**Secretary:** The secretary is to keep accurate minutes of all sub-committee meetings and have at least six months abstinence from all drugs.

**Literature chair:** The literature chair is responsible for keeping a stock of literature necessary for H & I meetings in this area. She/he is also responsible for a financial report of all literature used by the sub-committee. The literature chairperson is to have minimum three months abstinence with a suggested six months abstinence from all drugs.

**Meeting sponsor:** The meeting sponsor is elected by the H&I sub-committee with a one year term and a two year cap. A member must have attended this current H&I subcommittee meeting and the previous months H&I subcommittee meeting to become a meeting sponsor. A meeting sponsor must have a minimum 9 months clean from all drugs and it is suggested that she/he have a working knowledge of the 12 steps, 12 traditions and 12 concepts of Narcotics Anonymous. She/he must attend all regular H&I sub-committee meetings. In the event that a meeting sponsor misses two consecutive sub-committee meetings, the sub-committee can vote on his/her removal.

The meeting sponsor is responsible to make sure the meeting takes place when and where it is suppose to and selects a speaker with a minimum of six months clean from all drugs with a clear message of Narcotics Anonymous. If a meeting sponsor is not able to cover their commitment at a facility it is their responsibility to call, and find another member/meeting sponsor of the H&I sub-committee to cover their meeting. If there is not another member available please call the facility to make them aware that there will not be a scheduled meeting. All numbers of members and facilities are enclosed within the minutes given out monthly at the sub-committee meetings.

The meeting sponsor also makes sure all policies of the H&I sub-committee, the A.S.C., and the facility are complied with and maintains a channel of communication with the H&I chairperson, and

## MIDCOAST AREA POLICY UP TO AND INCLUDING SEPTEMBER 2011

the facilities contact person, letting them know of any problems that may arise. Any meeting sponsor can be removed by group consensus of the sub-committee at any time.

### **Personal Commitment to H&I**

Commitment means many different things to many different people some of these definitions may include these simple words: duty, dedication, pledge, promise, devotion, obligation, responsibility, and guarantee. The principle of commitment is one that has been taught to us by the Twelve Steps of Narcotics Anonymous. Hospitals and Institutions work requires that we as individuals practice this principle faithfully.

Often times an H&I presentation provides the first exposure to recovery in NA for many addicts. Our panels may also be the only contact that these addicts receive with our program on a weekly basis. It is important that we realize that the suffering addict in the facilities we serve may depend on us for the only message of recovery they get. For this reason we ask that you not volunteer for an H&I meeting if you are not sure you will be able to attend. If you do volunteer, make sure that you fulfill your commitment. None of us as individuals has the right to cancel an H&I meeting. By making the choice to attend a panel, we must realize that we may have to forgo activities that we might prefer.

The consequences of choosing not to attend and fulfill our commitments are that we let down the addict who still suffers, the facilities we serve, the reputation of NA, and our own personal program of recovery. Remember that the "purpose of an H&I Subcommittee is to carry the N.A. message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings", when we drop the ball and do not fulfill our commitment we send a complete opposite message to both the addict and the facility. This message is one of indifference and intolerance. The message conveyed is that NA does not care!

### **Commitment to the Language of Recovery**

Commitment to the language of recovery in our meetings is also an important issue. In order to remain consistent with our traditions, and to insure that the message we carry is a clear consistent message of recovery in NA, we refer to ourselves simply as "addicts", not "drug addicts", not "addicts and alcoholics", not "dually addicted", not "junkies", or "dope fiends", just as "addicts"! We refer to our time in the Program as "clean", "clean time" or "recovery", not "sobriety", not "clean and sober", just "clean", "clean time" or "recovery"! A mixed message is a confusing message. If this is something that you feel you can not do, then maybe you are not suited for H&I service in NA.

### **Commitment to Represent N.A.**

As H&I volunteers we must remember that when we attend an H&I meeting we are viewed as examples or representatives of NA. The Fellowship as a whole may be judged on how we conduct ourselves. Common courtesy is essential! Therefore, we should arrive to the facility early. We should start and end the meeting on time. We should respect the dress code of the facility as well as recommendations made in the H&I handbook and our Area's orientation. We should treat everyone we meet staff, patients, inmates, guests with respect. Our actions in these facilities will reflect on NA as a whole and will also carry a message of recovery.

### **Commitment to the Sub-Committee**

The H&I Sub-committee in our Area can be a really effective tool when we all help. One of the reasons it exists is to keep an open line of communication between NA as a whole and the facilities we serve. More importantly, at the Sub-committee, we can share our experience, strength and hope, and help each other to get through problems we may encounter in carrying the message. This will allow us to grow and prosper. Without this commitment, without our members from the panel member on up attending the Sub-committee meetings, the message of NA is lost and the Sub-committee loses its effectiveness. All of the steps of NA include "we" for a big reason. Together we can do a great job but when individuals try to carry the load of the H&I Sub-committee the downward spiral begins.

## MIDCOAST AREA POLICY UP TO AND INCLUDING SEPTEMBER 2011

### **Commitment to Service**

The Basic Text of NA tells us that "Good will is best exemplified in service: proper service is doing the right thing for the right reason. When good will supports and motivates both the individual and the Fellowship, we are fully whole and wholly free." Proper service is a cornerstone of our personal programs. When we apply this principle of commitment to our lives it is our experience that we grow spiritually and mentally. Sometimes we may feel that our work in H&I is futile. That it just isn't working. However, that will change when you are sitting in a meeting some day and an addict comes rushing up to meet you and to say thank you for bringing them the message. If we can touch one life with our panels then we have done our jobs. Above and beyond we "keep what we have by giving it away". H&I service will help keep us clean.

### **Do's and Don'ts**

- 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 N.A. 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 their clean time.
- Do explain the language that we use ("addict," "clean," "recovery") and why we use it (the First Step of NA and Sixth Tradition of N.A.)
- Do emphasize that in N.A., recovery is available to any addict, regardless of "type" of drug(s) used.
- Do emphasize the importance of getting to an N.A. 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.)
- 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 N.A. panels should be able to share a message of recovery in Narcotics Anonymous.
- Do Remember that this is a "we" program. No addict should feel that he/she is being preached to.
- Do remember that an addict is an addict, regardless of age.
- Do tell them that there is fun in recovery, i.e., social events, fellowship, etc.
- Do Acknowledge and validate their feelings and emotions.
- Do Acknowledge and validate their clean time.
- Don't Glorify your past.
- Don't Say, "I feel like I'm talking to my kids."
- Don't compare your bottom to theirs.
- Don't patronize adolescents.
- Don't Use profanity and vulgar stories.
- Don't discuss the rules, regulations or policies of the facility at any time during your sharing or afterwards.
- Don't give out your phone number at any facility.

### **Who is best suited to carry The Message in an H&I Setting?**

## MIDCOAST AREA POLICY UP TO AND INCLUDING SEPTEMBER 2011

Anyone with a clear and consistent Narcotics Anonymous message who is willing to share is well suited for H&I work. An H&I meeting provides the first exposure to recovery in Narcotics Anonymous for many addicts, so it is imperative that we carry a clear and consistent message of Narcotics Anonymous recovery and project a positive image of our fellowship. The fellowship as a whole may be judged on how we conduct ourselves. In our experience it is best for members to have three months clean before attending an H&I meeting, and six months clean before speaking at one.

A large majority of the facilities where our H&I subcommittees provide an H&I presentation have other Twelve Step fellowships providing meetings as well. Clients and/or inmates will hear a variety of recovery messages, hopefully singular to the individual fellowship's primary purpose. Other Twelve Step fellowships do not need our assistance in carrying their message. References to other fellowships and their literature, while using language associated with other fellowships may lead one to believe that the only way an addict can recover is to attend all Twelve Step fellowships. As a fellowship, we need to allow the addicts we may come in contact with the opportunity to choose for themselves which fellowship is best suited for them. Any fellowship utilizing Twelve Step recovery has a set of Traditions. The Fellowship of Narcotics Anonymous, as directed by our Fifth Tradition, has but one primary purpose. Our primary purpose is to carry the message to the addict who still suffers. Unity is one of our greatest strengths in carrying the message. Unity of purpose keeps our focus in carrying the message. What is the message that we are asked to carry? That an addict, any addict can stop using drugs, lose the desire to use, find a new way to live, and that the freedom of recovery today can be theirs also.

### **Suggested Guidelines for Speakers at H&I Meetings**

So, you've just been asked and accepted an invitation to share at a treatment center', and you're not quite sure how to go about it. Below are some helpful suggestions and information that will help you to be sure that you are sharing the N.A. way. Simply: "What has-NA-done-for me?" Simple, isn't it? So, basically just go ahead and share your gift of recovery, but here are some things you might consider:

1. The theme implies what NA has done for us, and in keeping with our Sixth Tradition, this compels us to "specialize" our sharing, therefore we do not share what another twelve step program has done for us. If you can't or won't comply with this theme for whatever reason, it is important that you simply decline your invitation to the appropriate chairperson.
2. The same holds true because it is crucial that if you share the N.A. way, you use N.A. language. We are not "sober," and we are not "clean and sober," we are clean, period. We are "addicts" and we share "recovery." (Incidentally, every chairperson should have a copy of the H&I handbook which includes a list of do's and don'ts at treatment centers. Please feel free to ask them about the wealth of information the handbook contains).
3. Remember, we are sharing a message of recovery and that we live in the solution from active addiction. We need not put too much focus while sharing on what life was like for us before coming to NA. In other words, let's focus more on the strength and hope side of our experience with life. And let's focus on feelings, not events.
4. Stress some, or all, of these suggestions while you share:
  1. Ninety meetings in ninety days
  2. Keep coming back
  3. Importance of sponsorship
  4. Going to a meeting the first day out of treatment
  5. Getting and using phone numbers
  6. H.O.W. (honesty, open-mindedness and willingness)
  7. You don't have to use today, NO MATTER WHAT.
  8. N.A. only promise; freedom from active addiction.
  9. The Twelve Steps of NA

Relax and enjoy the fact that we are privileged to share the gift of recovery to the addict who is still, at this very moment, suffering. - Have some fun.

### **H & I Meeting Format (please stick to this format)**

## MIDCOAST AREA POLICY UP TO AND INCLUDING SEPTEMBER 2011

1. Introduce yourself as an addict and open the meeting with a moment of silence followed by the serenity prayer.
2. Welcome everyone to Narcotics Anonymous and briefly explain that "This is a Narcotics Anonymous Hospitals and Institutions meeting and the purpose is to introduce you to the N.A. program. N.A. is not affiliated with this institution/facility. We are not therapist or cops and we do not get paid for being here. We are only addicts in recovery letting you know that there is a way to stay clean on the outside.
3. It is customary to have a go around and introduce ourselves by our first names. If this is anyone's first N.A. meeting, or attending this meeting for the first time we would like to extend a special welcome.
4. It costs nothing to belong to this Fellowship; you are a member when you say you are.
5. I have asked someone to read: (Get everyone involved by asking them to read)
  10. Who is an Addict?
  11. What is the N.A. Program?
  12. Why are we here?
  13. How it Works.
6. Briefly explain that you have invited an addict to share his/her experience with the N.A. program and then there will be time for discussion and questions after.
7. Explain suggestions for the newcomers:
  14. Go to 90 meetings in 90 days
  15. Get a sponsor to work the steps with
  16. Get and use other addicts phone numbers
  17. Keep coming back and don't pick up no matter what
8. Read Just For Today.
9. Join in a circle and close the meeting with prayer (usually Serenity Prayer, Third Step Prayer, etc.

## **PUBLIC INFORMATION SUBCOMMITTEE**

### **Purpose**

To inform the public that Narcotics Anonymous exists and offers recovery from the disease of addiction. P.I. provides information about how and where to find it NA by establishing contacts with all organizations, agencies, educational institutions, businesses, groups or individuals who come in contact with active addicts by the means of print, media, and presentations to interested persons. P.I. gives information and answers questions regarding NA, the NA program, NA's purpose and availability.

All activities of P.I. shall be done in accordance with the 12 Traditions and Concepts.

### **Membership**

Chairperson, Vice Chairperson, Secretary, and General Members

**Chairperson:** Nominated and elected by the ASC

1. Two (2) years clean time.
2. One year prior P.I. involvement, preferably as a member of the P.I Administrative Committee.
3. Six months ASC experience.
4. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and policy of the Mid Coast Area Service.
5. An understanding of the service structure of Narcotics Anonymous and the 12 Concepts for NA service.
6. A willingness and capacity to serve in this position.

The chair is responsible for arranging times and agendas for all subcommittee meetings and is accountable for the functioning of the subcommittee to the Mid-coast area groups. Chair shall be

## MIDCOAST AREA POLICY UP TO AND INCLUDING SEPTEMBER 2011

responsible for seeing that the P.I. committee maintains and updates the web site in accordance with our guidelines. Maintains all files and records. Coordinates the work of all ad-hoc and task forces. Must attend all ASC meetings and report on committee activities and needs. Must attend meetings with Vice Chairperson of the Area prior to the start of the ASC. Must attend Regional P.I. meeting or have a representative stand in at Region (preferably Vice Chairperson of subcommittee). Can only serve two consecutive terms.

**Vice Chairperson:** Nominated and elected by the P.I. Subcommittee (voting members)

1. One (1) year clean time.
2. Three (3) months prior involvement in a Public Information Subcommittee.
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Should be familiar with the policy of the Midcoast Area service structure.
5. An understanding of the service structure of Narcotics Anonymous.
6. A willingness to serve.

Vice Chairperson fills in for the Chairperson and Secretary as needed. Vice Chairperson is responsible for the literature needs of the subcommittee. Must attend all ASC meetings and keep in close communication with the Chairperson. Vice Chairperson is responsible for insuring proper follow through on subcommittee commitments.

**Secretary:** Nominated and elected by the P.I. subcommittee from it's voting members.

1. Six (6) months clean time.
2. Secretarial experience and some organizational ability.

Secretary is responsible for recording, printing, and distributing meeting minutes. The Chairperson verifies these minutes. Handles correspondence for the subcommittee and maintains contact with members to advise of time and meeting place as well as to update information between meetings. Mails minutes within seven days to all active members.

**General Members:**

1. One (1) day clean time.
2. Willingness to serve.

Provides assistance as necessary to the subcommittee. Attends subcommittee meetings. Serve the subcommittee by making commitments to tasks ongoing and new towards public awareness of NA. (If unable to complete task notify member or trusted servant of subcommittee) task force members working together in team to achieve common goals. Any member of subcommittee may join task forces.

**Agenda for Subcommittee Meeting**

- A. Opening Prayer (Serenity Prayer).
- B. Reading of the 12 Traditions, 12 Concepts and Statement of Purpose.
- C. Review guidelines for voting membership.
- D. Establish voting members and quorum.
- E. Old business/Task Force Reports.
- F. Break for 5 minutes.
- G. New business/Administrative Task List.
- H. Review Business of the Day.
- I. Workshop on P.I. (ten minutes max.)

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- J. Open Forum/NA Announcements.
- J. Establish next meeting time and place.
- K. Close meeting with Gratitude Prayer.

### Motions and Voting Procedures

#### A. Motions:

- 1. May be made and seconded only by voting members.

#### B. Voting:

- 1. Voting members shall be all members who have participated for two (2) consecutive meetings (except Chairperson).
- 2. In the event of a tie, the Chairperson will exercise his/her right to break the tie.
- 3. A quorum is the simple majority of the voting members. Once a quorum is established at the meeting, it stays throughout the meeting.

### Budget

General operating expenses: printing, posters, rent, printing of the meeting lists, phone book listings, etc. Approved by committee and then the ASC. Updated yearly.

### Additional Guidelines

#### A. Presentations

##### 1. Must meet the following qualifications:

- a. Anyone who speaks about Narcotics Anonymous on behalf of the Midcoast Area Public Information Subcommittee shall have a minimum of two (2) years clean time in Narcotics Anonymous and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- b. Persons with one (1) year clean time can participate with the qualified presenter to give presentations to schools, churches, parole officers, etc.
- c. Anyone who is to give a presentation or accompany qualified presenters must have prior approval of the Public Information Subcommittee.
- d. All attending presentations must be dressed appropriately.
- e. Someone who has previous experience in P.I. presentations must accompany anyone going on their first Public Information presentation.
- f. Any person who participates in ANY presentation shall have observed at least one (1) previous presentation.
- g. Persons giving Narcotics Anonymous presentations to the public must have a clear, focused Narcotics Anonymous message!

### Task Forces

- A. Established to insure proper flow of information and wider participation.
  - 1. General members work together in a particular area of focus.
  - 2. Administrative Committee is responsible for mailings.

### MID-COAST AREA WEB PAGE GUIDELINES

- Web site will be owned by the Mid-Coast Area.
- In accordance with the Seventh Tradition, web space will be paid for by the Area with funds allocated in the P.I. budget.
- Two members of the P.I. Committee and one member of the Admin Committee will be privy to all information needed to update and maintain said web site.

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- All links will be checked quarterly to insure that no irrelevant information appears in said Web Site.
- Meeting list link will be updated at the same interval that meeting lists are printed and updated. All other changes must be approved by the P.I. Committee.
- The only links to be included in our Web Site will be links to the World Service Office, other Areas or Regions. No personal recovery links will be included in said site.
- The Mid-Coast Area e-mail account is not to be used by any member to send or receive personal e-mail messages.
- The hosting and domain registration shall be paid 2 years in advance.
- Shall be renewed annually every September
- All fees to be paid by the area treasurer
- Meeting minutes, which may contain the names and contact information of members must be kept private through password protection. The login and password for this protected directory will be stated in the Public Information subcommittee Report to be included in the Area Secretary's distribution of the ASC minutes. The password will be changed annually unless the Public Information Subcommittee is otherwise directed by the ASC.
- Meeting lists will be updated no later than one week after area meeting.

### **HELPLINE SUBCOMMITTEE**

#### **Purpose**

Our primary purpose is to stay clean and carry the message of recovery to the addict who still suffers. By far, the best way to make us available to those who need help is to provide a "HELPLINE" phone service, where someone can call and talk anonymously to a recovering addict.

Our phonenumber is (561) 393-0303 and is readily available in phone directories, meeting lists, etc. We give out information about Narcotics Anonymous, answer basic questions, provide meeting locations and times, and in an emergency refer calls to an appropriate agency (911, crisis lines, etc.).

#### **Trusted Servants**

The helpline subcommittee is made up of the following trusted servants and members whose responsibilities and qualifications are as follows:

#### **Chairperson**

1. Two (2) years clean time.
2. One (1) year Helpline experience.
3. Sees that all shifts are covered and is responsible for the first back-up beeper.
4. Must attend ASC and RSC meetings.

#### **Vice Chairperson**

1. One (1) year clean time.
2. Six (6) months Helpline experience.
3. Acts as chairperson in the Chairperson's absence.

#### **Phoneline Volunteers**

1. One (1) year clean time to carry a beeper.
2. Gives out information about NA, answers basic questions, provides meeting locations and times, etc.
3. Must attend subcommittee meetings. Shift people who miss two (2) consecutive shifts or meetings will be dropped from the subcommittee.

Phoneline volunteers should have experience with Narcotics Anonymous 12 Traditions. Our first responsibility is to get the addict to a meeting. In the event the caller asks for

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more information, we should refer to the “The Little White Book”, and give the following information: NA World Service [www.na.org](http://www.na.org)  
Naranon – 561 541-3858 (do not endorse any other 12 step fellowships, but since we have the information available to us, we can make it available to you.)  
Crisis Line - 211

### LITERATURE REVIEW SUBCOMMITTEE

The Literature Review Subcommittee is responsible for coordinating workshops for review and input of new literature and keeping abreast of all new literature coming from the World level and sending our Area’s group conscience back to the World Literature Committee.

#### **Responsibilities of Trusted Servants**

**Chairperson:** The chairperson is responsible for communicating with other trusted servants and members of the subcommittee to ensure continuity of effort. The Chairperson schedules and sets up regular meetings, including times, dates, and locations, and directs the focus of the meeting. In addition, the chairperson is responsible for making regular reports to the appropriate service committee (Area or Regional) and serving as a liaison between the WSC Literature Committee and the members of the area or region.

The Chairperson of a Regional Literature Committee may participate as a general member of the WSC Literature Committee in addition to the duties listed above. (See section 2 of the WSC Literature Committee guidelines.) The chairperson of an Area Literature Committee is likewise encouraged to participate in the Regional Literature Committee.

**Vice Chairperson:** The Vice-Chairperson assists the Chairperson in all duties relating to literature work. The Vice Chairperson is a key figure in the structure of any literature committee and acts as the Chairperson if, for any reason, the Chairperson is unable to attend Literature Committee meetings or fulfill the responsibilities of the position. The Vice-Chairperson should maintain close contact with the Chairperson and assist in the administration of Literature Committee functions. As with other trusted servants and members of the Literature Committee, the Vice-Chairperson should attend all meetings of the committee.

**Secretary:** The Secretary records minutes of the Literature Committee and distributes these minutes to the participants of the meeting. Consistency in getting the minutes out on time is an important part of communication within the committee. This helps the committee by reducing the need to go over agenda items after a consensus has been reached. Depending on which is more convenient, the Chairperson or Secretary maintains an active file of works in progress. They may, of course, recruit other members to assist in the performance of clerical duties.

A clear understanding of the duties of each of these trusted servants is fundamental to a working subcommittee. Literature Committee members and trusted servants always should be drawn from active NA members who attend NA meetings regularly. The time and resources to do the job and an understanding of the 12 Steps and 12 Traditions of NA are also very important requirements for these and other service positions in the Literature Committee. For more complete information on the duties of trusted servants, ask the WSO for a sample packet of guidelines for Area and

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Regional Literature Committees. From the information in this packet, you can find a committee structure, which is best, suited to your committee.

### **VOTING AND MOTION PROCEDURES**

- A. Motions; may be made and seconded only by voting members
3. Voting;
    - 1.voting members of the subcommittee shall be all lit. Rev. Members w/the exception of the chair who have participated for 3 consecutive meetings.
    - 2.in the event of a tie, the chair will exercise his/her right to break such a tie.
    - 3.quorum shall be simple majority of the voting members once established it stays throughout the meeting.
    - 4.any member failing to attend 2 consecutive meetings loses their voting privileges.

### **Literature Committee Meetings**

Literature Committee meetings are generally opened with a moment of silent meditation followed by the Serenity Prayer. Roll is taken. The minutes of the last meeting are read, amended if needed, and approved. To set the tone of the meeting, the Chairperson presents the agenda and reports on literature activities. There are usually review form drafts of works in progress to be read and developed. Work from the previous committee meeting should be reviewed at each meeting and continued until the project is completed. It is important to maintain an atmosphere of recovery, practice our spiritual principles, and invite a loving God of our understanding into the process. When we do this, not only do we complete our business and provide the services requested of us, we also grow together. These general guidelines hold true for every literature committee function. For further information on literature workshops, refer to the section entitled "Procedures for Literature Workshops".

In the beginning, some time may have to be spent informing members about the intent and purpose of a Literature Committee. Hopefully, this handbook will eliminate the need for expensive preoccupation with the business aspects of our literature committees, although a certain amount of time necessarily will be spent on business discussions. This may be particularly true when the committee maintains a literature stockpile.

All input generated by members is eventually submitted to the WSC Literature Committee. Individual input is submitted to the area, area input is submitted to the region, and regional input is submitted to the WSC Literature Committee. At any stage, input can be directly submitted to the WSCLC when the next level of the service structure does not exist. For example, when there is no Area Literature Committee, members should submit input to the Regional Literature Committee. New material should always include a copyright release form.

Before ending the meeting, members should be informed of the time, date and location of the next meeting. It is customary to close with a prayer.

### **Procedure for Literature Workshops**

#### **Introduction**

The unique process that the fellowship has created for the development of NA literature places a responsibility on Area and Regional Literature Committees to provide the forum where our members can review and prepare input to Narcotics Anonymous literature. No individual or committee need undertake this process alone; communication and consultation with other members is essential. Together we can do what alone is impossible.

It is important to remember that members and committees who contribute material need to "let go" and relinquish it unconditionally. When we complete a piece, we need to surrender it. This can be

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difficult, because of pride and the emotional attachment we often develop for a piece on which we work. We trust in our Higher Power, the fellowship of Narcotics Anonymous, and our literature development process.

### **Preliminary Planning**

1. Secure a meeting space large enough and accessible to the fellowship. Adequate working space and equipment is necessary. This may include tables, chairs, paper, pens coffee, and possibly a computer.
2. Plan the date far enough in advance that others may attend.
3. Send out flyers announcing date, time, and location.
4. Copies of the review form literature will need to be available.
5. Schedule the workshop around other activities, in order to attract members' attendance.
6. Personal attention is often the best way to get people to come to the workshop. Invite your friends in the fellowship and home group members.
7. When making announcements, talk about the topics to be written on, and the importance of getting members to share their experience and understanding on these topics. Stress our literature development process and the need for our members to be involved.

### **Workshop Structure**

The area or regional literature committee generally conducts the workshop. If the attendance is large enough, the Chairperson may divide the group into small working groups of four or five people. An experienced member is usually appointed to chair each group, and a volunteer usually acts as secretary to record all changes and input which the working group makes.

At the start of the workshop, the Chairperson should open with a prayer to invite a loving God into the process. Allow all members to introduce themselves. After introductions, the chair should encourage all members to feel free and uninhibited in expressing their thoughts, feelings, and experiences on the material that is before them. Everyone should be reminded to respect each other's views. In developing literature, experience is shared not pushed. The principle of letting go is very important. Remember that we try to practice these principles in all of our affairs.

The group chairperson keeps the work flowing by reminding the group to focus on the main issues or ideas, and on one topic at a time. If debate drags on, the issue may be delayed until later. The group secretary records and organizes all changes and input so that the workshop secretary may compile it easily. It is important to use WSC Literature Committee input sheets. These sheets make it easier for others to use and understand the input material.

### **Review-Form Workshops**

It is recommended that groups be limited to four or five people and a secretary. A workshop may contain several such small groups. Special attention should be paid to the following: flow, content, redundancies, and material that are missing on the topic.

Some questions to ask when evaluating literature are:

1. Are all the important ideas on the topic included in the piece?
2. What needs to be clarified, expanded, or condensed?
3. Are any areas of the piece in conflict with our steps or traditions?
4. Does other NA literature cover this topic or does it duplicate another piece of conference-approved literature?

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Be sure that the material includes an introduction, body, and summary. Sometimes, moving a sentence or paragraph to a more appropriate position can result in greater clarity of the material.

Flow reading has proven effective in reviewing literature. Each member holds a copy of the material. Someone reads the material with no interruptions, while other members note desired changes on their copies. Avoid getting bogged down with grammar and punctuation at this point. Someone reads through the material again slowly. Discuss the changes noted during the previous reading. Limit the discussion to actual notes made during the reading. This helps to improve the material without being over analytical.

When the need arises for original written material on a topic that is not covered, a volunteer from the group might be sought. The group should first share its thoughts and experiences on what should be included on the topic. It is important to take clear notes on this so that the volunteer writer may accurately represent in writing what the group is saying. Then one or two volunteer members go somewhere alone and draft the material. We have found that it is next to impossible to write as a committee and that one or two members writing on their own is more productive.

This draft is returned to the group and flow read, and any additions or deletions are made. The process of flow reading and discussion continues until the group is satisfied with the draft. The priority for editing should be grammar, punctuation, and finishing touches. If someone in the group has editing and grammar skills, great! Clean the piece up as best you can. If not, don't get too bogged down with the editing. When your material is submitted to the WSC Literature Committee, it will be evaluated and edited before final distribution.

In large workshops where many groups are involved, the completed drafts are taken to the full workshop group and the flow reading process is repeated until the larger group is satisfied with the draft. Experience has shown that a larger group can more accurately represent the needs and views of NA as a whole.

### **Approval-Form Workshops**

Approval-form literature is literature that has been developed through the literature review and input process to a completed form. Literature in the approval-form is either accepted or rejected as NA conference-approved literature by the WSC (see Section 10, WSC Literature Committee guidelines). Since this literature is distributed for final consideration, not for input, a workshop on this literature should reflect this difference. Normally, this type of workshop is for the purpose of offering members the opportunity to evaluate the piece, so that they make a decision on whether to vote to approve the piece when their home group decides questions on the conference agenda.

The following are some basic suggestions that help us in evaluating an approval-form piece:

1. Will this piece of literature be a helpful tool to aid our groups in fulfilling our primary purpose?
2. Is there material in this piece that is in conflict with our basic philosophy of Narcotics Anonymous, as expressed in our 12 Steps and 12 Traditions?
3. Do the positive aspects of the piece outweigh certain shortcomings?
4. Overall, is the item acceptable or unacceptable?

When considering a piece of literature up for approval at your home group, if you feel it has major problems, vote no. If you feel the item is great with no problems, vote yes. If you feel the item is in basically good shape but you would like to make some minor comments, changes, or recommendations, you may still choose to vote yes and send your comments directly to the WSC Literature Committee. All input on approved literature is filed and considered as provided for in the literature development process. Do not send changes on approval-form literature with your regional service representative to the WSC, with the thought that changes have to be made before you can vote yes. If you feel the piece has problems that are unacceptable, you must simply vote no. Any changes considered at the conference would not have the benefit of review by the entire fellowship.

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### **Developing New Literature**

It seems that every year, new topics on recovery spring up within the fellowship, and members wish to write literature on them. Our literature development process does not discourage members from writing their experience and understanding. To do so would rob all of us of experiences and understandings that could help us in our recovery.

If, as a member or group, you feel a strong need to write a new original piece of literature, it is very important to get in touch with the WSC Literature Committee. There are several reasons for this, one of which is to see that members' efforts and time are not wasted on a topic that is in conflict with our steps and traditions. Also, the WSC Literature Committee will be able to guide you in developing your new piece of literature within our literature development process. We understand you may feel that the need to write on this topic is more important than the need to write on the pieces that the fellowship is currently developing. In making your decision to write on a topic, we ask that you take into consideration the importance of the current pieces of literature that the fellowship has set priorities to develop. (See Appendix #5 for outline on developing new literature.)

### **Literature Review/ Newsletter**

1. Subcommittee to be formed within the literature review subcommittee until such time as there warrants two separate committees.
2. Three positions to be elected: Editor, layout person, and treasurer
3. Newsletter to be published every two months.
4. An open communication will be kept with other newsletter committees to gather experience and support.
5. All addicts will be asked to provide content. As in other areas when new material is at a minimum, archives from other areas can be used.

### **Content**

1. Submissions for naming the newsletter will be asked for giving everyone in the area a chance to vote for the name.
2. A step and tradition will be covered in each issue
3. A section will cover anniversaries each issue.
4. Any and all rules for reprinting of NA approved literature shall be followed.
5. Subcommittee shall work with other subcommittees to provide content and space for announcements, event listings, graphics and any content having to do with Midcoast.

### **A disclaimer will be on every issue**

Example:

----- is a newsletter written and published by addicts for addicts. The opinions, views, experience, etc. contained herein are those of the individual and not those of Narcotics Anonymous as a whole.

Submissions

1. All submissions should go to your GSR. All material shall be considered with regard to message and room in newsletter.
2. Approval of articles will be by majority vote of members of subcommittee. Basis for approval (of articles) will be their adherence to the principles of NA.

Newsletter will be handed to GSRs at area to be distributed at the group level.

## LITERATURE DISTRIBUTION SUBCOMMITTEE

### **Purpose**

To procure from the Regional Service Office all literature and related items and distribute them to groups and subcommittees. To distribute meeting lists as provided from the PI Subcommittee. Distribution is generally done at the monthly ASC meeting except as otherwise noted.

### **Qualifications and Responsibilities of Officers and Members:**

**Chairperson:** nominated and elected by the ASC. At least three (3) years abstinence from all drugs. Six (6) months prior involvement in Literature Distribution. Working knowledge of the 12 Steps and 12 Traditions; Knowledge of purchasing and inventory.

**Vice Chairperson:** elected by the subcommittee. One (1) year clean time. Working knowledge of the 12 Steps and 12 Traditions. Assists the Chairperson and fills in when necessary.

**General Member:** Voluntary. White key tag to assist, and assist the chairperson.

### **Budget**

The annual budget must reflect supplies and operating expenses. Operating expenses may include such things as office supplies, photocopying, stamps, rent, etc. This budget should also include projected literature expenses for the following year.

### **Additional Guidelines**

1. The size of the committee is at the discretion of the Chairperson, it is however recommended that the subcommittee consists of at least two (2) people.
2. Purchases are made as needed and arrangements are made directly with the RSO. Purchases are made based on orders placed by groups and subcommittees and inventory.
3. Meeting lists are provided by the PI Subcommittee. The cost of printing them shall be part of the budget for the PI Subcommittee.
4. Orders shall be submitted in writing at the ASC. Money is handed in to the treasurer at the ASC. The completed order shall be returned by the subcommittee for accounting purposes. There will be no money transactions between literature distribution subcommittee and group, treatment center, or individual ordering literature unless there is a back order or a special needs transaction, no transactions will occur between literature distribution subcommittee and groups without a receipt.
5. Literature is only to be distributed after group reports have been read on the ASC floor.
6. At the end of the ASC, cash receipts and credits are balanced and an accounting is submitted to the Treasurer.
7. Inventory is taken after each ASC and assigned a dollar value.
8. The literature reserve is set by the ASC.
9. Literature orders are written based upon sales and inventory. Arrangements are made with the RSO to purchase literature. The Chairperson will see to it that sufficient literature is ordered to accommodate the needs of the Area and that the Literature Reserve is maintained prior to the start of each ASC.
10. The Chairperson will submit the packing slip each month to the administrative committee for records and payment.
11. Any new group recognized by the Area shall receive a Group Starter Kit consisting of up to \$35.00 worth of literature and related items if so requested.
12. Area Subcommittees may, when necessary, obtain literature including policy manuals at no charge based upon their budgets.

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13. In the event any literature is updated, the literature subcommittee will continue to sell older editions until the inventory is depleted, provided that this is consistent with WSO policy. In the event that an item of literature becomes unapproved or the fellowship or WSO for whatever reason decides that it should be removed from inventory, the Chairperson will make an effort to return those items to the RSO for a refund or credit. If an offer to return the items is not accepted, those items will be thrown away. In no event will unapproved items of literature be sold or distributed.
14. The Literature Distribution budget attempts to address projected expenses for purchasing literature for groups and subcommittees but literature orders may go over budget according to group literature donations and orders.

### **AD HOC COMMITTEES**

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.

### **Midcoast Area Convention (MCCNA) Guidelines**

#### **Purpose**

To bring addicts together in a celebration of recovery in the Midcoast area. To encourage unity through meetings, workshops and activities designed to enhance life with out the use of drugs.

#### **Format for Midcoast Area Convention Host Committee Meetings**

1. Open with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity prayer, the 12 Traditions and the Concepts.
2. Go around and Role Call.
3. Secretary's Report/Read and approve the minutes of the last meeting.
4. Open forum.
5. Read purpose.
6. Read requirements for voting members and establish quorum for each meeting.
7. Hotel Liaison Report.
8. Chairperson's report.
9. Treasurer's Report.
10. Subcommittee Reports.
11. Old Business.
12. New Business.
13. Closing Forum.
14. Closing Prayer.

#### **Voting Guidelines:**

Quorum is one more than half of the voting participation. All members must attend 2 consecutive meetings in order to obtain voting privileges. If you miss 2 consecutive meetings you lose your voting privileges until you make 2 meetings again. The chair has no vote except to break a tie. Motions can be made and seconded by voting members.

#### **General Requirements and qualifications for Host committee and subcommittee chairpersons:**

1. Chairperson – five years clean time

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Vice-Chair person – four years clean time

Secretary – two-year clean time

Treasurer – five years clean time.

Hotel Liaison – two years clean time.

Subcommittee Chairs – two years clean time

2. Working knowledge of the 12 Steps and 12 Traditions of NA
3. Willingness to give the time and resources necessary
4. Ability to exercise patience and tolerance
5. Active participation in Narcotics Anonymous.
6. When a member of the Executive Committee or Host Committee Chairperson misses two meetings in a row, or fails to perform his/her duties, the Executive Committee shall inform the trusted servant that he/she is in danger of being removed from office. The person at his/her discretion may either resign or make a rebuttal at the next Host Committee meeting. If this trusted servant does not attend the following Host Committee meeting, their removal will be voted on.

### **Specific Requirements and Qualifications for Host Committee-MCCNA**

**MCCNA CHAIRPERSON:** Minimum of five- (5) years clean time, one (1) year prior convention experience or other prior experience as a chairperson; administrative abilities.

1. Presides over all host committee meetings.
2. Attends all MCASC meetings acting as liaison between the Convention committee and the ASC
3. Only votes in case of a tie.
4. Co-signer on the host Committee bank account.
5. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provide help when needed.
6. Helps resolve personality conflicts
7. Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the convention.
8. Allows the subcommittees to do their jobs, while providing guidance and support. Only major issues need to be brought to the Convention Committee meetings.
9. Prepares an agenda for each Convention Committee meeting. Is responsible for all Convention files and archives.

**MCCNA VICE-CHAIRPERSON:** Minimum of four (4) years clean time. Two- (2) year commitment: first year as vice-chair, 2<sup>nd</sup> year as chairperson in accordance with MCASC voting policy. Personable and familiar with all committee members in order to serve as a liaison between the subcommittees and the hosting community.

1. Will assume the responsibilities of the chairperson if the chairperson is unavailable.
2. Coordinates subcommittees and attends subcommittee meetings whenever possible. Assists in making sure deadlines are met.
3. Works closely with Chairperson and helps delegate responsibilities to the subcommittees.
4. Co-signer on the host committee bank account.
5. Acts as parliamentarian during all host committee meetings.

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6. Fulfills responsibilities of Subcommittee Chairs in their absence until a replacement is found.

**MCCNA SECRETARY:** Minimum of two (2) years clean time. Service experience and good typing skills as well as general secretarial skills.

1. Keeps minutes of all committee meetings and subcommittee reports.
2. Types minutes and makes them available to all committee members at the next regularly scheduled Host Committee meeting.
3. Provides Chair with a typed and complete set of minutes to present to the ASC.
4. Maintains a list of names, addresses and phone numbers of committee members for distribution upon updates and to new members.
5. Maintains copies of this policy for distribution as needed and to new members.
6. Will attach a copy of the financial statement as provided by the treasurer.
7. Creates a typed monthly summary of minutes for the Chair to distribute to MSASC.

**MCCNA Treasurer:** Minimum five (5) years clean time. One (1) year prior service experience with conventions or other large-scale Fellowship activities, accessibility to other committee members, especially the Registration Subcommittee, stability in the local community and accounting skills.

1. Shall maintain the host committee bank account.
2. Is not a co-signer on the Host Committee bank account
3. Works with the Chairperson and Vice-Chairperson to prepare a budget for the convention that is used for planning and fund-raising activities. The budget is based on the subcommittee's recommendations as to the monies they will need to carry out their tasks.
4. Writes all checks and is responsible for collecting receipts from subcommittees for monies paid out.
5. Is responsible for the payment of all expenses.
6. Treasurer shall collect all monies in accordance with the policy of the collection and handling of all MCCNA funds.
7. Prepares a financial statement at the end of the convention and presents it at the next ASC meeting.
8. Will provide an updated financial report/statement to the secretary for inclusion in all the host committee minutes.
9. Prepares monthly, an accurate report of the financial transactions to submit at the ASC meeting.
10. Is required to attend each ASC meetings to submit this report and answer any questions posed by the ASC.
11. Coordinates with Subcommittees to compile a budget for the MCASC.

**MCCNA HOTEL LIAISON:** Minimum two (2) years clean time. Prior convention experience, a business background and ability to present himself/herself to the hotel in business attire.

1. Co-Signer on the MCCNA bank account.
2. Hotel Liaison is responsible for obtaining two quotes for liability coverage for the length of the convention.
3. Along with a predetermined Executive Committee member, researches site bids and negotiates contract with hotel upon approval by Host Committee and MCASC.
4. The sole member who is responsible for dealing with the hotel once the contract is signed throughout the end of the convention.

The Hotel Liaison shall be the only individual dealing with the hotel before and during the convention. All other committee members shall go through the hotel liaison to speak with

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the hotel staff. This will eliminate confusion and the misinformation within the committee, fellowship and the hotel staff.

### **Host Committee-MCCNA**

The host committee consists of members of Narcotics Anonymous who serve in the Mid-Coast area. The chairperson, Vice-Chairperson, Treasurer and Hotel Liaison are elected at the elections in September at the MCASC, with the exception of the Vice-Chair who will be allowed a priority vote of confidence in July.

All other subcommittee chairs will be elected at an open meeting to be announced by the newly elected chairperson. Any subcommittee chair that is absent from two (2) consecutive meetings, without prior notice of their absence given to the chairperson, will have their positions open for re-election at the third meeting. Any member who is absent from two consecutive meetings will lose voting and voice privileges until re-established.

**The host committee meets monthly or bi-monthly, except six weeks prior to the convention** when it shall meet weekly. All convention committee meetings shall take place at a regularly scheduled time and place and follow the current edition of "Robert's Rules of Order". The purpose of these meetings is to gather and share information regarding planning and carrying out of the convention. Subcommittee meetings will be held monthly, at minimum, and more often as the individual subcommittee deems appropriate to complete their assigned tasks and meet deadlines.

Host committee meetings are open to anyone and efforts should be made to encourage support including participation from all members. All host committee meetings are open to NA members and they do have a voice on the floor. To be recognized on the floor, a raise of the hand is necessary

No members of the host committee are any different from or better than any other NA members. All host committee members will pay their own expenses in full. This includes registration, banquet and any merchandise. They will also pay their own way into all fundraisers for the convention. No host committee member will accept a free hotel room as a result of the hotel contract. The host committee as a whole may use a complimentary (comp) room for their committee meetings during the convention.

The first responsibility of the host committee is the selection of the theme and logo. After this is accomplished work should be started on a registration flyer.

### **Executive Committee- MCCNA**

The Executive Committee consists of the Area elect members of the Host Committee, Secretary and the Subcommittee Chairs. The Executive Committee will meet just prior to each Host Committee meeting. The Executive Committee prepares a report for the Chair to distribute monthly to MSASC for distribution in the minutes. The Executive Committee may not make binding decisions on behalf of the host committee. The Executive Committee may make recommendations for the host committee to vote on. The Executive Committee will arrange a date to meet prior to the November ASC to prepare a draft of the schedule of meeting dates for the Host Committee's approval, prepare an agenda for the first Host Committee's meeting and announces a date and time of the first Host Committee meeting on the floor of the November ASC so that the area may be invited to participate in the new Host Committee.

### **SUBCOMMITTEES-MCCNA**

Subcommittee Chairpersons are elected by the voting members of the host committee, with the exception of Hotels and Hospitality Chair / Hotel Liaison. Subcommittees are vital to

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the convention and individuals should expect to be replaced if they are unable to serve for any reason. Cooperation between the subcommittees is essential.

Each subcommittee has only one chairperson, who then recruits committee members including any co-chairs required. Each subcommittee chairperson shall be aware of what responsibility each member has assumed and make sure that every task assigned is carried out. All subcommittee actions are subject to the approval of the entire convention committee.

Subcommittee meetings operate in accordance with Robert's Rules of Order to insure that meetings run smoothly and that business is conducted in an orderly fashion. All subcommittee chairs must submit a typed report to the secretary of the host committee monthly for inclusion in the minutes. The report must include copies of all receipts for expenditures and any financial reports. Subcommittees shall maintain accurate records of the activities of the committee as well as all correspondence and financial reports, including needs, expenditures and receipts.

All subcommittees must submit a budget to the treasurer within thirty days of the election of a subcommittee chair. This is to insure that the host committee has enough time to incorporate your needs into the overall budget. You must adhere to your budget as closely as possible during the planning period and inform the host committee if any unanticipated items arise that will require a deviation from said budget.

<b>mccna subcommittees:</b>	
Convention information	serenity keepers
REGISTRATION	MERCHANDISING/GRAPHICS
FUNDRAISING/ENTERTAINMENT	PROGRAMMING
HOTELS/HOSPITALITY	MARATHON

### **Convention Information Subcommittee-MCCNA**

Requirements for **Convention Information Chair**: Minimum (2) years clean time. One-year prior convention or Public Information Subcommittee experience. Prior public relations experience should be considered. A working knowledge of the 12 Traditions.

Requirements for **Convention Information Vice-Chair**: Minimum (1) year clean time; A working knowledge of the 12 Traditions.

The convention information (CI) Subcommittee may actually be considered a two-part Committee. The committee serves the purpose of providing information about the convention to both NA members and certain nonmembers. CI members must have a thorough knowledge of the Twelve Traditions as they relate to public relations and personal anonymity. Information provided by CI may include a description of the planned event, dates, locations and other pertinent information. All information must be up to date and accurate.

There shall be no reason to promote the convention. It is however the duties of the CI Subcommittee to communicate to all concerned persons and agencies about the coming events and encourage their participation. This shall be done in the spirit of providing information rather than promoting NA.

The duties of CI are outlined as follows:  
(For the specifics of carrying out these tasks please refer to your copy of the Convention Guidelines WSO publication #2108.)

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### **Within the Fellowship:**

1. Preparation and distribution of flyers, programs, and maps of the area if necessary.

### **Outside the Fellowship:**

2. Pre-Convention informational activities of the CI Subcommittee's activities shall be extended to only those hospitals, treatment centers and similar agencies, which provide direct service to addicts. The H & I Subcommittee shall be contacted for this information. If the treatment centers are residential, a request should be made to the facility for information regarding the number of residents they expect to attend well in advance. If any facilities plan to bring residents for a specific meeting or convention event, but cannot afford the registration fee for the whole convention for each individual, it is acceptable to take a donation for the amount they can afford if it is made directly to MCCNA to be counted in the convention proceeds. This information will be turned over to the Registration Subcommittee. (In the past SFRONA scheduled attendance of residential treatment centers so that some brought their residents to the Saturday meeting and others brought them to the Friday meeting so that no single meeting was overloaded)
3. The PI Subcommittee shall also be contacted for addresses of other agencies that have direct contact with addicts. A short cover letter should be included with the convention flyers or other information being mailed.
4. The CI Subcommittee shall have a press packet prepared and available at the registration desk in case a reporter or other member of the media shows up. All members staffing the registration desk shall be informed that if a reporter inquires they should give him/her a press packet and immediately direct the reporter to a member of the CI Subcommittee. The PI Subcommittee shall be asked to help put together the press packet and for information regarding dealing with non-addicts.

### **Programming Subcommittee-MCCNA**

Requirements for **Chair of the Program Subcommittee**: Minimum (2) years clean. Prior Service Experience. A clear understanding of the 12 Steps, 12 Traditions and the 12 Concepts.

#### Duties of the Programming Subcommittee:

1. Responsible for the selection of topics, chair people and times of all meetings held at the convention.
2. Responsible for arrangements for taping of speakers.
3. Responsible for submission of a budget.
4. Will submit two (2) choices of speakers for each of the main meetings, in order of preference of the program committee. Will submit the names of speakers and topics for all workshops. The final speakers and topics will be decided by a vote of the host committee as a whole.
5. Without a good program, Conventions cannot justify the trouble and expenses required holding them. The basic qualification for participation on the program of a Narcotics Anonymous Convention is membership in NA. A speaker or workshop Chairperson at a convention shares his/her personal experience of recovery in Narcotics Anonymous.
6. The Program Committee will obtain three (3) bids for taping. Host committee will make the final determination.
7. In the event of no-shows (people who do not call when they are unable to attend), the Program Committee shall have a pool of members available from which to select replacements.

**The following guidelines shall be followed for each of these speakers:**

## MIDCOAST AREA POLICY UP TO AND INCLUDING SEPTEMBER 2011

- a. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend N.A. meetings to sustain their recovery. (These qualifications assure an N.A. member gets an N.A. convention. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it)
- b. The main speakers shall be members of narcotics anonymous with a minimum of five (5) years clean time
- c. None of the speakers shall be members of the host committee
- d. None of the main speakers shall have previously been a speaker at A MCCNA convention for the two previous years.
- e. All main speakers should be selected from outside the Midcoast Area.
- f. To be considered as a Friday night, Saturday night, or Sunday morning speaker at MCCNA, person may not have been a speaker at any other convention in the South Florida during the 18 months preceding MCCNA.
- g. All tapes submitted for consideration as speakers at MCCNA must be no older than three years from the MCCNA they are being considered for.
- h. Arrangements for a Deaf-Signer shall be made.
- i. At all the main meetings at MCCNA, non-committee members shall do all the readings.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to NA. All topics will relate to SPECIFIC TOPICS AND SERVICES RELATED TO NA- i.e. steps, traditions, service or any topic comprehensively covered in NA approved literature (i.e. IP's or chapter headings). At no time will a MCCNA workshop cover topics related to specific illnesses, other than addiction or cover a topic that is clearly an outside issue.

Requirements for Workshop speakers:

- A. People, who base their recovery on powerlessness over addiction, identify themselves as addicts and attend NA meetings to sustain their recovery.
- B. Speakers shall have a minimum of (2) years clean time.
- C. Knowledge and Experience with the topic, the 12 Steps and the 12 Traditions.

### **Fundraising and Entertainment-MCCNA**

Requirements for **Fundraising and Entertainment Chair**: Minimum (2) year clean, prior service experience; A good working knowledge of the Twelve Steps and Twelve Traditions. The willingness to work hard and the ability to motivate others. The ability to deal effectively with people outside the Fellowship. Demonstrated trustworthiness, especially where funds are concerned.

This subcommittee is responsible for planning and implementing fundraisers and entertaining during the convention. New members not familiar with the 12 Traditions may be confused by the concept of "Fundraising" in NA because it so unlike the kind of Fundraising done in other organizations, even non-profit ones.

The purpose is to raise funds and at the same time have fun. To do this one should try to keep expenses down. Elaborate and expensive decorations are not necessary for our members to have a good time. We have a good time just being among each other in a festive place.

- Securing the DJ's or a band for the fundraisers
- Purchasing and setting up decorations
- Coordinates with the Midcoast Activities Committee
- Organizes fundraisers and activities
- Collects monies in accordance with the Area's policy and Guidelines for the collection and handling of MCCNA funds
- Sells raffle tickets (2 years clean required)

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- Makes arrangements for all other forms of entertainment
- Prizes are limited to NA merchandise or registrations

### **Hotels and Hospitality-MCCNA**

Requirements and Duties of the **Hotels and Hospitality Chair**: Minimum two (2) years clean time; working knowledge of the 12 Traditions.

#### **Requirements and Duties of the Hotel and Hospitality Subcommittee:**

1. Provide an open hospitality room that will remain open 24 hours a day for the entire convention.
2. Organize a list of volunteers at least two months prior to the convention
3. Get three bids for fruit, snacks and supplies
4. Provide coffee in the Hospitality room.
5. No gambling permitted
6. Poster boards with rules printed on it to alert everyone of the “do’s and don’ts” of the suite.
7. Provide lost & found.
8. Water will be provided in the hospitality room only.

### **Merchandising and Graphics Subcommittee-MCCNA**

Requirements for **Merchandising and Graphics Subcommittee Chair**: (2) Years clean time, should be fairly business minded and have an understanding of the Twelve Traditions; especially the sale of N.A. related items.

1. Responsible for the sale of all merchandise.
2. Responsible for communicating with the Hotels and Hospitality Subcommittee for the provision of space for a store at the convention site.
3. Responsible for the storage of all items, in a secure place, and the delivery of all receipts promptly to the Convention Committee Treasurer along with an accurate list of remaining items in the inventory.
4. Responsible for getting bids (at least three) from individuals or companies necessary for the production of arts and graphics on the convention logo, flyers, merchandise, banner and any signs needed for the convention.
5. This committee can and shall work with registration in ordering items for the registration packets.
6. Store hours shall be established in conjunction with the Program Committee.
7. Responsible for securing outside vendors to the convention.
8. A member of Merchandise should be in attendance at all fundraisers.

Careful consideration shall be made in negotiating the purchase price of items selected for sale. Three different bids will be submitted to the host committee for consideration and approval. Once approved, the order will be placed.

The Host Committee should purchase all items selected by the Merchandising Subcommittee outright.

### **Registration Subcommittee-MCCNA**

Requirements for **Registration Chair**: Two (2) years clean time; Good organizational skills; Infinite patience.

#### **Duties of the Registration Subcommittee:**

Usually the first people Convention attendees meet are those members manning the registration tables. How well they are greeted in many ways sets the tone for how well the Convention comes

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off. Smooth, prompt, orderly and hospitable service is key ingredients to successful registrations. Therefore, organization and planning by the Committee is very important.

1. Creation and distribution of flyers and forms, including mailing to previous MCCNA registrants. Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but need not be ornate or expensive. Once approved by the Host Committee, this flyer information shall be sent to the WSO so the convention can be mentioned in the Newline and NA Way. The flyer shall be posted on the MidCoast website.
2. Retrieval, recording and confirmation of registrations.
3. Design, ordering and creation of registration packets, tickets and committee ribbons. The Host Committee as a whole shall determine the amount of money that should be spent on each packet based on approved budget. The packet should include programs, envelopes, badges, tickets, small trinkets, ribbons and anything else the Committee wishes to put in the packets.
4. Attendance at all fundraisers and convention to sell registrations.
5. From past experience it is suggested that a minimum order of 5000 flyers be purchased for the first printed.

### **Advanced Planning:**

The advanced planning of the committee includes drafting flyers and forms, which must be done well in advance (at least seven or eight months prior) or to the convention date in order to allow sufficient time for review by the host committee. The mailing schedule for flyers and pre-registration forms will be established at this time. Development of the flyers shall be a cooperative effort between Registration and the merchandising and graphics committee. Once the registration flyer is approved by the host committee, this needs to be distributed at MCASC to GSR's and subcommittee chairs and at SFR to all RCM's and regional subcommittee chairs throughout the state and all out of state contacts. The first flyer announcing the convention would be made as soon as the dates are established and a contract or agreement is reached with the hotel.

A clear understanding shall be reached between the registration committee, the host committee and host treasurer on the procedures for handling money and registrations. The Host Chair and Host Treasurer shall be assigned the responsibility of picking up registrations from the PO Box once a week. Registration form records in the form of a payment receipt shall be maintained on a weekly basis and all monies received transferred to the treasurer prior to the host committee meeting. All monies shall be deposited into the MCCNA Account within 72 hours.

As each registration is received by mail, or direct sale, a record should be made indicating information about the registrant and all money received. If free registrations are given out at fundraisers, the Committee must keep careful records of what is provided and to whom.

A record system must be established to record and send receipts to all pre-registrants. A record of registrations, banquets, and clean time must be kept. As each mailed registration is received, a confirmation card is sent to the registrant. Sending confirmation cards for registrants, which are received after the announced cut off date. The cut off date for pre-registration is included on the flyer.

Final preparation for the Convention includes buying all supplies for the registration table, assembling packets, ordering banquet & dance tickets and committee ribbons, and having all records of pre-registrations up-to-date. Dance tickets will be put in every full pay registration package and indigents will only receive a button and program. All those without dance tickets must pay at the door. A number of indigent packets must be made for NA member who cannot afford to register. NO PERSON SHOULD BE TURNED AWAY.

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The Host Committee will make a schedule for every night of the Convention that will ensure that at least two (2) Host Committee members (Chairpersons) will be on duty until 2:00 AM every night of the Convention.

### **Marathon**

The purpose of this Committee is to offer any Convention registrant a non-topic open meeting in which he/she may participate throughout the Convention. The objective of the Committee before the Convention is to solicit people to Chairperson marathon meetings. During the Convention this Committee is responsible for keeping the meetings running smoothly.

The Marathon Committee can select the format for the marathon meetings although experience has shown that the best format seems to be opening the meeting at the beginning of the Convention with any necessary readings, and then having the Chairperson open the meeting up for discussion. Subsequent Chairperson will then only introduce themselves and carry on the discussion-taking place at the time. This is in contrast to each Chairperson opening and closing separate meetings. If needed, they suggest topics. As typical in the marathon room, most people bring their own topics.

### **Serenity Keepers**

The purpose of the NASP (Narcotics Anonymous Serenity Patrol) Subcommittee is to maintain an atmosphere of recovery and respect for the facility in which the convention is held. Also the subcommittees function is to ensure that limited person and property damage occurs. The NASP subcommittee functions as a liaison between the MCCNA host committee and the facility where the convention is held. The NASP subcommittee of MCCNA shall hold separate and periodic and special subcommittee meetings at the chairperson's discretion. As soon as possible, the chairperson will draft a flyer to announce to the fellowship the forming of the subcommittee and the regularly scheduled meeting dates. Copies of the flyer should be distributed to all groups and the ASC of the MidCoast area. The subcommittee conducts its activities within the scope of the budget authorized by the MCCNA Convention Committee.

Serenity Chair Requirements: A willingness to serve, service experience, two (2) years abstinence from all drugs, leadership ability, ability to communicate, to attend all MCCNA host committee meetings and ability to organize. The responsibilities are to maintain order of all subcommittee functions.

## **COLLECTION AND HANDLING OF MCCNA FUNDS**

1. The collection and handling of all convention funds, including those collected at fundraising events throughout the year prior to the convention shall be done in accordance with the guidelines listed below.
2. The MCCNA Chair, Vice-Chair, and Treasurer shall be responsible for all monies collected by the committee as a whole and shall be accountable for those monies to the Midcoast Area Service Committee. The Subcommittee Chairs for Merchandise, Registration, Fundraising and Hospitality shall be responsible for all monies collected within their subcommittees and shall be accountable for those monies to the MCCNA Executive committee.
3. Each subcommittee chair shall maintain a 2 copy receipt book for funds collected within their subcommittee. One copy shall be issued to the Treasurer with each submission of funds for deposit; the other copy shall remain in the book to account for income within their subcommittee. Any discrepancies shall be addressed immediately. Cash register receipts shall be used to show details of the funds collected, if available, and shall be attached to each receipt.

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4. Only MCCNA host committee members with 2 or more years clean shall be allowed to sell merchandise. Each member shall be responsible for all merchandise they have been given to sell. Upon receiving merchandise, the member shall receive a receipt stating exactly what they have received. Receipts shall be signed by both the Merchandise Chair and the committee member. All monies collected and unsold merchandise shall be returned to the Merchandise committee and shall be reconciled against the original receipt. All discrepancies in the reconciliation shall be the responsibility of the committee member who signed out the merchandise.
5. Prior to the start of the convention, a special code shall be determined to designate a money pickup.
6. Prior to the time of pickup, all money to be collected shall be counted by the subcommittee chair or vice-chair (if chair is not present) and one other subcommittee member who has at least 2 years clean. The money shall then be placed in an unsealed envelope, showing the total amount contained within, and a call shall then be made for a pick up by 2 executive committee members. At the time of pickup, all monies to be collected shall be recounted by the executive committee members. The envelope is then sealed and initialed by the subcommittee chair or vice-chair and one of the executive committee members. The Executive committee members making the pickup shall then issue a receipt to the subcommittee chair or vice chair for the amount collected.
7. All monies collected by the executive committee at pickups shall be taken directly to the hotel safe, if available and suitably accessible. A receipt for each and every access to the safe, either deposit or withdrawal, shall be obtained from the hotel and retained in the records of the treasurer. If suitable accessibility to a hotel safe is not available, the treasurer shall obtain a room within the hotel which contains a safe and all monies collected shall be kept there. Both the treasurer and executive chair together shall be required to deposit or access monies stored within the safe. The treasurer shall maintain the only key to the room containing the safe, but shall not have the combination or key to the safe. The executive committee chair shall maintain the combination or key to the safe but shall not possess a key to the room. In the event that either person shall be unavailable at any time during the convention, the executive committee vice-chair or another sub-committee chair with no less than two years clean, shall temporarily assume the responsibilities of the absent person. At no time shall one person ever have sole access to both the room key and the combination or key to the safe.
8. Two executive committee members, one being the treasurer, shall prepare daily deposits of funds collected from those pickups. To prepare these deposits, the money shall be taken from the hotel safe, or room safe, and counted in an undisclosed room where a deposit ticket shall be prepared; making sure the amount matches receipts for that day. All monies along with the deposit ticket shall be put into a bank deposit envelope, sealed and taken directly to the bank for deposit. Prior to going to the bank and making the deposit, any discrepancies must be addressed immediately with the Executive Committee until resolved. All monies collected by Subcommittee members prior to the convention must be given to the Treasurer within 72 hours of receipt, and the MCCNA Treasurer must deposit said funds within 72 hours of receipt. During the convention, daily deposits shall be made as follows: Friday 's collections shall be deposited on Saturday morning, Saturday's collections shall be deposited Sunday morning, Sunday's collections shall be deposited immediately after the convention ends.
9. A Cash register and/or receipt book shall be placed at both the Registration and Merchandise tables. Only subcommittee members with 2 years or more clean shall be allowed to work the registers or collect monies. At no time during operation hours shall the Registration or Merchandise table be left unattended.

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10. Banquet or breakfast tickets sold prior to the event are refundable up to seven days prior to the event. All banquet or breakfast tickets sold after seven days prior to the event are non-refundable. Reference to this policy shall be clearly stated on all tickets and any promotional literature created for these events.

11. Check requests shall be required for all money disbursements made from budgeted funds. Every subcommittee shall be provided with check requests, which must be submitted to the Treasurer prior to issuance of any checks.

12. Individual Line item amounts may be revised within each subcommittee's individual budget as long as it does not affect the bottom line figures for their budget. These revisions must be reviewed and approved by the executive committee to insure that they remain in line with the MCCNA overall budget.

13. The MCCNA Chair shall immediately inform the Midcoast Area Admin committee of any unresolved financial discrepancies or misappropriations.