



**Greater Orlando  
Area Service Committee  
of  
Narcotics Anonymous**

*Procedural  
Guidelines*

**Last Updated 07/08/2018**

## **GOASCNA Purpose**

**The purpose of an Area Service Committee is to be supportive of its groups and their primary purpose, by linking the groups within the area, by assisting groups with their basic needs and/or situations, and by encouraging the growth of the NA fellowship within the Greater Orlando Area.**

# **Greater Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines**

**(Updates through November 2017 ASC)**

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## Addendums:

- ASC Budgets for 2017-2018
- Consensus Based Decision Making

## Appendix: Archival Guidelines (no longer printed until needed - only available from website)

(1) Literature Input & Review Subcommittee.

(2) Activity Subcommittee (event checklist example)

## I. **General Committee Guidelines**

The Greater Orlando Area Service Committee uses WSC approved A Guide to Local Services in NA handbook as its guidelines. Exceptions to those guidelines are below:

- A. All GOASCNA meetings are open to NA members,**
- B. All GOASCNA meetings are non-smoking,**
- C. The Administrative Committee is to include:**
  - 1. Area Chairperson,
  - 2. Area Vice Chairperson,
  - 3. Regional Committee Members (First and Second),
  - 4. Treasurer,
    - a) *Uses WSC approved Treasurer's handbook (Revised) as guidelines; exceptions to those guidelines are listed below:*
  - 5. Alternate Treasurer,
  - 6. Secretary,
  - 7. Alternate Secretary,
  - 8. Literature Distributor,
  - 9. Alternate Literature Distributor, and,
  - 10. Parliamentarians (1 and 2).
- D. ASC Officers may not:**
  - 1. Be a GSR or Alternate GSR, excluding GOASCNA, Inc. Board Member at Large,
  - 2. Hold two positions on area level,
  - 3. Hold an elected position on the FRCNA convention committee,
  - 4. Hold an elected position on the WCNA convention committee.
- E. Removal of Officers:**
  - 1. Any ASC Officer may be removed from office by the ASC at any time by a 2/3-majority vote,
  - 2. Any ASC Officer who has two consecutive unexcused absences will be automatically resigned at the next ASC meeting,
  - 3. Any Chair or Vice Chair of an ASC Subcommittee or it's Sub-subcommittees who has two (2) consecutive unexcused absences will be automatically resigned at the next subcommittee or ASC meeting (whichever comes first).
- F. Absences**
  - 1. Absences may be excused by the Area Chairperson,
  - 2. Elected trusted servants must address the ASC prior to leaving early. Leaving early may be assessed as an absence at the discretion of the Chairperson.
- G. ASC Minutes**
  - 1. Will include current Greater Orlando Area Quick-Order Form,
  - 2. Will include GSR report forms,
  - 3. Will include all approved Activities checklists,
  - 4. Will report all open/filled ad-hoc committee positions,
  - 5. Will include complete Treasurer's report,
  - 6. Flyers or other items not pertaining to actual minutes will not be included in minutes, but will be passed out at ASC,
  - 7. Will be available on the GOASCNA website

8. Will include topics discussed during open floor,
9. Will not include any names or discussion that occurred,
10. All reports that are to be included in the minutes will be submitted to the Admin Committee via email at least one day prior to ASC or hand-delivered prior to the conclusion of ASC.

**H. Subcommittees may neither waive nor change their guidelines without the approval of the ASC.**

**I. Literature/Literature Distribution**

1. Literature is disbursed ½ hour prior to and after the ASC meeting.
2. Four (4) new meeting starter kits, 2 in English and 2 in Spanish, will be kept on-hand for distribution when approved by group conscience. A new meeting starter kit is to include three (3) each of the following Information Pamphlets (IPs):
  - a) *Recovery Relapse Am I an Addict?*,
  - b) *Just for Today*,
  - c) *Sponsorship*,
  - d) *One Addicts Experience*,
  - e) *Welcome to NA*, and,
  - f) *Five (5) White Booklets*.
  - g) *Three (3) of each key tag*,
  - h) *One (1) Group Booklet*,
  - i) *One (1) set of Reading Cards*,
  - j) *One (1) NA Way Magazine*,
  - k) *One (1) Literature Order Form*,
  - l) *One (1) New Group Registration Form*,
  - m) *One (1) New Group Checklist (things to consider)*,
  - n) *One (1) Group Treasurer's Workbook EN-2110*.
  - o) *Two (2) EN-2201 An Introduction to NA Meetings;*
  - p) *Two (2) EN-2202 Group Business Meetings;*
  - q) *Two (2) EN-2203 Group Trusted Servants Roles & Responsibilities*
  - r) *Two (2) EN-2204 Disruptive & Violent Behavior;*
  - s) *Two (2) EN-2205 NA Groups & Medication;*
  - t) *Two (2) EN-2206 Principles and Leadership in NA Service*
  - u) *Two (2) EN-2207 Social Media*
3. All literature supplied to H&I and PR subcommittees will be stamped with the respective subcommittee name and the Helpline number.
4. The Greater Orlando Area will provide RCM(s) with all literature needed to represent the Greater Orlando Area at FRSCNA meetings and monthly meetings.
5. Three (3) Infinity Medallions will be kept on-hand.

**J. Meeting Lists**

1. Current meetings lists are disbursed at the ASC meeting
2. Bids for the printing of meeting lists are to be solicited bi-annually with a minimum of three bids.
3. New meetings lists will be approved for final printing by the GOASCNA Chairperson.

**K. Flyers**

1. All flyers or other items not pertaining to the actual monthly minutes will be passed out at ASC.

2. All flyers passed out at ASC or posted on the Greater Orlando Area website are submitted to the Vice Chairperson for review before distribution or posting.
  - a) *The Greater Orlando Area Vice Chairperson may delegate the responsibility of approving / disapproving the flyers submitted via the Greater Orlando Area website to the Greater Orlando Web Page Subcommittee, yet remains the single point of accountability that all flyers meet the requirements set forth below.*
3. All Greater Orlando Area flyers must state "Greater Orlando Area".
4. All Greater Orlando Area flyers submitted and passed out at ASC must have the following information:
  - a) *Function (event) flyers:*
    - 1) Date,
    - 2) Time,
    - 3) Address, including City and State,
    - 4) Location or Facility,
    - 5) Disclaimer: "NA is not affiliated with this facility",
    - 6) Directions / Map (optional),
    - 7) Contact person,
    - 8) What the fundraising is being held for,
    - 9) One of the following Hearing Impaired numbers:
      - (a) The Relay number for the Deaf, 1-800-955-8771, or,
      - (b) 711.
    - 10) Greater Orlando Area's Local Helpline: 407-425-5157,
    - 11) Greater Orlando Area's Toll-Free Helpline: 866-579-8333,
    - 12) Greater Orlando Area Web Page URL (Uniform Resource Locator): [www.orlandona.org](http://www.orlandona.org),
    - 13) Does not advertise or make mention of any raffles or cash drawings.
  - b) *Meeting/Group Information flyers:*
    - 1) Date,
    - 2) Time,
    - 3) Address, including City and State,
    - 4) Location of facility,
    - 5) Disclaimer: "NA is not affiliated with this facility",
    - 6) Directions / Map (optional),
    - 7) One of the following Hearing Impaired numbers:
      - (a) The Relay number for the Deaf, 1-800-955-8771, or,
      - (b) 711.
    - 8) Greater Orlando Area's Local Helpline: 407-425-5157,
    - 9) Greater Orlando Area's Toll-Free Helpline: 866-579-8333,
    - 10) Greater Orlando Area Web Page URL (Uniform Resource Locator): [www.orlandona.org](http://www.orlandona.org).
5. All non-Greater-Orlando-Area NA flyers submitted and passed out at ASC must have the following information:
  - a) *Function (event) flyers:*
    - 1) Date
    - 2) Time
    - 3) Address, including City and State
    - 4) Location or Facility
    - 5) Disclaimer ("NA is not affiliated with this facility")

- 6) Directions / Map (optional)
- 7) Contact person
- 8) The area's respective Helpline(s) and their Webpage URL, if available.

*b) Meeting/Group Information flyers:*

- 1) Date
  - 2) Time
  - 3) Address, including City and State
  - 4) Location or Facility
  - 5) Disclaimer ("NA is not affiliated with this facility")
  - 6) Directions / Map (optional)
  - 7) The area's respective Helpline(s) and their Webpage URL, if available.
6. If a flyer displays one of the NA logos, a registered trademark symbol, (a small circled letter "R"), should appear to the right of the logo, as per WSO bulletin Internal Use of NA Intellectual Property.

**L. When the Area holds a function, an NA meeting is held, whenever possible and not cost prohibitive, a notice of such will be included on the flyers.**

**M. Area/Group Functions**

1. The Greater Orlando Area will annually celebrate its Anniversary in the month of February commemorating the founding of the Greater Orlando Area on February 11, 1982. This Anniversary will be an Area Event.
2. Any function to be held by the ASC at any facility in which a meeting is regularly held needs to contact the GSR or GSRs of that meeting place to alleviate any possible conflicts with the meeting and the potential function before the facility is secured for the function.
3. The Area Chairperson and Treasurer are to appoint a designated person for each function to sign receipts for Money collected at area functions.
4. Immediately following a scheduled activity, the Activity Chair, accompanied by the designated appointees, should go together to the closest location to purchase a money order made payable to GOASCNA.
5. The Activities Chair is authorized to make bank deposits in the Area bank account when funds are collected after an area activity.
6. It is recommended that all groups planning an activity have it pre-coordinated by the Area Activities Chair (Intent is to minimize timing conflicts and overlapping of events.)

**N. Internet**

1. The Webpage Subcommittee is to be the single point of accountability for all internet presence of GOASCNA

**O. Schedule**

1. The Greater Orlando Area Service Committee meeting for every May will be on the 1st Sunday of the Month.

**P. To adopt "Open Office" compatible as the standard for all documents generated by and submitted electronically to the GOASCNA to the greatest extent possible, including but not limited to GOASCNA subcommittee reports and forms, group reports and forms, and all online documents, etc..**

**Q. Red Flags (or red cards)**

1. Any member of the service body can raise a red flag, or a “red card”, during any part of the service committee meeting, to point out that our principals, traditions or concepts are not being followed.
2. The normal order of business will be postponed until the red flag (or red card) is decided upon by the GSRs
3. Only the GSRs can validate the red flag (or red card); by following the normal consensus business procedures for “Handling of a Block”.
4. In the event that this red flag (or red card) is validated by the GSR’s, the activity or action taking place that is contrary to our principles, traditions or concepts will cease and desist.

**R. Public Interactions**

1. For all trusted servants to be vigilant when replying to any emails from the public via the Greater Orlando Area webpage and not includes any personal business and / or professional insignia, position or credentials so as not to confuse the public.

**S. GOASCNA INC Tax-Exempt Certificate Usage**

1. Upon taking the position, or soon thereafter (at least prior to any use of GOASCNA’s Florida Department of Revenue Consumer’s Certificate of Exemption), Subcommittee Chairs must be oriented by the GOASCNA Chair or Vice-Chair as to the regulations, laws, and permitted use of the Tax Exemption Certificate. Excluding Literature Chair.

**II. Nominations/Elections of Officers**

**A. Vote of Acclamation**

1. For the election of Area Chairperson, second term Regional Committee Member and Subcommittee Chairpersons, a vote of acclamation is requested for the Area Vice Chairperson, first term Regional Committee Member and Subcommittee Vice Chairperson provided they have served for six months in the respective positions. If the "vote of acclamation" does not carry with a 3/4 majority vote, nominations are solicited, and elections are held.

**B. General Elections**

1. Nominations for Area positions are solicited in June. Nominations are to be closed at the July ASC and elections will be held. ASC elections are to remain in conjunction with RSC elections. In the event of an unexpected vacancy or new Area elected position opening up, the position will remain open for at least one month following the announcement.
2. The position is announced and an explanation of office is read from the Area Service Guidelines to establish requirements for each.
3. The Chairperson reads the Fourth Concept of NA Service:
  - a) *“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”*
4. Nominations are accepted.



5. After accepting nominations the Chairperson will ask the floor if there are any further nominations.
6. Before the actual elections, each nominee should state, in person, their qualifications for serving the Fellowship. They should state their clean time, past service experience, if they have the time and resources to serve in the position, and why they want to serve.
7. Questions for the nominees will be accepted by the Chairperson, if appropriate.
8. Voting for elections will be conducted using Consensus Based Decision procedures.
9. Officers are to assume duties of the office at the end of business at the July ASC, except when filling a vacant position not a July (yearly) election position.

### **III. Business Procedures / Consensus Based Decision Making**

#### **A. Participation in Consensus**

1. GSR's are the only members that are counted towards Consensus.
2. A new group may be added to roll call by declaring its willingness to become a member of ASC. After 2 consecutive ASC attendances, a group will be added to the count towards consensus at the next, or third ASC attendance.
3. A group missing its 2<sup>nd</sup> consecutive ASC will not be counted for Consensus
4. A group missing its 6<sup>th</sup> consecutive ASC will be removed from roll call.

#### **B. Participation in Discussion**

1. All members attending ASC may participate in the discussion of the proposal. However, only GSR's are counted toward Consensus.
2. All members should be aware of the discussion and not repeat concerns that have already been expressed.
3. Each member should be allowed to share at least one time during the discussion until all members have been heard, not allowing the discussion to turn into a debate.
4. It is important to provide each proposal sufficient time for discussion. Even proposals that are to be tabled to groups, need discussion to provide GSRs with as much information as possible to take back to the Home Groups.
5. Discussion continues until Consensus is reached or it is apparent that the proposal will not gain support.

#### **C. Recognition**

1. To be recognized on the floor, a raise of the hand is necessary.

#### **D. Proposals**

1. Proposals will be allowed by the following:
  - a) GSRs or their alternates in their absence
  - b) RCM 1 or RCM 2 in absence of RCM1
  - c) Vice Chairperson, Secretary, Treasurer, Parliamentarian and Literature Distributor, when germane to their position
  - d) Subcommittee Chairperson or Vice Chairperson in their absence, when germane to their position
2. Each proposal shall be co-authored by another Trusted Servant.
3. New proposals shall be submitted prior to old business.

4. Proposals and Modifications must be submitted in writing to the Parliamentarian for review and prioritization. It should be clearly stated and contain purpose.
  - a) Proposals that pertain to policy of the ASC or its Subcommittees will identify the section(s) to be changed, amended, or added.
  - b) The proposal numbering will be the first 2 digits for the year, next 2 for the month and the next 2 for the order they came to the ASC floor to be heard. When the proposal affects the policy there will be an (P) following the numbers.
5. Proposals will be prioritized based upon time sensitivity.
6. The Treasurer will make recommendations on all money proposals.

**E. A brief overview of Consensus Based Decision Making and the use of the colored cards will be reviewed prior to the start of business.**

**F. Test for Consensus/Call for Consensus Procedure**

1. The Chairperson will test for Consensus/straw poll at the presentation of the proposal to find the degree of support and identify concerns. All GSRs and Elected Trusted Servants participate in the test for consensus/straw poll when a proposal is presented on the floor.
2. Following discussion and/or modification of the proposal, the chair will call for consensus. Only GSRs participate in the call for consensus. See the definition of “test for consensus/straw poll” and “call for consensus” described below.
3. Each GSR will raise the following color coded cards to show their support/concerns with the proposal.
  - a) Green – Assent – “I have heard the discussion and am prepared to support the proposal”. Counts towards consensus.
  - b) Yellow – Assent with Reservation – “I have mixed feelings about this proposal, but I am willing to allow it to pass.” Counts towards consensus.
  - c) Orange – Stand Aside – “I am against and/ or do not support this proposal.” Counts against consensus.
  - d) Red – Block – “I cannot support this, it is against our principles”.\* Counts against consensus.
4. Consensus is achieved when 80% of the eligible members indicate Assent or Assent with Reservation.
5. At any time prior to consensus being reached, a GSR can request that the proposal be allowed to go to groups for discussion and support.

**G. Proposal Modification**

1. If consensus is not achieved and support is apparent, the proposal can be modified to address the concerns of the decision makers.
2. If consensus is not achieved, the facilitator shall attempt to determine the concerns preventing consensus. Concerns of the stand aside’s shall be heard to determine if a proposal modification could relieve the concerns and move the proposal toward consensus.
3. If a proposal is tabled to groups for further discussion and returned to area for consensus, the proposal may still be modified to address the concerns of the groups in order to achieve consensus.
4. Only GSRs and elected trusted servants can modify a proposal.
5. In the event of multiple modifications the GSR’s and elected trusted servants discuss until modification reaches consensus.

## **H. Handling of a Block**

1. Given that a proposal can be defeated by a sufficient number of Stand Aside's, the Block should be extremely rare.
2. In the event a member feels that a Block is warranted, the member will be given the opportunity to express which Tradition or Concept or Spiritual Principle fundamental to NA is violated by the proposal.
3. The Facilitator can ask the Parliamentarian for their understanding concerning the justification for the block.
4. Following the justification for the block, all GSRs and Elected Trusted Servants will determine if the block is valid through the showing of the green (agreement with the Block) or red (disagreement with the block) cards. 80% of these voting members must agree that the block is valid. A decision to "Block" must be supported by specific Traditions and/or Concepts.

## **IV ASC Finances**

- A. The GOASCNA year will run from June 1st to May 31st.**
- B. No cash is to be accepted at ASC meetings.**
- C. The prudent reserve is considered emergency funds and is to be used for budgeted items only.**
- D. The prudent reserve will consist of:**
  1. Three (3) months operating expenses,
  2. 1 month subcommittee expenses,
  3. In the event that any subcommittee is not represented for 90 days at the area meeting, remove that subcommittee's budget from prudent reserve calculations. Add sub-committee reserve calculation once presence is re-established at area meeting.
- E. To hold monies in reserve before making donations to FRSC and NAWs:**
  1. Monies collected at ASC from groups to pay for literature ordered by the groups.
  2. Non-budgeted monetary proposals approved at ASC.
- F. An Ad-Hoc Committee consisting of the outgoing and newly elected administrative committees and interested GSRs is to be created at the time of election for the purposes of:**
  1. Evaluation of the Area's finances and inventory of its assets.
  2. Updating the list of signers on the GOASCNA bank account.
- G. All disbursements will be made through GOASCNA bank checking account which requires two signatures for each check. Or written approval by the Area Chairperson or Area Vice Chairperson for the electronic payments by the by the Treasurer. Electronic Payments may be approved for:**
  1. Payments for budgeted monthly services such as the Helpline .
  2. Payments to the RSO [Regional Service Office] for literature orders taken at previous month's ASC including the minutes.
- H. ASC officers who are allowed to sign checks drawn on the GOASCNA bank account, without exceptions or alternates, are:**
  1. Area Chairperson
  2. Area Treasurer
  3. Area Vice-Chairperson

- I. **The Activities Chair is authorized to make bank deposits in the area bank account when funds are collected after an area activity. The deposit is to be done in a money order purchased directly following the area function at which they were collected.**
- J. **The Priority List for ASC expenditures is as follows:**
  1. ASC Hall rental,
  2. Helpline expenses,
  3. Literature (and shipping of same),
  4. Meeting lists,
  5. ASC Minutes (Printing and distribution of),
  6. Subcommittees,
  7. Ad Hoc Committees,
  8. RSC Room:
    - a) Area is to provide funds at the ASC prior to RSC with the submission of a printed hotel reservation/confirmation sheet which clearly reflects the total cost (and return the hotel check-out receipt at the next ASC) for up to four (4) room nights when the Regional Service Committee is held outside Greater Orlando area, and up to 2 room nights for Saturday night when RSC is in Orlando, [2 if there is a female and male RCM team]. Members attending Regional weekend are responsible for acquiring their own hotel room. RSC rooms shall be designated as a male and a female room both Friday and Saturday night with a maximum of four persons per room and in accordance with the following room priority list:
      - 1) RCM 1,
      - 2) RCM 2,
      - 3) GOASCNA Subcommittee Chairs and Vice Chairs,
      - 4) GOASCNA members at large.
  9. Greater Orlando FRCNA program committee representatives shall be reimbursed for gas and tolls with receipts for travel outside Greater Orlando to the FRCNA Program Subcommittee meetings, and,
  10. 75% RSC Donation/25% WSC Donation.
- K. **Any checks returned for insufficient funds will be covered, including bank charges, by the writer of the check and further payments must be by bank check or money order.**

## V. **Officer Guidelines**

### A. **Chairperson**

1. Requirements
  - a) Minimum of three years continuous abstinence from all drugs
  - b) Service experience in one or more of the following
    - 1) Area Vice-Chairperson
    - 2) Subcommittee Chairperson
    - 3) GSR
    - 4) Other officer of the ASC
  - c) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
2. Duties and Responsibilities
  - a) Directly responsible to the ASC body
  - b) Responsible for arranging agenda for ASC to include the service workers prayer at the beginning of the meeting.

- c) Responsible to secure facility to hold monthly ASC
- d) Presides over ASC
- e) Organizes and maintains administrative documents generated by the ASC
- f) Cosigner on the Area bank account
- g) Authorized access to the Donate Button Account
- h) Approve meeting lists for final printing
- i) Prepare and submit a projected Administrative budget at the March ASC to commence on the new fiscal year beginning in June
- j) Will hold a position as a board member for GOASCNA Inc. (as a board member *personal information can be accessed by the public*).
- k) Point of Accountability for administrative body.
- l)
  - Point of accountability for the GOASCNA's Florida Department of Revenue Consumer's Certificate of Exemption ("Certificate").
  - Maintain Certificate and Admin Certificate Instruction Packet with GOASCNA's Administrative Documents.
  - In the absence of a vacating Subcommittee Chair or Subcommittee Vice-Chair, orient each new Subcommittee Chairperson as to the regulations, laws, and permitted use of the Certificate.
  - Transfer "*tax exemption folder*" to incoming ASC Chair/Vice-Chair and orient them as to the regulations, laws, and permitted use of the Certificate.

## **B. Vice-Chairperson**

### 1. Requirements

- a) Minimum of three years continuous abstinence from all drugs
- b) Service experience in one or more of the following
  - 1) Subcommittee Chairperson
  - 2) GSR
  - 3) Other officer of the ASC
- c) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts

### 2. Duties and Responsibilities

- a) Directly responsible to the Area Chairperson
- b) Performs the duties of the chairperson in their absence
- c) Coordinates activities of subcommittees
- d) Cosigner on the Area bank account
- e) Authorized access to the Donate Button Account
- f) Will hold a position as a board member for GOASCNA Inc. (as a board member *personal information can be accessed by the public*)
- g)
  - Maintain Certificate and Admin Certificate Instruction Packet with GOASCNA's Administrative Documents.
  - Orient each new Subcommittee Chairperson as to the regulations, laws, and permitted use of the Certificate in the absence of an ASC Chair or exiting Subcommittee Chair.
  - Transfer "*tax exemption folder*" to incoming ASC Chair/Vice-Chair and orient them as to the regulations, laws, and permitted use of the Certificate in the absence of an vacating ASC Chair.

## **C. Secretary**

### 1. Requirements

- a) *Minimum of three years continuous abstinence from all drugs*
- b) *Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts*
- c) *One year active in the NA service structure*
- d) *General office or secretarial skills*
- e) *Has access to a computer and copier*

**2. Duties and Responsibilities**

- a) *Directly responsible to the Area Chairperson*
- b) *Responsible for keeping an accurate record of each ASC meeting*
- c) *Is responsible for sending one copy of the area minutes to each of the following within ten days of ASC:*
  - 1) GSRs
  - 2) Subcommittee Chairpersons
  - 3) Subcommittee Vice Chairpersons
  - 4) Ad-Hoc Committee Chairs, as necessary
  - 5) Administrative Committee members
  - 6) Florida Regional Service Office
- d) *Is NOT a signer on the Area bank account*
- e) *Completes Annual Corporation report to sunbiz.org*
- f) *Responsible for printing of ASC stationary*
- g) *Will hold a position as a board member for GOASCNA Inc. (as a board member personal information can be accessed by the public).*

**D. Alternate Secretary**

**1. Requirements**

- a) *Minimum of three years continuous abstinence from all drugs*
- b) *Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts*
- c) *One year active in the NA service structure*
- d) *General office or secretarial skills*
- e) *Has access to a computer and copier*

**2. Duties and Responsibilities**

- a) *Directly responsible to the Area Secretary*
- b) *Responsible for assisting the Area Secretary*
- c) *Is NOT a signer on the Area bank account*

**E. Treasurer**

**1. Requirements**

- a) *Minimum of three years continuous abstinence from all drugs*
- b) *Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts*
- c) *Previous service as Treasurer on the Group level*
- d) *Bookkeeping experience*

**2. Duties & Responsibilities**

- a) *Directly responsible to the Area Chairperson*
- b) *Is a signer on the Area bank account*
- c) *Authorized access to the Donate Button Account*
- d) *Makes recommendations on all money proposals at ASC*
- e) *Keeps an accurate record of all donations and literature monies and makes disbursements of funds*
- f) *Monitor and transfer monies monthly from the Donate Button Account*
- g) *To be familiarized with all standing subcommittees' approved budgets (i.e. Admin and subcommittees)*
- h) *Responsible for reporting financial status at every ASC meeting to include the following:*
  - 1) Total donations received
  - 2) Literature monies received
  - 3) Expenses incurred by standing subcommittees (including budgeted and non-budgeted items)

- 4) Current Operating Prudent Reserve
- 5) Book balance as of current ASC
- 6) Donations to other levels of NA service
- i) Provide access of all subcommittees' bills to the appropriate subcommittee chairperson(s) prior to payment
- j) Provide access of the current bank statement at the ASC
- k) Within seven (7) calendar days of the ASC, the Treasurer and/or Alt. Treasurer will submit the Treasurer's Report to the Secretary and make deposit of monies collected at the ASC
- l) Provide an annual report at fiscal year-end to include the following:
  - 1) Total year-to-date donations received and disbursed
  - 2) Total year-to-date Literature monies received and disbursed
  - 3) A comparison of budgets to actual expenditures by standing subcommittees.
  - 4) A summary of non-budgeted monetary motions approved at ASC
- m) To attend the annual financial inventory
- n) Prepare a budget spreadsheet to be provided at February's ASC which includes: Actual spending from the previous year, the approved budget, current YTD spending, and projected spending for the rest of the Fiscal Year.
- o) Solicit and obtain a professional tax preparer. Provide the tax preparer with all required financial information necessary for tax reporting following the year-end financial report. Ensure the tax filing has been completed by end of ASC July business meeting. Send a copy of the tax filing to the Regional Service Office.
- p) Will hold a position as a board member for GOASCNA Inc. (as board member personal information can be accessed by the public).

**F. Alternate Treasurer**

1. Requirements
  - a) Minimum of three years continuous abstinence from all drugs
  - b) Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
  - c) Previous service as Treasurer on the Group level
  - d) Bookkeeping experience
2. Duties & Responsibilities
  - a) Directly responsible to the Area Treasurer
  - b) Assists the Treasurer in keeping an accurate record of all funds and makes disbursements of funds when appropriate
  - c) Is NOT a signer on the Area bank account

**G. Literature Distributor**

1. Requirements
  - a) Minimum of two years continuous abstinence from all drugs
  - b) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c) Knowledge of purchasing and inventory
2. Duties and Responsibilities
  - a) Directly responsible to the Area Chairperson
  - b) Responsible for all acquisitions and disbursements of literature and meeting lists while keeping accurate record of those acquisitions and disbursements
  - c) Responsible for maintaining the GOASCNA Literature Quick Order Form
  - d) Submits a written report to the ASC which includes all transactions from the previous month and current inventory on hand
  - e) Is NOT a cosigner on the Area bank account

- f) Required to communicate detailed accounting/inventory of funds and/or properties received on behalf of the GOASCNA within two business days of their receipt to the Area Treasurer.

## **H. Alternate Literature Distributor**

- 1. Requirements
  - a) Minimum of two years continuous abstinence from all drugs
  - b) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c) Willingness and desire to learn purchasing and inventory
- 2. Duties and Responsibilities
  - a) Directly responsible to the Literature Distributor
  - b) Responsible for assisting the Literature Distributor
  - c) Is NOT a cosigner on the Area bank account

## **I. Regional Committee Members (Two positions: RCM 1 and RCM 2)**

- 1. RCM 1
  - a) Requirements
    - 1) Minimum of three years" continuous abstinence from all drugs
    - 2) Previous GSR experience
    - 3) Active for at least one year in the Greater Orlando ASC
    - 4) Basic knowledge of GOASC, its activities, and the groups within the area
    - 5) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - b) Duties and Responsibilities
    - 1) Directly responsible to Greater Orlando ASC
    - 2) Provides a clear understanding of all communication between the Greater Orlando ASC and the RSC when appropriate
    - 3) Distributes flyers from Region in accordance to GOASCNA Guidelines under Section I. K. 5
    - 4) Convey the Group conscience of the ASC to the RSC when appropriate
    - 5) Attend Regional Area Support and Fellowship Development meeting on Saturday and RSC on Sunday
- 2. RCM 2
  - a) Requirements
    - 1) Minimum of three years" continuous abstinence from all drugs
    - 2) Previous GSR experience
    - 3) Active for at least one year in the Greater Orlando ASC
    - 4) Basic knowledge of GOASC, its activities, and the groups within the area
    - 5) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - b) Duties and Responsibilities
    - 1) Directly responsible to RCM 1
    - 2) Assists the RCM 1
    - 3) If the RCM 1 is unable to fulfill their term in office, the RCM 2 assumes the responsibility of the RCM 1 with regard to the FRSC meetings until such time as the vote of acclamation can be obtained at the GOASCNA or the position is filled by the election process at GOASCNA.
  - c) Reason for Removal
    - 1) 2 consecutive unexcused absences from GOASCNA meetings
    - 2) 2 consecutive unexcused absences from FRSCNA meetings



## **J. Subcommittee Chairperson (Elected by ASC)**

1. Requirements
  - a) Minimum of two years continuous abstinence from all drugs
  - b) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c) Willingness and desire to serve
  - d) Working knowledge of the purpose, direction, intent, and function of the subcommittee.
  - e) Has six months' prior experience with that respective subcommittee
2. Duties and Responsibilities
  - a) Directly responsible to the Area Vice Chair
  - b) Submits a written report to the ASC on the progress of the sub-committee.  
\*\*Must include a balance of their budget in their monthly report and utilize this information to come up with next years' budget.
  - c) Submit all subcommittee plans for approval of the ASC allowing enough time to go through proper channels.
  - d) Participate in the Area Service Awareness Day to promote awareness of the subcommittee within the fellowship.
  - e) Prepare and submit a projected subcommittee budget at the March ASC to commence on the new fiscal year beginning in June
  - f) Attend Area Support and Fellowship Development meetings, when possible, within the Florida Region.
  - g) Required to communicate detailed accounting/inventory of funds and/or properties received on behalf of GOASCNA within two business days of their receipt to the Area Treasurer.
  - h) Required to respond to phone and electronic communications in a timely manner within 72 hours (including GOASCNA webpage contact emails and Google group emails).
  - i) Must use a budget form provided on the new check request form, requiring to be specific about what line item any spending comes out of.
  - j) Check request form used for reimbursements must include receipts and are only paid at the following ASC except for times of an excused absence.
  - k) Any subcommittee of the Greater Orlando Area that wishes to put on an event or activity that could potentially negatively or adversely affect a group's status, reputation or good standing with their meeting place, must inform the affected group(s) before reserving or booking that meeting space.

## **K. Subcommittee Vice-Chairperson**

1. Requirements
  - a) Minimum of two years continuous abstinence from all drugs
  - b) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c) Willingness and desire to serve
  - d) Working knowledge of the purpose, direction, intent, and function of the subcommittee
  - e) Has six months' prior experience with that respective subcommittee
2. Duties and Responsibilities
  - a) Directly responsible to the Subcommittee Chairperson
  - b) Assists the Subcommittee Chairperson with all duties
  - c) Coordinates activities within the subcommittees
  - d) Attend Area Support and Fellowship Development meetings, when possible, within the Florida Region

- L. Parliamentarians (Two Positions)** The purpose of the Parliamentarians is to consider any input that affects the Policy of the Greater Orlando Area and provide clarity to the Area. This clarity will consist of, but is not limited to;
- (1) Does the proposal conflict with the 12 Steps, Traditions or Concepts?
  - (2) Does the proposal create or change established policy?
  - (3) What impact will the proposal have on the Greater Orlando Area? (i.e. spiritual, financial, time, etc.)
1. Requirements
    - a) Minimum of two years continuous abstinence from all drugs
    - b) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
    - c) Willingness and desire to serve
    - d) Working knowledge of the purpose, direction, intent, and function of the position
    - e) Working knowledge of Consensus Based Decision Making (CBDM) and parliamentary procedure
  2. Duties and Responsibilities
    - a) Directly responsible to Area Chair
    - b) Will maintain an up-to-date GOASCNA guidelines hereafter referred to as “Policy” reflecting any additions, deletions and/or changes to policy as approved by GOASCNA.
    - c) Will submit to GOASCNA periodic updates of changes as needed and will submit an updated and complete set of GOASCNA Guidelines (Policy) once each year, preferably in August.
    - d) Will provide recommendations to the Chair regarding interpretation of policy, when requested
- M. GOASCNA Inc. Board Member “Member at Large”**
1. Requirements
    - a) Minimum of three years continuous abstinence from all drugs
    - b) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
    - c) One year Active in the NA service structure
    - d) Member of the Greater Orlando Area of NA
  2. Duties and Responsibilities
    - a) Directly responsible to the Area Chairperson (GOASCNA Inc. President)
    - b) 2 year commitment
    - c) Must attend all Board meetings as the need arises, NOT required to attend ASC

## **VI. Activities Subcommittee**

*The Activities Subcommittee uses WSC approved “A Guide to Local Services in NA” as its guidelines. Exceptions to those guidelines are below.*

- A. Purpose**
1. The primary purpose of the Greater Orlando Area Activities Subcommittee is to coordinate, plan, and implement activities that promote unity and create a greater sense of community.
  2. The secondary purpose of the Greater Orlando Area Activities Subcommittee is to generate funds for the fellowship.
  3. The Activities Subcommittee is directly responsible to the Greater Orlando Area of Narcotics Anonymous.
- B. Responsibilities**

1. To provide a calendar to the GSRs at each ASC that provides the following activities for up to 4 months in advance:
  - a) GOASCNA Activities Subcommittee events.
  - b) Greater Orlando Area groups events, when notified by the group of their event.
  - c) FL Region convention  
s and RSC's .
2. To provide a list of potential events for the upcoming year with the exception of:
  - a) An Area Event which is required to be held annually in February.
  - b) A Service Awareness Day shall be held annually to provide awareness of the Area subcommittees to the Fellowship.
3. To provide the ASC with a proposed Event Budget, for the ASC's approval, for every activity at least three (3) months prior to that activity. See Activities Appendix A.
  - a) To provide the ASC a monthly accounting of all funds received and disbursed and assets held by the Activities Subcommittee.
  - b) To provide a recovery meeting at every Activities Subcommittee event, whenever possible and not cost prohibitive.

#### C. Meetings

1. Each meeting is to be well publicized thus encouraging all members to attend
2. Meetings shall be held not less than once monthly at a time and place designated by the members
3. Agenda
  - a) Opening prayer
  - b) Reading of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous
  - c) Acceptance of the minutes from the last meeting
  - d) Old Business
  - e) Subcommittee Elections
  - f) New Business
  - e) Closing Prayer

#### D. Membership

1. Qualifications
  - a) Be a member of Narcotics Anonymous
  - b) Have the personal time and abilities to perform the duties
  - c) Have a willingness and desire to serve within the committee
2. The subcommittee consists of the following
  - a) Chairperson
    - 1) Elected by ASC - see GOASCNA Subcommittee Chairperson guidelines.
  - b) Vice-Chairperson
    - 1) Elected by ASC - see GOASCNA Subcommittee Vice- Chairperson guideline.
  - c) Secretary
    - 1) Minimum 6 months continuous abstinence from all drugs,
    - 2) Previous experience as a General Member of the subcommittee,
    - 3) Elected by the Activities Subcommittee.
  - d) Task Coordinators
    - 1) Any person with the desire to make the commitment to the activity,
    - 2) Previous experience as a General Member of the subcommittee,
    - 3) Appointed by the Activities Subcommittee Chairperson.

- e) General Members
  - 1) Any addict with the desire to make the commitment to work within the committee and at Activities events.

## E. Position Duties and Responsibilities

### 1. Chairperson

- a) Arrange times and agenda for and preside over all subcommittee meetings
- b) Responsible for and present at all events of the subcommittee
  - 1) If unable to attend or assume responsibility, communicate this to the Vice-Chair of ASC and Vice-Chair of Activities Subcommittee
- c) Represents the subcommittee at monthly Area Service Committee meetings.
  - 1) If unable to attend, communicate this to the Vice-Chair of ASC and Vice-Chair of Activities Subcommittee.
  - 2) A monthly accounting of all funds received and disbursed and all assets will be included in the Activities Chairperson's Subcommittee Report to the ASC each month.
  - 3) Responsible for preparing and maintaining monthly calendar of events.
- d) Responsible for the handling and accounting of any funds given to or generated by this committee.
- e) Responsible for follow up with all Task Coordinators for all scheduled events.
- f) Share responsibility with the Vice Chairperson and train him/her to take over as Chairperson.
- g) Maintaining and overseeing all records and documents of the Activities Subcommittee.

### 2. Vice Chairperson

- a) Assist the Chairperson as necessary.
- b) Perform the duties of the Chairperson in his/her absence.
- c) Responsible for helping the Chairperson maintains a list of facilities and contacts for future events.
- d) Responsible for the inventory of all Activities Subcommittee's assets and supplies (such as: coffee, coffee pots, leftover sodas, sports equipment, audio components, electronics, cups, etc.)
- e) Make sure coffee, cups, sugar and artificial sweetener are provided at all events (where applicable) including ASC.

### 3. Secretary

- a) Record accurate minutes and attendance at each committee meeting.

### 4. Task Coordinators

- a) Responsible for specific duties pertaining to specific Activities events.

### 5. General Members

- a) Will provide input and assistance to the committee and/or events.

## F. Voting

### 1. Voting Members

- a) A person who has attended two consecutive complete subcommittee meetings.
- b) Voting privileges will be forfeited if a member does not attend two consecutive complete subcommittee meetings.
- c) Voting privileges can be re-established by attending two consecutive complete subcommittee meetings.

### 2. Voting Procedures

- a) A simple majority of the voting members is required to pass a motion.

### 3. Motions

- a) Motions may be brought to the floor by any voting member as a part of new business.

**G. Finances**

1. Individuals collecting monies hosted by GOASCNA Activities Subcommittee events must have a minimum of two years clean time.

## VII. Helpline

- A. **PURPOSE:** To facilitate the operation of and maintain a functional Helpline for the Greater Orlando Area of Narcotics Anonymous.
- B. **RESPONSIBILITIES** (See the Guide To Local Service???)
- C. **MEETINGS:** Subcommittee meetings shall be held no less than once monthly at a time and place designated by the membership.
- D. **MEMBERSHIP:** The Helpline Subcommittee uses WSC approved A Guide to Phone Line Service Handbook as its guidelines. Exceptions to those guidelines are below:

Trusted Servants: (excluding cell phone carriers), Election/Vacancy:

1. Sub-committee trusted servants, with the exception of the Chair/Vice-Chair, are elected by a simple majority vote at the Sub-committee Meeting. (Members acquire the ability to vote after attending two consecutive Sub-committee meetings).
2. In the case of a sudden vacancy, for any reason, the position will be filled by election vote at the following business meeting.
3. Relapse: In a case a trusted servant should relapse, the office in question shall be automatically vacated.
4. Attendance: Trusted servants must attend monthly sub-committee meetings. Two consecutive unexcused absences of a sub-committee meeting by a trusted servant will result in that trusted servant's position being automatically vacated.
5. Absence: If a trusted servant is absent and unable to perform the duties associated with their position, it is their responsibility to find another trusted servant to perform said duties during their absence.
6. To fill upcoming vacancies, elections will be held one month prior to the end of a year-long service commitment. This is to facilitate the incoming trusted servant's transition into that service position.

**E. POSITION DUTIES & RESPONSIBILITIES:**

1. Chairperson

a) Duties:

- 1) See GOASCNA procedural guidelines Subcommittee Chairperson Guidelines,
- 2) Chair subcommittee meetings,
- 3) Responsible to arrange the time, location and agenda for all subcommittee meetings,
- 4) Responsible to give orientation to cell phone carriers as needed.

2. Vice Chairperson

a) Duties:

- 1) See GOASCNA procedural guidelines Subcommittee Vice Chairperson Guidelines,
- 2) Assist the Chairperson as necessary,

- 3) Perform the duties of the Chairperson in his/her absence,
- 4) Responsible to give orientation to cell phone carriers as needed.

### Sub-committee Appointed Positions:

#### 3. Secretary

##### a) Requirements:

- 1) Minimum of six months continuous abstinence from all drugs
- 2) Willingness and desire to serve

##### b) Duties:

- 1) Record the minutes of all Helpline Sub-committee meetings and activities. In the event of secretary's absence, duty falls on vice chair or chair respectively,
- 2) Attend all Helpline Sub-committee meetings and functions,
- 3) Send all subcommittee meeting minutes to the Helpline Chair and subcommittee members prior to area service meeting,
- 4) Update all phone numbers for 12 step volunteers, ASC/Sub-committee members' phone numbers quarterly,
- 5) Responsible to give orientation to cell phone carriers as needed,
- 6) Responsible to update the master carrier binder quarterly.

#### 4. Cell phone Coordinator

##### a) Requirements:

- 1) Minimum of one year continuous abstinence from all drugs,
- 2) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts,
- 3) Willingness and desire to serve,
- 4) Six months prior Helpline Subcommittee experience and a minimum of two months experience as a Helpline cell phone carrier.

##### b) Duties:

- 1) Organize all cell phone carrier shifts by keeping and maintaining a rotation schedule for all shifts,
- 2) Manage onebox data entry and paper distribution of pertinent information and schedule updates.
- 3) Maintain contact with all cell phone carriers,
- 4) Attend all Helpline Sub-committee meetings and functions.

#### 5. Cell phone Carriers (English and Spanish)

##### a) Requirements:

- 1) Minimum of one year continuous abstinence from all drugs,
- 2) Has a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts,
- 3) Willingness and desire to serve,
- 4) Attend a minimum of one subcommittee meeting before carrying a helpline cell phone, or receive an orientation from two of the four admin members of the Helpline Subcommittee.
- 5) Attend as many subcommittee meetings as possible, at least one (1) Helpline Subcommittee during the GOASCNA year (June thru May) for reorientation.

##### b) Duties:

- 1) Responsible for answering calls when possible,
- 2) Follow the Do's & Don'ts when taking calls,
- 3) Keep all pertinent materials readily available (i.e. cell phone carrier notebooks, meeting lists, etc.), to use any electronic resources available to you.

- 4) Update their cell phone carrier books when applicable and keep flyers of upcoming NA events,
  - 5) Notify cell phone coordinator or another member of the Helpline Subcommittee immediately if a cell phone is not functioning properly or if unable to fulfill duties.
6. Back-up Cell Phone Carriers (English and Spanish):
- a) Requirements
    - 1) Minimum of one year continuous abstinence from all drugs,
    - 2) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts,
    - 3) Willingness and desire to serve,
    - 4) Attend helpline subcommittee meetings whenever possible.
  - b) Duties
    - 1) Responsible for answering calls when possible,
    - 2) To listen & respond to all voicemails when they arrive,
    - 3) To be responsible for informing the cell phone coordinator, vice chair or chair when a volunteer is neglecting their duties,
    - 4) Follow the do's & don't guidelines when talking to Helpline callers,
    - 5) Keep all pertinent materials readily available cell phone carrier notebooks, meeting lists, etc.
    - 6) Update their cell phone carrier books when applicable and keep flyers of upcoming NA events.
7. Twelve Step Volunteers
- a) Requirements
    - 1) Minimum of two years continuous abstinence from all drugs,
    - 2) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts,
    - 3) Willingness and desire to serve,
    - 4) Working knowledge of the Do's & Don'ts of helpline.
  - b) Duties
    - 1) Receive the callers' information from the cell phone carrier and contact caller in a timely fashion. Handle the callers' needs to the best of their ability keeping in mind our primary purpose as well as the principals of the 12 Steps, 12 Traditions and 12 Concepts.
8. Spanish Community Coordinator
- a) Requirements
    - 1) Minimum of one continuous abstinence from all drugs,
    - 2) A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts,
    - 3) Willingness and desire to serve,
    - 4) Six months prior Helpline Subcommittee experience and a minimum of two months experience as a Helpline cell phone carrier,
    - 5) Fluent in Spanish and English.
  - b) Duties
    - 1) Collect, distribute and rotate Helpline cell phone(s) within the Spanish community
    - 2) Organize all cell phone carrier shifts by keeping and maintaining a rotation schedule for all shifts within the Spanish community

- 3) Responsible to give orientation to cell phone carriers as needed
- 4) Maintain contact with all cell phone carriers within the Spanish community.
- 5) Distribute pertinent updates for cell phone carrier notebooks within the Spanish community.
- 6) Attend all Helpline Sub-committee meetings and functions.

**F. VOTING & ELECTIONS:**

1. Members must be members of the Helpline Sub-committee who have attended at least two consecutive sub-committee meetings. Should a member miss two consecutive sub-committee meetings, their voting privileges are revoked.
2. Voting privileges will be restored once the member has once again attended two consecutive sub-committee meetings.

**G. Recruitment:** All subcommittee members are encouraged to recruit new cell phone carriers.

## VIII. Hospitals and Institutions

(The Hospitals and Institutions Subcommittee uses WSC approved "H&I Handbook" as its guidelines. Exceptions to those guidelines are below.)

### A. Purpose of H&I Subcommittee

1. The H&I Subcommittee exists to carry the N.A. message of recovery from addiction to residents of facilities who are unable to attend regular N.A. meetings.

a) The purpose of an H&I meeting/presentation is to carry the message to addicts in hospitals and institutions who do not have full access to regular N.A. meetings. H&I meetings/presentations, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the N.A. program.

### B. Responsibilities

1. The Greater Orlando H&I Subcommittee is a subcommittee of the Greater Orlando Area Service Committee (herein, GOASCNA) and is directly responsible to that committee. It is made up of members from Narcotics Anonymous groups in the Greater Orlando Area.

2. H&I facilities are defined as places which house either incarcerated persons who may be addicts or have a goal of helping addicts to live clean, as responsible and productive members of society. This is accomplished through the operation of panels, which visit facilities on a regular basis. These panels are usually made up of a panel leader and one to three panel members.

3. The H&I Subcommittee does not assume responsibility for any member in a facility when that meeting is conducted by anyone other than the H&I Subcommittee.

### C. Membership

#### 1. Administrative Committee

- a) It is the responsibility of this committee to oversee the operations of the H&I Subcommittee.
- b) Another responsibility is to be involved with Area activities to promote H&I.



c) This committee, as a whole, serves within the spirit of Tradition Two.

2. The Administrative Committee consists of:

- a) Chairperson
- b) Vice Chairperson
- c) Secretary
- d) Literature Distributor
- e) Panel Coordinator I (Clearance Facilities)
- f) Panel Coordinator II (Non-clearance Facilities)
- g) Appointed Positions (No single individual can hold more than one administrative position at one time. As necessary, individuals may be appointed, by the Chairperson in agreement with the Vice Chairperson, to administrative positions that fulfill a particular need.)

3. Elections

- a) The H&I Subcommittee nominations for Chairperson and Vice Chairperson are brought to the GOASCNA.
- b) All other administration positions are elected in June by the H&I subcommittee members.
- c) Elections are to remain coordinated with GOASCNA elections.

4. Chairperson (Elected by GOASCNA)

a) Duties and Responsibilities

1. See GOASCNA procedural guidelines Subcommittee Chairperson Guidelines.
2. Active participation in the GOASCNA's H&I Subcommittee.
3. Must not have any previous convictions of sexual offences on minors.
4. Establishes the agenda for the H&I Subcommittee meetings.
5. Presides over the H&I Subcommittee meetings
6. Responsible for providing (and/or delegating the responsibility to provide) all necessary forms for all subcommittee meetings.
7. Maintains the voting member list and roll call roster which includes the recording of excused and unexcused absences.
8. If the H&I Subcommittee Chairperson misses two consecutive H&I Subcommittee meetings, a recommendation for removal from office may be presented from the H&I Subcommittee at the next GOASCNA meeting.

5. Vice Chairperson (Elected by GOASCNA)

a) Duties and Responsibilities

1. See GOASCNA procedural guidelines Subcommittee Vice Chairperson Guidelines.
2. Active participation in the GOASCNA's H&I Subcommittee
3. Must not have any previous convictions of sexual offences on minors.
4. Must attend 2 consecutive sub-committee meetings prior to being elected.
5. Must attend all H&I Subcommittee meetings. Absences may be excused by Chairperson.
6. Assists the Chairperson in presiding over the H&I Subcommittee meeting.

7. Conducts Orientation for new H&I members.
8. In the absence of a Panel Coordinator, it is the responsibility of the Vice Chairperson to see that the meetings/presentations are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facility. This person acts as a liaison between the facility and the H&I Subcommittee. This includes active facilities as well as the contact facilities.
9. If the Subcommittee Vice Chairperson misses two consecutive H&I Subcommittee meetings, a recommendation for removal from office may be presented from the H&I Subcommittee at the next GOASCNA meeting.

## 6. Secretary

### a) Requirements

1. A minimum of one year of continuous abstinence from all drugs.
2. An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
3. Must attend 2 consecutive sub-committee meetings prior to being elected.
4. Elected by the H&I Subcommittee.
5. If the member is elected in June, this is a twelve month commitment. Otherwise, this position becomes open each year during annual nominations and elections in May and June, respectively.
6. Minimal clerical and computer skills, including the capacity to email all H&I-related forms and information to active members prior to the following subcommittee meeting.

### b) Duties and Responsibilities

1. Keep an accurate set of typed minutes of all H&I Subcommittee meetings. A copy of the minutes should be emailed to all H&I members within 10 days following the subcommittee meeting.
2. Maintain the H&I Subcommittee's Facilities and Contact Information Sheet.
3. Keep a file of all correspondence and H&I Subcommittee reports for the last year on hand and archive the older records.
4. Train a successor to the secretary position, if applicable.
5. Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair.

## 7. Literature Distributor

### a) Requirements

1. A minimum of one year of continuous abstinence from all drugs.
2. An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
3. Elected by the H&I Subcommittee.
4. Must attend 2 consecutive sub-committee meetings prior to being elected.
5. If the member is elected in June, this is a twelve month commitment. Otherwise, this position becomes open each year during annual nominations and elections in May and June, respectively.
6. Minimal accounting skills.

b) Duties and Responsibilities

1. Keep an accurate log of incoming and outgoing literature with respect to quantities and value.
2. Make a report at each H&I Subcommittee meeting.
3. Stamp all IPs, booklets, and other literature prior to distribution with H&I stamp that includes GOASCNA's Helpline number.
4. Fill literature orders at the subcommittee meeting per the H&I literature order form's recommendations. Keep a minimum of three panel leader starter kits on hand.
5. Provide reading cards and a subcommittee-approved meeting/presentation format to all new panel leaders.
6. Order H&I literature at Area. Ensure that it is picked up monthly and distributed at the subcommittee meeting along with GOASCNA's meeting lists.
7. Make a recommendation for the literature line item for the subcommittee's annual budget (in May) to the H&I Chairperson.
8. Train a successor to the literature distributor position, if applicable.
9. Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair.

8. Panel Coordinator

a) Requirements

1. A minimum of one year of continuous abstinence from all drugs.
2. An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
3. Must not have any previous convictions of sexual offences on minors.
4. Must attend 2 consecutive sub-committee meetings prior to being elected.
5. Elected by the H&I Subcommittee.
6. If the member is elected in June, this is a twelve month commitment. Otherwise, this position becomes open each year during annual nominations and elections in May and June, respectively.
7. Good communication skills.
8. Have a willingness to attend prospective facility presentations.

b) Duties and Responsibilities

1. Maintain a record of all current meetings inclusive of address, phone number, contact person, rules, regulations, clearance forms, etc. of each facility wherever possible. Provide any contact updates to the secretary and/or chairperson.
2. It is the responsibility of the Panel Coordinator to see that the meetings/presentations are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facility. This person acts as a liaison between the facility and the H&I Subcommittee. This includes active facilities as well as the contact facilities.
3. In the event of a Panel Leader's absence to the commitment/presentation, the Panel Coordinator will schedule a current/previous Panel Leader with the requirements that meet the commitment and maintain an updated list with availability.

4. In the event of a potential month or two lag in the continuity of a commitment, the Coordinator may appoint an interim panel leader to continue a meeting presentation on a month-to-month basis.
5. Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair

## 9. Panel Leader

### a) Requirements

1. A minimum of one year of continuous abstinence from all drugs.
2. An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
3. Must not have any previous convictions of sexual offences on minors.
4. Two months of activity in H&I work, consisting of at least two consecutive H&I Subcommittee meetings and observe at least four meeting/presentations within the last two years.
5. Elected by the H&I Subcommittee.
6. A minimum six month commitment, not to exceed 1 year without re-election.
7. Must attend an H&I orientation prior to election.

### b) Duties and Responsibilities

1. Adheres to all facility rules, H&I Guidelines, and H&I Dos and Don'ts
2. Make a monthly written report at each H&I Subcommittee meeting or via electronic means if unable to attend the subcommittee meeting in person.
3. Utilize the subcommittee-approved meeting/presentation format.
4. Select the Presentation Chairperson, Panel Members, and Speakers. Panel leaders should inform each person of the H&I Dos and Don'ts and facility rules prior to fulfilling commitments.
5. Responsible for maintaining an adequate stock of literature that will be made available at facility commitments during the meeting/presentations only. No literature shall be left behind at any of the facilities that we take meetings/presentations into.
6. Must always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly. Any Panel Leader conducting themselves in an inappropriate manner, which could negatively affect NA either at their commitment, or at the H&I subcommittee, may be removed from their commitment by the Administrative members until the subcommittee re-elects the panel leader to the commitment.
7. May forfeit position if 3 meeting/presentations are missed in 3 months.
8. Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by the chair.

## 10. Panel Members

### a) Requirements

1. A minimum of 90 days continuous abstinence from all drugs is required to attend a meeting/presentation; however, the member is not allowed to share.

2. A minimum of six months of continuous abstinence from all drugs is required to attend a meeting/presentation whereby the member is allowed to participate in any capacity that the panel leader requests.
3. Must not have any previous convictions of sexual offences on minors.
4. A one meeting/presentation commitment.

b) Duties and Responsibilities

1. Adhere to the rules of the facility in which, in fact, they are a guest.
2. Must always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.

D. Literature for Hospitals and Institutions

1. Only Narcotics Anonymous approved literature, CD's approved for sale by WSO, Reaching Out, and the N.A. Way magazines may be taken into a facility by members of the H&I Subcommittee. Literature or any of these other items will be stamped appropriately and distributed by the Literature Distributor, as set forth under the qualifications and responsibilities of that position.
2. Only Conference-approved literature should be used in meetings/presentations; however, meeting lists may be taken into some facilities.

E. Meetings

1. Subcommittee meetings shall be held at least once monthly at a time and place designated by the Chairperson.
2. Any member of the H&I Subcommittee may request that the Chairperson call a special meeting of the committee.
3. No business meeting shall last for more than 1 ½ hours except by vote of the members present to extend this time limit.
4. Voting Membership
  - a) Subcommittee Vice Chairperson
  - b) Literature Distributor
  - c) Secretary
  - d) Panel Coordinators I & II
  - e) Panel Leaders
  - f) GOASCNA Chairperson
  - g) GOASCNA Vice Chairperson
  - h) Any other member of Narcotics Anonymous at their second consecutive H&I Subcommittee meeting has voting member status until absent from two consecutive H&I Subcommittee meetings.

F. Orientation

1. Chairperson/Vice Chairperson are to give a brief orientation to potential panel leaders using the WSO's H&I Basics Services Pamphlet.
2. Panel Leader procedures at subcommittee meetings shall be discussed.

3. The current GOASCNA H&I Guidelines will be made available to all attendees and the Panel Leader section will be discussed in detail.

## IX. Public Relations

*The Public Relations Subcommittee uses WSC approved Public Relations Handbook as its guidelines. Exceptions to those guidelines are below:*

- A.** *Purpose: To strengthen our relations with the public and enable us to share the message of recovery so that those who might benefit from our program can find us and to increase the awareness and credibility of the NA program for the Greater Orlando Area of Narcotics Anonymous transition into that service position.*
- B.** *Meetings: Subcommittee meetings shall be held no less than once monthly at a time and place designated by the membership.*
- C.** *Membership: Voting members must be members of the Public Relations Subcommittee who have attended at least two consecutive sub-committee meetings. Should a sub-committee member have attained the ability to vote, but misses a single sub-committee meeting, they shall retain the ability to vote at the following sub-committee meeting. Should a member miss two consecutive sub-committee meetings, their voting privileges are revoked. Voting privileges will be restored once the member has once again attended two consecutive sub-committee meetings.*
  - 1. **Trusted Servants: Election/Vacancy:**
    - a) Sub-committee trusted servants, with the exception of the Chair/Vice-Chair, are elected by a simple majority vote at the Sub-committee Meeting. (Members acquire the ability to vote after attending two consecutive Sub-committee meetings).
    - b) In the case of a sudden vacancy, for any reason, the position will be filled by election vote at the following business meeting.
    - c) Relapse: In a case a trusted servant should relapse, the office in question shall be automatically vacated.
    - d) Attendance: Trusted servants must attend monthly sub-committee meetings. Two consecutive unexcused absences of a sub-committee meeting by a trusted servant will result in that trusted servant's position being automatically vacated.
    - e) Absence: If a trusted servant is absent and unable to perform the duties associated with their position, it is their responsibility to find another trusted servant to perform said duties during their absence.
    - f) To fill upcoming vacancies, elections will be held one month prior to the end of a year-long service commitment. This is to facilitate the incoming trusted servants.

- 1) Minimum of two years continuous abstinence from all drugs,
  - 2) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts,
  - 3) Willingness and desire to serve.
  - 4) Working knowledge of the purpose, direction, intent, and function of the subcommittee,
  - 5) Has six months' prior experience with that respective subcommittee.
- b) Duties and Responsibilities
- 1) Directly responsible to the Area Vice Chair,
  - 2) Submits a written report to the ASC on the progress of the subcommittee
  - 3) Submit subcommittee plans that need approval of the ASC (those requiring the use of NA funds) to allow enough time to go through proper channels,
  - 4) Hold workshops to promote awareness of the subcommittee within the fellowship,
  - 5) Prepare and submit a projected subcommittee budget at the March ASC to commence on the new fiscal year beginning in June.
  - 6) Attend pertinent subcommittee meetings held within the Florida Region
2. Subcommittee Vice-Chairperson (Elected by ASC)
- a) Requirements
- 1) Minimum of two years continuous abstinence from all drugs
  - 2) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - 3) Willingness and desire to serve
  - 4) Working knowledge of the purpose, direction, intent, and function of the subcommittee
  - 5) Has six months' prior experience with that respective subcommittee
- b) Duties and Responsibilities
- 1) Directly responsible to the Subcommittee Chairperson
  - 2) Assists the Subcommittee Chairperson with all duties
  - 3) Coordinates activities within the subcommittees
  - 4) Attend pertinent subcommittee meetings held within the Florida Region

### Sub-committee Appointed Positions:

#### 3. Secretary

a) Requirements:

- 1) Minimum of six months continuous abstinence from all drugs
- 2) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
- 3) Willingness and desire to serve

b) Duties

- 1) Record the minutes of all Public Relations Sub-committee meetings and distributes them to the subcommittee and the Subcommittee Chairperson. In the event of Secretary's absence, duty falls on Vice Chair or Chair respectively
- 2) Attend all Public Relations Sub-committee meetings and functions
- 3) Notify all subcommittee members of the approaching subcommittee meeting approximately 5 days before meeting is to be held.
- 4) To send all subcommittee meeting minutes to the Public Relations Chair prior to area service meeting.

4. Project Coordinators

a) Requirements

- 1) Minimum of one year continuous abstinence from all drugs
- 2) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
- 3) Willingness and desire to serve

b) Duties

- 1) Develops a written action plan for subcommittee approval
- 2) Obtains prior subcommittee approval for any and all projects, including any and all verbal or written contracts
- 3) Coordinates individuals required to do the project work (i.e. Envelope stuffers, etc)
- 4) Schedules and chairs Project meetings as needed
- 5) Serves as the single point of accountability for any related contacts, responding to all inquiries in a timely manner
- 6) Submits a written and verbal report at each subcommittee meeting
- 7) Keeps accurate records so that information can be passed on to the next Project Coordinator

5. Presenters

a) Requirements

- 1) Minimum of two years continuous abstinence from all drugs
- 2) Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
- 3) Willingness and desire to serve
- 4) Active member of GOASCNA Public Relations Subcommittee
- 5) Understand personal anonymity (12th Tradition)

b) Duties

- 1) Shall carry a clear, focused, NA message, with a thorough understanding of powerlessness over addiction and the importance of not separating or giving special emphasis to certain drugs. Have no opinion on any outside issue or organization, including other 12-step fellowships,
- 2) Shall dress appropriately (Business Casual),
- 3) Shall always be accompanied by at least one other qualified member. No member shall ever conduct a presentation alone.

**E.** Amendments: In the event the group does not have a specific guideline pertaining to an issue in question, the group will default back to the guidelines specified in the Guide to Local Service. Amendments being voted on to alter applicable group guidelines must pass by a 2/3 majority vote.



## X. Webpage

### A. Purpose

1. The primary purpose of the Greater Orlando Area Webpage Subcommittee is to coordinate, plan, and implement internet information for GOASCNA, via [www.orlandona.org](http://www.orlandona.org), and to further NA's primary purpose. It is directly responsible to the Greater Orlando Area of Narcotics Anonymous.
2. The Webpage Subcommittee uses WSC approved A Guide to Local Services in NA as its guidelines. Exceptions to those guidelines are below.

### B. Responsibilities

1. The responsibilities of this subcommittee are prioritized as follows:
  - a) Meetings
    - 1) Webpage is to upload the current GOASCNA meeting list to [orlandona.org](http://orlandona.org) in PDF format
    - 2) Webpage is to update the [orlandona.org](http://orlandona.org) online meetings
    - 3) To act as NAWS A/R database, for groups, and GOASCNA, to maintain accurate information in NAWS database.
  2. Implement ASC directives in a timely manner.
    - a) Webpage is to check all accounts for GOASCNA webpage's, reply and/or forward emails/information as needed (To appropriate Sub-committee, Admin Committee, GSR's) regularly, at least once a week
  3. Events
    - a) Webpage is to provide an accurate calendar of events on [orlandona.org](http://orlandona.org)
    - b) Webpage manages flyers submitted via the website, as follows:
      - 1) Webpage reviews all flyers submitted for posting to the website
      - 2) Webpage posts those flyers that meet the criteria per the GOASCNA guidelines, I. General Committee Guidelines, K. flyers
      - 3) Webpage communicates to the requester if flyer does not meet guideline requirements and cannot be posted
  4. Webpage is to upload the current GOASCNA meeting minutes to [orlandona.org](http://orlandona.org) in PDF format
  5. Guidelines
    - a) Webpage is to upload the current GOASCNA procedural guidelines to [orlandona.org](http://orlandona.org) in PDF format.
    - b) Webpage is to upload the current "Changes Log" of the GOASCNA procedural guidelines to [orlandona.org](http://orlandona.org) in PDF format.
  6. Webpage is to manage the GOASCNA online mailing list. The mailing list is a listing of all emails from the GOASCNA contact list. (Please refer to the "Frequently Asked Questions" on the website, for more information.)
  7. Webpage is to manage the GOASCNA newsletter mailing list. This mailing list is a subscription list of anyone wishing to receive announcements from [orlandona.org](http://orlandona.org). (Please refer to the "Frequently Asked Questions" on the website, for more information.)

### C. Meetings

1. All meetings are to be held at regularly scheduled times and places. Each meeting is to be well publicized thus encouraging all members to attend.
2. Agenda for Meeting
  - a) Open with the Serenity Prayer
  - b) Read the Twelve Traditions of Narcotics Anonymous

- c) Read the Twelve Concepts of Narcotics Anonymous
  - d) Read the minutes of the previous meeting
  - e) Old Business
  - f) Elections
  - g) New Business
  - h) Closing Prayer
3. The subcommittee consists of the following:
- a) Chairperson (Elected by GOASCNA).
  - b) Vice-Chairperson (Elected by GOASCNA)
  - c) Secretary (Elected by Webpage subcommittee).
  - d) NAWS Area Representative (AR) (Elected by Webpage subcommittee)
  - e) General Members.

#### **D. Membership**

1. Be a member of Narcotics Anonymous.
2. Have the personal time and abilities to perform the duties.
3. Have a willingness and desire to serve in the position.
4. Clean time and service experience.
  - a) Chairperson
    - 1) See GOASCNA procedural guidelines subcommittee chairperson guidelines.
    - 2) Internet Access
    - 3) Ownership of a computer with minimum requirements, "1 GHz"
    - 4) of CPU speed and minimum of 4 gb of memory, ability to install software as needed on computer.
    - 5) Access to printer, and image scanner
  - b) Vice-Chairperson
    - 6) See GOASCNA procedural guidelines subcommittee vice-chairperson guidelines.
    - 7) Internet Access
    - 8) Ownership of a computer with minimum requirements, "1 GHz"
    - 9) of CPU speed and minimum of 4 gb of memory, ability to install software as needed on computer.
  - c) Secretary
    - 10) Minimum 6 months continuous abstinence from all drugs
    - 11) Internet Access
    - 12) Access to printer, and image scanner
  - d) General Members
    - 13) Any recovering addict with the desire to make the commitment to work with the subcommittee

#### **E. Position Duties and Responsibilities**

1. Chairperson
  - a) Arrange times and agenda for all subcommittee meetings
    - 1) Facilitate subcommittee meetings
    - 2) Responsible for and present at all functions of the subcommittee (i.e. Service Awareness Day)
    - 3) Represent the subcommittee at monthly Area Service Committee meetings
    - 4) Participate in as many RSC weekends as possible

- 5) Responsible for the handling and accounting of any funds associated with this subcommittee
  - 6) Provide a budget to GOASCNA by March ASC each year
  - 7) Budget will consist of:
    - (a) Domain name registration
    - (b) Website host
    - (c) Service Awareness Day
    - (d) Rent for meeting space
    - (e) Administrative expenses
  - 8) Mentor the Vice Chairperson to assume the Chairperson's responsibilities
2. Vice Chairperson
    - a) Assist the Chairperson as necessary.
    - b) Perform the duties of the Chairperson in the Chairperson's absence.
  3. NAWS Area Representative (AR)
    - a) Maintain NAWS database for GOASCNA.
  4. Secretary
    - a) Record the minutes and attendance at each subcommittee meeting
    - b) Maintain a contact list of subcommittee members
  5. General Members  
Provide input and assistance to the subcommittee

**F. Voting and Elections**

1. A recovering addict who has attended two consecutive subcommittee meetings
2. Voting privileges will be forfeited if a member does not attend two consecutive subcommittee meetings
3. Voting privileges can be re-established by attending two consecutive subcommittee meetings
4. Motions may be brought to the floor as a part of new business
5. A simple majority of the voting members is required to pass a motion

**G. GOASCNA Discussion Group**

1. The GOASCNA discussion group is intended for Greater Orlando Area business
2. It is important that all users respect all other members in this group
3. Anyone using profanity or posting personal attacks against another user will be removed from the GOASCNA discussion group until the next Area Service committee meeting, at which time a determination can be made for reinstatement by the groups.
  - a) If a member of the GOASCNA discussion group has been removed, they will receive an email. If the member wishes to be reinstated, they can attend the next Area Service Committee meeting and submit a proposal for reinstatement to be voted on by the groups.

**XI. Acronyms**

- A.** ASC (GOASCNA) Area Service Committee/ (Greater Orlando Area Service Committee of Narcotics Anonymous)
- B.** CBDM Consensus Based Decision Making
- C.** FRSC Florida Regional Service Committee
- D.** FRCNA Florida Regional Convention of Narcotics Anonymous

- E.** GSR            Group Service Representative
- F.** GTLS          Guide to Local Services
- G.** H&I            Hospitals and Institutions
- H.** IP              Information Pamphlet
- I.** PR              Public Relations
- J.** RCM            Regional Committee Member (replaces Area Service Rep)
- K.** RSO (FRSO)(Florida) Regional Service Office
- L.** RD              Regional Delegate (replaces Regional Service Rep)
- M.** AD              Alternate Delegate (replaces Regional Service Rep Alternate)
- N.** WSC            World Service Committee
- O.** WSO            World Service Office, Inc.

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