



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

*Procedural  
Guidelines*

Last Updated 8/7/2013

## **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 thru 7/14/13 ASC)

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## Addendum:

- ASC Budgets for 2013-2014
- Celebration of Unity Convention Guidelines
- Unidos Convention Guidelines

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

(1) Literature Input & Review Subcommittee.

## 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 (Uses WSC approved %treasurer 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
  10. Parliamentarians (First and Second)
- 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 its Sub-subcommittees who has 2 consecutive unexcused absences will be automatically resigned at the next subcommittee or ASC meeting (whichever comes first)
- A. 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.
- B. 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  
This will not include any names or discussion that occurred
  9. 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
- C. Subcommittees may neither waive nor change their guidelines without the approval of the ASC
- D. 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:
    - (1) 1 set of 5 group reading cards
    - (2) 1 "The-Group" booklet
    - (3) 5 key tags of each color
    - (4) 5 copies of each of the following pamphlets:
      1. The White Booklet
      2. Recovery and Relapse
      3. Just for Today
      4. Sponsorship
      5. One Addict's Experience
      6. Welcome to NA
      7. Am I An Addict?
  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
      - (b) 711
    - (10) Greater Orlando Area's Local Helpline: 407-425-5157
    - (10a) Greater Orlando Area's Toll-Free Helpline: 866-579-8333
    - (11) Greater Orlando Area Web Page URL (Uniform Resource Locator): [www.orlandona.org](http://www.orlandona.org)
    - (12) 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 or 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
      - (b) 711
    - (8) Greater Orlando Area's Local Helpline: 407-425-5157
    - (8a) Greater Orlando Area's Toll-Free Helpline: 866-579-8333
    - (9) 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

- 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)
- 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, and 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 1<sup>st</sup> 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.

## 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.
  - 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:

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. Individual votes will not be reflected on the tally sheet, only totals. A simple majority of the current roll call of the ASC is necessary for all ASC positions
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. GSRs 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.
  3. A group missing its second consecutive ASC will be removed from roll call and will not be counted for Consensus.
- B. Participation in Discussion
  1. All members attending ASC may participate in the discussion and modification of the proposal. However, only GSRs 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. Primary RCM or Secondary RCM in Primary's absence
    - c. Vice Chairperson, Secretary, Treasurer, 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 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
  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 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. Only GSRs participate in the call for consensus following discussion and modification of the proposal. See the definition of **test for consensus/straw poll** and **call for consensus** described below.
  2. Each GSR will raise the following color coded cards to show their support/concerns with the proposal.
    - a. **Green . Assent** . %have heard the discussion and am prepared to support the proposal+. Counts towards consensus.
    - b. **Yellow . Assent with Reservation** . %think this may be a mistake but I can live with it+. Counts towards consensus.
    - c. **Orange . Stand Aside** . %personally can't do this, but I won't stop others+. Counts against consensus.
    - d. **Red . Block** . %cannot support this, it is against our principles+.\* Counts against consensus.
  3. Consensus is achieved when 80% of the eligible members indicate Assent or Assent with Reservation.
  4. 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 asides 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.
- H. Handling of a Block
1. Given that a proposal can be defeated by a sufficient number of Stand Asides, 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.

\* A decision to **Block** must be supported by specific Traditions and/or Concepts

## Consensus Based Decision Making

A working definition of Consensus

Consensus is a process by which a common mind of the meeting is sought about the wisest way to move forward on a particular issue at the time. It is derived from the Latin words con meaning %with+or %together with+ and sentir meaning to %think+or %feel+. So, "*consensus*" means to "*think or feel together.*"

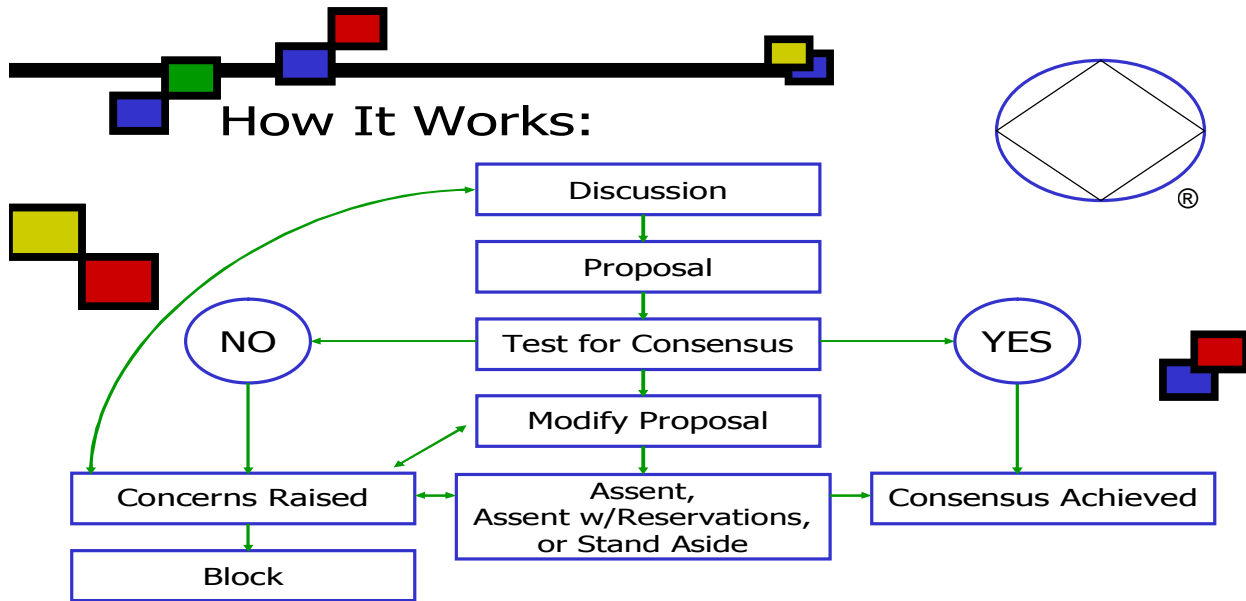
Consensus Based Decision Making is:

1. A cooperative process for making decisions in which everyone consents to the decisions of the group
  - o Not everyone's first preference necessarily, but true consent
  - o Decisions should reflect the integrated will of the whole group
  - o Preserves the interests and integrity of all participants



- A problem-solving orientation for people who wish to work together
  - Not a process for determining whose ideas are best, but searching together for the best solution for the group
  - A questioning process, not the %key-doke+
  - The decision is in this room - our job is to find it
  - Have respect and enjoy creative conflict

Below is a diagram of the flow of conversation and decision making:



**Discussion of the item:** Discussion takes place here as well as in your home groups or over coffee. The item is discussed with the goal of identifying opinions and information on the topic at hand. The general direction of the group and potential proposals for action are often identified during the discussion.

**Formation of a proposal:** Based on the discussion, a formal decision proposal on the issue is presented to the group. It should be written down and projected so we are clear on what is being discussed.

**Test for consensus/Straw poll:** Thumbs up or down to find degree of support and concerns of those opposed.

**Identification and addressing of concerns:** If consensus is not achieved, each dissenter presents his or her concerns on the proposal, potentially starting another round of discussion to address or clarify the concern.

**Modification of the proposal:** The proposal is amended, re-phrased in an attempt to address the concerns of the decision-makers. The process then returns to the call for consensus and the cycle is repeated until a satisfactory decision is made.

**Call for consensus:** The facilitator of the decision-making body calls for consensus on the proposal. Each member of the group usually must actively state their agreement with the proposal, often by using a hand gesture or raising a colored card, to avoid the group from interpreting silence or inaction as agreement. The decision reached by consensus takes into account the insights of all members. The process ensures that issues are fully aired and that all members feel they have been adequately heard. Decisions are taken not simply because one more than 50% of members are in favor of a proposal, but because all agree to a way forward. Some may feel that it's not necessarily their first option, but ALL can support it and commit themselves not to undermine the decision.

**TRUE CONSENSUS** is not the same as unanimity. We must be careful to recognize that real consensus arises out of real community, and often only through real tension as people express their insights with passion and integrity, and yet with respect for really hearing others' points of view.

Ideally,

- Concerns and reservations will be identified and addressed through the consensus based decision-making process.
- When the call for consensus on a proposal is made, you should **ASSENT** if you support the proposal, all things considered.
- Assent does not indicate that you may agree with every aspect of a proposal, but that you
  - Have heard the discussion
  - Have had a chance to participate in the process of finalizing the proposal
  - Are prepared to support the final proposal

**Assent:** This means that you support the proposal, all things considered. It may not mean that you are in agreement with every aspect, but that you have heard the discussion, have had a chance to participate in the process of finalizing the proposal, and are prepared to support the final proposal. Assent is signified by raising your Area's table card and remaining silent.

There are three degrees of *dissent*:

- Assent with Reservations . I have some concerns that need to be heard.
- Stand Aside . I have concerns but will not stop the group from moving forward.
- Block . I have a serious issue with the proposal based on traditions or concepts and will not give my consent.

**Assent with Reservations:** Group members who are willing to let a motion pass but desire to register their concerns with the group may choose "assent with reservations." If there are significant reservations about a motion, the decision-making body may choose to modify or re-word the proposal. This option is not materially different from the assent option but is a way of giving addicts a place to stand when they do not need to object more strongly, but they want to note that they have reservations. Assent with Reservations by raising your hand and, when called on by the facilitator, simply saying "Assent with Reservations." The assumption is that the reservations have been heard already, and you are simply noting that you can support the proposal and continue to have these reservations.

**Stand Aside:** A "stand aside" may be registered by a group member who has a "serious personal disagreement" with a proposal, but is willing to let the proposal pass. Although stand asides do not halt a proposal, it is often regarded as a strong "nay vote" and the concerns of group members standing aside are usually addressed by modifications to the proposal. Stand asides may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal. Should there be a sizable number of Stand Asides (20% of the groups present); this will indicate a consensus too weak to adopt the proposal. The proposal is then either dropped or delegated to the maker of the proposal or an Ad Hoc Committee for reworking.

**Block:** Given that a proposal can be defeated by a sufficient number of Stand Asides, the Block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal or that some very fundamental moral position of the participant is violated. An addict who blocks must be able to articulate which Tradition or Concept or Spiritual principle fundamental to NA is violated by the proposal. Unanimity minus 20% gives the ability of GSR's to actively block a decision.

## IV. ASC Finances

- A. The GOASCNA year will run from June 1<sup>st</sup> to May 31<sup>st</sup>.
- 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. 3 months operating expenses
  2. 1 month subcommittee expenses
- 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
- 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

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. 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:

    - a. RCM 1
    - b. RCM 2
    - c. GOASCNA Subcommittee Chairs and Vice Chairs
    - d. 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.
  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 file systems for all information and minutes generated by the ASC
  - f. Responsible for printing of ASC stationary
  - g. Cosigner on the Area bank account
  - h. Authorized access to the Donate Button Account
  - i. Approve meeting lists for final printing
  - j. Prepare and submit a projected Administrative budget at the March ASC to commence on the new fiscal year beginning in June

### 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

### 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

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, excluding convention committees)
- 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, excluding convention committees
  - (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.

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. Knowledge of 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: one elected in odd numbered years and one elected in even numbered years, designated as primary and secondary below respectively). The FRSC has stated that an area gets only one voice and vote on the RSC floor and it is at the discretion of each area to designate which RCM carries its group conscience and cast the vote for the Area.
  - 1. Requirements
    - a. Minimum of three years" continuous abstinence from all drugs
    - b. Previous GSR experience
    - c. Active for at least one year in the Greater Orlando ASC
    - d. Basic knowledge of GOASC, its activities, and the groups within the area
    - e. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - 2. Duties and Responsibilities of the Primary RCM (in position second year)
    - a. Directly responsible to Greater Orlando ASC
    - b. Provides a clear understanding of all communication between the Greater Orlando ASC and the RSC when appropriate
      - (1) Distributes flyers from Region in accordance to GOASCNA Guidelines under Section I. K. 5
    - c. Convey the Group conscience of the ASC to the RSC when appropriate
    - d. Attend as many Area subcommittees and Group business meetings as possible
    - e. Attend as many Regional Area Support and Fellowship Development meetings as possible
    - f. RCM's working in conjunction with the area sub-committee chairs to conduct at least One (1) area Learning Day per year.
  - 3. Duties and Responsibilities of Secondary RCM (in position for first year of two year term)
    - a. Directly responsible to Primary RCM
    - b. Assists the Primary RCM

- c. If the Primary RCM (second year in term), is unable to fulfill their term in office, the Secondary RCM, having served their term for six months, assumes the responsibility of the primary with regard to the FRSC meetings, until such time as the vote of acclamation can be obtained at GOASCNA.
    4. Reason for Removal
      - a. Non-attendance at 2 consecutive GOASC meetings
      - b. Non-attendance at 2 consecutive 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 subcommittee
      - c. Submit all subcommittee plans for approval of the ASC allowing enough time to go through proper channels
      - d. Participate in the Area Learning 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
  - 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
      - f. Active (current/recent) service in an elected GOASCNA position, i.e, Admin member, Subcommittee Chair/Vice-Chair, GSR and/or within the previous year at time of nomination/election

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
  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 ~~NA~~ 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 conventions 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 Learning 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
  - g. 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
    - i. Elected by ASC - see GOASCNA Subcommittee Chairperson guidelines
  - b. Vice-Chairperson
    - i. Elected by ASC - see GOASCNA Subcommittee Vice-Chairperson guidelines
  - c. Secretary
    - i. Minimum 6 months continuous abstinence from all drugs
    - ii. Previous experience as a General Member of the subcommittee
    - iii. Elected by the Activities Subcommittee
  - d. Task Coordinators
    - i. Any person with the desire to make the commitment to the activity
    - ii. Previous experience as a General Member of the subcommittee
    - iii. Appointed by the Activities Subcommittee Chairperson
  - e. General Members
    - i. Any addict with the desire to make the commitment to work within the committee and at Activities events

E. Responsibilities of Positions

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
    - i. 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
    - i. If unable to attend, communicate this to the Vice-Chair of
    - ii. ASC and Vice-Chair of Activities Subcommittee
    - iii. 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
    - iv. 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 maintain a list of facilities and contacts for future events
    - d. Responsible for the inventory of all Activities Subcommittees' 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

ACTIVITIES APPENDIX A:

GOASCNA Activities Subcommittee  
Event Budget and Final Accounting Report

Event: \_\_\_\_\_  
 Scheduled Date: \_\_\_\_\_  
 Scheduled Time: \_\_\_\_\_  
 Location of Event: \_\_\_\_\_

Expenses:	Budgeted	Notes:	Actual
Facility Rental			
Food & Condiments			
Drinks			
Ice			
Utensils/Paper Products/Cups			
Printing Costs (flyers, tickets, etc.)			
DJ / Entertainment	\$		
Decorations	\$		
Tickets	\$		
Coffee			

Total Expenses: \$ \$

Revenue:	#	\$ Each	Projected
Tickets			\$
Food			\$
Drinks			\$
7th Tradition			\$
Auction			\$
Misc -			\$
Misc -			\$
Misc -			\$
Misc -			\$

#	\$ Each	Actual
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Total Revenue: \$ \$

Total Profit (Loss) Projected: \$ Actual: \$

Notes Section:

## VII. Helpline

The Helpline Subcommittee uses WSC approved A Guide to Phonenumber Service Handbook as its guidelines. Exceptions to those guidelines are below:

### **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 servant's transition into that service position.

**Sub-committee Meetings:** Subcommittee meetings shall be held no less than once monthly at a time and place designated by the membership.

**Purpose:** To facilitate the operation of and maintain a functional Helpline for the Greater Orlando Area of Narcotics Anonymous.

**Members:** Voting members must be members of the Helpline Sub-committee 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.

**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.

**Quorum:** A quorum shall be met by three active sub-committee members with the ability to vote.

### **Elected Positions**

Chairperson

1. Duties
  - a. Chair subcommittee meeting.

### **Sub-committee Appointed Positions:**

Secretary

2. Requirements
  - a. Minimum of six months 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
3. Duties
  - a. 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

- b. Attend all Helpline Sub-committee meetings and functions
- c. Notify all cell phone carriers & subcommittee members of the approaching subcommittee meeting approx. 5 days before meeting is to be held.
- d. To send all subcommittee meeting minutes to the Helpline Chair prior to area service meeting.
- e. Update all phone numbers for 12 step volunteers, Community Reference numbers and ASC/Sub-committee members phone numbers quarterly.

#### Cell phone Coordinator

- 1. Requirements
  - a. Minimum of one year 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. Prior Helpline experience including a minimum of two months experience carrying a helpline cell phone.
- 2. Duties
  - a. Collect, distribute and rotate Helpline cell phones
  - b. Recruit new cell phone carriers
  - c. Organize all cell phone carrier shifts by keeping and maintaining a rotation schedule for all shifts
  - d. Give training and orientation to cell phone carriers
  - e. Maintain contact with all cell phone carriers and distribute pertinent updates for cell phone carrier notebooks
  - f. Monitor backup cell phone regularly to effectively determine if there are any problems with the cell phone or the cell phone carriers.
  - g. Attend all Helpline Sub-committee meetings and functions

#### Cell phone Carriers

- 1. Requirements
  - a. Minimum of one year continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts & Do's & Don'ts of Helpline
  - c. Willingness and desire to serve
  - d. Attend a minimum of one subcommittee meeting before carrying a helpline cell phone
- 2. Duties
  - a. Answer each phone call when cell phone rings
  - b. Follow the do's & don't guidelines when talking to Helpline callers
  - c. Keep all pertinent materials readily available (i.e. cell phone carrier notebooks, meeting lists, etc.)
  - d. Update cell phone carrier books when applicable and keep flyers of upcoming NA events
  - e. Notify cell phone coordinator or another member of the Helpline Sub-committee immediately if a cell phone is not functioning properly or if unable to fulfill duties.

#### Back-up Cell Phone Carriers:

- 1. Requirements
  - a. Minimum of one year 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. Attend helpline subcommittee meetings whenever possible
- 2. Duties
  - a. Answer each phone call when cell phone rings
  - b. To listen & respond to all messages & voicemails when they arrive
  - c. To be responsible for informing the cell phone coordinator, vice chair or chair when a volunteer is neglecting their duties
  - d. Follow the do's & don't guidelines when talking to Helpline callers
  - e. Keep all pertinent materials readily available cell phone carrier notebooks, meeting lists, etc.
  - f. Update cell phone carrier books when applicable and keep flyers of upcoming NA events

Twelve Step Volunteers

1. Requirements
  - a. Minimum of one year 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. To have a working knowledge of the Do's & Don'ts of helpline
2. Duties
  - a. 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.

Liaison to the Spanish Community

1. Requirements
  - a. Minimum of one year continuous abstinence from all drugs
  - b. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. Prior Helpline experience including a minimum of two months experience carrying a helpline cell phone
2. Duties
  - a. Collect and distribute and rotate Helpline cell phone within the Spanish community
  - b. Recruit cell phone carriers within the Spanish community
  - c. Organize all cell phone carrier shifts by keeping and maintaining a rotation schedule for all shifts within the Spanish community
  - d. Give training and orientation to all cell phone carriers within the Spanish community
  - e. Maintain contact with all cell phone carriers within the Spanish community
  - f. Maintain contact with cell phone Coordinator to assist in distributing pertinent updates to cell phone carrier notebooks within the Spanish community
  - g. Attend all Helpline Sub-committee meetings and functions
  - h. Will maintain a Bilingual message and cell phone

## 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. Definition of H&I Subcommittee

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.

### B. 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.

### C. Definition of H&I Facility

1. 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 (1) a panel leader and (2) one to three panel members. 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.

### D. Purpose of H&I Meeting/Presentation

1. 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.

### E. Literature for Hospitals and Institutions

1. Only Narcotics Anonymous approved literature, tapes and 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.
2. Only Conference-approved literature should be used in meetings/presentations; however meeting schedules may be taken into some facilities.

### F. Business Meetings

1. Business meetings shall be held not less than once monthly at a time and place designated by the membership.
2. No business meeting shall last for more than 1 ½ hours except by vote of the members present to extend this time limit.

### G. Orientation

1. Presentation of the Do's & Don'ts after attending one's first H&I Subcommittee meeting.

### H. Voting Membership

1. Subcommittee Vice Chairperson
2. Literature Distributor
3. Secretary
4. Panel Coordinator
5. Panel Leaders
6. GOASCNA Chairperson
7. GOASCNA Vice Chairperson



8. 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.

**I. Elections**

1. The H&I Subcommittee nominations for Chairperson and Vice Chairperson are brought to the GOASCNA.
2. All other administration positions are elected in June.
3. Elections are to remain coordinated with GOASCNA elections.

**J. Administrative Committee**

1. It is the responsibility of this committee to oversee the operation of the H&I Subcommittee. This committee, as a whole, serves within the spirit of Tradition Two.
2. This committee shall meet as necessary. The time and place shall be at the discretion of the Chairperson. However, any member of the H&I Subcommittee may request that the Chairperson call a special meeting of the committee.
3. Another responsibility is to be involved with area activities to promote H&I.
4. The Administrative Committee consists of:
  - a) Chairperson
  - b) Vice Chairperson
  - c) Secretary
  - d) Literature Distributor
  - e) Panel Coordinator

**K. Appointed Positions**

1. 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.

**L. Qualifications and Responsibilities of Administrative Committee**

1. Chairperson (Elected by GOASCNA)

The duties and qualifications of the H&I Subcommittee Chairperson shall be the same as those outlined in the section **Subcommittee Chairperson Guidelines** in the GOASCNA Procedural Guidelines with the following additions:

- a) Active participation in the H&I Subcommittee, GOASCNA.
- b) Responsibility for establishing an agenda for the H&I Subcommittee meetings.
- c) Presiding over H&I Subcommittee meetings
- d) Responsible for providing and/or delegating the responsibility to provide all necessary forms for all subcommittee meetings.
- e) 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.
- f) Will submit a written report for excused absences from Panel Leaders (for archival purposes).
- g) Must not have any previous convictions of sexual offences on minors.

2. Vice Chairperson (Elected by GOASCNA)

The duties and qualifications of the H&I Subcommittee Vice Chairperson shall be the same as those outlined in the section **Subcommittee Vice Chairperson Guidelines** in the GOASCNA Procedural Guidelines with the following additions:

- a) Active participation in the H&I Subcommittee, GOASCNA.
- b) Assist the Chairperson in presiding over the H&I Subcommittee meeting.
- c) 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.
- d) Will conduct Orientation for new H&I members.
- e) Must attend all H&I Subcommittee meetings. Absences may be excused by Chair.
- f) 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. The person acts as a liaison between the facility and the H&I Subcommittee. This is to include active facilities as well as the contact facilities.

- g) Must not have any previous convictions of sexual offences on minors.
- h) Must attend 2 consecutive sub-committee meetings prior to being elected.

3. Secretary

- a) A 12 month commitment.
- b) A minimum of one year of continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- d) Elected by the H&I Subcommittee.
- e) Minimal clerical skills.
- f) Keep an accurate set of typed minutes of H&I Subcommittee meetings, workshops, and orientations. They should be ready for distribution at the H&I Subcommittee meeting.
- g) Keep an updated voting member list.
- h) Keep an updated speaker list for use by panel leaders..
- i) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair.
- j) Keep a file of all correspondence and H&I Subcommittee reports.
- k) Must attend 2 consecutive sub-committee meetings prior to being elected.

4. Literature Distributor

- a) A 12 month commitment.
- b) A minimum of one year of continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- d) Elected by the H&I Subcommittee.
- e) Minimal accounting skills.
- f) Keep an accurate log of incoming and outgoing literature.
- g) Make a report at each H&I Subcommittee meeting.
- h) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair.
- i) Will submit a yearly budget (in May) to H&I Chairperson.
- j) Must attend 2 consecutive sub-committee meetings prior to being elected.
- K) Order H&I literature at Area. Ensure that it is picked up monthly and distributed at the subcommittee meeting.
- l) Fill literature orders based on current policy, and keep a minimum of three panel leader starter kits on hand.
- m) Train a successor to the literature distributor position, if applicable.

5. Panel Coordinator

- a) A minimum one year commitment.
- b) A minimum of one year continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions and 12 Concepts.
- d) Elected by the H&I Subcommittee.
- e) Good communication skills.
- f) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair.
- g) Have a willingness to attend prospective facility presentations.
- h) Maintain a record of all current meetings inclusive of address, phone number, contact person, rules, regulations, clearance forms, etc. of the facility wherever possible.
- i) 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. The person acts as a liaison between the facility and the H&I Subcommittee. This is to include active facilities as well as the contact facilities.
- j) Must not have any previous convictions of sexual offences on minors.
- k) In the event of a Panel Leader's absence to the commitment/presentation, the Coordinator would schedule a current/previous Panel Leader with the requirements that meet the commitment and maintain an updated list with availability.

- l) In the event of a potential month or two lag in the continuity of a commitment, the Panel Coordinator may appoint an interim panel leader to continue a meeting presentation on a month-to-month basis.
- m) Must attend 2 consecutive sub-committee meetings prior to being elected.

**M. Qualifications and Responsibilities of the Panel**

**1. Panel Leader**

- a) A minimum six month commitment, not to exceed 1 year without re-election.
- b) A minimum of one year of continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- d) 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.
- e) Elected by the H&I Subcommittee.
- f) Make a report at each H&I Subcommittee meeting.
- g) Select Presentation Chairperson, Panel Members, and Speakers.
- h) Keep track of literature made available in the facility by the H&I Subcommittee.
- i) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position.
- j) Absences from the H&I Subcommittee meeting may be excused by the Chairperson. Excused absences include H&I commitment, work or school. A written or verbal report will be submitted to the Chair.
- k) Must always keep in mind that he may be seen as a representative of Narcotics Anonymous and should conduct himself 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 by the Admin members, from their commitment until the subcommittee re-elects the panel leader to the commitment.
- l) May forfeit position if 3 meeting/presentations are missed in 3 months.
- m) Must not have any previous convictions of sexual offences on minors.
- n) Must attend 2 consecutive sub-committee meetings prior to being elected.
- o) Must attend an orientation prior to election.

**2. Panel Members**

- a) A minimum of six months of continuous abstinence from all drugs.
- b) A one meeting/presentation commitment.
- c) Take an active role in a meeting in whatever acceptable capacity requested by the Panel Leader.
- d) Adhere to the rules of the facility in which, in fact, they are a guest.
- e) Must always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
- f) Must not have any previous convictions of sexual offences on minors.

## IX. Public Relations

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

### **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 servant's transition into that service position.

**Sub-committee Meetings:** Subcommittee meetings shall be held no less than once monthly at a time and place designated by the membership.

**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.

**Members:** Voting members must be members of the Public Relations Sub-committee 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.

**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.

**Quorum:** A quorum shall be met by three active sub-committee members with the ability to vote.

### **GOASCNA Elected Positions:**

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
- d. 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 subcommittee
- c. 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
- d. Hold workshops 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 pertinent subcommittee meetings held within the Florida Region

Subcommittee Vice-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 Subcommittee Chairperson
  - b. Assists the Subcommittee Chairperson with all duties
  - c. Coordinates activities within the subcommittees
  - d. Attend pertinent subcommittee meetings held within the Florida Region

**Sub-committee Appointed Positions:**

Secretary

1. Requirements
  - a. Minimum of six months 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
2. Duties
  - a. 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
  - b. Attend all Public Relations Sub-committee meetings and functions
  - c. Notify all subcommittee members of the approaching subcommittee meeting approximately 5 days before meeting is to be held.
  - d. To send all subcommittee meeting minutes to the Public Relations Chair prior to area service meeting.

Project Coordinators

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

Presenters

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. Active member of GOASCNA Public Relations Subcommittee
  - e. Understand personal anonymity (12<sup>th</sup> Tradition)
2. Duties

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

- a. 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.
- b. Shall dress appropriately (Business Casual)
- c. Shall always be accompanied by at least one other qualified member. No member shall ever conduct a presentation alone

## **X. Webpage**

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

### **A. Purpose**

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.

### **B. Functions and Responsibilities**

The responsibilities of this subcommittee are prioritized as follows:

1. Meetings
  - a. Webpage is to upload the current GOASCNA meeting list to orlandona.org in PDF format
  - b. Webpage is to update the orlandona.org online meetings
  - c. 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.

Webpage is to check all accounts for GOASCNA webpage, reply and/or forward emails/information as needed (To appropriate Sub-committee, Admin Committee, GSR) regularly, at least once a week
3. Events
  - a. Webpage is to provide an accurate calendar of events on 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 in PDF format
5. Guidelines
  - a. Webpage is to upload the current GOASCNA procedural guidelines to orlandona.org in PDF format
  - b. Webpage is to upload the current +Changes Log+ of the GOASCNA procedural guidelines to 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. (Please refer to the +frequently Asked Questions+ on the website, for more information.)

### **C. Meetings and Membership**

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. 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. Qualifications for 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, of Pentium III, 256 megs of ram, ability to install software as needed on computer.
    - (4) Access to printer, and image scanner
  - b. Vice-Chairperson
    - (1) See GOASCNA procedural guidelines subcommittee vice-chairperson guidelines.
    - (2) Internet Access
    - (3) Ownership of a computer with minimum requirements, of Pentium III, 256 megs of ram, ability to install software as needed on computer.
  - c. Secretary
    - (1) Minimum 6 months continuous abstinence from all drugs
    - (2) Internet Access
    - (3) Access to printer, and image scanner
  - d. General Members
    - (1) Any recovering addict with the desire to make the commitment to work with the subcommittee

**E. Responsibilities of Positions**

1. Chairperson
  - a. Arrange times and agenda for all subcommittee meetings
  - b. Facilitate subcommittee meetings
  - c. Responsible for and present at all functions of the subcommittee (i.e. Learning Day)
  - d. Represent the subcommittee at monthly Area Service Committee meetings
  - e. Participate in as many RSC weekends as possible
  - f. Responsible for the handling and accounting of any funds associated with this subcommittee
  - g. Provide a budget to GOASCNA by March ASC each year  
Budget will consist of:
    - 1) Domain name registration
    - 2) Website host
    - 3) Learning Day
    - 4) Rent for meeting space
    - 5) Administrative expenses
  - h. 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
  - a. Provide input and assistance to the subcommittee



**F. Agenda for Meeting**

1. Open with the Serenity Prayer
2. Read the Twelve Traditions of Narcotics Anonymous
3. Read the Twelve Concepts of Narcotics Anonymous
4. Read the minutes of the previous meeting
5. Old Business
6. Elections
7. New Business
8. Closing Prayer

**G. Voting Members**

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

**H. Motions**

1. Motions may be brought to the floor as a part of new business

**I. Voting Procedures**

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

**J. 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	Area Service Committee
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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