

Gulf Coast Area Policy

Table of Contents

	<b>Page</b>
Definition of an Area Service Committee . . . . .	2
Format of an Area Service Committee Meeting . . . . .	3
Seating Arrangements . . . . .	4
Qualifications and Responsibilities of ASC Officers . . . . .	5
Yearly Duties . . . . .	7
Nominations of Officers of the ASC . . . . .	8
Elections of Officers of the ASC . . . . .	8
Motions and Voting Procedures . . . . .	9
Parliamentary Procedures . . . . .	10
Rules of Order . . . . .	12
Impeachment Procedures . . . . .	12
Resignation Procedures . . . . .	12
Subcommittees Shared Policy . . . . .	12
Activities Subcommittee guidelines . . . . .	13
Hospitals and Institutions Subcommittee Guidelines . . . . .	14
Literature Distribution Subcommittee Guidelines . . . . .	17
Newsletter Guidelines . . . . .	18
Policy Subcommittee Guidelines . . . . .	19
Public Relations Subcommittee Guidelines . . . . .	20

## **Definition of an Area Service Committee**

An Area Service Committee (ASC) is a committee made up of representatives (GSRs) from groups within a designated area, an administrative committee and sub-committee chairpersons, which meets monthly for the express purpose of serving the specific needs of its member groups.

The most important service that an ASC provides is that of its groups' needs. Whenever a group has a specific situation or need, which it has not been able to handle on its own, it can come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions which are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its groups.

In order to provide the services and ASC needs the active participation of its GSRs. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services.

It is a group's responsibility to offer this support. However, as an Area grows the financial needs of the committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of the groups.

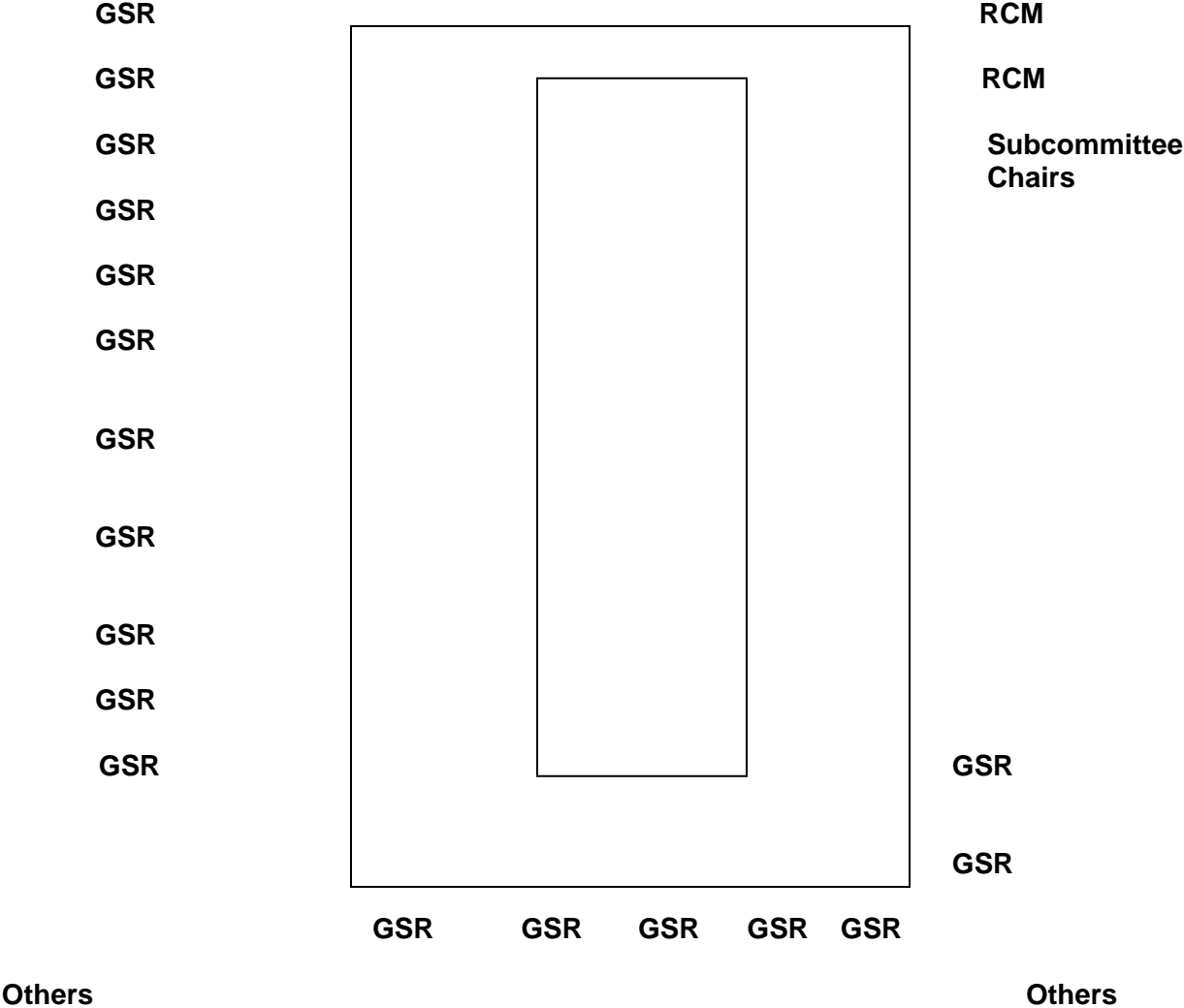
## **Format of an Area Service Committee**

1. Open meeting with the Serenity Prayer.
2. Read Traditions, Concepts, and Definition of an ASC.
3. Open Forum
4. Roll call by Secretary to include Administrative Committee, Subcommittee Chairpersons, RCM I and II, GSRs or their Alternate in their absence (to be done in alphabetical order by group). Secretary to report results of roll call to Chair.
5. Chair to establish quorum (for purpose of conducting business).
6. Secretary will move to accept last month's minutes.
7. RCM report.
8. Subcommittee reports in alphabetical order.
9. Group reports. During the ASC, GSR reports should be turned in to the Secretary and only announced or reported orally to the area body if there are problems or concerns.
10. Old Business.
11. Nominations.
12. Elections of new officer(s), if necessary.
13. New Business (prearranged agenda has priority).
14. Treasurer's Report. Move to accept Treasurer's report.
15. Review the business of the day (secretary).
16. Establish next meeting time and place.
17. Announcements.
18. Meeting closes with Third Step Prayer: "Take my will and my life; guide me in my recovery; show me how to live."

Note: A 10-minute break will be taken after every hour. Chair to reestablish quorum before restarting meeting.

# Seating Arrangement For Area Service Meetings

Treasurer   Chair   Vice Chair   Secretary



## Qualifications and Responsibilities of ASC Officers

### A. Chairperson: Nominated and elected by the ASC.

1. Four (4) years clean time.
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. One (1) year prior experience\*\* in the ASC.  
Presides over the ASC meeting. Should refrain from expressing his/her opinion during discussion of a motion. **Keeps discussion focused on the topic and within a reasonable time frame.** Should attend all ASC meetings. Is one of the signatures on the ASC's bank account. Will appoint someone at the end of the ASC to check on groups that have missed two or more meetings, to report back at the next ASC. Shall acquaint him/herself with the GCASC Policy.

### B. Vice-Chairperson. Nominated and elected by the ASC.

1. Three (3) years clean time.
2. One (1) year prior experience.\*\*
3. An example of living recovery through the Twelve Steps and Twelve Traditions of NA. A two (2) year commitment. Should attend all ASC meetings. Presides over the ASC meeting in the absence of the Chair. Is responsible for coordinating the Subcommittees. Communicates frequently with each of the Subcommittees' Chairpersons and acts as a resource to the Subcommittee in an effort to facilitate the continuation of their duties. Is responsible for assisting the Subcommittees to continue on with business in the event of and absence or resignation of a Subcommittee chair. Holds a mandatory meeting before the ASC meeting with all Subcommittee chairs. Assists in tabulating votes. Shall acquaint him/herself with the GCASC Policy. Shall act as parliamentarian. Shall be one of the cosigners on the ASC's bank account. Can become the ASC Chair in the 2<sup>nd</sup> year by receiving a vote of acclamation. If not received, the Vice Chair can become a nominee for the position of ASC Chair.

### C. Secretary. Nominated and elected by the ASC.

1. Two (2) years clean time.
2. An example of living recovery through the Twelve Steps and Twelve Traditions of NA.
3. Six (6) months prior involvement\* in ASC,  
Shall attend all ASC meetings. Drafts minutes to reflect what is conducted at the ASC meeting following ASC format. Types and mails minutes of the ASC meeting, to all ASC participants within fourteen (14) days following the ASC meeting. All GSRs on roll call and all subcommittee chairs are to be sent a copy of minutes for every ASC. Others may receive minutes if they add their names to a monthly list. The pages of the ASC minutes will be numbered and include a literature distribution form, GSR report, policy changes, and Area announcements. The secretary will be provided with sufficient funds to print and mail monthly minutes. Takes roll call at the ASC meetings. Gives a list of groups that have missed two (2) or more ASCs to the ASC chair. Maintains a file system for all information generated by the ASC including certain materials created by the Subcommittees or Groups, as well as a record of motions, reports and correspondence for the ASC archives. Prepares letters and communications for the ASC officers. The ASC Secretary is responsible for pointing out any holiday conflicting with the upcoming ASC. Should acquaint him/herself with the Area Policy. Shall submit a yearly budget within 30 days of election. Shall be responsible to provide ASC with an addendum sheet every six months with all new voted policy changes. All printed materials are to be printed on both sides of the paper.

D. Assistant Secretary: Nominated and elected by the ASC.

1. Six months clean time.
2. Have all the same responsibilities as the ASC Secretary.
3. Six months prior involvement.\*

Assists the secretary. A two (2) year commitment position. Should attend all ASC meetings. Shares all the responsibilities of the ASC Secretary in his/her absence. Will become the ASC Secretary in the 2<sup>nd</sup> year by receiving a vote of acclamation. If not received, the Assistant Secretary can become a nominee for the position of ASC Secretary.

E. Treasurer: Nominated and elected by the ASC.

1. Four (4) years clean time.
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of NA.
3. One (1) year prior involvement in the ASC.
4. Must have steady employment.

Responsible for the management of ASC funds. First signature on the ASC bank account and maintains the checkbook. Responsible for all incoming and outgoing monies through the ASC. Presents a detailed report of finances at each ASC meeting. Includes a monthly statement showing fixed and all other expenses of the Gulf Coast Area. Keeps a running balance during the ASC so that an accurate, current report on finances can be made during the Treasurer's report. Maintains fiscal yearly budget from September through August. The treasurer maintains accurate balances of the ASC bank account and is responsible for confirming the monthly balances with accumulated year-to-date totals, as well as the ASC's general fund, prudent reserve and operating expenses as part of the Treasurer's report. All monies must be turned in to the ASC Treasurer within forty-eight (48) hours of an event; i.e, dance, special events, merchandise sales. In turn, the Treasurer must deposit these received funds within twenty-four (24) hours. All funds are under one set of books. The Treasurer makes disbursements upon direction of the ASC. Must attend the meeting with the ASC Vice-Chair prior to the ASC. Should acquaint him/herself with the Area Policy. Any request made in the area for payment or reimbursement must be accompanied by an itemized business receipt, showing vendor name, date of service, services provided, and amount paid. No checks are to be cashed at Area Service for any reason. The Treasurer oversees a prudent reserve of One Thousand, Five Hundred Dollars (\$1,500) and informs the ASC of any excess above prudent reserve so that a donation can be made to RSC. Before dipping below the Gulf Coast Area Prudent Reserve of \$1,500 the treasurer will make a motion, seconded by a GSR, to dip below the prudent reserve. This motion will require a 2/3 majority vote of the voting quorum. The Treasurer will inform the ASC as to the amount of money that is available to be sent to the next level of service. Incorporates a system for cash receipt verification requiring two (2) signatures with a receipt issued. All payments will be by check only. No blank checks are to be signed in advance. Shall submit a yearly budget within 30 days of election.

F. Assistant Treasurer: Nominated and elected by the ASC.

1. Three (3) years clean time.
2. An example of living recovery through the Twelve Steps and Twelve Traditions of NA>
3. Six (6) months prior experience as a group treasurer and prior participation in the ASC.

A two (2) year commitment position. The first year is spent assisting the Treasurer, attending all ASC meetings. Is accountable to Area, with the Treasurer, by witness & signature, for all monies, cash and checks counted and received by the Treasurer, verifying group donations and balances. Will fill in for Treasurer on a temporary basis in his/her absence. The Assistant Treasurer will become Treasurer for the second year of this commitment if he/she receives a vote of acclamation. If this is not received, the Assistant Treasurer can become a nominee for the position of Treasurer.

- G. RCMs:** Two (2) positions nominated and elected by the ASC on an alternate yearly rotation.
1. Four (4) years clean time.
  2. An example of living recovery through the Twelve Steps and Twelve Traditions of NA.
  3. Prior fulfilled commitment as a GSR.
  4. Time and resources to perform the responsibilities of the position.
  5. Prior involvement at the Regional level.

As representatives of the Gulf Coast Area, they will speak for members and groups within the Area. The primary responsibility is to work for the good of NA and act as liaison between the Area and the rest of NA, particularly with neighboring ASCs. They represent the group conscience of the Area at the Regional level. In order to accomplish this, they must become informed of issues from Area, Regional and World levels of NA service. Therefore, it is vital for them to attend all meetings of the ASC and the RSC. If there is a male and female RCM, Area will provide funds for two rooms for RSC meetings. RCMs should prepare written reports to the ASC concerning the RSC meetings. All Regional motions requiring group votes are to be put in Area motion format and included with all Area motions to be voted on by groups, to insure all future ASR-Regional motions are brought before groups in business meetings and can be truly group conscience. When the WSC Conference Agenda Report (CAR Report) comes out, they will need to be well informed on all agenda items to bring this information to the groups in a workshop forum where group members may ask questions pertaining to these items. Shall acquaint him/herself with the Gulf Coast Area Service Policy. Shall submit a yearly budget within 30 days of election.

**\*Prior involvement** shall be defined as any consecutive time period during their recovery.

**\*\*ASC experience or participation** shall be defined as GSR, Administrative Committee, or Subcommittee Chair.

**Prudent reserve:** Funds kept available and set aside to meet liabilities and for unforeseen emergency needs.

## Yearly Duties

### **A. Audits & Inventories:**

1. All Officers of the ASC shall provide the ASC with an inventory of the progress, problems and solutions as well as performance of their term as trusted servants. This will be done by August at end of their term.
2. A committee from the ASC, consisting of the Newly-Elected ASC Chair, Vice-chair, Secretary, Treasurer and Assistant Treasurer shall perform a yearly audit on literature and treasury after the change of the Administrative body.
3. The Area's storage area will be inventoried 2x/year.

### **B. Trusted Servant Workshops:**

1. The ASC shall provide a trusted servants workshop once a year, including both Area and Group level positions. This shall be coordinated with the Activities subcommittee as an event.

## **Nominations of Officers**

1. Nominations are solicited in June to be brought to the ASC in July.
2. Qualifications and responsibilities for each position will be read at the June ASC.
3. All nominations must be seconded by a GSR.
4. After accepting nominations, the ASC Chair will ask if there are any other nominations.
5. A motion is made to close nominations.
6. Each nominee must be present. Verbal qualifications are now given, as well as written qualifications handed to the ASC secretary. Shall state clean time and prior service experience. Written qualifications will not be accepted for absent nominees, except under extenuating circumstances accepted by the GSRs, written qualifications will be accepted in lieu of policy waiver.
7. Members of NA, when submitting their qualifications for possible service positions, shall NOT state their vocational or educational backgrounds.

## **Elections of Officers of ASC**

1. Nominations are brought back to the ASC in July and elections are held in August. All nominees are required to attend the ASC for elections in August. If a nominee is not present for elections, his/her nomination will be withdrawn.
2. Voting is done by closed ballot. Majority wins (one more than half).
3. All positions, even with only one nomination, must go back to the groups for a vote and are then brought back to the ASC for election.
4. When there are more than two nominations, if no candidate gets a clear majority, the following will be done: A vote will be taken. The nominee with the least amount of votes will be dropped and another vote taken of the remaining candidates until there are two nominees left. These nominees will be referred to groups for votes and then returned to ASC for election of majority winner.
5. All Administrative Officers or Subcommittee Chairpersons serve no more than two (2) consecutive terms in the same position.
6. Each MEMBER can hold only one Area elected position at a time.
7. Shall an office be vacated; ASC chair shall appoint a pro tem for no more than 2 ASCs.
8. The Gulf coast Area does not vote on any ASC positions if their qualifications have not appeared in the previous month's minutes.
9. Clean time requirements for ASC elected positions will not be waived if another nominee who meets those requirements is nominated.

## Motions and Voting Procedures

1. ASC meetings are open to all NA members. Everyone has a voice on the floor during open forum. To be recognized, a raise of the hand is necessary.
2. Those listed below can make or amend motions:
  - a. GSRs or their alternate in their absence.
  - b. RCMs in matters pertaining to their position.
  - c. Subcommittee Chairs in matters pertaining directly to their subcommittee.
  - d. Members of the Administrative Committee (Except Area Chair).
3. Only GSRs can second motions.
4. If any group is not represented at two (2) consecutive meetings, they are dropped from roll call. (The purpose of this is to establish accurate quorum.) Any NA group is welcomed to join the Gulf Coast Area.
5. Quorum:
  - a. Official quorum is one more than half of the area GSRs present at prior ASC meeting at the first roll call
  - b. Official quorum must be reached by thirty (30) minutes after scheduled starting time. If not met, there will be no business that requires group conscience done.
  - c. Only elected GSRs and GSR alternates are eligible for quorum.
  - d. A quorum call from the floor is always in order. A simple majority of groups is required to open the ASC, and to vote any policy motions.
6. All main motions must be turned in to the Vice Chair (in writing, with intent) prior to the start of New Business. All motions that require a cash expenditure shall carry an exact dollar amount.
7. After a motion is made, the Chair asks for a second from GSRs. After a second is taken, the Chair asks for opposition.
  - a. If there is no opposition: The Chair asks for a vote of all those in favor and any abstentions.
  - b. If there IS opposition: 1) The maker of the motion is given a two (2) minute opportunity to speak on the intent of the motion. 2) The floor is open for debate (Refer to Parliamentary Procedures Policy).
8. The Chair has a vote only in the case of a tie, at his/her discretion.
9. A 2/3 yes vote is required for policy change, amendments, to policy, or forming new policies. All policy changes, including amendments or new policy changes, must go back to groups. All other business requires a simple majority (more than half) to pass. All money motions other than normal budgeted items, administrative housekeeping items, or normal monthly expenditures must go back to groups for vote if the dollar amount exceeds \$200.
10. All policy changes go to admin. For their recommendations as well as financial and parliamentary impact. This information is to be attached to the motion to go out to groups.
11. Voting will be done by a show of hands; a roll call or closed ballot vote can be called for at any time by any voting participant.
12. In all votes at the ASC, the abstentions do not go to the prevailing side, but are counted as abstentions, and if abstentions prevail, the vote goes back to the groups.
13. For all others, refer to the Gulf Coast area Service Rules of Order (page 12).

## **Parliamentary Procedures**

### **Main Motion:**

A main motion is a motion whose introduction brings business before the ASC. Such a motion can be made only when no other motion is pending.

### **Amendments:**

An amendment is a motion to modify the wording and within certain limits the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

### **Motion to Table:**

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, an intent is to be given. The motion to table is in order for:

- a. To get further information.
- b. More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up the by ASC by a motion to do so, or until the next ASC meeting when it will be brought up by the administrative committee under Old Business. This motion is not intended to kill a main motion or suppress debate on it. Any motion tabled twice dies!

### **Motion to Refer to Committee:**

When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next ASC meeting by the committee. Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there will be two pros and two cons on the original motion so as to obtain information to give direction to the committee.

### **Motion to Refer to Groups:**

When a motion to refer to groups I made, it is to send an item of business to the groups for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will be limited to one pro and one con and the debate will pertain only to the desirability of committing the motion. If passed, there will be two pros and two cons on the original motion so as the give information to bring back to the groups.

### **Motion to Reconsider:**

A motion to reconsider is meant to bring an item that has already been dealt with onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or minority were not pleased with the outcome, this motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next ASC meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

### **Unanimous Consent:**

That is a method that allows the ASC to move quickly through routing business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

**Withdraw or Modify:**

A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After a motion is made it belongs to the ASC as a whole and the maker must request the ASC's permission. The Chairperson treats this as a unanimous consent matter; that is, if no one objects to this, the request is granted. If there is an objection, the Chairperson automatically puts the request to a vote which is not debatable.

**Motion to Call the Vote:**

A motion to call the vote must be seconded. A 2/3 majority is required to adopt this motion. The intent of the motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

**Point of Information:**

A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure on the motion that is pending. This allows a member to ask a question, and it is not to make a statement or give information.

**Point of Order:**

When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he/she can make a "Point of Order" which in effect is asking the Chair to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but instead is to bring to the attention of the Chairperson that a member feels that the proper procedure is not being followed.

**Suspend the Rules:**

A motion to suspend the Rules is made when a member of the ASC would like to waive certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority.

**Appeal the Decision of the Chair:**

By electing the ASC Chair, the ASC delegates to him/her the authority and duty to make necessary rulings on questions or parliamentary procedure. Any two members (one making the appeal and another seconding it) have the right to Appeal from his/her decision on such a question. The question is taken from the Chair and given to the ASC for final decision. Debate will be limited to one pro by the maker of the motion and one con by the Chair, limited to two (2) minutes each.

**Vote of Acclamation:**

Full approval of all voting members present, a unanimous assent.

**Administrative Committee:** Consists of:

Chair, Vice Chair, Secretary, Alt. Secretary, Treasurer, Alt. Treasurer, Two (2) RCMs.

**Subcommittee Chairs:** Consists of:

Activities, Helpline, Hospitals and Institutions, Literature Distribution, Review Literature, Newsletter, Policy, Public Information.

## Rules of Order

<b>Motion</b>	<b>2nd Required</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote</b>
Main Motion	Yes	2 pro, 2 con	Yes	Majority
Amendment	Yes	2 pro, 2 con	No	Majority
Refer to Committee**	Yes	1 pro, 1 con	Yes	Majority
Refer to Groups*	Yes	1 pro, 1 con	Yes	Majority
Policy Change	Yes	2 pro, 2 con	Yes	2/3
Call to Vote*	Yes	1 pro, 1 con	No	2/3
Table	Yes	1 pro, 1 con	No	Majority
Recess	Yes	No	No	Majority
Adjourn	Yes	2 pro, 2 con	No	Majority
Point of Order	No	No	No	None
Appeal Chair's Decision	Yes	1 pro, 1 con	No	Majority
Suspend the Rules	Yes	No	Yes	2/3
Point of Information	No	No	No	None
Reconsider	Yes	2 pro, 2 con	No	Majority
Take from Table	Yes	2 pro, 2 con	No	

\*If passed, 2 pros and 2 cons for information only.

\*\*Debatable only if motion to be amended is debatable

### Impeachment Procedures:

When a member of the Administrative Committee, or a Subcommittee chair, misses two (2) or more consecutive meetings, or fails to perform his/her duties, a letter will be sent stating the charges prior to voting. Following the letter, the person may make a rebuttal. **Only if Rebutted:** Both the letter and the rebuttal will be referred to groups. Impeachment will be determined by vote at the ASC meeting. It takes 2/3 votes to impeach. The vote is done by closed ballot.

### Resignation Procedures:

Please submit a letter to the ASC chair prior to the ASC stating your resignation. Relapse is an automatic resignation.

### Subcommittee Shared Policy

1. All subcommittees are required to have a meeting on the day the ASC meets, prior to the ASC, and in the same place the ASC meets.
2. Subcommittees shall provide a copy of that subcommittee's policy to each voting member.
3. All subcommittee chairs submit to the RCM by the end of the Area Business a copy of the subcommittee minutes for that month, so that the RCM may submit Area reports to the Regional Subcommittee Chairperson.
4. Annual Subcommittee budgets should be submitted, broken down, on a monthly basis. All non-recurring expenses should be submitted as necessary. Prior budgets are to be provided along with new budgets that are being voted on.
5. All Subcommittees must get competitive bids if they are going to spend more than One Hundred Dollars (\$100.00) on non-fundraising activities. These bids will be recorded in the ASC minutes.
6. An income statement, including expenses, will be submitted by each Subcommittee using Area funds, on a monthly basis, with running balances for the year being stated; i.e., what went out and what went in with a total shown monthly.
7. Each Subcommittee Chair is responsible to the Area for any Merchandise and any funds generated from the sales of merchandise of that Subcommittee.
8. Subcommittees requesting literature will be filled prior to groups provided orders were submitted prior to 11:00 a.m. All committees that require literature to effectively serve that committee will be paid for by the area.
9. Secretary provides Area-approved letter of resignation if needed from archives.
10. All subcommittee events shall be coordinated through the activities committee

## Activities Committee Guidelines

### **I. Purpose**

To coordinate and plan activities which promote unity and fellowship in Area NA fellowship, as well as to generate funds. All activities must be held in accordance with the twelve traditions of NA.

### **II. Qualifications and Responsibilities:**

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

1. Two (2) years clean time
2. Six (6) months prior involvement in the Activities Committee
3. An example of living recovery through the Twelve Steps and Twelve Traditions of NA.

Is responsible for planning, coordinating and implementing all area activities. Is responsible for negotiating and contracting locations for area-sponsored activities/events. Is accountable for all funds handled through the Activities Subcommittee. Is responsible for turning over all monies collected by the subcommittee to the ASC Treasurer (per policy). Must attend all ASC meetings and attend the meeting with the ASC Vice-Chair prior to the ASC. Must attend RSC meetings in this zone. Maintains order in, arranges times and agendas for all Activities subcommittee meetings. Is ultimately responsible for the functioning of the Activities Committee. Should acquaint him/herself with the Gulf coast Area Service Policy. Works with Regional activities Chair on regional events in this Regional Zone. Shall provide a year schedule of Area events with annual budget.

**Vice Chair:** Nominated and elected by Activities Committee from its voting members.

1. One (1) year clean time.
2. Three (3) months prior involvement in the Activities Committee.
3. An example of living recovery through the Twelve Steps and Twelve Traditions of NA.

Fills in for the chair when needed. Assists Chair in planning all Area activities. Keeps accurate records and receipts for all monies, and a running inventory of all goods; i.e., paper, foods, rentals, equipment, decorations, prizes, etc. Assists the Chair in budgeting funds. Must attend all Activities meetings. Maintains communications with area groups and neighboring areas, and keeps a calendar of upcoming events.

**Secretary:** Nominated and elected by the Activities Committee from its voting members.

1. Six (6) months clean time.
2. Three (3) months prior involvement in the Activities committee.

Takes accurate minutes at meetings and will make copies available upon request. Assists the Chair in maintaining the Subcommittee's records. Is responsible for all necessary correspondence, and provides each new voting member with a copy of Activities Policy.

### **General Members:**

1. One (1) day clean time.

Suggested attendance at the Area Activities subcommittee meetings. Assist in the planning, coordination, and implementing of area activities. Brings new ideas for events.

### **III. Motions and Voting Procedures**

A. Motions: May be made and seconded only by voting members.

B. Voting:

1. Members have voting privileges after attending two (2) consecutive meetings.
2. In the event of a tie, the Chair can exercise his/her right to break such a tie.
3. A quorum is the simple majority of the voting members. Once a quorum is established at the meeting, it stays throughout the meeting.

### **IV. Budget**

- A. Annual itemized budget must be approved by ASC. This includes printing of flyers, meeting hall fees, general operating expenses, and miscellaneous fees.

## **V, Policy for Planning Functions**

- A. **All Area-sponsored activities** must have prior ASC approval.
- B. **Locations:** Final selection of a location will be voted on by the Activities Subcommittee. The Chair should make follow-up call to location to maintain goodwill and proper cleanup, etc.
- C. **Provisions:** (Food, soda, decorations, etc.) All surplus provisions must be accounted for and returned to the designated storage place by the chair and the Vice-Chair.
- D. **Entertainment:** All entertainment should be approved and voted on by members of the Activities subcommittee for Area-approved events.
- E. **Advanced Planning:** Flyers and tickets, as needed, will be printed for each function; should read: "Suggested donation \$\_\_\_\_\_." All flyers must state on the bottom, where room is available: "**NA is not affiliated with** (the location or place where the activity is being held)."
  1. Ticket sellers must have a minimum of one (1) year clean time.
  2. No addict will be turned away.
  3. For any reason, including the weather, if an event is cancelled, the Chair or Vice Chair of the Activities Subcommittee must go to the location where the activity was to be held and let people know this by signage and in person it's cancelled.
  4. No cash prizes will be given away at any Gulf coast Area Activities Function.
  5. In the event of a natural disaster (hurricane) on the day of the scheduled activity, or upon completion of any activity, all perishable foods brought should be anonymously donated to a reputable charity or recovery facility.

## **Gulf Coast Area Hospital & Institutions Subcommittee Policy**

### **PURPOSE:**

The Gulf Coast Area Hospital and Institutions subcommittee is responsible to carry the NA message of recovery into Hospitals and Institutions whose residents have restricted access to regular NA meetings.

### **H&I ELECTED TRUSTED SERVANT POSITIONS**

#### **Qualifications and Responsibilities**

**CHAIRPERSON:** Nominated and elected by the ASC.

1. Two (2) years clean time.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of NA.
3. Minimum of one (1) year prior experience in the Gulf Coast H&I Subcommittee.
  - Must arrange, attend, and facilitate the monthly Subcommittee meeting.
  - Ensures that the traditions are upheld in all matters involving subcommittee and its members.
  - MUST attend monthly GCASC meeting. Providing report of current H&I subcommittee activity.
  - To insure all panel leaders and panel members comply with the H&I subcommittee policies as well as the rules of the individual facilities.
  - Handles all public relation contacts involving policy matters and/or interpretations at the public level that pertain to H&I. (This is done jointly with direct cooperation with/of the P.R. Subcommittee.)
  - Appoints temporary replacements to fill all vacant elected positions within subcommittee.
  - Must attend RSC meeting in this zone.

**VICE-CHAIR:** Nominated and elected by H&I subcommittee.

1. One (1) year clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Six (6) months prior involvement in GCASCH&I as a Panel Leader and/or Panel Coordinator.
  - Works with the Chairperson.

- Coordinating new panels until Panel Coordinator is assigned/elected.
- Must attend RSC meeting in this zone.

**SECRETARY:** Nominated and elected by H&I subcommittee.

1. One (1) year clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Six (6) months prior involvement in GCASCH&I.
4. Secretarial and organizational abilities.
  - Keep a complete record in the form of minutes including roster of every Subcommittee meeting.
  - Keep a complete and updated panel member list with names, addresses, clean dates and telephone numbers of all current H&I members.
  - Sends notices or makes telephone calls for special meetings upon request.
  - Maintains all necessary stationary supplies and prepares correspondence as needed. Keeping a file of that correspondence.
  - Prepare and distribute any material necessary for distribution to members of H&I. Upon request of H&I Chair or Vice Chair.

**LITERATURE COORDINATOR:** Nominated and elected by H&I subcommittee.

1. Six (6) months clean time.
2. Working knowledge of the first three (3) Steps of NA.
3. Six (6) months prior involvement in GCASCH&I.
  - Fills panel leader literature orders with WSO NA approved literature and meeting schedules per policy. Keeping a record of all literature distributed.
  - Reports to H&I Vice Chair the cost of literature order not to exceed monthly budget amount each month prior to ASC.
  - Monthly audits literature distribution records to ensure that requests from panel leaders are prudent and do not put the subcommittee over budget.

**PANEL COORDINATOR:** Nominated and elected by H&I subcommittee.

1. One (1) year clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Six (6) months prior involvement in GCASCH&I.
  - Maintains close contact with the panel leaders of the presentations to ensure that the panels are filled for the presentations for which he/she is the coordinator.
  - Ensures that the presentations are conducted according to policies and guidelines of the H&I subcommittee.
  - Adheres to the rules and regulations of the facilities and meets with its administrators or contacts in the interest of harmony.

**PANEL LEADER:** Nominated and elected by H&I subcommittee.

1. One (1) year clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Six (6) months prior involvement in GCASCH&I.
  - Contact H&I Vice Chair (or panel coordinator) well in advance (minimum of 24 hours) when unable to conduct a regular scheduled presentation.
  - Must be present and conduct presentations according to H&I guidelines and adhere to the rules and regulations of the facility.
  - Is responsible for obtaining speakers and informing them of the rules and regulations of the facility.
  - Must attend H&I Subcommittee meetings. In the event of missing two (2) consecutive H&I Subcommittee meetings they lose that facility and must reapply for election as panel leader.

**ORIENTATION COORDINATOR:** Nominated and elected by H&I subcommittee.

1. Two (2) years clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.

3. Prior Panel Leader experience.
  - Conducts H&I orientations on the same day as GCASC H&I Subcommittee meeting.
  - Provides all NA approved orientation materials upon request of subcommittee.

### **NON ELECTED MEMBERS OF SUBCOMMITTEE**

#### **PANEL MEMBER: Long term facility (more than 28 days)**

1. Six (6) months clean time.
2. Working knowledge of first three (3) Steps of NA.
3. Completed all orientation requirements.
  - Shall adhere to all policies and guidelines of the H&I subcommittee, as well as the rules and regulations of the facility they are entering.
  - Shall carry a clear NA message of recovery from addiction.
  - Should always keep in mind that he/she may be seen as a representative of N.A. and should conduct herself/himself responsibly.

#### **PANEL MEMBER: Short term Facility (less than 28 days)**

1. Three (3) months clean time.
2. Working knowledge of first three (3) Steps of NA.
3. Completed all orientation requirements.
  - (Requirements same as long term facilities.)

**GENERAL MEMBERSHIP:** No election necessary

### **GENERAL REQUIREMENTS**

For All Panel Members (elected and non-elected)

- All H&I members carrying the message through H&I must keep in mind at all times the following rules which cover ALL meetings in ALL facilities:
  1. It is unacceptable to bring any drugs, weapons, or paraphernalia onto the grounds of any facility.
  2. It is unacceptable to give money or correspondence to or take money or correspondence of any type from a resident.
  3. You are not permitted to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and are generally all they want. You are not to accept articles made by residence to be sold on the outside.
  4. Guests and visitors should be cautioned against discussing employment, lodging, etc. (either promise of "looking for" or the "securing of".) H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of NA: recovery from active addiction through our spiritual program.
  5. Excess use of profanity or use of vulgar stories in your sharing is strictly prohibited by the authorities of ALL facilities, and strongly discouraged by the H&I subcommittee.
- Always remember we are all GUESTS of the facility and therefore MUST comply with their wishes.
- Individual members of H&I and members of NA should not attempt to discuss any problems encountered in a meeting/presentation with personnel of the facility in question. This is the responsibility and duty of a Panel Coordinator or H&I Chair if no coordinator is elected at this time.
- Any member not conforming to these requirements or who refuses to abide by the rules and regulations of the facility being served shall automatically be relieved of any H&I subcommittee assignments.

- Any NA member who is involved with a given facility on a professional or volunteer basis or another fellowship H&I should not participate in the panels serving the addicts in that facility. This avoids possible conflict and damage to: (a) addicts being served, (b) the working ability and privilege of the subcommittee to carry the NA message clearly. Of course, these members may participate on panels going into other facilities.

*ALL OF THE FORGOING SHOULD BE REVIEWED WITH ANY GUEST SPEAKER BEFORE THEIR H&I MEETING/PRESENTATION.*

### **VOTING PRIVILEGE**

Any member of the GCASCH&I subcommittee attending two (2) consecutive H&I subcommittee Business Meetings shall earn and maintain voting privileges. Any member who misses two (2) or more forfeits voting privileges and must re-qualify.

Chair can only vote in the event of a tie.

### **GENERAL**

- **WSO H&I Guidelines will be used for all H&I procedures not covered by this Policy.**
- All elected positions shall be for one (1) year and may succeed themselves by re-election only one time.
- Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse. He or she may again become eligible when meeting clean time. Being clean for purposes of this H&I subcommittee shall be defined as complete and continuous abstinence from all drugs. Any elected trusted servant of H&I subcommittee will be removed from that position if he/she misses (2) consecutive meetings. Without valid reason for absence; validity to be determined by H&I Chair. To become an elected trusted servant of H&I he/she must attend at least (2) consecutive meetings.

## **Literature Distribution Subcommittee Guidelines**

### **I. Purpose:**

To procure from the RSO, then distribute all WSO-produced literature and related items.

### **II. Qualifications and Responsibilities:**

#### **A. Chair:** Nominated and elected by the ASC>

1. Three (3) years clean time.
2. Six (6) months prior involvement (see page 6)
3. An example of living recovery through the Twelve Steps and Twelve Traditions of NA. Is responsible for purchasing inventory. Maintains records. Fills literature orders. Fills out a report in the form of a balance sheet and submits it to the Administrative Committee at each ASC. Must attend RSC meetings in this Zone. Should acquaint him/herself with the Area Policy. Will submit a yearly budget within 30 days of elections.

#### **B. Vice Chair:** Nominated and elected by the ASC.

1. Two (2) years clean time.
2. An example of living recovery through the Twelve Steps and Twelve Traditions of NA. Assists the Chair and fills in when necessary. Must attend ASC.

#### **C. General Members:**

1. Willingness to serve.
- Assist the committee in whatever capacity is needed.

### **III. Budget:**

An annual itemized budget must reflect supplies and operating expenses. Operating expenses may include such things as office supplies, photocopying, and stamps, phone calls to

Regional/World Offices, etc. This budget should also include projected literature expenses for the following year. The dollar amount of literature on hand at the start of each ASC meeting should be a minimum of \$1,500, and not to exceed \$2,500.

#### **IV. Ordering, Meeting Lists and Group Starter Kits.**

1. GSRs must submit their orders on an order form between 10:30 and 11:30 a.m. at the ASC meeting. All order forms must be completed in entirety and paid for in exact amounts. No rolled coins will be accepted as payment. As orders are received, the literature committee will begin filling them. If an item is out of stock it is placed on back order by the Literature Subcommittee. This will be to the group at the next ASC.
2. As the orders are filled, the ASC Treasurer will give the Literature Chair a check made out to RSC for the total amount which the Literature Chair needs to replenish the literature supply for next month and any prepaid or ASC-approved subcommittee special orders.
3. Meeting lists are provided monthly in quantities to meet anticipated needs. If there are no changes from the previous month, this would be a smaller number, to provide for new groups and those who were not present at the previous meeting.
4. Group Starter Kits: All new Area groups shall be given a group Starter Kit. Starter Kit will consist of 20 meeting lists, 5 key tags of each color, 5 white books, 5 each of IP #7, #11, #16 and #24; one group booklet, 1 set of reading cards. The Area will pay the Literature Subcommittee for this.
5. If any existing group in the Gulf coast Area petitions the Gulf Coast ASC for literature needed, the Gulf Coast ASC will give said group an amount of literature equal to and/or the same as the Group Starter Kit.

#### **V. Literature Exchange**

If a group or committee has literature that they have found no use for, it may be possible for them to trade it for other literature more applicable to their needs. At no time, however, can a group or committee be reimbursed financially for literature they have purchased.

### **NEWSLETTER GUIDELINES**

#### **PURPOSE**

To be a forum to share experience strength and hope to the area from NA members, and for announcements including anniversaries, functions, meeting changes, and conventions.

#### **FUNCTIONS**

To produce a newsletter bi-monthly

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

1. CHAIRPERSON: Nominated and elected by the ASC.
  - a. Has two (2) years clean time
  - b. Has a working knowledge of the 12 steps and 12 traditions of NA
  - c. Has a minimum of one (1) year prior experience in Newsletter subcommittee.Shall arrange and facilitate the monthly subcommittee meeting. Ensures that the Traditions are upheld in all matters involving subcommittee and its members. Must attend ASC meeting. Makes a monthly report to Area of subcommittee activities. Shall monitor and approve any and all articles prior to publication. Must attend RSC per Area policy.

2. VICE CHAIR: Nominated and elected by subcommittee.
  - a. Has one (1) year clean time
  - b. Has a working knowledge of the 12 steps and 12 traditions of NA
  - c. Has prior involvement in newsletter
 Shall work with the Chair. Shall perform duties of the chair in his/her absence. Assists Chair in coordinating newsletter. Vice chair must attend all subcommittee meetings, and at least one RSC meeting.
  
3. SECRETARY: Nominated and elected by subcommittee
  - a. Has 6 months clean time
  - b. Has a working knowledge of the 12 steps and 12 traditions of NA
 Keeps a complete and updated member list with the names, addresses, recovery and Telephone numbers of all current members. Takes accurate minutes at meetings and will Make copies available upon request of chair. Assists the chair in maintaining the news-Letter sub-committee's records. Is responsible for all necessary correspondence and Provides each new voting member with a copy of subcommittee guidelines
  
4. GENERAL MEMBERS:
  - a. one day clean
 Suggested attendance at the Area Newsletter subcommittee meetings. Assist in the planning, coordination and implementing of newsletter.

### **EDITING**

1. The twelve traditions of NA serve as the basic guidelines for editing the "Meeting Makers Monthly". We have no opinions on outside issues, we are not affiliated with any other organizations, and we are non-professional.
2. We will always edit out profanity. This basic courtesy is necessary if we are to be viewed as a respectable newsletter.
3. The language of NA should always be used. Our steps and traditions are worded to keep the focus of our program on recovery and not a specific drug. We are addicts and our disease is addiction. World guidelines suggest the following edits in essays we print:

<i><u>If the writer said:</u></i>	<i><u>We print:</u></i>
Alcohol and drugs	Drugs
Clean and sober	Clean
Alcoholic and addict	Addict
Sober	Clean
Sobriety	Clean time or recovery

Theses changes are in keeping with all Conference-approved literature, and are intended to keep the NA principles of recovery clearly in focus.

## **Policy Subcommittee Guidelines**

### ❖ Purpose:

The purpose is to update, edit, revise and/or create policy for the area body as directed by the ASC. It is also required to give procedural and financial impact of all policy motions referred to committee by the ASC as well as to determine all other policy to be affected by such motions. All motions referred to committee are to be brought back to the following ASC with all said changes and impacts, accompanied by a recommendation from the policy committee. This is to be attached to the motion

prior to going back to groups. At the start of term the committee is required to scan policy for all housekeeping changes needed; i.e., spelling, punctuation, etc. But no changes are to be made without the approval of the ASC body. Is responsible for the printing and distribution of the policy as directed by the ASC.

❖ **Qualifications and Responsibilities**

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

1. Three (3) years clean time.
2. Two (2) years prior involvement on an area level.
3. Has a working knowledge of the twelve steps and twelve traditions of Narcotics Anonymous.

Should have a great understanding of policy and procedure. Should attend all ASC meetings. Is responsible for coordinating times and locations of subcommittee meetings. Shall act as parliamentarian at the ASC in the absence of the Area vice Chair. Should attend all admin. Meetings. Shall submit budget within 30 days of being elected.

**Vice Chair:** Nominated and elected by subcommittee.

1. Two (2) years clean time.
2. One (1) year prior involvement at the area level.
3. Has a working knowledge of the twelve steps and twelve traditions of Narcotics Anonymous.

Assists the chair in facilitating subcommittee meetings. Should attend all ASC meetings. Shall have a good understanding of policy and procedure.

**Secretary:** Nominated and elected by subcommittee.

1. Six (6) months clean time.
2. Has a working knowledge of the twelve steps and twelve traditions of Narcotics Anonymous. Keeps a copy of the complete and updated set of policy. Takes minutes of any and all subcommittee meetings. Maintains archives as well as a copy for the committee. Makes coffee for committee.

## **Public Relations Subcommittee Guidelines**

**Purpose:**

To inform the public that Narcotics Anonymous exists, offer recovery from addiction, and provide information about how and where to find it. To establish, maintain, and coordinate an effective 24-hour-7-day-a-week answering service. Through this service, we form a link between NA and the general public seeking help and/or information. The service will provide referrals to Narcotics Anonymous meetings. All activities are directed towards these purposes and shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

**I) Membership:**

- 1) Chairperson, Vice-Chairperson, Secretary and General Members.
- 2) Website responsibilities and Website Guardian are also accountable to the Sub-Committee.

**II) Qualifications and Responsibilities:**

**A) All Sub-committee Members:**

- 1) Qualifications
  - (a) Willingness to serve and fulfill the commitment.
- 2) Responsibilities
  - (a) Provide assistance as necessary.
  - (b) Attend all Subcommittee meetings.
  - (c) If unable to attend a sub-committee meeting or commitment, must notify Chair, Vice-chair, or Secretary.
  - (d) Member of Narcotics Anonymous.

**B) Chairperson:**

- 1) Qualifications

- (a) Nominated and elected by the ASC.
  - (b) Three (3) years clean time.
  - (c) Six (6) months prior involvement in Public Relations, Helpline, or Public Information Subcommittee, preferably as a member of the administrative committee.
  - (d) Two (2) years prior ASC experience.
  - (e) Familiar with the Gulf Coast Area Service policies.
  - (f) An understanding of the service structure of Narcotics Anonymous.
- 2) Responsibilities
- (a) Arranges times and agendas for all Subcommittee meetings.
  - (b) Arranges times and agendas for all Helpline Volunteer Orientations.
  - (c) Ultimately responsible for the functioning of the Subcommittee and maintenance of files and records
  - (d) Coordinates the work of all the ad hoc committees within P.R.
  - (e) Represents the Subcommittee at the Area Service Committee and serves as spokesperson for the Committee.
  - (f) Can only serve two (2) consecutive terms.
- C) Vice-Chairperson:**
- 1) Qualifications
- (a) Nominated and elected by the P.R. Sub-committee from its voting members.
  - (b) Two (2) years clean time.
  - (c) Three (3) months prior involvement in the P.R. Subcommittee.
  - (d) Familiar with the Gulf Coast Area Service policies.
  - (e) An understanding of the service structure of NA.
- 2) Responsibilities
- (a) Fills in as Chairperson when needed.
  - (b) Is responsible for the literature needs of the Subcommittee
  - (c) Arrange for the purchase and distribution of literature.
  - (d) Insure appropriate follow-through on commitments.
- D) Secretary:**
- 1) Qualifications
- (a) Nominated and elected by the P.R. Sub committee from its voting members
  - (b) Six (6) months clean time.
  - (c) Secretarial experience and organizational ability.
- 2) Responsibilities
- (a) Records, prints and distributes Subcommittee's minutes and will make copies available upon request. These minutes are to be verified by the Chairperson.
  - (b) Handles all correspondence for the Subcommittee.
  - (c) Maintains contact with all Subcommittee members to advise them of meeting times and places.
  - (d) Maintains a list of all active Subcommittee members.
  - (e) The Regional P. R. Chairperson is to receive copies of any activities that this Subcommittee is involved with.
- E) Helpline Volunteers**
- 1) Qualifications
- (a) Six (6) months clean time.
  - (b) Prior to being put on phone schedule, must attend helpline orientation.
- 2) Responsibilities
- (a) refer to "All Sub-committee members"
- F) General Member Requirements:**
- 1) Qualifications
- (a) 90 days clean time.
- 2) Responsibilities
- (a) Provides assistance as necessary. It is required that you attend the Subcommittee meetings. If you are unable to attend, please call a member of the Administrative Committee.

### **III) Agenda for Meeting**

- A) Opening Prayer
- B) Reading of the Twelve Traditions
- C) Establish Voting Membership
- D) Review Subcommittee Guidelines on Voting Procedures
- E) Old Business
- F) New Business
- G) Review Business of the Day
- H) Announcements
- I) Establish Next Meeting Time and Place
- J) Close meeting with Prayer

### **IV) Motions and Voting Procedures**

#### **A) Motions:**

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

#### **B) Voting:**

- 1) All committee members who have attended two (2) consecutive meetings prior to current meeting will be allowed to vote.
- 2) In the event of a tie, the Chairperson shall exercise the right to break such tie.
- 3) A quorum is the simple majority of the voting members. Once quorum is established at each meeting, it stays throughout the meeting.

### **V) Budget**

#### **A) Shall be submitted to Area within 30 days of Chairperson being elected**

- 1) The budget from previous year must be submitted with new proposed budget, including an explanation for any funding increases and or decreases.

#### **B) Shall be itemized to include, but not limited to:**

- 1) Recurring monthly expenses (list per month cost and total yearly amount)
- 2) Supplies
- 3) Postage and mailings
- 4) Literature
- 5) Special Projects

### **VI) Guidelines for Presentations**

#### **A) Preparations**

- 1) Meet the following qualifications:

- (a) Anyone who speaks about Narcotics Anonymous on behalf of the GCANA Public Information Subcommittee shall have a minimum of two (2) years clean time in Narcotics Anonymous and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous. Also, be an active member of NA with a home group.
- (b) Persons with one (1) year clean time can participate with the qualified presenter to give presentations to schools, churches, and probation and parole officer
- (c) Anyone who is to give a presentation or accompany people to presentations must have prior approval by the Public Information Sub-committee.
- (d) Anyone who is to give a presentation or accompany people to presentations should dress appropriately.
- (e) Anyone going on their first presentation for Public Information must be accompanied by someone who has previous experience in Public Information.
- (f) Any person who participates in any presentation shall have observed at least one (1) previous presentation.
- (g) Persons giving a Narcotics Anonymous presentation to the public should have a focused clear NA message.
- (h) Obtain data sheet from contact person.
- (i) Confirm by phone the day before, and complete any missing information on data sheet.
- (j) Review "20 Questions and Answers" sheet distributed by World Service.
- (k) Take "White Book," "20 Questions and Answers" sheet and literature packets.
- (l) Arrive 15 minutes early.

(m) Remember, this is **Not** a Twelve Step call.

**B) Presentation**

**1) Introduction:**

(a) Give your full name. State that you are a member of the Gulf Coast Area Service Public Information Subcommittee of Narcotics Anonymous. (This is **NOT** an appropriate time to break your anonymity.) "My purpose here today is to inform you what Narcotics Anonymous is, what it is not, what we do, and how to contact us."

**(b) Discuss what Narcotics Anonymous is - including disclaimer.**

(i) Narcotics Anonymous is a non-profit fellowship or group of men and women. We meet regularly to help each other recover from the disease of addiction. We share two important things in common: the disease of addiction and the desire to stop using drugs. We are not affiliated with any political, religious, or law enforcement groups, and are under no surveillance at any time. Narcotics Anonymous started in California in 1953, and has been in Lee County since 1983. There are (give a current # of) meetings per week in our area.

**(c) Types of meetings and cost:**

(i) "There are five types of meetings: Speaker, speaker-discussion, step study, book study, and topic discussion. Some of the meetings in the Gulf Coast Area are open meetings. Closed meetings are for addicts only or for people who think they may have a problem with drugs. It cost absolutely nothing to attend the meetings. We are fully self-supporting through our on contributions.

**(d) What we offer and what we do not offer:**

(i) "We offer recovery from the disease of addiction. Some of the things Narcotics Anonymous does not provide for: Medical care, counseling services, job placement, halfway house, detox centers, treatment facilities, or legal advice. Narcotics Anonymous has over forty years of experience with literally hundreds of thousands of addicts. This mass of intensive first-Hand experience is all phases of illness and recovery is of unparalleled therapeutic value. We are here to share freely with any addicts who want it. We feel that our way is practical, for one addict can best understand and help another addict."

**(e) How to get in touch with us:**

(i) "One of the easiest ways to get in touch with us is to call our 24 hour Helpline- 1-866-389-1344. Your call will be returned by a recovering addict. Or, you can attend a meeting."

**(f) Anonymity**

(i) "Before we open the floor to any questions you might have, we would like to conclude with one of the basic elements of our fellowship, and that is the principle of anonymity. We remain an anonymous fellowship so that addicts who seek recovery here may be protected. Many of us eventually come to have nothing to fear from society if it becomes known that we are recovering addicts; still, we maintain anonymity as a reminder that it is not our personal identity that is important in Narcotics Anonymous. What is important is that we are addicts who have learner to live without drugs. Personal anonymity at the public level remains an important spiritual principle, reinforcing the humility necessary for ongoing recovery.

**(g) Follow-Up**

- (i) If you decide to break your anonymity now is the time.
- (ii) Answer questions form the audience using the "20 Questions and Answers" sheet as a guide.
- (iii) Send form letter within one week.
- (iv) Give data sheet to secretary for permanent file.

**VII) Keeping Record of Contacts**

**A) Secretary will keep a written record on index cards of:**

- 1) Name of target, address, phone number
- 2) Person contacted
- 3) Date of contact
- 4) Who contacted target
- 5) Date of presentation
- 6) Follow-up date

- B) The P.I. member who made the contact is responsible for giving the secretary all necessary information.
- C) When we furnish anyone with literature, if more is requested, they will be given an order form, or be put in contact with the H&I Subcommittee if applicable.

**VIII) Refer to World Service Guidelines for P.I. on the following:**

- A) Guidelines for Media Presentation
- B) P.R. service work in general - Do's and Don'ts
- C) Phone lines, bulletins and letters - Do's and Don'ts
- D) Letter writing - Do's and Don'ts
- E) Presentations to Groups and Community Meetings - Do's and Don'ts
- F) H. &I. /P.R. Cooperation.

**IX) Web Site ([Http://www.nagulfcoastfla.org/](http://www.nagulfcoastfla.org/))**

**A) Purpose:** The Gulf Coast Area Website ([Http://www.nagulfcoastfla.org/](http://www.nagulfcoastfla.org/)) has one primary purpose; to carry the message to the addict who still suffers. It is intended to further enhance this effort through modern technology and the Internet. It is hoped that this site will enhance communication within the service structure as well as provide information to professionals, organizations, the community, and most importantly any addict seeking a new way of life.

**B) Guidelines**

- 1) All content on website shall be consistent with the 12 Traditions and 12 Concepts of NA.
- 2) The addition of new features and changes to the layout of the website will be made only with the direction of group conscience in the Gulf Coast Area.
- 3) No individuals will be identified by name, address, or phone number on the website, in keeping with the tradition of anonymity.
- 4) The website will provide links to other approved NA websites only. No personal recovery links will be included.
- 5) The website will be owned by the Gulf Coast Area.
- 6) The Website Coordinator, one member of the P.I. Subcommittee, and one member of the Admin. Subcommittee will be privy to all information needed to update and maintain the website.
- 7) All links will be checked and updated monthly.
- 8) The Gulf Coast Area email account is not to be used to send or receive personal email messages.