

Activities

VICE CHAIR: Nominated and elected by Activities Committee from its voting members.

Qualifications

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. Attends all Activities committee meetings. 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.

Qualifications

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

Attends all Activities committee meetings. 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:

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

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.

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 calls 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.

In the event of a natural disaster (hurricane) on the day of the scheduled activity, or upon completion of any activity, all perishable foods bought should be anonymously donated to a reputable charity or recovery facility.

Hospitals & Institutions

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

Qualifications

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.

Responsibilities

1. Must attend monthly GCASCH&I meeting. Works with the Chairperson in coordinating new panels until panel Coordinator is assigned/elected.
2. Must attend RSC meetings in this zone.

SECRETARY: Nominated and elected by H&I subcommittee.

Qualifications

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,
5. Must attend monthly GCASCH&I meeting.

Responsibilities

1. Keeps a complete record in the form of minutes including roster of every Subcommittee meeting.
2. Keeps a complete and updated panel member list with names, addresses, clean dates and phone numbers of all current H&I members.
4. Sends notices or makes telephone calls for special meetings upon request.
5. Maintains all necessary stationary supplies and prepares correspondence as needed.
6. Keeps a file of that correspondence.
7. 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.

Qualifications

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. Must attend monthly GCASC meeting.

Responsibilities

1. Fills panel leader literature orders with WSO NA approved literature and meeting schedules per Policy.
2. Keeps a record of all literature distributed.
3. Reports to H&I Vice Chair the cost of literature order not to exceed monthly budget amount each month prior to ASC.
4. 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.

Qualifications

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. 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.
5. Ensures that the presentations are conducted according to policies and guidelines of the H&I subcommittee.
6. 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.
4. Contact H&I Vice Chair (or panel coordinator) well in advance (minimum of 24 hours) when unable to conduct a regular scheduled presentation.
5. Must be present and conduct presentations according to H&I guidelines and adhere to the rules and regulations of the facility.
6. Is responsible for obtaining speakers and informing them of the rules and regulations of the facility.

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.

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.

GENERAL MEMBERSHIP: No election necessary

VOTING PRIVILEGES

Any member of the GCASCH&I subcommittee attending two (2) consecutive H&I Subcommittee Business Meetings, and having a minimum of two (2) months clean time, 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

FORMAT

- 1) Moment of Silence
- 2) Opening prayer
- 3) Read Traditions
- 4) Take Attendance
- 5) Read and Approve minutes from last month
- 6) Report or budget expenditures, including literature
- 7) Panel Coordinator Reports
- 8) Panel Leader Reports
- 9) Old Business
- 10) Elect Officers (if appropriate)

- 11) Open Forum
- 12) New Business
- 13) Schedule Next Business Meeting
- 14) Closing Prayer

GENERAL

- All elected positions shall be for one (1) year and may succeed themselves by re-election only one time.
- 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.
- 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.
- 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.
(Requirements same as long term facilities.)

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

Literature

VICE CHAIR: Nominated and elected by the Subcommittee.

1. Two (2) years clean time.
2. A working knowledge of the Twelve Steps and Twelve Traditions of NA
3. Assists the Chair and fills in when necessary. Must attend ASC.

GENERAL MEMBERS:

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

Newsletter

VICE CHAIR: Nominated and elected by subcommittee.

1. Has one (1) year clean time
2. Has a working knowledge of the 12 steps and 12 traditions of NA
3. Has prior involvement in newsletter
4. 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.

SECRETARY: Nominated and elected by subcommittee

1. Has 6 months clean time
2. Has a working knowledge of the 12 steps and 12 traditions of NA
3. 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 subcommittee's records.
4. Is responsible for all necessary correspondence and provides each new voting member with a copy of subcommittee guidelines

GENERAL MEMBERS:

1. One day clean
2. Suggested attendance at the Area Newsletter subcommittee meetings. Assist in the planning, coordination and implementing of newsletter.

Policy

VICE CHAIR: Nominated and elected by subcommittee.

1. Two (2) years clean time.
2. One (1) year prior involvement at the area level.
3. A working knowledge of the Twelve Steps and Twelve Traditions of NA
4. 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. A working knowledge of the Twelve Steps and Twelve Traditions of NA
3. 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.

Public Relations

VICE-CHAIR: Nominated and elected by the PR subcommittee

Qualifications

1. Two (2) years clean time.
2. Three (3) months prior involvement in the P.R. Subcommittee.
3. Familiar with the Gulf Coast Area Service policies.
4. An understanding of the service structure of NA.
5. A working knowledge of the Twelve Steps and Twelve Traditions of NA.

Responsibilities

1. Fills in as Chairperson when needed.
2. Is responsible for the literature needs of the Subcommittee
3. Arrange for the purchase and distribution of literature.
4. Insure appropriate follow-through on commitments.

SECRETARY: Nominated and elected by the PR subcommittee

Qualifications

1. Nominated and elected by the P.R. Subcommittee from its voting members
2. Six (6) months clean time.
3. Secretarial experience and organizational ability.

Responsibilities

1. Records, prints and distributes Subcommittee's minutes and will make copies available upon request. These minutes are to be verified by the Chairperson.
2. Handles all correspondence for the Subcommittee.
3. Maintains contact with all Subcommittee members to advise them of meeting times and places.
4. Maintains a list of all active Subcommittee members.

HELPLINE COORDINATOR: Nominated and elected by the PR subcommittee

Qualifications

1. One (1) year clean time
2. Three (3) months prior involvement in the P.R. Sub-committee
3. Familiar with the Gulf Coast Area Service Policies
4. An understanding of the service structure of NA

Responsibilities

1. Coordinates all phone line and scheduling for helpline
2. Updates and manages current phone services being used by the GCASC
3. Performs all helpline orientations for new members
4. Shall attend all PR subcommittee meetings

HELPLINE VOLUNTEERS

Qualifications

1. Six (6) months clean time.
2. Prior to being put on phone schedule, must attend helpline orientation.

WEBSITE COORDINATOR: Nominated and elected by the PR subcommittee

Qualifications

1. A minimum of 2 years consecutive clean time
2. Must demonstrate a knowledge of the 12 traditions and 12 concepts on N.A.
3. A working knowledge of the following the Internet and World Wide Web
4. Have personal experience in writing appropriate language used in the Gulf Coast Area website.
5. Must be familiar with Gulf Coast Area Public Relations guidelines.
6. Must be able to attend all Public Relations meetings as scheduled

ALL SUBCOMMITTEE MEMBERS:

Qualifications

1. Willingness to serve and fulfill the commitment.
2. Working knowledge of the Twelve Steps and Twelve Traditions of NA

Responsibilities

1. Provide assistance as necessary.
2. Attend all Subcommittee meetings.
3. If unable to attend a sub-committee meeting or commitment, must notify Chair, Vice-chair, or Secretary.
4. Member of Narcotics Anonymous.

GENERAL MEMBER REQUIREMENTS:

Qualifications

90 days clean time.

Responsibilities

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.

MOTIONS AND VOTING PROCEDURES

Motions:

May be made and seconded only by voting members.

Voting:

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

Agenda for Meeting

Opening Prayer
Reading of the Twelve Traditions
Establish Voting Membership
Review Subcommittee Guidelines on Voting Procedures
Old Business
New Business
Review Business of the Day
Announcements
Establish Next Meeting Time and Place
Close meeting with Prayer

The Regional P. R. Chairperson is to receive copies of any activities that this Subcommittee is involved with. 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.

Keeping Record of Contacts

Secretary will keep a written record on index cards of:

Name of target, address, phone number

Person contacted

Date of contact

Who contacted target

Date of presentation

Follow-up date

The P.I. member who made the contact is responsible for giving the secretary all necessary information.

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.

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

Guidelines for Media Presentation

P.R. service work in general - Do's and Don'ts

Phone lines, bulletins and letters - Do's and Don'ts

Letter writing - Do's and Don'ts

Presentations to Groups and Community Meetings - Do's and Don'ts

H. &I. /P.R. Cooperation.