

Peninsula Area Service Committee Handbook



Revised September 2018

PENINSULA AREA SERVICE COMMITTEE HANDBOOK
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Section 1

Purpose

The Peninsula Area Service Committee of Narcotics Anonymous (PASCNA) guidelines and procedures are to establish structure and order for conducting business within the boundaries of our Twelve Traditions and Twelve Concepts. The PASCNA guidelines and procedures exist to serve the basic function of unifying the fellowship within the area and to allow member groups to join together in their primary purpose: "...to carry the message to the addict who still suffers."

Section 2

AREA SERVICE COMMITTEE (ASC) PROCEDURES

A. Rules of Order

- 1. Robert's Rules of Order adopted per "A Guide to Local Services in NA".**

B. Format

- 1. The ASC meeting time shall be from 3:00 to 6:00 pm on the first Saturday of every month.**
- 2. The specific site shall be designated by majority vote at the ASC meeting. Any changes must be agreed by majority vote of GSR's at the ASC meeting. Exception: when situation(s) arise and require a venue change, the information shall be distributed to all area groups by telephone.**

C. Quorum

- 1. Quorum shall be established during roll call at the beginning of each ASC meeting.**
- 2. Quorum is established when the number of participating groups is fifty (50%) or more of the number of participating groups present at the previous ASC meeting.**

D. Agenda

- 1. Meeting agenda will be determined and supplied by the ASC Chairperson.**
- 2. Any meeting agenda changes will need to be submitted to chairperson prior to the start of the ASC meeting.**
- 3. Any changes to the order of the day will need to be submitted prior to the start of the ASC meeting and must be agreed to by a majority hand vote of GSR's present at the ASC meeting.**
- 4. The ASC Chairperson can change the order of the sub-committee reports.**

E. Voting/Motions

1. Types of Motions

- 1. Money motions. A motion to expend money that is not in sub-committee budgets or is a one time expense. All new money expenditures must go to home groups for approval. Any new budget line items must be detailed as such in the motion and shall be considered at the next scheduled budget review.**
- 2. Policy motions. Any motion that will change the PASCNA Handbook. This should exclude any temporary changes to policy for area convenience (i.e suspension of usual reports)**
- 3. Procedural motions. Any motions that will change procedure of the ASC but does not affect Home Groups as a whole. Any motion concerning already established budgets for PASCNA Sub-committees.**

2. Voting Procedures

- a. Quorum is established during roll call.**
- b. A simple majority (50% + 1) of voting members in attendance is needed to pass a motion at ASC meetings.**
- c. Counting Votes**
 - i. Yes – Member/Group agree with motion**
 - ii. No – Member/Group disagree with motion**
 - iii. Abstention – is not counted as a vote. The majority is taken only from the yes/no total.**
 - iv. To use [Unamously Consent] as part of the Area voting process**

d. Who Can Vote, Make A Motion or Second A Motion

- i. Group Service Representative (GSR) can vote, make a motion and second a motion.**
- ii. Alternate GSR can make a motion, and in the absence of the Home Group GSR can vote and second a motion.**
- iii. A member of NA can make a motion but cannot vote or second a motion.**
- iv. Motions with the intent, shall be written on a motion form by the motion maker and given to the Vice Chairperson.**
- v. No GSR or GSR Alternate may cast more than one vote on any motion.**
- vi. The Chairperson may vote only in the case of a tie, except for Group Conscience issues. If there is a tie vote on Group Conscience issues the issue is sent back to the Home Groups.**
- vii. Any motion can be withdrawn before it is voted on by the Member/Home Group/Subcommittee who originally made the motion. The GSR (Home Group) who seconded the motion can withdraw their second at any time prior to the vote at which point the motion must be seconded again by a GSR or GSR Alternate (if GSR not present) in order for the motion to be a live motion.**
- viii. A motion made by a subcommittee is not required to be seconded. The Chairperson, Vice Chairperson or designated member of the subcommittee would serve as the motion maker and could accept amendments to the motion.**
- ix. A motion can be amended only with the permission of the motion-maker. An amendment to a motion must be seconded by a GSR or a GSR Alternate (whose GSR is not present).**

e. How Voting is Conducted

- i. The Vice Chairperson reads the motion and the intent of the motion.**
- ii. The Chairperson shall ask if there are any questions about the motion. The questions are to be answered by the Chairperson or the motion maker unless otherwise directed by the Chairperson.**
- iii. The Chairperson will ask for two (2) pros and two (2) cons on the motion.**
- iv. The Chairperson asks if there are any amendments to the motion:**
 - If there are any amendments, the go back to step (i).**
 - If there are none continue with step (v).**
- v. The Chairperson asks if the GSR's are ready to vote:**
 - If the ASC members are not ready, return to step (i).**
 - If the ASC members are ready to vote, continue with step (vi).**

Note: Discussion on the floor should be limited to 10 to 15 minutes. If no clarity has been established within the time frame the motion is to be tabled. Chairperson is to appoint someone to keep track of time.

- vi. A moment of silence is observed and then the vote is taken.**
 - Motions changing this Handbook or Budget (motions coming back from Home Groups) shall require a roll call vote.**
 - Floor motion votes can be cast by voice or hand vote.**
- vii. When the vote comes back from Home Groups, there is no further discussion on that motion. A vote must be taken, but a new motion can be made to take an issue back to the Home Groups.**
- viii. Only GSR's or GSR Alternates (whose GSR is not present) may ask for a recount of the vote.**

F. Area Service Committee Policy

- 1. All Planned ASC officer functions shall be brought before the ASC for approval before they are publicized and final decisions are made.**
- 2. No ASC trusted servant will make copies of any literature that is available for sale from WSO.**
- 3. The established chain of service responsibility for the ASC Meeting in case of absence by the ASC Chairperson and the Vice Chair person is the Area Inventory Chairperson and then the Regional Committee Member.**
- 4. Area Service Committee handbooks will be sold at cost at the Literature Table.**
- 5. The ASC shall provide reasonable start-up kits for all new groups.
[4/86] (See ASC Literature Chairperson's duties)**
- 6. When the ASC Secretary raises two fingers discussion ends until the Secretary's question is answered.**

Section 3

Trusted Servants

A. Nominations

- 1. An upcoming vacancy for ASC positions should be announced for two consecutive months prior to that vacancy. Nominations will be taken from the floor during that period by the ASC Chairperson.**
- 2. The Calendar of Elections and Nominations shall be followed. See Appendix B, Page 61.**

B. Elections

- 1. Read qualifications of the position.**
- 2. Accept nominations from the groups (GSR's), then from the floor. Anyone can submit a nomination or volunteer for the open position. Nominations are then closed.**
- 3. Verify that the individual is present, and then ask if they have the willingness to serve.**
- 4. Ask each nominee for his/her qualifications and take questions from the floor for that nominee in the order he/she was nominated.**
- 5. Close questioning. (All discussion ends at this point)**
- 6. Ask nominees to leave the room.**
- 7. Count GSR's that are present. (Must have a quorum)**
- 8. Call for abstention votes.**
- 9. If more than one-third of the participating groups abstains, the election is tabled under Old Business until the next ASC meeting.**
- 10. Ask for yea or nay votes.**
- 11. Tally votes. A simple majority or yea or nay votes wins.**

12. Announce results.

13. Call nominee(s) back into the room.

14. Thank nominee(s) who showed willingness to serve.

C. Removal

- 1. A trusted servant is automatically removed from his/her position if they relapse.**
- 2. When an ASC trusted servant misses two (2) consecutive ASC meetings without representation (RCM and VRCC Delegate by their alternates, Subcommittee Chairpersons by the ASC Vice Chairperson or that subcommittees Vice Chairperson if the ASC Vice Chairperson position is vacant) he/she will be automatically removed.**

Section 4

Financial Guidelines

A. Guidelines

1. To make all fund-raisers ASC concerns (i.e. the profit or loss from such functions will go to serve the area as a whole and will not be targeted for specific causes) except for the following:
 - a. Activities may be held to raise funds for the Peninsula Area Convention.
 - b. Activities may be held to raise funds for the East Coast Convention.
 - c. All events will first replenish the Activities Subcommittee escrow up to their cap.
2. As long as the cost does not exceed \$15.00 to maintain or initiate the Area Service Committee Handbook, the funds should come from the ASC Miscellaneous funds.
3. Subcommittee Chairpersons can request funds for regional travel packages as needed from the ASC Miscellaneous fund.
4. All funds from each group shall be converted to paper currency to the nearest dollar amount. This includes both donations to the ASC and literature purchases.
5. No prudent reserve funds will be used from GSR regional travel packages.
6. All expenses to be reimbursed by the ASC Treasurer require documentation by a third party receipt.
7. Advances for travel to the RCM, RCM Alternate, VRCC Delegate, VRCC Delegate Alternate and GSR's attending the GSR Assembly require estimates, and third party receipts must be presented to reconcile the advance at the next ASC meeting.
8. When all ASC budget line items are met and prudent reserve is fully funded, all excess funds are to be donated to CARCNA.
9. All Subcommittees will return all monies left over after any activity at the next ASC meeting.

B. Monthly Budget**Current Monthly Budget Total****\$ 950**

ESCROW ACCOUNT	MONTHLY BUDGET	CAP
LITERATURE INVENTORY		\$ 1,800
LONG TERM COMMITMENTS (2)	\$ 165	\$ 525
MINUTES (ASC SECRETARY)	\$ 30	\$ 50
MISSCELLANEOUS	\$ 50	\$ 300
PRUDENT RESERVE [SUSPEND SEE (5)]		\$ 1,000
RENT (1)	\$ 85	\$ 105
STORAGE	\$ 50	\$ 50
TREASURER (ASC TREASURER)	\$ 25	\$ 50
ACTIVITIES SUBCOMMITTEE	\$ 100	\$ 1200
HOSPITALS & INSTITUTIONS SUBCOMMITTEE (3)	\$ 280	\$ 400
AREA INVENTORY SUBCOMMITTEE	\$ 15	\$ 25
LITERATURE SUBCOMMITTEE	\$ 15	\$ 30
PUBLIC RELATIONS SUBCOMMITTEE (4)	\$ 165	\$ 380

(1) Rent for the following:

Monthly \$75 ASC/Activities/Public Relations
Quarterly \$30 H&I/Area Inventory

(2) Long Term Commitments consists of:

Post Office Box (Quarterly \$107)
Travel expenses for the RCM and VRCC chair and their alternates \$35 each.
Travel expenses for up to 10 GSR's to the GSR assembly at \$25 each.

(3) H&I Budget to be used as follows:

\$200 Literature (Budgeted Monthly may use funds up to cap for Literature)
\$30 Clerical (Monthly)
\$60 Workshop (Quarterly)

(4) Public relations:

\$250 Meeting Lists (Quarterly) Check written to printer.
\$45 Clerical (Monthly)
\$101 Area Website (One time for 5 years to be removed at next review)

(5) Suspend when below \$500 per Treasurer Duties Section 5D2h of this Area Handbook

(6) All excess funds will be added to Prudent Reserve if below Cap before donating to CARNA.

(7) Ad Hoc committee may use \$25 each month for committee expenses.

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Section 5

Area Service Committee

POSITION	CLEAN TIME	LENGTH OF TERM
GSR (Group Service Representative)	Not Applicable	Not Applicable
ASC Chairperson	2 Years	1 Year
ASC Vice Chairperson	2 Years	1 Year
ASC Treasurer	3 Years	1 Year
ASC Vice Treasurer	2 Years	1 Year
ASC Secretary	18 Months	1 Year
ASC Parliamentarian (Area Inventory Chairperson)	2 Years	1 Year
RCM (Regional Committee Member)	3 Years	1 Year
RCM Alternate	3 years	1 Year
VRCC Delegate	3 years	1 Year
VRCC Delegate Alternate	3 Years	1 Year
Webmaster	2 year	1 Year

All members appointed to temporary positions shall have met the clean time qualifications for said position.

A. GSR's

- 1. No GSR shall make copies of IP's or other NA related literature that is available for sale from WSO (World Services Office of Narcotics Anonymous World Services).**

B. ASC Chairperson

1. Qualifications

- a. Have the willingness to serve.**
- b. Have two (2) years clean time.**
- c. Have a working knowledge of the 12 steps, 12 Traditions, and 12 concepts.**
- d. Attend NA meetings on a regular basis.**
- e. Have a commitment to service as shown by experience as a member of other NA service committees, and contributions to the continuation and growth of the NA fellowship.**
- f. Have the ability to deal with issues both inside and outside the fellowship that affects continuation and growth of NA.**
- g. Have one (1) year of service experience at the ASC level.**
- h. Have knowledge of the Area Service Committee Handbook.**
- i. Meet the following:**
 - i. Has served as the PASCNA Vice Chairperson for the previous full year.**
 - ii. In the event that the Vice Chairperson has either not served a full term or is not willing to become Chairperson, then qualified nominations/volunteers can be accepted.**

2. Duties

- a. Chair each ASC meeting as per Section 2 and Section 3 and Appendix B "A Guide to Local Services in NA".**
- b. Cosign the ASC bank account and accompany the ASC Treasurer to the bank night deposit directly following each ASC meeting.**

- i. The Area Chair will lock the bag and carry only the bag key. (The Area Treasurer will carry the drop box key and the bag)**

- c. Maintain regular contact with the Chairperson of each subcommittee.**
- d. Approve ASC minutes prior to their distribution to the persons on the master mailing list as per Section 5, Subsection G.2.e (ASC Secretary, Duties).**

- e. Act as ASC Historian**
 - i. Retain two copies of the completed minutes of each ASC meeting in the ASC archives. [8/90]**
 - ii. Keep and make reasonably available the keys to the ASC archives (storage).**

- f. The ASC Chairperson can change the order of the Sub-committee reports.**

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C. ASC Vice Chairperson

1. Qualifications

- a. Have the willingness to serve.**
- b. Have two (2) years clean time.**
- c. Have a working knowledge of the 12 Steps, 12 Traditions and 12 concepts of NA.**
- d. Have an NA sponsor.**
- e. Attend NA meetings on a regular basis.**
- f. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.**
- g. Have the ability to deal with issues both inside and outside the fellowship that affects the growth and continuation of NA.**
- h. Have one (1) year service experience at the ASC level and have Chaired and ASC subcommittee.**
- i. Have knowledge of Area Inventory Handbook.**
- j. Be willing to serve as Area Chair, if nominated, at the end of the Area Chair's term.**

2. Duties

- a. Coordinate all subcommittees' functions.**
- b. Perform all the duties of the ASC Chairperson in the absence of the ASC Chairperson. (See ASC chairperson Duties)**
- c. Cosign the ASC bank account.**
- d. Perform all duties of absent subcommittee Chairpersons.**
- e. Maintain regular contact with the Chairperson of each subcommittee.**

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D. ASC Treasurer

1. Qualifications

- a. Have the willingness to serve.**
- b. Have three (3) years clean time.**
- c. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.**
- d. Have an NA sponsor.**
- e. Attend NA meetings on a regular basis.**
- f. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.**
- g. Have one year of service experience at the ASC level.**
- h. Have knowledge of Area Inventory Handbook.**
- i. Have the ability to deal with the issues both inside and outside the fellowship that affect the continuation and growth of the NA fellowship.**
- j. Have not been on probation or parole as a result of a felony for at least five (5) years.**

2. Duties

- a. Attend ASC meeting and submit written report.**
- b. Maintain current and complete financial records.**
- c. Cosign all ASC checks.**
- d. Submit written financial reports of contributions and expenditures as follows:**
 - i. At each regularly scheduled ASC meeting for the previous month using the WSO Area/Region Check register form with modified categories and the WSO Group/Area Contribution Record form.**
 - ii. At each quarterly Budget Review to include corresponding bank statements.**
 - For the previous quarter at the April, July and October reviews.**
 - For the previous year at the January review.**
 - iii. The Peninsula Area Service Financial Report will be distributed at each regularly scheduled ASC meeting.**
- e. Deposit all ASC funds and donations immediately after each ASC meeting accompanied by ASC Chairperson.**
 - i. The Area Treasurer will carry the drop box and the bag.**
- f. Issue receipts for funds received by the ASC.**
- g. Issue checks for meeting lists to the printer.**
- h. Suspend all monies going into escrow accounts (equities) when the prudent reserve escrow falls below half of its budgeted amount and until the prudent reserve is replaced. The only exceptions to the policy are payments for Rent, Answering Services, Minutes, Phone Company, H&I Literature and Storage.**
- i. Spend money from the miscellaneous escrow account first when ASC exceeds it budget before spending from prudent reserve.**

- j. Bring all checkbooks and needed material to every ASC meeting.**
- k. Check the Post Office Box prior to each ASC meeting and distribute mail accordingly.**

E. ASC Vice Treasurer

1. Qualifications

- a. Have the willingness to serve**
- b. Have two (2) years clean time.**
- c. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.**
- d. Have an NA sponsor.**
- e. Attend NA meetings on a regular basis.**
- f. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.**
- g. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of the NA fellowship.**
- h. Have one (1) year service experience at the ASC level.**
- i. Have knowledge of Area Inventory Handbook.**
- j. Have not been on parole or probation as a result of a felony for at least five (5) years.**

2. Duties

- a. Assist the ASC Treasurer in maintaining current and complete financial records.**
- b. Assist the ASC Treasurer in the issuance of receipts for funds received by the ASC.**
- c. Assist in the making of a written report of contributions and expenditures at each regularly scheduled meeting of the ASC.**

F. ASC Parliamentarian (See Area Inventory Chairperson Duties)

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G. ASC Secretary

1. Qualifications

- a. Have the willingness to serve.**
- b. Have eighteen (18) months clean time.**
- c. Have a working knowledge of the 12 Steps, 12 Traditions and 12 concepts of NA.**
- d. Have an NA sponsor.**
- e. Attend NA meetings on a regular basis.**
- f. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.**
- g. Have the ability to deal with issues both inside and outside the fellowship that affects the continuation and growth of NA.**
- h. Have one (1) year continuous service work in NA.**

2. Duties

- a. Report accurate minutes of each ASC business meeting to include the Treasurer's report, The RCM's report and the Home Groups' reports.**
- b. Maintain ASC correspondence.**
- c. Maintain and update the master mailing list to include GSR's, and the ASC's Chairperson, Vice Chairperson, Treasurer, subcommittee Chairpersons, RCM, TCM Alternate, VRCC Delegate, and VRCC Delegate Alternate. This will include all Home Groups, whether participating or not.**
- d. Clearly report in the minutes what part of a motion has been changed by the Area Inventory subcommittee.**
- e. The minutes should be read and verified by the ASC Chairperson before copies are made as per Section 5, B.2.d (ASC Chairperson Duties).**
- f. Type and distribute copies of the minutes to each person on the master mailing list no later than two weeks prior to the following ASC meeting.**
- g. Make records available to any NA member upon request.**
- h. All new business motions shall be numbered using the**

following format:

- i. Year (4 digits)**
- ii. A dash (-)**
- iii. Month**
- iv. A dash (-)**
- v. A motion number (start at 1)**

Example: The first motion of February, 2008 => 2008-2-1

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H. Regional Committee Member

1. Qualifications

- a. Have the willingness to serve.**
- b. Have three (3) years clean time.**
- c. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.**
- d. Have an NA Sponsor.**
- e. Attend NA meetings on a regular basis.**
- f. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.**
- g. Have one (1) year service experience at the ASC level.**
- h. Have the ability to deal with issues both inside and outside the fellowship that affects the continuation and growth of NA.**
- i. Have the time and resources for active participation.**
 - i. Have the financial means to perform the duties.**
 - ii. Have adequate transportation to perform all duties.**
 - iii. Have no conflicting weekend commitments.**

2. Duties

- a. Attend each ASC meeting and submit written report.**
- b. Work for the good of NA providing two-way communication between the ASC and the RSC.**
- c. Represent the ASC conscience and the regional level.**
- d. Provide the ASC with the agenda for the RSC meeting at least ten (10) days before RSC meets.**
- e. Provide RSC meeting minutes for GSR's at next ASC meeting after receiving them.**
- f. Attend each RSC meeting and take part in any decisions which affect the region, speaking as the voice of the ASC conscience.**
- g. May serve on one or more of ASC's and/or RSC's subcommittees, but may not serve as a chairperson.**

- h. Be willing to give the time and resources for the position.**
- i. Schedule GSR workshop(s) for Conference Agenda Report (CAR).**

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I. Regional Committee Member Alternate (RCM Alternate)

1. Qualifications

- a. Have the willingness to serve.**
- b. Have three (3) years clean time.**
- c. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.**
- d. Have an NA Sponsor.**
- e. Attend NA meetings on a regular basis.**
- f. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.**
- g. Have the ability to deal with issues both inside and outside the fellowship that affects the continuation and growth of NA.**
- h. Have the time and resources for active participation.**
 - i. Have the financial means to perform the duties.**
 - ii. Have adequate transportation to perform all duties.**
 - iii. Have no conflicting weekend commitments.**

2. Duties

- a. Attend each ASC meeting and submit written report.**
- b. Work for the good of NA providing two-way communication between the ASC and the RSC.**
- c. When the RSC is absent the following duties apply.**
 - i. Represent the ASC conscience and the regional level.**
 - ii. Provide the ASC with the agenda for the RSC meeting at least ten (10) days before RSC meets.**
 - iii. Provide RSC meeting minutes for GSR's at next ASC meeting after receiving them.**
 - iv. Speak as the voice of the ASC's conscience.**
- d. Attend each RSC meeting and take part in any decisions which affect the region.**
- e. May serve on one or more of the ASC's and/or RSC's**

subcommittees, but may not serve as a chairperson.

- f. Be able to work for the common good, placing principles before personalities at all times.**
- g. Be willing to give the time and resources for the position.**

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J. Virginia Region Convention Corporation (VRCC) Delegate

1. Qualifications

- a. Have the willingness to serve.**
- b. Have three (3) years clean time.**
- c. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.**
- d. Have an NA Sponsor.**
- e. Attend NA meetings on a regular basis.**
- f. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.**
- g. Have one (1) year service experience at the ASC level.**
- h. Have the ability to deal with issues both inside and outside the fellowship that affects the continuation and growth of NA.**
- i. Have the time and resources for active participation.**
 - i. Have the financial means to perform the duties.**
 - ii. Have adequate transportation to perform all duties.**
 - iii. Have no conflicting weekend commitments.**

2. Duties

- a. Attend each VRCC meeting.**
- b. Attend each ASC meeting and submit a written report of the VRCC's proceedings.**
- c. When the VRCC and ASC meeting conflict, the VRCC Delegate will submit the written report to the ASC Chairperson prior to the ASC meeting.**
- d. Vote on contractual agreements concerning convention facilities, banquets, merchandise, fund raising, etc. at VRCC meetings.**

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K. VRCC Delegate Alternate

1. Qualifications

- a. Have the willingness to serve.**
- b. Have three (3) years clean time.**
- c. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.**
- d. Have an NA Sponsor.**
- e. Attend NA meetings on a regular basis.**
- f. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.**
- g. Have the ability to deal with issues both inside and outside the fellowship that affects the growth of the NA and continuation of NA.**
- h. Have the time and resources for active participation.**
 - i. Have the financial means to perform the duties.**
 - ii. Have adequate transportation to perform all duties.**
 - iii. Have no conflicting weekend commitments.**

2. Duties

- a. Attend each VRCC meeting.**
- b. Attend each ASC meeting and submit a written report of the VRCC's proceedings.**
- c. When the VRCC and ASC meeting conflict, the VRCC Delegate will submit the written report to the ASC Chairperson prior to the ASC meeting.**
- d. In the absence of the VRCC Delegate:**
 - i. Vote on contractual agreements concerning convention facilities, banquets, merchandise, fund raising, etc. at VRCC meetings.**

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Section 6

Subcommittees

Trusted Servant	Clean Time	Length of Term
Activities Chair	2 Years	1 Year
Ad Hoc Chair	2 Years	1 Year
Area Inventory Chair	2 Years	1 Year
Hospitals & Institutions Chair	2 Years	1 Year
Literature Chair	2 Years	1 Year
Public Relations Chair	2 Years	1 Year
Webmaster	2 Years	1 Year

A. Activity Subcommittee

- 1. Changes in this subcommittee's policy are subject to the approval by an ASC conscience.**
- 2. This subcommittee shall have an elected Vice Chairperson.**
- 3. Qualifications and duties of the Chairperson:**
 - a. Qualifications**
 - i. Have a willingness to serve.**
 - ii. Have two (2) years clean time.**
 - iii. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.**
 - iv. Have an NA sponsor.**
 - v. Attend NA meetings on a regular basis.**
 - vi. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.**
 - vii. Have the ability to deal with issues both inside and outside the fellowship that affects the continuation and growth of NA.**
 - viii. Have one (1) year of continuous service on a subcommittee or ASC level service position.**
 - b. Duties**
 - i. Hold the Subcommittee meeting at least once a month.**
 - ii. Attend the ASC meeting monthly and submit a report to include.**
 - (1) Events expense**
 - (2) Donations**
 - (3) Profit/Loss Amount**
 - iii. Coordinate workshops with all of the subcommittees' chairpersons.**
 - iv. Coordinate activities for the area and maintain the activities calendar.**
 - v. Bring all activities to the ASC one (1) month in advance with a cost/profit/loss estimate for approval by hand vote.**
 - vi. Handle resources, including funds and be accountable for those resources.**

- vii. **Return any unused or excess funds to Treasurer within 3 business days after the event.**
- viii. **Submit written quarterly and annual budget reviews.**
- ix. **Whenever possible attend the Regional Activities Subcommittee meetings.**

4. Activities Subcommittee Policy

a. Requirements/Duties

- i. **Chairperson will be responsible for coordinating activities for the area, will coordinate with subcommittee chairpersons on workshops and will provide information to the ASC on upcoming events and handle funds provided by the area and/or ASC.**
- ii. **Vice Chairperson will assist the Chairperson in coordinating activities and in the handling of funds. Clean time shall be a minimum of two years. This is a one year commitment.**
- iii. **Secretary: records and archives the minutes and attendance for this body. Clean time shall be a minimum of six months. This is a one year commitment.**
- iv. **Event policy.**
 - (4) **Events will not provide free food but should sell food to help offset the cost of the event.**
 - (5) **A suggested donation of \$5 will be on flyers for the event.**

b. Meeting Time and Place

- i. **This subcommittee will have a primary meeting as designated on the current PASCNA meeting list.**
- ii. **Subsequent meetings will be designated at the primary meeting.**

c. Voting Procedures

- i. **Member must attend two consecutive meetings in order to be a voting member.**

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B. Ad Hoc (Formed as needed)

- 1. Changes in this subcommittee's policy are subject to approval by an ASC conscience.**
- 2. This subcommittee shall have an elected Vice Chairperson.**
- 3. Qualifications and duties of Ad Hoc committee Chairperson.**
 - a. Qualifications**
 - i. Have a willingness to serve.**
 - ii. Have two (2) years clean time.**
 - iii. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.**
 - iv. Have a sponsor.**
 - v. Attend NA meetings on a regular basis.**
 - vi. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.**
 - vii. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of NA.**
 - viii. Have one (1) year of service experience at the ASC level.**
 - ix. Have knowledge of Area Inventory Handbook.**
 - b. Duties**
 - i. Hold a subcommittee meeting each month.**
 - ii. Attend the monthly ASC meeting and give a written report.**
 - iii. Coordinate with the Activity Subcommittee Chairperson any proposed area, ASC or subcommittee event or function at least two months prior to it being held.**

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C. Hospitals and Institutions (H&I)

- 1. Changes in this subcommittee's policy are subject to approval by an ASC conscience.**
- 2. H&I will obtain its literature from the Literature Subcommittee.**
- 3. This subcommittee shall have an elected Vice Chairperson.**
- 4. Qualifications and Duties of the H&I Chairperson**
 - a. Qualifications**
 - i. Have the willingness to serve.**
 - ii. Have clean time of two (2) years.**
 - iii. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.**
 - iv. Have an NA sponsor.**
 - v. Attend meetings on a regular basis.**
 - vi. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.**
 - vii. Have the ability to deal with issues both inside and outside the fellowship that affect continuation and growth of NA.**
 - viii. Have one (1) year of service experience at the ASC level.**
 - ix. Have a working knowledge of Area Inventory Handbook.**
 - x. Has participated on the H&I subcommittee for six consecutive months.**

b. Duties

- i. Hold a subcommittee meeting each month.**
- ii. Attend the monthly ASC meeting and give a written report.**
- iii. Coordinate with the Activity Subcommittee Chairperson any propose Area, ASC or Subcommittee event or function at least two months prior to it being held.**
- iv. Submit written quarterly and annual budgets in person at the budget reviews.**
- v. Maintains and preserves an H&I notebook that contains the following:**
 - The H&I Subcommittee meeting minutes which includes the reports from each H&I commitment (meeting).**
 - The current master list of active H&I commitments which should include each facility's contact information.**
 - Information on prospective H&I commitments and the contact information for each.**
- vi. Surrender the H&I notebook to the next H&I Subcommittee Chairperson (See item iv. above).**
- vii. Coordinate closely with the Public Relations Subcommittee.**
- viii. Attend the Regional H&I Subcommittee meetings whenever possible.**

5. H&I Subcommittee Policy

- a. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in the guidelines. Being clean for the purpose of this H&I Subcommittee shall be defined as complete abstinence from all drugs.**
- b. Any member not conforming to these requirements or any others which might be added later, or refuses to abide by the rules and regulations of the facility being served shall**

automatically be relieved of any H&I subcommittee assignments.

- c. No Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.**
- d. Any NA member who is involved with a given facility on a professional or volunteer basis shall not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to:**
 - i. The inmates or patient inside.**
 - ii. The working privilege of the subcommittee to carry the message inside the facility.**
 - For these reasons, no H&I member will interfere with or use influence neither in any facility, court or hospital, nor with any judge, doctor, and probation or parole officer.**
 - Further, H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. These members may however, participate on panels going to other facilities.**
- e. Length of clean time required by each facility is to be rigidly upheld by all H&I panel leaders.**
- f. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.**
- g. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility and possibly the approval of their judicial officer, if applicable.**
- h. H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed, in advance, regarding the regulations of the facilities being served.**
- i. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so they will have full knowledge of their**

responsibilities in connection with their individual commitments.

- j. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message: our experience, strength and hope. H&I speakers should try to get residents involved with the meeting presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release.**
- k. All addicts carrying an H&I meeting are required to attend H&I subcommittee meetings. Any person missing two consecutive meetings will be notified by the Chairperson or Vice Chairperson. Any person missing three consecutive meetings will no longer carry meetings and facilities will be notified.**
- l. To be voted into the H&I subcommittee, a person must have six (6) months clean, speak at two (2) facility meetings/presentations and come to the H&I subcommittee meeting two (2) consecutive times. They may be voted in on their second subcommittee meeting. Before carrying a meeting, a member must have attended an H&I workshop.**
- m. All members of the H&I subcommittee can be on the emergency panel leader list as long as they meet the requirements of becoming a panel leader.**
- n. If an addict loses their meeting by default, in order to carry that meeting again, they must start over again by making two (2) consecutive H&I meetings, and speak at two (2) meetings. In addition, they must also attend an H&I workshop.**
- o. After resignation, a member wishing to come back and carry a meeting into a facility should attend one H&I subcommittee meeting, state their qualifications to carry meetings and be informed of any new policy changes. They can then be voted back into the subcommittee as long as they left on good terms.**
- p. All H&I meetings are closed meetings, within the facilities discretion.**
- q. No H&I meeting gives out chips (key tags).**
- r. Any member arriving 20 minutes after the scheduled time will be considered tardy and two (2) tardy arrivals will equal one (1) absence. Current absentee policy will be in effect.**
- s. Implement trusted servant's position for panel leader coordinator.**

- t. Implement policy if a panel member does not carry their commitment for two (2) consecutive meetings, without notifying facility and/or panel members. They will lose their meeting by default for ninety (90) days.**

- u. Any member of this subcommittee shall be excused in the matters of work, family emergency or religious commitment as long as contact has been made with the chairperson or vice chairperson of the H&I subcommittee.**

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D. Literature

- 1. Changes in this subcommittee's policy are subject to approval by an ASC conscience.**
- 2. This subcommittee shall have an elected Vice Chairperson.**
- 3. Literature sales.**
 - a. No orders will be taken after 4:00pm.**
 - b. Literature may not be delivered until the ASC meeting has adjourned.**
 - c. The Literature Subcommittee is allowed to sell literature at any PASCNA activity with the following guidelines:**
 - i. The money collected will be counted by the Literature Chairperson and another member.**
 - ii. A money order will be purchased by the Literature Chairperson immediately after the activity.**
 - iii. A separate accounting will be made at the ASC meeting.**
- 4. Qualifications and duties of the Literature Chairperson**
 - a. Qualifications**
 - i. Have the willingness to serve.**
 - ii. Have two (2) years clean time.**
 - iii. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.**
 - iv. Have an NA sponsor.**
 - v. Attend NA meetings on a regular basis.**
 - vi. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.**
 - vii. Have the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of NA.**
 - viii. Has participated on the Literature subcommittee for six months.**

b. Duties

- i. Hold the subcommittee meeting each month.**
- ii. Attend the ASC meeting monthly and submit a written report.**
- iii. Coordinate closely with the H&I Subcommittee Chairperson to ensure the availability of literature.**
- iv. Maintain an inventory of the literature on hand and the literature on order to fulfill the area's needs and to comply with the ASC's literature budget.**
- v. Place the ASC's literature order within one week after the ASC meeting.**
- vi. Maintain and preserve the following information.**
 - . The subcommittee's monthly meeting minutes.**
 - . The Literature Worksheets which include the dollar amounts of:**
 - o The literature sold.**
 - o The back orders (literature sold but not delivered).**
 - o The literature inventory on hand after the current ASC meeting.**
 - o The transfers of literature to other subcommittees and /or the ASC (i.e. ASC rent).**
 - o The cost of the previous literature order.**
 - . Sales orders (including home group orders) and the corresponding receipts.**
- vii. Surrender the above records (Section 6, D.4.b.vi - Maintain and preserve the following information.) to the next Literature Chairperson.**
- viii. Comply with the following.**
 - . Orders for literature may be placed prior to or during the first hour of the ASC meeting.**
 - . Literature may not be delivered until the ASC meeting has been adjourned.**
 - . Literature may be sold at any PASCNA activity with the**

following guidelines.

- **The money collected will be counted by the Literature Chairperson and another member.**
 - **A money order will be purchased by the Literature Chairperson immediately after the activity.**
 - **A separate accounting will be made at the ASC meeting.**

 - ix. Surrender all of the funds collected for literature sales and back orders to the ASC Treasurer with a copy of the Literature Worksheet and obtain a receipt.**

 - x. Attend the Regional Literature Subcommittee meeting whenever possible.**

 - xi. Submit written quarterly and annual budget reports in person at the budget reviews. Failure to do so for two consecutive reviews results in immediate removal from this position.**

 - xii. Sell Area Service Committee Handbooks at cost with the other literature.**

 - xiii. Provide reasonable start-up kits to all new home groups joining PASCNA. [Startup kit needs to be defined here...]**

 - xiv. Charge an additional 12% to each order to allow the subcommittee to be self-supporting.**

 - xv. Deliver only literature for which money has been received except for transfers.**
- 5. Literature Subcommittee policy.**
- a. The Literature Chairperson is to bring all PASCNA literature materials to the ASC meeting for sale and distribution.**

 - b. The Literature Subcommittee meetings are held one (1) hour prior to PASCNA meetings as scheduled.**

 - c. All literature orders are to be placed prior to or during the first hour of the PASCNA meeting and picked up after the official closing of the PASCNA meeting that same day.**

 - d. The Literature Chairperson will accept cash, money order, cashier's check or a home group check made payable to PASCNA for the purchase of literature.**

 - e. The Literature Chairperson shall complete an inventory of all literature sold and literature on hand at the end of the ASC meeting and provide the ASC Treasurer and Secretary with a copy**

of said inventory sheet.

- f. The Literature Chairperson shall order all literature from World Service Office/Narcotics Anonymous World Services (WSONAWS) no later than one (1) week after the PASCNA meeting, which said order is not to exceed \$3500.00 in total literature on hand.**
- g. No literature will be sold outside of the scheduled PASCNA meeting, unless a celebration medallion is needed. Then a home group member may contact the Literature Chairperson and arrange for the purchase of same. (Celebration medallions *only* will be purchased outside of PASCNA's scheduled meetings.)**
- h. The Literature Chairperson will turn over all proceeds from the sale of literature to the PASCNA Treasurer after the close of the PASCNA meeting and obtain a receipt for same.**
- i. The Literature Chairperson shall maintain a complete record of all sales, receipts and order forms for ASC for no more than one (1) year.**
- j. The Literature Chairperson will obtain a blank check made payable to NWASO from the PASCNA Treasurer for the sole purpose of purchasing literature from the WSONAWS at the close of every PASCNA meeting.**

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E. Area Inventory Subcommittee

This committee's primary function is to move the area toward a greater dependence on The Guide to Local Services of NA (The Guide). The Guide is a NAWs service document based on the principles of Narcotics Anonymous. It is already part of THIS Area Service Committee Handbook.

- 1. Changes to this subcommittee's policies are subject to approval by an ASC conscience.**
- 2. This subcommittee shall have an elected Vice Chairperson.**
- 3. This subcommittee shall:**
 - a. Review the ASC's budget quarterly and annually.**
 - b. Conduct an Area Inventory each year.**
 - c. Conduct an audit each year or at the change of the treasurer whichever comes first.**
 - d. Coordinate training on Service**
 - a. At area during a newly created ½ hour Forum/Training session that will follow subcommittee reports.**
 - b. At regularly scheduled workshops.**
 - e. Propose removal of any policy already covered in The Guide to Local Services of NA.**
 - f. Propose changes to new policy motions that have items that are already covered in The Guide to Local Services of NA.**
- 4. This subcommittee shall review and establish clear-cut guidelines concerning the qualifications of trusted servants and voting procedures at the ASC meeting.**
- 5. The Area Inventory Subcommittee shall indicate which ASC motions are not to be discussed on the ASC floor a second time as follows.**
 - a. ASC motions which originate in the Area Inventory Subcommittee may be discussed on the ASC floor.**
 - b. ASC motions that were discussed on the ASC floor and then referred to the Area Inventory Subcommittee for review are not to be discussed on the ASC floor a second time.**
- 6. Qualifications and Duties of the Area Inventory Chairperson**
 - a. Qualifications**
 - i. Have the willingness to serve.**
 - ii. Have two (2) years clean time.**

- iii. **Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.**
- iv. **Have an NA sponsor.**
- v. **Attend NA meetings on regular basis.**
- vi. **Has participated in the Area Inventory Subcommittee for six (6) consecutive months.**
- vii. **Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.**
- viii. **Has the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of NA.**

b. Duties

- i. **Act as Parliamentarian at PASCNA meetings.**
- ii. **Hold a monthly subcommittee meeting.**
- iii. **Oversee quarterly and annual budget reviews of the PASCNA budget.**
 - a. **Area Inventory is to establish guidelines on procedures to conduct Budget Review and Annual Review.**
- iv. **Submit policy recommendations to the ASC secretary or the ASC Chairperson within fourteen (14) days of the last PASCNA meeting.**
- v. **Maintain and preserve a notebook of Area Inventory minutes as ASC property to be given to the next Area Inventory Chairperson to ensure continuity.**
- vi. **Attend the monthly PASCNA meeting and submit a written report.**
- vii. **Attend the Regional Policy Subcommittee meeting and maintain contact with the Regional Policy Subcommittee Chairperson whenever possible.**
- viii. **Provide the Literature Subcommittee with updated Area Service Committee Handbooks for sale as needed.**
- ix. **Issue revised pages for the Area Service Committee Handbook when changes in policy occur.**
- x. **Provide the Public Relations Subcommittee with an electronic copy of the Peninsula Area Service Committee Handbook to be displayed on our area website. The Area Inventory Chair shall provide handbooks**

updates of policy as necessary.

7. Area Inventory Subcommittee policy

- a. The Area Inventory Subcommittee Vice Chairperson should be able to meet the requirements of the Area Inventory Subcommittee Chairperson at the end of the current Area Inventory Chairperson's term.**

- b. The Area Inventory Subcommittee will use the consensus decision process with a unanimous consent approval standard as follows:**
 - a. Chair must remain objective and openminded.**
 - b. Everyone will be provided with an opportunity to speak if they so desire.**
 - c. Discussion will continue until everyone agrees or the chair determines that further discussion will not result in unanimous consent.**

F. Public Relations (PR)

- 1. This subcommittee shall have an elected Vice Chairperson.**
- 2. Changes to this subcommittee's policies are subject to approval by an ASC conscience.**
- 3. That at each printing of the meeting list, an additional 1,000 copies be made for the use of the H&I subcommittee.**
- 4. Qualifications and Duties of the Public Relations Chairperson.**
 - a. Qualifications**
 - i. Have the willingness to serve.**
 - ii. Have two (2) years clean time.**
 - iii. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.**
 - iv. Have an NA sponsor.**
 - v. Attend NA meetings on a regular basis.**
 - vi. Has served at least three (3) continuous months on the subcommittee (this does not include being on the help line), subcommittee participation is required.**
 - vii. Have a commitment to service as shown by experience as a member of other NA service committees and contributions to the continuation and growth of the NA fellowship.**
 - viii. Has the ability to deal with issues both inside and outside the fellowship that affect the continuation and growth of NA.**
 - ix. Have an understanding of the NA service structure and the responsibilities of the Public Relations Chairperson.**
 - b. Duties**
 - i. Hold the subcommittee meeting once a month.**
 - ii. Attend ASC meeting monthly and submit a written report.**
 - iii. Attend Regional Public Relations Subcommittee meeting whenever possible and maintain communication as needed on the regional level.**
 - iv. Maintain and preserve minutes, financial reports and any activities in a notebook archive.**

- v. **Maintain quarterly updates to the answering service following quarterly training workshop.**
- vi. **Maintains open communications with Area Inventory Subcommittee and submits questions and issues as they arise.**
- vii. **Maintains and preserves a notebook of monthly meeting minutes, information and a current master list of active H&I meetings and contacts. This notebook is to be passed on to the next Public Relations Chairperson and is the property of the subcommittee.**
- viii. **Maintain information on prospective meetings and future contacts.**
- ix. **Submit written quarterly and annual budgets in person at the budget reviews.**
- x. **Attend the Regional Public Relations Subcommittee meeting whenever possible and maintain contact with that subcommittee's chairperson.**
- xi. **Coordinate closely with the H&I subcommittee.**
- xii. **Maintain the PASCNA Internet site.**
- xiii. **Contact the Phone Company Yellow Pages by September 1 for the next year's ads.**

5. Public Relations Subcommittee Guidelines

a. Purpose

- i. **The purpose of the Public Relations Subcommittee is to inform the public that NA exists. It offers recovery from addiction and information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.**

b. Functions/Responsibilities

- i. **To open and maintain lines of communication between:**
 - . **NA and the public.**
 - . **PASCNA, Regional Service committee (RSC) and the World Service Office (WSO)**
- ii. **To respond to all requests for information in a timely and effective manner.**
- iii. **To be sure that those requests are handled at the appropriate**

service level (i.e. ASC, RSC, WSO).

- iv. Any member receiving a request for information from a media contact must immediately call one of the following.
 - . The ASC or RSC Public Relations Chairperson or Vice Chairperson.
 - . The ASC or RSC Chairperson or Vice Chairperson.

Note: One of the individuals listed above should respond to the media contact as soon as possible, preferably within the workday or within and eight-hour period.

- . The following information should be determined.
 - o What audience level the exposure is likely to receive.
 - o What is the scheduling and deadline information the individual is working with in the accumulation of information for media use? Remember our Ninth Tradition states subcommittees are “directly responsible to those they serve”.

v. Meeting and Membership

- . The Public Relations Subcommittee meets at the time and location as states o the current PASCNA meeting list.
- . Any recovering addict may attend the PR subcommittee meeting.
- . The clean time requirement to join the PR Subcommittee is three (3) months.
- . After meeting the clean time requirements and attending two consecutive PR Subcommittee meetings, any recovering addict, who has the willingness, may join the PR Subcommittee. Members are encouraged to regularly attend the meeting so that they are informed of the group’s activities.
- . Six (6) months are required to participate in a PR presentation with the PR Chairperson or PR Vice Chairperson.
- . The clean time requirements for trusted servant positions within the subcommittee are as follows.
 - o Chairperson 2 years
 - o Vice Chairperson 1 year

- **Secretary** **6 months**
- . **Voting Participants and Procedures**
 - **Any member who has been in attendance of two of the last three subcommittee meetings is eligible to vote.**
- . **All participants shall have the following.**
 - **Personal time and abilities to perform their duties.**
 - **Willingness and desire to serve in the position.**
 - **Clean time and service experience as required herein.**
 - **Understanding and practical experience of the 12 Steps, 12 Traditions and 12 concepts of NA.**
 - **Maintained the clean time throughout their term of office or participation. Relapse is automatic dismissal from trusted servant position.**

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G. PASCNA Webmaster

1. Qualifications

- a) **Have the willingness to serve.**
- b) **Have two (2) years clean time.**
- c) **Have a working knowledge of the 12 Steps, 12 Traditions, and 12 concepts.**
- d) **Attend NA meetings on a regular basis.**
- e) **Have a commitment to service as shown by experience as a member of other NA service committees, and contributions to the continuation and growth of the NA fellowship.**
- f) **Have the ability to deal with issues both inside and outside the fellowship that affects continuation and growth of NA.**
- g) **Show some experience on the basic knowledge of web hosting, posting, building and maintaining of a website.**
- h) **Have a willingness to learn and grow with the new changes that go along with maintaining a website for the PASCNA Area.**
- i) **Have working knowledge of a computer and have computer and internet access to maintain Area website.**

2. Duties

- a) **Report to the Chair of Public Information and Sub-committee.**
- b) **Shall attend all scheduled consistent this sub-committee meetings with exception to excused absences.**
- c) **Maintain communications consistently on all issues of the Area website.**
- d) **This position is committed to serve 1 year length of term and is subject to continue position upon vote of the sub-committee.**
- e) **Open line of communication with Regional Webmaster for general information.**
- f) **Assist with the updating of Area meeting list.**
- g) **Upon request post information to PASCNA website as needed in a timely manner.**

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Appendix A

Glossary

Agenda	The prescribed order of a business meeting.
ASC	See PASCNA
Area	The addicts who participate in Peninsula Groups, Committees, and or Activities.
Autonomy Zone	PASCNA's Zonal Forum
Business	Elections and/or Motions that occur during the business portion of a business meeting. There is old business and new business. Old business usually comes before new business on the meeting agenda.
CAR	Conference Agenda Report (CAR) is the report for Business that will occur at the World Service Conference (WSC).
Commitment	An NA service position.
Committee	A service body to perform a specific function.
Minutes	Report of a previous business meeting.
Officer	Administrative Officer as described in Appendix B.
Parliamentarian	Rules on policy at the ASC meeting.
PASCNA	Peninsula area Service Committee of Narcotics Anonymous (ASC). This is the Peninsula Area's service committee. See ASC in Appendix B.

Policy	The Area Service Committee Handbook (this document), including Appendix B – “A Guide to Local Services in NA”. The guidelines produced as a result of past ASC meetings.
Quorum	Number of participating members needed to allow Business to occur at a business meeting.
CARNA	Central Atlantic Region of Narcotics Anonymous PASCNA’s region.
VRCC	Virginia Region Convention Corporation. This is the Corporation that is responsible for funding and protecting the Annual Region of the Virginians Convention of Narcotics Anonymous (AROVCNA).
WSONAWS	World Service Office of NA World Services .

Appendix B

Service Structure Guidelines

“A Guide to Local Services in NA”

This book is published by NA World Services and is available through the Literature Subcommittee. It is considered a part of the ASC Handbook (Policy) – See Appendix A, Glossary

Appendix C

Calendar of Elections and Nominations

PASCNA Calendar of Nominations/Elections/Events

<u>MONTH</u>	<u>ELECTIONS</u>	<u>NOMINATIONS</u>
January Annual Budget Review	RCM	Alt. RCM/H&I Chair
February	ASC Chair/Activities Chair	Area Inventory Chair/PI Chair
March	Alt RCM/H&I Chair	VRCC Del./ASC Treasurer
April Budget Review	Area Inventory Chair/PI Chair	VRCC Alt. Del
May	VRCC Del./ASC Treasurer	Literature Chair
June	VRCC Alt. Del.	ASC Vice Treasurer
July Budget Review	Literature Chair	ASC Secretary
August	ASC Vice Treasurer	
September	ASC Secretary	ASC Vice Chair
October Budget Review		
November	ASC Vice Chair	RCM
December		ASC Chair/Activities Chair

