

Welcome to the Golden Heart Area



Service Committee

Acronyms (Alphabet Soup)			
ASC	Area Service Committee	PI	Public Information
ARSC	Alaska RSC	PR	Public Relations
CAR	Conference Agenda Report	RCM	Regional Committee Member
GHASC	Golden Heart ASC	RD	Regional Delegate
GSR	Group Service Representative	RSC	Regional Service Committee
H & I	Hospitals and Institutions	WSC	World Service Conference
IP	Informational Pamphlet	WSO	World Service Office
NAWS	NA World Services		

Contents

1)	What is an Area Service Committee?	3
2)	What are the responsibilities of a GSR?	4
3)	Area Committee Participants	5
	a. Administrative Officers	5
	i. Chairperson	5
	ii. Vice Chairperson	5
	iii. Secretary	5
	iv. Treasurer	5
	v. RCM	6
	b. Subcommittees	7
	i. Hospitals and Institutions	7
	ii. Public Information	7
	iii. Literature	8
	iv. Activities	8
4)	The ASC Meeting	9
	a. Motions	9
	i. Main Motions	9
	ii. Parliamentary Motions	9
5)	Appendix	
	a. Parliamentary Motion Table	attached
	b. Motion Form	attached
	c. GSR Report Form	attached
	d. NA Service Resume	attached

(information reprinted from **A Guide to Local Services in Narcotics Anonymous**, 2002)

Welcome to the Golden Heart Area Service Committee of Narcotics Anonymous

What is an Area Service Committee?

Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs—and through them, in the area committee—for the necessary work to get done.

NA groups also send money to the area committee, money needed to coordinate panels, maintain phonelines, and conduct public information activities. Through their contributions of money and manpower, the groups exercise both their responsibility and their authority for NA services.

How does the area service committee relate in turn to NA's regional and world services? In much the same way as the group relates to the area committee: through carefully selected representatives who are delegated the authority necessary for effective service.

NA groups support meetings where addicts can share their recovery with one another. Only minimal organization is necessary to hold those meetings. But there are lots more that can be done to further the aims of Narcotics Anonymous:

- NA panel presentations at addiction treatment centers and correctional facilities can reach addicts particularly in need of what we have to offer.
- Public information presentations to schools and community groups, mailings to addiction treatment professionals, meeting notices in newspapers, and public service announcements on local radio and television stations can help direct people to NA.
- Directories showing where and when NA groups in the area hold their recovery meetings can help addicts and others find nearby meetings being conducted at times convenient to them.
- A phoneline service can help addicts seeking recovery find a meeting in their area. It can also provide information about NA to interested community members.
- A ready supply of NA books and pamphlets can make it easier for groups to stock their literature tables.
- Social activities can help addicts feel more comfortable in their local NA community and increase unity and camaraderie among area members.

Area committees exist primarily to help make NA groups more effective in carrying the recovery message to the still-suffering addict. Area committee services either:

- attract addicts to meetings,
- provide materials for use in meetings,
- conduct activities designed to strengthen meetings, or
- perform the administrative functions necessary to do these things.

What are the responsibilities of a GSR?

Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities.

As participants in the area committee, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions, which form the group conscience of the entire committee.

Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, GSRs make available fliers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's "sharing session" agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

Group service representatives link their groups to the rest of Narcotics Anonymous. GSRs serve a dual role. As our fellowship's Second Concept for Service indicates, GSRs take part on their groups' behalf in the area committee and the regional assembly, conveying a sense of their groups' wishes to the service structure and bringing back information on what's happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole.

Area Committee Participants

There are three groups of participants in most area service committees: GSRs and their alternates, administrative officers, and subcommittee chairpersons.

Administrative Officers

Chairperson

The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The chair's primary tools are the short-form rules of order, which appear at the end of this guide, a firm hand, a calm spirit, and a clear mind.

Vice chairperson

The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees. The area vice chair keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them.

The vice chairperson is also responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings him or herself in the chairperson's absence.

Secretary

Area secretaries handle all their committees' paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within a reasonable period of time after each meeting.

In the process of keeping the minutes of each meeting, secretaries should regularly update a log of area policy actions. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they affect. Secretaries should have copies of the most recent printing of the log of policy actions available for new GSRs and should periodically distribute updated versions to all area committee participants.

Because most secretaries mail minutes to area committee members, they need to keep an updated list of participants' addresses. With their committees' permission, they should mail copies of these lists once or twice a year to the World Service Office. These lists will make it possible for the WSO to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.

Treasurer

The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren't properly accounted for. It's recommended that areas elect people to this position who are

financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful.

The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings. As the administrator of the area's unified general fund, the treasurer is also responsible to prepare an annual budget for the area committee. The *Treasurer's Handbook*, available from the World Service Office, contains a more detailed description of the treasurer's job and most of the forms treasurers need for keeping their records.

Cash transactions can create a number of problems for ASC treasurers. Having large quantities of currency can make an area treasurer particularly vulnerable to robbery. Handling large undocumented sums of cash may also leave the treasurer open to unwarranted accusations of theft, or may even provide an unnecessary temptation. That's why we encourage groups to make their ASC contributions in the form of checks or money orders payable to the area service committee whenever possible. When treasurers receive cash contributions for their areas, they should always make out receipts to the contributors immediately, keeping copies for themselves with their official records.

Regional committee members (RCMs)

Regional committee members are just that: They serve as the core of the regional service committee, a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year around as a contact point between NA world and local services. Detailed information on the services provided by regional committees can be found later in this guide.

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

Both the region and its areas depend on RCMs to be well-versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips.

RCMs should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

Regional committee members serve two-year terms. Most areas have two RCMs serving at any one time, one elected in odd-numbered years and the other in even years. This helps regional committees maintain a balance between experienced members and those just learning the ropes. It also ensures that a regional committee serving only three or four areas will have enough members to be able to do its work.

Subcommittees

In some ways, the relationship between an ASC and its subcommittees is very similar to the relationship between NA groups and their ASC; in others, it is quite different. Just as groups create an area committee to help them fulfill their primary purpose, so the ASC creates subcommittees to do the actual work involved in delivering its direct services—H&I, PI, phonedlines, activities, and the rest. If area subcommittees are to serve effectively, the ASC must delegate them sufficient authority to exercise their best judgment in fulfilling their duties. However, because an area committee must account to the groups for the actions of its subcommittees, ASCs generally maintain a somewhat tighter rein on their subcommittees than groups do on their area committees.

The balance between accountability and delegation is a delicate one. If an area committee exerts too much control over its subcommittees, those subcommittees will not be able to serve well. If the ASC delegates too much authority to its subcommittees, on the other hand, the area committee will not be able to account fully for itself to the groups it serves. An ASC should pay careful attention to the Twelve Concepts, especially Concept Five, when creating subcommittees, giving them sufficient liberty to serve freely while still maintaining their accountability.

Hospitals and Institutions

Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. *Treatment panels* are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. *Correctional panels* are held for inmates at jails, prisons, and forensic hospitals. The *Hospitals and Institutions Handbook*, available from your local H&I subcommittee or by writing the World Service Office, explains more about how to conduct panels, interact with facility administrators, and organize subcommittee work. The amount of work your local H&I subcommittee does will depend on a variety of factors: the number of treatment and correctional facilities in your area, the number of NA members in your area who are interested in H&I service, and the amount of collective experience in H&I work in your NA community.

H&I subcommittee responsibilities sometimes overlap those of the local public information subcommittee. For this reason, we encourage H&I and PI subcommittees to closely cooperate with one another. In some areas, H&I and PI subcommittees regularly send one or two members to each other's meetings to maintain communications, thereby minimizing the potential for conflict in these two key fields of service.

Public Information

The general mission of your area public information subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. Services provided by PI subcommittees vary widely from area to area. The simplest kind of PI project is the production and distribution of fliers throughout the community announcing that NA is available and that more information can be had either by calling the local NA information phonedline or by attending an NA meeting. As PI subcommittees become better developed, they often conduct public meetings for community members, distribute public service announcements to local radio and television stations, and respond to public media inquiries. Many public information projects serve primarily to encourage people to call the local phonedline for more information on NA.

Literature supply

The literature supply subcommittee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting. In some areas, this subcommittee may consist of only one or two people. In other areas, it may involve as many as half a dozen members who process group orders, monitor stock levels, and reorder materials from the local NA office or the World Service Office. To maintain accountability for all area funds, most areas ask their treasurer to serve as cashier for literature sales. The subcommittee then goes to the treasurer for a check when it has to reorder stock.

Activities

Dances, picnics, campouts, special speaker meetings—these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.

The ASC meeting

The monthly area service committee meeting, open to any NA member, is the event at which the work of the subcommittees and the well-being of the groups all come into focus. Before the meeting starts, one of the administrative officers gives an orientation to new group service representatives. Then officers, subcommittee chairpersons, and GSRs report on what's happened since the committee met last. The sharing session gives all participants the opportunity to engage in wide-open discussion of group problems and area committee issues raised by the reports. After the sharing session the committee is ready to go straight to business, considering questions about the work of its officers and subcommittees

Motions

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *main motions* and *parliamentary motions*.

Main Motions

A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a *second*—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert's Rules of Order* can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

Parliamentary Motions

Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way.

See the attached table of Parliamentary motions

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

Golden Heart Area Service Committee

Motion

Date _____

Motion Made By: _____

Representing: _____

Motion Reads: _____

Intent of Motion: _____

Financial Impact: _____

Results:

Seconded	Discussed	Withdrawn	Tabled	Passed	Failed

GSR Report to Golden Heart Area Service Committee

Date: _____

Group Name: _____

GSR: _____ Alt. GSR: _____

Report Written by: _____

Number of Home Group Members: _____

Average Attendance: _____

Newcomers: _____

7th Tradition: _____

Treasury Balance: _____

Donation to Area: _____

Group Report: _____

Concerns: _____

Motions / Nominations: _____

Literature Order:

Golden Heart Area Service Committee

Trusted Servant Nomination / Resume

Name: _____ Date: _____

Phone: _____ E-mail: _____

Nominated by: _____ Position: _____

Clean Date: _____ Years: _____ Months: _____

Please list all NA service experience that you consider relevant:

Please explain your willingness to serve and why:

What life and/or employment experiences do you have that you believe would be useful?:

Please check all that apply:

- NA Sponsor
- NA Home Group
- Attend NA meetings weekly
 - ≤ 1 2-4 5-7 ≥ 7
- Working knowledge of the 12 steps
- Working knowledge of the 12 traditions
- Working knowledge of the 12 concepts
- Knowledge of the NA Guide to Local Service

Are there any current commitments that would conflict with this one?:

Have you ever not fulfilled any NA service commitments?:

Have you ever misappropriated any NA funds? If yes, explain:

When were reparations made?: _____

Any other information that you consider relevant: _____

Please realize that this form is not intended to exclude anyone from service, but rather to use as a tool to make informed decisions in following our Fourth Concept – “The trust necessary to confidently delegate service authority is founded on the careful selection of trusted servants.”