

**EAST END AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

**POLICY AND ADMINISTRATIVE
GUIDELINES**



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PREAMBLE:

- A. The EEASCNA Policy is the collaborative will of the Groups. It is a set of instructions, agreed upon by the Groups, by which the Area will conduct business on their behalf. The ASC should only divert from its set policy in dire situations or time sensitive situations as determined by the administrative committee.

ARTICLE I: IDENTIFICATION:

- A. The service committee shall be known as the East End Area Service Committee of Narcotics Anonymous (EEASCNA or EEASC).

ARTICLE II: PURPOSE:

- A. The purpose of the East End Area Service Committee of Narcotics Anonymous (EEASCNA) shall be to respond to the needs and collective conscience of its member groups. EEASCNA supports and encourages the unity, welfare and growth of the East End Area as part of a worldwide Fellowship.

ARTICLE III: DEFINITION, FUNCTION, AND, BOUNDARIES OF THE AREA:

- A. Definition and Function of the Area:

The Area Service Conference (ASC) is the communicative channel for a unified Fellowship, a tie that binds us together. The ASC serves as a link in the flow of communication from the member to the worldwide Fellowship, establishes a structure in which services and education are provided, and functions as a vehicle through which our Area Fellowship and society can relate. The EEASC is a Committee made up of Group Service Representatives (GSRs), special purpose Task panels and an Administrative Body from Member Groups of the East End Area.

- B. Boundaries to Area:

Boundaries include, but are not limited to: Barrow, DeKalb (outside I-285), Gwinnett (east of I- 85), Newton, Rockdale and Walton Counties and known as the East End Area of Narcotics Anonymous (EEANA or EEA).

ARTICLE IV: MEMBERSHIP QUALIFICATIONS AND DUTIES OF THE GSR:

- A. New Group Qualifications:

New Groups wanting to conduct NA meetings are always welcome to join our Area. The Group will send a representative to the ASC to give a report to the area.

- B. New Group Start up Kits:

New Groups must purchase their own literature. After they gain voting rights, they may submit a receipt for \$100 for literature and ASC will reimburse.

- C. New Group voting Rights:

To qualify as an active, voting EEASC Member the New Group needs to Attend two consecutive EEASC meetings and on the 3rd consecutive meeting the group will have a vote.

- D. Group Voting Rights:

Groups missing two ASCs in a row will lose their voting rights. If a Group loses their voting right the Group can regain their voting right on the second consecutive meeting in which they are represented.

E. GSR and GSRA Duties

1. Group Service Representative duties:

- A. Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR.
- B. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in area and regional levels, and sometimes joining in the work of an ASC subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound.
- C. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups in the same way that the groups nourish and support the structure. Group service representatives bear great responsibility.
- D. 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.
- E. As participants in the area committee, GSRs need to be as well informed as they can be concerning the affairs of the committee.
 - a. GSRs should attend (usually upon taking office) at least one of the monthly orientation sessions offered by the co-facilitator, whom gives them specific information on their duties and the EEASCNA policy.
 - b. They should study the reports of the panel's officers and task panel chairpersons.
 - c. They read the various handbooks published by the World Service Office on each area of service.
 - d. 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.
- F. 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.
 - a. 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.
 - b. In group recovery meetings, GSRs make available fliers announcing area and regional activities.
 - c. At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work.

G. 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.

2. Alternate Group Service Representative duties:

- A. Groups also elect a second representative called an alternate GSR.
- B. Alternate GSRs attend all the area service committee meetings (as nonvoting participants) with their GSRs so that they can see for themselves how the committee works.
- C. If a GSR cannot attend an area committee meeting, that group's alternate GSR participates in the GSR's place.
- D. Alternate GSRs, along with other members, may also serve on area task panels.
- E. Task panel experience gives alternate GSRs added perspective on how area services are actually delivered. That perspective helps make them more effective area committee participants if their groups later elect them to serve as GSRs.

ARTICLE V: TASK PANELS

A. Definition of Task Panels:

Task panels do the work of the EEASC. Currently, there are the following panels: Administrative, H&I, Public Relations, and Activities. Additional panels are formed as needed.

B. Administrative Panel:

1. Makeup of the Administrative Panel:

- The Administrative Panel consists of the:
- Facilitator and Co-Facilitator...
- Secretary and Alternate Secretary.
- Treasurer and Alternate Treasurer.
- RCM and RCMA.
- H&I Task Panel Leader.
- PR Task Panel Leader.
- Activities Task Panel Leader.
- All Ad-Hoc Task Panel Leaders.

2. Purpose of the Administrative Panel:

- a. The Panel serves the administrative needs of the Area and coordinates the ASC Meetings. It also deals with the matters of financing the Area needs, financial accountability, and coordinating service workshops throughout the Area. It also, actively seeks and encourages growth of NA in this Area. The Panel acts as support and resolution for the Area and Member Groups.

Requirements for nomination to the Administrative Panel below:

3. Overall Administrative Panel requirements:

In addition to the requirements that a specific position has, the Administrative Panel members have the following requirements and duties:

- a) They should have a commitment to service.
- b) The willingness and the resources to do the job.
- c) A working knowledge of the 12 Steps.
- d) A working knowledge of the 12 Traditions.
- e) A working knowledge of the 12 Concepts.
- f) Attend all Regular ASC meetings.
- g) Attend all Admin Panel meetings and maintain contact with other Admin panel members.
- h) Administrative panel members may not hold other positions at the ASC (i.e., GSR/Alt-GSR/Task panel Chair).
- i) Must have a home group in the East End Area of Narcotics Anonymous.

C. Administrative Panel Positions

A. Facilitator

1. Qualifications:

- a) Will have at least three (3) years clean.
- b) Will have at least 1 year prior service experience.
- c) Will work with the Co-Facilitator to prepare that person for the job.

2. Duties:

- a) The facilitator aids the group in defining decisions that need to be made, helps them through the stages of reaching an agreement.
- b) Keeps the meeting moving, focuses discussion to the point at hand.
- c) Makes sure everyone has the opportunity to participate and formulates and tests to see if consensus has been reached.
- d) The facilitator helps to direct the process of the meeting, not its content. They never make decisions for the group. If a facilitator feels too emotionally involved in an issue or discussion and cannot remain neutral in behavior, then s/he should ask someone to take over the task of facilitation for that agenda item.
- e) Arranges an agenda with input from the ASC.
- f) Handles ASC correspondence with the assistance of the Secretary.
- g) Facilitates the ASC Meetings.
- h) Co-signer of the ASC bank account.
- i) Will conduct an Admin meeting prior to each ASC.

B. Co-Facilitator:

1. Qualifications:

- a) Will have at least two (2) years clean.
- b) Will have at least six (6) months prior service experience.
- c) Willingness to assume the Facilitator's position upon conclusion of Facilitator's term upon, upon ASC approval.

2. Duties

- a) Assists Area task panels.
- b) Assist Facilitator in conducting Area meetings.
- c) In the absence of the Facilitator or when the facilitator is directly affected by a topic, performs the duties of the Facilitator.
- d) Researches and responds to questions concerning Policy at ASC meetings.
- e) Co-signer of the ASC bank account.
- f) To regularly offer GSR Orientation for new or old GSRs each month prior to EEASCNA Admin meeting. Included is offering a GSR Orientation Packet and having them available to anyone that is requesting one.
- g) On November of each year it is the co-facilitators duty to compile all topics in force and place them into the policy. (Topics in Force page should have already been up to date by the EEASC secretary.)

C. Secretary

1. Qualifications:

- a) Will have at least two (2) years clean.
- b) Will have at least 6 months prior service experience.

2. Duties

- a) Records, prints and distributes minutes of all proceedings of the ASC within 10 days of the ASC meeting.
- b) The EEASC minutes shall include the intent of all topics under New Business. Copies of the Topic Form shall be issued to the Secretary for archival purposes.
- c) Includes Admin Panel meeting minutes in the Area minutes, including announced scheduled meetings with times and locations.
- d) Verifies the content of the minutes on the EEASCNA website are accurate.
- e) Maintains a list of members desiring to receive copies of the ASC minutes.
- f) Trains Alternate Secretary to assume the Secretary position.
- g) Maintains, provides and updates, orientation packages for new GSRs (which are distributed by the Co-Facilitator).
- h) Maintains adequate supply of GSR Report and Topic Forms for the ASC meetings.
- i) Maintains log of Area Policy topics (Topic's in Force), updates it online, and distributes to ASC participants as needed.
- j) Picks up all correspondence from the area PO Box prior to the ASC monthly meeting to distribute to the ASC participants.

D. Alternate Secretary

1. Qualifications

- a) Will have at least one (1) year clean.
- b) Will have six (6) months prior experience.
- c) Willingness to assume the Facilitator's position upon conclusion of Facilitator's term upon, upon ASC approval.

2. Duties:

- a) In the absence of the Secretary, perform the duties of the Secretary.
- b) Assist Secretary in the performance of all duties.

E. Treasurer

1. Qualifications:

- a) Will have at least three (3) years clean.
- b) Will have at least 1-year prior service experience.
- c) Will have some banking knowledge, i.e.: how to keep and balance a checkbook.

2. Duties

- a) Custodian of the ASC bank account.
- b) Keeps an accurate record of all transactions of the ASC, including receipts for income and disbursements.
- c) Ensures that all ASC bills are paid in a timely fashion.
- d) Disburses funds as necessary in accordance with financial guidelines.

- e) Gives a written report of ASC financial status at each regular meeting; to be audited quarterly by members other than those on the bank signature cards.
- f) Makes an annual financial report at the January ASC Meeting.
- g) Be prepared at any time to advise the ASC on specific and/or general financial condition.
- h) Trains Alternate Treasurer to assume duties.
- i) Remains in service for an additional month after the new Treasurer is elected to assist in the preparation of the annual financial report but is not required to attend the January ASC meeting.

F. Alternate Treasurer

1. Qualifications:

- a) Will have at least three (2) years clean.
- b) Will have at least (6) months prior service experience.
- c) Will have basic accounting knowledge.
- d) Willingness to assume the Treasurer position at the end of the treasurer's term of office, upon ASC approval

2. Duties:

- a) In the absence of the Treasurer, perform the duties of the Treasurer.
- b) Assist Treasurer in the performance of all duties Co-signer of the ASC bank account.

G. Regional Committee Member (RCM)

The RCM should be selected from the best-informed, most trusted, and most active members in order that they may serve their Area's needs and the needs of Narcotics Anonymous.

1. Qualifications:

- a) Will have at least three (3) years clean.
- b) Will have at least 2 years prior service experience, with at least one of those years at the ASC level (i.e. RCMA)
- c) Will have the willingness to serve 2 years in this position.

2. Duties:

- a) The primary responsibility of the RCM is to work for the good of NA as a whole by providing communication between our Area and the rest of the Georgia Region of NA. Our RCM is the East End Area's Fellowship link with the Regional Service Committee. The RCM provides communication between these service levels and the various Groups within the Area and other areas.
- b) Attends all regular Georgia RSC and East End ASC meetings.
- c) Is a source of information and guidance in matters concerning the Twelve Traditions and the 12 Concepts.
- d) Participates at the Georgia Regional Service Committee meetings as the voice of the Area. When voting, the RCM will vote the Group Conscience of the Area. The RCM shall have a Vote of Confidence from the ASC to vote on items not on the agenda, or where a specific decision has not been obtained, evaluating each item with the needs of the East End Area.
- e) Acquires a working knowledge of RSC procedures to better serve this Area at the Georgia RSC.

- f) Makes the minutes of the Georgia RSC meeting available to the Area Subcommittee Members and GSRs.
- g) Submits a written report of Georgia RSC activities at each ASC.

H. Alternate Regional Committee Member (RCMA)

1. Qualifications:

- a) Will have at least two (2) years clean.
- b) Will have at least one (1) year prior service experience.
- c) Willingness to assume the RCM position at the conclusion of the RCM is term of office, upon ASC approval.
- d) Will have the willingness to serve 2 years in this position and 2 years as RCM, if voted in, for a total of 4 years commitment.

2. Duties:

- a) Attends all regular Georgia RSC and East End ASC meetings.
- b) In the absence of the RCM, perform the duties of the RCM.
- c) Assist RCM in the performance of all duties.

I. H&I Task Panel

Makeup of the H&I Task Panel. The H&I Task Panel consist of the Task Panel Leader and other members willing to perform the duties of the H&I Task Panel.

Purpose of the H&I Task Panel

Hospitals and Institutions Task Panels conduct panels that carry the NA message to addicts who often have no other way of hearing our message. The H&I Task Panel will operate within the confines of the H&I Handbook. They may also create their own guidelines in keeping with the H&I Handbook and are encouraged to work with other area, regional, and world committees to develop new ideas for the future of the fellowship.

H&I Task Panel Positions elected by the ASC are as follows:

1. H&I Task Panel Leader

1. Qualifications:

- a) Will have at least two (2) years clean.
- b) Will have at least one (1) year prior H&I task panel experience.
- c) Will have a commitment to service, willingness and the resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
- d) May not hold other positions at the ASC (i.e., GSR/Alt-GSR/Admin Panel member).

2. Duties

- a) Attends all regular ASC meetings and admin meetings.
- b) Will attend Regional H&I meetings at the RSC.
- c) Will conducts regularly scheduled task panel meetings.
- d) Presents a written report of H&I task panel activities at the ASC meeting.
- e) At the end of each term, the outgoing task panel leader will assist the incoming task panel leader to present a budget for the following fiscal year with any input from the panel that is deemed necessary.
- f) Maintain and update the H&I Task Panel policy that is to be available on EEASCNA website under policies.

J. PR Task Panel

Makeup of the PR Task Panel. The PR Task Panel consists of the Task Panel Leader and other members willing to perform the duties of the PR Task Panel.

Purpose of the PR Task Panel.

The general mission of the Public Relations subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. The Task Panel will operate within the confines of the PR Handbook. They may also create their own guidelines in keeping with the PR Handbook and are encouraged to work with other area, regional, and world committees to develop new ideas for the future of the fellowship.

PR Task Panel Positions elected by the ASC are as follows:

1. PR Task Panel Leader

1. Qualifications:

- a) Will have at least two (2) years clean.
- b) Will have at least one (1) year prior service experience.
- c) Have a commitment to service, willingness and the resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
- d) May not hold other positions at the ASC (i.e., GSR/Alt-GSR/Admin Committee member).

2. Duties

- a) Attends all regular ASC and Admin meetings.
- b) Attend Regional PR meetings at the RSC.
- c) Conducts regularly scheduled task panel meetings.
- d) Maintains the area phone line.
- e) Maintains the ASC Website.
- f) Maintains and provides up to date Area meeting schedules.
- g) Presents a written report of PR task panel activity at the ASC meeting.
- h) Maintain and update the PR subcommittee policy that is to be available on EEASCNA website under policies.
- i) At the end of each term, the outgoing task panel leader.
- j) Will assist the incoming task panel leader to present a budget for the following fiscal year with any input from the panel that is deemed necessary.

K. Activities Task Panel

Makeup of the Activities Task Panel. The Activities Task Panel consists of the Task Panel Leader and other members willing to perform the duties of the Activities Task Panel.

Purpose of the Activities Task Panel:

Provide activities designed to enhance NA's primary purpose while creating a united atmosphere of fun in recovery.

Activities Task Panel Positions elected by the ASC.

1. Activities Chair

1. Qualifications:

- a) Will have at least one (1) year clean.
- b) Will have at least 6 months prior service experience.
- c) Have a commitment to service, willingness and the resources to do the job.
- d) May not hold other positions at the ASC (i.e., GSR/Alt-GSR/Admin Committee member).

2. Duties

- a) Attends all regular ASC meetings and admin meetings.
- b) Presents a written report of Activities Task Panel activity at the ASC meeting.
- c) Conducts regularly scheduled task panel meetings.
- d) Provide flyers of upcoming events to the members of the ASC and PR Task Panel for the purpose of including on the website.
- e) Maintain calendar of events on the ASC Website and send updates to the Regional and World web calendar of events.
- f) At the end of each term, the outgoing task panel leader will assist the incoming task panel leader to present a budget for the following fiscal year with any input from the panel that is deemed necessary.
- g) Maintain and update the Activities task panel policy that is to be available on EEASCNA website under policies.

ARTICLE VI: PARTICIPATION

A. The following have a voice on the floor:

1. RCM and their alternate.
2. Administrative Panel (except for the Facilitator).
3. Standing Task Panel Chairs.
4. Special Task Panel Chairs (Ad Hoc).
5. GSRs and their alternates.
6. Additional persons in attendance may have a voice on the floor at the discretion of the Facilitator.

B. The following ONLY can offer topics for discussion:

1. GSRs or their Alternates (in the absence of the GSR).
2. Task Panel Chair or their Vice Chair (in the absence of the Chair).
3. ASC Co-Facilitator (as the voice of the Admin Committee).
4. RCM and RCMA.
5. Treasurer on matters affecting budget only (Alternate in absence of Treasurer).
6. Only GSRs or their Alternates (in the absence of the GSR) can vote.

C. Topics on the Floor:

1. All topics are to be on approved Topics Forms and must contain the intent, a notation of policy affected, if any; and the financial impact, if any, before the topic can be considered on the floor.
2. Anyone wishing to be recognized must raise their hand and wait to be recognized.
3. Decision making process.
 - a) Topic is introduced.
 - b) Secretary will number the topic using the following notation: 2-digit year (leading 0 may be dropped) followed by 3-digit topic number for that year (starts at 001 at the January ASC) (i.e. 8024 would be the 24th topic for the year 2008).
 - c) Facilitator opens dialogue on the topic beginning with the maker of the topic.
 - d) Clarifying questions are taken. This is when questions are asked to ensure all participants understand the topic (this not when general discussion occurs).
 - e) Facilitator asks for concerns or reservations (this is when general discussion occurs).
 - f) This is when modifications can be made to address expressed reservations or concerns.
 - g) Maker of the topic, as well as other participants, may offer modifications.
 - h) Facilitator asks for consensus.
 - i) There are four positions a GSR may take on a topic.
 - j) Assent and Agree with the topic.
 - i. Assent with reservation - although there are reservations or concerns the GSR will trust and go along with the body's decision.
 - ii. Stand Aside based in strong personal reservations which prevents support for the topic.
 - iii. Block (No) and based on spiritual principals expressed in our Traditions or Concepts.
 - iv. A block must be followed by speaking to the specific Tradition or Concept that has been violated.
 - v. A block will prevent a topic from being adopted.

- vi. Consensus is reached when 80% of the groups with voting rights are in assent or assent with reservation.
- vii. The number is to be determined at the beginning of old business by the number of GSRs present by the number of groups in good standing.
- viii. A block may be overwritten by the body.
- ix. If the validity of the block is not questioned, the block will stand, and the topic is not adopted.
- x. If the validity of the block is questioned, the body must then reach consensus on whether the block should stand. The same process used for reaching consensus on a topic.
- xi. If the block is overridden the facilitator will again ask for consensus on the topic.

ARTICLE VII: SELECTION OF TRUSTED SERVANTS

- A. Nominations should be provided to the ASC by the ASC participants. All positions open to election will be announced two (2) meetings prior to the election to enable GSRs to solicit nominations from their Groups (Announced in August, RCM and RCMA announced in February of even years).
- B. An explanation from this ASC Policy is needed to establish each position's responsibilities, per office.
- C. The position is announced, and nominations are taken. Each nominee must be present.
- D. Nominations for new terms are made in October. Nominations will be taken throughout the year for vacant positions.
- E. Nominees will state their qualifications on the floor and turn in a completed East End Area Resume to the Secretary for inclusion in the minutes at any time a nomination is made. The term for any elected trusted servant is 1 year, with the exception of RCM and RCMA, which shall be 2 years, and voted in on even years.
- F. All positions can be held at a maximum of two terms. After serving as primary for two terms, the trusted servant cannot be nominated for the primary or secondary position for 6 months.
- G. Nominations are taken back to the groups and elections are held at the next ASC meeting. In the case of mid-term vacancies, nominations are not required to be taken back to the Groups. The GSRs will have an opportunity to decide whether they would like to take nominations back to the Groups for each vacant position.
- H. All nominees must be present at the time of nomination and elections in October and November with the exception of RCM and RCMA which happens in April and May and/or any other time elections are held. Exceptions will be considered if submitted in writing (i.e., illness, death, work). After Old Business at the November ASC, nominations are again opened, nominations can be made, nominations are closed, and election votes are in order. If new nominees are present and nominated at the November ASC, these nominations are not required to be taken back to the Groups.
- I. Elections will be held in the following order. RCM, RCMA (in May of even years), Facilitator, Co-Facilitator, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Task Panel Chairs.
- J. If two or more nominees are running for a particular position, a vote is taken by a closed paper ballot. If no nominee receives a majority vote, a run-off vote is taken by closed paper ballot for the two nominees with the highest vote counts. The nominee with the most votes is determined and announced by the Facilitator. In the case of a tie, the Facilitator shall make the deciding vote.
- K. Once majority vote is reached on all positions the selected trusted servants are seated immediately prior to New Business. This provides for a continuity of service.

ARTICLE VIII: REMOVAL OF TRUSTED SERVANTS

- A. Voluntary
 - a) Resignation given in writing to the ASC Facilitator prior to the ASC meeting.

- B. Involuntary
 - a) Relapse during term of service calls for immediate removal from position.
 - b) Absence of a total of 3 EEASC meetings in the service term or 2 consecutive EEASC meetings without prior notification calls for immediate removal from position unless the body determines to override this decision based on the absences being due to extreme or medical conditions.
 - c) Non-fulfillment of duties will be subjected to the Review and Impeachment proceedings.

- C. Review and Impeachment
 - a) Facilitator will bring the matter before the ASC.
 - b) Facilitator will notify individual at least 10 days before next ASC.
 - c) At the next ASC, the suggestion for impeachment will presented with due cause stated by the Facilitator.
 - d) The individual is given the option for rebuttal, if so desired.
 - e) A vote is cast for removal from service position. Requires an 80% consensus to be determined at the beginning of old business for removal from service position.
 - f) Impeachment of the facilitator is possible by introduction of a topic by a GSR.

ARTICLE IX: MEETINGS

- A. The ASC will meet 12 times a year, on the first Sunday of the month (unless voted on to be changed by the body due to holidays, conflicts, etc.).

- B. This Conference shall be the forum for the exchange of information, experience, strength, and hope; to serve as a resource to the member Areas. The meetings shall consist of Admin panel meetings at 2:00 PM and the ASC Meeting beginning at 3 PM. No task panel meetings shall conflict with these meeting times.

- C. The ASC is to donate two basic texts each month to the facility that holds the area meeting.

- D. Special meetings may be called by the Facilitator, or three GSRs. The purpose, place, and time of the meeting shall be stated in the notification to all participants. Except in cases of emergency or acts of God, a fourteen (14) day notice shall be given. Notification of participants is the responsibility of the Facilitator.

- E. The Facilitator arranges the ASC Agenda prior to each meeting with the Administrative committee.

- F. A quorum shall consist of 50 percent (50%) plus one (1) of the participating members. Participating members are the recognized Groups of the East End Area. Recognized groups consist of groups with voting rights.

- G. A quorum must be reached by fifteen (15) minutes after roll call is completed and before any business can be conducted.

ARTICLE X: MEETING FORMAT

Admin Panel Meeting.....2:00 PM

ASC Meeting.....3:00 PM

1. Opening Prayer
2. Reading of 12 Traditions
3. Reading of 12 Concepts
4. Reading of Purpose and Definition of the Area by Co-Facilitator.
5. Roll Call (Quorum must be reached before business can continue)
6. Minutes of last meeting are voted on, including necessary Amendments to those previous ASC Minutes
7. Admin committee reports
 - a) Admin committee report (by the Co-Facilitator)
 - b) Treasurer report
 - c) RCM/RCMA report
 - d) H&I Report
 - e) PR Report
 - f) Activities Report
 - g) Special Task Panel reports
8. Group Reports
9. Old Business
10. Nominations/Elections
11. Open Forum
12. New Business
13. Plans for next meeting
14. Announcements
15. Adjournment with closing prayer

ARTICLE XI: REPORTS

- A. All reports are to be legibly written or preferably submitted on approved report forms and turned over to the Secretary before Old Business.
- B. All oral reports are limited to ten (10) minutes.
- C. GSR reports are suggested to include the following:
 - a) Number of members, number of newcomers, schedule changes.
 - b) Major accomplishments.
 - c) Specific problems or situations.
 - d) Brief summary of what your Group would like to see accomplished at the ASC.
 - e) The GSR should only read the highlighted fields on the GSR Report Form while giving their verbal report.
 - f) One blank copy of a GSR report form will be included in each copy of the Area Minutes.
- D. Task Panel reports should include the following:
 - a) Current and future plans.
 - b) Task Panel reports should include any pertinent information with respect to the task panels duties.
 - c) Task Panel reports should include a brief financial summary and financial expenditures vs budgets.
 - d) All Area Level Trusted Servants nominated and funded by EEASC, will give a report to be included in with all other reports and added to the EEASC Minutes.

ARTICLE XII: FINANCIAL GUIDELINES FOR EEASCNA

A. Receipts for Donations

1. The ASC Treasurer shall issue a receipt to all for donations made to the ASC, as well as moneys received from Task Panels and activities. This will serve to create a written history of financial activity and facilitate the bookkeeping of both the Groups and the ASC. Receipts shall be sequentially numbered with a duplicate retained by the Treasurer.

B. Funds used for personal reasons

1. Funds of the ASC shall not be used for any personal reasons. Funds are not to be extended for any reason other than those items that are, or have been, approved by the ASC.

C. Emergency use of funds:

1. No ASC funds shall be spent without the approval of the ASC as a whole. Emergency expenditures by the Administrative Committee may only be made with the notification of GSRs and consensus of the GSRs.
2. All expenditures made by the Committee shall be paid by check or via Bank Debit Card. On a check made payable to one of the authorized signers on the bank account, the payee shall not be authorized to sign the check and other signatures are required.

D. Check Signature Policy

1. Under no circumstances are checks to be signed by any signer with the payee left blank. An interested party rule shall be in effect: that no two persons in the same household will be signers on the ASC account.

E. Bank Statements

1. The statements of all ASC accounts are to be obtained online. These statements will be printed by the treasurer and kept in recordkeeping. These statements need to be kept for seven years.

F. Deposit of Funds

1. Funds are to be deposited on the next business after they are received.

G. Treasurer Financial Reports

1. The ASC Treasurer shall make written financial reports on contributions and expenditures at each regularly scheduled meeting of the ASC. The Treasurer's Report shall consist of the following: a monthly statement including beginning balance, prudent reserve, income, expenses, and balance. Ending balance should reflect the amount over prudent reserve. The report should also include budgeted items, reconciliation of budget vs actual expenditures, and monthly expenses vs yearly budget for admin positions. At the January ASC, the ASC Treasurer shall provide an Annual Report. In addition to the above reports, the Annual Report shall include the entire Register for the Fiscal year and Budget reports showing Budgets vs. Actual Expenditures. (Other reports can be submitted at the discretion of the Treasurer).

2. Each of these reports is to be audited quarterly. Additional audits can be called by the Administrative Panel or three (3) GSRs.
3. There must be a \$0.00 discrepancy between the reports and the Treasurer's records. If any other figure is presented, a detailed explanation will be submitted to the satisfaction of the auditing team and the ASC detailing exactly what the discrepancy is.

H. Trusted Servants Reporting

1. Every trusted servant who receives money is to account for it in a report to the committee, using a detailed expense report, and the Treasurer shall also report them to the committee.

I. Receipts presented for payment and Travel Reimbursement

1. The Treasurer should be careful to get a receipt whenever they make a payment. These receipts should be preserved in regular order, as they are the vouchers for the payments which must be examined by the Auditing Committee.
2. Proper Receipts: In order to be reimbursed, a receipt must be presented by the end of the last day of last ASC of the fiscal year in which the expenses are incurred. A written piece of paper simply listing the expenditures is not acceptable. For reimbursement of auto travel and per diem, a receipt is not necessary. Point of departure and point of destination must be designated along with the number of miles driven. Driving other than point of departure to point of destination (i.e., such as for meals) is not reimbursable. Reimbursement for auto travel will be at the current government business rate for travel as listed by the IRS minus ten cents to be determined once a year during budget proposals.
3. In general, auto travel is only reimbursable for those trips necessary for the fulfillment of ASC duties. This would include trips to the Georgia Regional Service Committee meetings by those required to attend them as stated in these guidelines. PRUDENCE and common sense should indicate which trips are to be reimbursed and which are not. In any case, the amount of auto travel that is reimbursable should not exceed the officer's or committee's approved budget included with their other expenses.

J. Yearly Budget

1. Task Panel Leaders may request funding to attend Regional workshops. Such expenditures would require ASC approval and would be based on the financial condition of the Area.
2. Annual budgets must be submitted in writing by all ASC trusted servants.
 - a) Prudent Reserve
 1. A prudent reserve shall be kept, made up of sixteen and one half (16.5%) percent of the annual budget. All amounts above this (as suggested by the treasurer) will be sent to the GRSC, after the February, May, August, and November ASCs.
 - b) Verification of Funds Advanced

Approved budgeted expenditures may be disbursed in advance from the Treasury. All expenditures must later be verified with a receipt or proof of purchase.

- c) Unbudgeted expense requests
Requests for reimbursements of unbudgeted expenditures shall be brought before the ASC for its approval. No Area expenditures (other than the approved budgeted items) in excess of \$100.00 shall be made by the ASC without the consent and approval of the GSRs.
- d) Reimbursement by more than one body
No Area trusted servant shall be reimbursed by more than one body.
- e) Handling of ASC Funds
At the ASC level of service, there should be only one person handling the funds - the Treasurer.
- f) Travel Expenses for RSC Subcommittees
 1. Travel expenses shall be paid by the ASC for the H&I and PR Subcommittee chairs to attend the Quarterly meetings of the RSC Subcommittees.
 2. Travel and lodging expenses shall be paid by the ASC for the RCM and RCMA to attend the Quarterly meetings of the RSC.
 3. Reservations for lodging for the RSC Quarterly meetings should be made in advance by the Trusted Servant to take advantage of any special rates. Two people will be expected to stay in one room unless specifically requested otherwise. Generally, if a single room is requested, the person making the request will be expected to pay the difference. The ASC will determine if it is necessary for someone to room by themselves, taking into account differences in gender and other special cases. The ASC may pay for the amount that would be incurred if the RCM and RCMA were to stay in the same room.
 4. If other members, or spouses, etc., attend an RSC Quarterly meeting with the RCM or RCMA, and stay in a room with the RCM and RCMA, the ASC will only pay for the portion of the room that is equal to the room rate divided by the number of people who stay in the room.
 5. Rooms for Quarterly RSCs will be for one (1) night, unless approved otherwise by the ASC.
 6. The RCM and RCMA will receive \$25.00 per diem to RSC meetings. Per Diem is defined as a set amount of money for food and incidentals.
 7. The EEASC shall pay for and provide to all GSRs, a copy of the Bi-annual Conference Agenda Report and the annual Fellowship Report.

K. Procedures for Accurate Record Keeping by the EEASC

1. The East End Service Committee of Narcotics Anonymous has adopted Excel to maintain all financial records of the ASC. These records will be kept for seven years via hard copy with an electronic back up.
2. Each donation by a Group will be entered in the deposit section and credited to the Group. Other sources of income will be listed as miscellaneous. All checks written by the ASC will be entered into the computer maintained by the Treasurer. No hand-written checks are permitted.
3. The date of the check is automatically entered, the next item is the payee, and this should pull up the payee's address and enter it in the appropriate location on the check. In the memo section, enter the receipt number of the expense to be reimbursed. In the account area, enter the subcommittee or officer that this expense is to be debited against. Have the co-signer of the check verify that all information is correct prior to printing.
4. If a check is voided for any reason, write VOID across the check face and enter \$0.00 in the register. This check must be maintained as proof that the check was voided. At the end of each RAC, a backup copy of the ASC account will be made.

ARTICLE XVIII: MODIFICATION OF THIS POLICY

Policy changes must be sent back to the groups in the East End Area to give them an opportunity to provide input.

ARTICLE XV: EAST END ACTIVITIES SUBCOMMITTEE POLICY

East End AREA ACTIVITIES Task panel Guidelines

ARTICLE 1: PURPOSE

- A. To carry the message of Narcotics Anonymous (N.A.) (hereafter referred to as N.A.) through fun and fellowship in Recovery.
- B. To support our area within the GA region in carrying the message of N.A. by promoting, unity through communication, funds (i.e. fundraisers, grants, seed money, merchandise) and sharing experience, strength, and hope.
- C. To provide donations from activities and events to the EEASCNA of all funds generated over and above an amount voted on by the Activities Committee to be applied towards future events.

ARTICLE 2: MEMBERSHIP AND OPERATIONS

- A. The East End Area Service Activities Committee (EEASAC) shall be comprised of, and open, to all interested members and trusted servants in the N.A. Membership in the EEASAC shall be limited to members of NA.
- B. A committee member shall become a voting member of the EEASAC after making a verbal commitment to service before the committee. Commitment to service shall entail regular attendance (*After one meeting, consecutive meeting may vote. If you miss 2 consecutive meetings you lose the right to vote and must attend two (2) consecutive meetings to regain a vote.*) at the EEASAC and responsibility to accepted tasks. Each voting member, except the facilitator shall have one vote. The facilitator votes only in case of a tie.
- C. The EEASAC will hold regular meetings. Special meetings may be called by a simple majority vote or at the request of the facilitator.
- D. EEASAC shall attempt to maintain a working capital for operating expenses.
- E. EEASAC will attempt to hold ten functions per year.
- F. Disbursement of funds to area will be:
 - 1. All monies shall be turned over to the area treasurer for deposit into the area account.
 - 2. Donations to EEA will be voted on after each function at the regular meeting of EEASAC and donated at the following area meeting.

ARTICLE 3: DISBURSEMENT OF DONATED MERCHANDISE

- A. Donated merchandise to be held by one of the officers of the EEASAC.

ARTICLE 4: OFFICERS DUTIES

- A. Facilitator
 - 1. Must have 2 years continuous clean time.
 - 2. Understands the Rules of Order.
 - 3. Is Co- Treasurer.
 - 4. Presides over the EEASAC meetings, keeping focus of meeting on agenda.
 - 5. Responsible for monthly updates to all areas. Information to include:
 - Dates of activities,
 - Questions and concerns of other committees.
 - Phone numbers of current EEASAC members.

- B. Co-Facilitator
 - 1. Must have I year continuous clean time.
 - 2. Understands the Rules of Order.
 - 3. Assists Chairperson in their performance of duties.
 - 4. Fills in for the absence of an officer at the EEASAC.

- C. Secretary
 - 1. Must have 6 months continuous clean time.
 - 2. Records minutes at all EEASAC meetings and distributes them to members in attendance at the last EEASAC meeting, including executive committee members.
 - 3. Archives previous minutes, motions. etc.

- D. Treasurer
 - 1. Must have 2 years continuous clean time.
 - 2. Reports all contributions and expenditures at every EEASAC meeting.
 - 3. Responsible to continuously maintain and balance the EEASAC account, retaining all receipts for expenditures and deposits.

ARTICLE 5: NOMINATIONS AND ELECTIONS

- A. Nominations for EEASAC officers to be taken in November and voted on in December.

- B. Suggested that the Facilitator and treasurer to have attended four (4) regular consecutive EEASAC meetings.

- C. Suggested that the Co- Facilitator and Secretary to have attended two (2) regular consecutive EEASAC meetings.

- D. Nominees must be present at November and December EEASAC meeting to be eligible.

ARTICLE 6: SUGGESTED AGENDA FOR EEASAC MEETING

- A. Open with a moment of silence and Serenity Prayer.
- B. Read the 12 Traditions and/or 12 Concepts.
- C. Take roll of voting and non-voting members.
- D. Read, amend if needed, minutes of last meeting.
- E. Officer reports.
- F. Area reports.
- G. Old Business.
- H. New Business.
- I. Announcements.
- J. Schedule next meeting.
- K. Close with group hug and prayer.

ARTICLE XVI: EEASC WEBSITE EVENT CALENDAR POLICY

(Submitted by Art G on 04/07/2013)

ARTICLE I. - OVERVIEW

To form a Working Group (hereafter referred to as W.G.) of no fewer than 3 Active East End Area N.A. members working with the Activities Committee whose primary function will be to allow all East End Area N.A. Member Home Groups to submit East End Narcotics Anonymous Events to be posted on the East End Area Website Event Calendar. These 3+ active N.A. members will be responsible for checking the incoming e-mail, no less than every 48 hours, for event submissions and posting those events to our existing EEASC Website using the Google Calendar Feature already enabled.

ARTICLE II. - HOW IT WORKS

There will be two ways any East End Member or Home Group will be able to submit Narcotics Anonymous (N.A.) related events to the www.eeascna.org website.

- A. **Method I-** Done by utilizing the SUBMIT EVENTS link on our website. This will allow anyone to e-mail (events@eeascna.org) the event they want posted to the Events Calendar via computer, smartphone or tablet simply by accessing our www.eeascna.org web site online. Please use the Events Calendar Posting Request Form as your Guideline when submitting events using this method.
- B. **Method II-** Done by utilizing an EEASC Events Calendar Posting Request Form (see attached) which will be made available to all GSRs to take back to their Home Groups. This will allow members and Home Groups without Computer/Internet Access to submit Narcotics Anonymous (N.A.) related events by completing this form and presenting it at any East End ASC Monthly Meeting or in person to any W.G. or Activities Committee Member.

ARTICLE III.- W.G. MEMBERS RESPONSIBILITIES & REQUIREMENTS

1. Members serving on the W.G. under Activities will be responsible for checking the incoming e-mail not less than once every 48 hours. Members will also be responsible for reviewing, vetting and posting any events which have been submitted through the website. Additionally, it will be the responsibility of these W.G. members to collect all paper Events Calendar Posting Request Forms submitted at Monthly ASC Meetings and promptly post these submissions to the website within 48 hours. In the event that no member of this W.G. committee is present at any Monthly ASC Meeting, it will be the responsibility of a member of the Activities Committee to collect these paper submissions and either e-mail them or deliver them to a member of the W.G in a timely fashion.
2. The W.G. of 3+ active N.A. members responsible for posting submitted events to the Events Calendar will each require Username & Password information for Google Calendar to access the Events Calendar for posting. W.G. members will be responsible for keeping this information **CONFIDENTIAL** at all times.
3. It is suggested the W.G. consist of no fewer than 3+ active N.A. members so that in the event one or more of these members becomes unwilling or unable to serve in this position there will be

several backup members already in place. Additionally, this will reduce the burden on any one member of the W.G. as all members of this group will be performing this service at the same time.

4. Members selected for service on this W.G. should be familiar with the Google Calendar Feature(s) and have ready and frequent access to a computer or smartphone with internet access. Additionally, members selected to serve in this role should have knowledge and understanding of the difference between PDF & MS WORD Documents in order to be able to post submitted events which contain a Flyer attached to the submission for posting. It is **NOT** the responsibility of W.G. Members to Create, Edit or Convert submitted Flyers for posting.
5. Ideally, W.G. members should have a record of consistency within their Home Groups or in previous Service Positions and as much Clean Time as is deemed appropriate by the Activities Chair or Vice Chair. Member(s) of this W.G. will report to Activities Committee Chair or Vice Chair at Monthly Area Meetings or via telephone, e-mail or text, as needed to address issues, problems or concerns.
6. Members of this W.G. will be considered no longer Actively in Service if they are unable or unwilling to perform this duty for a period exceeding two weeks without prior notice. Notice may be provided to the Activities Chairperson(s) or Vice Chairperson(s) verbally, by telephone, e-mail or text and is at the sole discretion of that Chairperson(s) or Vice Chairperson(s) to accept or deny continued service by any W.G. Member requesting a leave of absence. W.G. Members serving in this position should be rotated not less than once per year at the discretion of the Activities Chairperson(s) or Vice Chairperson(s.)
7. W.G. Members will be expected to accommodate the Chairperson(s) or Vice- Chairperson(s) of Administration, Activities, Public Relations and Hospitals & Institutions Committees in facilitating the posting of any Special Events requested by these Committee Chairs. Special exceptions should be made to offer any and all assistance when receiving requests to post events submitted or requested by these Chairperson(s) or Vice Chairperson(s) in an effort to not create an additional burden on these Trusted Servants.
8. W.G. Members are expected to have on hand a copy of the EEASCNA Working Group Member(s) Guidelines which outline the responsibilities, duties and Step by Step Instructions for posting Events to the EEASCNA Web Site Events Calendar. This manual should be safeguarded at all times and returned to the Activities Chairperson or Vice Chairperson or another Active W.G. Member upon completion of the member's term of service for any reason.

ARTICLE III. GSR/GSR ALT & EE MEMBERS RESPONSIBILITIES

1. It will be the responsibility of Home Group GSRs, their Alternate or Secretary or Representative to present and review with their respective Home Groups the proper way to submit events for posting to the East End Events Calendar. The following guidelines and rules must be understood and implemented if this process is to succeed. Submitting an event for posting via **Method I** or **Method II** must meet the following guidelines, or the event will **NOT** be posted.

2. All requested and relevant information regarding the Event being submitted must be complete, accurate and submitted NO LESS THAN 72 HOURS prior to the date of the event. Submissions received less than 72 hours prior to the date of the event are NOT GUARANTEED TO BE POSTED.
3. Under No Circumstances is any member to attempt to submit any event for posting, by telephone, text or verbally in person to any W G. member or member of the Activities committee EXCEPT to deliver a completed Events Calendar Posting Request Form to said members. Submissions of this type will be disregarded. (*Committee Chairpersons & Vice- Chairpersons exempt*).
4. Should any member submit an event for posting that is incomplete, inaccurate, inappropriate or requires additional information, a member of the W G. will make one (1) phone call, e-mail or text to the submitting member (or listed Contact Person) requesting the information. It is then the responsibility of the submitting member (or listed Contact Person) to contact the W.G. member and provide the requested information promptly.
5. Failure to do so will result in the event NOT being posted to the calendar.
6. GSRs, GSR Alternates, Secretaries or a Home Group Representative will be responsible for reviewing these Guidelines and Rules with their respective Home Group Members for submitting events and should keep a copy of the Guidelines and Rules with Home Group Materials or Documents for future reference.

ARTICLE IV: GUIDELINES AND RULES

1. In order to make this process as smooth and seamless as possible, W.G. members would kindly request that every event submitted by any East End Member, Home Group, GSR, GSR Alternate or Secretary, whether by Method I or Method II meet the following minimum guidelines.
2. Events to be submitted using Method I or Method II as outlined above.
3. Events submitted MUST be received no later than 72 hours (3 days) prior to the date of the event.
4. Events submitted using **Method I** (*by e-mail on www.eeascna.org website*) must contain ALL the information requested on the paper EEASC Calendar Event Posting Request Form.
5. Events submitted using Method II (*by paper EEASC Calendar Event Posting Request Form*) must be complete, printed neatly and legibly and presented in person to any W.G. member, Activities Committee Member or brought to any monthly ASC Meeting to be given to any W.G. or Activities Committee Member present.
6. Events must be N.A. related only, and all W.G. and Activities Committee Members RESERVE the right to EDIT, DELETE or REFUSE TO POST any submission in violation of N.A. Traditions or Concepts.
7. Events submitted to any W.G. or Activities Committee Member verbally in person, by text or by telephone will be disregarded and not posted to the Events Calendar.

ARTICLE XVII: EEASCM PUBLIC RELATIONS SUBCOMMITTEE POLICY

EAST END AREA PUBLIC RELATIONS COMMITTEE POLICY AND PROCEDURES REVISED August 2019

I. PURPOSE OF THE PUBLIC RELATIONS SERVICE COMMITTEE

This section defines our purpose- the reason we exist. Our purpose is based on NA's 5th tradition, "Each group has but one primary purpose- to carry the message to the addict who still suffers" and the 12th step, "we tried to carry the message to the addict who still suffers". Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery- that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. The East End Area Public Relations Committee is the working body for our combined group service efforts, and it is directly accountable to the EEASC and groups it represents in its actions, "The final responsibility and authority for NA Services rests with the NA Groups." (2nd Concept).

- A. Our public relations committee's purpose is to effectively communicate and demonstrate Narcotics Anonymous' ability to help addicts stop using drugs, lose the desire to use, and find a new way to live. The committee will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.
- B. The name of this committee shall be the East End Area Public Relations Committee, hereafter referred to as the PRC.
- C. The PRC is a standing sub-committee of the East End Area Service Committee of Narcotics Anonymous, hereafter referred to as the EEASCNA.
- D. The PRC shall perform all functions historically performed by the Public Information Committee, and the Phonenumber Committee. It will utilize local, regional and world approved service handbooks and materials that are written for those committees.
- E. The PRC shall comply in all its actions with the following documents in order of priority as listed below:
 - 1. The Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
 - 2. The current policy of the EEASCNA.
 - 3. The current policy of the PRC.
 - 4. A Guide to Local Services in N.A., and NAWA approved service handbooks.

II. PUBLIC RELATIONS COMMITTEE MEETINGS AND MEMBERSHIP

The PCR meeting is a resource for groups and in NA members interested in combining and coordinating efforts to reach the addict who still suffers and improve any reputation as a viable program of recovery in our community. It is also an opportunity for any committee member to receive information on public relations related issues they would like guidance on, and for our committee members to report on the effectiveness as well as any needs they have to need to new and improved the services we currently provide. The PRC establishes a time and a place to meet the needs the needs of the groups and current or prospective committee members.

- A. Business meeting shall be held at least once monthly, at a time and place designated by the membership. No business meeting shall last for more than one and a half hours except for when a decision to extend this time limit is made by the members present.

- B. Any Narcotics Anonymous member or interested person may attend the PRC meeting.
- C. Any Narcotics Anonymous member will become a committee member by sending at least one PRC committee meeting and informing the secretary they desire to be a committee member.

III. DECISION MAKING

In the spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our groups concise parentheses second tradition parentheses. One of the reasons why we try to achieve consensus is change ensures that we follow our ninth concept, "all elements of our service structure have their responsibility to carefully consider all the points in their decision-making process." by carefully discussing and respectfully listening to a point of you we try to make sure that this happens at the PRC. The reason all committee members are allowed to vote is the 7th concept, which dates, "all members of the service body should bear substantial responsibility for their bodies decisions and should be allowed to fully participate in its decision-making processes."

- A. All PRC motions and decisions except elections will be considered using consensus babe just decision making. For the PRC's purposes, the process for the consensus-based decision making allows for points of view to be heard and fairly considered within the PRC.
- B. Consensus-based decision-making will be 80% as the EEASCNA Policy, Article VI, Section F.
- C. Any member is eligible to vote and has only one vote at business meetings as per 7th concept.
- D. Policy is to be accepted or rejected by the EEASCNA.

IV. ELECTIONS

In our election process we use the 4th concept, "effective leadership is highly valued in narcotics anonymous. Leadership qualities should be carefully considered when selecting trusted servants." We must trust that our committee's group's conscience will select the coordinators and officers best suited to fulfill the responsibilities of the positions.

- A. Elections of all Officers and Research Coordinators, other than chairperson, shall be held annually in November. The chairperson is elected by the ASC; however, the committee is encouraged to submit a recommendation for Chairperson to the ASC for their considerations at the October ASC.
- B. All the terms of service are one year. In the event a member cannot complete his or her term of service, a special election may be held. Terms begin immediately following the election.
- C. The officers of the PRC are the Chairperson, Vice Chairperson and Secretary. The standing Resource Coordinators are Web Facilitator and Phone Line Coordinator. Others can be appointed as needed: i.e. Ad Hoc. They shall perform their duties as described in this PRC policy and in other approved service handbook.
- D. No member of the committee can serve in more than one elected officer position within the PRC simultaneously.

- E. During elections of PRC trusted servants, the nominees shall leave the room following all discussion and prior to voting.
- F. Elections will be decided by a simple majority. In the case of more than two candidates for positions, where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.
- G. A PRC trusted servant may be removed from their office for non-compliance only after the person has been notified by either certified letter or open discussion at the PRC meeting stating the concerns about their fulfillment of service responsibilities. A member who is a subject of a motion to be removed from office, can address their concerns of their fulfillment of their service responsibilities. A majority vote is required for the removal of office. Non-compliance includes but is not limited to:
 - 1. Loss of abstinence from drugs.
 - 2. Failing to perform the duties of the position.
 - 3. Three consecutive missed PRC meetings.

V. PUBLIC RELATIONS PLAN

In order to ensure the best use of our limited resources, it is essential to use good planning in our public relations efforts. All proposed projects will be submitted to the committee using the public relations plan submission form contained in these guidelines. Using this form allows the committee to thoroughly analyze and prioritize each proposed project. The plan submission form helps insure all our communications and interactions are professional, consistent and mutually beneficial.

- A. All proposed PRC action plans will be submitted on the plan submission form included in the policy.
- B. Each plan will be reviewed and either approved, approved when resources are available, referred to ASC with a recommendation to approve, or rejected by the PRC committee. In the event the plan potentially significantly affects the groups and/or area as a whole, the plan will be referred to the ASC with recommendation for approval.
- C. All plan submission forms will be kept by the secretary.

VI. TRUSTED SERVANTS

“For our group purpose there is but one ultimate authority- a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” (2nd Tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a PRC trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept). Once we select them, we trust our trusted servants.

A. Facilitator

1. Qualifications
 - a) Minimum of 2 years clean time.
 - b) Previous PRC or other related service experience.
 - c) Familiarity with all Public Relations related approved literature.
2. Duties
 - a) Facilitates all regular and special subcommittee meetings.
 - b) Coordinates all Public Relations efforts.
 - c) Represents PRC at all regular meetings of the ASC and RSC and makes regular reports.
 - d) If an elected position is vacant, ensures that the duties of that position are fulfilled.

B. Co-Facilitator

1. Qualifications
 - a) Minimum of 1-year clean time.
 - b) Previous service experience.
 - c) Familiarity with all Public Relations related approved literature.
2. Duties
 - a) In the absence of the Facilitator, assumes all those responsibilities normally carried out by the Facilitator.
 - b) Works closely with the Facilitator.
 - c) Attends the regular meetings of the PRC, ASC and RSC.

C. Secretary

1. Qualifications
 - a) Minimum of 1-year clean time.
 - b) Previous service experience.
 - c) Access to a computer and ability to use word processing software.
2. Duties
 - a) Keep a complete record in the form of minutes of every PRC meeting.
 - b) Maintain records of attendance at PRC meeting.
 - c) Prepares written committee correspondence.

D. Website Coordinator

1. Qualifications
 - a) Minimum of 1-year clean time.
 - b) Previous service experience.
 - c) Familiarity with all internet and website related handbooks.
 - d) Access to a computer and technical ability to update website.
2. Duties
 - a) Attend monthly PRC subcommittee meeting.
 - b) Makes monthly report to the PRC on the status of the website.

- c) Prepares written committee correspondence.

E. Phoneline Coordinator

1. Qualifications

- a) Minimum of 1-year clean time.
- b) Previous phoneline service experience.
- c) Familiarity with the Guide to Phoneline service handbook.

2. Duties

- a) Coordinate phone rotation.
- b) Provide training to potential members who will answer the phone line.
- c) Attends the regular meetings of the PRC.

EAST END AREA PR PLAN SUBMISSION FORM

Name of plan: _____

Is this plan one time or recurring? Yes No If recurring, how frequent? _____

Describe plan: _____

NA member responsible to communicate with public contact: _____

Public contact name: _____ Phone: _____

Did public contact request this plan from NA? Yes No If yes, when? _____

Is ongoing contact necessary or recommended? Yes No

If yes, how frequently and for what purpose? _____

What human resources are needed? (for example: how many people are needed? How often are they needed? Are there clean-time or orientation requirements? Are any special skills, abilities or experience needed?):

Is NA literature needed? Yes No If so what: _____

Literature Cost: _____

Are there specific project resources other than literature (such as a meeting room or microphone) needed? Yes No

If so, what are they and what are the financial costs? _____

Does the public contact or facility have any special rules or conditions for this plan? Yes No

Does the plan adhere to NA's traditions and concepts? Yes No

How does this project specifically fulfill NA's primary purpose? Yes No

Is any special research or planning needed to Implement this plan? Yes No

If so, what? _____

Are there any special considerations of dress or language which will help our message be better received? _____

If so, provide a brief explanation:

Should this plan be referred to the Area and/or Groups for their approval? Yes No

If so, which? Area Group Both

Total approximate hours:

Total approximate cost: _____

FOR AUTHORIZED REPRESENTATIVES ONLY. Please do not fill out beyond this line

PLAN STATUS: (Check one of the following below):

- Approved Approved When Resources Are Available Rejected Referred to Area with Recommendation to Approve

RESOURCE COORDINATOR ASSIGNED TO REPORT ON PLAN TO PRC:

Resource Coordinator Signature

Date

ARTICLE XVIII: TOPICS IN FORCE

All topics affecting policy that are approved at each ASC meeting will be included under this section after each ASC including the date approved.

ARTICLE XVIX: FORMS USED BY AREA SERVICE COMMITTEE

EEASCNA uses various forms to conduct business. These include, but are not limited to (All forms attached at end of Policy)

- A. Group Report
- B. Subcommittee Report
- C. Topic Form
- D. EEASC Resume
- E. GSR Orientation Handbook

E.E.A.S.C.
TASK PANEL REPORT

Date: _____

Task Panel Name: _____

Date of next Task Panel Meeting: _____

Location of next Task Panel Meeting: _____

Please answer the following questions below:

1. What's happening in the task panel?

2. List any upcoming events and announcements from the task panel:

TRUSTED SERVANT:
(Please print, sign and date below):

Trusted Servant Printed Name

Date

Trusted Servant Signature

Date

*“Our service structure depends on the integrity and effectiveness of our communications”
Twelve Concepts of NA Services, Concept 8*

TOPIC FORM

All topics must be submitted to writing to the facilitator

Topic No: _____
(leave blank)

Topic	<input type="checkbox"/>	Old Business	<input type="checkbox"/>
Nomination	<input type="checkbox"/>	New Business	<input type="checkbox"/>
Source:		Position:	
Group:			
Topic:			
/			
Intent:			
/			
Policy Affected:			
/			
Financial Impact			
/			

EAST END AREA RESUME

**Please type or print legibly and return in person to:
East End Area Service Committee**

The information requested here is optional. Any information furnished will be held strictly confidential. Please do not provide information that you are not comfortable with.

Name: _____			
Position(s) Desired: _____			
Address: _____			
City: _____		State: _____	Zip: _____
Home Phone: _____		Cell: _____	Fax: _____
Clean Date: _____		Home Group: _____	
Nominated by: _____ <i>(Recommended but not required)</i>			
Professional and/or Community Organization Memberships		Activities/Hobbies	
_____		_____	
_____		_____	
_____		_____	
EXPERIENCE:			
Fellowship Service Experience			
Dates	Length of Service	Position	Group/Area/Region/ World

List three (3) references of people you have served with:

Name	Address	Telephone	Email Address
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

WORK EXPERIENCE

Please answer the following questions below:

What do you feel are your strengths? _____

What do you feel are your weaknesses? _____

What accomplishment(s) in your job, in service, and/or throughout your life are you most proud of?

What do you believe you can bring to Area Service? _____

Why do you want to serve? _____

EDUCATION

List any skills, abilities, degrees, talents, or training you have:

LANGUAGES

Native Language: _____

Do you speak more than one language? Yes No

If so, please list other Languages: _____

Which of the following can you do? (*Check all that apply*)

Language: _____	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Translate
Language: _____	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Translate
Language: _____	<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Translate

Additional Comments:

Additional pages may be used as needed.

**MEMBERSHIP QUALIFICATIONS AND DUTIES OF THE
GROUP SERVICE REPRESENTATIVES (GSR)**

- A. New groups wanting to conduct NA meetings are always welcome to join our Area. The group will send a representative to the ASC to give a report to the area.
- B. To qualify as an active, voting EEASC member, the group needs to attend two (2) consecutive meetings and on the 3rd consecutive meeting the group will have a vote.
- C. Groups missing two (2) ASC's in a row will lose voting rights.
- D. If a group loses their voting rights the group can regain their voting rights on the 2nd consecutive meeting in which they are represented.
- E. GSR and GSRA Duties as recommended by the GLS 2002.
Group Service Representatives- (**GSR**)
 - 1. Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in area and regional levels, and sometimes joining in the work of an ASC subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups in the same way the groups nourish and support the structure.
 - 2. 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.
 - 3. 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 World Service Office on each area of service. After carefully considering their own conscience and what they know about how their groups members feel, they can take active critical parts in the discussions which form the group conscience of the entire committee.
 - 4. Group Service Representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports 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.