



**Greater Orlando  
Area Service Committee  
of  
Narcotics Anonymous**

*Procedural  
Guidelines*

Last Updated 2/12/12

## **GOASCNA Purpose**

**The purpose of an Area Service Committee is to be supportive of its groups and their primary purpose, by linking the groups within the area, by assisting groups with their basic needs and/or situations, and by encouraging the growth of the NA fellowship within the Greater Orlando Area.**

# **Greater Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines**

**(Updates thru 1/8/12 ASC)**

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## **Addendum:**

- ASC Budgets for 2011/2012
- Celebration of Unity Convention Guidelines

**Appendix: Archival Guidelines** (no longer printed until needed - only available from website)  
(1) Literature Input & Review Subcommittee.

## **I. General Committee Guidelines**

The Greater Orlando Area Service Committee uses WSC approved "A Guide to Local Services in NA" handbook as its guidelines. Exceptions to those guidelines are below:

- A. All GOASCNA meetings are open to NA members
- B. All GOASCNA meetings are non-smoking
- C. The Administrative Committee is to include:
  1. Area Chairperson
  2. Area Vice Chairperson
  3. Regional Committee Members (First and Second)
  4. Treasurer (Uses WSC approved "Treasurer's handbook (Revised)" as guidelines; Exceptions to those guidelines are listed below
  5. Alternate Treasurer
  6. Secretary
  7. Alternate Secretary
  8. Literature Distributor
  9. Alternate Literature Distributor
  10. Parliamentarians (First and Second)
- D. ASC Officers may not:
  1. Be a GSR or Alternate GSR (excluding GOASCNA, Inc Board Member at Large)
  2. Hold two positions on area level

3. Hold an elected position on the FRCNA convention committee
  4. Hold an elected position on the WCNA convention committee
- E. Removal of Officers
1. Any ASC Officer may be removed from office by the ASC at any time by a 2/3-majority vote.
  2. Any ASC Officer who has two consecutive unexcused absences will be automatically resigned at the next ASC meeting.
  3. Any Chair or Vice Chair of an ASC Subcommittee or it's Sub-subcommittees who has 2 consecutive unexcused absences will be automatically resigned at the next Subcommittee Meeting.
- F. Absences
1. Absences may be excused by the Area Chairperson
  2. Elected trusted servants must address the ASC prior to leaving early. Leaving early may be assessed as an absence at the discretion of the Chairperson.
- G. ASC Minutes
1. Will include current Greater Orlando Area Quick-Order Form
  2. Will include GSR report forms
  3. Will include all approved Activities checklists
  4. Will report all open/filled ad-hoc committee positions
  5. Will include complete Treasurer's report
  6. Flyers or other items not pertaining to actual minutes will not be included in minutes, but will be passed out at ASC
  7. Will be available on the GOASCNA website
  8. Will include topics discussed during open floor  
This will not include any names or discussion that occurred
  9. All reports that are to be included in the minutes will be submitted to the Admin Committee via email at least one day prior to ASC or hand-delivered prior to the conclusion of ASC
- H. Subcommittees may neither waive nor change their guidelines without the approval of the ASC
- I. Literature/Literature Distribution
1. Literature is disbursed ½ hour prior to and after the ASC meeting.
  2. Four (4) new meeting starter kits, 2 in English and 2 in Spanish, will be kept on-hand for distribution when approved by group conscience. A new meeting starter kit is to include:
    - (1) 1 set of 5 group reading cards
    - (2) 1 "The-Group" booklet
    - (3) 5 key tags of each color
    - (4) 5 copies of each of the following pamphlets:
      1. The White Booklet
      2. Recovery and Relapse
      3. Just for Today
      4. Sponsorship
      5. One Addict's Experience
      6. Welcome to NA
      7. Am I An Addict?
    - (5) 1 DVD of "The Little White Book" in ASL
  3. All literature supplied to H&I and PR subcommittees will be stamped with the respective subcommittee name and the Helpline number.
  4. The Greater Orlando Area will provide RCM(s) with all literature needed to represent the Greater Orlando Area at FRSCNA meetings and monthly meetings.
  5. Three (3) Infinity Medallions will be kept on-hand.

J. Meeting Lists

1. Current meetings lists are disbursed at the ASC meeting
2. Bids for the printing of meeting lists are to be solicited bi-annually with a minimum of three bids
3. New meetings lists will be approved for final printing by the GOASCNA Chairperson.

K. Flyers

1. All flyers or other items not pertaining to the actual monthly minutes will be passed out at ASC.
2. All flyers passed out at ASC or posted on the Greater Orlando Area website are submitted to the Vice Chairperson for review before distribution or posting
  - a. The Greater Orlando Area Vice Chairperson may delegate the responsibility of approving / disapproving the flyers submitted via the Greater Orlando Area website to the Greater Orlando Web Page Subcommittee, yet remains the single point of accountability that all flyers meet the requirements set forth below:
3. All Greater Orlando Area flyers must state "Greater Orlando Area"
4. All Greater Orlando Area flyers submitted and passed out at ASC must have the following information:
  - a. Function (event) flyers:
    - (1) Date
    - (2) Time
    - (3) Address, including City and State
    - (4) Location or Facility
    - (5) Disclaimer ("NA is not affiliated with this facility")
    - (6) Directions / Map (optional)
    - (7) Contact person
    - (8) What the fundraising is being held for
    - (9) One of the following Hearing Impaired numbers:
      - (a) The Relay number for the Deaf, 1-800-955-8771
      - (b) 711
    - (10) Greater Orlando Area's Local Helpline: 407-425-5157
    - (10a) Greater Orlando Area's Toll-Free Helpline: 866-579-8333
    - (11) Greater Orlando Area Web Page URL (Uniform Resource Locator): [www.orlandona.org](http://www.orlandona.org)
    - (12) Does not advertise or make mention of any raffles or cash drawings
  - b. Meeting/Group Information flyers:
    - (1) Date
    - (2) Time
    - (3) Address, including City and State
    - (4) Location or Facility
    - (5) Disclaimer ("NA is not affiliated with this facility")
    - (6) Directions / Map (optional)
    - (7) One of the following Hearing Impaired numbers:
      - (a) The Relay number for the Deaf, 1-800-955-8771
      - (b) 711
    - (8) Greater Orlando Area's Local Helpline: 407-425-5157
    - (8a) Greater Orlando Area's Toll-Free Helpline: 866-579-8333
    - (9) Greater Orlando Area Web Page URL (Uniform Resource Locator): [www.orlandona.org](http://www.orlandona.org)
5. All non-Greater-Orlando-Area NA flyers submitted and passed out at ASC must have the following information:
  - a. Function (event) flyers:
    - (1) Date
    - (2) Time
    - (3) Address, including City and State
    - (4) Location or Facility
    - (5) Disclaimer ("NA is not affiliated with this facility")
    - (6) Directions / Map (optional)
    - (7) Contact person

- b. Meeting/Group Information flyers:
  - (1) Date
  - (2) Time
  - (3) Address, including City and State
  - (4) Location or Facility
  - (5) Disclaimer ("NA is not affiliated with this facility")
  - (6) Directions / Map (optional)
- 6. If a flyer displays one of the NA logos, a registered trademark symbol (a small circled letter "R") should appear to the right of the logo, as per WSO bulletin "Internal Use of NA Intellectual Property."
- L. When the Area holds a function, an NA meeting is held, whenever possible and not cost prohibitive, and notice of such will be included on the flyers
- M. Area/Group Functions
  - 1. The Greater Orlando Area will annually celebrate its Anniversary in the month of February commemorating the founding of the Greater Orlando Area on February 11, 1982. This Anniversary will be an Area Event.
  - 2. Any function to be held by the ASC at any facility in which a meeting is regularly held needs to contact the GSR or GSRs of that meeting place to alleviate any possible conflicts with the meeting and the potential function before the facility is secured for the function.
  - 3. The Area Chairperson and Treasurer are to appoint a designated person for each function to sign receipts for Money collected at area functions.
  - 4. Immediately following a scheduled activity, the Activity Chair, accompanied by the designated appointees, should go together to the closest location to purchase a money order made payable to GOASCNA.
  - 5. The Activities Chair is authorized to make bank deposits in the Area bank account when funds are collected after an area activity.
  - 6. It is recommended that all groups planning an activity have it pre-coordinated by the Area Activities Chair (Intent is to minimize timing conflicts and overlapping of events.)
- N. Internet
  - 1. The Webpage Subcommittee is to be the single point of accountability for all internet presence of GOASCNA.
- O. Schedule:
  - 1. The Greater Orlando Area Service Committee meeting for every May will be on the 1<sup>st</sup> Sunday of the Month
- P. To adopt "Open Office" compatible as the standard for all documents generated by and submitted electronically to the GOASCNA to the greatest extent possible, including but not limited to GOASCNA subcommittee reports and forms, group reports and forms, and all online documents, etc.

## II. Nominations/Elections of Officers

- A. Vote of Acclamation
  - 1. For the election of Area Chairperson, second term Regional Committee Member and Subcommittee Chairpersons, a vote of acclamation is requested for the Area Vice Chairperson, first term Regional Committee Member and Subcommittee Vice Chairperson provided they have served for six months in the respective positions. If the "vote of acclamation" does not carry with a 3/4 majority vote, nominations are solicited, and elections are held.
- B. General Elections
  - 1. Nominations for Area positions are solicited in June. Nominations are to be closed at the July ASC and elections will be held. ASC elections are to remain in conjunction with RSC elections.
  - 2. The position is announced and an explanation of office is read from the Area Service Guidelines to establish requirements for each.
  - 3. The Chairperson reads the Fourth Concept of NA Service:

"Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

4. Nominations are accepted.
5. After accepting nominations the Chairperson will ask the floor if there are any further nominations.
6. Before the actual elections, each nominee should state, in person, their qualifications for serving the Fellowship. They should state their clean time, past service experience, if they have the time and resources to serve in the position, and why they want to serve.
7. Questions for the nominees will be accepted by the Chairperson, if appropriate.
8. Individual votes will not be reflected on the tally sheet, only totals. A simple majority of the current roll call of the ASC is necessary for all ASC positions
9. Officers are to assume duties of the office at the end of business at the July ASC, except when filling a vacant position not a July (yearly) election position.

### III. Business Procedures

#### A. Participation in Consensus

1. GSR's are the only members that are counted towards Consensus.
2. A new group may be added to roll call by declaring its willingness to become a member of ASC. After 2 consecutive ASC attendances, a group will be added to the count towards Consensus.
3. A group missing its second consecutive ASC will be removed from roll call and will not be counted for Consensus.

#### B. Participation in Discussion

1. All members attending ASC may participate in the discussion and modification of the proposal. However, only GSR's are counted toward Consensus.
2. Discussion continues until Consensus is reached or it is apparent that the proposal will not gain support

#### C. Recognition

1. To be recognized on the floor, a raise of the hand is necessary

#### D. Proposals

1. Proposals will be allowed by the following:
  - a. GSRs or their alternates in their absence
  - b. Primary RCM or Secondary RCM in Primary's absence
  - c. Vice Chairperson, Secretary, Treasurer, and Literature Distributor, when germane to their position
  - d. Subcommittee Chairperson or Vice Chairperson in their absence, when germane to their position
2. Proposals must be submitted in writing to the Vice-Chairperson. It should be clearly stated and contain purpose
  - a. Proposals that pertain to policy of the ASC or its Subcommittees will identify the section(s) to be changed, amended, or added
3. The Treasurer will make recommendations on all money proposals.

#### D. Test for Consensus/Call for Consensus Procedure

1. The Chairperson will test for Consensus at the presentation of the proposal to find the degree of support and identify concerns.
2. Each GSR will raise the following color coded cards to show their support/concerns with the proposal.
  - a. Green – **Assent** – "I have heard the discussion and am prepared to support the proposal".
  - b. Yellow – **Assent with Reservation** – "I think this may be a mistake but I can live with it".
  - c. Orange – **Stand Aside** – "I personally can't do this, but I won't stop others".
  - d. Red – **Block** – "I cannot support this, it is against our principles".\*
3. Consensus is achieved when 80% of the eligible members indicate Assent or Assent with Reservation.
4. At any time, a GSR can request that the proposal be allowed to go to groups for

discussion and support.

\* A decision to "Block" must be supported by specific Traditions and/or Concepts

#### **IV. ASC Finances**

- A. The GOASCNA year will run from June 1<sup>st</sup> to May 31<sup>st</sup>.
- B. No cash is to be accepted at ASC meetings.
- C. The prudent reserve is considered emergency funds and is to be used for budgeted items only
- D. The prudent reserve will consist of:
  1. 3 months operating expenses
  2. 1 month subcommittee expenses
- E. To hold monies in reserve before making donations to FRSC and NAWS:
  1. Monies collected at ASC from groups to pay for literature ordered by the groups
  2. Non-budgeted monetary proposals approved at ASC
- F. An Ad-Hoc Committee consisting of the outgoing and newly elected administrative committees and interested GSRs is to be created at the time of election for the purposes of:
  1. Evaluation of the Area's finances
  2. Updating the list of signers on the GOASCNA bank account
- G. All disbursements will be made through GOASCNA bank checking account which requires two signatures for each check
- H. ASC officers who are allowed to sign checks drawn on the GOASCNA bank account, without exceptions or alternates, are:
  1. Area Chairperson
  2. Area Treasurer
  3. Area Vice-Chairperson
- I. The Activities Chair is authorized to make bank deposits in the area bank account when funds are collected after an area activity. The deposit is to be done in a money order purchased directly following the area function at which they were collected.
- J. The Priority List for ASC expenditures is as follows:
  1. ASC Hall rental
  2. Helpline expenses
  3. Literature (and shipping of same)
  4. Meeting lists
  5. ASC Minutes (Printing and distribution of)
  6. Subcommittees
  7. Ad Hoc Committees
  8. RSC Room  
Area is to reimburse finances for up to four (4) room nights when the Regional Service Committee is held outside Greater Orlando area. Members attending Regional weekend are responsible for acquiring their own hotel room. RSC rooms shall be designated as a male and a female room both Friday and Saturday night with a maximum of four persons per room and in accordance with the following room priority list:
    - a. RCM 1
    - b. RCM 2
    - c. GOASCNA Subcommittee Chairs and Vice Chairs
    - d. GOASCNA members at large
  9. Greater Orlando FRCNA program committee representatives shall be reimbursed for gas and tolls with receipts for travel outside Greater Orlando to the FRCNA Program Subcommittee meetings.
  10. 75% RSC Donation/25% WSC Donation
- K. Any checks returned for insufficient funds will be covered, including bank charges, by the writer of the check and further payments must be by bank check or money order.



## V. Officer Guidelines

### A. Chairperson

1. Requirements
  - a. Minimum of three years continuous abstinence from all drugs
  - b. Service experience in one or more of the following
    - (1) Area Vice-Chairperson
    - (2) Subcommittee Chairperson
    - (3) GSR
    - (4) Other officer of the ASC
  - c. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
2. Duties and Responsibilities
  - a. Directly responsible to the ASC body
  - b. Responsible for arranging agenda for ASC
  - c. Responsible to secure facility to hold monthly ASC
  - d. Presides over ASC
  - e. Organizes and maintains file systems for all information and minutes generated by the ASC
  - f. Responsible for printing of ASC stationary
  - g. Cosigner on the Area bank account
  - h. Authorized access to the Donate Button Account
  - i. Approve meeting lists for final printing
  - j. Prepare and submit a projected Administrative budget at the March ASC to commence on the new fiscal year beginning in June

### B. Vice Chairperson

1. Requirements
  - a. Minimum of three years continuous abstinence from all drugs
  - b. Service experience in one or more of the following
    - (1) Subcommittee Chairperson
    - (2) GSR
    - (3) Other officer of the ASC
  - c. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
2. Duties and Responsibilities
  - a. Directly responsible to the Area Chairperson
  - b. Performs the duties of the chairperson in their absence
  - c. Coordinates activities of subcommittees
  - d. Cosigner on the Area bank account
  - e. Authorized access to the Donate Button Account

### C. Secretary

1. Requirements
  - a. Minimum of three years continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. One year active in the NA service structure
  - d. General office or secretarial skills
  - e. Has access to a computer and copier
2. Duties and Responsibilities
  - a. Directly responsible to the Area Chairperson
  - b. Responsible for keeping an accurate record of each ASC meeting
  - c. Is responsible for sending one copy of the area minutes to each of the following within ten days of ASC:
    - (1) GSRs
    - (2) Subcommittee Chairpersons
    - (3) Subcommittee Vice Chairpersons
    - (4) Ad-Hoc Committee Chairs, as necessary
    - (5) Administrative Committee members
    - (6) Florida Regional Service Office
  - d. Is NOT a signer on the Area bank account

### D. Alternate Secretary

1. Requirements
    - a. Minimum of three years continuous abstinence from all drugs
    - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
    - c. One year active in the NA service structure
    - d. General office or secretarial skills
    - e. Has access to a computer and copier
  2. Duties and Responsibilities
    - a. Directly responsible to the Area Secretary
    - b. Responsible for assisting the Area Secretary
    - c. Is NOT a signer on the Area bank account
- E. Treasurer
1. Requirements
    - a. Minimum of three years continuous abstinence from all drugs
    - b. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
    - c. Previous service as Treasurer on the Group level
    - d. Bookkeeping experience
  2. Duties & Responsibilities
    - a. Directly responsible to the Area Chairperson
    - b. Is a signer on the Area bank account
    - c. Authorized access to the Donate Button Account
    - d. Makes recommendations on all money proposals at ASC
    - e. Keeps an accurate record of all donations and literature monies and makes disbursements of funds
    - f. Monitor and transfer monies monthly from the Donate Button Account
    - g. To be familiarized with all standing subcommittees' approved budgets (i.e. Admin and subcommittees, excluding convention committees)
    - h. Responsible for reporting financial status at every ASC meeting to include the following:
      - (1) Total donations received
      - (2) Literature monies received
      - (3) Expenses incurred by standing subcommittees (including budgeted and non-budgeted items)
      - (4) Current Operating Prudent Reserve
      - (5) Book balance as of current ASC
      - (6) Donations to other levels of NA service
    - i. Provide access of all subcommittees' bills to the appropriate subcommittee chairperson(s) prior to payment
    - j. Provide access of the current bank statement at the ASC
    - k. Within seven (7) calendar days of the ASC, the Treasurer and/or Alt. Treasurer will submit the Treasurer's Report to the Secretary and make deposit of monies collected at the ASC
    - l. Provide an annual report at fiscal year-end to include the following:
      - (1) Total year-to-date donations received and disbursed
      - (2) Total year-to-date Literature monies received and disbursed
      - (3) A comparison of budgets to actual expenditures by standing subcommittees, excluding convention committees
      - (4) A summary of non-budgeted monetary motions approved at ASC
    - m. To attend the annual financial inventory
- F. Alternate Treasurer
1. Requirements
    - a. Minimum of three years continuous abstinence from all drugs
    - b. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
    - c. Previous service as Treasurer on the Group level
    - d. Bookkeeping experience
  2. Duties & Responsibilities
    - a. Directly responsible to the Area Treasurer
    - b. Assists the Treasurer in keeping an accurate record of all funds and makes

- disbursements of funds when appropriate
  - c. Is NOT a signer on the Area bank account
- G. Literature Distributor
- 1. Requirements
    - a. Minimum of two years continuous abstinence from all drugs
    - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
    - c. Knowledge of purchasing and inventory
  - 2. Duties and Responsibilities
    - a. Directly responsible to the Area Chairperson
    - b. Responsible for all acquisitions and disbursements of literature and meeting lists while keeping accurate record of those acquisitions and disbursements
    - c. Responsible for maintaining the GOASCNA Literature Quick Order Form
    - d. Submits a written report to the ASC which includes all transactions from the previous month and current inventory on hand
    - e. Is NOT a cosigner on the Area bank account
- H. Alternate Literature Distributor
- 1. Requirements
    - a. Minimum of two years continuous abstinence from all drugs
    - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
    - c. Knowledge of purchasing and inventory
  - 2. Duties and Responsibilities
    - a. Directly responsible to the Literature Distributor
    - b. Responsible for assisting the Literature Distributor
    - c. Is NOT a cosigner on the Area bank account
- I. Regional Committee Members (Two positions: one elected in odd numbered years and one elected in even numbered years, designated as primary and secondary below respectively). The FRSC has stated that an area gets only one voice and vote on the RSC floor and it is at the discretion of each area to designate which RCM carries its group conscience and cast the vote for the Area.
- 1. Requirements
    - a. Minimum of three years" continuous abstinence from all drugs
    - b. Previous GSR experience
    - c. Active for at least one year in the Greater Orlando ASC
    - d. Basic knowledge of GOASC, its activities, and the groups within the area
    - e. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - 2. Duties and Responsibilities of the Primary RCM (in position second year)
    - a. Directly responsible to Greater Orlando ASC
    - b. Provides a clear understanding of all communication between the Greater Orlando ASC and the RSC when appropriate
      - (1) Distributes flyers from Region in accordance to GOASCNA Guidelines under Section I. K. 5
    - c. Convey the Group conscience of the ASC to the RSC when appropriate
    - d. Attend as many Area subcommittees and Group business meetings as possible
    - e. Attend as many Regional Area Support and Fellowship Development meetings as possible
    - f. RCM's working in conjunction with the area sub-committee chairs to conduct at least One (1) area Learning Day per year.
  - 3. Duties and Responsibilities of Secondary RCM (in position for first year of two year term)
    - a. Directly responsible to Primary RCM
    - b. Assists the Primary RCM
    - c. If the Primary RCM (second year in term), is unable to fulfill their term in office, the Secondary RCM, having served their term for six months, assumes the responsibility of the primary with regard to the FRSC meetings, until such time as the vote of acclamation can be obtained at GOASCNA.
  - 4. Reason for Removal
    - a. Non-attendance at 2 consecutive GOASC meetings
    - b. Non-attendance at 2 consecutive FRSCNA meetings

J. Subcommittee Chairperson (Elected by ASC)

1. Requirements
  - a. Minimum of two years continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. Working knowledge of the purpose, direction, intent, and function of the subcommittee
  - e. Has six months' prior experience with that respective subcommittee
2. Duties and Responsibilities
  - a. Directly responsible to the Area Vice Chair
  - b. Submits a written report to the ASC on the progress of the subcommittee
  - c. Submit all subcommittee plans for approval of the ASC allowing enough time to go through proper channels
  - d. Participate in the Area Learning Day to promote awareness of the subcommittee within the fellowship
  - e. Prepare and submit a projected subcommittee budget at the March ASC to commence on the new fiscal year beginning in June
  - f. Attend Area Support and Fellowship Development meetings, when possible, within the Florida Region

K. Subcommittee Vice-Chairperson

1. Requirements
  - a. Minimum of two years continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. Working knowledge of the purpose, direction, intent, and function of the subcommittee
  - e. Has six months' prior experience with that respective subcommittee
2. Duties and Responsibilities
  - a. Directly responsible to the Subcommittee Chairperson
  - b. Assists the Subcommittee Chairperson with all duties
  - c. Coordinates activities within the subcommittees
  - d. Attend Area Support and Fellowship Development meetings, when possible, within the Florida Region

L. Parliamentarians (Two Positions) The purpose of the Parliamentarians is to consider any input that affects the Policy of the Greater Orlando Area and provide clarity to the Area. This clarity will consist of, but is not limited to; (1) Does the proposal conflict with the 12 Steps, Traditions or Concepts? (2) Does the proposal create or change established policy? (3) What impact will the proposal have on the Greater Orlando Area? (i.e. spiritual, financial, time, etc.)

1. Requirements
  - a. Minimum of two years continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. Working knowledge of the purpose, direction, intent, and function of the position
  - e. Working knowledge of Consensus Based Decision Making (CBDM) and parliamentary procedure
  - f. Active (current/recent) service in an elected GOASCNA position, i.e, Admin member, Subcommittee Chair/Vice-Chair, GSR and/or within the previous year at time of nomination/election
2. Duties and Responsibilities
  - a. Directly responsible to Area Chair
  - b. Will maintain an up-to-date GOASCNA guidelines hereafter referred to as "Policy" reflecting any additions, deletions and/or changes to policy as approved by GOASCNA.
  - c. Will submit to GOASCNA periodic updates of changes as needed and will submit an updated and complete set of GOASCNA Guidelines (Policy) once each year, preferably in August.
  - d. Will provide recommendations to the Chair regarding interpretation of policy, when requested

M. GOASCNA Inc. Board Member “Member at Large”

1. Requirements
  - a. Minimum of three years continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. One year Active in the NA service structure
2. Duties and Responsibilities
  - a. Directly responsible to the Area Chairperson (GOASCNA Inc. President)
  - b. 2 year commitment
  - c. Must attend all Board meetings as the need arises, NOT required to attend ASC

## VI. Consensus Based Decision Making

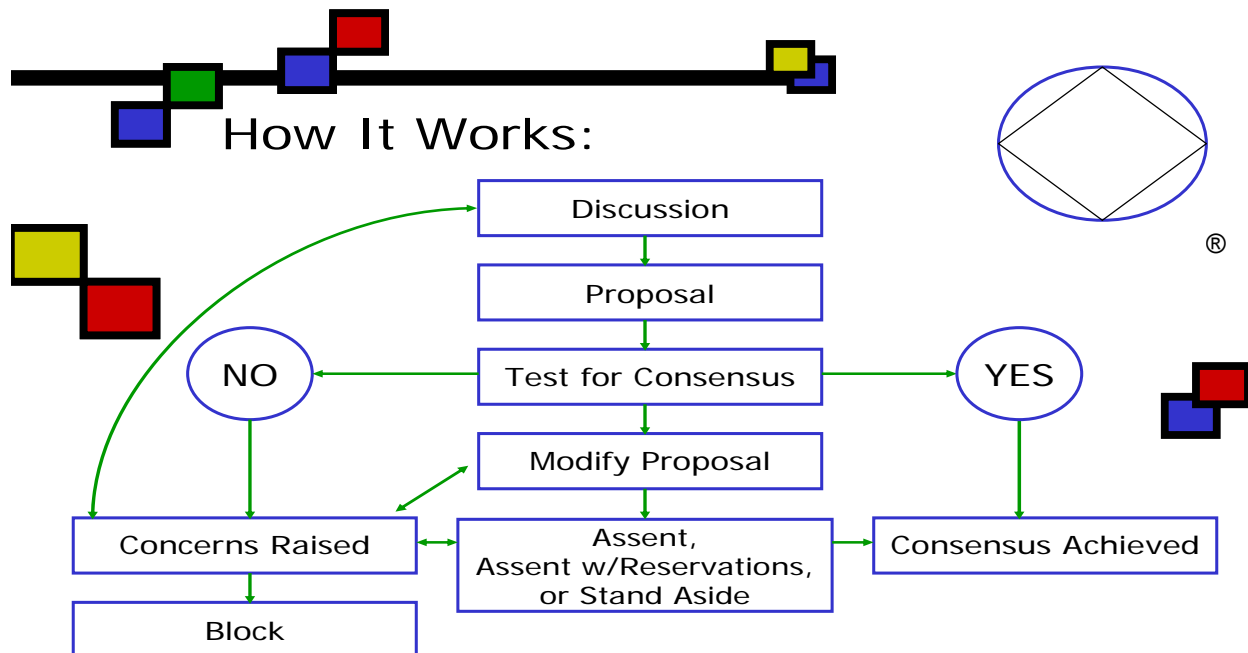
A working definition of Consensus

Consensus is a process by which a common mind of the meeting is sought about the wisest way to move forward on a particular issue at the time. It is derived from the Latin words con meaning “with” or “together with” and sentir meaning to “think” or “feel”. So, “consensus” means to “think or feel together.”

Consensus Based Decision Making is:

- A cooperative process for making decisions in which everyone consents to the decisions of the group
  - Not everyone’s first preference necessarily, but true consent
  - Decisions should reflect the integrated will of the whole group
  - Preserves the interests and integrity of all participants
- A problem-solving orientation for people who wish to work together
  - Not a process for determining whose ideas are best, but searching together for the best solution for the group
  - A questioning process, not the “okey-doke”
  - The decision is in this room — our job is to find it
  - Have respect and enjoy creative conflict

Below is a diagram of the flow of conversation and decision making:



**Discussion of the item:** Discussion takes place here as well as in your home groups or over coffee. The item is discussed with the goal of identifying opinions and information on the topic at hand. The general direction of the group and potential proposals for action are often identified during the discussion.

**Formation of a proposal:** Based on the discussion, a formal decision proposal on the issue is presented to the group. It should be written down and projected so we're clear on what is being discussed.

**Test for consensus/Straw poll:** Thumbs up or down – to find degree of support and concerns of those opposed.

**Identification and addressing of concerns:** If consensus is not achieved, each dissenter presents his or her concerns on the proposal, potentially starting another round of discussion to address or clarify the concern.

**Modification of the proposal:** The proposal is amended, re-phrased in an attempt to address the concerns of the decision-makers. The process then returns to the call for consensus and the cycle is repeated until a satisfactory decision is made.

**Call for consensus:** The facilitator of the decision-making body calls for consensus on the proposal. Each member of the group usually must actively state their agreement with the proposal, often by using a hand gesture or raising a colored card, to avoid the group from interpreting silence or inaction as agreement. The decision reached by consensus takes into account the insights of all members. The process ensures that issues are fully aired and that all members feel they have been adequately heard. Decisions are taken not simply because one more than 50% of members are in favor of a proposal, but because all agree to a way forward. Some may feel that it's not necessarily their first option, but ALL can support it and commit themselves not to undermine the decision.

**TRUE CONSENSUS** is not the same as unanimity. We must be careful to recognize that real consensus arises out of real community, and often only through real tension as people express their insights with passion and integrity, and yet with respect for really hearing others' points of view.

Ideally,

- Concerns and reservations will be identified and addressed through the consensus based decision-making process.
- When the call for consensus on a proposal is made, you should **ASSENT** if you support the proposal, all things considered.
- Assent does not indicate that you may agree with every aspect of a proposal, but that you...
  - Have heard the discussion
  - Have had a chance to participate in the process of finalizing the proposal
  - Are prepared to support the final proposal

**Assent:** This means that you support the proposal, all things considered. It may not mean that you are in agreement with every aspect, but that you have heard the discussion, have had a chance to participate in the process of finalizing the proposal, and are prepared to support the final proposal. Assent is signified by raising your Area's table card and remaining silent.

There are three degrees of *dissent*:

- Assent with Reservations – I have some concerns that need to be heard.
- Stand Aside – I have concerns but will not stop the group from moving forward.
- Block – I have a serious issue with the proposal based on traditions or concepts and will not give my consent.

**Assent with Reservations:** Group members who are willing to let a motion pass but desire to register their concerns with the group may choose "assent with reservations." If there are significant reservations about a motion, the decision-making body may choose to modify or re-word the proposal. This option is not materially different from the assent option but is a way of giving addicts a place to stand when they do not need to object more strongly, but they want to note that they have reservations. Assent with

Reservations by raising your hand and, when called on by the facilitator, simply saying "Assent with Reservations." The assumption is that the reservations have been heard already, and you are simply noting that you can support the proposal and continue to have these reservations.

**Stand Aside:** A "stand aside" may be registered by a group member who has a "serious personal disagreement" with a proposal, but is willing to let the proposal pass. Although stand asides do not halt a proposal, it is often regarded as a strong "nay vote" and the concerns of group members standing aside are usually addressed by modifications to the proposal. Stand asides may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal. Should there be a sizable number of Stand Asides (20% of the groups present), this will indicate a consensus too weak to adopt the proposal. The proposal is then either dropped or delegated to the maker of the proposal or an Ad Hoc Committee for reworking.

**Block:** Given that a proposal can be defeated by a sufficient number of Stand Asides, the Block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal or that some very fundamental moral position of the participant is violated. An addict who blocks must be able to articulate which Tradition or Concept or Spiritual principle fundamental to NA is violated by the proposal. Unanimity minus 20% gives the ability of GSR's to actively block a decision.

## **VII. Activities Subcommittee**

The Activities Subcommittee uses WSC approved "A Guide to Local Services in NA" as its guidelines. Exceptions to those guidelines are below.

### **A. Purpose**

1. The primary purpose of the Greater Orlando Area Activities Subcommittee is to coordinate, plan, and implement activities that promote unity and create a greater sense of community
2. The secondary purpose of the Greater Orlando Area Activities Subcommittee is to generate funds for the fellowship
3. The Activities Subcommittee is directly responsible to the Greater Orlando Area of Narcotics Anonymous

### **B. Responsibilities**

1. To provide a calendar to the GSRs at each ASC that provides the following activities for up to 4 months in advance:
  - a. GOASCNA Activities Subcommittee events
  - b. Greater Orlando Area groups events, when notified by the group of their event
  - c. FL Region conventions and RSC's
2. To provide a list of potential events for the upcoming year with the exception of:
  - a. An Area Event which is required to be held annually in February
  - b. A Learning Day shall be held annually to provide awareness of the Area subcommittees to the Fellowship
3. To provide the ASC with a proposed Event Budget, for the ASC's approval, for every activity at least three (3) months prior to that activity. See Activities Appendix A
  - a. To provide the ASC a monthly accounting of all funds received and disbursed and assets held by the Activities Subcommittee
  - b. To provide a recovery meeting at every Activities Subcommittee event, whenever possible and not cost prohibitive

### **C. Meetings**

1. Each meeting is to be well publicized thus encouraging all members to attend
2. Meetings shall be held not less than once monthly at a time and place designated by the members
3. Agenda
  - a. Opening prayer
  - b. Reading of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous
  - c. Acceptance of the minutes from the last meeting
  - d. Old Business
  - e. Subcommittee Elections
  - f. New Business
  - g. Closing Prayer



D. Membership

1. Qualifications
  - a. Be a member of Narcotics Anonymous
  - b. Have the personal time and abilities to perform the duties
  - c. Have a willingness and desire to serve within the committee
2. The subcommittee consists of the following
  - a. Chairperson
    - i. Elected by ASC - see GOASCNA Subcommittee Chairperson guidelines
  - b. Vice-Chairperson
    - i. Elected by ASC - see GOASCNA Subcommittee Vice-Chairperson guidelines
  - c. Secretary
    - i. Minimum 6 months continuous abstinence from all drugs
    - ii. Previous experience as a General Member of the subcommittee
    - iii. Elected by the Activities Subcommittee
  - d. Task Coordinators
    - i. Any person with the desire to make the commitment to the activity
    - ii. Previous experience as a General Member of the subcommittee
    - iii. Appointed by the Activities Subcommittee Chairperson
  - e. General Members
    - i. Any addict with the desire to make the commitment to work within the committee and at Activities events

E. Responsibilities of Positions

1. Chairperson
  - a. Arrange times and agenda for and preside over all subcommittee meetings
  - b. Responsible for and present at all events of the subcommittee
    - i. if unable to attend or assume responsibility, communicate this to the Vice-Chair of ASC and Vice-Chair of Activities Subcommittee
  - c. Represents the subcommittee at monthly Area Service Committee meetings
    - i. if unable to attend, communicate this to the Vice-Chair of ASC and Vice-Chair of Activities Subcommittee
    - ii. A monthly accounting of all funds received and disbursed and all assets will be included in the Activities Chairperson's Subcommittee Report to the ASC each month
    - iv. Responsible for preparing and maintaining monthly calendar of events
  - d. Responsible for the handling and accounting of any funds given to or generated by this committee
  - e. Responsible for follow up with all Task Coordinators for all scheduled events
  - f. Share responsibility with the Vice Chairperson and train him/her to take over as Chairperson
  - g. Maintaining and overseeing all records and documents of the Activities Subcommittee

2. Vice Chairperson
    - a. Assist the Chairperson as necessary
    - b. Perform the duties of the Chairperson in his/her absence
    - c. Responsible for helping the Chairperson maintain a list of facilities and contacts for future events
    - d. Responsible for the inventory of all Activities Subcommittee's assets and supplies (such as: coffee, coffee pots, leftover sodas, sports equipment, audio components, electronics, cups, etc.)
    - e. Make sure coffee, cups, sugar and artificial sweetener are provided at all events (where applicable) including ASC
  3. Secretary
    - a. Record accurate minutes and attendance at each committee meeting
  4. Task Coordinators
    - a. Responsible for specific duties pertaining to specific Activities events
  5. General Members
    - a. Will provide input and assistance to the committee and/or events
- F. Voting
1. Voting Members
    - a. A person who has attended two consecutive complete subcommittee meetings
    - b. Voting privileges will be forfeited if a member does not attend two consecutive complete subcommittee meetings
    - c. Voting privileges can be re-established by attending two consecutive complete subcommittee meetings
  2. Voting Procedures
    - a. A simple majority of the voting members is required to pass a motion
  3. Motions
    - a. Motions may be brought to the floor by any voting member as a part of new business
- G. Finances
1. Individuals collecting monies hosted by GOASCNA Activities Subcommittee events must have a minimum of two years clean time

ACTIVITIES APPENDIX A:

GOASCNA Activities Subcommittee  
Event Budget and Final Accounting Report

Event: \_\_\_\_\_  
 Scheduled Date: \_\_\_\_\_  
 Scheduled Time: \_\_\_\_\_  
 Location of Event: \_\_\_\_\_

Expenses:	Budgeted	Notes:	Actual
Facility Rental			
Food & Condiments			
Drinks			
Ice			
Utensils/Paper Products/Cups			
Printing Costs (flyers, tickets, etc.)			
DJ / Entertainment	\$		
Decorations	\$		
Tickets	\$		
Coffee			

Total Expenses: \$ \$

Revenue:	#	\$ Each	Projected
Tickets			\$
Food			\$
Drinks			\$
7th Tradition			\$
Auction			\$
Misc -			\$
Misc -			\$
Misc -			\$
Misc -			\$

#	\$ Each	Actual
		\$
		\$
		\$
		\$
		\$
		\$

Total Revenue: \$ \$

Total Profit (Loss) Projected: \$ Actual: \$

Notes Section:

## **VIII. Convention Committee – Unidos en Recuperacion**

The Unidos en Recuperacion Subcommittee will hold an annual convention.

### **Purpose**

Conventions are held by members of Narcotics Anonymous to bring our Fellowship together in the spirit of recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members. The annual convention is managed in such a manner as to accomplish four goals.

1. Provide a suitable celebration of recovery
2. Provide the addict the chance to experience our message in their own language and culture and find the opportunity for a new way of life.
3. Be financially responsible
4. Minimize the expense of those attending the convention.

Because groups in the service committees of Narcotics Anonymous sponsor conventions, they should always conform to the NA principles and reflect our primary purpose.

### **Convention Committee**

The Convention Committee is generally made up of members who are involved in the primary process. However, membership in the Convention Committee is open to all members of the Fellowship. The Convention Committee consists of an Administrative Committee, Subcommittee Chairperson, and attending members. Elections for the Unidos Convention Committee will be held 2 months following the last convention date. Requirements and qualifications for the Administrative Committee and Subcommittee Chairperson of our convention are as follows:

### **Administrative Committee**

1. Chairperson Three Years Clean
2. Vice Chairperson Three Years Clean
3. Secretary One Year Clean
4. Alternate Secretary One year clean
5. Treasurer Three Years Clean
6. Alternate Treasury Three Years Clean

### **Subcommittee Chairperson**

1. Arts & Graphics One Year Clean
2. Registration Three Years Clean
3. Hotel & Hospitality Two Years Clean
4. Convention Information One Year Clean
5. Program Two Years Clean
6. Merchandising Three Years Clean
7. Fundraiser/Entertainment Two Years Clean
8. Marathon One year clean

### **Other Requirements and Qualifications**

- ❖ Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- ❖ Willingness to give the time and resources necessary for the commitment.
- ❖ Ability to exercise patience and tolerance.
- ❖ Active participation in the local NA Fellowship.
- ❖ Financial stability for positions requiring handling of money

### **REQUIREMENTS FOR SUB-COMMITTEE CHAIRPERSONS:**

Prior Convention experience.

Convention experience may be categorized as:

- I. Prior convention experience is specifically:
  - a.) The planning and execution of a convention.
- II. Comparable experience, which may be acceptable:

- a) The planning and execution of an area or group activity.
  - b) Area involvement such as activities chair, area treasurer, or other positions that demonstrate leadership qualities.
  - c) Outside business experience.
- III. Other Desirable Assets:
- d) Leadership skills.
  - e) Experience in fulfilling prior service positions.
  - f) Experience in budgeting and finance.

### **Convention Committee Meetings**

All Conventions Committee meetings should take place at a regularly scheduled time and location and follow the current edition of Robert's Rule of Order. The purpose of these meetings is, to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible.

Each subcommittee will have ten (10) minutes to give their reports and the Convention Committee meeting will be for no more than two (2) hours.

It is necessary to elect a chairperson to preside over Convention Committee meetings and activities. Election of officers should be based upon qualifications and experience. A description of Administrative Committee members and Subcommittee Chair duties are presented in the guidelines. Voting privileges are extended to each member of the Convention Committee. Any member who holds an office or participates on a regular basis at the Convention Committee meetings is considered a member. Regular attendance is two consecutive committee meetings.

Members may vote at their second consecutive meeting. Missing two consecutive meetings will require members to, once again, meet the standards for regular attendance.

Subcommittee voting privileges are determined by the same guidelines as the Convention Committee. All subcommittees hold separate meetings prior to the Convention Committee meetings. The Subcommittee Chairpersons must submit written reports, recommendations and other details about their areas of responsibility.

Convention Committee meetings are scheduled monthly until four months prior to the convention, at which time, they are held every two weeks. At two months prior to the convention, meetings take place weekly. An agenda or format should be prepared prior to meetings. Many Convention Committees use the agenda shown below:

1. Opening – a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why, followed with the serenity prayer, the Twelve Traditions and Twelve Concepts.
2. Read and approve the minutes of the last meeting.
3. Open floor (to bring to the floor agenda items not covered in any other area).
4. Chairperson's report (review progress to date and relay recent information).
5. Treasurer's report (update on expenses and new balance).
6. Subcommittee's reports (reports include goals and progress of each committee).
7. Old business carried over from the last meeting.
8. Elections
9. New business to be undertaken before the next meeting.
10. Close with the serenity prayer.

### **Administrative Committee**

1. The Convention Chair is elected by GOASCNA and carries out or executes the conscious of the overall committee. The remaining Administrative Committee members are elected by the Convention Committee.

2. The Convention Chair, Vice Chair, Secretary and Treasurer functions as the administrative committee of the convention and holds separate, periodic and special subcommittee meetings.

3. A function of the Administrative Committee is to ensure that the various subcommittees work together and to assist those subcommittees that may need additional help. It is not necessary for the Administrative Committee to involve itself directly in the specific working of each subcommittee.

4. The members of the Administrative Committee discuss the performance of the subcommittees, as well as, the convention budget and other matters, which affect the convention. The results of these discussions are included in reports at the convention committee meetings.

5. The Administrative Committee drafts a schedule of meeting dates for the convention committee. This schedule is then approved by the convention and distributed to all members. It is advisable to choose a particular night on which meetings would be held and schedule all meetings on that throughout the duration of the planning period.

6. The Administrative Committee also makes monthly reports to GOASCNA. Comments and suggestions from GOASCNA are included in the Chairperson's report at the beginning of each committee meeting.

### **Responsibilities and Qualifications of the Administrative Committee**

**Chairperson:** Three years clean, be bilingual, prior convention experience and administration abilities.

1. Secures meeting location.
2. Organizes committee and delegates major tasks to specific subcommittees.
3. Stays informed of each subcommittee's activities and provides help when needed.
4. Helps to resolve conflicts.
5. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
6. Prepares a budget for the Administrative Committee.
7. Monitors the fund flow and overall convention costs and helps organize the subcommittee budgets.
8. Co-signer on check request form.
9. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
10. Allows the subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
11. Prepares the agenda for the convention committee meetings and administrative committee.
12. Votes only to break a tie.
13. Chairs the convention committee meetings as well as the convention.
14. Must attend all GOASCNA meetings and gives updated reports.
15. Consigner on Convention hotel contract.

**Vice Chairperson:** Three years clean, be bilingual, prior convention experience and administration abilities.

1. Acts as chairperson if the chairperson is unavailable.
2. Coordinates subcommittees and attends subcommittee meetings in order to ensure that they get necessary support to do a good job.
3. Work closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.
4. Assume the responsibilities of any subcommittee that does not have a chairperson.

**Secretary:** One year clean, service experience, and good typing skills

1. Keep minutes of all committee meetings and subcommittee reports and ensure that accurate minutes are distributed to the subcommittee members.
2. Maintains a list of names, address and phone number of committee members.
3. Minutes are to be provided to Administrative Committee and subcommittee chairperson first. Any extra are given to members.

**Treasurer:** Three years clean, accounting skills, service experience with conventions or other large scale NA activity and accessibility to other committee members (especially the Registration subcommittee).

1. Works with the chairperson and vice chairperson to prepare a budget for the convention, which is used for planning fundraising activities.

2. Keep records of all income and expenditures. Saves all receipts. Maintains a separate, detailed report of all monies received from each subcommittee.
3. Within 48 hours, deposit all money received in the convention bank account and notify the ASC Treasurer
4. Reviews subcommittee reports for any changes from the approved budget so that any changes can be maintained. This information should be included in the Treasurer's report.
5. A complete treasurer's report, within two months of the convention should be submitted to the sponsoring groups of the service committee.
6. With the convention chairperson's approval, makes out checks.
7. Adhere to finance requirements.

### **Subcommittee General Duties and Responsibilities**

Nominated or appointed from Convention Committee members, the subcommittee chairpersons should have general qualifications as outlined in the qualification section listed. Specific service or vocational experience should be considered prior to election or appointment. It should clearly be understood that the subcommittees have specific responsibilities to perform.

Subcommittees are vital to the convention and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are concerned for the member, as we are for the service responsibility. Each subcommittee has only one chairperson who then recruits committee members.

Subcommittee meetings operate according to Robert's Rules of Order. This ensures that the meeting runs smoothly and that business is conducted in an orderly fashion. Each subcommittee chairperson should be aware of what responsibility each member has assumed and make sure that every task assigned is carried out.

Subcommittees maintain accurate records of the activities of the committee, as well as an inventory and all correspondence. Financial reports, including needs, expenditures and receipts are to be included with each subcommittee report. The subcommittees of the Convention Committee work together. At the onset, each Subcommittee should decide whether or not it would use the services of another committee or address that particular area of business itself. Although, either way is effective, remember cooperation and consideration is the keys that will make it work.

### **Finances**

The Convention subcommittee is responsible for one of the largest sums of money managed by any subcommittee. Accountability, prudence, and integrity are of the utmost importance when handling convention funds. All subcommittee members are expected to adhere to the following guidelines when handling money.

1. We suggest that all members have at least 3 years clean time to handle NA funds.
2. Check request must be submitted to obtain any funds.
  - a. The Convention Chair or Convention Treasurer must sign all check requests.
  - b. If possible, check requests should be completed at least one month prior to when the funds are needed.
3. Receipts are required for all transactions that involve convention funds.
  - a. Receipts and an event financial report are due at next scheduled meeting.
  - b. Receipts and "returned cash" total should equal amount of check received.
  - c. The Convention Treasurer should give a receipt for all cash money received.
4. At the end of any fundraising event all money will be turned over to the Convention Treasurer. In the event that the Treasurer is not present, money will be turned over either to the Convention Chair or Vice Chair.
5. Petty Cash will be provided to the Secretary and Fundraising Chair as determined by Convention Committee, receipts for reimbursement need to be submitted.
6. All money and checks (if accepted) received from registrations should be turned over to the Convention Treasurer bi-weekly, as scheduled by the Convention Treasurer and Registration Chair.
7. The Convention Treasurer should make deposit within 48 hours to avoid members having outstanding checks for long periods of time.

8. All money should be given to and counted by the Convention Treasurer before the beginning of the monthly Convention Committee meeting, in order to submit an updated Treasurer Report.
9. Each subcommittee chair is responsible for all payments, receipts, invoices, and correspondences for all financial transactions conducted by their subcommittee.
10. All money should be counted by at least two subcommittee members before being recorded.
11. During the Convention, avoid having large amounts of cash.
  - a. The convention Treasurer should make pickups every 2 hours.
  - b. At pickup, two subcommittee members should count money.
  - c. Money should be deposited in the convention bank account or a hotel safe deposit box at the end of each day.
12. A budget is due in January, detailing the use of the seed money.
13. A complete financial report is due at the 2<sup>nd</sup> ASC meeting following the end of the convention.

### **Arts and Graphics Subcommittee**

#### **I. Purpose:**

The purpose of this subcommittee is to work closely with all other subcommittee to provide promotional material needed for events before and during the convention.

#### **II. Arts & Graphics Responsibilities:**

1. This committee is responsible for the design and printing of a banner, tickets, flyers, convention posters and directional posters.
2. Coordinates with Fundraising Chair in a timely manner to provide flyers and tickets for upcoming events.
3. Works closely with Merchandise Chair to design coffee cups, T-shirts or other merchandise.
4. The subcommittee should present a variety of designs for each item to the full convention committee in order to provide a choice of selections.
5. Works in conjunction will all committee chairs to provide expertise and assistance when needed.
6. When designing flyers, remember that they are released into hospitals and institutes, as well as other facilities, which relate to NA. Appropriate use of language and lithography is crucial because these flyers, in a sense, represent NA to the public. For example if a comedian is performing, a picture of the comedian should not be used. Only the initials "NA", members come and support, not the comedian, but to be a part of. If it is acceptable to this committee, then the Arts and Graphics subcommittee can design flyers.

### **Convention Information Subcommittee**

#### **I. Purpose:**

The purpose of this subcommittee is to provide information about the convention to the NA fellowship and certain agencies outside the fellowship. Members chosen to serve on this subcommittee should have a good understanding of the Twelve Traditions, especially as they apply to public relations.

#### **II. Information:**

1. The committee will provide a description of the planned event, to indicate:
  - ❖ Date
  - ❖ Location
  - ❖ Contact person
  - ❖ Costs
  - ❖ Other pertinent information
2. All information must be up-to-date and accurate.
3. Preparation and distribution of flyers, programs, and a map of the area may be necessary.

#### **III. Distribution:**

1. The distribution list includes:



- ❖ GSRs from GOASCNA
- ❖ GOASCNA Newsletter
- ❖ RCMs throughout the Florida region
- ❖ World Services for inclusion in the NA Way and the internet calendar.
- ❖ Local treatment facilities.
- ❖ Other regions or distribution targets will also be considered.

**IV. Responsibilities Before, During, or After the Convention:**

1. Develop and maintain a distribution list. (before)
2. Prepare information for distribution as it becomes available. (before)
3. Distribute information as it becomes available. (before)
4. Provide distribution list to new C.I. Chair. (after)

**Fundraising/Entertainment Subcommittee**

**I. Purpose:**

The purpose of this subcommittee is to help raise funds necessary to finance the convention. In Narcotics Anonymous, whenever we do need to “raise funds”; we do so from our own membership. We affiliate ourselves with no one, choosing to be entirely self-supporting; under no circumstances do we accept contributions from any outside source.

**II. Fundraising Responsibilities:**

The fundraising subcommittee is responsible for fundraisers for the convention, while providing entertainment for our members at a minimal cost. In Narcotics Anonymous, whenever we do need to “raise funds”; we fundraise from our own membership. Remember it’s called fund raising, not fun raising. It’s also important to remember that elaborate and expensive decorations are not necessary for our members to have a good time. We have a good time just being among each other in a festive place.

**III. Responsibilities Before the Convention:**

1. The Fundraising Chairperson should stay in touch with the Area Activity Chairperson and provide mutual support as needed.
2. The Fundraising Chair should attend all fundraisers for support and collect any funds generated then turn them over to the Convention Treasurer.
3. The Fundraising Chair is responsible for securing the DJ’s and the location for the fundraisers, purchasing of the foods, drinks, and decorations.
4. The Fundraising Chair is responsible for recruiting subcommittee members to assist with the collection of monies, through the sale of raffle tickets, food and or drinks. As with merchandising, it is suggested that anyone handling money have at least two (2) years clean time.
5. Posters and flyers should be printed and passed out at least a month prior to the fundraiser.
6. Research should be done in the surrounding areas to insure that there are no other NA functions being held at the same times.

**IV. Responsibilities During the Convention:**

1. The subcommittee arranges the entertainment for the convention. There are many activities that the subcommittee can put on besides dances. Some that have been done in the past are pool parties, comedy shows, tug-of-war, coffee shop with either professional or fellowship entertainers, volleyball and many other games or contests.
2. All events should be planned, taking into consideration the Program and Hospitality committees. Time for each event should be included in the Convention Program.

**Hotel and Hospitality Subcommittee**

**I. Purpose:**

The purpose of this subcommittee is to secure a host hotel for the convention and to coordinate all hotel-related functions of the Convention Committee. As the hotel liaison, this committee’s effective communication between the Hotel and the Convention Committee is an absolute necessity. Most of this committee’s work is done in the early planning and especially during the convention.

## **II. Hotel Selection and Contract:**

The hotel contract is one of the most important items in planning the convention. Compare several hotels to get the best cost effective and to achieve the goals of the convention – to be financially responsible and to minimize expense to the members. Secure a site as soon as possible, since many planning functions depend on the hotel site. Review past contracts and check reference for preliminary information. Insist on having all commitments from the hotel written in the contract.

### **Important points for hotel selections are:**

1. All convention representatives should present themselves in proper attire and professional manner when meeting with the hotel staff.
2. Present three bids to the Convention Committee for review.
3. The contract should be completely read and discussed by the Convention Committee and ASC Treasurer to avoid unexpected costs.
4. The Hotel and Hospitality Chair is the liaison between the hotel and the Convention Committee during and after the convention.
5. The Convention Chair, Vice Chair and/or Hotel & Hospitality Chair are allowed to sign for charges to the master hotel account.
6. Get a tentative program schedule from the Program subcommittee to assist in contract negotiations with the hotel sales staff.
7. Negotiate minimum food and coffee prices.
8. Negotiate minimum audio-visual equipment prices.
9. Negotiate minimum parking costs for conventioners.
10. Workshop set up should include podium, microphone, and table for Audio Sound Company. (setup should be “theater Style”).
11. Secure requirements for Hospitality and Marathon meeting.
12. Secure Merchandise and Registration location.
13. Inform the hotel that several banners will need to be hung up in the meeting rooms.
14. Discuss room block requirement and Convention Committee responsibility, especially once rooms have been sold to members.
15. Inform the hotel that all events will be alcohol-free.

## **III. Hospitality:**

This subcommittee is also responsible for providing an open hospitality room that will remain open at assigned hours. For the hospitality suite, the following items are suggested.

1. Coffee, snacks or fruit (at least in the morning).
2. Board games, backgammon, cards, chess or checkers.
3. N.A. literature, Meeting lists, and N.A. flyers.
4. Board for notes and communication between conventioners.
5. In the Hospitality suite, clearly display the rules at all times. Suggested rules are:
6. Hours of operation.
7. No sleeping allowed.
8. No gambling allowed.
9. Keep noise level low for consideration of other hotel guests.
10. No smoking.
11. No unattended children allowed.

## **IV. Responsibilities Before the Convention:**

1. Project attendance figures and plan for the most effective use of available space.
2. Coordinate with Program subcommittee and the hotel the workshops setup, time, and locations.
3. Coordinate with Merchandise and Registration subcommittee on room/table setup, time, and locations.
4. Submit for approval to the Convention Committee all food and beverage selections, prices, and quantities.
5. The cost of the food to the members should at least equal the cost paid by the Convention Committee.
6. Work with Registration subcommittee to stay informed of the number of meals sold.

7. Guarantee the actual number of meals sold to the hotel 48 hours prior to the convention. Hotels usually prepare for 5% over the guaranteed amount.
8. Determine cutoff times and/or amounts for coffee service.
9. Provide centerpieces for banquet tables, if necessary.
10. Get names and numbers for daytime and nighttime hotel contacts during the convention.
11. Determine hours of operation for Hospitality Room and Marathon meeting as allowed by the hotel.

**V. Responsibilities During the Convention:**

1. Verify workshops, speaker meetings, and banquet rooms are set up correctly and on time.
2. Verify all equipment is working properly, especially the PA system.
3. Stay informed of coffee consumption and keep within limits.
4. Be present when final bill is settled and verify all charges.
5. Before conventioners begin to checkout, get total number of rooms purchased by conventioners (good information for next convention).
6. Have Hospitality Room and Marathon meeting open during the assigned hours.

**VI. Responsibilities After the Convention:**

1. Verify bill has been settled completely.
2. Verify no damage has been attributed to members, if damage has occurred, inform the Convention committee and determine restitution.
3. Send a Thank You or (complaint) letter to appropriate hotel manager.
4. Organize and archive all hotel contracts, receipts, and correspondences for future reference.
5. Begin working on hotel site selection for the next convention.

**Marathon Subcommittee**

**I. Purpose:**

The purpose of this Committee is to offer any Convention registrant a non-topic, open meeting in which he/she may participate throughout the Convention.

**II. Marathon Responsibilities:**

1. Secure people to Chair marathon meetings.

**III. Responsibilities Before the Convention:**

1. One way to get Chair people is to go over the registration forms for people who had requested to chair a meeting.
2. Secure Chairpersons by distributing flyers or request letters at the FRSC and at ASC. When you have enough names you can draw them from a hat or assign them to particular time slots. Replies are mailed out to all Chairpersons to inform them of their respective time and day to Chair.
3. Select the format for the marathon meetings, although experience has shown that the best format seems to be opening the meeting at the beginning of the Convention with any necessary readings, and then having the Chairperson open the meeting up for discussion. Subsequent Chairperson will then only introduce themselves and carry on the discussion, taking place at the time. This is in contrast to each Chairperson opening and closing separate meetings. If needed, they suggest topics. Typically most chair people bring their own topics.

**IV. Responsibilities During Convention:**

1. Responsible for keeping the meeting running smoothly.
2. Post a list of the Chairpersons and their times to chair outside the marathon room as a convenient reminder.

**Merchandising Subcommittee**

**I. Purpose:**

The purpose of this subcommittee is to provide recovery related merchandise for sale.

## **II. Merchandise Responsibilities:**

The merchandising effort of any convention should be based strictly on the need to generate funds, to ensure the success of the event. Any funds generated from a NA convention should be used to further enhance our Fellowship.

1. The merchandising subcommittee should be fairly business minded and should have a good understanding of the Twelve Traditions; especially regarding the sale of NA related items, subcommittee members handling money it is suggested at least have two (2) years clean time.
2. Careful consideration should be made in negotiating the purchase price of items selected for sale.
3. Three different bids should be submitted to the Convention Committee for review.
4. All items selected by the Merchandising Subcommittee should be purchased outright by the Convention Committee.
5. The items selected for merchandising sale, should be sold at NA events, meetings, etc, predetermined by the Convention Committee.
6. The Merchandising Subcommittee is responsible for the sale of all merchandise.
7. The Merchandising Chair should keep accurate records of sales and inventory, throughout the sales period.

## **III. Responsibilities During Convention:**

The Merchandising Subcommittee is responsible for the communicating with the Hotel and Hospitality Subcommittee, for the provision of space for storage at the convention site.

Subcommittee to assure proper scheduling with the facility management

1. The Merchandising subcommittee is responsible for the storage of all items, in a secure place and the delivery of all receipts, promptly, to the Convention Treasurer, along with an accurate list of remaining items in the inventory.
2. Following the convention, a final statement of remaining inventory, is given to the Convention Treasurer. This report should be provided no longer than one (1) week from the closing date of the convention.
3. The Merchandising Chair should submit a statement of the remaining inventory, a complete set of records showing all merchandise ordered expenditures and sales should be given to the Convention Treasurer to assure accountability for all merchandise and expenditures.

### **Important points:**

On occasion, there will be committee representatives from other NA conventions or similar activities (i.e. state, regional, and world) at a convention. Many times other committee's would like to sell items from a previous or upcoming NA event. This should be allowed, as long as it does not conflict with the specific time and place for these sales to take place. This is usually done on the last day of the convention. This not only simplifies the situation for the sponsoring committee, but also allows conventioners the opportunity to purchase items from these committees at one time and in one place. The sponsoring committee should give some type of advance notification of a committee's intent to be present to sell. This allows the committee ample time to plan for the provision of space and scheduling of the sale, so as not to interfere with the convention program. It is important that the committee be reasonably sure that such sales will benefit the Fellowship. Other NA licensed vendors may be contacted to enhance merchandising and funding of the convention.

## **Program Subcommittee**

### **I. Purpose:**

The purpose of this subcommittee is to provide speakers and workshop chairs that promote a clean NA message of recovery.

### **II. Program Responsibilities:**

Without a good program, the trouble and expense of putting on a convention isn't justified. The reports of the Program subcommittee should therefore be given appropriate attention.

1. The Program subcommittee plans all the workshops and meetings at the convention.

2. The members of the subcommittee select potential speakers, workshop chairs, and others to help with the convention program, to be brought to the full committee for final approval.
3. In conjunction with Fundraising, Merchandising, and Registration they schedule events that take place during the convention and prepare the written program to be distributed to the attending members.

### **III. Responsibilities Before the Convention:**

1. Have regular scheduled program meetings.
2. Get three (3) bids from audio recording companies for the upcoming Convention.

#### **Potential speakers and program participants:**

1. The basic qualification for participation on the program of a NA convention is membership in NA.
2. Speakers, who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend NA meetings to sustain their recovery and incorporate the Twelve Steps and Twelve Traditions, assure a NA message is given at a NA convention.
3. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to ensure their attendance.

#### **Main Speakers:**

1. The main speakers should have a minimum of five (5) years clean time.
2. A speaker at a convention shares his/her personal experience of recovery in NA.
3. Has a NA sponsor who has a sponsor.
4. Lives the program and the Twelve Steps of Narcotics Anonymous
5. The Program subcommittee will submit two choices of speakers for each of the main speakers meetings (in order of preference of the program subcommittee, to the Convention Committee. The final choice (chosen solely from the recommendation of the Convention Committee) rest with the Convention Committee as a whole.
6. Reimbursement of travel expenses vary with different conventions. Whenever funds are available, a speaker's travel expenses are paid, thereby assuring attendance and participation.
7. Sometimes a complimentary room is provided to the speaker as a way of deferring travel expenses.

#### **Workshops:**

1. Workshops are held to satisfy the needs of our membership for specific topics and services related to NA.
2. Workshops should be for the newcomers, service minded persons, and spiritual discussions.
3. These workshops allow attending members to ask questions and learn about various aspects of the program and recovery.
4. It is important to schedule similar workshops consecutively, rather than at the same time. This allows interested members to attend an entire series of related workshops, rather than having to choose between two or more workshops they would like to attend.
5. A workshop speaker should have a minimum of three (3) years clean time, and shares his/her personal experience of recovery in Narcotics Anonymous.

#### **Taping of speakers and workshops:**

1. Taping the speaker and workshops allows members who are unable to attend all functions, the opportunity of hearing them at home or sharing them with others.
2. Care should be taken to inform the speakers and/or workshop participants, that they are being taped.

#### **No-Shows:**

1. One of the main problems in scheduling is the event of no-shows (people who don't

2. Call when they can't attend). The recommended procedure for speakers, chairpersons, readers, or anyone else involved in the program, is to note somewhere on the program or the registration package, that a check-in table will be setup.
3. Include the specific location and times. This way, all program participants can sign in, thus assuring the Program Subcommittee that they are willing and able to fulfill their responsibilities.
4. In the event of a no-show, the Program subcommittee should have a pool of member available from which to select replacements.

## **Registration Subcommittee**

### **I. Purpose:**

The purpose of this subcommittee is to greet the convention attendees and to insure the smooth, prompt, orderly and hospitable service of the distribution of the registration packages. The organization and planning by this committee is very important.

### **II. Registration Responsibilities:**

The Registration subcommittee is one of the busiest committee of every convention. Although, it's most important work is completed in the weeks just prior to and during the convention, it's responsibilities begin with the advance planning of the drafting of the flyers and registration forms, which must be done well in advance (at least six months prior to the convention date) in order to allow sufficient time for review by the full committee. The mailing schedule for the flyers and pre-registration forms should also be established at this time.

1. The development of the flyers and registration form should be coordinated between Registration and Arts and Graphics Subcommittee.
2. After the flyer and registration form is completed, a copy is given to the Convention Information Subcommittee for distribution with Area, Region and World Service Office.
3. The Registration Chairperson, Convention Committee Chairperson, Convention Treasurer and the full committee should have a clear understanding of the handling of registration and monies.
4. The Convention Chairperson, Vice Chairperson and/or Registration Chairperson, is assigned the responsibility to get Convention Registration from the P.O. Box at least once a week, up to 45 days prior to the convention. After that point the P.O. Box should be checked twice a week.
5. The Registration Chairperson maintains registration form records and all monies received are transferred to the Convention Committee Treasurer prior to the full convention committee meetings.
6. Registrations received either by mail or by direct sale should be maintained in a log indicating information about the registrant and all monies received.
7. If free registrations are given out as part of promotional activities, a careful record must be kept of what is provided and to whom.
8. For registration sales made prior to the convention, numbered cash receipts should be used as a confirmation to the convention. The Convention Committee Chairperson, in conjunction with the Registration Chairperson and Convention Treasurer, should establish a good working system for handling cash registration received at the fundraising activities.
9. The subcommittee conducts its activities within the scope of the budget authorized by the full committee.
10. When funds are needed for expenses, they are obtained from the Convention Treasurer.
11. Cash received by the Registration Subcommittee should not be used for expenses, as it can result in confusion and possible misuse of funds.

### **III. Responsibilities Before the Convention:**

The record system should be simple and clearly understood by all members of the committee.

1. Records of all registrations, events, breakfast, lunches or banquet tickets sales should be updated at least once a week. In order to keep the full committee updated on the financial status. This record system can be used to verify the Committee Treasurers record and provide an indication of the solvency of the convention.
2. A duplicate registration record system should be maintained and supplied to the Convention Committee Chairperson, Convention Treasurer and Hotel and Hospitality Chairperson.
3. Registration log should be numbered and in alphabetical order on each registrant.
4. The registration log should contain all information of the registrant, events, breakfast, lunches and banquet purchased.
5. Registration subcommittee is responsible for preparing a complete package. The package may include the following.
  - ❖ **Convention Program**
  - ❖ **Marathon Meeting List**
  - ❖ **Name Tag or Badges**
  - ❖ **Tickets for Breakfast, Lunches, Banquet and Dances (should be numbered and logged)**
  - ❖ **Souvenir Items (NA Phone Books, Pads, Pens, Magnets, etc.)**

**IV. Responsibilities During Convention:**

1. At least two tables should be set up in the hotel lobby and manned by at least two NA subcommittee members during registration hours.
2. Subcommittee members manning the registration tables should have a list of all members registered.
3. A record of all registrations packages handed out should be recorded, including indigent packages.
4. New registrations during the convention should be handled by a Convention Committee Member.
5. The number of breakfast, lunches or banquet tickets available for sale will be made by the convention committee.
6. Monies on new registration should be counted by the Registration Chairperson, Treasurer and or Convention Chairperson every 2 hours.

## IX. Helpline

The Helpline Subcommittee uses WSC approved A Guide to Phoneline Service Handbook as its guidelines. Exceptions to those guidelines are below:

### **Trusted Servants:**

#### **Election/Vacancy:**

- A. Sub-committee trusted servants, with the exception of the Chair/Vice-Chair, are elected by a simple majority vote at the Sub-committee Meeting. (Members acquire the ability to vote after attending two consecutive Sub-committee meetings).
- B. In the case of a sudden vacancy, for any reason, the position will be filled by election vote at the following business meeting.
- C. Relapse: In a case a trusted servant should relapse, the office in question shall be automatically vacated.
- D. Attendance: Trusted servants must attend monthly sub-committee meetings. Two consecutive unexcused absences of a sub-committee meeting by a trusted servant will result in that trusted servant's position being automatically vacated.
- E. Absence: If a trusted servant is absent and unable to perform the duties associated with their position, it is their responsibility to find another trusted servant to perform said duties during their absence.
- F. To fill upcoming vacancies, elections will be held one month prior to the end of a year-long service commitment. This is to facilitate the incoming trusted servant's transition into that service position.

**Sub-committee Meetings:** Subcommittee meetings shall be held no less than once monthly at a time and place designated by the membership.

**Purpose:** To facilitate the operation of and maintain a functional Helpline for the Greater Orlando Area of Narcotics Anonymous.

**Members:** Voting members must be members of the Helpline Sub-committee who have attended at least two consecutive sub-committee meetings. Should a sub-committee member have attained the ability to vote, but misses a single sub-committee meeting, they shall retain the ability to vote at the following sub-committee meeting. Should a member miss two consecutive sub-committee meetings, their voting privileges are revoked. Voting privileges will be restored once the member has once again attended two consecutive sub-committee meetings.

**Amendments:** In the event the group does not have a specific guideline pertaining to an issue in question, the group will default back to the guidelines specified in the Guide to Local Service.

**Quorum:** A quorum shall be met by three active sub-committee members with the ability to vote.

### **Sub-committee Appointed Positions:**

#### Secretary

1. Requirements
  - a. Minimum of six months continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
2. Duties
  - a. To chair all subcommittee meetings & record the minutes of all Helpline Sub-committee meetings and activities. In the event of secretary's absence, duty falls on vice chair or chair respectively
  - b. Attend all Helpline Sub-committee meetings and functions
  - c. Notify all cell phone carriers & subcommittee members of the approaching subcommittee meeting approx. 5 days before meeting is to be held.
  - d. To send all subcommittee meeting minutes to the Helpline Chair prior to area service meeting.



- e. Update all phone numbers for 12 step volunteers, Community Reference numbers and ASC/Sub-committee members' phone numbers quarterly.

#### Cell phone Coordinator

1. Requirements
  - a. Minimum of one year continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. Prior Helpline experience including a minimum of two months experience carrying a helpline cell phone.
2. Duties
  - a. Collect, distribute and rotate Helpline cell phones
  - b. Recruit new cell phone carriers
  - c. Organize all cell phone carrier shifts by keeping and maintaining a rotation schedule for all shifts
  - d. Give training and orientation to cell phone carriers
  - e. Maintain contact with all cell phone carriers and distribute pertinent updates for cell phone carrier notebooks
  - f. Monitor backup cell phone regularly to effectively determine if there are any problems with the cell phone or the cell phone carriers.
  - g. Attend all Helpline Sub-committee meetings and functions

#### Cell phone Carriers

1. Requirements
  - a. Minimum of one year continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts & Do's & Don'ts of Helpline
  - c. Willingness and desire to serve
  - d. Attend a minimum of one subcommittee meeting before carrying a helpline cell phone
2. Duties
  - a. Answer each phone call when cell phone rings
  - b. Follow the do's & don't guidelines when talking to Helpline callers
  - c. Keep all pertinent materials readily available (i.e. cell phone carrier notebooks, meeting lists, etc.)
  - d. Update cell phone carrier books when applicable and keep flyers of upcoming NA events
  - e. Notify cell phone coordinator or another member of the Helpline Sub-committee immediately if a cell phone is not functioning properly or if unable to fulfill duties.

#### Back-up Cell Phone Carriers:

1. Requirements
  - a. Minimum of one year continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. Attend helpline subcommittee meetings whenever possible
2. Duties
  - a. Answer each phone call when cell phone rings
  - b. To listen & respond to all messages & voicemails when they arrive
  - c. To be responsible for informing the cell phone coordinator, vice chair or chair when a volunteer is neglecting their duties
  - d. Follow the do's & don't guidelines when talking to Helpline callers
  - e. Keep all pertinent materials readily available cell phone carrier notebooks, meeting lists, etc.
  - f. Update cell phone carrier books when applicable and keep flyers of upcoming NA events

#### Twelve Step Volunteers

1. Requirements
  - a. Minimum of one year continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve

- d. To have a working knowledge of the Do's & Don'ts of helpline
- 2. Duties
  - a. Receive the callers' information from the cell phone carrier and contact caller in a timely fashion. Handle the callers' needs to the best of their ability keeping in mind our primary purpose as well as the principals of the 12 Steps, 12 Traditions and 12 Concepts.

Liaison to the Spanish Community

- 1. Requirements
  - a. Minimum of one year continuous abstinence from all drugs
  - b. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. Prior Helpline experience including a minimum of two months experience carrying a helpline cell phone
- 2. Duties
  - a. Collect and distribute and rotate Helpline cell phone within the Spanish community
  - b. Recruit cell phone carriers within the Spanish community
  - c. Organize all cell phone carrier shifts by keeping and maintaining a rotation schedule for all shifts within the Spanish community
  - d. Give training and orientation to all cell phone carriers within the Spanish community
  - e. Maintain contact with all cell phone carriers within the Spanish community
  - f. Maintain contact with cell phone Coordinator to assist in distributing pertinent updates to cell phone carrier notebooks within the Spanish community
  - g. Attend all Helpline Sub-committee meetings and functions
  - h. Will maintain a Bilingual message and cell phone

## **X. Hospitals and Institutions**

The Hospitals and Institutions Subcommittee uses WSC approved "H&I Handbook" as its guidelines. Exceptions to those guidelines are below.

### **A. Definition of H&I Subcommittee**

1. The Greater Orlando H&I Subcommittee is a subcommittee of the Greater Orlando Area Service Committee (herein, GOASCNA) and is directly responsible to that committee. It is made up of members from Narcotics Anonymous Groups in the Greater Orlando Area.

### **B. Purpose of H&I Subcommittee**

1. The H&I Subcommittee exists to carry the N.A. message of recovery from addiction to residents of facilities who are unable to attend regular N.A. meetings.

### **C. Definition of H&I Facility**

1. H&I facilities are defined as places which house either incarcerated persons who may be addicts or have a goal of helping addicts to live clean, as responsible and productive members of society. This is accomplished through the operation of panels, which visit facilities on a regular basis. These panels are usually made up of (1) a panel leader and (2) one to three panel members. The H&I Subcommittee does not assume responsibility for any member in a facility when that meeting is conducted by anyone other than the H&I Subcommittee.

### **D. Purpose of H&I Meeting/Presentation**

1. The purpose of an H&I meeting/presentation is to carry the message to addicts in hospitals and institutions who do not have full access to regular N.A. meetings. H&I meetings/presentations, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the N.A. program.

### **E. Literature for Hospitals and Institutions**

1. Only Narcotics Anonymous approved literature, tapes approved for sale by WSO, Reaching Out, and the N.A. Way magazines may be taken into a facility by members of the H&I Subcommittee. Literature or any of these other items will be distributed by the Literature Distributor, as set forth under the qualifications and responsibilities.
2. Only Conference-approved literature should be used in meetings/presentations; however meeting schedules may be taken into some facilities.

### **F. Business Meetings**

1. Business meetings shall be held not less than once monthly at a time and place designated by the membership.
2. No business meeting shall last for more than 1 ½ hours except by vote of the members present to extend this time limit.

### **G. Orientation**

1. Presentation of the Do's & Don'ts after attending one's first H&I Subcommittee meeting.

### **H. Voting Membership**

1. Subcommittee Vice Chairperson
2. Literature Distributor
3. Secretary
4. Panel Coordinator
5. Panel Leaders
6. GOASCNA Chairperson
7. GOASCNA Vice Chairperson
8. Any other member of Narcotics Anonymous at their second consecutive H&I Subcommittee meeting has voting member status until absent from two consecutive H&I Subcommittee meetings.

**I. Elections**

1. The H&I Subcommittee nominations for Chairperson and Vice Chairperson are brought to the GOASCNA.
2. All other administration positions are elected in June.
3. Elections are to remain coordinated with GOASCNA elections.

**J. Administrative Committee**

1. It is the responsibility of this committee to oversee the operation of the H&I Subcommittee. This committee, as a whole, serves within the spirit of Tradition Two.
2. This committee shall meet as necessary. The time and place shall be at the discretion of the Chairperson. However, any member of the H&I Subcommittee may request that the Chairperson call a special meeting of the committee.
3. Another responsibility is to be involved with area activities to promote H&I.
4. The Administrative Committee consists of:
  - a) Chairperson
  - b) Vice Chairperson
  - c) Secretary
  - d) Literature Distributor
  - e) Panel Coordinator

**K. Appointed Positions**

1. No single individual can hold more than one administrative position at one time. As necessary, individuals may be appointed, by the Chairperson in agreement with the Vice Chairperson, to positions that fulfill a particular need.

**L. Qualifications and Responsibilities of Administrative Committee**

1. Chairperson (Elected by GOASCNA)

The duties and qualifications of the H&I Subcommittee Chairperson shall be the same as those outlined in the section "Subcommittee Chairperson Guidelines" in the GOASCNA Procedural Guidelines with the following additions:

- a) Active participation in the H&I Subcommittee, GOASCNA, RSC H&I Subcommittee.
- b) Responsibility for establishing an agenda for the H&I Subcommittee meetings.
- c) Presiding over H&I Subcommittee meetings
- d) If the H&I Subcommittee Chairperson misses two consecutive H&I Subcommittee meetings, a recommendation for removal from office may be presented from the H&I Subcommittee at the next GOASCNA meeting.
- e) Will submit a written report for excused absences from Panel Leaders (for archival purposes).
- f) Must not have any previous convictions of sexual offences on minors.

2. Vice Chairperson (Elected by GOASCNA)

The duties and qualifications of the H&I Subcommittee Vice Chairperson shall be the same as those outlined in the section "Subcommittee Vice Chairperson Guidelines" in the GOASCNA Procedural Guidelines with the following additions:

- a) Active participation in the H&I Subcommittee, GOASCNA, RSC H&I Subcommittee.
- b) Assist the Chairperson in presiding over the H&I Subcommittee meeting.
- c) If the Subcommittee Vice Chairperson misses two consecutive H&I Subcommittee meetings, a recommendation for removal from office may be presented from the H&I Subcommittee at the next GOASCNA meeting.
- d) Will conduct Orientation for new H&I members.
- e) Must attend all H&I Subcommittee meetings. Absences may be excused by Chair.
- f) In the absence of a Panel Coordinator, it is the responsibility of the Vice Chairperson to see that the meetings/presentations are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facility. The person acts as a liaison between the facility and the H&I Subcommittee. This is to include active facilities as well as the contact facilities.
- g) Must not have any previous convictions of sexual offences on minors.
- h) Must attend 2 consecutive sub-committee meetings prior to being elected.

3. Secretary

- a) A 12 month commitment.
- b) A minimum of one year of continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- d) Elected by the H&I Subcommittee.
- e) Minimal clerical skills.
- f) Keep an accurate set of typed minutes of H&I Subcommittee meetings, workshops, and orientations. They should be ready for distribution at the H&I Subcommittee meeting.
- g) Keep an updated voting member list.
- h) Keep an updated Chase list for use by panel leaders.
- i) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair.
- j) Keep a file of all correspondence and H&I Subcommittee reports.
- k) Must attend 2 consecutive sub-committee meetings prior to being elected.

4. Literature Distributor

- a) A 12 month commitment.
- b) A minimum of one year of continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- d) Elected by the H&I Subcommittee.
- e) Minimal accounting skills.
- f) Keep an accurate log of incoming and outgoing literature.
- g) Make a report at each H&I Subcommittee meeting.
- h) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair.
- i) Will submit a yearly budget (in May) to H&I Chairperson.
- j) Must attend 2 consecutive sub-committee meetings prior to being elected.

5. Panel Coordinator

- a) A minimum one year commitment.
- b) A minimum of one year continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions and 12 Concepts.
- d) Elected by the H&I Subcommittee.
- e) Good communication skills.
- f) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair.
- g) Have a willingness to attend prospective facility presentations.
- h) Maintain a record of all current meetings inclusive of address, phone number, contact person, rules, regulations, clearance forms, etc. of the facility wherever possible.
- i) It is the responsibility of the Panel Coordinator to see that the meetings/presentations are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facility. The person acts as a liaison between the facility and the H&I Subcommittee. This is to include active facilities as well as the contact facilities.
- j) Must not have any previous convictions of sexual offences on minors.
- k) In the event of a Panel Leader's absence to the commitment/presentation, the Coordinator would schedule a current/previous Panel Leader with the requirements that meet the commitment and maintain an updated list with availability.
- l) In the event of a potential month or two lag in the continuity of a commitment, the Panel Coordinator may appoint an interim panel leader to continue a meeting presentation on a month-to-month basis.
- m) Must attend 2 consecutive sub-committee meetings prior to being elected.

**M. Qualifications and Responsibilities of the Panel**

1. Panel Leader

- a) A minimum six month commitment, not to exceed 1 year without re-election.
- b) A minimum of one year of continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.

- d) Two months of activity in H&I work, consisting of at least two consecutive H&I Subcommittee meetings and observe at least four meeting/presentations.
- e) Elected by the H&I Subcommittee.
- f) Make a report at each H&I Subcommittee meeting.
- g) Select Presentation Chairperson, Panel Members, and Speakers.
- h) Keep track of literature made available in the facility by the H&I Subcommittee.
- i) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position.
- j) Absences from the H&I Subcommittee meeting may be excused by the Chairperson. Excused absences include H&I commitment, work or school. A written or verbal report will be submitted to the Chair.
- k) Must always keep in mind that he may be seen as a representative of Narcotics Anonymous and should conduct himself responsibly. Any Panel Leader conducting themselves in an inappropriate manner, which could negatively affect NA either at their commitment, or at the H & I subcommittee, may be removed by the Admin members, from their commitment until the subcommittee re-elects the panel leader to the commitment.
- l) May forfeit position if 3 meeting/presentations are missed in 3 months.
- m) Must not have any previous convictions of sexual offences on minors.
- n) Must attend 2 consecutive sub-committee meetings prior to being elected.
- o) Must attend an orientation prior to election.

**2. Panel Members**

- a) A minimum of six months of continuous abstinence from all drugs.
- b) A one meeting/presentation commitment.
- c) Take an active role in a meeting in whatever acceptable capacity requested by the Panel Leader.
- d) Adhere to the rules of the facility in which, in fact, they are a guest.
- e) Must always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
- f) Must not have any previous convictions of sexual offences on minors.

## XI. Public Relations

The Public Relations Subcommittee uses WSC approved Public Relations Handbook as its guidelines. Exceptions to those guidelines are below:

### **Trusted Servants:**

#### **Election/Vacancy:**

- A. Sub-committee trusted servants, with the exception of the Chair/Vice-Chair, are elected by a simple majority vote at the Sub-committee Meeting. (Members acquire the ability to vote after attending two consecutive Sub-committee meetings).
- B. In the case of a sudden vacancy, for any reason, the position will be filled by election vote at the following business meeting.
- C. Relapse: In a case a trusted servant should relapse, the office in question shall be automatically vacated.
- D. Attendance: Trusted servants must attend monthly sub-committee meetings. Two consecutive unexcused absences of a sub-committee meeting by a trusted servant will result in that trusted servant's position being automatically vacated.
- E. Absence: If a trusted servant is absent and unable to perform the duties associated with their position, it is their responsibility to find another trusted servant to perform said duties during their absence.
- F. To fill upcoming vacancies, elections will be held one month prior to the end of a year-long service commitment. This is to facilitate the incoming trusted servant's transition into that service position.

**Sub-committee Meetings:** Subcommittee meetings shall be held no less than once monthly at a time and place designated by the membership.

**Purpose:** To strengthen our relations with the public and enable us to share the message of recovery so that those who might benefit from our program can find us and to increase the awareness and credibility of the NA program for the Greater Orlando Area of Narcotics Anonymous.

**Members:** Voting members must be members of the Public Relations Sub-committee who have attended at least two consecutive sub-committee meetings. Should a sub-committee member have attained the ability to vote, but misses a single sub-committee meeting, they shall retain the ability to vote at the following sub-committee meeting. Should a member miss two consecutive sub-committee meetings, their voting privileges are revoked. Voting privileges will be restored once the member has once again attended two consecutive sub-committee meetings.

**Amendments:** In the event the group does not have a specific guideline pertaining to an issue in question, the group will default back to the guidelines specified in the Guide to Local Service. Amendments being voted on to alter applicable group guidelines must pass by a 2/3 majority vote.

**Quorum:** A quorum shall be met by three active sub-committee members with the ability to vote.

### **GOASCNA Elected Positions:**

Subcommittee Chairperson (Elected by ASC)

#### **1. Requirements**

- a. Minimum of two years continuous abstinence from all drugs
- b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
- c. Willingness and desire to serve
- d. Working knowledge of the purpose, direction, intent, and function of the subcommittee
- d. Has six months' prior experience with that respective subcommittee

#### **2. Duties and Responsibilities**

- a. Directly responsible to the Area Vice Chair
- b. Submits a written report to the ASC on the progress of the subcommittee
- c. Submit subcommittee plans that need approval of the ASC(those requiring the use of NA funds) to allow enough time to go through proper channels
- d. Hold workshops to promote awareness of the subcommittee within the fellowship

- e. Prepare and submit a projected subcommittee budget at the March ASC to commence on the new fiscal year beginning in June
- f. Attend pertinent subcommittee meetings held within the Florida Region

Subcommittee Vice-Chairperson (Elected by ASC)

1. Requirements
  - a. Minimum of two years continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. Working knowledge of the purpose, direction, intent, and function of the subcommittee
  - e. Has six months' prior experience with that respective subcommittee
2. **Duties and Responsibilities**
  - a. Directly responsible to the Subcommittee Chairperson
  - b. Assists the Subcommittee Chairperson with all duties
  - c. Coordinates activities within the subcommittees
  - d. Attend pertinent subcommittee meetings held within the Florida Region

**Sub-committee Appointed Positions:**

Secretary

1. Requirements
  - a. Minimum of six months continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
2. Duties
  - a. Record the minutes of all Public Relations Sub-committee meetings and distributes them to the subcommittee and the Subcommittee Chairperson. In the event of Secretary's absence, duty falls on Vice Chair or Chair respectively
  - b. Attend all Public Relations Sub-committee meetings and functions
  - c. Notify all subcommittee members of the approaching subcommittee meeting approximately 5 days before meeting is to be held.
  - d. To send all subcommittee meeting minutes to the Public Relations Chair prior to area service meeting.

Project Coordinators

1. Requirements
  - a. Minimum of one year continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
2. Duties
  - a. Develops a written action plan for subcommittee approval
  - b. Obtains prior subcommittee approval for any and all projects, including any and all verbal or written contracts
  - c. Coordinates individuals required to do the project work(i.e. Envelope stuffers, etc)
  - d. Schedules and chairs Project meetings as needed
  - e. Serves as the single point of accountability for any related contacts, responding to all inquiries in a timely manner
  - f. Submits a written and verbal report at each subcommittee meeting
  - g. Keeps accurate records so that information can be passed on to the next Project Coordinator

Presenters

1. Requirements
  - a. Minimum of two years continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. Active member of GOASCNA Public Relations Subcommittee
  - e. Understand personal anonymity (12<sup>th</sup> Tradition)
2. Duties



- a. Shall carry a clear, focused, NA message, with a thorough understanding of powerlessness over addiction and the importance of not separating or giving special emphasis to certain drugs. Have no opinion on any outside issue or organization, including other 12-step fellowships.
- b. Shall dress appropriately (Business Casual)
- c. Shall always be accompanied by at least one other qualified member. No member shall ever conduct a presentation alone

## **XII. Webpage**

The Webpage Subcommittee uses WSC approved A Guide to Local Services in NA as its guidelines. Exceptions to those guidelines are below.

### **A. Purpose**

The primary purpose of the Greater Orlando Area Webpage Subcommittee is to coordinate, plan, and implement internet information for GOASCNA, via [www.orlandona.org](http://www.orlandona.org), and to further NA's primary purpose. It is directly responsible to the Greater Orlando Area of Narcotics Anonymous.

### **B. Functions and Responsibilities**

The responsibilities of this subcommittee are prioritized as follows:

1. Meetings
  - a. Webpage is to upload the current GOASCNA meeting list to orlandona.org in PDF format
  - b. Webpage is to update the orlandona.org online meetings
  - c. To act as NAWS A/R database, for groups, and GOASCNA, to maintain accurate information in NAWS database.
2. Implement ASC directives in a timely manner.

Webpage is to check all accounts for GOASCNA webpage's, reply and/or forward emails/information as needed (To appropriate Sub-committee, Admin Committee, GSR's) regularly, at least once a week
3. Events
  - a. Webpage is to provide an accurate calendar of events on orlandona.org
  - b. Webpage manages flyers submitted via the website, as follows:
    1. Webpage reviews all flyers submitted for posting to the website
    2. Webpage posts those flyers that meet the criteria per the GOASCNA guidelines, I. General Committee Guidelines, K. flyers
    3. Webpage communicates to the requester if flyer does not meet guideline requirements and cannot be posted
4. Webpage is to upload the current GOASCNA meeting minutes to orlandona.org in PDF format
5. Guidelines
  - a. Webpage is to upload the current GOASCNA procedural guidelines to orlandona.org in PDF format
  - b. Webpage is to upload the current "Changes Log" of the GOASCNA procedural guidelines to orlandona.org in PDF format
6. Webpage is to manage the GOASCNA online mailing list. The mailing list is a listing of all emails from the GOASCNA contact list. (Please refer to the "Frequently Asked Questions" on the website, for more information.)
7. Webpage is to manage the GOASCNA newsletter mailing list. This mailing list is a subscription list of anyone wishing to receive announcements from orlandona.org. (Please refer to the "Frequently Asked Questions" on the website, for more information.)

### **C. Meetings and Membership**

1. All meetings are to be held at regularly scheduled times and places. Each meeting is to be well publicized thus encouraging all members to attend.
2. The subcommittee consists of the following:
  - a. Chairperson (Elected by GOASCNA).
  - b. Vice-Chairperson (Elected by GOASCNA)
  - c. Secretary (Elected by Webpage subcommittee).
  - d. NAWS Area Representative (AR) (Elected by Webpage subcommittee)
  - e. General Members.

**D. Qualifications for Membership**

1. Be a member of Narcotics Anonymous.
2. Have the personal time and abilities to perform the duties.
3. Have a willingness and desire to serve in the position.
4. Clean time and service experience.
  - a. Chairperson
    - (1) See GOASCNA procedural guidelines subcommittee chairperson guidelines.
    - (2) Internet Access
    - (3) Ownership of a computer with minimum requirements, of Pentium III, 256 megs of ram, ability to install software as needed on computer.
    - (4) Access to printer, and image scanner
  - b. Vice-Chairperson
    - (1) See GOASCNA procedural guidelines subcommittee vice-chairperson guidelines.
    - (2) Internet Access
    - (3) Ownership of a computer with minimum requirements, of Pentium III, 256 megs of ram, ability to install software as needed on computer.
  - c. Secretary
    - (1) Minimum 6 months continuous abstinence from all drugs
    - (2) Internet Access
    - (3) Access to printer, and image scanner
  - d. General Members
    - (1) Any recovering addict with the desire to make the commitment to work with the subcommittee

**E. Responsibilities of Positions**

1. Chairperson
  - a. Arrange times and agenda for all subcommittee meetings
  - b. Facilitate subcommittee meetings
  - c. Responsible for and present at all functions of the subcommittee (i.e. Learning Day)
  - d. Represent the subcommittee at monthly Area Service Committee meetings
  - e. Participate in as many RSC weekends as possible
  - f. Responsible for the handling and accounting of any funds associated with this subcommittee
  - g. Provide a budget to GOASCNA by March ASC each year  
Budget will consist of:
    - 1) Domain name registration
    - 2) Website host
    - 3) Learning Day
    - 4) Rent for meeting space
    - 5) Administrative expenses
  - h. Mentor the Vice Chairperson to assume the Chairperson's responsibilities
2. Vice Chairperson
  - a. Assist the Chairperson as necessary.
  - b. Perform the duties of the Chairperson in the Chairperson's absence.
3. NAWS Area Representative (AR)
  - a. Maintain NAWS database for GOASCNA.
4. Secretary
  - a. Record the minutes and attendance at each subcommittee meeting
  - b. Maintain a contact list of subcommittee members
5. General Members
  - a. Provide input and assistance to the subcommittee

**F. Agenda for Meeting**

1. Open with the Serenity Prayer
2. Read the Twelve Traditions of Narcotics Anonymous
3. Read the Twelve Concepts of Narcotics Anonymous
4. Read the minutes of the previous meeting
5. Old Business
6. Elections
7. New Business
8. Closing Prayer

**G. Voting Members**

1. A recovering addict who has attended two consecutive subcommittee meetings
2. Voting privileges will be forfeited if a member does not attend two consecutive subcommittee meetings
3. Voting privileges can be re-established by attending two consecutive subcommittee meetings

**H. Motions**

1. Motions may be brought to the floor as a part of new business

**I. Voting Procedures**

1. A simple majority of the voting members is required to pass a motion

### XIII. Acronyms

A. ASC	Area Service Committee
B. CBDM	Consensus Based Decision Making
C. FRSC	Florida Regional Service Committee
D. FRCNA	Florida Regional Convention of Narcotics Anonymous
E. GSR	Group Service Representative
F. GTLS	Guide to Local Services
G. H&I	Hospitals and Institutions
H. IP	Information Pamphlet
I. PR	Public Relations
J. RCM	Regional Committee Member (replaces Area Service Rep)
K. RSO (FRSO)	(Florida) Regional Service Office
L. RD	Regional Delegate (replaces Regional Service Rep)
M. AD	Alternate Delegate (replaces Regional Service Rep Alternate)
N. WSC	World Service Committee
O. WSO	World Service Office, Inc.

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**Greater Orlando Area of NA  
Fiscal Year 2012 Operating Budget**

Summary		
Description		2012 Approved
Administration		\$9,106
Activities		\$500
Helpline		\$4,094
Hospitals & Institutions		\$3,700
Public Relations		\$2,940
Web Page		\$515
		Total Operating
		\$20,855
Prudent Reserve	\$3,255.58	

Administration		
Description		2012 Approved
Rent - meeting room		\$2,940
Rent - admin mtg		\$25
P.O. Box		\$180
Public Storage		\$576
ASC Financial Inventory		\$100
Bank Charges		\$25
Copies:		
Minutes incl Postage		\$960
Meeting Lists		\$900
RCM Copies		\$25
Policy Packets		\$100
Lit Distributor Supplies		\$25
Treasurer Supplies		\$25
Postage		\$25
Misc Admin Expenses		\$100
** CAR Workshop/ Symposium		\$200
Hearing Impaired (ASL)		\$100
	Subtotal	\$6,306
Regional's - RSC Rooms		\$2,500
GSR Assembly Rooms		\$0
***FRC Committee Member (6 times/yr @ \$50)		\$300
	<b>Total</b>	<b>\$9,106</b>

\*\* CAR Workshop (even yrs.) Symposium (odd yrs.) 2 room nights

\*\*\* FRC committee member travel expense; Tampa FRCNA 31

Activities Subcommittee		
Description		2012 Approved
Coffee for ASC		\$50
Learning Day		\$0
Copies		\$150
Rent		\$300
	<b>Total</b>	<b>\$500</b>

Hospitals & Institutions Subcommittee		
Description		2012 Approved
Literature		\$3,300
Learning Day		\$50
Admin Expenses		\$50
Rent		\$300
	<b>Total</b>	<b>\$3,700</b>

**Greater Orlando Area of NA  
Fiscal Year 2012 Operating Budget**

Helpline Subcommittee	
Description	2012 Approved
One Box Routing	\$1,800
Metro PCS	\$1,500
Cell Phone Replacement (6)	\$204
Charger/Accessories	\$60
Update Guides	\$120
Learning Day	\$50
Admin Expenses	\$60
Rent	\$300
<b>Total</b>	<b>\$4,094</b>

Public Relations Subcommittee	
Description	2012 Approved
DEX	\$660
AT&T Yellow Pages	\$1,080
Ip's for Schools	\$500
Ip's for Hospitals	\$200
Ip's for Presentations	\$100
Learning Day	\$50
Admin Expenses	\$50
Rent	\$300
<b>Total</b>	<b>\$2,940</b>

Web Page Subcommittee	
Description	2012 Approved
Domain Name*	\$0
Hosting Service	\$120
Software**	\$0
Learning Day	\$50
Admin Expenses	\$45
Rent	\$300
<b>Total</b>	<b>\$515</b>

\* Domain name "orlandona.org" paid every 5 years, due in Feb 2014

\*\* Acrobat Pro software (1 license) to maintain integrity & compatability with documentation utilized by the ASC

## **Celebration of Unity Executive Committee Policy**

### **Chairperson:**

1. Secures meeting location
2. Organizes Subcommittees, delegates major tasks to specific Subcommittees
3. Stays informed of each Subcommittees' activities and provides help when needed.
4. Helps to resolve conflicts
5. Should have some experience in service with large events, the Subcommittees' functions and guidelines and have some understanding of budgets and contracts.
6. Monitors the fund flow, and overall Convention costs and helps organize the subcommittee budgets.
7. Signer on the Convention bank account. Co-signer on all check request forms.
8. Prepares a budget for the Executive Committee functions.
9. Prevents important questions from being decided prematurely, in order to foster understanding by the entire Convention Committee, prior to action.
10. Allows subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
11. Prepares the agenda for the Convention Committee Meeting and Administrative Meeting.
12. Votes only to break a tie
13. Chairs the Convention Committee Meetings, as well as Chair for the Sat night Main Speaker Meeting at the Convention.
14. Attends GOASCNA meetings and gives updated reports.
15. Co-signer on Convention Hotel Contract

### **Vice Chairperson:**

1. Acts as Chairperson in the absence of the Chairperson, if the Chairperson is unavailable
2. Personable and familiar with all Committee members in order to serve as liaison between the Subcommittees and the Executive Committee.
3. Works closely with the Chairperson to help delegate responsibilities to subcommittee Chairpersons.
4. Co-signer on the Convention bank account.
5. Chairs the Sun morning Main Speaker Meeting at the Convention.

### **Secretary:**

1. Have service experience and good typing skills
2. Keeps minutes of all Executive Committee meetings, Convention Committee meetings and subcommittee reports.
3. Ensure that accurate minutes are distributed to the committee members.



4. Maintains a list of names, addresses, phone numbers and email addresses of all committee members for committee use.
5. Minutes are mailed out ten days after Convention Committee Meetings. An agenda for the next meeting can be attached to the minutes if it will help the Convention Committee to function.
6. Keeps extra set of minutes, updated after each Convention Committee for members who request a complete set.
7. Minutes are to be provided to Executive Committee Members & Committee Chairs first.

**Alternate Secretary:**

1. Assists Secretary in all duties and fills in when the Secretary is absent
2. The duties of the Secretary also apply to the Alt Secretary

**Treasurer:**

1. Demonstrates stability in the local community, accounting skills, service experience with conventions or other large scale Fellowship activities. Is accessible to other committee members, especially the Registration Subcommittee.
2. Works with the Chairperson and Vice Chairperson to prepare a budget for the Convention, which is used for planning fund-raising activities. It is also based on the Subcommittees' recommendations as to the monies they will need to carry out their tasks. The budget may be amended if necessary within 3 months of the Convention date.
3. Opens a bank account for the Convention Committee. The signatures required for the Convention bank account are any two of four signatures; the Chairperson, Vice Chairperson, Treasurer and Alt Treasurer. Each check will require 2 signatures.
4. Keeps accurate records of all financial transactions with regards to individual budgets and a general ledger.
5. Writes all checks and is responsible for collecting receipts from Subcommittees for monies paid out.
6. Receipts are required for all transactions that involve Convention funds.
7. Responsible for all monies including revenues from registration and banquet tickets; pays all bills; and advises the Chairperson on cash supply, income flow and rate of expenditures.
8. Treasurer will give a receipt for all cash monies received.
9. Reviews subcommittee reports for departure from the financial plan not mentioned in the original budget, so that an accurate budget can be maintained. This information is included in the Treasurer's report.
10. A complete Treasurer's Report shall be provided, within two months, after the Convention to GOASCNA. The Convention Committee will have the report audited as a further safeguard of Convention funds.

**11.** A periodic review of all financial records will be made by the corresponding service arm. The records should be reviewed at the time of the actual funds distribution in accordance with the Treasurer's financial statement requirements.

**12.** After any fund-raising event, all funds will be turned over to the Convention Treasurer once all funds have been verified by both the Fund-raising Subcommittee Chairperson and Treasurer. In the event that the Treasurer is not present, all funds will be turned over to the Convention Chair or Vice-Chair.

**13.** All funds should be counted by at least 2 members before being recorded.

**14.** The GOASCNA Treasurer may conduct a periodic review of all Convention Committee financial records. The records may be reviewed at random and without prior notification to the COU Treasurer.

**Alternate Treasurer:**

**1.** Assists Treasurer in all duties and acts in the capacity of the Treasurer when the Treasurer is absent.

**2.** The duties of the Treasurer also apply to the Alternate Treasurer.

An Executive Committee Member will be automatically removed from their position for noncompliance, which includes:

A. Relapse

B. Non-fulfillment of duties –i.e., 3 unexcused absences.

C. Misappropriation of (NA) Convention funds.

**EXECUTIVE COMMITTEE MEMBERS WILL HAVE:**

**1.** Understanding of the 12 Steps, 12 Traditions and 12 Concepts of NA through application.

**2.** Five years clean time

**3.** Willingness, time and resources to serve

**4.** Ability to exercise patience and tolerance.

## Celebration of Unity Convention Committee Policy

### **Arts and Graphics:**

The purpose of this Subcommittee is to work closely with all other Subcommittees to provide promotional material needed for events before and during the Convention.

1. Coordinates with Fund-raising Chair in a timely manner to provide flyers and tickets for upcoming events.
2. Works closely with Merchandise Chair to design coffee cups, T-shirts and other merchandise.
3. Be in charge of introducing a new Convention theme and logo each Convention.
4. Presents a variety of designs to be approved by the Convention Committee to allow for a choice of selection.
5. Be responsible for designing & production of banners, programs, flyers, tickets, Convention posters and all Convention merchandise using the new Convention logo.
6. Be responsible for printing of all necessary Trusted Servant, Subcommittee and special worker badges.

### **Fund-raising/Entertainment:**

The purpose of this Subcommittee is to help raise funds necessary to finance the convention. In Narcotics Anonymous, whenever we do need to raise funds, we do so from our own membership, to follow our 7<sup>th</sup> Tradition. In conjunction with fund-raising, this committee also provides entertainment at the convention.

1. Must make sure that all events are done within the Twelve Traditions of NA
2. All events must be approved by the Convention Committee before being carried out. Events need to be planned far enough in advance to provide the fellowship with adequate information.
3. A list of all expenses must be presented for approval before each event. After the Convention Committee has approved the event, and the expenses, the Treasurer will issue the Fund-raising Chairperson with a check for the amount approved. Expenses will include: rent, refreshments, decorations, change, DJ, etc.
4. The Chairperson should stay in touch with the Area Activity Chairperson so as not to overlap activities.
5. Be responsible to deliver all money raised from the event to the Convention Treasurer within 72 hours after the event.
6. The Chair should attend all fund-raising events for support and for the collection of funds during the event.
7. In charge of planning and carrying out all entertainment events at the Convention.
8. All entertainment events should be planned, also taking into account the Programming and Hospitality committees, at the Convention.

## **Hotel and Hospitality:**

The purpose of this Subcommittee is to secure a host hotel for the convention and to coordinate all hotel related functions of the Convention Committee. Coordinates with all other Subcommittees concerning the locations of meetings and other activities within the Convention hotel. This committee is also responsible for providing a warm welcome to all, while promoting a spirit of unity and celebration of recovery for the fellowship. This includes providing adequate meeting space to carry our message of recovery.

1. Using all information available, is responsible to project an estimated attendance figure for use by all other Subcommittees.
2. Submit three (3) possible Convention sites with dates to the Convention Committee.
3. Responsible for obtaining authorized signatures for any expenditures i.e., hotel services, coffee, rooms, etc. before and during the Convention.
4. Responsible for arranging and maintaining hospitality areas, to include beverages, snacks and fruits.
5. Secures door greeters, Serenity keepers, and any other hospitality-related service resources to provide hospitality during the Convention.
6. Works to continually ensure that all Convention needs are provided for by the Host facility.
7. Works with all Convention Subcommittees to ensure adequate meeting space is available during the convention.
8. Acts as the first point of contact for public relations issues during the convention.

## **Registration:**

The purpose of this Subcommittee is to register people for the convention. They will also ensure the smooth, prompt, orderly and hospitable service for the distribution of the registration packages. The organization and planning of this committee is very important.

1. Secure a post office box for attendees to mail in their completed Pre-registration and Registration forms.
2. Creates and distributes flyers and registration forms but development of the form will be coordinated between Registration and Arts and Graphics.
3. Registration Chairperson maintains registration form records and all monies received are transferred to the Convention Committee Treasurer.
4. Registrations received either by mail or direct sale should be maintained in a log indicating information about the registrant and all monies received.
5. Assigns the contents to be included in the registration packet. Works closely with the Merchandise Subcommittee to ensure the assigned contents of the registration packets are included in the merchandise order.

6. Keep a record of all registrations, events, breakfast, lunch and banquet and activities ticket sales and comps.
7. Required to keep duplicate records of any and all items pertaining to registration.
8. The Subcommittee is responsible for preparing a complete registration package for the Convention.

### **Marathon:**

The purpose of this Subcommittee is to offer any convention registrant an open meeting in which he/she may participate throughout the convention.

1. Holds a continuous meeting from the opening of the convention until the closing of the convention.
2. Secures people to chair the Marathon meetings.

### **Merchandise:**

The purpose of this Subcommittee is to provide recovery related merchandise for sale.

1. Works closely with Arts and Graphics committee for the design of merchandise
2. Develops proposals for the type of merchandise to be sold at the convention.
3. Makes sure that all merchandise is sold by the Merchandise Subcommittee.
4. Be responsible for the "Merchandise Store" at the convention
5. Works closely with Registration and Programming Subcommittees for the purchase of merchandise for registration and programming gifts and literature.
6. Merchandise Chair should keep accurate records of sales and inventory throughout the sales period.
7. Responsible for the storage of all Convention merchandise items. Provide a secure place for storage and the delivery of all receipts
8. Responsible for submitting a statement of any remaining inventory and a complete set of records showing all merchandise ordered.

### **Programming:**

The purpose of this Subcommittee is to plan all speakers and workshops, to also include chairs for the workshops and that the speakers promote a clean NA message of recovery. They must keep in mind the need for balance of workshops for newcomers, service minded persons and spiritual discussions.

1. Rent a P.O. Box in order to receive tapes
2. Responsible for selecting Chairpersons & Speakers for all meetings
3. In charge of all speaker meetings & workshops
4. Responsible for developing topics for the meetings & workshops. To also include creating a program.
5. Responsible for soliciting interpreters for the convention

6. Responsible for soliciting tapers for the convention
7. Responsible for making sure that all meetings start and end on time

**ALL OF THE SUBCOMMITTEES CHAIRS MUST DO THE FOLLOWING:**

- A. Submit an annual budget.
- B. Required clean time is 2 years.
- C. Attend Convention Committee meetings.
- D. Hold a monthly Subcommittee meeting. The meeting should encourage participation from the fellowship.
- E. Submit report at Convention Committee meeting.
- F. Cooperate with appropriate committees within the Convention Committee.
- G. Provide receipts for any and all reimbursed Convention expenses (NO RECEIPT - NO MONEY).
- H. Must follow all transactional and financial procedures set by Treasurer and Executive Committee.
- H. Receipts are required for all transactions that involve convention funds.
- I. Willingness, time and resources to serve.
- J. Understanding of the 12 Steps, 12 Traditions and 12 Concepts of N.A through application.
- K. Check requests are to be submitted at least one month prior to when funds are needed.

**All subcommittee Chairs and Vice Chair will be automatically removed from their position for non-compliance, which includes;**

- A. Relapse
- B. Non fulfillment of duties – i.e., 3 unexcused absences.
- C. Misappropriation of (NA) Convention funds