

Siouxland Area Narcotics Anonymous

Area Service Committee Guidelines

October 2022

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1. ACS Purpose and Scope

The service area includes the following counties: Woodbury, Monona, Plymouth, Ida, Sac, Cherokee, Sioux, Lyon and Osceola. Area membership is open to any group that wishes to join the Siouxland Area of Narcotics Anonymous. In addition, a group must meet the requirements of the definition of an NA group as defined in "A Guide to Local Services in Narcotics Anonymous". The group must have met at least one time since the last ASC meeting and be able to represent a group conscience. A member group of the ASC is defined as follows: any group willing to be represented by a GSR at all regularly scheduled meetings.

All ASC groups and sub-committees, current or new, will meet monthly or as needed, to conduct Area business and must comply with the 12 Steps, 12 Traditions, and 12 Concepts of NA.

The purpose of this committee is to administer and coordinate the activities common to the welfare of the NA groups and Sub-committees within the boundaries of the Siouxland Area, to support the needs of these groups and to foster unity. Also, the ASC serves as a link between the groups and the Iowa Region of NA. For the purpose of these guidelines, the term Narcotics Anonymous Groups shall be defined as stated in the currently approved "A guide to Local Service in Narcotics Anonymous". The purpose of the ASC is to support the area, its groups and their primary purpose by associating a group with other groups locally, thereby helping a group deal with its day-to-day situations and needs. The ACS supports the group conscience of the NA fellowship and will abide by the stated policies of the Iowa Region of Narcotics Anonymous, The World Service Conference and its service committees.

Everything that occurs in NA service must be motivated by a desire to successfully carry the message of recovery to the addict who still suffers. It is for this reason that we began this work. We must always remember that as individual members, groups, and service committees we are not, and never should be, in competition with each other. Painfully, we have learned that internal strife cripples our fellowship and prevents us from providing the service necessary for growth.

2. Abbreviations

- a. ASC = Area Service Committee
- b. ASCB = ASC Board
- c. IRSC = Iowa Regional Service Committee
- d. GSR = Group Service Representative
- e. GSRA = Group Service Representative Alternate
- f. RD = Regional Delegate
- g. AD = Alternate Delegate
- h. RCM = Regional Committee Member
- i. RCMA = Regional Committee Member Alternate
- j. WSC = World Service Conference

- k. IRSCM = Iowa Regional Service Committee Meeting
- l. WSO = World Service Office
- m. RSO = Regional Service Office
- n. CAR = Conference Agenda Report
- o. CAT = Conference Approval Track
- p. PR = Public Relations
- q. PI = Public Information
- r. H&I = Hospitals and Institutions
- s. IP = Informational Pamphlet
- t. CBDM = Consensus Based Decision Making

3. Participants

Voting members of the ASC are the Group Service Representatives (GSR) or, in the absence of the GSR, the Alternate GSR. In the instances of procedural business*, elected officers and sub-committee chairs become voting members. (**Examples: generation of an ad hoc committee, pro tem positions, financial requests, and Regional/World donations*)

- a. Voting members must be physically present at the ASC meeting to vote.
- b. If a GSR misses two consecutive meetings, their Group will become inactive. That group will regain voting rights when they attend their next ASC meeting.
- c. All ASC participants will receive a Guide to Local Service and a folder containing guidelines, all forms used at the ASC, the GSR tool box information and any other additional helpful information deemed necessary by the ASC.

4. New Area Groups

- a. NA groups wanting to join the Siouxland Area will be added to the meeting list at their first ASC by the Web Servant. New meetings on the website will have an * for the 1st 6 months indicating they are a new meeting.
- b. NA Groups wanting to join the Siouxland Area must have a representative attend two (2) consecutive ASC meetings to become a voting member.

5. ASC Board and Sub-Committee Chairs

ASC Board

Facilitator, Co-facilitator, Recorder, Treasurer, Regional Committee Member, Alternate Regional Committee Member.

ASC Subcommittee Chairs

Hospitals & Institutions (H&I), Literature, Public Relations (PR), Activities, Newsletter, Guidelines, Web Master

6. ASC Business Procedures

All business conducted in the Siouxland Area ASC meetings shall be conducted utilizing a Consensus-Based Decision Making (CBDM) process. Running a meeting following this approach allows the ASC to arrive at a consensus while practicing spiritual principles. This is supported by the Second Tradition: “A surrender to group conscience means we allow our decisions to be shaped by a loving higher power” and also follows the Sixth Concept for service: “Group conscience is the spiritual means by which we invite a loving higher power to guide us”. A Guide to Local Service in Narcotics Anonymous will be utilized when developing future policies, procedures, and guidelines.

- a. The ASC Facilitator (or in the event of the Facilitator’s absence, the Co-Facilitator, will establish quorum for the ASC after roll call and prior to conducting old service.
- b. To conduct ASC business, 2/3 majority (or 67% quorum of area groups present that are voting members) is required.
- c. To change SANA ASC policy, procedures, and guidelines, 2/3 (67%) quorum of the area groups present that are active participants with voting rights is required.
- d. The SANA ASC meeting shall be held virtually or hybrid under the below conditions
 - i. Virtually – Community shutdown, act of God event, etc.
 - ii. Hybrid – upon approval of ASC body
 1. Examples of reasons for hybrid meeting – illness, weather, etc.
 2. If a trusted servant is unable to attend the ASC due to the above factors, they must contact the Facilitator prior to the ASC to request attendance virtually.

7. Proposals | Decision Making

Proposals that are sent back to home groups for group conscience include but are not limited to: (a) policy changes; (b) CAR/CAT; (c) area proposals; (d) Regional Proposals; (e) Nominations/voting

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God’s will is expressed through our group conscience (2nd Tradition). One of the reasons we try to achieve consensus is that it ensures that we follow our 9th Concept: “All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.” By carefully discussing and respectfully listening to all points of view, we try to make sure this happens at the ASC. All ASC proposals and decisions, except elections, will be considered using consensus-based decision making. In the consensus-based decision-making process, we utilize five (5) color cards (white, green, yellow, orange, red) to signify questions or additions to the discussion, to show your consent or objection to a proposal. Addendum 5 details the definition of each color card and illustrates the flow of the decision-making process.

Decision Making Process

- a. Presentation – A proposal is presented to the Facilitator by a member of the Siouxland Area
 - i. This may be submitted the Facilitator prior to the meeting to be placed on the agenda; or
 - ii. It may come during the ASC.
- b. Clarification – The maker of the proposal presents the proposal to the ASC body and answers questions about the proposal. Only questions and/or clarification will be allowed during this step of the process.
- c. Straw Poll
 - i. The five (5) color cards will be utilized.
 - ii. 100% Agree (green), the proposal goes directly to the consensus phase.
 - iii. 100% Block (red), the proposal goes directly to the consensus phase.
 - iv. Anything less than 100%, the proposal moves to discussion.
- d. Discussion Phase
 - i. The Facilitator shall guide discussion utilizing the five (5) color cards.
 - ii. Changes to the proposal can be made during this time.
 - iii. The facilitation of discussion should be to offer solutions to create compromise.
 - iv. All objections should be heard out or compromise made.
- e. Consensus
 - i. The five (5) color cards will be utilized.
 - ii. If 80% of cards are: Accept (green), Accept with Reservations (yellow), Stand Aside (orange) or Surrender (white), the consensus is that the proposal is accepted.
 - iii. If not, all cards are Accept (green), the Facilitator may ask for further explanation from those members.
 - iv. If 80% Consensus is not reached, the Facilitator will review what cards are held up to determine the next step. Those steps are:
 - 1. Place on the agenda for the next meeting and ASC Facilitator or Co-Facilitator shall cast their ballot before the consensus is collected. This consensus shall be used only in the event of a tie
 - 2. A plurality will determine elections

8. Finances

- a. All financial requests should be made in writing using the form in Addendum 7
- b. Financial requests may be voted on in the month they are submitted
- c. The Treasurer shall distribute money for the normal operating expenses. Normal operating expenses include:
 - i. PO Box Rent
 - ii. ASC rent to be paid to the hosting facility
 - iii. RCM Travel for hotel & gas

- iv. H & I Expenses
- d. The ASC Treasurer and Literature Chairperson shall balance the checkbook monthly, and receipts shall be attached to the bank statement and will be available at each ASC.
- e. The ASC will have a non-interest-bearing checking account at the local bank.
- f. The ASC prudent reserve shall be based on the estimated upcoming expenses to be determined by the ASC Treasurer and approved by the ASC. Currently the prudent reserve is at \$650.00.
- g. The Treasurer shall maintain a debit card for ASC finances.
- h. Donations to the ASC shall be in the form of a check, money order, or electronic transfer. A receipt shall be provided at the time of the donation.
- i. IRSCM travel – Fuel will be paid for no more than two cars. Expenses for reasonable lodging will be paid for the RCM and alt-RCM.
- j. The ASC and Literature subcommittee checking accounts will be audited annually (January) by a trained party outside of the existing ASC.
- k. The Literature Subcommittee shall maintain a separate checking account with the below guidelines.
 - i. This committee shall have a debit card
 - ii. This account will be used to replenish the SANA literature stock pile.
 - iii. All literature sales money shall be deposited within two (2) business days
 - iv. The total value of the literature plus the bank account balance shall not exceed \$2,550. Any value greater will be donated back to the ASC or used for printing expenses.

9. Meetings

- a. The Siouxland Area Literature Sub Committee will provide groups with meeting lists which are updated as needed by the SANA Web servant.
- b. No meetings can be removed from the meeting lists unless 1) the GSR or meeting representative has confirmed the meeting has closed or 2) a concern has been raised concerning the adherence to the Narcotics Anonymous 12 Traditions or other issues related to acceptance as a Narcotics Anonymous Meeting, investigated and been voted on by the ASC. Additionally, if the meeting did not meet 2 times during a 6-month period, the meeting will be given an asterisk on the meeting list for 6 months, indicating a new meeting. If this meeting does not meet again during this 6-month period, it will be taken off the meeting list for 6-months.
- c. All NA meetings are fully self-supporting with the 7th tradition.
- d. NA meetings cannot be held in places where the property owner is not known, or permission is not granted.
- e. An NA meeting that meets in the Siouxland Area but does not attend the ASC (not an active participant with voting rights), will continue to be listed in the meeting schedule if it is an NA meeting operating within the 12 Traditions of Narcotics Anonymous.

10. Elections and Nominations of the Board and Sub-committee Chairs

To be elected an ASC Board member and ASC Sub-committee Chair, a 2/3 (67%) majority or greater, of GSRs present during voting is required.

Nominations are required for all Sub-Committee Chairs and the ASC Board except in the case where the Alt or Co position served its first year and is in transition for the second year and therefore does not require nomination. The transition is assumed but is not automatic and is subject to the approval of the ASC body.

Nominations need to be submitted by an NA Siouland Area Home Group and/or Sub-Committee. Nominees must be present at the ASC meeting at which time a nomination is made to accept the nomination, provide his or her service resume and answer any questions from the group. At the time of voting, the nominee should leave the room while discussion and voting take place.

a. **Regional Service Committee Positions:** August – July

These positions include the RCM and RCMA. These positions, which are required to attend the Regional Service committee meetings, will be announced in May, with nominations coming from home groups and sub-committees in June, then back to home groups for voting in July and will begin serving in their position in August.

b. **Area Service Committee Positions (elected Board):** June – May

These positions include ASC Facilitator, Co-Facilitator, Recorder, and Treasurer. (*Note RCM and RCMA are members of the ASC Board but are elected in the cycle above*). Open ASC Board positions will be announced in March, with nominations coming from the home groups in April, then back to home groups for voting in May and will begin serving in their positions in June.

c. **Sub-Committee Chairs:** Varied 1 year term

These positions include H&I Chair, PR Chair, Literature Chair, Newsletter Chair, Activities Chair, Activities Co-Chair, Website and Guidelines. Open Sub-Committee chair positions will be announced 3 months prior to the beginning of the term, with nominations coming from the home groups 2 months prior, then back to home groups for voting in 1 month prior and will begin serving their term in the following month.

d. **Irregular Process**

If there is an open position due to a Board member or Sub-committee chair leaving the position early or due to no nominations, a “special election” can be performed at the ASC. Nominations may be made by GSRs, Board members or Sub-committee chairs at the ASC to elect a “pro tem” (temporary) Chair. This temporary position will end at the end of the

schedule position term. The Pro Tem Chair may be elected for the position later following the standard process outlined above.

e. Removal from Office

A service member of the ASC may be removed from their position for noncompliance. A two-thirds vote (67%) of area voting participants is required for removal. In the event of noncompliance, the Facilitator will send written notice to the service member involved.

Noncompliance includes, but is not limited to, the following:

- i. Loss of clean time;
- ii. Non-fulfillment of position duties;
- iii. Misuse of funds and/or literature;
- iv. Unexplained absences from ASC meetings.

After the 2nd meeting missed, if the trusted servant has not contacted the ASC Facilitator or Co-Facilitator, the Facilitator will contact the trusted servant and ask why they have been absent and if they are planning to continue their service commitment. If the person misses a 3rd consecutive ASC meeting, groups will be asked for nominations to fill the remainder of the term of that position Pro Tem.

11. Qualifications, Duties and Length of Service – ASC Service Positions

a. Facilitator and Co-Facilitator Qualifications

- i. Minimum of two years continuous clean time for the Facilitator and Co-Facilitator
- ii. One year service-related work for and ASC of NA
- iii. Time and resources available to fulfill the duties of the position
- iv. Willingness and desire to serve
- v. Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA
- vi. Ability to demonstrate responsibility in their personal finances
- vii. Has an NA Sponsor and NA home group
- viii. May not currently hold another ASC board position
- ix. May not have served in this position for the previous two terms (not including term as Co-facilitator)

Facilitator and Co-Facilitator Duties

- i. Facilitate the ASC meeting within the 12 Traditions and 12 Concepts
- ii. The Facilitator will state and put to vote all proposals coming before the ASC during proceedings and announce the result of each vote

- iii. The Facilitator is responsible to recognize members or observers who wish to address the area floor
- iv. When in doubt, asks for help from the Guidelines Chair or other qualified members.
- v. The Facilitator appoints all ad hoc committees
- vi. The Facilitator is the one of the co-signers on the ASC bank account
- vii. Notifies the area body when a board member is not present at the ASC
- viii. Responsible for sending the agenda out 10 days prior to the next ASC meeting.
- ix. The Co-facilitator aids the subcommittee chairs as needed or by request
- x. In the absence of the ASC Facilitator, the Co-facilitator assumes all duties of the ASC Facilitator
- xi. If a sub-committee chair position is vacant, the ASC Co-Facilitator will assume the responsibilities of that Chair to ensure that the sub-committee's work is carried out
- xii. Stays informed of all sub-committee activities

Facilitator and Co-Facilitator Length of Service Commitment

One year commitment for Facilitator and two year recommended commitment for Co-Facilitator (one year as Co-Facilitator and one year as Facilitator). The transition is assumed but is not automatic, it is subject to the approval of the ASC body and does not require a nomination.

b. Recorder Qualifications

- i. Minimum of one-year continuous clean time
- ii. Time and resources available to fulfill the duties of the position
- iii. Willingness and desire to serve
- iv. Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA
- v. Has an NA Sponsor and NA home group
- vi. May not currently hold another ASC board position
- vii. May not have served in this position for the previous two terms

Recorder Duties

- i. Keep accurate and detailed minutes of the ASC business meetings including discussion of all old and new service, financial transactions, and group reports.
- ii. Distributes minutes to all ASC members within 10 days of the previous ASC meeting via email or other electronic service.
- iii. Updates the ASC trusted servant list including name, service position, phone #, email address and beginning date of service term.

- v. Maintains ASC attendance records.

Recorder Length of Service Commitment

One year commitment for Recorder.

c. Treasurer and Co-Treasurer Qualifications

- i. Minimum of two-years continuous clean time
- ii. Must have previous experience as a group Treasurer
- iii. Must have a steady income
- iv. Ability to demonstrate responsibility in their personal finances and have no history of misappropriation of NA funds
- v. Time and resources available to fulfill the duties of the position
- vi. May not hold any other current Treasurer positions without prior approval of the ASC
- vii. Willingness and desire to serve
- viii. Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA
- ix. Has an NA Sponsor and NA home group
- x. May not currently hold another ASC board position
- xi. May not have served in this position for the previous two terms

Treasurer and Co-Treasurer Duties

- i. Accepts and records all donations from home groups
- ii. Gives a financial report at each monthly ASC meeting, including copies of the most recent bank statements, which is incorporated into the area minutes
- iii. Makes an annual report of all contributions/income and expenditures
- vi. Distributes funds and pays bills accordingly
- vii. Maintains a receipt book and writes receipts for all monies received as donations from home groups
- viii. Maintains ASC bank account and balances the checkbook monthly
- ix. The Treasurer and the Co-Treasurer are two of the co-signers on the ASC bank account
- x. In the absence of the Treasure, the Co-treasurer assumes all duties of the Treasurer
- xi. Has a key to the PO Box and distributes mail monthly at the ASC meeting
- xii. All checks should be written during the ASC meeting except in extenuating circumstances
- xiii. It shall be the duty of both the SANA Treasurer and the SANA Activities Chair to complete the Area Event/Activity Audit Form (**Addendum 5**) at the conclusion of

each event. The Treasurer will deposit the activity funds in the ASC bank account within one week of the event. (If the Treasurer is unavailable, another ASC Board member may audit the activity funds).

Treasurer Length of Service Commitment

One year commitment for Treasurer.

d. Regional Committee Member & Regional Committee Member Alternate Qualifications

- i. Minimum of two-years continuous clean time for RCM and one-year clean time for the RCMA
- ii. Must have previous experience as a GSR
- iii. Ability to demonstrate responsibility in their personal finances
- iv. Time and resources available to fulfill the duties of the position
- v. Willingness and desire to serve
- vi. Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA
- vii. Has an NA Sponsor and NA home group
- viii. May not currently hold another ASC board position
- ix. May not have served in this position for the previous two terms (not including the RCMA term)

RCM & RCMA Duties

- i. Communicates with the Iowa Regional Service Committee
- ii. Attends all the IRSC meetings and provides a report to the IRSC of activities within the Siouxland Area
- iii. Takes donation from the ASC to the IRSCM
- xiv. Attends all ASC meetings and gives a report as to what is going on with the IRSC and takes information back to groups for their feedback/group conscience
- xv. Obtains copies of the CAR (Conference Agenda Report)/CAT (Conference Approval Track) and coordinates area participation for voting on the proposals contained therein
- xvi. Keeps informed of activities in the region and keeps the region informed of activities within the area
- xvii. The RCM is one of the co-signers on the ASC bank account
- xviii. The RCM helps the RCMA get acquainted with duties and responsibilities of the RCM and both try to combine trips to the IRSCM as much as possible
- xix. Attends Iowa Region Sub-committees of their choice as well as Open Forum at the IRSCM.

- xx. Estimates travel and lodging to the IRSCM must be included in report prior to trail; including RCMA

RCM & RCMA Length of Service Commitment

One year commitment for RCM and two year recommended commitment for RCMA (one year as RCMA and one year as RCM). The transition is assumed but is not automatic, it is subject to the approval of the ASC body and does not require a nomination.

e. Sub-Committees

In some ways, the relationship between the ASC and its Sub-committees is very similar to the relationship between NA groups and their ASC. In other ways, the relationship is quite different. Just as groups create an area committee to help them fulfill their primary purpose, the ASC creates subcommittees to do the actual work involved in delivering its direct services (H&I, PR, Activities, Literature, Newsletter, etc.). If area sub-committees are to serve effectively, the ASC must delegate to them sufficient authority to exercise their best judgement in fulfilling their duties. An ASC should pay careful attention to the 12 Concepts, especially Concept 5, when creating sub-committees, giving them sufficient liberty to serve freely while still maintaining accountability.

f. Sub-Committee Purpose & Responsibilities

- i. The purpose of sub-committees is to plan and implement activities and deal with special matters that require much more effort than a monthly meeting
- ii. These sub-committees are created by the ASC and are directly responsible to the ASC
- iii. The ASC will elect the Chair of each sub-committee
- iv. The sub-committee will elect any other positions available in that sub-committee
- v. Each sub-committee will determine the qualifications and duties of all trusted servant positions within the sub-committee.
- vi. Any major actions that may affect NA must be approved by the ASC before being carried out by the sub-committee, to ensure that the NA Traditions are upheld.
- vii. Each sub-committee chair will submit a report to be emailed to the Area Recorder at each ASC meeting to be included in the ASC minutes.
- viii. Each sub-committee shall hold regularly scheduled meetings to be announced at home groups
- ix. Each sub-committee chair is encouraged to establish lines of communications with the appropriate IRSC sub-committee.

- x. Sub-committees will follow the handbook/guide for their respective sub-committee (if available i.e., there is no handbook for all sub-committees)

g. Hospitals & Institutions Chairperson Qualifications

- i. Minimum of one-year continuous clean time for H&I Chair
- ii. Must have previous experience as an H&I panel member
- iii. Time and resources available to fulfill the duties of the position
- iv. Willingness and desire to serve
- v. Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA
- vi. Has an NA Sponsor and NA home group
- vii. May not have served in this position for the previous two terms

H&I Chair Duties

- i. Maintains order in sub-committee meetings
- ii. Prepares an agenda for each sub-committee meeting
- iii. Ensures that the Traditions and policies are upheld
- iv. Maintains communication of H&I sub-committee business to ASC by providing a written and oral report each month to be emailed to the Recorder.
- v. Shall attend the IRSC H&I meetings and present a report of activities. If H&I Chair does not attend the IRSC meeting, the report of activities will be forwarded to the RCM/RCMA.
- vi. Maintains H&I service commitment meeting lists and submits to the IRSC H&I sub-committee
- vii. Facilitates sub-committee meetings once a month.
- viii. Maintains open communication with the PR Chair

H&I Chair Length of Service Commitment

One year commitment for H&I Chair.

h. Public Relations Chairperson Qualifications

- i. Minimum of one-year continuous clean time for PR Chair
- ii. Must have previous experience at the Area level or with the PR sub-committee
- iii. Time and resources available to fulfill the duties of the position
- iv. Willingness and desire to serve
- v. Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA

- vi. Has an NA Sponsor and NA home group
- vii. May not have served in this position for the previous two terms

PR Chair Duties

- i. Maintains order in sub-committee meetings
- ii. Prepares an agenda for each sub-committee meeting
- iii. Ensures that the Traditions and policies are upheld
- iv. Maintains communication of PR sub-committee business to ASC by providing a written and oral report each month to be emailed to the Recorder.
- v. Shall attend the IRSC PR meetings and present a report of activities. If PR Chair does not attend the IRSC meeting, the report of activities will be forwarded to the RCM/RCMA.
- vi. Facilitates sub-committee meetings once a month.
- vii. Maintains open communication with the H&I Chair

PR Chair Length of Service Commitment

One year commitment for PR Chair.

i. Literature Chairperson Qualifications

- i. Minimum of two-years continuous clean time for Literature Chair
- ii. Must have previous experience at the Area level
- iii. Ability to demonstrate responsibility in their personal finances
- iv. Time and resources available to fulfill the duties of the position
- v. Willingness and desire to serve
- vi. Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA
- vii. Has an NA Sponsor and NA home group
- viii. May not have served in this position for the previous two terms

Literature Chair Duties

- i. The Literature sub-committee maintains a stock of NA literature, i.e., books, IPS, key tags, and medallions
- ii. Literature purchases from the sub-committee may be made with a check, money order, credit card or other electronic payment.
- iii. Printing of the SANA meeting lists is the responsibility of the Literature subcommittee utilizing the SANA printer and ink.

- iv. Maintains communication of literature sub-committee business to ASC by providing a written and oral report each month to be emailed to the Recorder. Report must include current literature stock level and bank statement.
- v. Maintains a receipt book and writes receipts for all monies received from literature purchases
- vi. Maintains Literature sub-committee bank account and balances the checkbook monthly

Literature Length of Service Commitment

One year commitment for Literature Chair.

j. Activities Chair & Activities Co-Chair Qualifications

- i. Minimum of two-years continuous clean time for Activities Chair and one-year clean time for Activities Co-Chair
- ii. Must have previous experience at the Area level
- iii. Ability to demonstrate responsibility in their personal finances
- iv. Time and resources available to fulfill the duties of the position
- v. Willingness and desire to serve
- vi. Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA
- vii. Has an NA Sponsor and NA home group
- viii. May not have served in this position for the previous two terms

Activities Chair & Co-Chair Duties

- i. Submits written and oral reports at the ASC meeting each month to be emailed to the Recorder. This will include a report of an event along with the completed SANA Activity Audit form to be submitted to the Treasurer.
- ii. All area events that will require funding from the ASC must be requested from the ASC at a minimum of one-month prior to the event.
- iii. The Activities sub-committee is tasked with putting on dances, picnics or other activities for the Siouxland Area.
- iv. This is not a fund-raising committee but a committee to enhance NA's primary purpose
- v. All SANA sponsored activities should have prior approval of the ASC.
- vi. All SANA sponsored event fliers shall have the NA logo along with the registered trademark.

- vii. The Activities Chair and/or Co-chair are responsible for sending the event flyer to the Iowa Region Web Servant at info@iowa-na.org to be included on the website within 30-days and eligible for Iowa Region Insurance for that event.
- viii. It shall be the duty of both the SANA Treasurer and the SANA Activities Chair to complete the Area Event/Activity Audit Form (**Addendum 5**) at the conclusion of each event. (If the Treasurer is unavailable, another ASC Board member may audit the activity funds).

Activities Chair & Activities Co-Chair Length of Service Commitment

One year commitment for Activities and two year recommended commitment for Activities Co-Chair (one year as Co-Chair and one year as Chair). The transition is assumed but is not automatic, it is subject to the approval of the ASC body and does not require a nomination.

k. Website Chair Qualifications

- i. Minimum of two-years continuous clean time for Website Chair
- ii. Must have previous experience at the Area level
- iii. Time and resources available to fulfill the duties of the position
- iv. Willingness and desire to serve
- v. Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA
- vi. Has an NA Sponsor and NA home group
- vii. May not have served in this position for the previous two terms

Website Chair Duties

- i. The Website sub-committee is responsible for maintaining the SANA website www.sana.iowa-na.org
- ii. The Website Chair shall be the Webmaster and have the software and abilities to keep our website updated and current.
- iii. The Website sub-committee shall establish communication with the IRSC Web Servant for updates to the site and meeting lists.
- iv. The Webmaster is responsible for updating the BMLT (basic meeting list tool) will all SANA meeting changes.
- v. The Website sub-committee is responsible for uploading event fliers and keeping the downloadable meeting lists updated (including current Literature Chair contact information).

- vi. Submits verbal and written reports to the ASC each month to be emailed to the recorder.

Website Chair Length of Service Commitment

One year commitment for Website Chair.

I. Guidelines Chair Qualifications

- i. Minimum of one-year continuous clean time for Guidelines Chair
- ii. Previous experience at the Area level preferred
- iii. Time and resources available to fulfill the duties of the position
- iv. Willingness and desire to serve
- v. Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA
- vi. Has an NA Sponsor and NA home group
- vii. May not have served in this position for the previous two terms

Guidelines Chair Duties

- i. Assists with policy information during ASC meetings
- ii. Keeps ledger of all proposals passed or failed at the ASC meetings
- iii. Submits verbal and written reports at the ASC meeting each month to be emailed to the Recorder
- iv. Reads duties and requirements for open positions
- v. Facilitates revisions to the guidelines as needed.

Guidelines Chair Length of Service Commitment

One year commitment for Guidelines Chair.

m. Newsletter Chair Qualifications

- i. Minimum of one-year continuous clean time for Guidelines Chair
- ii. Previous experience at the Area level preferred
- iii. Time and resources available to fulfill the duties of the position
- iv. Willingness and desire to serve
- v. Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA
- vi. Has an NA Sponsor and NA home group
- vii. May not have served in this position for the previous two terms

Newsletter Chair Duties

- i. The Newsletter Chair is responsible for “publishing” a minimum of four newsletters per term
- ii. Newsletters may contain articles on local service activities, member’s experiences, clean time anniversaries, local/regional/world events, re-prints of other NA related material (example - other area newsletters or publications, etc.)
- iii. Submits verbal and written reports at the ASC meeting each month to be emailed to the recorder
- iv. All newsletters must be approved by the ASC prior to publication
- v. Keep in mind that NA newsletters are often read as if they speak for NA as a whole, even when printed with a disclaimer. Therefore, encourage the ASC to heed the Fifth Concept when approving an issue, ensuring the newsletter has a responsible editorial policy.

Newsletter Chair Length of Service Commitment

One year commitment for Newsletter Chair.

n. Group Service Representative & Alt GSR Qualifications

- i. Each Home Group sets their own qualifications for their GSR
- ii. Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA
- iii. Understands the SANA policy
- iv. Have a working knowledge of how the ASC is facilitated

GSR & Alt GSR Duties

- i. Must carry the conscience of their home group
- ii. Should attend all ASC meetings and stay in attendance for the entire time
- iii. Must give written and verbal report on the status of home group to be emailed to the Recorder
- iv. Votes on all proposals on the ASC floor
- v. Brings home group donation to the ASC Treasurer

o. **Ad-Hoc Committee**

The Facilitator of the ASC shall have the authority to appoint Ad-Hoc Committees (from available volunteers) for such special purposes as may be deemed necessary by the ASC to fulfill a particular function.

An Ad-Hoc Committee reports information to the ASC with suggestions regarding its created purpose. It is the decision of the ASC what steps will be taken next.

The purpose, membership, and duration of existence of any such Ad-Hoc Committee will be specifically designated by the ASC at the time of the appointment.

ADDENDUM 1: Sample Agenda

Open Forum / GSR Orientation / Traditions or Concepts Workshop

- A) Open with a moment of silence followed by the Serenity Prayer
- B) Reading of:
 - i. Service Motivation: (Addendum 2)
 - ii. The Twelve Traditions: (Addendum 3)
 - iii. The Twelve Concepts: (Addendum 4)
- A) Roll Call: Board Sub-Committee Chairs, GSRs, Visitors
- B) Corrections and approval of the last ASC minutes – Board & GSRs vote
- C) Reports:
 - a. ASC Board
 - b. Sub-Committees
- D) Old Service
- E) New Service
- F) Group Reports
- G) Financial Requests
- H) Announcements
- I) Regional/World Donations
- J) Next ASC date
- K) Adjournment (Just for Today, Gratitude Prayer, 3rd Step Prayer or Serenity Prayer)

Addendum 2: Service Motivation *(Reprinted from Basic Text, Narcotics Anonymous, 6th ed. P.xxvi)*

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups, and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.

ADDENDUM 3: The Twelve Traditions *(Reprinted from Basic Text, Narcotics Anonymous, 6th ed. P. 60-61)*

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our Group purpose there is but one ultimate authority - a loving God as He may express Himself in our Group conscience, our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each Group should be autonomous, except in matters affecting other Groups, or NA as a whole
5. Each Group has but one primary purpose - to carry the message to the addict who still suffers.
6. An NA Group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.

7. Every NA Group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our Service Centers may employ special workers.
9. NA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. NA has no opinion on outside issues; hence, the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

ADDENDUM 4: The Twelve Concepts *(Reprinted from The Twelve Concepts for NA Service, p. 1-2)*

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

ADDENDUM 5: CBDM Cards

- **WHITE CARD:**

For Discussion

"I've heard enough, let's have a consensus or straw poll."

For Consensus

"I go with the group conscience."

Raise this white card when you have no opinion or to SURRENDER.

- **GREEN CARD:**

For Discussion

"I have something to say"

Raise this green card to make a comment or give your opinion.

For Consensus

"I agree with the decision at hand, all things considered."

Raise this green card to AGREE if you are generally in support of the proposal. Agree does not mean that you 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, and are prepared to support the decision.

- **YELLOW CARD:**

For Discussion

"I have a question" or "I need clarification on what was just said."

Raise this yellow card for clarification.

For Consensus

"I have concerns, but I can live with it."

Raise this yellow card to AGREE with RESERVATIONS if you are willing to let a proposal pass but want to register your concerns.

- **ORANGE CARD:**

For Discussion

"I can clarify on what was just said."

Raise this orange card if you can help answer or clarify on the topic.

For Consensus

"I personally can't do this, but I won't stop others from doing it."

Raise this orange card to STAND ASIDE if you have a serious personal disagreement with a proposal, but are willing to let the proposal pass.

- **RED CARD:**

For Discussion

"Stop!"

Raise your red card to indicate problems with the process such as when...

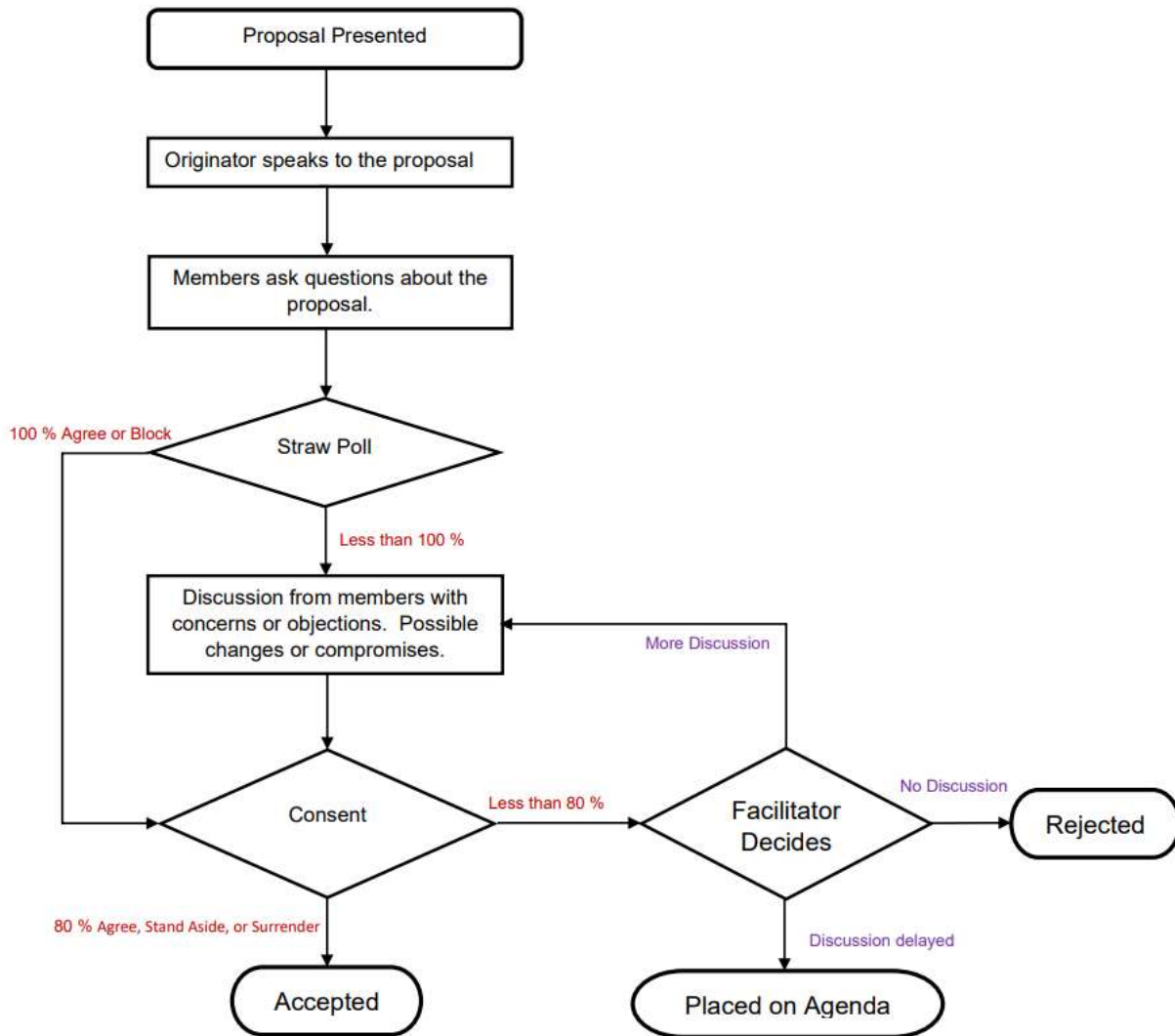
- our agreed upon procedures are not being followed
- the discussion has gone off topic & needs to refocus
- a member is dominating the discussion or being otherwise inconsiderate
- you'd like to suggest a break

For Consensus

"I cannot support this or allow the group to support this. It is against our principles." Raise the red card to BLOCK -- it means you strongly disagree. Blocking members will be asked to explain their objections.

ADDENDUM 6: CBDM Flow Chart

Consensus Based Decision Making Flow Chart



ADDENDUM 7: SANA Financial Request Form

SANA Financial Request Form

Date: _____

Requester: _____

Purpose:

Break down of Request:

TOTAL: _____

Signature of Requester: _____

ADDENDUM 8: SANA Event/Activity Audit Form

Name of Event: _____

Date of Event: _____

| | Expense | Revenue | Balance |
|---------------------------|---------|---------|---------|
| Start-up \$ | | | |
| Expenses: | | | |
| Rent | | | |
| Food | | | |
| Entertainment | | | |
| Misc | | | |
| Revenue: | | | |
| Admission | | | |
| Raffle | | | |
| Concession | | | |
| 7 th Tradition | | | |
| Misc | | | |
| Net \$\$ | | | |

Activity Chairperson Signature: _____

Treasurer Signature: _____

ADDENDUM 9: ACS Calendar

| MONTH | ASC | REGION | ACTIVITY |
|------------------|------------------------|-------------------------|--------------------------------------|
| JANUARY | 2 nd Sunday | | |
| FEBRUARY | 2 nd Sunday | 3 rd Weekend | |
| MARCH | 2 nd Sunday | | Board positions nominations open |
| APRIL | 2 nd Sunday | | |
| MAY | 3 rd Sunday | | RCM/RCMA nominations open |
| JUNE | 2 nd Sunday | 3 rd Weekend | |
| JULY | 2 nd Sunday | | |
| AUGUST | 2 nd Sunday | 3 rd Weekend | |
| SEPTEMBER | 2 nd Sunday | | |
| OCTOBER | 2 nd Sunday | | |
| NOVEMBER | 2 nd Sunday | 3 rd Weekend | Set ACS locations for following year |
| DECEMBER | 2 nd Sunday | | SANA Treasurer audit |