



GUIDELINES OF THE SOUTH PUGET
SOUND AREA SERVICE COMMITTEE OF
NARCOTICS ANONYMOUS

v. 1.0

Approved: February 2024

Updated: February 2024

1 NAME

The name of this assembly shall be the South Puget Sound Area Service Committee, hereafter referred to as the ASC.

2 PURPOSE

The purpose of the ASC is to support the groups of the South Puget Sound Area so they can fulfill their primary purpose. To accomplish this, the ASC provides a forum for groups to discuss their needs and make decisions on behalf of their groups with guidance and support from other members. Additionally, the ASC develops, coordinates, and maintains services on behalf of the South Puget Sound Area so the groups are free to carry out their primary responsibilities.

3 ACCOUNTABILITY OF THE BODY

The ASC shall be directly responsible to the groups of the South Puget Sound Area in all its actions. The ASC, its officers, and sub-committees shall not make any decision or take any actions that conflict with the Twelve Traditions or Twelve Concepts of Narcotics Anonymous. The ASC shall adhere in all its actions to the following documents in the order of priority as listed below:

- The Twelve Traditions and Twelve Concepts of Narcotics Anonymous
- The current Guidelines of the ASC
- A Guide to Local Services in NA, and conference approved service handbooks
- Consensus Based Decision Making (CBDM) Basics
- Roberts Rules of Order (Short Form: found in the Guide to Local Service)

4 ASC MEMBERS

Any Narcotics Anonymous member or interested person may attend the ASC meeting.

4.1 Officers of the ASC:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Regional Committee Member 1 (RCM1)
- Regional Committee Member 2 (RCM2)
- Web Coordinator

4.2 Members of the ASC:

- All Officers
- Permanent Sub-Committee Chairs
- All training positions
- Group Service Representatives (GSRs) and/or Group Designees

5 ASC MEETING

5.1 Monthly Meeting

- The ASC will meet monthly, at a place and time facilitated by the ASC Chair. The ASC Chair should gather input and seek consensus for any changes needing to occur to the regularly scheduled time and/or location.
- The monthly ASC meeting should follow a format similar to the agenda found in Addendum A
- The RCM team will meet with GSRs who are new to Area for “GSR training” 30 minutes before the start of the ASC meeting. GSR training should consist of the following topics:
 - Introduction to new GSR packet
 - Introduction to the website
 - Signing up for area minutes
 - Connect them next to experienced member for first few meetings(mentorship)
 - Exchange contact information

5.2 New Groups

- Upon request, the ASC will supply new groups with a Group Starter Kit supplied by the Literature Chair. The kit will include the following:
 - One Group Reading Set
 - One set of Area Guidelines
 - One Basic Text

5.3 Attendance

- Any ASC member may request an excused absence from either all or part of ASC. This can be done by contacting the ASC Chair.
- Elected members who are absent must still submit a report for that month’s ASC meeting. Failure to do so will result in an unexcused absence. Sub-committee Chairs should send their Vice Chair or another committee member when they cannot attend the ASC meeting.
- All elected members of the ASC body must attend the ASC meetings in person. Hybrid Zoom attendance can be an option approved by the Chair.
- If a group has three consecutive unexcused absences, the ASC Chair or Designee will verify if the group is still meeting. If they are, the ASC Chair or Designee will invite the group to attend the ASC meeting. If the group is not meeting, the ASC Chair will submit a schedule change request form for that group.

5.4 Administrative Meeting

- Elected members of the ASC will hold a short administrative meeting between the monthly ASC meetings to discuss and/or address any administrative issues or concerns. This meeting can be used to connect service bodies together, share knowledge, and work toward solutions to problems that may arise.

- All elected members should attend this meeting if possible.
- No reports or minutes are required at this time.
- The date, time, and location are set by the ASC Chair.

5.5 Area Inventory

- The ASC will hold their annual Area Inventory in May.
- The Inventory should be scheduled and organized by the ASC Vice Chair.
- The ASC Vice Chair should make arrangements for a member to facilitate the Inventory from outside of the South Puget Sound Area.
- All Area Officers are required to attend the Inventory.
- All GSRs are strongly encouraged to attend the Inventory.
- Any interested or concerned member of Narcotics Anonymous is welcome and encouraged to attend the Inventory.

6 DECISION MAKING

6.1 Decision Making Basics

- All ASC Members except the ASC Chair or acting Chair may participate in the decision-making process during new business. The ASC Chair or acting Chair shall act as a neutral party and only assist in the facilitation of the discussion.
- If a proposal goes back to groups, it will become old business at the next ASC and will only be voted on by GSRs or Group Designee.
- New proposals may not be submitted after the beginning of new business (Except the Treasurers proposal to donate to region or world).
- Proposals may be amended or withdrawn at any time by the submitter.
- All proposals must be submitted via the online proposal form to the admin body to ensure accuracy.
- All guideline changes will be taken back to groups after discussion for a vote at the next ASC by the GSR or Group Designee.

6.2 Consensus-Based Decision Making (CBDM)

- CBDM is the method for our service body, as a team of equals, to hear our group conscience. CBDM allows members to work together to find or create the solution that meets the needs of the group.
- The process of CBDM allows for all viewpoints to be heard and fairly considered within the ASC.
- All proposals and decisions except elections will first be considered using CBDM.

6.2.1 CBDM Process

- Any member of Narcotics Anonymous can submit a proposal to the ASC.
- All proposals must be seconded by a GSR.
- After submission, the ASC Chair or Vice Chair brings the proposal to the ASC.

- The ASC Members discuss the proposal and seek clarification as needed. The Chair or Vice Chair facilitates the discussion, ensuring that it remains productive and includes all viewpoints.
- If the ASC is unable to reach an agreement, those in disagreement with the proposal will be given an opportunity to state their reasoning if they choose. Changes can be proposed and adopted to help the body reach agreement regarding the proposal.
- Once consensus is clear, the proposal will be adopted or dismissed in accordance with the group's discussion.
- If consensus can't be reached, a vote will be taken following the short form of Roberts Rules of Order from A Guide to Local Services in NA and will be voted on by GSRs only.
- At any time during the discussion, a GSR can request that the proposal be sent back to groups to obtain the group's conscience. If this happens, discussion can be continued on the floor that day, but will be voted on using the short form of Robert's Rules of Order at the next ASC meeting.

6.3 Voting

- A quorum for the purpose of the voting shall consist of the GSRs or Group Designees recognized as voting members in attendance at the ASC meeting.
- No GSR or Group Designee will be permitted more than one vote.
- A simple majority (51%) is required to pass a proposal that could not reach consensus or to elect an ASC officer or Subcommittee Chair.
- A two-thirds majority vote is required to pass a guideline change.
- A two-thirds majority vote is required to pass a removal of a trusted servant from office for non-compliance (See section 8: "Non-Compliance").
- The bi-annual CAR motions contained in the Conference Agenda Report (CAR) will be decided by a simple majority (51%) of voting members.

7 ELECTIONS

7.1 Nominations

- Two months prior to each election, an announcement shall be made by the Chair at the ASC noting that nominations will occur the following month. This will be reflected in the minutes by the Secretary.
- Nominations shall take place one month before each election.
- The ASC will interview all nominees at the ASC meeting before the election.
- All nominees must be present or available to answer questions and accept a nomination.
- Any nominees not present for election shall forfeit nomination.

7.2 Election Schedule

- Elections shall be held according to the Election Schedule below:

September	October	January
<ul style="list-style-type: none"> • Making New Memories Campout Chair 	<ul style="list-style-type: none"> • Chair • Vice Chair • Secretary • Secretary Trainee • Treasurer • Treasurer Trainee • H&I Chair • PI Chair • Literature Chair • Web Coordinator • Web Coordinator Trainee • RCM 1 (2yrs on even year) • RCM 2 (2yrs on even year) • C&E Liaison (3yrs) 	<ul style="list-style-type: none"> • Activities Chair

- All positions shall have a term of one year except for RCM 1, RCM 2, and C&E Liaison.

7.3 Election and Appointment Protocols

- The ASC will conduct the election with anonymous ballots.
- No member shall hold more than one position on the ASC body.
- No ASC Sub-Committee Chair shall chair more than one ASC sub-committee; however, they may be a member of another sub-committee.
- No ASC Officer or Sub-Committee Chair shall be eligible to serve more than two consecutive full terms in the same office.
- The ASC Chair can appoint a willing member on an interim basis to fulfill any vacant position until the end of its term.

CHANGES END HERE – WE ARE WORKING THE SECTIONS FOLLOWING THIS IN OUR NEXT PHASE OF GUIDELINE UPDATES

8 NON-COMPLIANCE

- 8.1 An ASC member may be removed from their office for non-compliance; non-compliance includes but is not limited to:
- Loss of abstinence
 - Failing to perform the duties of the position
 - Two consecutively missed ASC meetings (unexcused)
 - Misappropriation of NA funds

9 SUBCOMMITTEES

Just as groups create an ASC to help them fulfill their primary purpose, the ASC creates subcommittees to do the actual work involved in delivering direct services for the purpose of carrying the message to the addict who still suffers. Our use of sub-committees is based on the 9th tradition, the creation of "service boards or committees directly responsible to those they serve."

- 9.1 The ASC may establish sub-committees from time to time to carry on the work of the ASC. These sub-committees shall perform their duties as described by these guidelines, ASC approved sub-committee guidelines, A Guide to Local Services in NA, Twelve Concepts of Service, Twelve Traditions and any sub-committee handbooks approved by the World Service Conference of Narcotics Anonymous.
- 9.2 Permanent sub-committees shall be formed by approval of the voting members of the ASC. The permanent sub-committees shall include but are not limited to the following:
- Public Information
 - Hospitals and Institutions
 - Literature
 - Activities
- 9.3 The ASC Chair may appoint special sub-committees or they may be formed by an approved motion by the voting members of the ASC. These special sub-committees shall include but are not limited to the following:
- Making New Memories Campout
 - Ad-hoc
- 9.4 Sub committees other than ad hoc are asked to submit subcommittee guidelines each September that include specific guidelines to acknowledge their responsibilities for ASC funds in their sub accounts for ASC approval. Sub committees are asked to report changes in their guidelines at the ASC meeting following any change. All subcommittees are asked to comply with the ASC money-handler disclosure form submitted to the ASC Secretary.

10 FINANCIAL RESPONSIBILITY

The basis of this section is the 11th concept which states “NA funds are to be used to further our primary purpose and must be managed responsibly.” We believe that to manage our money responsibly we must have safeguards and financial controls in place to ensure that the funds we are entrusted with are used to further our primary purpose. We also recognize that it is impossible to protect all our money in every circumstance, so we must trust that the people we have carefully selected to handle our money will do so responsibly.

- 10.1 All funds collected by the ASC treasurer from group contributions, literature sales shall be deposited in the ASC checking account the next available business day.
 - 10.1.1 A business day is considered every official working day of the week. Not including weekends or holidays.
- 10.2 ASC Treasurer shall have all business completed, money counted, and ready for deposit by the completion of ASC.
- 10.3 All area approved expenditures shall be paid by check, auto-deduct, or debit card.
- 10.4 All approved expenditures to be paid by any form of payment other than a check is to be brought to the ASC for approval of payment type.
- 10.5 All area checks shall require two signatures, that of the ASC Treasurer and one from the following: ASC Chair or Vice Chair.
- 10.6 In the event a check is payable to one of the authorized signers, said check will be signed by a third signer from one of the members from line 7.5.
- 10.7 One or more of the following shall approve expenditures:
 - Proof of payment due from vendor.
 - Submission of budget request form with receipts forthcoming. Further payment to that service member will be contingent upon proof of payment and ASC approval.
- 10.8 The ASC reserve is \$4,500.00, which acts as the savings to cover two months’ worth of expenditures if ASC does not bring in enough funds to pay the bills outlined in section 7.9. If there are more than two months’ worth of savings in the checking account at the end of an ASC meeting (after income and expenses are calculated), then Treasurer will review the projected income and expenditures over the next quarter, and at their discretion, submit a motion to the ASC body to make a donation to Region and/or World.
- 10.9 ASC expenditures shall be submitted to the Treasurer for payment. Monthly bills will be paid by the ASC Treasurer in the order listed, based on the budget outlined in section 8. If a bill exceeds the budget listed, then the bill will be reviewed by the ASC body:
 - Rent
 - Phone line
 - Zoom Bill
 - Schedules
 - Storage Unit
 - ASC Reimbursements
 - Quarterly Travel
 - Literature
 - Region Donation
 - World Donation

- 10.10 The ASC Treasurer shall keep a separate ledger exclusively for PI and H&I budget records. These records shall include the following bills:
- H&I literature
 - Any fees/deposits for PI booths
 - PI Literature
 - Any costs pertaining to PI subcommittee work, including fuel reimbursements for local travel by the PI committee, copies, and misc.
- 10.11 There shall be an audit of the treasury each October and April, the Campout treasury each September and April, and the Activities treasury each January and April.
- 10.12 October ASC Treasury audit shall be conducted by the newly elected and former ASC Chair. It shall be attended by the ASC Vice Chair, newly elected and former ASC Treasurer, assistant ASC Treasurer and one other ASC Officer from the following list:
- Secretary
 - RCM I
 - RCM II
- 10.13 September Campout audit shall be conducted by the newly elected and former Campout Chair and current ASC Chair. It shall be attended by the Campout Vice Chair, newly elected and former Campout Treasurer, ASC Treasurer and one other ASC Officer from the following list:
- ASC Vice Chair
 - RCM I
 - RCM II
- 10.14 January Activities treasury audit shall be conducted by the newly elected and former Activities Chair and current ASC Chair. It shall be attended by the Activities Vice Chair, newly elected and former Activities Treasurer, ASC Treasurer and one other ASC Officer from the following list:
- ASC Vice Chair
 - RCM I
 - RCM II
- 10.15 April audit shall be conducted by the ASC Chair, Campout Chair and Activities Chair and be attended by the ASC Vice Chair, Campout Vice Chair and Activities Vice Chair, ASC Treasurer, Campout Treasurer, Activities Treasurer, assistant ASC Treasurer and one other ASC Officer from the following list:
- Secretary
 - RCM I
 - RCM II

10.16 There shall be an audit if any ASC or sub-committee treasurer leaves office for any reason. It shall mimic

10.17 The ASC Treasurer shall provide a receipt for all donations made to the ASC.

10.18 The ASC Treasurer shall provide annual report on all group donations (i.e. spreadsheet listing each group's monthly donation).

10.19 MISAPPROPRIATION OF FUNDS:

- The 11th Concept of NA Service establishes the sole priority for the use of NA funds to carry the message to the addict who still suffers. The Twelfth Concept of NA Service gives the SPSANA a mandate from the group that calls for total fiscal accountability. With this in mind, any misappropriation or misuse of funds by any Area trusted servant(s) or NA member(s) cannot and will not be tolerated.

- "Misappropriation of funds" includes but is not limited to, theft, embezzlement, or use of NA funds for purposes not expressly authorized by an Area Committee, Subcommittee, or Ad hoc. This includes the theft of cash, check, or any other types of financial activities.

- Misconduct is defined as any action contrary to the Twelve Traditions of NA, the Twelve Concepts of NA Service, the guidelines of the SPSANA, the guidelines of a SPSANA Subcommittee or Ad hoc (if applicable), or violation of local, state or US federal law to the extent that such misconduct is detrimental to the NA Fellowship.

10.19.1 Should any ASC Officer, Subcommittee member, or any non-elected NA member be suspected to have misappropriated or misused ASC funds or have been involved in misconduct, the ASC Officers will discuss the incident either by phone, virtually or in person. If agreed upon by simple majority the suspected member or members will be immediately suspended from further area service to allow time for an investigation of the incident to occur. This is not considered a disciplinary suspension.

- Immediately following the agreement to suspend, the ASC Chairperson will notify the members or members of their suspension and subsequent investigation, either by phone, virtually or in person.
- Upon suspension of any member, the ASC Officers must conduct a full and timely investigation of the matter and report the findings at the next ASC meeting.
- The ASC Chairperson will report all interim actions/decisions made by the ASC Officers and fully disclose the alleged misappropriation or misuse of ASC funds or misconduct and the member or members involved at the ASC following the report of the incident. Any member or members suspected of misappropriation or misuse of ASC funds or misconduct may exercise the Tenth Concept of NA Service to redress the issue at that time.

10.19.2 Once the ASC Officers complete their investigation, they must submit a report which will be reported by the ASC Chairperson at the next ASC meeting. This report will include all findings of the suspected violation.

10.19.3 After the report is read by the ASC Chairperson the ASC will discuss the findings and choose to do one of the following:

- Vote to remove the member or members from office and/or the committee.
- Reinstate the members or members back into their positions
- Extend the investigation

10.19.4 Following the decision made at the ASC the ASC Chairperson will notify the member or members by phone, virtually, or in person of the outcome.

10.19.5 If a trusted servant resigns from office or a committee prior to the ASC having taken the aforementioned action and reaching a final resolution, the ASC shall proceed to suspend the trusted servant and investigate the matter and follow the aforementioned process to its conclusion.

10.19.6 Upon reinstatement the member or members suspension will be lifted, and they will resume their role as a full participant of the ASC, its Subcommittee, or Ad hoc, as applicable.

11 MONTHLY BUDGET

11.1 AREA MONTHLY BUDGET

- Rent \$50.00
- Phone Bill \$62.00
- Zoom \$16.39
- Schedules \$150.00
- Storage Unit \$100.00

11.2 PI AND H&I BUDGET

11.2.1 The monthly funds allotted to PI is \$200.00 from ASC. The PI balance will not exceed \$200.00 and ASC Treasurer will refill funds as needed monthly.

- Public Information \$200.00

11.2.2 The H&I balance will not exceed \$500.00 and ASC Treasurer will refill funds as needed monthly

- Hospitals & Institution \$500.00

11.3 ASC REIMBURSEMENTS

- Literature \$40.00 (for purchases, supplies, etc.)
- Secretary \$40.00 (for purchases, supplies, etc.)
- Treasurer \$40.00 (for purchases, supplies, etc.)
- RCM Team \$100.00 (for purchases, supplies, etc.)
- Chair \$40.00 (for purchases, supplies, etc.)
- Vice Chair \$40.00 (for purchases, supplies, etc.)

11.4 DONATIONS

- Regional Donation Refer to 7.8 for Information
- World Donation Refer to 7.8 for Information

11.5 QUARTERLY BUDGET

11.5.1 The following positions to travel to Region on a quarterly basis. The budget for travel expenses only (not to exceed \$20.00 for food)

11.5.1.1 Travel Budgets (April, July, October)

- RCM 1 \$175.00
- RCM 2 \$175.00
- C&E \$125.00
- Activities Chair \$80.00
- Literature Chair \$80.00
- PI Chair \$80.00
- H&I Chair \$80.00
- Web Servant \$80.00

11.5.1.2 Travel Budget (January)

- RCM 1 \$175.00
- RCM 2 \$175.00
- C&E \$125.00
- Activities Chair \$175.00
- Literature Chair \$175.00
- PI Chair \$175.00
- H&I Chair \$175.00
- Web Servant \$175.00

11.6 ANNUAL BUDGET

11.6.1 ASC Yearly Expenses

- PO BOX \$120.00
- Website Domain \$40.00

11.7 ACTIVITIES BUDGET

- Activities \$500.00
- Quarterly replenishment \$250.00

11.7.1 The Activities Chair may request a quarterly replenishment by submittal of their Treasurer report, copies of receipts, and current bank account balance. The quarterly replenishment plus their current bank account balance will not exceed \$500.00.

11.7.2 January of each year Activities will return all funds in their bank account above \$500.00 to ASC by check submitted to the ASC Treasurer with the Activities Committee Treasurer Report, bank statements, receipts, and income records.

12 TRUSTED SERVANTS

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

12.1 CHAIR

12.1.1 Requirements:

- Working knowledge of Twelve Traditions, Twelve Concepts, ASC Guidelines and A Guide to Local Services in NA.
- Minimum of 5 years clean.
- Have prior service experience.

12.1.2 Duties:

- Reserve room for monthly meeting, open, set-up & clean up.
- Attend and conduct monthly ASC business meeting.
- Prepare agenda and supply all forms for ASC meetings; Agenda will include “A Vision for Service” and Concept of Service and answer.
- Provide written report to include any financial activity for the month.
- Check mailbox and bring mail to ASC.
- Write an invitation for groups to come back to ASC.
- Conduct audits of the ASC treasury.
- Attends annual area inventory.
- Become a signer on all ASC bank accounts and sign ASC money handling contract.

12.2 VICE-CHAIR

12.2.1 Requirements:

- Working knowledge of Twelve Traditions, Twelve Concepts and ASC Guidelines and A Guide to Local Services in NA.
- Willingness to serve as ASC Chair if elected to the following term.
- Minimum of 4 years clean.

12.2.2 Duties:

- Keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects & problems. Attend their meetings when possible.
- Attend monthly ASC meeting.
- Provide written report to include any financial activity for the month.
- Assist the ASC Chair in conducting monthly ASC & conduct ASC in absence of ASC Chair.

- Participates in all ASC audits.
- Organizes an area inventory on an annual basis in November.
- Keep a key to storage unit.
- Become a signer on all ASC bank accounts and sign ASC money handling contract.
- Monitor hybrid zoom meeting during monthly ASC meeting. Answer chat box questions and let ASC chair know when people have raised hands and other general questions.

12.3 TREASURER

12.3.1 Requirements:

- Working knowledge of Twelve Traditions, Twelve Concepts, ASC Guidelines and other necessary handbooks.
- Minimum of 3 years clean.

12.3.2 Duties:

- Responsible for payments each month to utilities, vendors, and monthly budgets to subcommittees, while issuing receipts for all money collected.
- Must have the ability to balance and reconcile the bank statement with check register on a monthly basis.
- Must keep accurate checking ledger.
- Attend and report at monthly ASC meetings.
- Shall provide the ASC with a statement of income and expenses included in the minutes.
- Participates in all SPSA audits.
- One of the co-signers on all SPSANA bank account.
- Shall update the bank signature card within two weeks of election or appointed money handling position.
- Responsible for calculating funds received at each ASC meeting and deposit the next business day.
- ASC Treasurer is under no circumstances allowed to borrow money from ASC funds (which includes any and all funds collected).
- Treasurer is directed to maintain a visa/debit card for SPSANA checking account.
- major motion will include any money motion that exceeds 10% of ASC operating budget (not including already approved budgets) also altering the way ASC operates.
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12.4 TREASURER IN TRAINING

12.4.1 Requirements:

- Working knowledge of Twelve Traditions, Twelve Concepts and ASC Guidelines and other necessary handbooks.
- Willingness to serve as Treasurer if elected to the following term.
- Minimum of 2 years clean.

12.4.2 Duties:

- Attend at monthly ASC meetings.
- Assist the ASC Treasurer with all treasury responsibilities.
- In the absence of the ASC Treasurer, the Assistant Treasurer shall perform the duties of the ASC Treasurer.
- Participates in all audits.

12.5 SECRETARY

12.5.1 Requirements:

- Working knowledge of Twelve Traditions, Twelve Concepts and ASC Guidelines.
- Minimum of 2 year clean.

12.5.2 Duties:

- Demonstrated ability to take accurate notes.
- Attend monthly ASC meeting.
- Provide written report to include any financial activity for the month.
- Record and send accurate meeting minutes to committee members following each ASC no later than two weeks prior to the next ASC meeting.
- Provide updated motion list to groups and committee members in the minutes quarterly if there are any changes.
- Keep one hard copy of minutes to bring to each ASC meeting and keep a copy of each month's minutes on USB Flash drive.
- Have a copy of ASC and all other sub-committee guidelines on hand at each ASC meeting. Copy of all guidelines to be stored on USB Flash drive.
- USB Flash drive is to be turned over along with all secretary materials to the next ASC secretary at the end of term.
- Secretary will have 10 copies of up to date Area Guidelines and 10 copies of all Subcommittee guidelines to provide to GSR's who do not have access to E-mail each December, a copy of each current guideline will be emailed along with December minutes.
- Secretary will have 10 paper copies of current ASC guidelines available upon request. Electronic copies available on request.
- Each October Provide 1 paper ballot for each GSR, ASC Officer (Except ASC Chair) with all nominations for ASC positions to be voted on during October ASC elections.
- The ASC Secretary will keep a copy of all passed or failed motions.

12.6 SECRETARY IN TRAINING

12.6.1 Requirements:

- Working knowledge of Twelve Traditions, Twelve Concepts and ASC Guidelines.
- Willingness to serve as ASC Secretary if elected to the following term.
- Minimum of 1 year clean.

12.6.2 Duties:

- Demonstrated ability to take accurate notes.
- Attend monthly ASC meeting.
- Provide written report.
- Recording meeting minutes to be compared with the ASC Secretaries notes prior to final copy being released.

12.7 REGIONAL COMMITTEE MEMBER I

12.7.1 Requirements:

- Working knowledge of Twelve Traditions, Twelve Concepts, ASC Guidelines and A Guide to Local Services in NA.
- Minimum of 3 years clean.
- Shall have service experience.

12.7.2 Duties:

- Speaks for the members within the SPSANA at the Washington Northern Idaho Regional Service Committee (WNIRSC) meeting.
- Works for the good of NA, providing two-way communication between the SPSA and the rest of NA, particularly with the neighboring ASC's.
- Attend monthly ASC meeting.
- Attends all WNIRSC meetings and takes part in any decisions, which affects the region, speaking as the voice of the SPSASC's group conscience.
- Provide written report to include any financial activity for the month.
- May serve on one or more of its SPSASC and WNIRSC subcommittees but not as chairperson.
- Should have the willingness to give the time and resources necessary for the job.
- Conduct trainings for new GSR's as arranged by the SPSASC.
- Serves for a 2-year term to allow for both continuity and rotation of service.
- Reserves lodging for RCM'S to attend region.

12.8 REGIONAL COMMITTEE MEMBER II

12.8.1 Requirements:

- Working knowledge of Twelve Traditions, Twelve Concepts, ASC Guidelines, A Guide to Local Services in NA.
- Willingness to serve as RCM if elected to the following term.
- Minimum of 2 years clean.

12.8.2 Duties:

- Speaks for the members within the SPSANA at the Washington Northern Idaho Regional Service Committee (WNIRSC) meeting.
- Works for the good of NA, providing two-way communication between the SPSANA and the rest of NA, particularly with the neighboring ASCs.
- Attend monthly ASC meeting.

- Attends all WNIRSC meetings and takes part in any decisions, which affects the regions, speaking as the voice of the SPSASC's group conscience.
- Provide written report to include any financial activity for the month.
- May serve on one or more of its SPSASC and WNIRSC subcommittees but not as chairperson.
- Should have the willingness to give the time and resources necessary for the job.
- Conduct trainings & packets for new GSR's as arranged by the SPSASC.
- Serves for a 2-year term to allow for both continuity and rotation of service.
- Reserves lodging for RCM'S to attend region.

12.9 LITERATURE CHAIR

12.9.1 Requirements:

- Working knowledge of Twelve Traditions, Twelve Concepts, ASC approved Literature Guidelines and other necessary handbooks.
- Minimum of 2 years clean.

12.9.2 Duties:

- Attends monthly ASC meeting.
- Attends quarterly all subs meeting.
- Provide written report to include any financial activity for the month.
- Stamps all literature with area phone line stamp.
- Maintain an up to date receipt book.
- Receive, process, and fill lit. orders from groups at monthly ASC.
- Ability to transport literature and merchandise to/from ASC.
- Keep a key to storage unit for SPSA access.
- Give new groups a starter kit and group readings.
- Be point of contact for Literature projects.

Our group starter kit includes 1 Basic Text, 1 set of Area Guidelines, and 1 Group Reading Set. It is standard to give this to new groups as they join the Area if requested by the group.

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12.10 ACTIVITIES CHAIR

12.10.1 Requirements:

- Working knowledge of Twelve Traditions, Twelve Concepts, ASC approved Activities Guidelines and other necessary handbooks.
- Minimum of 2 years clean.

12.10.2 Duties:

- Attends monthly ASC meeting.
- Attends quarterly all subs meeting.
- Provide written report to include any financial activity for the month.
- Chairs and maintains focus at all Activities subcommittee meetings.
- Oversees all area activities, unless excused absence is arranged or an emergency arises.

- Provide to the ASC all receipts, records and an on-hand inventory, following an event.
- Maintains records of all activities archives which are to be stored in the storage unit, and have them available for up to 3 yrs. to any member within one week upon request.
- Stay at event until it ends and is cleaned up.
- In the absence of the Activities Treasurer position is not filled, will perform those duties.
- Chair is requested to bring at least one event flyer for each group listed on the meeting schedule.

12.11 PUBLIC INFORMATION CHAIR

12.11.1 Requirements:

- Suggested clean time requirement of eighteen months.
- Previous public information experience.
- Familiarity with all public information related NAWS handbooks.
- Submit monthly expense report to the ASC secretary.

12.11.2 Duties:

- Attend monthly ASC meeting.
- Coordinates all public information activities.
- Provide written report to include any financial activity for the month.
- Makes monthly written report to the ASC on the status of all completed and ongoing public information plans.
- Can assist with PI Orientations.
- Attends regional all subs quarterly meeting.
- Ensure all PI Literature orders are met through the ASC Literature Chair.
- To have two emergency meeting packets in case of loss or accidents for immediate needs.
- Keep a key to storage unit for storage of PI supplies.

12.12 CONVENTIONS & EVENTS LIAISON

12.12.1 Requirements:

- Working knowledge of Twelve Traditions, Twelve Concepts, ASC approved guidelines.
- Minimum of 5 years clean.

12.12.2 Duties:

- Attends monthly ASC meeting.
- Attends Quarterly C&E meeting.
- Provide written report to include any financial activity for the month.
- Communicates between SPSA & the WNIR C&E committee while carrying group conscience on behalf of the SPSA.
- Supports the C&E committee and ASC.

12.13 MAKING NEW MEMORIES CAMPOUT CHAIR

12.13.1 Requirements:

- Working knowledge of Twelve Traditions, Twelve Concepts, ASC approved Campout Guidelines.
- Minimum of 3 years clean.

12.13.2 Duties:

- Attends monthly ASC meeting.
- Provide written report to include any financial activity for the month.
- Chairs and maintains focus at all Making New Memories Campout meetings.
- In September of each year, the Camp Out Committee will return all funds in the bank account above \$1000.00 to ASC Treasurer, with the Camp Out Committee's Treasurer Report, bank statements, receipts, and income records.

12.14 HOSPITALS & INSTITUTIONS CHAIR

12.14.1 Requirements:

- Suggested clean time requirement of eighteen months.
- Previous hospital and institution experience.
- Familiarity with all H&I related NAWS handbooks.

12.14.2 Duties:

- Attend monthly ASC meeting.
- Coordinates all hospital and institution activities.
- Makes monthly written report to the ASC on the status of all completed and ongoing hospital and institution plans.
- Provide written report to include any financial activity for the month.
- Can assist with H&I Committee Orientations.
- Attends regional all subs quarterly meeting.
- Place all literature orders through the ASC Literature Chair.
- To have and maintain a list of needed supplies for each meeting under H&I.
- To have two emergency meeting packets in case of loss or accidents for immediate needs.
- To prepare a quarterly budget projection and deliver such to the ASC for review and approval.
- Orient all members under H&I and or train members to do such and maintain a list of names and dates of orientations.
- Maintain a Hospitals and Institutions Orientation Packet.

12.15 AREA WEB SERVANT

12.15.1 Requirements:

- Suggested clean time requirement of 1 year.
- Access to a computer and the internet.
- Familiarity with updating content management systems, or willingness to learn.

12.15.2 Duties:

- Attend monthly ASC meeting.
- Submit monthly report to ASC for changes on the website.
- Attend Quarterly IT committee at Regional All Subs.
- Check Web servant email, and keep website updated with new information (Meeting changes, posting events, and all other content, and duties needed by the web servant).
- New Web Servant should contact Regional IT committee at support.wnirna.org for a new Web Servant Training.
- Keep track of all passwords for the different sites and resources needed to fulfill this position, provide the ASC chair with access to this, or a copy of the passwords.
- Holds and manages any ASC owned hardware including but not limited to laptops, backup drives, and/or virtual meeting equipment.
- The Area Web Servant should agree to financial responsibility for lost or negligently damaged items under the discretion of the ASC.
- If ASC vice chair is not available to monitor ASC zoom meeting. Then Area web servant to monitor the zoom meeting during ASC.

12.16 AREA WEB SERVANT IN TRAINING

12.16.1 Requirements:

- Suggested clean time requirement of 1 year.
- Access to a computer and the internet.
- Familiarity with updating content management systems, or willingness to learn.
- Willingness to step into the Web Servant position when rotation of service occurs.

12.16.2 Duties:

- Attend monthly ASC meeting.
- Submit monthly report to ASC for changes on the website.
- Assist Web Servant in keeping meeting information up to date.
- Learn the processes/requirements needed to fulfill the Web Servant position.