



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

v. 2.0

Approved: Nov 2024

Updated: Oct 2025

1 NAME

The name of this assembly will 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 will be directly responsible to the groups of the South Puget Sound Area in all its actions. The ASC, its officers, and subcommittees will not make any decision or take any actions that conflict with the Twelve Traditions or Twelve Concepts of Narcotics Anonymous. The ASC will 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)
- Literature Chair
- Conventions & Events Representative
- Web Coordinator

4.2 Members of the ASC:

- All Officers
- Permanent Subcommittee 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. Subcommittee 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 prior to the monthly ASC meeting 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.
- During the September Administrative meeting the annual budget will be set by the Officers of the ASC.
- 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 ASC Officers and elected Subcommittee Chairs 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 will 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 will 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 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 will 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 will 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 will forfeit nomination.

7.2 Election Schedule

- Elections will 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 will 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 will hold more than one position on the ASC body.
- No ASC Subcommittee Chair will chair more than one ASC subcommittee; however, they may be a member of another subcommittee.
- No ASC Officer or Subcommittee Chair will 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.
- All Members of the ASC are eligible to vote during elections, except the ASC Chair.
- Newly elected members will provide their contact details to the Secretary for administrative access and contact purposes.

8 NON-COMPLIANCE

An elected ASC member may be removed from their service position 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)
- Financial Misconduct

If a member is removed from their position due to non-compliance, the ASC Chair may appoint someone to take over the position as soon as possible. The ASC Vice Chair will assume the roles as per their guidelines if no appointee can be found.

8.1 Loss of Abstinence

- If an elected member relapses, they are automatically removed from their position.
- The ASC Chair should be notified in a timely manner.
- The ASC Chair will then inform the member that they are removed from their elected position and notify the ASC body at the next scheduled ASC meeting.

8.2 Failing to Perform the Duties of The Position

- The ASC Chair and Vice Chair should make attempts to have a one-on-one conversation with the elected member, notifying them of what duties they are not performing and developing a plan to fulfill the duties going forward.
- If duties continue to be unfulfilled, the ASC Chair or Vice Chair will submit an open forum topic to discuss the non-compliance with the body.
- After discussion, the body may ask the elected member to step down from their position.
- If needed, a proposal can be submitted to remove the elected member from office.
 - A two-thirds majority vote is required for removal from office.

8.3 Two consecutively missed ASC meetings (unexcused)

- After any unexcused absence, the ASC Chair and Vice Chair should make attempts to have a one-on-one conversation with the elected member, reminding them of the absence policy stated in section 5.3.
- After a second consecutive unexcused absence, the ASC Chair or Vice Chair will submit open forum topic to discuss the non-compliance with the body.
- After discussion, the body may ask the elected member to step down from their position.
- If needed, a proposal can be submitted to remove the elected member from office.
 - A two-thirds majority vote is required for removal from office.

8.4 Financial Misconduct

- Should any ASC Officer, Subcommittee member, or any non-elected NA member be suspected to have misappropriated or misused ASC funds, the ASC Officers will discuss the incident either by phone, virtually or in person. If agreed upon by simple majority the suspected member(s) 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 member(s) of their suspension and the subsequent investigation either by phone, virtually or in person.

8.4.1 Investigation of Financial Misconduct

- The ASC Officers will conduct a full and timely investigation of the matter.
- 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 and the member(s) involved at the ASC following the report of the incident.
- Any member(s) suspected of misappropriation or misuse of ASC funds may exercise the Tenth Concept of NA Service to redress the issue.
- 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.
- One of the following outcomes will occur as a result of the investigation:
 - If found to have misappropriated or misused ASC funds, the member(s) will be removed from their service position(s).
 - If not found to have misappropriated or misused ASC funds, the member(s) will be reinstated to their service position(s).
 - Extend the investigation if new information arises.
- The ASC Chairperson will notify the member(s) by phone, virtually, or in person of the outcome.
- If a trusted servant resigns from their service position prior to the ASC Officers conducting an investigation and reaching a final outcome, the ASC Officers will continue to do their due diligence to conduct a full and complete investigation as described above.

9 SUBCOMMITTEES

The ASC may establish subcommittees to carry out the services of the ASC. These subcommittees will perform their duties as described by these guidelines, ASC approved subcommittee guidelines, A Guide to Local Services in NA, Twelve Concepts of Service, Twelve Traditions and any subcommittee handbooks approved by the World Service Conference of Narcotics Anonymous.

9.1 Permanent Subcommittees

- Permanent subcommittees will be formed by approval of the voting members of the ASC. The permanent subcommittees include but are not limited to the following:
 - Public Information
 - Hospitals and Institutions
 - Activities
 - Literature
 - Making New Memories Campout

9.2 Special Subcommittees

- The ASC Chair may appoint special subcommittees or they may be formed by an approved proposal by the voting members of the ASC. These special subcommittees can be created for ad hoc projects as needed.

9.3 Subcommittee Guideline Maintenance

- Subcommittee Chairs, other than ad hoc, are asked to review (and update if needed) subcommittee guidelines at the end of their term.
- Subcommittees are asked to submit any proposed guideline changes to the ASC for approval using the decision-making process defined in Section 6.

9.4 Money Handling

- All subcommittees and their members are asked to sign and comply with the ASC Financial Responsibility Agreement form if the position requires handling ASC funds.
- All signed Financial Responsibility Agreement forms must be submitted to the ASC Chair prior to handling ASC funds.

10 FINANCIAL RESPONSIBILITY

10.1 Money Handling

- The ASC will maintain and oversee a primary business checking and savings account with sublevel accounts for the Activities and Making New Memories subcommittees.
- ASC Treasurer will have all business completed, money counted, and ready for deposit by the completion of ASC.
- All funds collected by the ASC treasurer from group contributions and literature sales will be deposited in the ASC checking account the next available business day.
- All funds are required to be counted by the Treasurer and Treasurer Trainee. If either position is absent/vacant, then the ASC Chair can appoint another ASC Officer to assist.
- All PayPal funds will be transferred to the ASC Checking Account monthly.
- All PayPal funds transfers will be initiated using the standard zero cost option by the end of ASC.
- A business day is considered every official working day of the week. Not including weekends or holidays.
- All area approved expenditures will be paid by check, bank-transfers, or debit card.
- All bank-transfers or debit card payments must be approved by the ASC with a proposal.
- All area checks will require two signatures, that of the ASC Treasurer and one from the following: ASC Chair or Vice Chair.
- Signers are unable to sign on checks made payable to themselves.

10.2 ASC Prudent Reserve

- The prudent reserve consists of two months' worth of budgeted expenditures.
- The prudent reserve is determined based on the budget set at the beginning of the fiscal year.
- The prudent reserve will be used to replenish the quarterly budget should quarterly income fall below the predetermined amount outlined in section 10.3 and listed on the Treasurers Budget Sheet.
- If money from the prudent reserve is used to replenish the quarterly budget, the prudent reserve will be replenished using available funds left over at the end of that current quarter – before regional/world donations are made.

10.3 ASC Expenditures

- The ASC Fiscal Year begins in November and is divided into quarters:

Quarter 1	Nov, Dec, Jan
Quarter 2	Feb, Mar, Apr
Quarter 3	May, Jun, Jul
Quarter 4	Aug, Sept, Oct

- Quarters will both start and end during the first ASC of the quarter.
- All accounting will be completed and reported on during the second ASC of each quarter (Dec, Mar, Jun, Sept).

- ASC Expenditures will be set by the admin body annually during the October Admin Meeting. They will be recorded on the Treasurers Budget Sheet (Excel Sheet) and reported back to GSRs for approval during the November ASC.
- At the beginning of each quarter the administrative body will review the upcoming quarters budget and submit any changes at the next ASC if needed.
- ASC Expenditures include the following:
 - Rent
 - Zoom Bill
 - Schedules – Printing, Postage
 - Storage Unit
 - PO Box
 - ASC Officer Supply Reimbursements
 - H&I and PI Budget Reimbursements
 - Literature Shipping
 - Regional Travel
 - Activities Subcommittee Quarterly Replenishment
- ASC expenditures will be submitted to the Treasurer for payment.
- One or more of the following is required to approve expenditures:
 - Proof of payment due from vendor.
 - Submission of a Money Request Form with receipts or other proof of payment.
 - Submission of a Money Request Form without receipts totaling no greater than the service member’s budget.
 - Receipts or other proof of payment must be provided by the next ASC meeting.
 - In the event that no receipt or other proof of payment can be furnished the ASC Chair will start an investigation for financial misconduct as defined in section 8.4.
- Money requests outside of the budget must be submitted to the body as a proposal.
- Payment exceeding that service member’s budget will be contingent upon proof of payment and ASC approval.
- Bills will be paid by the ASC Treasurer in the order listed. If a bill exceeds the budget listed, then the bill will be reviewed by the ASC body:
 - Rent
 - Storage Unit
 - Zoom
 - Schedules
 - Literature Shipping
 - ASC Reimbursements
 - Regional Travel
 - Region Donation
 - World Donation
- The ASC Treasurer will keep a separate ledger exclusively for PI and H&I budget records. These records will include the following bills:

- H&I literature
- H&I Zoom
- 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.
- The Activities Chair may request a replenishment up to \$250 quarterly if their balance is below \$500. The Activities Chair will submit their treasurer report, copies of receipts, and current bank account balance to the ASC Treasurer. After review, the ASC Treasurer will bring their findings and recommendation to the Admin meeting for approval.
 - The quarterly replenishment plus their current bank account balance will not exceed \$500.00.
- January of each year Activities will return all funds in their bank account above \$500 to ASC by check submitted to the ASC Treasurer with the Activities Committee Treasurer Report, bank statements, receipts, and income records.
- Literature chair's orders should not exceed the money taken in from group literature sales plus H&I and PI literature sales.

10.4 Regional/World Donations

- At the beginning of each fiscal quarter (Nov, Feb, May, Aug), the Treasurer will send forward any excess funds split evenly to Region and World.
- Excess funds are defined as any funds exceeding the projected future quarter's budget + the prudent reserve and will be sent forward.
- Donations can be made using electronic forms of payment directly to Region and World.
- Donations will be reported by the Treasurer at the next ASC.

10.5 IRS Filing Process

- The Treasurer will submit IRS Form 990-N (e-postcard) within 30 days of the end of the fiscal year. The first step in this process is to compile ASC books for the end of fiscal year. Once the treasurer has verified that the ASC took in less than \$50,000, they can file the postcard online.
 - Form 990-N should be completed online using the [irs.gov](https://www.irs.gov) website.
 - Put in ASC details as needed.
 - Check the box that verifies that we've made less than \$50,000
 - Fill out the names of the newly elected officers: Chair, Vice Chair, Treasurer
 - Submit the form.
- Submit the 990-N Postcard using the IRS website at the end of term.
- Transfer Chair, Vice Chair, Treasurer details to postcard on submission.
- If the ASC's income exceeds \$50,000 in one fiscal year, this may change our IRS Exempt status. It is recommended to seek legal or financial counsel in this situation.

10.6 Audits

- There will be an audit of the ASC treasury each October and April, the Campout treasury each September and April, and the Activities treasury each January and April.
- The current ASC Chair, ASC Vice Chair, and ASC Treasurer must attend all audits.
- Additionally, one other ASC Officer from the following list is required to attend: RCM I, RCM II, or ASC Secretary.

- Newly elected and previous positions must attend their respective audits according to the following table:

Month	Account	Required members
September	Making New Memories	<ul style="list-style-type: none"> • Newly elected and former MNM Chairs • MNM Vice-Chair • Newly elected and former MNM Treasurers
October	ASC	<ul style="list-style-type: none"> • Former ASC Chair • Former ASC Treasurer
January	Activities	<ul style="list-style-type: none"> • Newly elected and former Activities Chairs • Activities Vice-Chair • Newly elected and former Activities Treasurers
April	Full Audit – all ASC Accounts	<ul style="list-style-type: none"> • Activities Chair and Vice Chair • MNM Chair and Vice Chair • Activities Treasurer • MNM Treasurer • ASC Treasurer Trainee

- There will be an additional audit if any ASC or subcommittee treasurer leaves office for any reason.

TRUSTED SERVANTS

10.7 ASC Chair

- Requirements:
 - Working knowledge of Twelve Traditions, Twelve Concepts, ASC Guidelines and A Guide to Local Services in NA.
 - Minimum of 5 years clean.
 - Must have prior ASC service experience.
 - Must be eligible to be an authorized signer on the ASC bank accounts.
 - Must have access to a computer and the willingness to learn and use ASC technology used for data storage and communication.
- Duties:
 - Attend the ASC meeting in person.
 - If unable to attend in person, the Vice Chair will facilitate the meeting in person.
 - Provide a written report including any financial activity for the month.
 - Prepare agenda for ASC meetings.
 - Agenda will include reading of “A Vision for NA Service” and corresponding monthly Concept of Service Q&A.
 - Share the agenda with the ASC Secretary.
 - Plan and coordinate monthly ASC meeting location, date, and time and ensures that it is updated on the schedule/website.
 - Facilitate monthly ASC meeting.
 - Attend the monthly administrative meeting (Section 5.4) and facilitate if the Vice Chair is unable to attend.
 - Address absentee groups per Section 5.3.
 - Conduct audits of the treasury per Section 10.5.
 - Actively engage with subcommittee chairs and officers to assist or guide as needed.
 - In the event of a vacant position, work with the ASC Vice Chair to ensure that the duties of the position are fulfilled until the position is filled either by appointment or election.
 - Create and maintain election ballot annually for ASC elections.
 - Actively oversee and ensure that administrative duties are completed.
 - Attend annual area inventory and work with the Vice Chair to implement any action items that result from it.
 - Coordinate addition of new signers with the financial institution within the month following elections or appointments.
 - Become a signer on all ASC bank accounts.
 - Willing to be an officer of “South Puget Sound Area of Narcotics Anonymous” for tax and legal purposes.

- File and maintain all signed Financial Responsibility forms.
- Is required to sign the Financial Responsibility Form.

10.8 Vice Chair

- 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.
 - Must be eligible to be an authorized signer on the ASC bank accounts.
 - Must have access to a computer and the willingness to learn and use ASC technology used for data storage and communication.
- Duties:
 - Attend the ASC meeting in person.
 - Facilitate the meeting if the ASC Chair is unable to attend in person.
 - Provide a written report including any financial activity for the month.
 - Facilitate the monthly administrative meeting according to Section 5.4.
 - Assist the ASC Chair in planning, coordinating, and facilitating the monthly ASC meeting.
 - Has a copy of the guidelines, previous minutes, and agenda available to refer to during the ASC meeting.
 - Assist the ASC Chair in maintaining order during group discussion.
 - Monitors the room for people raising their hands and keeps them in order.
 - Update approved guideline change proposals in the primary document and ensure it is posted online by the next ASC.
 - Manage and store current copy of ASC Guidelines in the ASC cloud storage.
 - Participate in all audits of the treasury per Section 10.5.
 - Actively engage with subcommittee chairs and officers to assist or guide as needed. Attend subcommittee meetings when possible.
 - In the event of a vacant position, work with the ASC Chair to ensure that the duties of the position are fulfilled until the position is filled either by appointment or election.
 - Organize an area inventory on an annual basis in May per Section 5.5.
 - Manage online USPS account and ensure payment and transfer of ownership each November.
 - Keep a key to PO box and storage unit.
 - Check PO box monthly, bring mail to ASC, and distribute to groups who use the PO Box.

- Bring treasurer files and other ASC documents to the storage unit after each audit.
- Become a signer on all ASC bank accounts.
- Willing to be an officer of “South Puget Sound Area of Narcotics Anonymous” for tax and legal purposes.
- Is required to sign the Financial Responsibility Form.

10.9 Treasurer

- Requirements:
 - Working knowledge of Twelve Traditions, Twelve Concepts, ASC Guidelines and other necessary handbooks.
 - Minimum of 5 years clean.
 - Must have prior ASC service experience.
 - Must be eligible to be an authorized signer on the ASC bank accounts.
 - Must have the ability to balance and reconcile the bank statement with check register on a monthly basis.
 - Must have access to a computer and working knowledge of spreadsheet software.
 - Willingness to learn and use ASC technology used for data storage and communication.
- Duties:
 - Attend the ASC meeting in person.
 - Provide a written report including any financial activity for the month.
 - Attend the monthly administrative meeting.
 - Oversee all ASC bank accounts.
 - Responsible for distribution of funds per the annual budget.
 - Responsible for fulfilling approved money requests.
 - Keep accurate banking records.
 - Make quarterly contributions to Region and World per Section 10.4.
 - Collect and record all individual and group contributions during ASC.
 - Issue receipts for all funds received (excluding PayPal).
 - Follow all money handling procedures outlined in Section 10.1.
 - Provide the ASC with a statement of income and expenses and include in the minutes.
 - Participate in all audits.
 - Become a signer on all ASC bank accounts.
 - Willing to be an officer of “South Puget Sound Area of Narcotics Anonymous” for tax and legal purposes.
 - Maintain a visa/debit card for SPSANA checking account.
 - Update the bank debit card with their information within two weeks of election or appointment.
 - Reconcile the ASC books at the end of the fiscal year.
 - Maintain IRS website login credentials through the Treasurer’s email.

- File IRS Form 990-N (e-postcard) on the IRS website within 30 days of the end of the fiscal year.
- Ensure that all reimbursements/payments outside of the budget are approved by a proposal to ASC.
- Every October, the ASC Treasurer's report will include a spreadsheet showing each group's annual contributions.
- Is required to sign the Financial Responsibility Form.

10.10 Treasurer In Training

- 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 4 years clean.
 - Must be eligible to be an authorized signer on the ASC bank accounts.
 - Must have access to a computer and working knowledge of spreadsheet software.
 - Willingness to learn and use ASC technology used for data storage and communication.
- Duties:
 - Attend the ASC meeting in person.
 - Provide a written report including any financial activity for the month.
 - Attend the monthly administrative meeting.
 - Assist the ASC Treasurer with all treasury responsibilities.
 - In the absence of the ASC Treasurer, the Treasurer in Training will perform the duties of the ASC Treasurer.
 - Participate in all audits.
 - Is required to sign the Financial Responsibility Form.

10.11 Secretary

- Requirements:
 - Working knowledge of Twelve Traditions, Twelve Concepts and ASC Guidelines.
 - Minimum of 2 years clean.
 - Must have access to a computer and working knowledge of word processing software.
 - Willingness to learn and use ASC technology used for data storage and communication.
 - Must have the ability to take accurate notes.
- Duties:
 - Attend the ASC meeting in person.
 - Provide a written report including any financial activity for the month.
 - Attend the monthly administrative meeting.
 - Conduct and maintain roll call of groups and officers present at the ASC meeting to be included in the minutes.

- Collaborate with the Secretary Trainee to record accurate meeting minutes during the ASC meeting.
- Edit and format minutes to include officer and group reports.
- Send draft to ASC Chair and Vice Chair for review, input, and approval.
- Send out minutes using the ASC mailing list technology no later than 2 weeks after the ASC meeting.
 - Update email template when sending.
 - Ensure links and information in the email are correct and up to date.
- Send a copy of the completed minutes in PDF format to the web coordinator for web publishing no later than 2 weeks after the ASC meeting.
- Manage and store meeting minutes in PDF format in the ASC cloud storage.
- In October, send out a complete list of all approved proposals that occurred over the past year via the ASC mailing list, and store the file in the ASC cloud.
- Train and mentor the Secretary Trainee in all duties.

10.12 Secretary In Training

- 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.
 - Must have access to a computer and working knowledge of word processing software.
 - Willingness to learn and use ASC technology used for data storage and communication.
 - Must have the ability to take accurate notes.
- Duties:
 - Attend the ASC meeting in person.
 - Provide a written report including any financial activity for the month.
 - Attend the monthly administrative meeting.
 - Record admin meeting minutes and report at ASC meeting.
 - Collaborate with the Secretary to record accurate meeting minutes during the ASC meeting.
 - Assist in editing and formatting minutes.
 - In the absence of the Secretary, the Secretary in Training will perform the duties of the ASC Secretary.

10.13 REGIONAL COMMITTEE MEMBER I

10.13.1 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.

10.13.2 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.

10.14 REGIONAL COMMITTEE MEMBER II

10.14.1 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.

10.14.2 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.

10.15 LITERATURE CHAIR

10.15.1 Requirements:

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

10.15.2 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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10.16 ACTIVITIES CHAIR

10.16.1 Requirements:

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

10.16.2 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.

10.17 PUBLIC INFORMATION CHAIR

10.17.1 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.

10.17.2 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.

10.18 CONVENTIONS & EVENTS LIAISON

10.18.1 Requirements:

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

10.18.2 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.

10.19 MAKING NEW MEMORIES CAMPOUT CHAIR

10.19.1 Requirements:

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

10.19.2 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.

10.20 HOSPITALS & INSTITUTIONS CHAIR

10.20.1 Requirements:

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

10.20.2 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.

10.21 AREA WEB SERVANT

10.21.1 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.

10.21.2 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.

10.22 AREA WEB SERVANT IN TRAINING

10.22.1 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.

10.22.2 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.