

GUIDELINES OF WASHINGTON COUNTY NARCOTICS ANONYMOUS

Approved Oct. 4th, 2013



Mission Statement

The primary purpose of Washington County Narcotics Anonymous (WCNA) shall be to serve and to support the groups and services common to the welfare of Narcotics Anonymous, by communicating the needs and problems and organizing ourselves so that we may better carry the message to the addict who still suffers. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Section 1 - PURPOSE OF WASHINGTON COUNTY NARCOTICS ANONYMOUS (WCNA)

Our purpose is based on NA's 5th tradition, "Each group has but one primary purpose—to carry the message to the addict who still suffers," and the 12th step," we tried to carry the message to the addict who still suffers". Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery— that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live.

Washington County Narcotics Anonymous is the point of decision for our combined groups, and it is directly accountable to them in its actions, "The final responsibility and authority for NA Services rests with the NA Groups." (2nd Concept)

- 1.1. The name of this assembly shall be Washington County Narcotics Anonymous, hereafter referred to as WCNA.
- 1.2. The geographical boundaries of WCNA are the exterior boundaries of Washington County, Oregon. However, exceptions may be made if a group outside of Washington County desires to become a member of WCNA.
- 1.3. The purpose of WCNA is to support the Area groups in accordance with the Concepts and Traditions of Narcotics Anonymous.
- 1.4. To facilitate the delivery of these services, WCNA has selected a service structure composed of a Group Support Forum (GSF) and Local Service Conference (LSC) as defined in the following sections

Section 2 – GROUP SUPPORT FORUM (GSF)

The Group Support Forum (GSF) is established by the groups to provide a forum to meet with other groups of the area to discuss common areas of interest between the groups and NA as a whole. The GSF is intended to help groups better carry the message within their meetings by separating out the group support functions from the "business" of NA. The GSF gives groups the opportunity to share

problems they may be encountering and to seek solutions from each other, while avoiding the distraction of discussions about complex services provided outside the group. By functioning as a discussion-based gathering of the local NA community, the GSF offers an attractive alternative that complements the more business-oriented service meetings.

The GSF is intended to be like a community or neighborhood gathering, not another level of service. Some functions of the GSF meetings include:

- *Informal training and mentoring.*
- *Discussion of group issues through group sharing.*
- *Welcoming and outreach to new groups and members*
- *Orientation and introduction to service (recovery and service literature, traditions, concepts, etc.)*
- *Informal information sharing (upcoming events, LSC activities, new literature items, NAWS issues topics, etc.)*
- *Sending delegates to the LSB and LSC planning conferences.*
- *In some instances, the GSF may be asked to be involved in service delivery (such as putting up PR fliers in the community)*

- 2.1 GSF shall consist of the Group Support Representatives (GSR) selected by the groups of the Area and any other interested Narcotics Anonymous members.
- 2.2 The GSF shall meet monthly at a time and location mutually agreed upon by all members.
- 2.3 The GSF meeting shall be facilitated by the chairperson of the Local Service Board (LSB) or GSF Delegate or Alternate Delegate selected by each GSF.
- 2.4 The GSF shall select a primary and alternate delegate from their members to represent the interests of the GSF at the LSB and the quarterly LSC Planning Conferences.

Section 3 – LOCAL SERVICE CONFERENCE (LSC)

The Local Service Conference (LSC) has responsibility for delivering the bulk of local services, and groups will remain responsible for funding services through contributions to the LSC. Attendance at the LSC is open to all, but the LSC is intended to be an efficient service body with a focus on planning and service provision. The LSC serves as a communication and delegation link between the groups and the rest of the fellowship by sending a delegate to the regional service body. The LSC will utilize a strategic planning process, and services will be delivered through a mix of project-based workgroups and ongoing essential or routine services, each of which will have a coordinator who is a member of the LSC and reports to it. The LSC will also consist of quarterly planning conferences, beginning with an Annual Planning Assembly, attended by delegates from the groups and the GSF and an administrative board with the responsibility to organize and facilitate the LSC meeting. The planning conferences may be attended by any interested members and will be guided by the principles of the traditions and concepts. The annual planning assembly should try to draw from as wide a range of experience as possible.

Some functions of the LSC include:

- *Provide training, including orientation, mentoring, and leadership development*
- *Serve as a communication and accountability link*
- *Plan, including developing strategic plans and action plans*

- *Provide GSF support, including*
 - *Facilitation*
 - *Support, both personal and/or financial*
- *Administer its own affairs, such as facilitating meetings, renting space, setting agendas, etc.*
- *Put on fellowship events such as conventions, learning days, and CAR workshops*
- *Conduct Public Relations, including*
 - *Institutional liaison*
 - *Public Information events*
- *Coordinate human resources, such as a human resource pool*
- *Oversee financial resources*
- *Participate in fellowship development and support, including outreach to isolated NA communities*
- *Maintain a meeting list*
- *Distribute literature to groups*
- *Send a representative to the regional service conference*

Local Service Board (LSB)

The Local Service Board (LSB) is the administrative body of the LSC. Board members are elected by the groups of WCNA to provide the services requested by the groups, to be accountable for the funds provided by the groups and to carry out the strategic plan developed by the groups at the annual planning assembly. Board members must always act within the principles of the traditions and concepts, especially the 2nd Tradition – “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.” and the 2nd Concept – “The final responsibility and authority for NA services rests with the NA groups.”

By the same token, the LSC service structure depends heavily on the groups abiding by the 3rd Concept; “The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it”, and trust their trusted servants to serve.

- 3.1 The Local Service Board shall consist of the LSB Chairperson, Vice Chairperson, Treasurer, Treasurer in Training, Secretary, GSF appointed delegates, Regional Committee Member (RCM) and RCM II and the Service Coordinators for essential services.
- 3.2 The LSB shall meet monthly at a time and location mutually agreed upon by all members.

- 3.3 Attendance at the LSB monthly meetings shall be open to all members of WCNA.
- 3.4 The LSB Secretary shall provide a written report of the activities and decisions of the LSB to all GSR's of the Area.

LSC Planning Conferences

- 3.5 The LSB is responsible for holding quarterly planning conferences to receive direction, in the form of the strategic plan, and to report on its performance against the plan to the members of WCNA. One of these planning conferences shall be the WCNA Annual Planning Assembly, where the strategic plan for the next year will be developed.
- 3.6 All groups within the Area are encouraged to have at least one representative present at the conferences, to ensure that their group has a voice in the conscience and decisions of the Area.
- 3.7 All members of WCNA are welcome and encouraged to attend the conferences and shall have equal voice and participation.
- 3.8 The Planning Conferences for WCNA shall be held in December, March, June and September of each year, with the Annual Planning Assembly to be held at the March conference.
- 3.9 The Annual Planning Assembly is an event that gathers input from everyone to set service priorities. Planning conferences follow the stages of the planning cycle. They are used to prioritize, approve workgroups and a budget created by the LSB, monitor and report, change direction as necessary and evaluate service delivery.

Section 4 - DECISION MAKING

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 it insures 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 LSC. We believe that when a decision is so important it needs to go back to groups for a group conscience, only the groups should participate in that decision. When a decision goes back to groups for guidance, any LSB board member can participate in their home groups conscience insuring that their voice is heard through their GSR.

- 4.1 All proposals and decisions except elections will be considered using consensus-based decision making. For our purposes, the process for consensus-based decision making allows for points of view to be heard and fairly considered within the LSC. If at the end of discussion the LSC has not reached agreement those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their vie, even after the proposal has been amended, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters were the dissenters cannot assent to the majority, no action shall be taken.
- 4.2 All participating members at the LSC shall have an equal voice in all discussions.
- 4.3 Any member of WCNA may make a proposal and shall have an equal voice in discussions and decisions.
- 4.4 All proposals must be submitted to the Chairperson in writing to insure accuracy. The Secretary will keep a copy of all passed or failed proposals.

- 4.5 Proposals may be amended or withdrawn at any time prior to decision.
- 4.6 Elections will be decided by a simple majority of the GSR's.
- 4.7 CAR motion support shall be decided by consensus at the designated planning workshop.
- 4.8 Any proposal to change the area guidelines must refer to the section and line item of the guidelines to be changed.

Section 5 – ELECTIONS

In our election process we use the 4th concept, “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- 5.1 Elections shall be held annually at the December LSC for all LSB positions. Nominations will be held at the November Local Service Board (LSB) and Service Resumes need to be submitted to the Secretary for inclusion in the minutes.
- 5.2 All LSB board members are elected for a term of one year.
- 5.3 No WCNA member shall hold more than one LSB position or be a coordinator for an LSB routine service while holding an LSB position, except where a member of the LSB (Chair, Vice-Chair, Secretary, Treasurer) may temporarily fill the vacant position until an election can be held and the position filled.
- 5.4 The LSB Chair may appoint an interim board member should a vacancy occur prior to elections.
- 5.5 No LSB Service Coordinator shall be coordinator for more than one routine service; however, they may be a participant in the delivery of the routine service or serve as a workgroup leader.
- 5.6 No member shall be allowed to serve as a Group Service Representative (GSR) and as a member of the LSB simultaneously.
- 5.7 No LSB board member shall be eligible to serve more than two consecutive full terms in the same LSB position.
- 5.8 A WCNA Trusted Servant may be removed from their elected position for non-compliance only after a proposal for removal has been received, and the person has been notified by either letter or phone call from the LSB Chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a proposal to be removed from their position is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the proposal, a letter or phone call will not be required. Non-compliance includes but is not limited to:
 - a) Loss of abstinence from drugs
 - b) Failing to perform the duties of the position
 - c) Misappropriation of NA fundsThe final decision to remove a Trusted Servant from their position shall be through a consensus decision of the LSB.
- 5.9 All nominees for an LSB service position will submit a service resume for review by the GSR's and/or groups.

Section 6 – Services and Workgroups

Just as groups create a service structure to help them fulfill their primary purpose, the LSC creates services or workgroups to do the actual work involved in delivering direct services for the purpose of carrying the message to the addict who still suffers. This is based on the 9th tradition, the creation of “service boards or committees directly responsible to those they serve.”

- 6.1 The LSC may establish services or workgroups from time to time to meet the needs of WCNA Groups.
- 6.2 The LSB shall determine the structure by which the services requested by the groups shall be provided. This shall be in the form of either a routine or essential service, requiring a permanent coordinator position to be created on the Board, or as a workgroup, created for a specific purpose and a specific duration, with the work group coordinator being responsible to the board for the duration of the workgroup.
- Examples of routine or essential services include :
- Hospitals and Institutions
 - Activities
 - Public Relations
 - Phonenumber
 - Literature
 - Outreach
- Examples of workgroups include:
- Conference planning
 - Major activities within one of the routine services such as the Area Campout, PR initiatives, workshops, etc.
- 6.3 Service coordinators will be responsible for the development of and adherence to guidelines specific to the service provided.
- 6.4 All Service Coordinators shall attend and submit a written report at all LSB meetings. In the case where circumstances prevent their attendance, they shall have the responsibility to send their report with an alternative representative.
- 6.5 Coordinators of the Hospital and Institutions, Activities, Public Relations and Literature services should select representatives to represent their service at the Regional conferences.

Section 7 - 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 insure 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.

- 7.1 WCNA will establish checking accounts as needed to effectively manage all funds.
- 7.2 WCNA fiscal year will be from July 1st to June 30th.
- 7.3 All monies accumulated from group contributions, literature sales, activities and all other sources shall be maintained and deposited in the appropriate WCNA checking account.
- 7.4 All disbursements shall be made by a check issued but not signed by the WCNA Treasurer following receipt of an approved check request or budget request form.
- 7.5 Whenever WCNA funds in excess of \$100 are expected to be received, (such as a dance or banquet) two trusted servants should be present to receive the money.
- 7.6 The checking accounts shall require a minimum of two signatures on any check in excess of \$200. Checks must have “Two Signatures Required in Excess of \$200” preprinted on the checks.
- 7.7 The authorized signers for the WCNA checking accounts shall be the LSB Chairperson, LSB

Vice-Chairperson and the LSB Secretary.

- 7.8 All bank statements for WCNA are to be mailed to the WCNA PO Box
- 7.9 The LSB Treasurer shall make available any accounting records as soon as practical upon request.
- 7.10 A prudent reserve shall be maintained in the main account at all times. The prudent reserve shall be set each month as being the sum of the next two months budgeted expenses. (Activities budget and prudent reserve is established separately)
- 7.11 The WCNA checking account will be audited annually by a licensed tax preparer during the preparation of the WCNA tax return in August.
- 7.12 The Treasurer shall utilize the following spending guidelines and pay expenses as prioritized below:
 - a) Payment of WCNA debts or expenses outside the fellowship of Narcotics Anonymous.
 - b) Payment of WCNA debts or expenses within the fellowship of Narcotics Anonymous.
 - c) Approved WCNA budget items.
 - d) All other expenses.
- 7.13 The Treasurer shall reconcile all accounts monthly and submit a written monthly statement itemizing all income and expenses from the preceding month and providing all current balances. The Treasurer shall also submit an annual financial statement for the preceding year at the June planning conference summarizing all income and expenses from the previous fiscal year.
- 7.14 The Treasurer shall provide a receipt for all donations made to the Area.
- 7.15 The LSB shall develop a proposed budget to meet the goals of the Annual Planning Assembly to be presented for approval at the June LSC Planning Conference.
- 7.16 The Treasurer shall review the WCNA financial records after all bills have been paid in January, April, July and October to determine the amount of excess funds available for Regional and World donations. Excess funds are those funds available after the prudent reserve is established and bills are paid.
- 7.17 All excess funds shall be passed on to Region and World in January, April, July and October. Fifty percent to the Pacific Cascade Region of Narcotics Anonymous and fifty percent to Narcotics Anonymous World Services.
- 7.18 All receipts or unspent monies must be turned in to the Treasurer within 30 days of the receipt of funds. The Treasurer shall report to the LSB on any outstanding balances.
- 7.19 Any person handling cash for NA Activities must have 2 years clean time.
- 7.20 The LSB will budget for minimum quarterly donations of \$25 each to Region and World.
- 7.21 Activities Checking account will have an operating fund of \$4000. All funds deposited over \$4000 will be transferred to the WCNA main account. If the operating funds falls below operating needs then a non-budgeted check request can be submitted to meet the needs.

Section 8 - TRUSTED SERVANTS

“For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” (2nd tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a WCNA 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.

- 8.1 All Local Service Board trusted servants should meet these minimum requirements;
- a. Working knowledge of the Twelve Traditions,
 - b. Working knowledge of the Twelve Concepts,
 - c. Working knowledge of WCNA Guidelines
 - d. Have an NA sponsor
 - e. Have a general knowledge of consensus based decision making
 - f. Must attend monthly LSB and quarterly LSC Planning Conferences
 - g. Provide a verbal report of monthly activities at the LSB
 - h. Provide an electronic copy of the monthly report to the LSB Secretary for inclusion in minutes.
- 8.2 Chairperson
- a. Have a demonstrated ability to run a business meeting using consensus-based decision making
 - b. Facilitates the monthly GSF(if no delegate or alternate is available) and LSB meeting and the LSC Quarterly Planning Conferences.
 - c. Prepares agendas for LSB meetings, and LSC Quarterly Planning Conferences.
 - d. Coordinate annual guideline review for presentation at November LSB.
 - e. Minimum 3 years NA service experience with at least one year serving on the LSB.
 - f. Minimum 3 years continuous clean time.
- 8.3 Vice-Chairperson
- a. Fills in in the absence of a service coordinator or the LSB chair.
 - b. Coordinates Area human resource pool to provide resources to the service coordinators as necessary.
 - c. Collects and tallies Annual Assembly Planning survey questionnaire in February for presentation at March LSC planning Conference.
 - d. Minimum of 2 years NA service experience with at least one year serving on the LSB.
 - e. Minimum 2 years continuous clean time.
- 8.4 Treasurer
- a. Demonstrated ability to perform basic bookkeeping functions.
 - b. Perform all Treasurer duties as listed in section 7 – Financial Responsibility.
 - c. Maintain possession of primary PO Box key and check for new mail monthly and distribute as appropriate.
 - d. Prepares financial records in July for submission to tax preparer in August.
 - e. Minimum of 2 years NA service experience-
 - f. Minimum 3 years continuous clean time.
- 8.5 Treasurer In Training
- a. Demonstrated ability to perform basic bookkeeping functions
 - b. Capable of performing all Treasurer duties in the Treasurer’s absence
 - c. Minimum of 1 year NA service experience.
 - d. Minimum of 2 years continuous clean time

- 8.6 Secretary
- a. Demonstrated ability to take accurate notes
 - b. Shall provide a written report of the activities and decisions of the LSB and LSC quarterly Planning Conferences to all GSRs and LSB Members distributed within 1 week following the meeting.
 - c. Maintain an up-to-date list of LSB members and GSR e-mail addresses and phone numbers.
 - d. Provide an electronic copy of all minutes to the PR Web Servant for archiving on the Area website.
 - e. Maintain possession of the second PO Box key
 - f. Must have access to a personal computer with internet access.
 - g. Maintain possession of all corporate records and updates records anytime officer positions change.
 - h. Sign and file Annual Report for corporation in September. Must include:
 1. the name of the corporation;
 2. the street address of its principal office;
 3. the date of its last preceding annual meeting;
 4. the names and addresses of all the officers and directors, and the date at which the term of office of each expires.
 - i. Minimum of 1 year NA service experience.
 - j. Minimum of 2 years continuous clean time.
- 8.7 Secretary in Training
- a. Demonstrated ability to take accurate notes
 - b. Capable of performing all Secretary duties in the Secretary's absence
 - c. Minimum 6 months continuous clean time.
- 8.8 Regional Committee Member
- a. Ability to clearly communicate information orally and in writing from Region and World Services
 - b. Attend and represent WCNA at the Regional Service Committee meetings
 - c. Have a general knowledge of all areas of service being provided by WCNA
 - d. Facilitate the biannual CAR workshop for WCNA in March.
 - e. Represent WCNA Service coordinators at regional service committee meetings if necessary.
 - f. Minimum 3 years NA service experience with at least one year serving on the LSB.
 - g. Minimum 3 years continuous clean time.
- 8.9 Alternate Regional Committee Member
- a. Ability to clearly communicate information orally and in writing from Regional and World Services
 - b. Capable of fulfilling the duties of the RCM in the RCM's absence.
 - c. Have a general knowledge of all areas of service being provided by WCNA
 - d. Represent WCNA Service coordinators at regional service committee meetings if necessary.
 - e. Minimum of 2 years NA service experience with at least one year serving on the LSB.
 - f. Minimum 2 years continuous clean time.

- 8.10 Hospital & Institutions Service Coordinator
- a. Working knowledge H&I Guidelines and current approved H&I Handbook
 - b. Coordination with the PR coordinator on approaching new service commitment facilities.
 - c. Coordinate H&I services for WCNA
 - d. Minimum of 1 year service experience with WCNA H&I
 - e. Minimum 2 years continuous clean time
- 8.11 Public Relations Service Coordinator
- a. Working knowledge of PR Guidelines and current WSO approved Public Relations handbook
 - b. Coordinate PR services for WCNA
 - c. Has Schedules printed monthly
 - d. Minimum of 1 year service experience with WCNA PR
 - e. Minimum of 2 years continuous clean time
- 8.12 Literature Service Coordinator
- a. Coordinate Literature distribution to the groups of the Area.
 - b. Coordinate the ordering of literature and payment of invoices to World with the LSB Treasurer.
 - c. Be responsible for the collection of funds from the groups and transfer to the Treasurer in a timely manner
 - d. Only sells Literature at the LSB, Annual Planning Assembly or the quarterly Planning Conference unless there is a legitimate emergency need.
 - e. Minimum of 1 year of NA service experience
 - f. Minimum of 3 years continuous clean time
- 8.13 Activities Service Coordinator
- a. Coordinate Activities for WCNA
 - b. Perform duties as described in WCNA Activities Guidelines
 - c. Provide a written financial report of all activities within 30 days of the completion of the activity.
 - d. Provide a monthly written financial report for all Activities expenses and income to the LSB
 - e. Minimum of 1 year service experience with WCNA Activities
 - f. Minimum of 2 years continuous clean time
- 8.12 Outreach Service Coordinator.
- a. Coordinate Outreach services for WCNA
 - b. Ensures Outreach is represented at the GSF
 - c. Minimum 1 year NA service experience
 - d. Minimum 2 years continuous clean time
- 8.13 Shared Services Phonline Representative
- a. Represent the interest of WCNA at the shared service phone line meetings.
 - b. Promote the phone line within WCNA
 - c. Coordinate phone line volunteer solicitation within WCNA
 - d. Minimum 1 year continuous clean time

- 8.14 All service position guidelines are recommended minimum requirements for serving in that position. These guidelines may be waived at the discretion of the LSB.

WCNA CALENDAR

MONTHLY TASKS

- Print schedules
- Pay phone line monthly bill
- Pay Storage unit monthly fee
- Check PO Box
- Pay for literature order
- Project plans updates
- GSR Orientation
- Service Orientation
- Ongoing Service/Subcommittee reports
- Group and GSF issues

JANUARY - LSB

- Region/World Donation
- Reminder to return Annual Assembly Planning survey questionnaire at the February LSB
- Announce Regional Assembly 3rd weekend in January

FEBRAURY - LSB

- Collect Annual Assembly Planning survey questionnaire and tally results for March Planning Conference
- Review and talk through the agenda for the Annual Planning Assembly next month and make sure all the LSB members understand their roles.
- Make a list of all of the current services. Part of the inventory process at the Annual Planning Assembly will involve reviewing these services and asking “Are there ways we could be performing these services better?” (At the second LSC meeting, these services will be reaffirmed—or not—for the year ahead when the budget is presented to the LSC.)
- As an LSB you will want to discuss and evaluate current service delivery. Ideally, you can come to common agreement about what services might be best handled by projects prior to the assembly.

MARCH – LOCAL SERVICE CONFERENCE (LSC): ANNUAL PLANNING ASSEMBLY

- Review what happens at each of the quarterly LSC meetings
- Review current services and define which are ongoing and which are project based
- Review survey data for issues and add any additional issues
- Prioritize issues
- Brainstorm solutions
- clarify and prioritize solutions as potential project plans
- Identify projects and assign coordinators.

- Announce Regional Learning Day 3rd weekend in April
- Conference Agenda Report (CAR) motions workshop (odd years)

APRIL - LSB

- Region/World Donation
- Announce Regional Learning Day 3rd weekend in April
- Conference Agenda Report (CAR) motions (odd years)
- Announce budget requests need submitting in May (including potential projects) showing itemized break downs for requested funds.

MAY - LSB

- Budget requests need to be submitted showing itemized break downs for requested funds.
- Announce LSC Planning Conference next month

JUNE - LOCAL SERVICE CONFERENCE (LSC): PLANNING CONFERENCE

- Present, discuss & approve project plans one by one
- Present, discuss & approve budget
- June 30th fiscal year ends
- Announce Regional Assembly 3rd weekend in July

JULY - LSB

- Region/World Donation
- July 1st Fiscal year begins
- Prepare Monthly envelopes of receipts/check copies/bank statements/other records for tax preparer
- Regional Elections
- Announce Regional Assembly 3rd weekend in July
- Pay annual Website fees

AUGUST - LSB

- Submit financial records to tax preparer
- Announce LSC Planning Conference next month

SEPTEMBER - LOCAL SERVICE CONFERENCE (LSC): PLANNING CONFERENCE

- Evaluate project progress
- Describe distribution of the planning assembly survey tool at December LSC
- Describe election process which happens at December LSC and nominations at November LSB
- Pay Annual P.O. Box rental
- File Annual report on or before October 3rd and pay filing fee (\$50)

OCTOBER - LSB

- Region/World Donation
- Announce Annual guideline review
- Announce November nominations and which trusted servant positions have reached their term limits.

NOVEMBER - LSB

- Present Annual guideline review results
- Nominations for Service positions - Service Resume must be turned in for inclusion in minutes
- Announce LSC Planning Conference next month

DECEMBER - LOCAL SERVICE CONFERENCE (LSC): PLANNING CONFERENCE

- Evaluate project progress/discuss Annual Assembly Planning survey questionnaire
- Distribute an Annual Planning Assembly survey to groups, trusted servants, and interested members to gather information. Announce it will be collected at February LSB to tally results for the LSC Annual Planning Assembly in March.
- Local Service Board (LSB) Elections
- Announce Regional Assembly 3rd weekend in January
- Pay Annual Insurance policy
- BOD meeting to update Executive positions
- Create minutes to change signers on bank account.

Glossary

Conference Agenda Report (CAR) Workshop

The NA World Service Conference (WSC) is a bi-annual service meeting made up of the Regional Delegates of the seated Regions of the world and the members of the NA World Board. Prior to this meeting, the WSC publishes the Conference Agenda Report (CAR) for distribution to the fellowship. The CAR contains the motions and proposals to be up for decision at the WSC meeting. CAR workshops are held at the Area and Region levels to acquaint the membership with the decisions to be made and to gather a group conscience to be carried by the regional delegate to the WSC.

Consensus Based Decision Making

Consensus Based Decision Making is a process of using consensus for decision making, rather than basing decisions on majority voting. Consensus is a group process where the input of everyone is carefully considered and an outcome is crafted that best meets the needs of the group. It is a process of synthesizing the wisdom of all the participants into the best decision possible at the time. Consensus is based on faith, that each person has some part of the truth and no one has all of it. When you consent to a decision, you are giving your permission to the group to go ahead with the decision. You may disagree with the decision, but based on listening to everyone else's input, all the individuals agree to let the decision go forward, because the decision is the best one the entire group can achieve at the current time. Consensus needs four ingredients - a group of people willing to work together, a problem or issue that requires a decision by the group, trust that there is a solution and perseverance to find the truth.

The heart of consensus is a cooperative intent, where the members are willing to work together to find the solution that meets the needs of the group. The cooperative nature of consensus is a different mindset from the competitive nature of majority voting. In a consensus process the members

come together to find or create the best solutions by working together. Key attributes to successful participation include humility, willingness to listen to other and see their perspectives, and willingness to share your own ideas but not insist that they are the best ones. The consensus process is a search for the very best solution, whatever the problem.

Consensus is not unanimous agreement. Participants may consent to a decision they disagree with, but recognize that it meets the needs of the group and therefore give permission to move forward.

Delegate

For the purposes of these guidelines, a delegate is a member of the Group Support Forum (GSF) selected by the participating GSR's to represent the GSF's interest on the Local Service Board (LSB) and to be a conduit of information back to the GSF on the activities and performance of the LSB, especially in relation to its representing and supporting the groups of the Area.

Facilitator

One that facilitates; especially one that helps to bring about an outcome (as learning, productivity, or communication) by providing indirect or unobtrusive assistance, guidance, or supervision <the workshop's facilitator kept discussion flowing smoothly>.

Group Conscience

Group conscience reflects a collective awareness of, understanding of, and surrender to spiritual principles. The conscience of a group takes shape and is revealed when its member take the time to talk to each other about their personal needs, the needs of the group, and the needs of NA as a whole. Each member draws upon his or her relationship with a Higher Power when sharing with the group. As members listen carefully to each other and consult their personal understanding of a loving God, something happens: Solutions to problems become apparent, solutions that take into consideration the needs of everyone concerned. In developing a group conscience, a clear mutual understanding of consensus arises.

Group conscience is not fixed and inflexible. Group conscience is a process that may work differently under differing circumstances. It's not reasonable to expect that today's solution to the group's needs will always be sufficient for every group at every time. The principles involved in group conscience are always the same, but the times and conditions our conscience guides us through are constantly changing, requiring our conscience to tell us different things in different settings.

A surrender to group conscience means we allow our fellowship to be shaped by a loving Higher Power.

Group Support Forum (GSF)

The Group Service Forum (GSF) is established by the groups to provide a forum to meet with other groups of the area to discuss common areas of interest between the groups and NA as a whole. The GSF is intended to help groups better carry the message within their meetings by separating out the group support functions from the "business" of NA. The GSF gives groups the opportunity to share problems they may be encountering and to seek solutions from each other, while avoiding the distraction of discussions about complex services provided outside the group. By functioning as a discussion-based gathering of the local NA community, the GSF offers an attractive alternative that complements the more business-oriented service meetings.

The GSF is intended to be like a community or neighborhood gathering, not another level of service

Human Resource Pool

The Human Resource Pool is a listing of Area members who have expressed an interest in being of service to the Area. The listing contains contact information for the member along with information on their experience and areas of interest. Service coordinators and workstream leads can then consult this list to identify resources to assist them in completing a project or service commitment. This allows more members to be active in service as they prefer, without the requirement to attend committee meetings or the LSB to be of service.

Liaison

- a. An instance or a means of communication between different groups or units of an organization,
- b. One that maintains communication.

Local Service Board (LSB)

The Local Service Board (LSB) is the administrative body of the LSC. Board members are elected by the groups of WCNA to provide the services requested by the groups, to be accountable for the funds provided by the groups and to carry out the strategic plan developed by the groups at the annual planning assembly. Board members must always act within the principles of the traditions and concepts, especially the 2nd Tradition - "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." and the 2nd Concept - "The final responsibility and authority for NA services rests with the NA groups."

By the same token, the LSC service structure depends heavily on the groups abiding by the 3rd Concept; "The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it", and trust their trusted servants to serve.

Local Service Conference (LSC)

The Local Service Conference (LSC) has responsibility for delivering the bulk of local services, and groups will remain responsible for funding services through contributions to the LSC. Attendance at the LSC is open to all, but the LSC is intended to be an efficient service body with a focus on planning and service provision. The LSC serves as a communication and delegation link between the groups and the rest of the fellowship by sending a delegate to the regional service body. The LSC will utilize a strategic planning process, and services will be delivered through a mix of project-based workgroups and ongoing essential or routine services, each of which will have a coordinator who is a member of the LSC and reports to it. The LSC will also consist of quarterly planning conferences attended by delegates from the groups and the GSF and an administrative board with the responsibility to organize and facilitate the LSC meeting. The planning conferences may be attended by any interested members and will be guided by the principles of the traditions and concepts. The annual planning assembly should try to draw from as wide a range of experience as possible.

LSC Planning Conferences

The Planning Conferences are quarterly conferences put on by the LSB to solicit the fellowship's direction in the development and implementation of the strategic plan for the delivery of services to the Area during the planning cycle. An Annual Planning Assembly is held in March of each year at which time the services and budget for the next planning cycle (June - May) is developed and prioritized. Subsequent planning conferences are held in June, September and December to report back to the fellowship on the progress made against the strategic plan and to reassess priorities and change strategy as required.

Narcotics Anonymous World Services (NAWS)

See World Service Office (WSO)

Planning Cycle

The Planning Cycle is how we schedule and coordinate the services being provided to the WCNA Groups by the LSB. We have limited financial and human resources available to us and service priorities that vary over time. The planning cycle provides a means to identify the services that we will provide in a given cycle, prioritize and align these services with resources and a process to check on our progress against the plan. This is done through the Planning Conferences.

Public Relations (PR)

The Narcotics Anonymous message is “that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live.” Our relations with the public enable us to share this message broadly so that those who might benefit from our program of recovery can find us. We perform public relations service to increase the awareness and credibility of the NA program. We share our message openly with the public at large, with prospective members, and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the fellowship. Establishing and maintaining a commitment to these relationships, can help us to further our primary purpose.

The spiritual principles of our steps, traditions, and concepts guide us in pursuing our public relations aims and our efforts to enhance NA’s public image and reputation. These principles apply to our community and service efforts as well as to the personal behavior and attitude of individual NA members.

Routine and Essential Services

A Routine or Essential Service is a service that the membership has decided is a basic service to be provided by the LSB to support the groups of the Area and NA as a whole. These services shall be coordinated by a service coordinator elected by the membership to serve on the LSB. Examples of routine or essential services include :

- Hospitals and Institutions
- Activities
- Public Relations
- Phonenumber
- Literature
- Outreach

Service Coordinator

A service coordinator is a member selected by the groups of the Area to coordinate the delivery of a routine or essential service to the Area. The coordinator is a member of the LSB and is the single point of accountability to the Board and the Area for the delivery of that service. The coordinator will work either with a committee of members or will facilitate multiple work groups to ensure that the services are provided in accordance with the strategic plan.

Work Group

A Work Group is formed by the LSB to perform a specific task identified in the strategic plan. These tasks have a specific purpose and time frame that is not covered by routine or essential services. Members of the Work Group are appointed by the LSB and are accountable to that body and the

Groups. The tasks assigned to a work group must be sufficiently defined and have an identified budget to allow the group to perform its task with a firm understanding of the expectations of the Board.

World Service Conference (WSC)

The NA World Service Conference (WSC) is a bi-annual service meeting made up of the Regional Delegates of the seated Regions of the world and the members of the NA World Board. This service conference has the executive right to make decisions for the entire NA Fellowship. This includes electing members to serve on the World Board, approving all new NA Literature, service material and making policy decisions that affect the fellowship including the organizational structure. This responsibility has been executed as recently as the late 90's when the World Service Conference voted to re-structure the NA Service structure including the removal of the Board of Trustees, Board of Directors and several other World Service level committees (Public Information, Hospitals & Institutions, Literature and Translations) replacing them with a single board elected by the conference.

World Service Office (WSO)

The WSC through the World Board is responsible for the NA World Service Office. This office handles the production of all approved literature, provides resources for projects approved by the WSC and also provides limited services to the fellowship as a whole. The office also administers the legal responsibilities of the fellowship with respect to copyrights, intellectual property and accounting.

Change Log after Sept. 2013