



## **BIG BEND AREA OF NARCOTICS ANONYMOUS**

### **AREA SERVICE COMMITTEE**

# **POLICIES & PROCEDURES**

The following are the procedural policies of the Big Bend Area Service Committee. These policies are to be supplementary to the 1997 WSC approved A GUIDE TO LOCAL SERVICES in N.A. (GTLS), and are in no way to conflict with the Twelve Traditions or Concepts of Narcotics Anonymous.

These policies have been written only for the purpose of better serving the Big Bend Area of Narcotics Anonymous, its groups' members, and the still suffering addict.

#### **OUR PRIMARY PURPOSE:**

*Tradition 5: "Each group has but one primary purpose – to carry the message to the addict who still suffers."*

LAST REVISED: 2/11/2018

# **Policies & Procedures**

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## **I. A.S.C. Format Guidelines** (as adapted from GTLS) M/S/C - 11/08/98

### **A. Open Meeting** (15 minutes)

1. Serenity Prayer
2. Twelve Traditions, Twelve Concepts, Service Prayer and Definition of an A.S.C.
3. Roll Call (quorum determined after 30 minutes)
4. Recognition of new Groups and Trusted servants
5. Secretary's Report/Acceptance of previous month's minutes

### **B. Reports** (30 minutes)

1. Administrative Committee
2. G.S.R.'s and/or Alternates
3. Special Ad-Hoc Committee Reports (if any)
4. Subcommittee Reports

### **C. Sharing Session** (10 minutes, to a maximum of 20 minutes)

(Any member may address the ASC at this time. They must be recognized by Chair)

Sharing Session should be restricted to:

1. Information about which the Area needs to be informed.
2. This should be limited to important matters affecting area.
3. G.S.R.'s sharing problems within their group.
4. 7<sup>th</sup> Tradition.

### **D. Business** (45 minutes)

1. Nominations and/or Elections
2. Old Business
3. New Business (Pre-arranged agenda has priority.)

### **E. Literature and Treasurer's Reports** (10 minutes)

### **F. Closing**

1. Review Business of the Day.
2. Announcements for the good of N.A.
3. Plans for the next A.S.C. Meeting.
4. Close meeting with the Serenity Prayer.

**The Twelve Traditions:** We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare comes first; personal recovery depends upon N.A. unity.
2. For the group purpose there is but one ultimate authority- a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
5. Each group had but one primary purpose - to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. group ought to be self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous had no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Understanding these traditions comes slowly over a period of time. We pick up information as we talk to members and visit various groups. It usually isn't until we get involved with service that someone points out that "personal recovery depends on NA unity," and that unity depends on how well we follow our traditions. The Twelve Traditions of NA are not negotiable. They are the guidelines that keep our fellowship alive and free.

By following these guidelines in our dealings with others and society at large we avoid many problems. We still have to face difficulties as they arise: communication problems, differences of opinion, internal controversies, and troubles with individuals and groups outside the fellowship. However, when we apply these principles, we avoid some of the pitfalls.

Many of our problems are like those that our predecessors had to face. Their hard-won experience gave birth to the traditions and our own experience has shown that these principles are just as valid today as they were when these traditions were formulated. Our traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work.

## The Twelve Concepts:

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

## **Tradition Nine:**

"N. A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve."

This tradition defines the way that our Fellowship functions. We must first understand what N.A. is. Narcotics Anonymous is addicts who have the desire to stop using, and have joined together to do so. Our meetings are a gathering of members for the purpose of staying clean and carrying a message of recovery. Our steps and traditions are set down in a specific order. They are numbered; they are not random and unstructured. They are organized, but this is not the type of organization referred to in the Ninth Tradition. In this tradition, "organized" means having management and control. On this basis, the meaning of Tradition Nine is clear. Without this tradition, our fellowship would be in opposition to spiritual principles. A loving God, as he may express himself in our group conscience, is our ultimate authority.

The Ninth Tradition goes on to define the nature of things that we can do to help N.A. It says that we may create service boards or committees to serve the needs of our fellowship. They exist solely to serve the fellowship. This is the nature of our service structure as it has evolved and been defined in the N.A. service manual.

## **Definition of an A.S.C.:**

An Area Service Committee (A.S.C.) is a committee made up of Group Service Representative (G.S.R.'s) from groups with a designated area, which meets monthly for the express purpose of serving the specific needs of its member groups.

The most important service, which an A.S.C. provides, is that of supporting its groups. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together. An A.S.C. performs other functions, which are of help to the groups. It can help groups get started or give aid to groups that are floundering. The point is that an A.S.C. handles whatever functions are necessary or helpful to its groups.

## **Service Prayer:**

"God, grant us knowledge that we may write according to your Divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours - in order that no addict, anywhere need die from the horrors of addiction."

## II. A.S.C. Policy Guidelines

### A. General Information

1. The A.S.C. meeting shall be held on the second Sunday of every month.
2. The May A.S.C. will be held on the first Sunday of the month. 5/13/05
3. The A.S.C. meeting is limited to two (2) hours. M/S/C - 11/6/89
4. A.S.C. meetings are open to all N.A. members and everyone has a voice on the floor, but must be considered by the Chair to speak.
5. These ASC Guidelines be given to all elected ASC positions, i.e., GSRs, Subcommittee Chairs, and Admin. Committee members.
6. If an issue falls under the responsibility of an existing subcommittee, the issue should be referred to that subcommittee.
7. That Area will no longer pay for regional minutes in the Area minutes. M/S/C - 12/10/90

### B. Agenda

1. An agenda is a written summary of business to be conducted, motions to be brought, subcommittee information in accordance with the minutes and issues currently affecting area.
2. The Chairperson will arrange the agenda prior to each meeting.
3. The Agenda will reflect each month's prospective business as per ASC Format Guidelines.
4. All input, ideas, and motions should be given to the Chairperson prior to each A.S.C. meeting in writing, preferably by mail fourteen (14) days prior to each A.S.C. meeting.
5. Any motion not already on the agenda is to be given to the Vice-Chair in writing at the beginning of the area meeting (or during, but preferably at the beginning.)

### C. Quorum

1. Quorum is the minimum number of voting members needed to conduct voting; **if quorum is lost during the ASC meeting, voting shall not continue.**
2. ASC Quorum is met with half of the active GSR's in attendance. See Groups #2, p. 6 M/S/C - 5/4/97
3. Only GSR's or duly elected alternate GSR's are eligible for quorum (no proxy representation). M/S/C - 3/8/87
4. Each group should provide for the chair, the names of Alternate GSR's and any changes, prior to the ASC meeting.

### D. Trusted Servants

1. Each trusted servant should acquaint themselves with the Area Service Policy Guidelines and A Guide to Local Services in NA (GTLS) and Robert's Rules or Order.
2. Trusted Servants of Area are not to accept any other nomination for a trusted servant position at the Area level. M/S/C - 5/13/90
3. Any Area officer leaving the A.S.C. meeting before its conclusion should notify the Area Chair prior to the start of the meeting.



**E. Group Service Representative**

1. G.S.R.'s should give their contributions to the Area Treasurer before the opening of the A.S.C. meeting M/S/C - 3/8/87
2. G.S.R.'s are expected to turn in an up-to-date meeting list with their monthly report. M/S/C - 3/8/87
3. That all G.S.R.s be invited to Area Subcommittee and Ad-Hoc Committee meetings and have a voice.
4. GSR's should give their completed Literature Order forms to the Literature Chairperson at the beginning of the ASC meeting.

**F. Groups**

1. Any new group that wishes to join the A.S.C. is recognized immediately and has a voice on the floor, however, that group has voting privileges and be added to the meeting list at their second A.S.C. meeting. 10/13
2. Any group that is not represented for two (2) consecutive A.S.C. meetings will be removed from quorum until they return. M/S/C - 3/8/87
3. All new groups should register with NAWS and will be given a Group Starter Kit. M/S/C 3/8/87
4. That all GSR's must attend two ASC meetings per year or group will be dropped from meeting schedule. 03/14/04

### **III. Business Procedures/ Consensus Based Decision Making** 12/11/16; 12/10/17

#### **A. Participation in Consensus**

1. GSR's or their alternates are the only members that are counted towards Consensus.
2. A new group may be added to roll call by declaring its willingness to become a member of ASC. After 2 consecutive ASC attendances, a group will be added to the count towards Consensus.
3. A group missing its 2nd consecutive ASC will not be counted for Consensus.
4. A group missing its 6th consecutive ASC will be removed from roll call.

#### **B. Participation in Discussion**

1. All members attending ASC may participate in the discussion of the proposal. However, only GSR's or their alternates are counted toward Consensus.
2. All members should be aware of the discussion and not repeat concerns that have already been expressed.
3. Each member should be allowed to share at least one time during the discussion until all members have been heard, not allowing the discussion to turn into a debate.
4. It is important to provide each proposal sufficient time for discussion. Even proposals that are to be tabled to groups, need discussion to provide GSRs with as much information as possible to take back to the Home Groups.
5. Discussion continues until Consensus is reached or it is apparent that the proposal will not gain support.

#### **C. Recognition**

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

#### **D. Proposals**

1. Proposals will be allowed by the following:
  - i. GSRs or their alternates in their absence
  - ii. Primary RCM or Secondary RCM in Primary's absence
  - iii. Vice Chairperson, Secretary, Treasurer, Parliamentarian and Literature Distributor, when germane to their position
  - iv. Subcommittee Chairperson or Vice Chairperson in their absence, when germane to their position
2. Each proposal shall be co-authored by another Trusted Servant.
3. New proposals shall be submitted prior to old business.
4. Proposals and Modifications must be submitted in writing to the Parliamentarian for review and prioritization. It should be clearly stated and contain purpose.
  - i. Proposals that pertain to policy of the ASC or its Subcommittees will identify the section(s) to be changed, amended, or added.
  - ii. The proposal numbering will be the first 2 digits for the year, next 2 for the month and the next 2 for the order they came to the ASC floor to be heard. When the proposal affects the policy there will be an (P) following the numbers.
5. Proposals will be prioritized based upon time sensitivity.
6. The Treasurer will make recommendations on all money proposals.

#### **E. A brief overview of Consensus Based Decision Making and the use of the colored cards will be reviewed prior to the start of business.**

#### **F. Test for Consensus/Call for Consensus Procedure**

1. The Chairperson will test for Consensus/straw poll at the presentation of the proposal to find the degree of support and identify concerns. All GSRs participate in the test for consensus/straw poll when a proposal is presented on the floor.
2. Following discussion and/or modification of the proposal, the chair will call for consensus. Only GSRs or their alternates participate in the call for consensus. See the definition of "test for consensus/straw poll" and "call for consensus" described below.
3. Each GSR will raise the following color coded cards to show their support/concerns with the proposal.
  - i. Green – Assent – "I have heard the discussion and am prepared to support the proposal". Counts towards consensus.

- ii. Yellow – Assent with Reservation – “I have mixed feelings about this proposal, but I am willing to allow it to pass.” Counts towards consensus.
  - iii. Orange – Stand Aside – “I am against and/ or do not support this proposal.” Counts against consensus.
  - iv. Red – Block – “I cannot support this, it is against our principles”.\* Counts against consensus.
4. Consensus – Consensus is achieved when an established majority, as outlined below, of GSR’s present indicate Assent or Assent with Reservation. The number for consent will be announced at the conclusion of Roll Call at the start of the ASC.
- i. With 10 or more groups present, the established majority for consensus is at least 80% of the eligible members.
  - ii. With more than 4 but less than 10 GSR’s present, the established majority for consensus is at least  $N - 2$  where  $N$  is the number of GSR’s present. For example, if 7 GSR’s are present then consensus is achieved when at least 5 members indicate Assent or Assent with Reservation.
  - iii. With 4 GSR’s present, the established majority for consensus is at least  $N - 1$  where  $N$  is the number of GSR’s present.
  - iv. With less than 4 GSR’s present, all proposals shall be tabled to the next area.
5. At any time prior to consensus being reached, a GSR can request that the proposal be allowed to go to groups for discussion and support.

## **G. Proposal Modification**

1. If consensus is not achieved and support is apparent, the proposal can be modified to address the concerns of the decision makers.
2. If consensus is not achieved, the facilitator shall attempt to determine the concerns preventing consensus. Concerns of the stand aside’s shall be heard to determine if a proposal modification could relieve the concerns and move the proposal toward consensus.
3. If a proposal is tabled to groups for further discussion and returned to area for consensus, the proposal may still be modified to address the concerns of the groups in order to achieve consensus.
4. Only GSRs, their alternates, and elected trusted servants can modify a proposal.
5. In the event of multiple modifications, the GSR’s and elected trusted servants discuss until modification reaches consensus.

## **H. Handling of a Block**

1. Given that a proposal can be defeated by a sufficient number of Stand Aside’s, the Block should be extremely rare.
2. In the event a member feels that a Block is warranted, the member will be given the opportunity to express which Tradition or Concept or Spiritual Principle fundamental to NA is violated by the proposal.
3. The Facilitator can ask the Parliamentarian for their understanding concerning the justification for the block.
4. Following the justification for the block, all GSRs will determine if the block is valid through the showing of the green (agreement with the Block) or red (disagreement with the block) cards. Using the same rules for which consensus was initially established at the start of Area, a consensus must be achieved that the block is valid. For example if consensus is established as 5 of 7 groups then a valid block must be supported by 4 out of the 6 remaining GSR’s (excluding the blocking member) must agree that the block is valid. A decision to “Block” must be supported by specific Traditions and/or Concepts.

## **I. Other Parliamentary Procedures**

In addition to parliamentary motions, members may alter or clarify the proceedings in other ways. Here are a few of the most common.

1. **ORDER OF THE DAY:** If a committee member feels that business is going too astray from the original agenda, that member can help get things back on track by saying "I call for the order of the day." This means, "I move that the chair bring us back on track and conduct the meeting according to procedure adhering to the agenda." This does not require a second, is not debatable, and does not require a vote – the chairperson is obligated to enforce the request unless 2/3 of the GSR's in attendance tell the chair otherwise.
2. **POINT OF ORDER:** If a committee member feels that something that is happening is in violation of the rules of order, and if the chairperson does not appear likely to do anything about it, the member can raise a point of order. The member does not raise their hand, but simply says aloud, "Point of order." The chairperson then says, "What is your point of order?" The member then states how the rules of order are being violated. If the chair agrees with that judgment, the chair will say "Your point is well taken," and the situation is cleared up. If the chair does not agree, the chair will say "Overruled." This decision, as all others, can be appealed. The chair should state how the rules are or are not being violated.
3. **POINT OF INFORMATION:** If a GSR or alternate GSR needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "point of information." This means, "I have a question to ask," Not, "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.
4. **POINT OF APPEAL:** Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal the decision may do so by saying, "I appeal the decision of the chair." The chairperson then speaks briefly to the intent of their ruling. A vote is taken, requiring a simple majority to overrule the decision of the chair.
5. **PARLIAMENTARY INQUIRY:** If a committee member wants to do something, but doesn't know how it fits in with the rules of order, all the member has to do is ask, without raising their hand, but simply say out loud, "Point of Parliamentary Inquiry." The chairperson must immediately recognize that member, so that the member may ask how to do such and such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation.
6. **POINT OF PERSONAL PRIVILEGE:** If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. You may interrupt the proceedings by saying, "Point of personal privilege." The chair must recognize you immediately. State the situation, and ask that it be corrected. The chair will request that whatever needs to be done, and is reasonable, be done to help make you comfortable.

## IV. General Voting Procedures

### A. Emergencies

1. The chair may contact all G.S.R.s preferably by mail or by phone if necessary. Voting shall be conducted no later than ten (10) days after contacting the G.S.R.s.

## V. Reports

### A. A.S.C. Meetings

1. All reports are limited to ten (10) minutes.
2. All reports are to be written or typed.
3. Reports should contain activities, accomplishments, specific problems or situations, plans for the coming month, and motions for area conscience.

### B. Yearly Reports

All yearly reports shall be submitted at the August ASC meeting to the groups for approval. If a yearly report is deemed insufficient by the groups, the vice chair shall conduct an audit.

REPORT	DESCRIPTION
Secretary's Report	A compiled list of motions from the past year's minutes.
Treasurer's Report	A compiled yearly report consisting of the past year's financial activity and annual projected budget with suggested prudent reserve at the end of the term.
Subcommittee Report	A compiled report consisting of the past year's activity, accomplishments, specific problems, situations, financial record (if applicable), plans and projected budget for the coming year.
Ad Hoc Subcommittee Report	Ad Hoc Subcommittees need not submit a yearly report unless they remain in existence for more than a year.
Conference Agenda Report (C.A.R.) is due in April	The Administrative Committee, G.S.R.'s and any interested N.A. members meet and go through the Conference Agenda Report. This group has the power to use their votes as Big Bend area conscience.

## VI. Administrative Committee

### A. Description:

1. This committee consists of the following positions: Area Chairperson, Area Vice-Chairperson, Area Secretary, Area Treasurer, R.C.M. I and R.C.M. II.
2. This body serves as a committee in addition to their other duties. This committee serves the administrative needs of the area. In addition, they coordinate the next A.S.C. meeting. This body, serving as a committee, deals with matters of financing the area needs, financial accountability, and coordinating service workshops. In addition, the administrative committee, per suggestion of the A.S.C. as a whole, may appoint special committees to meet a specific need for a specific time (otherwise known as an Ad-Hoc).
3. Another purpose of this committee is to actively seek and encourage growth of Narcotics Anonymous in the Big Bend Area by helping to start new groups or meetings in the remote or isolated towns throughout and around the area.

### B. Duties and Responsibilities

1. Meeting schedules are to be the responsibility of the Administrative Committee. M/S/C - 11/6/89
2. Include P.O. Box number on meeting schedule. 11/13/05
3. Provide 250 meeting schedules per ASC meeting. 8/13/06
4. That the regular scheduled BBASC meetings be printed on the regular meeting schedule.
5. Makes rental payment for ASC meeting place. M/S/C - 4/19/98
6. Helpline phone number is to be included on Area meeting schedules. M/S/C - 11/11/90
7. Assigns a single point of accountability for bimonthly updating and distributing of Area meeting schedules to G.S.R.s at every other ASC. M/S/C - 6/8/97
8. Any two administrative committee members with a minimum of two years clean and a minimum of one-year service experience will be the designated co-signers of the Area's bank account.

### C. Nomination Procedure

1. The trusted servants of an A.S.C. are its Chairperson, Vice-Chair, Secretary and Treasurer. The RCM I, RCM II, and Subcommittee Chairs report to the A.S.C. and shall also be subject to these policy guidelines for election.
2. Nominations should be solicited by "group conscience" from the groups within the area.
3. Nominations will be solicited in June, brought to ASC in July, and closed.
4. Nominations and qualifications will be included in the July minutes and brought to groups to be voted on in August\*.
5. \*(The nomination period shall be open and solicited all year round, as positions become vacant.)
6. An explanation of the vacant position is read from the Area Service Policy Guidelines - to establish each position's responsibilities.
7. The vacant position is announced until filled and nominations are taken.
8. Each nomination must be seconded.
9. After accepting nominations from "group conscience", the Chair will ask the floor if there are any further nominations.
10. A motion is made to close nominations.
11. Each nominee should state, in person or correspondence, their qualifications. (State clean time, past service experience, desire to serve, etc.)
12. A vote is taken by a show of hands. In case of only one nomination, a vote of acclamation is taken. If the vote is not unanimous, the issue goes back to the groups for further nominations.
13. This procedure is repeated until all elections are completed.

14. At the end of a trusted servant's term, or upon their resignation, their alternates are given a priority vote of confidence. If the vote is not a 2/3's majority, the issue is sent back to the groups for further nomination.
15. All A.S.C. Subcommittees will elect their own Vice-Chairperson. See Policy for End of Term or Resignation of Trusted Servant.
16. Any person nominated for a position requiring the handling of NA funds may be asked additional questions relating to their personal financial history, past and present. Some questions for potential trusted servants used by the Florida NA Region are:
  1. Questions for general positions:
    - a. Do you have a home group? Tell us how you support your home group?
    - b. Where did you get your working knowledge of the 12 steps, traditions, and concepts?
    - c. How much time do you foresee this commitment will require?
    - d. What other fellowship commitments do you have, including sponsorship?
    - e. Why do you want to serve this position?
    - f. Have you ever not fulfilled a service position?
  2. Additional questions for positions dealing with finances
    - a. Do you have a bank account in your name?
    - b. In the past two years, have you:
      - i. Bounced a check?
      - ii. Had any of your utilities shut off?
      - iii. Declared bankruptcy?
    - c. How would you apply the 11th concept to this position?
    - d. Do you have a legitimate steady income?
    - e. What accounting experience do you have?

#### **D. Elections - Voting Procedure**

1. A vote is taken by a show of hands.
  1. In case of only one nominee - If the vote is not a 2/3's majority vote, the position goes back to the groups for further nominations.
  2. This procedure is repeated until all elections are completed.
2. When there are more than two nominations, and no one candidate gets a clear majority, the following procedure will be used.
  1. A vote will be taken and the nominee with the least amount of votes will be eliminated.
  2. This process is continued until there are two nominees and the one with the most votes is elected.
3. In case of a tie, in any motion of elections, the Chairperson will elect three people from the Administrative Committee to break the tie. M/S/C - 11/11/90

#### **E. End of Term or Resignation of Trusted Servants**

1. At the end of a trusted servant's term or upon their resignation their alternates are given a priority vote of confidence. This requires a 2/3's majority vote.
2. **\*\* IF THE VOTE IS NOT 2/3'S MAJORITY, THE POSITION IS SENT BACK TO THE GROUPS FOR FURTHER NOMINATIONS. (SEE NOMINATION PROCESS). \*\***
3. Vice-Chair of a Subcommittee can fill in for the Subcommittee Chair when the Chair is absent or if the Chair resigns, only for two consecutive meetings. (See Nomination process). After two consecutive absences, either the chairperson should be reelected by the groups, or a new chairperson for that subcommittee is elected. (See Removal of Trusted Servants, below; See Subcommittee Chairs: Duties and Responsibilities # 9-11, p. 17)

## F. Removal of Trusted Servants

TYPE	DESCRIPTION
Voluntary	Is given in writing to the A.S.C. Chairperson prior to the next A.S.C. meeting.
Involuntary	<ul style="list-style-type: none"> <li>• Missing two (2) consecutive A.S.C. meetings. M/S/C – 01/12/97</li> <li>• Relapse during term of office.</li> </ul> See policy for 'End of Term or Resignation of Trusted Servants, Subcommittee Chairs: Duties & Responsibilities, #2, p. 13.
Impeachment	<ul style="list-style-type: none"> <li>• This process is needed in case of a violation of the Traditions and/or failure to perform duties and responsibilities.</li> </ul> The individual will be given this in writing at least seven (7) days prior to the next A.S.C. meeting by the Chairperson. Present the motion for removal with said due cause. The respondent is given time for rebuttal. Open ballot is taken. e. A 2/3's majority vote is needed for impeachment.

## G. Elimination of a Committee

1. A motion is made and seconded.
2. 2/3's majority is required for elimination of a committee.



## H. A.S.C. Officers

<b>CHAIR</b>	
<b>Duties and Responsibilities</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>Compiles a pre-arranged agenda prior to each A.S.C. meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness and desire to serve.</li> </ul>
<ul style="list-style-type: none"> <li>Chairs all meetings of the Big Bend Area Service Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of two (2) years clean.</li> </ul>
<ul style="list-style-type: none"> <li>Enforces Robert's Rules of Order</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of one (1) year service experience.</li> </ul>
<ul style="list-style-type: none"> <li>Is absolutely impartial and fair. (except while voting on tie breaking situation)</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the Twelve Traditions and Twelve Concepts through application</li> </ul>
<ul style="list-style-type: none"> <li>Does not discuss a main motion while presiding on the floor.</li> </ul>	<ul style="list-style-type: none"> <li>Time and resources needed to be an active participant.</li> </ul>
<ul style="list-style-type: none"> <li>When a group misses two A.S.C. meetings, the chair is to contact that group and investigate the matter.</li> </ul>	<ul style="list-style-type: none"> <li>The chair must thoroughly understand all BBASC policy, including subsequent revisions of policy up the present time.</li> </ul>
<ul style="list-style-type: none"> <li>A.S.C. meetings are open to all N.A. members and everyone has a voice on the floor, but must be considered by the Chair to speak.</li> </ul>	<ul style="list-style-type: none"> <li>**Upon election, you are expected to attend all A.S.C. meetings.</li> </ul>
<ul style="list-style-type: none"> <li>Administrative Committee Member</li> </ul>	
<ul style="list-style-type: none"> <li>One year term of office</li> </ul>	

<b>VICE-CHAIR</b>	
<b>Duties and Responsibilities</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>Performs all duties and has all powers of the Chair in his/her absence.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness and desire to serve.</li> </ul>
<ul style="list-style-type: none"> <li>A standing member of all subcommittees.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of two (2) years clean.</li> </ul>
<ul style="list-style-type: none"> <li>Liaison between all standing subcommittees to assure proper functioning of said committee per A.S.C. policy guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of one (1) year service experience.</li> </ul>
<ul style="list-style-type: none"> <li>Acts as parliamentarian at all A.S.C. meetings and has a firm understanding of Robert's Rules of Order and other parliamentary procedure.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the Twelve Traditions and Twelve Concepts through application</li> </ul>
<ul style="list-style-type: none"> <li>Maintains and distributes monthly calendar of events.</li> </ul>	<ul style="list-style-type: none"> <li>Time and resources needed to be an active participant.</li> </ul>
<ul style="list-style-type: none"> <li>All unscheduled (re: ASC meeting "agenda") motions are to be received by the Vice Chair prior to the start of the A.S.C. (if possible) so that the Vice Chair can prioritize the motions (money motions first) and reads motions under new business. (All motions must be submitted in written form and dated.)</li> </ul>	<ul style="list-style-type: none"> <li>**Upon election, you are expected to attend all A.S.C. meetings.</li> </ul>
<ul style="list-style-type: none"> <li>Area Vice Chair is encouraged to attend all subcommittee meetings to keep an open line of communication between the subcommittees and Area.</li> </ul>	
<ul style="list-style-type: none"> <li>Administrative Committee member.</li> </ul>	
<ul style="list-style-type: none"> <li>One year term of office.</li> </ul>	

<b>TREASURER</b>	
<b>Duties and Responsibilities</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>Keeps an accurate record of all transactions including receipts for income and disbursement.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness and desire to serve.</li> </ul>
<ul style="list-style-type: none"> <li>Prepares a financial report due at each A.S.C. meeting, including quarterly and annual reports. (see Yearly Reports, page # 11)</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of two(2) years clean.</li> </ul>
<ul style="list-style-type: none"> <li>Disburses moneys as per group conscience of the A.S.C.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of one(1) year service experience.</li> </ul>
<ul style="list-style-type: none"> <li>Collects all donations from groups, members and committees.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the Twelve Traditions and Twelve Concepts through application</li> </ul>
<ul style="list-style-type: none"> <li>Asks the G.S.R.'s to give their donations to the Area Treasurer prior to the opening of the A.S.C.</li> </ul>	<ul style="list-style-type: none"> <li>Time and resources needed to be an active participant.</li> </ul>
<ul style="list-style-type: none"> <li>There will be one Area checking account to disburse all area funds.</li> </ul>	<ul style="list-style-type: none"> <li>**Upon election, you are expected to attend all A.S.C. meetings.</li> </ul>
<ul style="list-style-type: none"> <li>The A.S.C. treasurer will maintain a \$600 prudent reserve.</li> </ul>	
<ul style="list-style-type: none"> <li>The B.B.A.S.C. donates all moneys above prudent reserve to the RSC after covering its monthly expenses.</li> </ul>	
<ul style="list-style-type: none"> <li>The Treasurer is responsible for picking up the mail. M/S/C - 5/13/90</li> </ul>	
<ul style="list-style-type: none"> <li>All individual expense items, including disbursement shall be paid exclusively by the Area (A.S.C.) Treasurer.</li> </ul>	
<ul style="list-style-type: none"> <li>The Treasurer must receive a receipt in order to reimburse an independent expense item.</li> </ul>	
<ul style="list-style-type: none"> <li>That service charge for bad checks (bounced checks) be the responsibility of that groups.</li> </ul>	
<ul style="list-style-type: none"> <li>Reimbursing expense includes categorizing that expense in the Treasurer's report. Examples of legitimate expenses are gasoline for RCM I, copies for vice chair, unexpected subcommittee expenses, rent, phone bill, mailbox deposit, etc.</li> </ul>	
<ul style="list-style-type: none"> <li>Treasurer's report to go from bank statement to bank statement. 10/08/06</li> </ul>	
<ul style="list-style-type: none"> <li>Treasurer: to write RSC donation check written at area meetings before bimonthly Regional meetings. 5/6/07</li> </ul>	
<ul style="list-style-type: none"> <li>That any member of B.B.A.S.C. whom receives money must return receipts for money spent to maintain a single point of accountability. 11/9/08</li> </ul>	
<ul style="list-style-type: none"> <li>Administrative Committee Member.</li> </ul>	
<ul style="list-style-type: none"> <li>One year term of office.</li> </ul>	

<b>SECRETARY</b>	
<b>Duties and Responsibilities</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>Coordinates and keeps records, files and archives of the Area.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness and desire to serve.</li> </ul>
<ul style="list-style-type: none"> <li>Is responsible for written record of all A.S.C. Meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of two(2) years clean.</li> </ul>
<ul style="list-style-type: none"> <li>Keeps and distributes a mailing list of A.S.C. trusted servants and G.S.R.s (as needed).</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of one(1) year service experience.</li> </ul>
<ul style="list-style-type: none"> <li>Responsible for typing Area minutes and mailing Area minutes out to groups, subcommittee chairs, and admin. committee members within two(2) weeks after each A.S.C. M/S/C - 9/14/97</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the Twelve Traditions and Twelve Concepts through application</li> </ul>
<ul style="list-style-type: none"> <li>To include all motions in the Area's minutes whether the motions are tabled, out of order, show vote of motion etc. (see Yearly Reports, page #11) M/S/C - 8/11/90</li> </ul>	<ul style="list-style-type: none"> <li>Time and resources needed to be an active participant.</li> </ul>
<ul style="list-style-type: none"> <li>Provide a Literature Order Form to each home group with the minutes prior to each ASC meeting.</li> </ul>	<ul style="list-style-type: none"> <li>**Upon election, you are expected to attend all A.S.C. meetings.</li> </ul>
<ul style="list-style-type: none"> <li>Keep an accurate record of contact information for the BBASC and group meetings.</li> </ul>	
<ul style="list-style-type: none"> <li>Secretary is responsible for updating meeting schedule every other month.</li> <li>That any format changes to the appearance of the meeting schedule be approved by the groups. 10/12/08</li> </ul>	
<ul style="list-style-type: none"> <li>Motion to have Area Secretary keep policy updated. 11/13/05</li> </ul>	
<ul style="list-style-type: none"> <li>Administrative Committee Member.</li> </ul>	
<ul style="list-style-type: none"> <li>One year term of office.</li> </ul>	

<b>REGIONAL COMMITTEE MEMBER I (RCM I)</b>	
<b>Duties and Responsibilities</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>The RCM I links this Area with, and carries its conscience to - Florida NA Region.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness and desire to serve.</li> </ul>
<ul style="list-style-type: none"> <li>Attends all A.S.C. meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of two(2) years clean.</li> </ul>
<ul style="list-style-type: none"> <li>In order to carry the Area's conscience, the RCM I shall review all GSR reports prior to RSC.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of one(1) year service experience.</li> </ul>
<ul style="list-style-type: none"> <li>Attends as many Area functions as possible.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the Twelve Traditions and Twelve Concepts through application</li> </ul>
<ul style="list-style-type: none"> <li>Is a member of at least one other area standing subcommittee.</li> </ul>	<ul style="list-style-type: none"> <li>Previous involvement as a Service Representative (i.e., GSR, RCM, RD, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>The RCM is responsible for attending all RSC's and provides to the Area a written report of that RSC. M/S/C - 3/8/87</li> </ul>	<ul style="list-style-type: none"> <li>Time and resources needed to be an active participant.</li> </ul>
<ul style="list-style-type: none"> <li>RCM allotment is to be used to pay for gas, as well as hotel room. 3/29/04</li> </ul>	<ul style="list-style-type: none"> <li>**Upon election, you are expected to attend all A.S.C. meetings.</li> </ul>
<ul style="list-style-type: none"> <li>It is the responsibility of the RCM to deliver the Area's Donation to the R.S.C. M/S/C - 1/14/96</li> </ul>	
<ul style="list-style-type: none"> <li>Administrative Committee Member.</li> </ul>	
<ul style="list-style-type: none"> <li>One year term of office</li> </ul>	

<b>REGIONAL COMMITTEE MEMBER II (RCM II)</b>	
<b>Duties and Responsibilities</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Works closely with the RCMI.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness and desire to serve.</li> </ul>
<ul style="list-style-type: none"> <li>• Has all the same responsibilities as the RCM I.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of one(1) year clean time. M/S/C - 12/10/90</li> </ul>
<ul style="list-style-type: none"> <li>• Will not accept any nominations at the regional level upon election.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of one(1) year service experience.</li> </ul>
<ul style="list-style-type: none"> <li>• Administrative Committee Member</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the Twelve Traditions and Twelve Concepts through application</li> </ul>
<ul style="list-style-type: none"> <li>• One year term of office</li> </ul>	<ul style="list-style-type: none"> <li>• Previous involvement as a Service Representative (i.e., GSR, RCM, RD, etc.)</li> </ul>
	<ul style="list-style-type: none"> <li>• Time and resources needed to be an active participant.</li> </ul>
	<ul style="list-style-type: none"> <li>• **Upon election, you are expected to attend all A.S.C. meetings.</li> </ul>

<b>SUBCOMMITTEE CHAIRS</b>	
<b>Duties and Responsibilities</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• All Subcommittees are required to hold at least one (1) open meeting per month.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness and desire to serve.</li> </ul>
<ul style="list-style-type: none"> <li>• All Subcommittees are to have their next two regularly scheduled meetings put into the minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of two(2) years clean time.</li> </ul>
<ul style="list-style-type: none"> <li>• That all Subcommittee unbudgeted financial transactions over \$50.00 must come before the floor of the A.S.C. for approval.</li> <li>• M/S/C - 12/3/89</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of one(1) year service experience.</li> </ul>
<ul style="list-style-type: none"> <li>• Subcommittee policy should be submitted to and approved by the A.S.C. M/S/C - 8/11/89</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the Twelve Traditions and Twelve Concepts through application</li> </ul>
<ul style="list-style-type: none"> <li>• The fiscal budget year shall be from the September A.S.C. to the following August ASC, and all subcommittee budgets will be submitted at the August, A.S.C. (see Yearly Reports, page #11) M/S/C - 8/11/89</li> </ul>	<ul style="list-style-type: none"> <li>• Time and resources needed to be an active participant.</li> </ul>
<ul style="list-style-type: none"> <li>• No Subcommittee shall hold a meeting at a member's home. M/S/C - 3/11/90</li> </ul>	<ul style="list-style-type: none"> <li>• **Upon election, you are expected to attend all A.S.C. meetings.</li> </ul>
<ul style="list-style-type: none"> <li>• That Subcommittee Chairs are suggested to attend at least every other R.S.C.</li> </ul>	
<ul style="list-style-type: none"> <li>• The vice chair of a subcommittee may automatically fill in at the ASC meeting if the chair is unable to attend.</li> </ul>	
<ul style="list-style-type: none"> <li>• The vice chair of a subcommittee may fill in at the ASC meeting for no more than two consecutive occasions. (See Removal, pg. 14.)</li> </ul>	
<ul style="list-style-type: none"> <li>• After each subcommittee meeting, subcommittee chairs shall provide the ASC Vice Chair with a business report as soon as possible, before each ASC meeting.</li> </ul>	
<ul style="list-style-type: none"> <li>• One year term of office.</li> </ul>	

## VII. Area Subcommittee Policy Guidelines

### A. Subcommittees-Definition and General Policy Guidelines

In order to minimize time spent debating in conference meetings, a committee system is used by the Big Bend Area.

It is important to note that the Subcommittees cannot do the day to day work, only members can do this. By need, most of the work is done in Subcommittees. Initiation and finalization of projects take place at the A.S.C. meeting. This report should include minutes of committee meeting, plans, ideas, motions for initiation, finalization or implementation and a financial report or request (if applicable).

Each Subcommittee chairperson should establish lines of communication with the Vice-Chair of the A.S.C. Each Subcommittee is autonomous, but responsible to the area. In order to better serve, a Subcommittee may choose to elect officers.

#### 1. Literature Subcommittee

- a. Literature subcommittee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting.
- b. To take orders of literature at each ASC meeting.
- c. To keep an accounting of all literature coming in and going out.
- d. To supply groups with literature order form via the Secretary.
- e. To mail the Literature order within a week of the ASC meeting.
- f. To keep a Backorder Receipt Book and give a receipt to groups for any Back Order.
- g. To arrive at each ASC meeting with a current accounting of stock on the specified literature form.
- h. When filling each group order, check off each item that was sold on the stock list and fill out the form to reorder.
- i. To give all new groups registered a group starter kit.
- j. To keep two (2) group starter kits available. M/S/C - 2/9/97
- k. To submit a monthly inventory and financial statement at every ASC meeting. M/S/C - 6/10/90

#### 2. Activities Subcommittee

- a. Has an allotment of \$75.00/month to host activities.
- b. To meet once per month to conduct business and come up with activities.
- c. To announce upcoming events at meetings and make flyers.
- d. To go to each ASC meeting and fill out a report of events held and turn in receipts for any money spent.
- e. That money received by Activities not go to a DJ in N.A.
- f. That Area Activities hold a fund raiser dance to raise money for the Area; with the understanding that this is primarily Activities responsibility. M/S/C - 5/13/90
- g. Traditional Events Include:
  - i. Valentine's Dance
  - ii. New Year's Eve Party
  - iii. Celebration of NA in the Big Bend Area (currently at 19 years, as of 2002)

### 3. Helpline Subcommittee

- a. Introduction:** we are dedicated to the proposition that no addict seeking recovery need die without having a chance to find a better way of life.
- b. Purpose:** to maintain an effective 24-hour/7-day a week answering service. Through this service we form a link between Narcotics Anonymous and the general public. Giving meeting times and places with brief directions. Having a one on one conversation with a recovering addict via the telephone. Setting up in person 12 step calls with the suffering addict. Making proper referrals without endorsement. The Helpline Subcommittee shall maintain five (5) beepers, cost to be paid for by the A.S.C. M/S/C - 4/19/98. Our Helpline number shall be included on our meeting schedule M/S/C - 11/11/90
- c. Subcommittee membership:** Chair, Vice-Chair, and Helpline Volunteers.

<b>HELPLINE SUBCOMMITTEE CHAIR</b>	
<b>Duties and Responsibilities</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>Sees that beeper shifts are covered.</li> </ul>	<ul style="list-style-type: none"> <li>Nominated and elected by the Area (HASC).</li> </ul>
<ul style="list-style-type: none"> <li>Acts as liaison between BBASC, Helpline committee and the answering service.</li> </ul>	<ul style="list-style-type: none"> <li>Two (2) years clean time.</li> </ul>
<ul style="list-style-type: none"> <li>Must follow up on all Helpline related problems/issues.</li> </ul>	<ul style="list-style-type: none"> <li>Six(6) months prior involvement in Helpline subcommittee.</li> </ul>
<ul style="list-style-type: none"> <li>Keeps a current list of 12-step volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of the 12 steps and 12 traditions.</li> </ul>
<ul style="list-style-type: none"> <li>Holds a monthly Helpline committee meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to serve.</li> </ul>
<ul style="list-style-type: none"> <li>Must attend all Regional Service committee meetings.</li> </ul>	
<ul style="list-style-type: none"> <li>Reports to Area with a written report each month.</li> </ul>	
<ul style="list-style-type: none"> <li>To add a toll-free number to the paging system.</li> </ul>	
07/09/06	

<b>HELPLINE SUBCOMMITTEE VICE-CHAIR</b>	
<b>Duties and Responsibilities</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>Assists the Helpline Chair.</li> </ul>	<ul style="list-style-type: none"> <li>Nominated and elected by the Helpline committee</li> </ul>
<ul style="list-style-type: none"> <li>Updates the 12 step list on a semi-annual basis.</li> </ul>	<ul style="list-style-type: none"> <li>One (1) year clean time.</li> </ul>
<ul style="list-style-type: none"> <li>Fills in for the Chair when needed at ASC's, RSC's, &amp; Helpline committee meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Six(6) months prior involvement in Helpline subcommittee.</li> </ul>
<ul style="list-style-type: none"> <li>Takes over the Chair's position when the Chair's term is over.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of the 12 steps and 12 traditions.</li> </ul>
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Willingness to serve.</li> </ul>

<b>HELPLINE SUBCOMMITTEE VOLUNTEER</b>	
<b>Duties and Responsibilities</b>	<b>Qualifications</b>
	<ul style="list-style-type: none"> <li>Six (6) months clean time.</li> </ul>
	<ul style="list-style-type: none"> <li>Working knowledge of the 12 steps and 12 traditions.</li> </ul>
	<ul style="list-style-type: none"> <li>Willingness to serve.</li> </ul>
	<ul style="list-style-type: none"> <li>An active member of N.A.</li> </ul>

#### 4. **Hospitals & Institutions Subcommittee**

- a. **Definition:** The Big Bend Area Service Committee of Narcotics Anonymous Hospitals & Institutions Subcommittee is made up of volunteer members from Narcotics Anonymous.
- b. **Purpose:** The H&I Subcommittee exists to carry the N.A. message of recovery from addiction to residents of facilities who are restricted from full access to regular meetings. H&I meetings, except for those in long term facilities, are intended simply to introduce those in attendance to some of the basics of the N.A. program. All H&I functions will be held in accordance with the Twelve Traditions of Narcotics Anonymous whenever possible.
- c. **Functions and Responsibilities:** To coordinate one H&I Learning DAY/Workshop annually. To continue the lines of communication, after initial Big Bend Area P.R. subcommittee contact, between this committee and any facility in this area for the purpose of new and existing H&I meetings. To provide Panel Coordinators and Panel Leaders for all existing and any prospective H&I meeting. To provide literature to all H&I meetings. To maintain lines of communication between this H&I subcommittee and other H&I Subcommittees on the Area, Regional, and World level. In the event that an issue comes up that is not addressed in our guidelines, we will use the policy from the current WSC H&I Handbook. The committee shall be reimbursed for copies and postage needs within their budget. M/S/C - 4/13/97
- d. **Hospitals and Institutions:** These are defined as facilities which either incarcerate persons who may be addicts or have a goal of helping addicts to live clean as responsible and productive members of society. H&I does not assume responsibility for any meeting in a facility when that meeting is conducted by anyone other than the H&I subcommittee. Examples of facilities are, Drug Rehabilitation Centers, Detox Units, Psychiatric Hospitals, Halfway Houses, Adolescent Rehabilitation Centers, Prisons, etc.
- e. **H&I Membership:** Any member of Narcotics Anonymous may be a member of H&I subcommittee. Membership of this committee should be defined but not restricted to: Chairperson, Vice Chairperson, Secretary, Panel Coordinators, Panel Leaders, Panel Members, and concerned Members of the fellowship as a whole.
- f. **H&I Business Meeting:** This H&I subcommittee will meet regularly on the second Sunday of each month at 2:00 PM prior to the Big Bend Area Service Committee meeting. No H&I business meeting shall last for more than one-and- one-half hours, except by vote to extend this time limit by the members present.
- g. **Funding:** This H&I subcommittee will maintain a separate budget in accordance with Big Bend Area guidelines.
- h. **Amending Guidelines:** These guidelines may be amended by the Big Bend Area H&I subcommittee by 2/3 majority vote and are subject to approval by the GSR's at the next Big Bend Area meeting.
- i. **Voting:** Each member has the equal right of input and vote in the committee with the exception of the Chairperson who carries a vote only in the case of a tie vote by the committee.
- j. **Election of Trusted Servants:** Trusted Servants of the H&I subcommittee shall be elected each year in October to fill the following positions: Vice Chairperson, Secretary, and Panel Coordinators. Regardless of when Trusted Servants are elected all positions are open to nomination in October. The Chairperson (who is elected by the Big Bend Area) is elected in September, and is subject to Big Bend Area guidelines. Any subcommittee Trusted Servant may be removed from office by a 2/3 majority vote of the H&I subcommittee except for the Chairperson. No Trusted Servant shall be eligible to serve more than 2 terms consecutively in the same position.
- k. **Qualifications and Duties:** Any member of Big Bend H&I who wishes to participate in a meeting or Trusted Servants position shall have sufficient clean time to qualify under the requirements of this H&I subcommittee and the facility in which the meetings are conducted, relapse constitutes automatic removal from Big Bend H&I. All Trusted Servants shall attend the monthly H&I

subcommittee meetings, three absences constitutes a resignation of H&I commitment. A Panel Coordinator may send a Panel leader from his/her meeting to the H&I subcommittee in the Panel Coordinators absence. This would not constitute an absence for the Panel Coordinator. For the Panel Leaders, two meetings missed in succession shall result in removal from duty of leading that panel. It is suggested for all members of Big Bend H&I to have attended at least one H&I Learning Day/Workshop, and have an NA home group.

- l. Chair:** Elected by majority vote of GSR's at the ASC for a one-year term, in accordance with and accountable to Big Bend Area Policy.

<b>H&amp;I SUBCOMMITTEE CHAIR</b>	
<b>Duties and Responsibilities</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>Coordinates all Big Bend H&amp;I subcommittee business.</li> </ul>	<ul style="list-style-type: none"> <li>Suggested minimum of two (2) years continuous abstinence.</li> </ul>
<ul style="list-style-type: none"> <li>Prepares the monthly subcommittee agenda, bringing before the subcommittee matters they should act upon.</li> </ul>	<ul style="list-style-type: none"> <li>One(1) year previous involvement in H&amp;I.</li> </ul>
<ul style="list-style-type: none"> <li>To make regular monthly reports, in accordance with Big Bend Area guidelines, to the Big Bend Area on the status of Area H&amp;I meetings, Regional H&amp;I business meeting and any other responsibilities of this H&amp;I subcommittee</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of the Steps &amp; Traditions of N.A.</li> </ul>
<ul style="list-style-type: none"> <li>To rigorously maintain H&amp;I subcommittee archives that are to be given to the next H&amp;I Chairperson.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of Big Bend Guidelines &amp; Policy.</li> </ul>
<ul style="list-style-type: none"> <li>To establish and maintain contact between this H&amp;I subcommittee and other H&amp;I subcommittees on an Area, Regional and World level.</li> </ul>	<ul style="list-style-type: none"> <li>The ability to organize and serve this committee.</li> </ul>
<ul style="list-style-type: none"> <li>Suggested to attend all Regional H&amp;I subcommittee meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to give the time and resources necessary to conduct the business of the Big Bend Area H&amp;I subcommittee.</li> </ul>
<ul style="list-style-type: none"> <li>Handles all public relations involving policy matters that pertain to Big Bend Area H&amp;I. This will be done only after Big Bend PR subcommittee makes initial contact.</li> </ul>	
<ul style="list-style-type: none"> <li>Is responsible for all correspondence with participating facilities and within NA pertaining to H&amp;I.</li> </ul>	
<ul style="list-style-type: none"> <li>Assures that H&amp;I volunteer lists are made available to the Area's GSR's and assures that volunteer lists are utilized by Vice Chair and Panel Coordinators for the purpose of a functioning Panel System.</li> </ul>	
<ul style="list-style-type: none"> <li>When available, attends at least one PR workshop a year.</li> </ul>	

- m. Vice-Chair:** Elected by majority vote of this H&I subcommittee for a one-year term.

<b>H&amp;I SUBCOMMITTEE VICE-CHAIR</b>	
<b>Duties and Responsibilities</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>To work closely with the H&amp;I Chair and assist the H&amp;I subcommittee in any way possible.</li> </ul>	<ul style="list-style-type: none"> <li>Suggested minimum of one year continuous abstinence.</li> </ul>
<ul style="list-style-type: none"> <li>In the absence of the H&amp;I Chair, will chair the H&amp;I subcommittee meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to give the time and resources necessary.</li> </ul>
<ul style="list-style-type: none"> <li>In the event of the inability of the H&amp;I Chair to perform, or upon the resignation of the H&amp;I Chair, will receive an automatic nomination for H&amp;I Chair in accordance with Big Bend Area guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>A working knowledge of the Steps and Traditions of NA.</li> </ul>
<ul style="list-style-type: none"> <li>Coordinates and works with Panel Coordinators as a Lead Panel coordinator to assure that H&amp;I volunteers are placed as Panel Members or rotating Panel Members.</li> </ul>	<ul style="list-style-type: none"> <li>A working knowledge of Big Bend Area Guidelines &amp; Policy.</li> </ul>
<ul style="list-style-type: none"> <li>Keeps an updated list of all NA members willing and eligible to be Panel Members.</li> </ul>	<ul style="list-style-type: none"> <li>Six months previous H&amp;I experience.</li> </ul>
<ul style="list-style-type: none"> <li>To assist the H&amp;I Chair to get literature for Panel Coordinators or meetings.</li> </ul>	
<ul style="list-style-type: none"> <li>Suggested attendance at the Regional H&amp;I business meeting and Big Bend Area Meeting.</li> </ul>	



<ul style="list-style-type: none"> <li>• Shall provide all current H&amp;I volunteer lists to all Panel Coordinators and enough copies for all their Panel Leaders.</li> </ul>	
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**n. Secretary:** Elected by majority vote of this H&I subcommittee for a one year term.

<b>H&amp;I SUBCOMMITTEE SECRETARY</b>	
Duties and Responsibilities	Qualifications
<ul style="list-style-type: none"> <li>• To keep a complete record in the form of minutes of every regular, and special H&amp;I subcommittee meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Suggested minimum of 6 months continuous abstinence.</li> </ul>
<ul style="list-style-type: none"> <li>• To maintain minutes and give them to the H&amp;I Chair no later than one week following each monthly H&amp;I subcommittee meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness and desire to serve.</li> </ul>
<ul style="list-style-type: none"> <li>• To keep an accurate archive of minutes and make them available to any member upon request.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to give the time and resources necessary.</li> </ul>
<ul style="list-style-type: none"> <li>• To keep a continuous roster of monthly attendance at the Big Bend Area H&amp;I subcommittee meeting to determine voting membership.</li> </ul>	
<ul style="list-style-type: none"> <li>• Maintains all necessary stationary supplies needed.</li> </ul>	
<ul style="list-style-type: none"> <li>• Keep a record of all H&amp;I subcommittee member's names, phone numbers, and addresses.</li> </ul>	
<ul style="list-style-type: none"> <li>• Keep accurate year to date attendance sheet on all members required to attend H&amp;I subcommittee meetings.</li> </ul>	

**o. Panel Coordinator:** Elected by majority vote of this H&I subcommittee for a one-year term.

<b>H&amp;I SUBCOMMITTEE PANEL COORDINATOR</b>	
Duties and Responsibilities	Qualifications
<ul style="list-style-type: none"> <li>• Shall keep in close contact and work with Big Bend Area H&amp;I elected trusted servants and the panel leaders of the facility for which he/she is the coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>• Suggested minimum of one year continuous abstinence.</li> </ul>
<ul style="list-style-type: none"> <li>• Instructs Panel Leaders on the facilities' requirements, regulations, and general rules covering the H&amp;I meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Six months previous involvement in H&amp;I as a Panel Leader.</li> </ul>
<ul style="list-style-type: none"> <li>• Shall make sure that Panels are filled for scheduled meetings, in cooperation with H&amp;I Vice-Chair in the facility for which he/she is the Panel Coordinator and that meetings go on as scheduled.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness and desire to serve.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain regular contact with the Panel Leaders.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to give the time and resources necessary.</li> </ul>
<ul style="list-style-type: none"> <li>• Acts as liaison between the Big Bend Area H&amp;I subcommittee and the facility.</li> </ul>	<ul style="list-style-type: none"> <li>• A working knowledge of the Steps and Traditions of NA.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintains literature supply.</li> </ul>	
<ul style="list-style-type: none"> <li>• Shall appoint needed Panel Leaders to be approved by Big Bend Area H&amp;I subcommittee.</li> </ul>	
<ul style="list-style-type: none"> <li>• Should make an effort for a suggested replacement for Panel Coordinator near the end of his/her commitment.</li> </ul>	

**p. Panel Leader:** Appointed by Panel Coordinator, to be approved by Big Bend Area H&I subcommittee.

<b>H&amp;I SUBCOMMITTEE PANEL LEADER</b>	
Duties and Responsibilities	Qualifications
<ul style="list-style-type: none"> <li>• Shall chair for a 1 year term an H&amp;I meeting in the facility being served in accordance with standard procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Suggested minimum one year continuous abstinence.</li> </ul>
<ul style="list-style-type: none"> <li>• Shall be familiar with the H&amp;I subcommittee and facility rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous involvement in H&amp;I as a panel member.</li> </ul>
<ul style="list-style-type: none"> <li>• Shall inform the Panel Coordinator well in advance when unable to conduct a regularly scheduled meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness and desire to serve.</li> </ul>
<ul style="list-style-type: none"> <li>• In cooperation with Panel Coordinator, shall schedule panel member for his/her H&amp;H meeting and inform them of all the rules of the facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to give time and resources necessary.</li> </ul>

<ul style="list-style-type: none"> <li>• Shall inform Panel Members of the meeting format and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• A working knowledge of the Steps and Traditions of NA.</li> </ul>
<ul style="list-style-type: none"> <li>• Should give advanced notice of resignation to the Panel Coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>• Suggested previous attendance at an H&amp;I Learning Day/Workshop.</li> </ul>
<ul style="list-style-type: none"> <li>• Helps maintain literature.</li> </ul>	
<ul style="list-style-type: none"> <li>• May be removed from panel assignment because of absence without prior notice and/or not make adequate arrangements for a replacement to conduct the meeting.</li> </ul>	

**q. Panel Member/Speaker:** Selected by Panel Leader in cooperation with Panel Coordinator and the H&I vice Chair.

<b>H&amp;I SUBCOMMITTEE PANEL MEMBER/SPEAKER</b>	
Duties and Responsibilities	Qualifications
<ul style="list-style-type: none"> <li>• Shall take an active role in a H&amp;I meeting as a speaker or in whatever other acceptable capacity as may be requested by the Panel Leader.</li> </ul>	<ul style="list-style-type: none"> <li>• Suggested minimum of 6 months continuous abstinence.</li> </ul>
<ul style="list-style-type: none"> <li>• Shall adhere to the rules of the facility wherein he or she is, in fact, a guest.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness and desire to carry the NA message of recovery.</li> </ul>
<ul style="list-style-type: none"> <li>• Shall always keep in mind that he/she may be seen as a representative of NA and should conduct himself/herself responsibly.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness and desire to share their experience, strength, and hope.</li> </ul>

**r. Panel System:** The "Panel System" refers to the general approach to structuring the Big Bend Area's H&I effort which uses a "Panel" and "Panel Formats."

**s. Speaker Presentations:**

- i. Speaker-Panel: In an H&I Speaker Panel meeting, one or more NA Panel Members share their experience, strength, and hope.
- ii. Speaker-Topic: During an H&I Speaker Topic meeting panel members share on one topic or separate topics then there will be time for questions.

**t. Discussion Presentations:**

- i. Topic Discussion: In a Topic Discussion, the Panel Leader introduces the topic and shares first (to set a recovery oriented tone) then alternates the discussion between residents and panel members.
- ii. Literature Discussion: In a Literature/Step Study Discussion meeting parts of NA Conference approved literature are read by a panel member or members then discussed by alternating discussion between residents and panel members.
- iii. Question & Answer Discussion: (Suggested for adolescent facilities) In a Q & A Discussion meeting, the panel leader invites residents to write topics or questions they would like to be discussed, and place them in a basket. Topics will then be drawn, and screened by the panel leader and addressed by panel members. (This method allows inappropriate topics to be deleted.)

**u. Literature:** Big Bend Area H&I shall provide its own literature for its H&I meetings. Monthly allotment for H&I is raised from \$75.00 to \$100.00. 12/10/06

**v. Approved Literature:**

- i. White Books, Basic Text, Just for Today Daily Meditation Book, It Works: How and Why, Meeting list, Behind the Walls, Group Readings, and For Those in Treatment, Step Working Guide(09/13), Living Clean(09/13).
- ii. I.P.'s as follows:
  1. #6 Am I am Addict?
  2. #8 Recovery and Relapse
  3. #7 Just For Today
  4. #11 Sponsorship
  5. #13 Youth and Recovery
  6. #16 For the Newcomer
  7. #23 Staying Clean on the Outside
  8. #2 Welcome to Narcotics Anonymous
  9. #14 One's Experience with Acceptance, Faith and Commitment

10. #19 Self-Acceptance
11. #12 Triangle of Self Obsession
12. Pocket Fold-Up Group Reading Cards
13. NA Call Narcotics Anonymous Cards – Serenity

**w. Additional Guidelines:** In the event that an issue comes up that is not addressed in our guidelines, we will use the policy from the current WSC H&I Handbook. To reimburse the committee for copies and postage needs within their budget. M/S/C  
- 4/13/97

**x. Do's and Don'ts for H&I Work in Treatment Center**

"DO'S"
• Make directories of outside meetings available to residents.
• Clarify the facility's rules with anyone you bring in.
• Try to get all agreements with the facility in writing.
• Start and end on time.
• Briefly explain what H&I is.
• Make it clear that NA is separate and distinct from the facility as well as other fellowships.
• Try to get residents involved, especially those in long-term facilities (literature, readings, coffee maker, etc.)
• Obey all dress codes. Exercise common sense and dress appropriately.
• Keep staff aware of your whereabouts at all times.
• Stamp all literature you bring into a facility with the local helpline number.
• Screen all panel members carefully, especially regarding clean time and other requirements.
• Explain the language that we use ("addict," "clean," "recovery") and why we use it (The First Step and the Sixth Tradition of NA).
• Emphasize that in NA, recovery is available to any addict, regardless of "type" of drug(s) used.
• Emphasize the importance of getting to an NA meeting the first day out.
• Emphasize the importance of getting a sponsor and a home group, the ongoing nature of recovery, and the importance of attending meetings (suggest 90 meetings in 90 days).
• Use Literature recommended for H&I work, if we are supplying the Literature. Encourage the treatment centers to supply NA literature on their own if at all possible.
• Be selective about who you choose to take into H&I meetings.
• Clean time requirements are very important. People who sit on H&I panels should be able to share a message of recovery in Narcotics Anonymous.
• Limit the use of profanity and use appropriate language. Remember that we are seen as representatives of NA as a whole.
"DON'TS"
• Break another person's anonymity or tell his/her story.
• Debate any issues involving the facility's rules or regulations.
• Discuss conditions within the facility, or opinions about staff members.
• Debate the merits of the treatment center's program or other fellowships.
• Remember, we have no opinion on outside issues. The best approach is to focus on the positive and unique qualities of our program. Keep your Basic Text handy, and read from it. It is the foundation of our program of recovery.
• Comment on the methods used by the treatment facility. Not all facilities are Twelve Step based nor do their understandings of the steps necessarily coincide with the understanding gained in Narcotics Anonymous. We share our experience without reference to the facility's methods or to the resident's comments.
• While sharing, put too much focus on what it was like. They already know.
• Debate which drugs are acceptable. N.A. is a program of complete abstinence from all drugs.
• Carry excessive cash or wear expensive or flashy jewelry.
• Show favoritism to any resident(s).
• Take messages in or out of the facility.
• Give out any other person's address or phone number.

<ul style="list-style-type: none"> <li>• Carry in any contraband items, such as cigarettes (if applicable) or weapons.</li> </ul>
<ul style="list-style-type: none"> <li>• Rely on flooding a treatment center with literature to carry our message. The most powerful tool for carrying our message is the N.A. member.</li> </ul>
<ul style="list-style-type: none"> <li>• Read too many literature selections at the beginning of the meeting. Keep is short and simple to keep their attention.</li> </ul>
<ul style="list-style-type: none"> <li>• Let the meeting run too long. Most treatment center residents spend too much of their day in meetings of one sort or another, often in the same room.</li> </ul>
<ul style="list-style-type: none"> <li>• Collect any money.</li> </ul>

#### **y. Do's and Don'ts for H&I Work in Correctional Facilities**

"DO'S"
<ul style="list-style-type: none"> <li>• Make directories of outside meetings available to residents.</li> </ul>
<ul style="list-style-type: none"> <li>• Clarify the facility's rules with anyone you bring in.</li> </ul>
<ul style="list-style-type: none"> <li>• Try to get all agreements with the facility in writing.</li> </ul>
<ul style="list-style-type: none"> <li>• Start and end on time.</li> </ul>
<ul style="list-style-type: none"> <li>• Try to get residents involved, especially those in long-term facilities (literature, readings, coffee maker, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>• Obey all dress codes. Exercise common sense and dress appropriately.</li> </ul>
<ul style="list-style-type: none"> <li>• Keep staff aware of your whereabouts at all times.</li> </ul>
<ul style="list-style-type: none"> <li>• Follow all security regulations at all times.</li> </ul>
<ul style="list-style-type: none"> <li>• Stamp all literature you bring into a facility with the local helpline number and regional/area address.</li> </ul>
<ul style="list-style-type: none"> <li>• Screen all speakers and chairpersons carefully, especially regarding the clean time requirements of the facility and the H&amp;I committee.</li> </ul>
<ul style="list-style-type: none"> <li>• Contact the facility contact person and let them know they can purchase literature from the WSO (most jails and correctional facilities have funds available for this.)</li> </ul>
<ul style="list-style-type: none"> <li>• Inform the contact person that we have literature order forms available for their use.</li> </ul>
<ul style="list-style-type: none"> <li>• Make sure all speakers carry a clear NA message of recovery.</li> </ul>
<ul style="list-style-type: none"> <li>• Follow the guidelines found in the WSC H&amp;I Handbook.</li> </ul>
<ul style="list-style-type: none"> <li>• Limit the use of profanity and use appropriate language. Remember that we are seen as representatives of NA as a whole.</li> </ul>
"DON'TS"
<ul style="list-style-type: none"> <li>• Break another person's anonymity or tell his/her story.</li> </ul>
<ul style="list-style-type: none"> <li>• Take a member who has friends or family in the facility.</li> </ul>
<ul style="list-style-type: none"> <li>• Get involved in discussion about an inmate's guilt or innocence.</li> </ul>
<ul style="list-style-type: none"> <li>• Debate which drugs are acceptable. NA is a program of complete abstinence from all drug.</li> </ul>
<ul style="list-style-type: none"> <li>• Discuss conditions within the facility or opinions about staff members.</li> </ul>
<ul style="list-style-type: none"> <li>• Give or accept gifts.</li> </ul>
<ul style="list-style-type: none"> <li>• Carry excessive cash or expensive or flashy jewelry.</li> </ul>
<ul style="list-style-type: none"> <li>• Show favoritism to any inmate(s).</li> </ul>
<ul style="list-style-type: none"> <li>• Carry letters in or out of the facility.</li> </ul>
<ul style="list-style-type: none"> <li>• Carry in any contraband items.</li> </ul>
<ul style="list-style-type: none"> <li>• Give out another person's address or phone number.</li> </ul>
<ul style="list-style-type: none"> <li>• Give the residents money.</li> </ul>
<ul style="list-style-type: none"> <li>• Take a person into a correctional meeting who is on parole or probation unless they specifically get permission from the parole/probation officer and the facility.</li> </ul>
<ul style="list-style-type: none"> <li>• Take a person with outstanding warrants.</li> </ul>
<ul style="list-style-type: none"> <li>• Give anyone your personal address or phone number.</li> </ul>

### 5. Public Relations Subcommittee

- a. The P.R. Subcommittee's rules shall be in accordance with the NAWS P.R. Handbook, as well as the Guide to Local Services on page 54.
- b. The P.R. Subcommittee's monthly allotment is \$120.00, with \$30 allotment to Perry. 08/10/08
- c. The P.R. Subcommittee shall have one NAWS H&I Handbook in order to facilitate cooperation between the two subcommittees.
- d. To change the name of the P.R. Subcommittee to Public Relations to reflect World Service change. 10/12/08
- e. To dissolve web coordinator position and recreate it under PR. 02/08/09

<b>WEB TECHNOLOGY COORDINATOR</b>	
<b>Duties &amp; Responsibilities</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Make available to the PR Subcommittee all updates and changes at each subcommittee meeting, including code files and file structure in order to maintain the web site.</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated and elected by the PR Subcommittee</li> </ul>
<ul style="list-style-type: none"> <li>• To return any hardware and or software to the ASC purchased by the ASC to maintain the website whenever requested by the BBASC.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall have a minimum of two(2) years abstinent from all drugs.</li> </ul>
<ul style="list-style-type: none"> <li>• To coordinate with the PR Subcommittee in procuring the necessary funds in order to carry out the function of the position.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of one(1) year service experience.</li> </ul>
<ul style="list-style-type: none"> <li>• To submit to the PR Subcommittee a budget no later than October of each year.</li> <li>• Budget should consist of, but not be limited to:               <ul style="list-style-type: none"> <li>- domain name registration on the internet</li> <li>- cost of hosting websites on the internet</li> <li>- cost of website creating, and editing software</li> <li>- cost of document creating software</li> <li>- website maintenance hardware</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• An active member of Narcotics Anonymous</li> </ul>
<ul style="list-style-type: none"> <li>• To train in the use of and inform incoming coordinator of current technologies and website functions at the end of term.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts through application.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain a working relationship with the Florida Regional Web Technologies Coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness and desire to serve in the position.</li> </ul>
<ul style="list-style-type: none"> <li>• Shall seek direction from the PR Subcommittee, and maintain accountability through their collective conscience and communications with the BBASC.</li> </ul>	<ul style="list-style-type: none"> <li>• Time and resources needed to fulfill the position.</li> </ul>
<ul style="list-style-type: none"> <li>• Website is to allow for clear, simple navigation to the relevant information.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to a computer with Internet access that has minimum requirements to operate the website and the necessary software.</li> </ul>
<ul style="list-style-type: none"> <li>• Webmaster will keep the website secure with the use of passwords that are shared with the Subcommittee Chair and/or delegated trusted servants.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to a printer and image scanner.</li> </ul>
<ul style="list-style-type: none"> <li>• Webmaster is to make sure that all information on the website is kept up-to-date and accurate.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of web page design software.</li> </ul>
<ul style="list-style-type: none"> <li>• Website domain will be owned and paid for by the BBASC.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of FTP (file transfer protocol).</li> </ul>
<ul style="list-style-type: none"> <li>• The BBASC has the final approval of all website design</li> </ul>	
<ul style="list-style-type: none"> <li>• Serves as NAWS contact person. 02/08/09</li> </ul>	

## 6. Convention Subcommittee

- a. Purpose:** The purpose of this subcommittee shall be to coordinate an annual convention in the Big Bend Area during the month of August, as a means for promoting unity and furthering our primary purpose. Each group and each individual member is encouraged and invited to participate on the planning and coordination of all convention activities.
- b. Composition:** This subcommittee shall be known as B.B.A.C.N.A. (Big Bend Area Convention of Narcotics Anonymous), and shall consist of the following officers: Chair, Vice-Chair, Treasurer and Secretary; and shall consist of the following subcommittees: Hotel, Program, Merchandise, Hospitality, Registration, Helps, Marathon and Fundraising.
- c. Qualifications/Duties & Responsibilities:**

CONVENTION SUBCOMMITTEE CHAIR	
Duties & Responsibilities	Qualifications
<ul style="list-style-type: none"> <li>Preside at all Convention Committee meetings.</li> </ul>	<ul style="list-style-type: none"> <li>5 years clean time</li> </ul>
<ul style="list-style-type: none"> <li>Prepare an agenda.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of the 12 Steps and 12 Traditions of NA.</li> </ul>
<ul style="list-style-type: none"> <li>Insures that Committee members are informed or any sudden changes in meeting times or places.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to give the time and resources necessary.</li> </ul>
<ul style="list-style-type: none"> <li>Is co-signor of the Committee bank account.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to exercise patience and tolerance.</li> </ul>
<ul style="list-style-type: none"> <li>Only votes in case of a tie.</li> </ul>	<ul style="list-style-type: none"> <li>Active participant in NA.</li> </ul>
<ul style="list-style-type: none"> <li>Gives updated report to the BBASC at the ASC.</li> </ul>	
<ul style="list-style-type: none"> <li>Acts as a final authority in clarification of the guidelines.</li> </ul>	
<ul style="list-style-type: none"> <li>Keeps activities in accordance with the 12 Traditions and purpose of the Committee.</li> </ul>	
<ul style="list-style-type: none"> <li>Allows the subcommittees to do their jobs while providing guidance and support.</li> </ul>	
<ul style="list-style-type: none"> <li>Allows simple discussion in major issues before calling for vote.</li> </ul>	
<ul style="list-style-type: none"> <li>Helps to resolve personality conflicts.</li> </ul>	
<ul style="list-style-type: none"> <li>Chair shall serve for only one consecutive term. (Any other office can serve two terms.)</li> </ul>	
<ul style="list-style-type: none"> <li>Serves as Hotel Liaison.</li> </ul>	

CONVENTION SUBCOMMITTEE VICE-CHAIR	
Duties & Responsibilities	Qualifications
<ul style="list-style-type: none"> <li>Will assume the responsibilities of the Chair in the event of his/her absence.</li> </ul>	<ul style="list-style-type: none"> <li>Four(4) years clean time</li> </ul>
<ul style="list-style-type: none"> <li>Assists the Chair in overall coordination.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of the 12 Steps and 12 Traditions of NA.</li> </ul>
<ul style="list-style-type: none"> <li>Is so-signor on the Committee bank account.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to give the time and resources necessary.</li> </ul>
<ul style="list-style-type: none"> <li>Coordinates with the subcommittees to make sure that deadlines are met.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to exercise patience and tolerance.</li> </ul>
<ul style="list-style-type: none"> <li>By vote of acclamation of the Convention Committee, is Chair of the following convention.</li> </ul>	<ul style="list-style-type: none"> <li>Active participant in NA.</li> </ul>
<ul style="list-style-type: none"> <li>Attends as many subcommittee meetings as possible, to insure they have all the support they need to do their job.</li> </ul>	
<ul style="list-style-type: none"> <li>Serves as Hotel Liaison, along with the Chair. As Hotel Liaison, it is advisable that the individual have prior Convention experience, a business background and present himself/herself to the hotel in business attire. The hotel industry can be a very judgmental group and they will be more accepting of the group if the representative presents himself in the proper attire and conducts himself in a business-like</li> </ul>	

<p>manner. The hotel liaison should be the only individual dealing with the hotel, before, during, and after the Convention. All other Committee members should go through the hotel liaison to speak with the hotel staff. This will eliminate the confusion and misinformation within the Committee, fellowship and the hotel staff. Let the hotel know we are slow to reserve rooms. The hotel liaison also makes arrangements for the coffee throughout the convention. It is imperative that a strict accounting of coffee be made at the convention. Depending on your allotted amount of gratis coffee, you may want to limit or work out a distribution system for coffee. This is probably the most important area where money can get out of hand! If you run over your amount of comp coffee, the average cost is between \$15-\$25 per gall (35 cups). You should be the only one who is authorized to sign for the coffee when it is served.</p>	
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CONVENTION SUBCOMMITTEE SECRETARY	
Duties & Responsibilities	Qualifications
<ul style="list-style-type: none"> <li>• Shall record all minutes from BBACNA committee meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Two(2) years clean time.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain files of all BBACNA committee minutes and distribute to officers and subcommittee chairs.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of the 12 Steps and 12 Traditions of NA.</li> </ul>
<ul style="list-style-type: none"> <li>• Is co-signor of the committee bank account.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to give the time and resources necessary.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to exercise patience and tolerance.</li> </ul>
	<ul style="list-style-type: none"> <li>• Active participant in NA.</li> </ul>

CONVENTION SUBCOMMITTEE TEASURER	
Duties & Responsibilities	Qualifications
<ul style="list-style-type: none"> <li>• Opens and maintains the committee bank account.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years clean time</li> </ul>
<ul style="list-style-type: none"> <li>• Keeps records of all income and expenditures.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of the 12 Steps and 12 Traditions of NA.</li> </ul>
<ul style="list-style-type: none"> <li>• Prepares a committee budget and coordinates with each subcommittee to assist with preparation of their budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to give the time and resources necessary.</li> </ul>
<ul style="list-style-type: none"> <li>• At the convention, will be responsible for the collection and deposit of all convention funds received.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to exercise patience and tolerance.</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinate with Merchandising, Fund Raising and Registration Chair for the collection of funds proceeding from the activities and/or functions of those committees.</li> </ul>	<ul style="list-style-type: none"> <li>• Active participant in NA.</li> </ul>
<ul style="list-style-type: none"> <li>• Prepares a financial statement at the end of the convention to be given by the chair at the next ASC meeting.</li> </ul>	

**d. Subcommittees:** Subcommittees are vital to the convention, and individuals should expect to be replaced if they are unable to serve for any reason. Each subcommittee has one chair, who then recruits members to assist them with the responsibilities for that subcommittee. Subcommittee chairs will have 2 years clean time.

**e. Fund Raising:**

- i. This subcommittee is responsible for fundraisers during the convention. New members not familiar with the 12 Traditions may be confused by the concept of "Fundraising" in NA because it is so unlike the kind of Fundraising done in other organizations, even non-profit ones. We never, under any circumstances, accept any monetary contributions or

- gifts from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. This also means that members of NA cannot solicit gifts or prizes from outside sources for themselves and then donate them to the convention.
- ii. Remember, it is called Fundraising not fun-raising. The purpose is to raise funds at the same time have fun. To do this one should try to keep expenses down. We have good time just being among each other in a festive place. The Convention Committee Fundraiser is at the hotel where the convention is to be held. The reason for this is to generate excitement and show the fellowship the facility and hopefully get them to register and secure a hotel room. At all ASC's all GSR's are asked that their groups hold a fundraiser individually or in conjunction with surrounding groups. The Fundraising Chair should stay in touch with Area Activities Chair and provide any support that they feel they might need. Someone from this Committee should attend all fundraisers for support and collect any funds generated and then turn them over to the Treasurer.
  - iii. Tasks include securing the DJ's or a band for the fundraiser, purchasing and setting up decorations, volunteers to collect money and sell raffle tickets. As with merchandising, it is suggested that anyone handling money have at least two years clean time. Posters and flyers should be printed and passed out at least a couple weeks prior to the fundraiser. Research should be done in the surrounding areas to insure that there are no other NA functions going on at the same time.
  - iv. All actions of this Committee are subject to approval by the Convention Committee as a whole. All events should be planned, taking into consideration the Program and Hospitality Committees. Times for each event should be included in the Convention Program.
  - v. When designing flyers, remember that they are released into hospitals and institutions as well as other facilities which relate to NA. Appropriate use of language and lithography is crucial because these flyers, in a sense, represent NA to the public. If a band is performing, a picture of the band's name should not appear on the flyer as this is "promoting any outside enterprises." Also, the name of NA should not be used. Only the initials, N.A. Members come and support, not the band or DJ, but to be a part of. If it is acceptable to this Committee, then flyers can be designed by the Arts & Graphics Subcommittee.
- f. Helps:** The purpose of this committee is to make sure that the meeting rooms are set up and ready to go for the meetings at the convention, also to break down the rooms and clean up. This committee can also help in any other area that the convention may need help in. The chair of this committee can recruit different people to help with this. There is no clean time requirement for this position.
- g. Hotel:** See Chair/Vice Chair guidelines.
- h. Hospitality:**
- i. The responsibility of this committee is to provide an open hospitality room that will remain open for either the entire length of the convention, or as the schedule permits. At least two months prior the chair of this committee should recruit volunteers to assist at the convention. Other areas of responsibility: lost and found, local meeting lists, area maps, coffee and snacks.
  - ii. This committee shall request a budget of not more than \$\_\_\_\_\_, which shall be approved at a full committee meeting.
- i. Marathon:** The purpose of this committee is to offer addicts an open meeting in which they may participate throughout the convention. The chair of this committee should solicit people to commit to chairing in one hour increments. Chairperson and their times to chair can be posted outside the room in a convenient place. During the convention this committee is responsible for



keeping the meetings running smoothly. This committee may request funds to cover the cost of the marathon rooms, if not included in Hotel costs.

**j. Merchandise:**

- i. The merchandise effort of any convention should be based strictly on the need to generate funds to ensure success of the event. Too often the merchandising efforts of the Convention Committee detract from the primary focus. The focus of any convention is the celebration of our shared recovery; it is not to make large amounts of money. Our efforts to generate funds from our members should be based solely on what is necessary to insure that the Convention is successful.
- ii. If a Convention Committee finds that it is not necessary to generate considerable sums of money to cover expenses, then the merchandise effort should be kept to a minimum.
- iii. Careful consideration should be made in selecting items to be sold at the convention and how many of each item should be ordered. There should be records from the previous years' conventions pertaining to the number of attending and the number of shirts, mugs, etc. that were sold. Remember, it is always better not to order enough than to order too much.
- iv. Careful consideration should also be made in negotiating the purchase price of items selected for sale. Usually three different bids are submitted for consideration. All items selected by the merchandising committee must first be approved by the convention committee. The committee should also try to use a vendor that will print shirts or sweats on a one day notice during the summary of information regarding the ordering, marketing and shipping of the items selected for sale at the Convention, and the time frames for obtaining the items.
- v. The Merchandise Committee shall prepare, and the Convention Committee shall approve of, the store hours of the Annual Convention. Store hours should be established in conjunction with the Program and Hospitality Committees.
- vi. Also, this committee is responsible for delivering all receipts and purchase orders to the Convention Committee Treasurer, along with a list of outstanding inventory items. Pre-Convention T-shirt sales can help determine what the Convention Committee can do and cannot do at the Convention. A member of this committee should be in attendance at all fundraisers and as many other NA events as possible to sell t-shirts. The more pre-convention items sold means more revenue for the Convention and every time it is worn by an NA member, others become aware of the event. So, in effect, you get free advertising along with the revenue.

**k. Program:**

- i. Is comprised of one representative from each home group within the Big Bend Area along with the Program Chair.
- ii. Is responsible for the selection of topics, chairpersons and times of all meetings held at the convention, except for the Marathon Meeting.
- iii. Will submit two choices for speakers for each of the three main meetings (Friday and Saturday Evenings, Sunday closing), in order of preference, to the Program Committee. The final choice rests with the BBACNA Committee as a whole.
- iv. Will submit finalized program to BBACNA Committee for approval two weeks after Main Speakers have been selected.
- v. Will make arrangements for the taping of each workshop and speaker meeting.
- vi. Will choose persons to chair workshops and speaker meetings.
- vii. Will be responsible for readings, announcements and introduction of workshop/main speakers.

GUIDELINES FOR B.B.A.C.N.A. SPEAKERS
<ul style="list-style-type: none"> <li>• Main speakers shall be members of NA with a minimum of five years clean time.</li> </ul>
<ul style="list-style-type: none"> <li>• None of the main Speakers or Workshop Speakers shall be members of BBACNA Committee.</li> </ul>
<ul style="list-style-type: none"> <li>• The main Speaker shall not be members of the Big Bend Area. However, members of the Big Bend Area can speak during the Saturday Noon Speaker session.</li> </ul>
<ul style="list-style-type: none"> <li>• None of the Main Speakers shall have previously been a speaker at a BBACNA Convention. However, someone who spoke as a main speaker at least 10 years ago may again be eligible as a mainspeaker.</li> </ul>
<ul style="list-style-type: none"> <li>• A registration packet and hotel accommodations will be given to all main speakers. The Saturday Noon Speaker will only receive a registration packet if a member of the Big Bend Area.</li> </ul>
<ul style="list-style-type: none"> <li>• All tapes submitted for consideration as speakers at BBACNA shall be no more than three years old (from the date of the convention for which they are being considered).</li> </ul>

- I. Registration:** Usually the first people Convention attendees meet are those members manning the registration tables. How well they are greeted in many ways sets the tone for how well the Convention comes off.
- i. Smooth, prompt, orderly and hospitable services are key ingredients to successful registrations. Therefore, organization and planning by the Committee is very important. The Registration Subcommittee is one of the busiest Committees of every convention. Although it's most intensive work is completed in the weeks prior to and during the Convention, it's responsibilities begin with the advance planning. The first task is to design a registration flyer which must be done in advance (at least 8 months prior to the convention).
  - ii. Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but not need be ornate or expensive. From past experience, it is suggested that a minimum order of 1,000 flyers be purchased for the first printing.
  - iii. A clear understanding should be reached between the Registration Committee and the Treasurer Committee, in the procedures for handling money and registration. Registration form records should be maintained on a weekly basis. As each registration is received by mail, or direct sale, a record should be made indicating information about the registrant and all money received. If free registrations are given out at fundraisers, the committee must keep careful records of what is provided and to whom.
  - iv. A record system must be established to record and send receipts to all pre-registrants. A record of registrants' clean time must be kept. A record of registration of those individuals who are non-addicts must be kept also. The system can also be used to verify the Treasurer's record, and provide an indication of the solvency of the convention.
  - v. Another important task is assembling a registration packet. The Convention Committee as a whole shall determine the amount of money that should be spent on each packet based on approved budget. The budget set for the registration packet shall include any and all items that are associated with the packet, including programs, envelopes, badges, tickets, ribbons, and anything else the committee wishes to put in the packets. After this is done, prices for items to be included in the packet should be obtained. Bids for prices should be solicited from at least three different vendors. After this is done, the items are brought for final approval of the entire Convention Committee. All subcommittees that purchase items must submit three written bids to the BBACNA Committee.
  - vi. Final Preparation for the Convention includes buying supplies for the registration table, assembling packets, ordering dance tickets and Committee ribbons, and having all records of pre-registrations up-to-date.

Dance tickets will be put in every full pay registration package and indigents will only receive a button and a program. All those without dance tickets must pay at the door. A number of indigent packets must be made for NA members who cannot afford to register. No person should be turned away. Indigent partial paid newcomer with less than 90 days clean will be given a regular registration packet including dance tickets.

- vii. Volunteers must be acquired to sit at the registration table. A suggested shift for a team to work is two hours. A member of the Registration Committee will attend all fundraisers to sell registrations.
- viii. One last note: At times there will be a lot of responsibility and pressure on you. It is important that you look out for one another. Put personalities aside and help each other in our spirit of unity and purpose. Our personal recovery comes first and you should do your part to make sure you and your fellow members do not use over the pressures of handling money. Stay clean and grow together.
- ix. The Administrative Committee will make a schedule for every night of the Convention that will insure that at least two Subcommittee Chairs will be on duty until 2:00am - every night of the convention.

**m. Meetings:**

- i. The planning year for each BBACNA shall run from September through August of the following year, for purposes of establishing a beginning and an ending.
- ii. The BBACNA Convention committee shall meet on a monthly basis for the purpose of gathering and sharing information regarding the planning and carrying out of the convention. The subcommittee shall meet monthly, except for the last month or two when the meetings shall increase to bi-monthly, then to weekly as the date of the convention approaches. Any officer may call an emergency meeting at any time during the planning of the convention, provided there is ample time to notify each group.
- iii. Each subcommittee chair should be prepared to submit reports, recommendations, or other details about their area of responsibility.

## VIII. Budget Policy of the Big Bend Area

### A. PRUDENT RESERVE: \$600.00

### B. ADMINISTRATIVE COSTS: monthly, bi-monthly, quarterly, yearly, etc.

R.S.C.: Anything over prudent reserve varies. \$157.00 shall be set aside from revenue each month for future RCM, Graylink, meeting schedules, and post office box payments. These funds are to be used only for the purpose of settling the payments listed, which are due on a monthly, bi-monthly, quarterly or annual basis. This amount is to be held in addition to prudent reserve. 2/14/16

BREAKDOWN OF BUDGET PER MONTH			
ITEM	AMOUNT	DUE	MONTHLY
Helpline	\$56.05	Monthly	\$56.05
PO Box	\$98.00	Yearly	\$8.17
Website	\$80.00	2 years	\$3.33
CenturyLink	\$12.33	Quarterly	\$4.11
Rent	\$25.00	Monthly	\$25.00
Hanson Directory Services	\$93.60	Yearly	\$7.80
RCM travel	\$250.00	Bi-monthly	\$125.00
Schedules	\$86.00	Quarterly	\$28.67
Minutes	\$20.00	Monthly	\$20.00
<b>Subcommittees:</b>			
H&I	\$80.00	Monthly	\$80.00
PR- Tallahassee	\$90.00	Monthly	\$90.00
PR- Perry	\$30.00	Monthly	\$30.00
Activities	\$75.00	Monthly	\$75.00
<b>TOTAL</b>			<b>\$553.13</b>

\*This represents the amount that would be paid monthly if all bills were due monthly and all subcommittees were at full capacity. 6/12/16

ADMINISTRATIVE COSTS			
ITEM	DESCRIPTION	DUE	AMOUNT
Helpline	Line 1 Communications	Monthly	56.05
Mailbox rental	PO Box	Yearly	98.00
Website	IDNS Internet Domain	2 years	80.00
Advertisement	CenturyLink	Quarterly	12.33
Rent for ASC	TASC for meeting space	Monthly	25.00
Advertisement-Perry	Hanson Directory Services	Yearly	93.60
RCM	Regional travel expenses	Bi-monthly	250.00
Copy expense	Meeting schedules	Quarterly	86.00
Copy expense	Meeting minutes	Monthly	20.00
<b>TOTAL:</b>			<b>\$720.98</b>

\*Budget updated and accepted 6/12/16

**C. SUBCOMMITTEES:**

1. That all subcommittee's unbudgeted financial transactions over \$50.00 must come before the floor of the A.S.C. for approval. MIS/C
2. Literature stockpile is established at \$640.00 and the Area should only have to reimburse literature for P.R., H&I and new group starter kits. MIS/C-1/1/98

<b>SUBCOMMITTEE COSTS</b>			
<b>SUBCOMMITTEE</b>	<b>DESCRIPTION</b>	<b>DUE</b>	<b>AMOUNT</b>
Literature	New group starter kits	Varies	Varies
H&I	Literature	Monthly	\$80.00
P.R.	Literature- Tallahassee	Monthly	\$90.00
P.R.	Literature- Perry	Monthly	\$30.00
Activities	Functions	Varies	\$75.00

\*Budget updated and accepted 6/12/16

### D. PRIORITY BUDGET POLICY LIST OF THE BIG BEND AREA

1. Should the Big Bend Area general revenue fall \$200.00 below prudent reserve in any month, then remain \$200.00 or more below prudent reserve for a 2nd consecutive month, the Big Bend Area Administrative Committee shall host a fundraiser before the next ASC, with all donations going to BBA general revenue. Should any deficits remain following the fundraiser, at the next ASC meeting recurring expenditures will be suspended, following the priority list in the revised Big Bend Area Budget Policy Guidelines, until prudent reserve has been met.

PRIORITY BUDGET LIST OF THE BIG BEND AREA		
1.	Helpline	
2.	P.O. Box rental	
3.	Web site costs	
4.	Yellow pages-Tallahassee	
5.	B.B.A.S.C. meeting room donation	
6.	White pages	
7.	Yellow pages-Perry	
8.	RCM Travel: If B.B.A.S.C. is operating below prudent reserve, no money shall be allotted for RCM travel, except where the RCM's attendance at the R.S.C. in question is necessary to retain Regional voting privileges.	
9.	F.R.S.O. literature order 2/14/16	
10.	Meeting schedule-copying expense	
11.	Subcommittee Budgets:	
	1. Hospitals & Institutions	\$50.00
	2. Public Relations (Tallahassee: \$45.00, Perry: \$15.00)	\$60.00
	3. Helpline	\$00.00
	4. Activities	\$00.00
12.	Minutes-copying expense	

ADMINISTRATIVE COSTS		
P.O. Box	\$49.00	Yearly expense
Helpline	\$11.00	Monthly expense
Meeting Schedules, M/S/C-11/06/89	\$25.00	Quarterly expense
Area Secretary	\$20.00	Monthly expense (minutes)
RCM	\$150.00	Bi-monthly expense (Regionals)
Rent for A.S.C. meeting space	\$10.00	Bi-monthly expense (A.S.C.) T.A.S.C.
Area prudent reserve	\$350.00	(This includes monthly expenses, H&I and Activity allotments; however, does not include RCM allotment.)