



**Freedom and Serenity Area of
Narcotics Anonymous *New Beginnings*
Area Guidelines**

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Service Motivator

“God, grant us the 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.”

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should not be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary for growth.

A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed Our vision is that one day:

- **Every addict in the world has the chance to experience our message in their own language and culture and find the opportunity for a new way of life;**
- **Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;**
- **NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;**
- **Narcotics Anonymous has universal recognition and respect as a viable program of recovery.**
- **Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.**

Twelve Traditions

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

Twelve Concepts

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

CBDM Basics

What is consensus-based decision making?

In Narcotics Anonymous, we make decisions by seeking direction from a loving Higher Power as it expresses itself in our group conscience. The principle of anonymity in NA means we serve as equals, and consensus-based decision making (CBDM) is one method for a service body, as a team of equals, to hear that group conscience. The heart of consensus is a cooperative intent, where members are willing to work together to find or create the solution that meets the needs of the group. The cooperative nature of consensus building is a different mindset from pro/con debate.

The process rests on the fundamental belief that each member of the body has a piece of the larger truth. In this spirit, striving for consensus is an affirmation of the principles inherent in both the Seventh and Ninth Concepts. Consensus may not mean total unanimity. In strict consensus, everyone agrees or gives their consent; a single dissenter can block a decision. Most NA service bodies, however, use some form of consensus-based decision making rather than strict consensus. CBDM does not require unanimity. In CBDM, consensus exists when each member of the service body can say:

- I had the opportunity to voice my opinions
- I believe the team has heard me
- I can actively support the team's decision, even if it is not my first choice

Why Consensus-Based Decision Making?

CBDM isn't just about particular policies or rules, or one or two specific Concepts or Traditions. It's about a group conscience process that connects us with a Higher Power. CBDM offers a potentially more inclusive process than parliamentary procedure, which can marginalize addicts who do not know "the rules" well. Our service bodies should be a forum where trusted servants can be heard, and CBDM is about listening. With its emphasis on inclusion, collaboration, and consensus-building, CBDM is in harmony with our spiritual principles. The consensus process is how we manifest the idea "together we can do what we cannot do alone" in a service setting.

How does CBDM work?

There are different variations of CBDM, but the basic steps are fairly consistent. Within those basic steps there is a great deal of variety depending on the individual service body's process and the type of decision being made. The material in this section is intended to help service bodies understand how the basics of a consensus-based process work, and can be adapted to fit local needs. Each NA community is free to create a process that works for them.

Below, some of the details and variations are described.



Introduce Proposal

Provide relevant details including:

- Why is the proposal necessary?
- What are the specific objectives of the proposal?
- What human and financial resources are required?

Discuss and Clarify as Needed

Asking questions, sharing resources, and offering experience and ideas are all parts of this phase of the process.

Ask if there is a Consensus

A simple way to do this is to ask the room “Is everyone comfortable with moving forward with this proposal?” If everyone is not in agreement then a show of hands (a straw poll) can be used to determine the level of support.

Some communities take a simple “for” and “against” vote to make a decision. Others include options such as “agree with reservation” for members who basically agree with the proposal but have some issues that have not been addressed and “stand aside” for members who do not agree with the proposal but will not stand in the way of it passing.

If consensus isn’t achieved in the straw poll then further discussion may be required. A very low level of support – “consensus not in support” – may indicate that no further discussion is needed, although care should be taken to ensure that the minority voice has been heard.

Hear from participants not in agreement and modify proposal

This phase allows those not in agreement to share their concerns. All participants are encouraged to listen and offer ideas for modifying the proposal. Not all concerns will lead to changes.

Further discussion and modification

An effective facilitator can help the body determine when to continue discussion and when to try something else

Postpone decision

A simple option is to take a short break or to postpone the decision until the next service meeting.

Assign to a smaller group to refine

This may be a workgroup, a number of the service body’s trusted servants, or any other group that has the experience to suggest a way forward. Providing clear guidance to this group is particularly important.

Proposal is not supported

Not every idea or proposal is supported, but CBDM allows all participants to be heard and to work together rather than argue opposing sides of a decision.

What types of decisions can we use CBDM for?

CBDM can be used to reach agreement on the type of decisions that are also made using parliamentary procedure. It can also be used to hold broader discussions that may not result in a specific decision. Each community is free to determine when a CBDM process will be most effective for them. Elections are one type of decision where it is common to simply seek a majority or a two-thirds vote rather than utilize a consensus-based decision making process.

Facilitating a CBDM Body

CBDM requires a skilled facilitator who can guide the body in its decision making process. A good facilitator can prevent a discussion turning into an open sharing session and help everyone to reach a decision they can all agree with in a timely manner.

What does the facilitator do?

The role of the facilitator is to help a group or service body reach consensus on an issue. To do this certain actions are required:

- Ensure everyone has a clear understanding of the process being used and the issue being discussed.
- Help everyone to participate, including the quieter members in the room. • Listen for common ground and points of agreement and share these with the body. • Repeat ideas that are shared to be sure everyone has a common understanding of them. • Suggest ways to combine ideas to build consensus.
- Manage the time available and ensure enough is allocated for the proposal. • Keep the conversation focused and move it forward towards a decision when needed.
- Ensure everyone has a clear understanding of any decisions that are made and any further actions that are required, and that these are recorded.

Different communities will expect different levels of participation from their facilitator. Some require them to simply facilitate the meeting, while others encourage the facilitator to share information relevant to the discussion. Many facilitators find it easier to maintain the respect of the entire body by remaining neutral and providing information but not opinions.

Tips for Facilitators:

- **Make eye contact, smile, and be enthusiastic.**
- **Be who you are – let your own style come through.**
- **Remember that communication isn't just the spoken word – for example, try to avoid "closed" body language such as crossing your arms or turning your back on your audience.**
- **Remember that listening is a key part of successful facilitation – listen first and speak second.**
- **Speak clearly so that everyone can hear, use a positive tone, and remember to breathe!**

Useful questions for facilitators include:

- **What have we tried before that works?**
- **If we tried this, what would happen next?**
- **Can anyone add anything to these ideas?**

What qualities does a facilitator need?

CBDM bodies need to think carefully when electing a facilitator and may find the Fourth Concept a useful resource. A good facilitator can feel the sense of the body and earn the trust needed to guide discussion toward a decision. Some of the qualities to look for include:

- **Familiarity with the group or service body and an understanding of the experience level of those attending.**
- **Some experience with CBDM and a clear understanding of the details of the process being used locally.**
- **Being prepared with information about the issues being discussed and any relevant resources, such as guidelines, handbooks, and Traditions and Concepts materials.**
- **Commitment to the CBDM process and a willingness to focus on more than just their own ideas.**
- **The ability to earn the trust of a body by guiding rather than controlling discussions.**
- **Patience and the understanding that some participants may need more time to reach a decision than others.**

What spiritual principles can we apply?

As with all NA service, applying spiritual principles helps a CBDM body to be more successful. Some of the principles that we can focus on when facilitating are:

- **Humility** – an attitude of service rather than government allows a facilitator to focus on helping the body reach consensus.
- **Open-mindedness** – being open to new ideas is essential in helping to build consensus
- **Accountability** – a CBDM facilitator is a trusted servant and is accountable to the body they serve.
- **Cooperation** – the facilitator helps create an environment in which everyone can work together to understand and consider the proposal.
- **Trust** – a CBDM facilitator needs to both trust the process and the body they are serving.

Participating in a CBDM Body

The Seventh Concept essay reminds us that “NA service is a team effort. Our service representatives are responsible to the NA fellowship as a whole rather than any special constituency; so are all other trusted servants on the team. The full participation of each member is of great value as we seek to express the collective conscience of the whole.”

Being an effective participant in a CBDM body is, in some respects, easier than being an effective participant in a parliamentary procedure-based body as there is no need to be proficient at Robert’s Rules or some other set of parliamentary guidelines. However, CBDM also requires some skills that parliamentary procedures do not.

What do participants do?

Members of a CBDM body are required to work together to make decisions that can be supported by the entire body. To be successful in this, certain actions are required:

- **Contribute towards a positive and respectful meeting environment where everyone feels comfortable contributing.**
- **Be prepared with the necessary information in advance of the discussion.**
- **Participate in the entire discussion process so that a clear understanding of all viewpoints can be gained.**
- **Ask questions when more information is needed.**
- **Consider what best serves our primary purpose rather than our personal preference.**
- **Commit to actively support the consensus of the body.**

What qualities do participants need?

Participating in CBDM should help evolve a proposal so it is important to be flexible and to be a good listener. Some qualities that will help participants fulfill their role are:

- A focus on creating solutions rather than on finding fault with ideas.
- The willingness to share ideas and let go of the outcome. Remember that decisions can be revisited if needed.
- The ability to pass on making a point when someone else has already made it.
- An awareness of personal characteristics and circumstances, and how these may effect participation in the CBDM process. Examples of these include: irritability when tired or hungry, impatience with a slower decision making process, or intolerance of certain ideas.

What spiritual principles can we apply?

Some of the principles we can focus on when participating in a CBDM body include:

- Humility – listening to others and understanding that we don't have all the answers is a foundational part of CBDM and is firmly rooted in the Second tradition.
- Open-mindedness – while CBDM carefully considers all viewpoints as discussed in the Ninth Concept, this does not mean that all opinions influence the final decision.
- Patience – allowing everyone the time to understand and consider the issue. • Trust –

CBDM participants need to trust the process and the facilitator they have chosen.

- Unity – whatever the outcome of discussions, everyone needs to work together to do the work involved to implement decisions.

Agenda for Open Forum

Moment of silence

Service Motivator

12 Traditions

Roll Call-ASC members

(board and subcommittee facilitators)

Roll Call-Groups

Open Forum

****Everyone has a voice at open forum!***

Agenda for ASC

Moment of Silence

Service Motivator

12 Traditions

12 Concepts

Tradition/Concept read in depth followed by discussion.

****Discussion not to exceed 10 minutes****

Roll Call-ASC Board

Roll Call - Sub-Committee

Roll Call-Groups

Correction of Minutes

Recognition of new groups and service positions

Reports - ASC Board

Reports - Subcommittees

Reports - Groups

Questions or Concerns regarding reports

Serenity Break (optional)

7th Tradition

Old Service

New Service

Announcements

Ending Financial Balance

Qualifications and Duties of Area Service Committee Officers:

(Note: Each ASC Officer must have an NA sponsor and have knowledge of the 12 Steps, 12 Traditions, and 12 Concepts)

Facilitator (One Year Term)

- 1. Suggested two years continuous clean time**
- 2. Be able to follow and understand CBDM Basic and Guide to Local Services**
- 3. Prior service experience on the ASC**
- 4. Create an agenda and follow it, agenda to be included in the minutes**
- 5. Responsible for reserving the facility for ASC meetings. Liaison between meeting facility and ASC**
- 6. If Facilitator holds position as GSR, the GSR Alt will represent vote of group**

Co-Facilitator (One Year Possibly Two Year Term)

- 1. Suggested two years continuous cleantime**
- 2. Be able to facilitate the ASC in the absence of ASC Facilitator**
- 3. When possible, the Co-Facilitator will step up into Facilitator upon ASC acclimation**
- 4. Prior service experience as a GSR**
- 5. Coordinates sub-committees and working groups as outlined in "Guide Local Service" manual**
- 6. Attends all sub-committee meetings and working group meetings**
- 7. Responsible for opening the meeting facility and setting it up for service body**
- 8. Prepare an agenda for Open Forum and facilitate that part of ASC meeting**

Recorder (Two Year Term)

- 1. Suggested one year continuous cleantime**
- 2. Take accurate note and produce a typewritten Minutes for service body to review**
- 3. Prepare all minutes in a calendar year to be added to annual edition of archives**
- 4. Minutes should be ready and distributed two weeks prior to next month's ASC**
- 5. Have hardcopies of minutes available at the service body meeting for GSRs and officers**

Co-Recorder (One Possibly Two Year Term)

- 1. Suggested one-year continuous clean time**
- 2. Train under recorder to learn how to properly take and distribute notes**

Treasurer (Two Year Term)

- 1. Suggested five years continuous clean time**
- 2. Prior service experience as a Group Treasurer and/or GSR**
- 3. Keeps accurate records of finances and gives written report of expenditure and contributions at each monthly ASC meeting to be included in area minutes**
- 4. Makes payments and deposits to ASC banking account**
- 5. Gives an annual report on Area finances at the end of their service term**
- 6. Co-signer on the ASC bank account**
- 7. Cannot hold any other Treasurer position at other levels of service**

Co Treasurer (One Year Possibly Three Year Term)

- 1. Suggested three year minimum clean time**
- 2. Prior service experience as a Group Treasurer and/or GSR**
- 3. Handles all literature sales and maintenance such as ordering and keeping stock pile available**
- 4. Give month report of expenditures and sales at monthly ASC meeting**
- 5. Works under ASC treasurer to learn for potential election of treasurer**
- 6. Co-signer on the ASC bank account**
- 7. Cannot be spouse to the Treasurer**
- 8. Cannot hold any other Treasurer position at other levels of service**

Regional Committee Member (RCM) (Two Year Term)

- 1. Suggested three years continuous cleantime**
- 2. Prior service experience on the ASC**
- 3. Represents FASANA-NB group conscience and votes at the Iowa Regional Service Committee meetings (held quarterly).**
- 4. Submits a written report to the IRSC on FASANA-NB activities and initiatives**
- 5. Reports back to FASANA-NB about Region activities and initiative at the next ASC meeting**
- 6. Maintains correspondence with the Iowa Region and other areas in the region**
- 7. Stimulates discussion on issues that arise within FASANA-NB by presenting them to Region when necessary**

8. Participates in Region sub-committees as a member or officer
9. Participates in the open forum portion of the Region meeting
10. Initiates and participates in Local Learning Days and Workshops as needed
11. Responsible for obtaining regional donations at ASC prior to IRSC.
12. RCM has a prudent reserve of \$300 per region

Alternate Regional Committee Member (RCM-A) (One Year Term Possibly Three Year)

1. Suggested two years continuous cleantime
2. Prior service experience as a GSR
3. When possible, the RCM-A will step up into the RCM role upon ASC acclimation
4. Attends all Iowa Regional Service Committee (quarterly) 5.
Attends all FASANA-NB service body meetings
6. Carries on the responsibilities of RCM in the event the RCM is absent
7. Prepares and delivers written regional report to the ASC
8. Participates in Regional sub-committees of choice; preferably not the same ones the RCM sits in, as well as Open Forum at Regional service body meeting
9. Collect flyers from IRSC and bring back to ASC

All Area Service Committee Members:

- 1. Must have knowledge of the 12 Steps, 12 Traditions, 12 Concepts, the FASANA-NB Area Guidelines, Consensus-Based Decision Making basics (CBDM)**
- 2. Should hold a single admin officer position only. Also, no member should serve more than two consecutive terms in a position.**
- 3. Know and maintain responsibilities of their service role. Failure to do so will result in possible removal from service position (i.e., loss of cleantime)**
- 4. All FASANA-NB ASC members will be responsible for mentoring and orienting their successor by passing along guidelines, literature and experience to the incoming trusted servant**
- 5. Will attend all ASC meetings. Missing three consecutive meetings or being frequently absent (more than three a year), will result in possible removal from service position – exceptions to this will be subject to ASC group conscience**

Note to GSRs

- 1. All GSRs should be familiar with the guidelines for FASANA-NB ASC**
- 2. All GSRs should be familiar with the description of their service role responsibilities as outlined in the Guide to Local Service (page 35)**
- 3. All GSRs should attend sub-committee and working group meetings**
- 4. All GSRs are strongly encouraged to become involved with one or more sub-committee and/or working groups on a regular basis**

Group Registration in FASANA-NB

- 1. All Groups are to be registered with the Area, the Iowa Region, and NA World Services.**
- 2. To become a recognized group in good standing with FASANA-NB, a group needs to be represented at 3 consecutive ASC meetings by a GSR or GSR Alt.**
- 3. Once a group has achieved the above status, they will have voting rights at ASC and will be put on the Area Meeting List both paper and virtual.**
- 4. Groups not represented by GSRs at the FASANA-NB ASC meeting for three consecutive months are subject to being removed from quorum, resulting in loss of voting privileges.**
- 5. Groups can re-register with the Area following loss of quorum status by being present at three consecutive FASANA-NB ASC meetings. At the third meeting, they are eligible to be reinstated to the quorum and have voting privileges.**
- 6. Groups without ASC representation will be eligible to receive ASC Minutes via email if they so desire.**
- 7. Groups need to be established for three months before being added to the FASANA-NB Area Meeting List.**

Voting Procedure and Membership

- 1. The following shall be voting members at FASANA-NB service body meetings:**
 - a) Each Group that is part of the quorum will have voting rights, and will have one vote each. The Groups GSR, GSR-A or duly designated member of that Group (if neither GSR or GSR-A can attend) can cast that Group's vote**
- 2. How to make a proposal**
 - a) A proposal can be made by any quorum member, group, or ASC sub-committee representative.**

Nominations and Elections

- 1. Nominations for ASC trusted service positions at the admin level (Facilitator, Co-Facilitator, Recorder, Co-Treasurer, Treasurer, Co-Treasurer, RCM, RCM-A) will open in New Service in November of each year.**
- 2. Nominations for ASC sub-committee service positions (Public Relations Facilitator and Activities Facilitator) will open in New Service in November of each year.**
- 3. GSRs and any ASC trusted servant can make nominations.**
- 4. Qualifications of each nominee should be verbally presented at the time the nominee accepts their nomination at the November ASC. These qualifications should be recorded in the ASC Minutes**
- 5. Nominees should provide a written qualifications report to be delivered at December ASC which should provide subjects such as length of continuous cleantime, service experience, willingness to serve, time and resources to perform the service role, knowledge of the twelve steps, twelve traditions and twelve concepts, and has a NA sponsor.**

Voting, Elections and Service Terms

- 1. If there is only one nominee at the close of the nomination process, the vote on their nomination will be held at that same ASC meeting.**
- 2. Elections will be held in Old Service in December of each calendar year. Elected trusted servants will begin their service term in January of the following year. The intent of this interim period is to allow newly-elected servants time to become oriented to the responsibilities of their service role.**
- 3. For sub-committee Facilitators, election constitutes approval by 80% of the voting quorum GSRs**

Committees

There are two types of committees structured for FASANA-NB service initiatives. These include Standing (permanent) and Workgroup (time-allotted) committees

1) **Standing sub-committees:** These are regular, ongoing, sub-committees of the FASANA-NB Service Committee. Currently there are two: Public Relations and Activities.

a) Public Relations:

- Public Relations is responsible for carrying the message of recovery to addicts in hospital and institutional settings, as well as informing the general public and service providers who work with addicts
- Shall utilize the guidelines presented in the Guide to Local Services, the Public Relations Handbook, the FASANA-NB Public Relations Resource Guide and this FASANA-NB Guidelines
- Shall be overseen by a Facilitator and Co-Facilitator, where one or both will attend ASC meetings
- Additional positions within this sub-committee include WebServant, Phone line Coordinator and various Panel Leaders for H&I meetings
- PR has a budget to be set each November

b) Activities:

- Activities should be focused on promoting recovery and fellowship development.
- A budget will be set each November
- Two major functions will be manifested each year by this sub-committee: the Spring Fling and the Area Anniversary
- Follow activities guidelines

2) Workgroups: These are time-limited committees that are created to address a special project or concern (e.g., the creation and maintenance of guidelines such as these). These projects are not suitable to be focused upon or worked on by a standing sub-committee. Workgroups are created by the Area service body with a special purpose, latitude of responsibility, timeline to complete and so forth. They are temporary: once their project is brought to completion and turned over to the ASC for their decision, they have finished their service to the Area and are dissolved. Proposals to create a Workgroup should be clear in purpose and intent. The GSRs will decide if the Workgroup is sustainable and purposeful. The Workgroup can then enlist interested members to help accomplish the task. The Workgroup will give a report to each FASANA-NB Area Meeting just like a standing committee.

Sub-committee Officers

- 1) The Facilitator of each sub-committee is approved as a nominee within the sub-committee and their nomination is submitted to the Area service body, who will then consider their election to office**
- 2) Sub-committee Facilitators should have one year continuous cleantime.**
- 3) Each sub-committee can nominate and elect other officers within the sub-committee, (Co-Facilitator, Recorder, WebServant, Phone Line Coordinator, etc)**
- 4) Sub-committee facilitator or co-facilitator will submit a written report at the ASC.**
- 5) Sub-committee Facilitators and officers will attend all sub-committee meetings.**
- 6) If sub-committee Facilitators are unable to attend their respective sub-committee meetings or the ASC service meeting, the Co-Facilitator will attend and carry out their duties instead**

7) Sub-committee Facilitators will adhere to ASC attendance policy; i.e., if they miss three consecutive ASC meetings, the sub-committee will be informed of this and asked to take action, which may include removal from service position

8) Sub-committee trusted servants must have a working knowledge of the 12 Traditions, 12 Concepts and the FASANA-NB Area Guidelines

Finances:

1) All financial requests should be submitted in writing along with an intent and purpose.

2) All financial requests will be voted upon in the month they are submitted

3) Auditing:

a) An audit may be performed by a non-FASANA-NB trusted servant on a bi-annual basis. This audit will include going over records of all FASANA-NB financial accounts

b) The bi-annual audit can be scheduled and completed prior to a new Treasurer taking up their service position in January.

c) Fiscal year shall begin in January of each calendar year.

For tax purposes, the registered Tax ID number for FASANA-NB is #75-3009603.

Miscellaneous Guidelines:

1) Two-thirds majority consensus is needed to rescind a proposal or approve a change to ASC guidelines.

2) Copies of these guidelines shall be given to all ASC members upon request, and upon starting in their service roles at Area.

3) All designated members who are to vote on behalf of a Group should have a working knowledge of these guidelines, Consensus-Based Decision Making process and related service guideline manuals such as “Guide to Local Services”

4) Quorum will be established in order to conduct service decisions and voting.

5) Questions for clarification on proposals and reports will be allowed at ASC. Questions on admin officers, groups and sub-committee reports will be allowed at the end of the reporting session

6) The ASC meeting will last a maximum of two hours. Extensions can be made by GSR vote with a simple majority approval allowing for the extended time period

7) In the event that a group disbands from FASANA-NB, they are to bring in any items of monetary value to the ASC.

Emergency Voting by Technology

- **Must have 80% approval by groups GSRs**
- **Groups GSR must have voting rights (refer to voting procedure and membership)**
- **Emergency voting should be limited to proposals that cannot wait until the ASC meeting**
- **Facilitator is responsible to reach out to all GSRs that have voting rights**

Acronyms

- 1) ASC - Area Service Committee**
- 2) RSC - Regional Service Committee**
- 3) IRSC - Iowa Regional Service Committee**
- 4) ISRCM - Iowa Regional Service Comm. Meeting**
- 5) IRCNA - Iowa Regional Convention of NA**
- 6) GSR - Group Service Representative**
- 7) GSR-A - Alternate Group Service Representative**
- 8) RCM - Regional Committee Member**
- 9) RCM-A - Alternate Regional Committee Member**
- 10) RD - Regional Delegate**

- 11) RD-A - Alternate Regional Delegate**

- 12) FASANA-NB**
Freedom and Serenity Area of NA New Beginnings

- 14) WSO - World Service Office**

- 15) NAWS - Narcotics Anonymous World Services**

- 16) WB - World Board**

- 17) WSC - World Service Conference**

- 18) RSO - Regional Service Office**

- 19) LIT - Literature Stockpile sub-committee**

- 20) PR - Public Relations sub-committee**

- 21) H&I - Hospitals and Institutions**

- 22) CAR - Conference Agenda Report**

- 23) CAT - Conference Approval Track**

Suggested interview questions for officers:

The following is a suggested list of questions for interviewing nominees at the time they are nominated, as well as when considering electing them to a service role. Some questions may be dropped if they do not apply to the position being considered, and some answers may inspire follow-up questions:

- What is your current clean date?
- Are you actively working the Steps, have knowledge of the traditions and concepts and have an NA sponsor active in NA?
- Is NA your primary fellowship, and do you have a home group?
- Do you attend meetings on a weekly basis?
- How familiar are you with NA's service guideline books, such as "The Guide to Local Services"?
- Are you familiar with the FASANA-NB Area Guidelines?
- Have you ever failed to complete a service commitment which you were elected to perform?
- Have you ever been removed from a service commitment?
- What is your understanding of the responsibilities of the service role for which you are being considered for serving?
- Have you been accused of misappropriating NA resources (such as money, property, intellectual property, group-owned resources) during your recovery? If so, please explain the circumstances.
- Do you have the ability to be financially dependable to this service position?

Agenda for Activities SubCommittee Meeting

Moment of Silence

Service Motivator

12 Traditions

***Make sure the activity is on the regional calendar 30 days in advance-this is important! ***

Flier

Find a Venue-where the activity is being held, who is the point of contact, date that is set

Create a Menu-list of who is bringing what, food we are purchasing

Establish people to help with set up, clean up, and kitchen crew

Get 2 Basic Texts for the newcomers

Bingo/Raffle Supplies, bingo cards, raffle tickets, raffle items, bingo prizes

Find Speakers/Plan Workshops

Activities Agenda for Function

Before the function

Contact Speakers

Contact members apart of clean up crew, members bringing sides, set up crew

Show up at least one hour early to put pop in coolers/refrigerator

Organize tables, seating, raffle items, decorations

Gather all readings for before the speakers

Check in with the food (if picking up, contact restaurant to make sure the order is still correct and will be on time)

Make sure there is enough coffee supplies, raffle tickets, cleaning products, eating utensils, plates

Make sure there are 2 separate money containers, one for 50/50 raffle and one for everything else

Set out basic texts for the newcomers to be signed

Function

Workshop

Intro to speakers

1st speaker

Meal

2nd speaker

Clean time countdown

Bingo/Dance/Raffle

***As the Activities Chair and Co Chair it is your responsibility to facilitate the day and ensure everything goes smoothly! ***

Public Relations Guidelines

PR Facilitator:

Term for facilitator is 1 year

Facilitator is elected at ASC

Facilitator should have 1 year continuous clean time

Facilitator should submit a report to the secretary at every ASC

Facilitator is responsible for holding PR meeting once a month or as needed

Facilitator is responsible for PR agenda

Facilitator deems who is responsible for PR and who does H&I.

Co-Facilitator:

Term for co-facilitator is a year and then should roll over to PR Facilitator

Co-Facilitator is elected at PR

Co-facilitator should have 1 year continuous clean time Co-facilitator should attend all ASC and PR meetings Co-facilitator should submit a report to PR

Co-facilitator is responsible for setting up PR meeting

Secretary:

Term for secretary is 1 year

Secretary is elected at PR

Secretary should have 6 months continuous clean time Secretary should attend all PR meetings

Secretary is responsible for committee minutes

Web Servant:

Term for Web Servant is 2 year

Web Servant is elected at PR

Web Servant should have 1 year continuous clean time Web Servant should attend all PR meetings

Web Servant should have a basic knowledge of our website and the Regional Website and its functions

Print the meeting lists -

****400 per month to be brought to ASC meeting to be distributed to groups and panel leaders****

Printing costs to be reimbursed with receipt via Area PR Budget

Webservant must adhere to FASANA-NB guidelines when adding meetings to the meeting list

Keep meeting lists up to date both virtually and hard copy

Phone Line Coordinator:

Coordinator term is 1 year

Coordinator should have 1 year continuous clean time

Coordinator is elected at PR

Coordinator should attend all PR meetings

Coordinator should stay in contact with Regional Phone Line

Coordinator as well as Area Phone Line Volunteers

Coordinator should have access to internet

Coordinator should fill at least 1 slot for the Regional Phone Line

H&I Panel Leaders:

Panel Leader Term is 1 year

Panel Leader should have 1 year continuous clean time

Panel Leaders are elected at PR

Panel Leaders should attend all PR meetings

Panel Leaders should be qualified for H&I and have knowledge of the H&I handbook

Panel Leaders should be in contact with their facilities and try to get facilities rules and regulations in writing

Panel Leaders should have a list of all panel members who are qualified to attend

Panel Leaders are responsible for getting literature for their facilities at PR

H&I Panel Member:

Panel member needs to have 90 days clean to observe and 6 months clean to share

Panel members need to be H&I qualified

Panel members should attend PR meetings (2 to be qualified)

Panel members need to be qualified by PR

Panel members should have knowledge of H&I's Do's and Don'ts and H&I handbook.

Panel Leaders and Members will need to be requalified yearly