

# GOLD COAST AREA POLICY MANUAL

POLICY

SUBCOMMITTEE

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## POLICY

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# GOLD COAST AREA POLICY MANUAL

## POLICY

### SUBCOMMITTEE POLICY

#### 1. PURPOSE

- 01 To consider any input referred by the ASC that affects the policy of the ASC and provide prudent  
02 recommendations to the Area. When necessary, the vote count is included. To give a written  
03 response to any queries regarding Traditions violations; when a unanimous decision cannot be  
04 reached, the issue will be forwarded to South Florida Regional Admin Committee. The  
05 Administrative Committee of the Policy Subcommittee will update the policy as needed.

## 2. SUBCOMMITTEE MEMBERSHIP

### 01 A. GENERAL MEMBERS

- 02
- 03 1) Appointed by the ASC with the consent of the GSRs in attendance.
- 04
- 05 2) Two (2) years clean time required.
- 06
- 07 3) One (1) year prior ASC experience.
- 08
- 09 4) An example of living recovery through the application of the Twelve Steps and Twelve
- 10 Traditions of Narcotics Anonymous, and policy of the Gold Coast Area Service.
- 11

12 DUTIES: Mandatory attendance to the monthly Subcommittee meeting. Members unable to attend  
13 must contact the Chairperson or Vice-Chairperson.

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### 18 B. MEMBERSHIP

- 19
- 20 1) The Subcommittee consists of the Chairperson, Vice-Chairperson, Secretary, and six (6)
- 21 Members.
- 22
- 23 2) Members serve one (1) year.
- 24
- 25 3) Members may be reelected for a second term but may not serve for more than two (2)
- 26 consecutive terms.
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### 31 C. ATTENDANCE

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- 33 1) Members missing two (2) consecutive meetings will be contacted by the Subcommittee
- 34 Chairperson.
- 35
- 36 2) Members failing to attend the next meeting will forfeit their position and the ASC Chairperson
- 37 will take action at the next ASC to fill the vacancy.

### 3. SUBCOMMITTEE TRUSTED SERVANTS

01 **A. CHAIRPERSON**

02 Nominated and elected by the ASC.

- 03
- 04 1) Four (4) years clean time.
  - 05 2) Six (6) months prior involvement (any consecutive time period during their recovery) in the  
06 Policy Subcommittee.
  - 07 3) Two (2) years prior involvement (any consecutive time period during their recovery) as ASC  
08 Trusted Servant, Subcommittee Chairperson or GSR.
  - 09 4) An example of living recovery through application of the Twelve Steps and Twelve Traditions  
10 of Narcotics Anonymous, and policy of the Gold Coast Area.
- 11

12 DUTIES: Prepares agenda for each Policy Subcommittee meeting. Presides over all meetings of the  
13 GCAS Policy Subcommittee. Coordinates and keeps records of the Policy Subcommittee. Must  
14 attend all ASC meetings and the meeting with the ASC Vice-Chairperson prior to the ASC. Should  
15 acquaint him/herself with the Gold Coast Area Service Policy.

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20 **B. VICE-CHAIRPERSON**

21 Nominated and elected by the Policy Subcommittee from its voting members.

- 22
- 23 1) Three (3) years clean time.
  - 24 2) Six (6) months prior involvement (any consecutive time period during their recovery) in the  
25 Policy Subcommittee.
  - 26 3) One (1) year prior involvement (any consecutive time period during their recovery) as ASC  
27 Trusted Servant, Subcommittee Chairperson or GSR.
  - 28 4) An example of living recovery through application of the Twelve Steps and Twelve Traditions  
29 of Narcotics Anonymous, and policy of the Gold Coast Area.
- 30

31 DUTIES: Performs all duties of the Chairperson in their absence. If the Chairperson is absent, the  
32 Vice- Chairperson retains his/her vote only if it is necessary to make quorum. Calls Subcommittee  
33 members to notify them of the next meeting.

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39 **C. SECRETARY**

40 Nominated and elected by the Policy Subcommittee.

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42 A. Two (2) years clean time.

43 B. Secretarial experience and some organizational ability.

44 C. Six (6) months prior involvement (any consecutive time period during their recovery) as ASC  
45 Trusted Servant, Subcommittee Chairperson or GSR.

46 D. An example of living recovery through application of the Twelve Steps and Twelve Traditions  
47 of Narcotics Anonymous, and policy of the Gold Coast Area.

48

49 DUTIES: Is responsible for keeping a written record of all Policy Subcommittee meetings. Keeps a  
50 mailing list of all Policy Subcommittee members. Is responsible for typing, copying and distributing  
51 minutes to the members at the next Subcommittee meeting. Sends a copy of the Policy  
52 Subcommittee minutes to the ASC Administrative Committee. Will make copies of minutes available  
53 upon request.

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58 **D. ASSISTANT SECRETARY**

59 Nominated and elected by the Policy Subcommittee.

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61 1) Two (2) years clean time.

62 2) Secretarial experience and some organizational ability.

63

64 DUTIES: Assist the secretary. Two (2) year commitment for this position. The first is year spent  
65 becoming familiar with the job, as well as attending all Policy subcommittee meetings. Takes  
66 accurate minutes at monthly Subcommittee meeting and has copies available upon request.  
67 Maintains the Subcommittee's records. Keeps an updated volunteer list of willing people who would  
68 like to serve on the Subcommittee.

## 4. SUBCOMMITTEE MEETINGS and FINANCES

### 01 A. AGENDA FOR MEETINGS

02

03 1) Opening Prayer

04

05 2) Reading of the Twelve Traditions

06

07 3) Establish voting membership

08

09 4) Review Subcommittee guidelines

10

11 5) Old business

12

13 6) New business

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15 7) Review business of the day

16

17 8) Announcements

18

19 9) Establish next meeting time and place

20

21 10) Close meeting with prayer of choice

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### 26 B. MOTIONS and PARTICIPATION

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28 1) Motions may only be made and seconded by Subcommittee members.

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30 2) Anyone may participate in discussion at Policy meetings.

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### 35 C. QUORUM and VOTING

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37 1) A quorum is a simple majority of the voting members. Once a quorum is established at each  
38 meeting, it stays throughout the meeting.

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- 2) Voting is limited to the members of the Subcommittee only except for the Chairperson who does not vote.
- 3) The Chairperson may only vote in the event of a tie.
- 4) A two-thirds ( $\frac{2}{3}$ ) majority vote is required to make a recommendation to the ASC.

**D. BUDGET**

- 1) Annual budget. This includes printing of flyers, miscellaneous Subcommittee meeting hall fees, general operating expenses. ASC Policy Manual printing requests and costs are the responsibility of the Literature Distribution Subcommittee.
- 2) All contracts committing the Gold Coast ASC or its subcommittees (except convention) to amounts greater than \$500 are to be reviewed by the ASC Chair, ASC Vice-Chair and the ASC Treasurer in conjunction with representatives from the subcommittee wishing to enter into the contract. All such contracts are to be signed by the ASC Chair or the ASC Treasurer in the Chairs absence.



# 5. POLICY DEVELOPMENT and PUBLICATION

01 **A. MEETINGS and WORKSHOPS**

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- 1) The Subcommittee meets on ASC Sundays at 11:00 AM to discuss motions that have been submitted or referred to the Subcommittee, discuss general policy development, and conduct workshop planning.
- 2) Projects utilize a team approach of delegating specific sections for review and development; each team presents report for review and revision at any/ all subsequent policy workshops.
- 3) The Subcommittee holds a Trusted Servants' Workshop on ASC Sundays at 12:00 NOON to inform all new trusted servants and members about ASC duties and obligations, including information specific to their respective positions.
- 4) The Subcommittee hosts an "Area Policy Workshop" at the annual convention (GCCNA).

**B. POLICY REVISIONS**

- 1) The Subcommittee shall maintain the most current Area Policy Manual including the published "Last Revised" date (the date a policy motion passes).
- 2) The most current and all previous versions shall be archived using GoldCoastNA.org Google Legacy account shared cloud storage:
  - a) Policy Subcommittee Chairperson ([Policy@GoldCoastNA.org](mailto:Policy@GoldCoastNA.org)) shall be the archive owner.
  - b) ASC Chairperson ([Chair@GoldCoastNA.org](mailto:Chair@GoldCoastNA.org)) shall have EDIT access.
  - c) Any other ASC Trust Servant may be given VIEW ONLY access at the discretion of the Policy Subcommittee Chairperson.
- 3) Once a policy change has been accepted by the ASC, the Subcommittee Chairperson shall make the necessary revision and coordinate its online publication with the Area Webmaster.

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**C. POLICY DISTRIBUTION**

- 1) The Area Policy Manual is published online at GoldCoastNA.org with unrestricted access for electronic navigation or download.
- 2) The Subcommittee shall maintain the most current Area Policy Manual, providing the webmaster with the revised version two (2) weeks following the ASC date changes were adopted.
- 3) The revised manual must be posted prior to the next ASC.