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GOLD COAST AREA

DEFINITION OF AN AREA SERVICE COMMITTEE

An Area Service Committee (ASC) is a committee made up of representatives (GSR's) from groups within a designated area, administrative committee and subcommittee chairpersons, which meets monthly for the express purpose of serving the specific needs of its members' groups.

Administrative Committee shall consist of the Chair, Vice-Chair, Secretary, Treasurer, and the RCM; although, the Assistant Secretary and Assistant Treasurer are not a part of the Administrative Committee, these are learning positions and it is suggested they attend the Administrative meetings.

The most important service that an ASC provides is that of its groups' needs. 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 ASC performs other functions which are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services, an ASC needs the active participation of its GSR's. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an Area grows, the financial needs of the committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

FORMAT OF
AREA SERVICE MEETING

1. Open meeting with the Serenity Prayer.
2. Read Traditions, Concepts, Definition of an ASC, GSR and GSR Alternate qualifications and responsibilities (Vice-Chairman).
3. Pass Basket.
4. Open Forum.
5. Roll Call by Secretary to include Administrative Committee, Subcommittee
6. Chairpersons, RCM, RCM Alternate, GSRs or their Alternate in their absence (to be done in alphabetical order by group). Ask for new groups after roll call. Group reports are done during roll call.
7. Establish quorum (for purpose of conducting business).
8. Move to accept last month's minutes.
9. Old business.
10. Elections of New Officer(s), if necessary.
11. RCM report.

12. Subcommittee reports in alphabetical order.
13. Optional 10-15 minute break.
14. Re-establish quorum for voting purposes.
15. New Business (Prearranged agenda has priority).
16. Treasurer's report. Move to accept Treasurer's report.
17. Review the business of the day (Secretary).
18. Establish next meeting time and place.
19. Meeting closes with Third Step Prayer: Take my will and my life; guide me in my recovery; show me how to live.

GOLD COAST AREA SERVICE SUBCOMMITTEES

ACTIVITIES

CONVENTION (GCCNA)

HOSPITALS & INSTITUTIONS

LITERATURE DISTRIBUTION

LITERATURE

POLICY

PUBLIC RELATIONS

ACTIVITIES:

Coordinates and plans activities which promote unity and fellowship in the NA program as well as generate funds. All activities are to be held in accordance with the Twelve Traditions of Narcotics Anonymous.

CONVENTION:

Holds an annual convention to bring our fellowship together in the celebration of recovery.

HOSPITALS & INSTITUTIONS:

Coordinates all local Narcotics Anonymous hospitals and institutions meetings. Carries the NA message, via meetings, to those addicts who cannot attend outside meetings, in accordance with our Fifth Tradition.

LITERATURE:

All Conference Approved literature published for Narcotics Anonymous is produced from within the fellowship. These items may be initiated by individuals but true group conscience is obtained initially through the efforts of the Area Subcommittee. Can initiate and/or produce review form items. They should also use meetings and/or workshops to collect input from the fellowship on review and input form literature and to inform the fellowship about approval form literature so that a true group conscience can be forwarded through the service structure to the World Service Conference.

LITERATURE DISTRIBUTION:

Procures from the Regional Service Office all literature and related items and distributes them at the group level. Procures and distributes meeting lists from the PR Subcommittee as needed. Distribution is done largely at the monthly Area Service Committee meeting and is also available as required throughout the month.

POLICY:

Considers any input referred by the ASC that affects the policy of the ASC, and, upon deliberation, gives recommendations to the Area. When necessary, the vote count is included. Also, gives a written response to any issues regarding tradition

violations. When a unanimous decision cannot be reached, the issue will be forwarded to the Board of Trustees. The Administrative Committee of the Policy Subcommittee will update the policy as needed.

PUBLIC RELATIONS

QUALIFICATIONS AND RESPONSIBILITIES OF ASC OFFICERS

1. Chairperson: Nominated and Elected by the ASC.

1. Four (4) years clean time
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and knowledge of the Gold Coast Area Service Policy
3. One (1) year prior involvement * as ASC Vice-Chairperson, Subcommittee Chairperson or GSR
4. Organizational skills

Presides over the ASC meeting. Should refrain from expressing his/her opinion during discussion of a motion. Formulates the ASC agenda. Reviews the secretary's minutes prior to their distribution. Keeps discussion focused on the topic and within a reasonable time frame. Should attend all ASC meetings. Is one of the signatures on the ASC's bank account. Will appoint someone at the end of the ASC to check on groups that have missed two (2) or more meetings to report back at the next ASC. Should acquaint him/herself with the Gold Coast Area Service Policy. Serves as a Director of the Organization.

2. Vice-Chairperson: Nominated and elected by the ASC

1. Three (3) years clean time
2. One (1) year prior involvement * as Subcommittee Chairperson or GSR
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous

There is a two-year commitment for this position. The first year of service is spent becoming familiar with the job, attending all ASC meetings. Presides over the ASC meeting in the absence of the Chairperson. Is responsible for coordinating the

Subcommittees. Communicates frequently with each of the Subcommittee Chairpersons and acts as a resource to the Subcommittees in an effort to facilitate the continuation of their duties. Is responsible for assisting the Subcommittees to continue on with business in the event of an absence or resignation of a Subcommittee Chairperson. Holds a mandatory meeting before the ASC meeting with all Subcommittee Chairpersons. Assists in tabulating votes. Should acquaint him/herself with the Gold Coast Area Service Policy. The Vice-Chairperson will become the Chair for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority of quorum. If this is not received, the Vice-Chair will become a nominee for the position of Chair. Should be one of the cosigners on the ASC's bank account. Serves as a Director of the Organization.

3. Secretary: Nominated and elected by the ASC.

1. Two (2) years clean time
2. General office or secretarial skills and some organizational ability
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
4. Six (6) months prior involvement as secretary to a group or to an ASC Subcommittee

It is essential that he/she possess a good sense of order about what transpires at ASC meetings. Drafts concise minutes to reflect the essence of what is conducted at the meeting. The pages of the minutes will be numbered. A literature distribution form will be included in each month's minutes. The secretary will be provided with Fifty (\$50.00) Dollars at the beginning of his/her term for the printing of the next month's minutes. Then every month he/she will be reimbursed the amount of the receipt. At the end of his/her term the \$50.00 will be reimbursed to the ASC. Takes roll call at the ASC meetings. Gives a list of groups that have missed two (2) or more ASCs to the ASC Chairperson. Maintains a file system for all information generated by the ASC, including certain materials created by the Subcommittees or Groups, as well as a record of motions, reports and correspondence for the ASC archives. Prepares letters and communications for the officers. Types and emails minutes of the ASC meeting (after the Chairperson reviews) along with an agenda for the next meeting, to all ASC officers, group services representatives, sub-committee chairs, ad hoc committee chairs and regional activities chair, within fourteen (14) days following the ASC

meeting. Should follow the ASC format and agenda in compiling minutes and number accordingly. Is responsible for utilizing the most effective method of preparing and distributing minutes (i.e.: hand-copying, collating, stapling, etc.) Must attend the meeting with the ASC Vice-Chairperson prior to the ASC, take accurate minutes and include them in the Area's minutes. Should acquaint him/herself with the Gold Coast Area Service Policy. Serves as a Director of the Organization.

1. Request that the secretary place all pertinent information with each regional vote. i.e. behind the motions, attach any attachments that pertain to the motions. The secretary will not re-type all information, but will type the motion on a separate sheet and then have the information following the motion, RCM will supply the secretary with pertinent information.
2. Request that the GCA secretary report any changes, or eliminations of any meetings that they receive. Said information to be provided to proper sub-committees. (PR, Helpline, Web Coordinator)

C. Assistant Secretary: Nominated and elected by the ASC

1. One (1) year clean time
2. Works closely with the ASC Secretary
3. General office or secretarial skills
4. Has all the same responsibilities as the ASC Secretary
5. Six months' prior involvement as a secretary to a group or an ASC Subcommittee

Assist the secretary. Two (2) year commitment for this position. The first year is spent becoming familiar with the job, as well as attending all ASC meetings. Shares all the responsibilities of the ASC Secretary in his/her absence. Will become the ASC Secretary in the second year by receiving a priority vote of confidence of a 2/3 majority of quorum. If not received, the Assistant Secretary can become a nominee for the position of ASC Secretary. The Assistant Secretary is not a signature on the ASC's bank account.

D. Treasurer: Nominated and elected by the ASC

1. Four (4) years clean time

2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
3. Bookkeeping or accounting experience
4. One (1) year prior experience as a group treasurer and prior participation in the ASC **

Responsible for the management of ASC funds. Maintains checkbook; should not be signature on bank account. Responsible for all incoming and outgoing monies through the ASC. Presents a detailed report of finance at each ASC meeting. Includes a monthly income statement showing fixed and all other expenses of the Gold Coast Area. Keeps a running balance during the ASC so that an accurate, current report on finances can be made during the Treasurer's report. During this report, he/she should encourage the GSRs to remind their groups of the importance of the Seventh Tradition at every level of service, beginning with the member and then the group. Explains briefly what this money goes to provide. Maintains fiscal yearly budget from September through August. The treasurer maintains accurate balances of the ASC bank account and is responsible for confirming the monthly balances of the Subcommittees with their Chairpersons. He/She will report these monthly balances with accumulated year-to-date totals, as well as the ASC's general fund, prudent reserve and operating expenses as part of the Treasurer's report. All monies must be turned in to the ASC Treasurer within Forty-Eight (48) hours of the event: i.e., dance, merchandise sales, special events, etc. In turn, the Treasurer must deposit these received funds within Twenty-Four (24) hours. All funds are under one set of books. The Treasurer makes disbursements upon direction of the ASC. Must attend the meeting with the ASC Vice-Chairperson prior to the ASC. Should acquaint him/herself with the Gold Coast Area Service Policy. Any request made to the Area for payment or reimbursement must be accompanied by an itemized receipt. Treasure will pay invoices only after OK'd by appropriate chairperson. The treasure oversees a prudent reserve of fifteen thousand dollars (15,000) and informs the ASC. The treasurer is to donate all funds over prudent reserve area to the region. This donation should be made monthly. Prudent reserve: Funds kept available and set aside to meet liabilities and for unforeseen emergency needs. Operating expenses: Funds as outlined in our policy, allocated for planned budgets shall be held above and beyond our prudent reserve. Incorporates a system for cash receipt verification requiring two (2) signatures with a receipt issued. No cash disbursements for payments or reimbursements will be made. All payments will

be made by check only. The Treasurer shall include his /her report in the ASC minutes. In August, the Treasurer will pull a report on each Sub-Committee from the Area's computer on monies spent from August through July and distribute to all new Subcommittee Chairs at the August ASC which will also include last year's budget so a comparison will be available for voting procedures. The budgets will have a simple breakdown on expenses with a total bottom line figure for comparison. Serves as a Director of the Organization.

A pre-paid credit card in the amount of \$780.00 will be purchased and used only to pay for Helpline phone service and Gold Coast Area website.

To establish direct checking debit with authorized vendors of the ASC

E. Assistant Treasurer: Nominated and elected by the ASC

1. Three (3) years clean time
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
3. Bookkeeping or accounting experience suggested
4. Six (6) months prior experience * as a group treasurer and prior participation in the ASC **

Assists the Treasurer. There is a two year (2) commitment for this position. The first year is spent as Assistant Treasurer, becoming familiar with the job, attending all ASC meetings and assisting the Treasurer as needed. Is accountable along with the Treasurer, by signature, for all monies, cash and checks received. Will be present to witness signature when all monies are received and counted by the Treasurer, verifying group donations and balances. Will fill in for Treasurer on a temporary basis in his/her absence. The Assistant Treasurer will become Treasurer for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority of quorum (as in the case of the ASR Alternate). If this is not received, the Assistant Treasurer can become a nominee for the position of Treasurer. The Assistant Treasurer is not a signature on the Area's bank account.

F. RCM: Nominated and elected by the ASC

1. Four (4) years clean time

2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
3. Prior fulfilled commitment as a GSR
4. Six (6) months prior experience * in the ASC as a GSR or Subcommittee Chairperson **
5. Time and resources to perform the responsibilities of the position
6. Six (6) months prior involvement at the Regional level

As the representative of the Area, the RCM will speak for the members and groups within their Area Service Committee. The primary responsibility is to work for the good of NA and act as liaison between the Area and the rest of NA, particularly with neighboring ASC's. The RCM represents the group conscience of an ASC at a Regional level. In order to accomplish this, the RCM and RCM Alternate must become informed of issues from Area, Regional and World levels of NA service. Therefore, it is essential for both the RCM and RCM Alternate to attend all meetings of the ASC and the RSC, including Regional Conferences. The RCM should prepare a written report to the ASC of the RSC meetings and will read all Regional Motions referred to ASC during Area meeting. May serve on one or more of its ASC and RSC Subcommittees, but not as a chairperson. When the WSC Conference Agenda Report comes out at the beginning of each year, the RCM will need to be well informed on all agenda items to disseminate this information to the groups. This is a primary responsibility of the RCM and RCM Alternate, as they present the WSC Conference Agenda items to the groups in a workshop forum where group members may ask questions pertaining to these items. Should acquaint him/herself with the Gold Coast Area Service Policy. The RCM position is a one-year commitment. Serves as a Director of the Organization.

G. RCM Alternate: Nominated and elected by the ASC

1. Three (3) years clean time
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
3. Prior fulfilled commitment as a GSR
4. One (1) year prior experience * in the ASC as a GSR or Subcommittee Chairperson **
5. Time and resources to perform the responsibilities of the position

Assists the RCM. There is a two (2) year commitment for this position. The first year of service is spent becoming familiar with the job, attending all ASC and RSC meetings and filling in for the RCM, if he/she is absent for any reason or unable to complete their term in office. In the event the RCM cannot fulfill his/her commitment, the RCM alternate will be voted in by 2/3 vote of acclamation to fulfill the RCM's original term. By a 2/3 vote, that person will become the RCM, regardless of the amount of clean time the RCM Alternate has. Should acquaint him/herself with the Gold Coast Area Service Policy. Is responsible for forming ad-hoc committee in September that shall meet monthly for the purpose of signing up groups to chair meetings at the 24-hour rooms. Shall form, and fill, and chair the "24" hour room ad-hoc subcommittee, this should be done no later than the November ASC. Shall coordinate planning for 24-hour room with the activity committee, setup meeting schedules and fill slots with GSR's representing their groups, or any willing addict (with min clean time of 6 months). He/She will create systems for and be responsible to the ASC for handling all 7th tradition basket money. The committee will act as liaison to the facility during the 24-hour room operations and is responsible for maintaining an atmosphere of recovery at the 24-hour room. It will have a committee member onsite at all times and will be responsible to fill any slots not assigned and cover any no-shows or cancellations.

*Prior involvement shall be defined as any consecutive time period during their recovery

** ASC experience or participation shall be defined as GSR, Administrative Committee or Subcommittee Chairperson

H. Website Coordinator

1. Two (2) years clean time
2. Working knowledge of traditions, concepts, steps, FITP and copy write laws.
3. Will be accountable to Gold Coast PR subcommittee.
Nominated and elected by PR subcommittee.
4. Will maintain and update the pages and a bi-monthly basis.
5. Must have a working knowledge of internet and www.
6. Working knowledge of HTML language.
7. Periodically check all links to make sure the still are active and contain NA public information that is in line with our tradition and the P.I. Handbook.
8. Post Gold Coast Area minutes to the website within two weeks of

completion and allow them to be freely available without a password.

QUALIFICATIONS AND RESPONSIBILITIES OF AN ALTERNATE GSR AND GSR

GSR Alternate: Nominated and elected by each group

1. Six (6) months clean time suggested
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
3. Active participation in the group they serve
4. An understanding of the NA service structure and the responsibilities of a GSR
5. Willingness to fulfill the commitment

Must attend all ASC meetings and votes in the absence of the GSR. Works closely with the GSR. Should be a member of at least one (1) subcommittee, but not as a chairperson. Must attend at least one (1) trusted servants' workshop. There is a two-year commitment for this position. The first year of service is spent in training. Should acquaint him/herself with the Gold Coast Area Service Policy.

GSR: Nominated and elected by each group

1. One (1) year clean time suggested
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
3. Active participation in the group they serve
4. An understanding of the NA service structure and the responsibilities of a GSR
5. Willingness to fulfill the commitment

Must attend all ASC meetings to express the group conscience of his/her group. Should be a member of at least one (1) subcommittee, but not as a chairperson. Must attend at least one (1) trusted servants' workshop. This position requires the representative to provide information to the group (working closely with the group secretary) about what is happening in the rest of NA (at the Area, Regional and World levels) and to keep the Area informed about activities, strengths and

problems of the group. Receives from his/her group Treasurer any funds that are to be taken and given to the ASC Treasurer. There is a one-year commitment for this position. In addition to this, the GSR participates in helping carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of activities, and the aid given to groups with specific situations, are services which require more effort than a monthly meeting. Should acquaint him/herself with the Gold Coast Area Service Policy.

NOMINATIONS OF OFFICERS OF THE ASC

1. Nominations of ASC Officers should be solicited by the "group conscience" of each group within the area.
2. Nominations for Subcommittee Chairpersons will be solicited from the groups of NA for only qualified members within this Area.
3. Nominations are solicited in June to be brought back to the ASC in July. Beginning 1993, nominations for GCCNA will be solicited in April to be brought back to the ASC in May.
4. An explanation of office is read from the ASC Policy Manual, as well as the qualifications and responsibilities for each position.
5. At the July ASC, nominations are taken from the GSR's, Administrative Committee, Subcommittee Chairpersons, and/or ASR and ASR Alternate.
6. Each nomination must be seconded.
7. After accepting nominations, the ASC Chairperson will ask if there are any other nominations.
8. A motion is made to close nominations.
9. Each nominee must be present. Verbal qualifications are now given, as well as written qualifications handed to the ASC secretary. (State clean time, prior service experience and why you want to serve the fellowship) Written qualifications will not be accepted for absent nominees.

10. Members of NA, when submitting their qualifications for possible service positions, need NOT state their vocational or educational backgrounds and any mention of requiring these credentials is removed from all Policy guidelines.

11. However, when running for an area money handling position, the policy chair will ask the nominee during their presentation of their qualifications the following questions:

(Answers will be submitted in area minutes)

1. Are you currently employed?
2. Do you currently hold a bank account in your own name?
3. Have you ever misappropriated any funds since you got clean?

12. All ASC elected officer nominees should be asked the following questions:

1. "Have you read the policy for your position and committee, if applicable?"
2. "Are you aware of all responsibilities for the position per policy?"

13. ANTI-THEFT POLICY

The 11th Concept for NA Service establishes the sole absolute priority for the use of NA funds; to carry the message. The 12th Concept gives the GCASC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by Area Trusted Servants cannot be tolerated.

Should any GCASC Participant, Administrative Committee member, Subcommittee Chair/Vice-Chair, or Gold Coast Convention Committee member, or any other Area trusted servant be found to have misappropriated, or misused GCASC/GCCNA funds, the presiding Officer of the GCASC, immediately upon calling the GCASC meeting to order, must fully disclose the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise their 10th Concept right to redress at this time.

GCASC ACTION

The Gold Coast Area Service Committee, once informed of the alleged misuse of funds, may remove the individual(s) involved "with cause" by a

2/3 vote. Should the GCASC remove a member with cause, said individual(s) participation within the GCASC/GCCNA is immediately terminated.

Additionally, any member removed by the GCASC for misappropriation of funds may not hold an elected seat on the GCASC/GCCNA for a period of (4) years.

RESTITUTION

Individuals removed for misappropriation of funds are expected to make full restitution of all GCASC/GCCNA funds within a 30-day period from the time of misappropriation. Should a member removed for misuse of funds fail to make full restitution, said member, will be subject to criminal and/or civil prosecution by the Gold Coast Area Service Committee.

ELECTIONS OF OFFICERS OF ASC

1. Nominations are brought back to the ASC in July and elections are held in August. Beginning in 1993, nominations for GCCNA are brought back to the ASC in May and elections are held in June. All nominees are required to attend the ASC for elections in August. If a nominee is not present for elections, his/her nomination will be withdrawn.
2. Voting is done by a show of hands. Majority wins (one more than half).
3. All nominees, even with only one nomination, must go back to the groups for a vote and brought back to the ASC for election. With only one (1) nomination, a 2/3 vote is needed, but must always go back to the groups for a vote.
4. When there are more than two nominations, if no candidate gets a clear majority, the following will be done: A vote will be taken. The nominee with the least amount of votes will be dropped and another vote taken of the remaining candidates until there are two nominees left or one candidate receives the majority of the votes. The one who gets the majority of votes is elected.
5. The Alternate ASR gets a priority vote of confidence requiring a 2/3 majority vote. If a 2/3 vote of confidence is not given, the ASR Alternate becomes a nominee for ASR.

6. It is recommended that no officers should serve more than two (2) consecutive terms in the same position.
7. Each person can hold only one (1) ASC elected position.
8. Should an office be vacated in the middle of the term, a temporary shall be appointed by the ASC Chairperson until standard nomination and election procedures can be followed to fill the vacated position.
9. All nominations and qualifications are to be brought back to the groups by the GSRs for their "conscience" and are then to be voted on at the following ASC.
10. The Gold Coast Area does not vote on any ASC positions if their qualifications have not appeared in the previous month's minutes.
11. Ballots will be included as part of ASC minutes to be voted on in home groups. Voting will take place after old business by hand count to be conducted by the secretary or asst. secretary of those groups present. GSR's that didn't get the ballot in the mail will receive ballots during the first roll call. The ASC administrative committee must make sure nominee is present before election for that position takes place. Each nominee for each position must be present for the election to proceed.
12. All elected positions will pass on their records from previous year to their newly elected replacements.

MOTIONS AND VOTING PROCEDURES

1. All ASC meetings are open to NA members and they do have a voice on the floor.
2. Only those listed below can make, second or amend motions:
 - a. GSRs or their Alternate in their absence.
 - b. ASR or Alternate ASR in their absence

- c. Subcommittee Chairpersons or their Vice-Chairpersons in their absence.
 - d. Members of the Administrative Committee or their assistants (i.e. the Assistant Treasurer & Assistant Secretary) in their absence.
3. To be recognized on the floor, a raise of the hand is necessary.
4. Quorum:
- a. Official quorum to conduct business is one more than half of the groups appearing on the roster at the time of roll call.
 - b. Official quorum for voting purposes is 2/3 or majority of the voting participation.
 - 1. Voting participation is defined as the total number of GSRs or ALT GSRs that are voting on a given motion. (EXAMPLE: If only 20 of the 26 groups present vote on a given motion, the count of the vote would be based on the 20 people actually voting. In this case, 14 would be 2/3 and 11 would be majority).
 - c. A simple majority of groups on the roster is required to open the ASC as well as conduct New Business after the 2nd roll call, and a simple majority of established quorum (to conduct business) is required to vote on a motion. (EXAMPLE: If the established quorum to do business is 26, at least 14 groups must vote on the motion).
 - d. Official quorum to conduct business must be reached by thirty (30) minutes after scheduled starting time.
 - e. Only duly elected Alternates are eligible for quorum in the GSR's absence. Establish a new quorum when the roll call is taken that most nearly precedes that start of New Business.
 - f. No Proxy representatives.
 - g. A quorum call from the floor is always in order.
5. If any group is not represented at two (2) consecutive meetings, they are dropped from roll call. (The purpose of this is to establish accurate quorum)
6. All motions submitted to the Secretary in writing at the time of proposal. The author of the motion be given time on the floor. All motions that require a cash expenditure shall carry an estimated dollar amount.

7. All motions must be turned in at the ASC prior to the start of New Business, unless a motion is deemed needed to be heard on the floor by the ASC Chairperson in an emergency.
8. After a motion is made, the Chairperson asks for a second. After a second is taken, the Chairperson asks for opposition.
 - a. If there is **NO** opposition:
 1. The Chairperson asks for a voice vote of all those in favor, and the motion carries.
 - b. If there **IS** opposition:
 1. The maker of the motion is given an opportunity to speak on the merits of the motion.
 2. The members on the floor may then question the maker of the motion **ONLY** for clarification of the meaning of the motion or any part of it.
 3. If the motion is one which must go back to groups, then two (2) pros and two (2) cons shall be heard from members on the floor.
 4. If the motion is one which may be decided on the ASC floor, then one (1) pro and one (1) con shall be heard from members on the floor.
 5. The Chairperson will then close the debate and the motion will either be referred to groups or call for a vote.
 6. Because the presiding officer of the ASC should remain impartial in order to carry out his duties, the Chairperson shall not take part in debate on a motion while presiding over the ASC. If the Chairperson feels strongly about a motion which is being debated, the Chairperson must step down from presiding for the remainder of debate and/or vote on the

motion. The Chairperson must then be recognized by the Vice-Chair or other person presiding if the Chairperson wishes to address the motion.

9. If a Motion dies it cannot be brought back to Area for three (3) months, even if the wording is changed but the intent is the same.

10. It is suggested that all policy motions be submitted to the policy subcommittee for feedback on wording, placement, etc. prior to submission to the ASC secretary.

11. All policy change motions include

- a. . Page number and section to be changed.
- b. Former reading.
- c. Reading with changes.

12. Voting:

- a. Only a GSR (or ALT GSR in their place) may vote on a motion. Only 1 vote per group. A GSR may only represent 1 group at a time.
- b. The Chairperson has a vote only in the case of a tie, at his/her discretion.
- c. 2/3 of established quorum (to conduct business) for policy change, amendments to policy or forming new policies.
- d. Voting will be done by a show of hands, a roll call vote can be called for at any time by a voting participant. A roll call vote needs to be seconded by a voting participant.
- e. For all others, refer to the Gold Coast Area Service Rules of Order.
- f. In all votes at the ASC, the abstentions do not go the prevailing side, but are counted as abstentions, and if abstentions prevail, the vote goes back to the groups.
- g. A majority vote means the most votes wins. Simple majority is not in effect.
- h. On all motions that waive policy a two-third majority vote is needed.
- i. Regional policy motions require a 2/3 quorum (to conduct business) vote at area.

- j. On any and all policy motions, the ASC chair is to verbally announce the final voting tally (carried, defeated, abstained, unanimous voice vote).

PARLIAMENTARY PROCEDURES

MAIN MOTION:

A main motion is a motion whose introduction brings business before the ASC. Such a motion can only be made when no other motion is pending.

AMENDMENTS:

An amendment is a motion to modify the wording and within certain limits the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

MOTION TO TABLE:

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, an intent is to be given. A motion to table is in order for:

- A. To get further information.
- B. More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the next ASC meeting when it will be brought up by the Administrative Committee under Old Business. This motion is not intended to kill a main motion or suppress debate on it.

MOTION TO REFER TO COMMITTEE:

When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next ASC meeting by the committee. Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion of the instructions to the committee, and not to the merits of the main

motion. If passed, there will be two pros' and two cons' on the original motion, so as to obtain information to give direction to the committee.

MOTION TO REFER TO GROUPS:

Then a motion to refer to groups is made, it is to send an item of business to the groups for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion. If passed, the chair will ask for 2 pros and 2 cons on the original motion. These will be printed in the minutes in order to give more information to the home groups.

MOTION TO RECONSIDER:

A motion to reconsider is meant to bring an item that has already been dealt with back on to the floor. This is used to permit the correction of hasty, ill-advised erroneous action, or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or minority were not pleased with the outcome, this motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion, After the end of the next ASC meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

UNANIMOUS CONSENT:

That is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

WITHDRAW OR MODIFY:

A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After the motion is made it belongs to the

ASC as a whole and the maker must request the ASC's permission. The Chairperson treats this as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is an objection the Chairperson automatically puts the request to a vote which is not debatable.

MOTION TO CALL THE VOTE:

A motion to call the vote must be seconded and allows for only one pro and one con. A 2/3 majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

POINT OF INFORMATION:

A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

POINT OF ORDER:

When a member feels that the rules, policy of guidelines of the ASC are not being adhered to, he/she can make a "Point of Order" which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks, but instead it is to bring to the attention of the Chairperson that a member feels that the proper procedure is not being followed.

SUSPEND THE RULES:

A motion to Suspend the Rules is made when a member of the ASC would like to waive certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion required a second and a 2/3 majority.

APPEAL THE DECISION OF THE CHAIR:

By electing the ASC Chairperson, the ASC delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary procedure. But any

two members have the right to Appeal from his/her decision on such a question. By one member making the appeal and other seconding it, the question is taken from the Chairperson and given to the ASC for final decision. Debate will be limited to one pro by the maker of the motion, and one con by the Chairperson, limited to one (1) minute each.

**GOLD COAST AREA SERVICE
RULES OF ORDER**

MOTION	2nd REQUIRED	DEBATABLE	AMENDABLE	VOTE
MAIN MOTION	YES	2 PRO/2 CON	YES	MAJORITY
AMENDMENT	YES	2 PRO/2 CON	NO	MAJORITY
REFER TO COMMITTEE	YES	1 PRO/1 CON [2]	YES	MAJORITY
REFER TO GROUPS	YES	1 PRO/1 CON [1]	YES	MAJORITY
CALL THE VOTE	YES	1 PRO/1 CON [1]	NO	2/3
TABLE	YES	1 PRO/1 CON	NO	MAJORITY
RECESS	YES	NO	NO	MAJORITY
ADJOURN	YES	2 PRO/2 CON	NO	MAJORITY
POINT OF ORDER	NO	NO	NO	NONE
APPEALCHAIR'S DECISION	YES	1 PRO/1 CON	NO	MAJORITY

SUSPEND THE RULES	YES	NO	YES	2/3
POINT OF INFORMATION	NO	NO	NO	NONE
RECONSIDER	YES	2 PRO/2 CON	NO	MAJORITY
TAKE FROM THE TABLE	YES	1 PRO/1 CON	NO	MAJORITY

NOTES:

[1] IF PASSED, 2 PROS AND 2 CONS FOR INFORMATION ONLY.

[2] DEBATABLE ONLY IF MOTION TO BE AMENDED IS DEBATABLE.

IMPEACHMENT PROCEDURES

When a member of the Administrative Committee, or a Subcommittee Chairperson, misses two (2) or more consecutive meetings, or fails to perform his/her duties, a letter will be sent stating the charges, in as much detail as possible, prior to voting. Following the letter, the person may make a rebuttal. Impeachment will be determined by vote at the ASC meeting. Relapse may fall under the heading of "failure to perform duties". It takes 2/3 vote to impeach. The vote is done by closed ballot.

RESIGNATION PROCEDURES

Please submit a letter to the ASC Chairperson prior to the ASC stating your resignation.

ADDITIONAL GUIDELINES

1. All new groups should register and be given a group starter kit, if needed. New groups should have a GSR and a Secretary before going on the meeting list.
2. The Policy Manuals will be sold at cost when replacing, lost or stolen. Free to all new groups and any group which cannot afford one.

3. The Policy Subcommittee plans a trusted servant's workshop twice a budget year, including both the Area and Group level in scope. To hold a Trusted Servants Workshop as 1 of 2 to be held in a budgeted year by the Policy Sub-Committee in conjunction with the GCCNA Programming Committee to be part of the Convention event and to be added to the agenda in the registration packet and the agenda board at the registration table. With time and space to be determined between the Convention Programming Sub-Committee and the Policy Sub-Committee.
4. Subcommittees may meet in a public or private place, at the discretion of the Subcommittee.
5. The RCM; RCM Alternate and all Subcommittee Chairpersons required to attend the RSC may be reimbursed up to two hundred and fifty dollars (\$250.00) for travel and hotel expenses. Funds available upon request." This expense should be included in the Subcommittee's annual budget.
6. In April, the ASC Chairperson will appoint an ad-hoc committee consisting of ten (10) Members of the ASC with a minimum of two (2) years clean time, and headed by the ASC Vice-Chairperson, to select two (2) speakers - one (1) man and one (1) woman for the Gold Coast Area Service (GCAS) Anniversary Event. Seven (7) out of the ten (10) GSR's must be present to vote on the speakers. The selection criteria for the GCAS Anniversary Event speakers will be as follows:
 - a. Five (5) years clean time
 - b. Message of recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
 - c. Recovery based in the Gold Coast Area for the previous two (2) years
The current ASC Chairperson will chair the GCAS Anniversary Banquet meeting. He/She will give a brief history of the GCAS at the beginning of the meeting before the speakers.
7. The format for the Vice Chairperson's meeting prior to the ASC will be as follows:
 - a. Open meeting with the Serenity Prayer

- b. Roll call of Subcommittee Chairpersons and others required to attend
- c. Review Subcommittee business of the day
- d. Review ASC Treasurer's report
- e. At change of office have the Subcommittee Chairpersons present their new budgets

This meeting will occur prior to the ASC at a time decided upon by a majority of the members of this committee.

- 8. Each Subcommittee member should receive a copy of that Subcommittee's policy once they become a voting member.
- 9. Annual Subcommittee budgets should be submitted with a breakdown of annual expenses of the previous year, and proposed budget.
- 10. The Policy Subcommittee will update, print and distribute policy changes every six (6) months.
- 11. All Subcommittees must get competitive bids if they are going to spend more than Seven Hundred Fifty Dollars (\$750.00) on non-fund-raising activities. These bids will be recorded in the ASC minutes for information purposes only.
- 12. Any NA group within or outside our Area is welcomed to join the Gold Coast Area.
- 13. The Gold Coast Area will hold an Annual Convention and follow the Gold Coast Area Convention Guidelines.
- 14. All fund-raising efforts for this Area should be approved by the ASC and coordinated and implemented by this Area's Activities and/or Arts & Graphics Subcommittees.
- 15. The ASC Secretary is responsible for pointing out any holiday conflicting with the upcoming ASC.
- 16. No blank checks are to be signed in advance.

17. The ASC will have a 24-hour room during Christmas and New Year's.
18. A Conference Agenda Report Workshop will be held annually the weekend following the Regional workshop on the Conference Agenda Report and following the availability of this report to the groups.
19. The Subcommittee reports should indicate whether the Chairperson or the Vice-Chairperson of each Subcommittee attended the RSC.
20. The Gold Coast Area joined the South Florida Region following the February, 1990 ASC.
21. The H & I orientation package distributed in the February, 1990 minutes was approved at the March, 1990 ASC. (See H & I Policy Guidelines)
22. An income statement, including expenses, will be submitted by each Subcommittee using Area funds on a monthly basis with running balances for the year being stated, i.e.: what went out and what went in with a total shown monthly.
23. There will be an annual H & I Gratitude Dinner. (Historically the end of March)
24. There will be no personal checks accepted at the ASC.
25. The Gold Coast ASC does not support the illicit paperback copy of the NA Text, as per the minutes of the October, 1990 ASC.
26. All motions involving policy changes will be brought back to the groups.
27. All GSRs will bring their donations over to the Treasurer's table as they arrive to the ASC and turn over their donations to either the Treasurer or Assistant Treasurer.
28. No items depicting drugs or drug paraphernalia will be sold or distributed at any Area function.

29. The Administrative Committee is responsible to the Area for Merchandise for the Area and any funds generated from the sale of merchandise.
30. Each Subcommittee Chairperson is responsible to the Area for Merchandise of that Subcommittee and any funds generated from the sale of merchandise.
31. Clean time requirements for ASC elected positions whom are responsible for handling money will not be waived if another nominee who meets those requirements is nominated.
32. We allow the sale of South Florida Regional merchandise and other merchandise from areas within the South Florida Region at Gold Coast Area functions.
33. All subcommittees shall follow existing activities policy on handling money.
34. A committee from the ASC, consisting of the ASC Chair, Vice-Chair, Secretary, Treasurer and Assistant Treasurer, shall perform a quarterly audit using our computer.
35. The Gold Coast Area shall file a tax return every year with the IRS beginning in 1993.
36. No group is to use the Gold Coast name on any group merchandise without prior presenting that merchandise to the ASC for group conscience.
37. The Policy Subcommittee shall hold ASC workshops once a month before Area Service to inform all new trusted servants about qualifications of their new positions.
38. Each Subcommittee shall receive the ASC section of the policy and their own subcommittee guidelines if they require a new policy manual.
39. Qualifications can't be waived unless there is no person running with the requirements.

40. Any group may use the tax ID number to purchase merchandise; however, they have to be responsible to give the ASC Treasurer a full breakdown and pay the taxes, using the approved Gold Coast Area tax form.
41. The Gold Coast Area may rent a storage unit to allow the various subcommittees to hold all materials or literature. The keys are to be held by the Chair and Vice-Chair of the area. The amount of the storage unit should not exceed \$100.00 per month.
42. The ASC shall purchase a second computer for the Secretary to do our Area business, at an expense not to exceed \$749.00.
43. Tickets for all banquet/events (I.E.: Gold Coast Anniversary and New Year's Eve Banquet) be available for purchase at least 2 months' prior the events.
44. All area's flyers and posters must contain web address (www.goldcoastna.org) and the NA Logo.
45. That no person holds the same position on more than one ASC subcommittee that handles money or literature.
46. 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 Treasure, in conjunction with representatives from the committee wishing to enter into the contract. All such contracts are to be signed by the ASC chair or the ASC treasure in the Chair's absence. This policy would cover all Gold coast subcommittees (present and future) with the exception of the convention committee.
47. When a new meeting list is created with additions or deletions, 10 of these meeting list to be distributed free of charge to each group.
48. Any new motions creating new policy must state where in policy it should be added (page#, etc.)
49. The area obtains and keep an office with a cost of up to \$300 (Three Hundred Dollars) per month for subcommittee meeting, Literature storage

distribution and area storage. Group that preorder can have their literature available at area service upon request.

50.The Admin Committee shall submit a budget each year, allowing for payment of all fixed and recurring expenses as are known to the Committee. Any expenditures by the Admin Committee outside this budget shall require a motion on the floor and consent of GSR'S.

51.A copy of each month's bank statement is given to Area Chair.

52.The GCCNA bank statement shall be mailed directly from the bank to the ASC post office box, for collection by secretary and preliminary review by the
ASC
Treasurer

GOLD COAST AREA
ACTIVITIES COMMITTEE GUIDELINES

I. PURPOSE:

To coordinate and plan activities which promote unity and fellowship in the NA program, as well as to generate funds. All activities must be held in accordance with the Twelve Traditions of Narcotics Anonymous.

II. MEMBERSHIP:

Chairperson, Vice-Chairperson, Secretary, Treasurer, and General Members.

A. Chairperson: Nominated and elected by the ASC

1. Three (3) years clean time
2. Six (6) months prior involvement in the Activities Committee
3. An example of living recovery through application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous

Is responsible for planning, coordinating and implementing all area activities. Is accountable for all funds spent or acquired by the Subcommittee. Is responsible for turning over all monies collected by the Subcommittee to the ASC Treasurer within Forty-Eight (48) hours. Acts as liaison between the Area and the Activities Committee. Is responsible, together with Activities Treasurer, to solicit support from members with required clean time for money handling functions, distribute the items (tickets, buttons, etc.) to those members, and to collect the funds from those members. Must attend all ASC meetings and attend the meeting with the ASC Vice-Chairperson prior to the ASC. Coordinates the work of all ad-hoc committees. Maintains order in Subcommittee meetings. Arranges times and agendas for all Subcommittee meetings, and is ultimately responsible for the functioning of the Committee and the maintenance of files and records. Submits a monthly written financial statement accounting for all monies and inventory (i.e.: sodas, etc.) to be included in the monthly ASC minutes. Should acquaint him/herself with the Gold Coast Area Service Policy.

B. Vice-Chairperson: Nominated and elected by the Activities Committee from its voting members

1. Two (2) years clean time
2. Three (3) months prior involvement in the Activities Committee
3. An example of living recovery through application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous

Fills in for the Chairperson when needed. Assists Chairperson in the maintaining of order in Subcommittee meetings. Works closely with the Chairperson in planning and executing all Area activities. Should attend all Activities meetings. Maintains communications with Gold Coast Area groups and neighboring areas, and keeps a calendar of upcoming events.

C. Secretary: Nominated and elected by the Activities Committee from its voting members.

1. Six (6) months clean time
2. Secretarial experience and some organizational ability
3. Is responsible for all necessary correspondence including keeping The Bottom Line Chairperson informed of upcoming events in time for printing.

Takes accurate minutes at Subcommittee meetings and will make copies available upon request. Assists the Chairperson in maintaining the Subcommittee's records. Is responsible for all necessary correspondence.

D. Treasurer: Nominated and elected by the ASC

1. Three (3) years clean time
2. Three (3) months prior involvement in the Activities Subcommittee
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of NA

Must attend all Activities Subcommittee meetings. Keeps accurate records and receipts of all monies, and a running inventory of all goods (i.e.: paper goods, sodas, sporting goods, food, condiments, decorations, etc.). Assists the Chairperson in budgeting funds. Must be present at all ASC's to answer

questions and/or report on Activities' financial situations. The Activities Treasurer will submit a monthly expense/inventory report at the ASC before any expenditures will be allocated. The Activities Treasurer is allotted One Hundred Dollars (\$100.00) prudent reserve for expenses of certain items (sodas, etc.) to keep in stock for each function.

E. General Members:

1. (A) One (1) day clean time to get involved; (B) six months to 3 years' clean time to handle monies not to exceed \$5.00 per item with a maximum of 5 items; and (C) three (3) years clean time and above to handle items over \$5.00.
2. Willingness to fulfill the commitment.

It is suggested that you attend the subcommittee meetings. You must have participated in at least one (1) activities function within the last three (3) months to vote (See voting criteria below). Assist in the planning, coordination and implementation of activities. Brings new ideas for events.

IV. AGENDA FOR MEETING

- A. Opening Prayer
- B. Reading of the Twelve Traditions
- C. Establish voting membership
- D. Review Subcommittee guidelines
- E. Old business
- F. New business
- G. Review business of the day
- H. Announcements
- I. Establish next meeting time and place
- J. Close meeting with prayer of choice

V. MOTIONS AND VOTING PROCEDURES

A. MOTIONS

May be made and seconded only by voting members

B. VOTING:

1. Members have voting privileges after attending two (2) consecutive meetings, to be lost after missing two (2) meetings until reestablished.
2. In the event of a tie, the Chairperson will exercise his/her right to break such tie
3. A quorum is the simple majority of the voting members. Once a quorum is established at each meeting, it stays throughout the meeting.

VI. BUDGET:

- A. Annual budget. This includes printing of flyers, miscellaneous Subcommittee meeting hall fees, general operating expenses.
- B. Area holds Five Hundred Dollars (\$500.00) for security deposits, tickets, food, etc. The budget will include an additional Five Hundred Dollars (\$500.00) during June and October for Area's Anniversary party and New Year's party. If additional funds are needed, it must be approved by vote of the ASC. This fund shall be replenished by the Activities Subcommittee after each activity.

VII. ADDITIONAL GUIDELINES:

- A. For the Activities Committee to have two (2) members with required clean time handling money at all functions [3 years]. Two members with required clean time must also oversee final accounting of all monies from the function.
- B. The Activities Committee will not split the proceeds with a facility at the door of any function.
- C. 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.

GUIDELINES FOR PLANNING FUNCTIONS:

- A. All activities must have prior ASC approval.

B. Locations:

1. The Activities Subcommittee Chairperson is responsible for negotiating and contracting locations for activities
2. Chairperson may appoint Subcommittee members to scout locations
3. Final selection of a location will be voted on by the Subcommittee
4. All deposits and fees will be paid by check from the ASC account
5. Refundable deposits should be returned to ASC account via ASC Post Office Box
6. Chairperson should make follow-up call to location to maintain goodwill and proper clean-up, etc.

C. Provisions: (food, sodas, decorations, etc.)

1. Vice-Chairperson will coordinate volunteers and/or appointees to purchase and deliver all provisions for activities
2. All commitments for jobs must be by Subcommittee members
3. All purchases should be made through ASC account and must be accompanied by a receipt. All receipts must be returned to the Activities Treasurer
4. All surplus provisions must be accounted for and returned to the designated storage place by the Chairperson and the Treasurer. An on-going record of inventory should be kept.

D. Entertainment:

1. All entertainment should be approved by and voted on by members of the Activities Subcommittee
2. It is suggested that bids be obtained for all entertainment to be reviewed and approved by vote of the Activities Subcommittee
3. All contracted entertainment must be informed that no mood or mind altering chemicals will be allowed on the premises

E. Speakers

1. Speakers chosen for Activity events shall have a minimum of three (3) years clean time, except New Year's Eve events shall have a minimum of five (5) years clean time and working knowledge of the 12 and 12, a sponsor, and an NA message. Speakers shall be

chosen by Activities Ad Hoc committee and shall not be a member of the Activity Subcommittee.

2. For Anniversary Speakers, see ASC-16 #6.

F. Advanced Planning:

1. Flyers will be printed for each function and tickets, when needed.
2. Ticket sellers must meet the requirements of the established Activities' policy.
3. All flyers and tickets should read: "Suggested donation: \$ _____" except for fixed-rate-per-person events, i.e.: banquets, golf, bowling, skating, etc., which shall state "Cost \$ _____".
4. Chairperson and Treasurer must keep a record of all tickets handed out.
5. People in hospitals and institutions are invited to all activities at a suggested donation of Three Dollars (\$3.00) rather than Five Dollars (\$5.00), excluding meals
6. Form ad-hoc committees: decorations and set-up, food and beverages, entertainment, location, ticket sales, meeting, and cleanup
7. Progress report will be given by each of the above ad-hoc committees at the next Activities Subcommittee meeting
8. Activities members with six (6) months clean time can sell tickets that are Five Dollars (\$5.00) with a maximum of five (5) tickets.
9. Activities must submit an Annual Calendar to the ASC in September to be voted on in October, (i.e.: the new calendar planned after the new Chairperson for Activities has been elected in August)
10. All flyers have a small map of how to get to each function from I-95
11. The Activities Subcommittee will not establish a specific rain date for outside activities. Tickets for cancellations will be good for the next event.
12. The Executive Committee of the Activities Subcommittee will determine whether to cancel the event or not and to go to the location to let people know this by sign and in person.

13. All flyers must state when planning for a function: "Gold Coast Area" or "Gold Coast Activities". This statement is the heading for the flyer.
14. All flyers must state on the bottom next to the map or where room is available "NA is not affiliated with" (the location or place where the activity is being held) Also, "Please be respectful of the hotel (or facility), its employees and guests so NA does not have damages to pay after event. Our reputation is on the line".
15. No cash prizes will be given away at any Gold Coast Area Activities function.
16. Activities Subcommittee shall pre-sell tickets for functions. Give tickets to GSR's who meet the established clean time requirements according to Activities' policy to sell for dances to help make groups aware of upcoming events.
17. Activities shall hold only one dance per month.
18. In the event of a natural disaster (hurricane) on the day of a scheduled picnic, all perishable foods bought prior should be anonymously donated to a reputable charity 20. Subcommittee shall be responsible for obtaining a banquet facility to hold the Anniversary Banquet the last weekend in July. Also responsible for the flyers, tickets, etc. for this function.
19. All flyers concerning Gold Coast Activities or group events that have additional cost (parking, ETC), they state the cost. This includes GCCNA.
20. Subcommittee shall coordinate with the Alternate ASR and the 24-hour room ad-hoc subcommittee to clarify time/dates/places of 24-hour rooms.
21. Subcommittee shall begin to scout a location in March for the 24-hour rooms and the fundraiser for the 24-hour rooms. Also shall pass out flyers for both the 24-hour rooms and the fundraiser.

GOLD COAST AREA
CONVENTION POLICY GUIDELINES

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PURPOSE:

This Convention is held by members of the Gold Coast Area of Narcotics Anonymous to bring our fellowship together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members. Because this Convention is sponsored by the Gold Coast Area of Narcotics Anonymous, it should always conform to NA Principles and reflect our primary purpose.

CONVENTION COMMITTEE MEETINGS:

All Convention Committee meetings should take place at a regularly scheduled time and place and follow the current edition of "Robert's Rules of Order". The purpose of these meetings is to gather and share information regarding the planning and carrying out of the Convention. Efforts should be made to encourage support and participation from all members. All meetings of the Convention Committees and Subcommittees are open to any member of Narcotics Anonymous. Care should also be exercised during the planning process to involve as many groups and individuals as is possible. Even at an early stage, it is necessary to elect a Chairperson to preside over Convention Committee meetings and activities. Election of officers should be based upon qualifications and experience. A description of Administrative Committee members and duties are presented in these guidelines.

Voting privileges are extended to each member of the Convention Committee. A member will receive voting privileges in one of two ways:

1. They must attend two consecutive meetings and receive voting privileges at their 3rd meeting.

OR

2. They must hold an office either on the Administrative Committee including Asst. Treasurer, Asst. Hotel Liaison, or as a chairperson of a GCCNA Subcommittee.

However, if more than 2 Convention Committee meetings are missed in a row by any voting member, they will lose their voting privileges and can only gain them back by attending 2 consecutive meetings.

MEETING FORMAT:

1. Opening: Begin with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer and the Twelve Traditions of Narcotics Anonymous.
2. Read and approve the minutes of the last meeting.
3. Chairperson's report: review progress to date and relay recent information.
4. Treasurer's report: Update on expenses and new balance.
5. Subcommittee reports: Reports include goals and progress of each Subcommittee.
6. Old business carried over from the last meeting.
7. New Business to be undertaken before the next meeting.
8. Closing prayer.

CONVENTION COMMITTEE:

The Convention Committee is generally made up of members who were involved in the preliminary planning and budgeting process. However, membership of the Convention Committee should be open to members of the Administrative Committee, Subcommittee Chairpersons and attending members.

The Administrative Committee and Subcommittee Chair positions are identified as follows:

A. Administrative Committee

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer
5. Hotel Liaison

B. Subcommittee Chairpersons

1. Arts and Graphics
2. Banquet
3. Entertainment and Fund-raising
4. Hospitality
5. Information
6. Marathon
7. Merchandising
8. Program
9. Registration
10. Auction
11. Assistant Hotel Liaisons
12. Assistant treasurer
13. Fundraising Treasurer

Requirements and qualifications suggested for the Administrative Committee and the Subcommittee Chairpersons area as follows:

A.

1. Chairperson: Five (5) years clean time
2. Vice-Chairperson: Four (4) years clean time
3. Secretary: Two (2) years clean time
4. Treasurer: Five (5) years clean time
5. Hotel Liaison: Four (4) years clean time
6. Subcommittee Chairpersons: Two (3) years clean time (Merchandising Chairperson: Four (4) years clean time and nominated & elected by the ASC) (Registration Chairperson: Four (4) years clean time, nominated & elected by the ASC)

B.

1. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
2. Willingness to give the time and resources necessary
3. Ability to exercise patience and tolerance
4. Must have prior NA convention experience and be an active participant in Narcotics Anonymous.
5. Administrative Committee members nominated and elected by the ASC following ASC election guidelines

6. Subcommittee Chairpersons nominated and elected by the Administrative Committee and all members of the Convention Committee, not by the ASC

ADMINISTRATIVE COMMITTEE:

The Administrative Committee carries out (executes) the will of the overall Committee. It functions as the Administrative Committee of the Convention and holds separate, periodic and special committee meetings. Its function is to ensure that the various Subcommittees work together and to assist any Subcommittee that may ensure extra help. However, it is not necessary for the Administrative Committee to involve itself directly in the specific workings of each Subcommittee. The members of the Administrative Committee discuss the performance of the Subcommittees as well as the Convention budget and other matters which affect the Convention. The results of these discussions are included in reports at Convention Committee meetings. As soon as it is possible, the Administrative Committee drafts a schedule of meeting dates for the Convention Committee. This schedule is then approved by the Convention Committee and distributed to all members. It is advisable to choose a particular night on which meetings will be held and schedule all meetings on that night throughout the duration of the planning period. The Administrative Committee also makes regular reports to the ASC. Comments and suggestions from the ASC are included in the Chairperson's report at the beginning of each Committee meeting. Is responsible for seeing that Narcotics Anonymous IP's and meeting lists are available during the Convention.

CHAIRPERSON:

Five (5) years clean time; Demonstrated stability in local community; Administrative abilities; Is nominated and elected by the ASC; Three (3) years prior ASC experience; must have prior NA convention experience and be an active participant in Narcotics Anonymous.; Knowledge of the Gold Coast Area Service Policy; an example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; Must attend all Convention Committee and Administrative Committee meetings.

1. Organizes Subcommittees and delegates major tasks to specific Subcommittees. Stays informed of the activities of each Subcommittee and provides help when needed.
2. Helps resolve all conflicts.

3. Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the Convention.
4. Monitors the fund flow and overall convention costs, and helps organize the Subcommittee budgets. Prepares a budget for the Administrative Committee functions.
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire Committee prior to action.
6. Allows the Subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
7. Prepares the Agenda for Convention Committee meetings.
8. Votes only to break a tie.
9. Chairs the Convention Committee meeting as well as the Convention.
10. is responsible to the Gold Coast ASC and attends the ASC monthly meetings and gives a report there.
11. Co-signer on Convention bank account and all contracts for GCCNA.
12. Chairperson and/or Vice-Chair must attend all ASC meetings and the meeting with the ASC Vice-Chairperson prior to the ASC.

VICE-CHAIRPERSON:

Four (4) years clean time; must have prior NA convention experience and be an active participant in Narcotics Anonymous.; Nominated and elected by the ASC; An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; Willingness and a desire to serve.

The Vice-Chairperson shall be in training for the Chairperson's position if voted in by the ASC. The responsibilities are: Performs duties of the Chairperson in his/her absence; Coordinates and makes sure deadlines are met by the Subcommittees and helps when needed; Assists the Chairperson in his/her responsibilities; Attends all Convention and Administrative Committee meetings; Co-signer on the Convention bank account; Acts as parliamentarian at all Convention Committee meetings.

TREASURER:

Five (5) years clean time; must have prior NA convention experience and be an active participant in Narcotics Anonymous. ; Nominated and elected by the ASC; Demonstrated stability in local community; Accounting skills; Service experience

with large scale fellowship activities; Accessibility to the other committee members, especially the Registration Subcommittee Chairperson, Merchandising Subcommittee Chairperson and the Hotel Liaison; An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; Willingness and a desire to serve; Must attend all Convention and Administrative Committee meetings.

1. Opens a bank account for the Convention Committee. The signatures for the account are the Convention Chairperson and Convention Vice Chairperson. The cards and account information will be filled out at the Committee meeting.
2. Works with the Chairperson and Vice-Chairperson to prepare a budget for the Convention which is used for planning fund-raising activities. The budget can be a rough estimate at the beginning of the planning, and revised as the Convention draws near. When all of the financial needs of the Subcommittees are listed and totaled, the income should be outlined. One source of income comes from fund-raisers, and the second from registrations.
3. Writes all checks and is responsible for collecting receipts from Subcommittees for money paid out.
4. Responsible for all monies, including revenues from Registration and Banquet tickets, pays all bills, and advises the Chairperson on cash supply, income flow and rate of expenditures.
5. Reviews Subcommittee reports for expenditures from the financial plan (budget) not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.
6. Each check should require 2 signatures including GCASC chair's signature. Additionally, a complete treasurer's report should be submitted by the next area service committee meeting, along with fund distribution.
7. A periodic review of all financial records should be made by the Convention Administrative and ASC Administrative Committees. The records should be reviewed at the time of the actual distribution in accordance with the Treasurer's financial statement requirements.
8. Determines budgets for Subcommittees as early as possible.
9. The Convention Committee Treasurer is the only one to handle the checks.
10. The Treasurer is also responsible to the ASC.
11. The Treasurer must attend all GCCNA Fund-raisers.

12. Following the convention, all monies will be turned over to the ASC within 60 days except for Seven Thousand Five Hundred Dollars (\$7,500.00), which will be kept in the GCCNA bank account as seed money for the following year's convention.
13. The GCCNA Treasurer shall provide a copy of the convention banking statement, with account numbers blacked out, as part of the GCCNA Treasurer's report to be included in the minutes by the ASC Secretary every month.

GCCNA ASSISTANT TREASURER:

4 years' clean time: nominated and elected by the ASC. Must have prior NA convention experience and be an active participant in Narcotics Anonymous. An example of living recovery through the application of the twelve steps and twelve traditions of Narcotics Anonymous. Assists the Treasurer. There is a two year (2) commitment for this position. The first year is spent as Assistant Treasurer, becoming familiar with the job, attending all GCCNA meetings and assisting the Treasurer as needed. Is accountable along with the Treasurer, by signature, for all monies, cash and checks received. Will be present to witness signature when all monies are received and counted by the Treasurer, verifying subcommittee donations and balances. Will fill in for Treasurer on a temporary basis in his/her absence. The Assistant Treasurer will become Treasurer for the second year of this commitment if he/she is voted in by the ASC. The Assistant Treasurer is not a signature on the Area's bank account.

SECRETARY:

Two (2) years clean time; must have prior NA convention experience and be an active participant in Narcotics Anonymous.; Nominated and elected by the ASC; An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous; Service experience and good typing skills to ensure that accurate minutes are distributed to the Committee members.

1. Must attend all Convention Committee meetings and Administrative Committee meetings.
2. Keeps minutes of all Committee meetings and Subcommittee reports.
3. Mails minutes to Committee members after approval by the Administrative Committee Chairperson. Minutes are mailed out within ten (10) days after

each meeting. An agenda for the next meeting can be attached to the minutes if it will help the Committee function better.

4. Maintains a list of names, addresses and phone numbers of Committee members.
5. Keeps extra sets of minutes, updated after each Committee meeting, for members who request a complete set.
6. Sends a copy to the ASC.
7. Communicates to the ASC regarding the progress and planning of the Convention. Assists all Committees in mailing and correspondence.
8. Secretary is responsible for access to the GCCNA Post Office Box.
9. Compiles a list of Convention policy changes that have been voted on by the ASC for the Convention Committee.

HOTEL LIAISON:

Four(4) years clean time; must have prior NA convention experience and be an active participant in Narcotics Anonymous.; Nominated and elected by the ASC; Good working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and an example of living recovery through their application; Gathers area bid packages for presentation to Convention Committee; Co-signer on all Hotel Contracts; May secure hotel up to 3 years in advance; Acts as spokesperson on behalf of Convention Committee and its Subcommittees with hotel personnel; Coordinates Convention Committee needs as they pertain to Hotel Registrations; Fields and handles all questions regarding Hotel Services in a timely fashion; Must attend all Convention and Administrative Committee meetings. The Hotel Liaison is responsible for coordinating all activities in the hotel during the Convention as well as arranging all setups at meetings (number of chairs, rooms, times, sequences, mikes, types of setups, podiums, risers, tables, etc.) The Hotel Liaison also makes arrangements for the distribution of coffee throughout the Convention. The Hotel Liaison must work with the Entertainment and Fund-raising Subcommittee in order to get the required equipment necessary for the functions at the hotel. The Hotel Liaison should remember that there may be a need for extra rooms that may be necessary for Convention Merchandising room, Meditation, Hospitality, Convention Committee Office, etc. Also, try to let the room setups remain the same throughout the Convention. The GCCNA Committee shall not use or hire any outside resources to find hotel sites.

QUALIFICATIONS AND RESPONSIBILITIES OF ALL SUBCOMMITTEE CHAIRPERSONS:

Nominated and elected by the Administrative Committee and the Convention Committee members. Three (3) years clean time (The Merchandising Chairperson and the Registration Chairperson are nominated and elected by the ASC and must have four [4] years clean time). Knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and specific service experience should be considered prior to election. It should be clearly understood that the Subcommittees have specific service responsibilities to perform. 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 only one (1) Chairperson who then recruits Subcommittee members. Subcommittee meetings operate according to Robert's Rules of Order. This ensures that the meetings run smoothly and that business is conducted in an orderly fashion. Each Subcommittee Chairperson should be aware that every task assigned is carried out. Subcommittees maintain accurate records of the activities of the Subcommittee as well as all correspondence. Financial reports, including needs, expenditures and receipts are included with each Subcommittee report. The Subcommittees of the Convention Committee work together. Remember cooperation and consideration is the keys that will make it work!

1. ARTS AND GRAPHICS SUBCOMMITTEE:

Responsible for all designs at the Convention, including the themes for the Convention. Comprised of members who are artistic and energetic? Prior to the Convention, this Subcommittee is responsible for designing Convention Banner, tickets, logos, flyers, Convention posters, directional posters, etc. Also is responsible for designing the T-shirts, coffee cups and other merchandise logos. This Subcommittee should present a variety of designs for each item to the full Convention Committee for vote. All material must be kept within our Twelve Traditions, and must be voted on by the entire Convention Committee. All flyers should have the following language: "Please be respectful of the hotel (or facility), its employees and guests so NA does not have damages to pay after event. Our reputation is on the line".

CHAIRPERSON:

Three (3) years clean time; Working knowledge of the Twelve Steps and Twelve Traditions of NA; Willingness, commitment and desire to serve; Must attend all

Convention Committee and its Subcommittee meetings; Responsible for developing a budget; must have prior NA convention experience and be an active participant in Narcotics Anonymous.

VICE-CHAIRPERSON:

Three (3) year clean time; Willingness, commitment and desire to serve; Knowledge of the Twelve Steps and Twelve Traditions of NA; Attends Convention Committee meetings in the absence of the Chairperson; Must attend Subcommittee meetings; Be willing to assume the position of Chairperson if necessary; Active member (participation) in NA

SECRETARY:

Six (6) months clean time; Must be able to keep accurate and legible minutes; Willingness and desire to serve.

2. BANQUET SUBCOMMITTEE:

PURPOSE:

To coordinate all aspects of the Convention Banquet, i.e.: decorations, centerpieces, etc.

CHAIRPERSON:

Three (3) years clean time; Working knowledge of the Twelve Steps and Twelve Traditions of NA; Willingness, commitment and desire to serve; Must attend all Convention Committee and its Subcommittee meetings, and work hand-in-hand with other Subcommittees; Must submit a budget; Some previous related NA service experience; must have prior NA convention experience and be an active participant in Narcotics Anonymous.

VICE-CHAIRPERSON:

Three (3) year clean time; Willingness, commitment and desire to serve; Knowledge of the Twelve Steps and Twelve Traditions of NA; Some previous related NA service experience helpful; Attends Convention Committee meetings in the absence of the Chairperson; Must attend Subcommittee meetings; Be willing to assume the position of Chairperson if necessary; Active member (participation) in NA

SECRETARY:

Six (6) months clean time; Must be able to keep accurate and legible minutes; Willingness and desire to serve.

3. ENTERTAINMENT AND FUND-RAISING SUBCOMMITTEE:

Purpose is to be responsible to the Convention Committee in which they serve. One purpose is to raise funds to help finance the Convention. Also is responsible for coordinating all activities during the Convention - i.e.: Dances, Comedy Shows, Pool Parties, Sporting Activities, etc. Also is responsible for selecting the DJ's, bands and other forms of entertainment. Is responsible for working closely with the Program Subcommittee to form times and dates for all activities.

The first fundraiser shall be held at the convention hotel.

CHAIRPERSON:

Five (5) years clean time; Working knowledge of the Twelve Steps and Twelve Traditions of NA; Willingness, commitment and desire to serve; Must attend all Convention Committee and its Subcommittee meetings; Ability to exercise patience and tolerance; Must submit a budget as soon as possible and work hand-in-hand with other Subcommittees; Some previous related NA service experience; must have prior NA convention experience and be an active participant in Narcotics Anonymous.

VICE-CHAIRPERSON:

Three (3) year clean time; Willingness, commitment and desire to serve; Knowledge of the Twelve Steps and Twelve Traditions of NA; Attends Convention Committee meetings in the absence of the Chairperson; Must attend Subcommittee meetings; Be willing to assume the position of Chairperson if necessary; Active member (participation) in NA

Secretary

Six (6) months clean time; must be able to keep accurate and legible minutes; willingness and desire to serve.

3a. Treasurer;

1) 5 years' clean time

- 2) 1-year prior involvement in GCCNA
- 3) An example of living recovery through the application of the 12 Steps and 12 Traditions of NA.
- 4) Must attend all GCCNA Subcommittee meeting; keep accurate records and receipts of all monies and running inventory of all goods.
- 5) Assist the fundraising chairperson in budgeting and funds.
- 6) Must be present at all fundraising and entertainment meetings, and turn all monies to the GCCNA Treasurer in the first 24 hours.
- 7) Have the willingness to serve.
- 8) Nominated and Elected by the ASC

4. HOSPITALITY SUBCOMMITTEE:

The purpose is to help people at the Convention feel at home and to welcome them. To help them feel a part of the Convention by offering a pleasant and hospitable environment. Develops a list of "Do's" and "Don'ts" for the Hospitality Suite. Membership: Chairperson, Vice- Chairperson, Secretary, Welcome Greeters, Hospitality Suite Sitters.

CHAIRPERSON:

Three (3) years clean time; Working knowledge of the Twelve Steps and Twelve Traditions of NA; Willingness, commitment and desire to serve; Liaison between the Convention Committee and the Hospitality Subcommittee; Organizes and coordinates all functions of the Hospitality Subcommittee and is directly responsible to the Convention Committee; Must attend all Convention Committee and its Subcommittee meetings; must have prior NA convention experience and be an active participant in Narcotics Anonymous.

VICE-CHAIRPERSON:

Three (3) year clean time; Willingness, commitment and desire to serve; Knowledge of the Twelve Steps and Twelve Traditions of NA; Attends Convention Committee meetings in the absence of the Chairperson; Must attend Subcommittee meetings; Be willing to assume the position of Chairperson if necessary; Active member (participation) in NA

SECRETARY:

Six (6) months clean time; Must be able to keep accurate and legible minutes; Willingness and desire to serve.

HOSPITALITY SUITE SITTERS:

Six (6) months clean time; Hospitable and responsible with the willingness and desire to serve.

WELCOME GREETERS:

One (1) day clean time; Willingness and desire to serve.

5. CONVENTION INFORMATION SUBCOMMITTEE:

The purpose of the Convention Information Subcommittee is to let the fellowship know about the Convention and to provide information services during the Convention. Works with the ASC Public Information Subcommittee. Must work within all of the Twelve Traditions of NA works with other Subcommittees in regard to dispensing information.

CHAIRPERSON:

Three (3) years clean time; Working knowledge of the Twelve Steps and Twelve Traditions of NA; Willingness, commitment and desire to serve; must attend all Convention Committee and its Subcommittee meetings; must have prior NA convention experience and be an active participant in Narcotics Anonymous.

VICE-CHAIRPERSON:

Three (3) year clean time; Willingness, commitment and desire to serve; Knowledge of the Twelve Steps and Twelve Traditions of NA; Attends Convention Committee meetings in the absence of the Chairperson; Must attend Subcommittee meetings; Be willing to assume the position of Chairperson if necessary; Active member (participation) in NA

SECRETARY:

Six (6) months clean time; Must be able to keep accurate and legible minutes; Willingness and desire to serve.

6. MARATHON SUBCOMMITTEE:

The purpose of the Marathon Subcommittee is to offer any Convention registrant a non-topic open meeting in which he/she may participate throughout the Convention. The objective of the Subcommittee before the Convention is to

gather volunteers to chair the Marathon Meeting. During the Convention this Subcommittee is responsible for keeping the meeting running smoothly.

The Marathon Subcommittee can select the format for the marathon meetings, although experience has shown that the best format seems to be opening the meeting at the beginning of the Convention with any necessary readings, then having the chairperson opening up for discussion. Subsequent chairpersons will then only introduce themselves and carry on the discussion taking place at that time. This is in contrast to each chairperson opening and closing separate meetings.

CHAIRPERSON:

Two (2) years clean time; Working knowledge of the Twelve Steps and Twelve Traditions of NA; Willingness, commitment and desire to serve; Must attend all Convention Committee and its Subcommittee meetings; Responsible for developing a budget; must have prior NA convention experience and be an active participant in Narcotics Anonymous.

VICE-CHAIRPERSON:

One (1) year clean time; Willingness, commitment and desire to serve; Knowledge of the Twelve Steps and Twelve Traditions of NA; Attends Convention Committee meetings in the absence of the Chairperson; Must attend Subcommittee meetings; Be willing to assume the position of Chairperson if necessary; Active member (participation) in NA

GENERAL MEMBERS:

Members of NA; Willingness and desire to serve. Three months' clean time to chair a Marathon meeting.

7. MERCHANDISING SUBCOMMITTEE:

The purpose is to work with the Gold Coast Area in implementing the theme and designs for the Convention and to do all purchasing and retailing of memorable items.

CHAIRPERSON:

Nominated and elected by the ASC; Four (4) years clean time; Working knowledge of the Twelve Steps and Twelve Traditions of NA; Willingness, commitment and desire to serve; Must attend all Convention Committee and its Subcommittee

meetings; Business-minded; Must have prior NA convention experience and be an active participant in Narcotics Anonymous.

Sells only NA related items within the Twelve Traditions. Prepares a budget consisting of items to be sold and expenses incurred. Once the items are agreed upon within the Subcommittee, the Chairperson presents a list of the items to the Convention Committee. This list will include a statement of actual and marketing costs and a time frame for obtaining these items. This Subcommittee is responsible for the sale of merchandise at the Convention and at Fundraising activities. No items depicting drugs or drug paraphernalia are to be sold or distributed. Careful consideration should be made in negotiating the purchasing price of these items. Customarily three (3) different bids are submitted.

The Merchandising Subcommittee is responsible for communicating with the Hotel Liaison to provide for a room at the Convention site. Hours should be established in conjunction with the Program Subcommittee in order to provide harmony. Also, this Subcommittee delivers all receipts and monies promptly to the Convention Treasurer. All merchandise should be ordered at least two (2) months prior to the Convention.

VICE-CHAIRPERSON:

Three (3) years clean time; Willingness, commitment and desire to serve; Knowledge of the Twelve Steps and Twelve Traditions of NA; Attends Convention Committee meetings in the absence of the Chairperson; Must attend Subcommittee meetings; Be willing to assume the position of Chairperson if necessary; Active member (participation) in NA.

Merchandising Secretary

Six (6) months clean time; must be able to keep accurate and legible minute; Willingness and desire to serve.

ADDITIONAL GUIDELINES:

Following the Convention, a final statement of outstanding inventory is given to the Convention Treasurer. The Merchandising Subcommittee Chairperson will turn over all left over merchandise from each year's GCCNA to the incoming GCCNA Chairperson until a new Merchandising Chair is elected. There will be no

sales other than the Gold Coast Convention approved merchandise, except that of other NA Conventions, areas and groups which are to be sold on the morning of the closing day of the Convention. The sale of jewelry will be allowed.

8. PROGRAM SUBCOMMITTEE:

Responsible to the Convention Committee. The function of the Program Subcommittee is to select speakers, select workshop topics and workshop chairperson, put together the program and make sure all scheduling coordinates with other Convention activities.

A. QUALIFICATIONS:

CHAIRPERSON:

Three (3) years clean time; Working knowledge of the Twelve Steps and Twelve Traditions of NA; Willingness, commitment and desire to serve; Must attend all Convention Committee and its Subcommittee meetings; Active in the Gold Coast ASC; Some knowledge of Convention operations with Program Subcommittee suggested; Have some organizational abilities. Must have prior NA convention experience and be an active participant in Narcotics Anonymous. Responsible for coordinating all program functions and meetings. Will preside over Program Subcommittee meetings. Responsible for submitting a budget per Convention guidelines. Performs to the best of his/her ability to meet all deadlines and goals.

VICE-CHAIRPERSON:

Three (3) year clean time; Willingness, commitment and desire to serve; Knowledge of the Twelve Steps and Twelve Traditions of NA; Attends Convention Committee meetings in the absence of the Chairperson; Must attend Subcommittee meetings; Be willing to assume the position of Chairperson if necessary; Active member (participation) in NA

SECRETARY:

Six (6) months clean time; Must be able to keep accurate and legible minutes; Willingness and desire to serve.

B. VOTING:

Subcommittee members must have ninety (90) days clean and attend three (3) consecutive meetings to vote. (They will be able to vote at 3rd meeting). Chairperson of program committee votes only in the event of a tie.

C. GUIDELINES:

Speakers:

1. The main speakers will have a minimum of five (5) years clean time. All others will have a minimum of three (3) years clean time. The opening night speaker will be from the Gold Coast Area. The banquet speaker may come from anywhere, and GCCNA will pay up to \$400.00 roundtrip for his/her transportation to the convention. All other speakers will pay for their own transportation.
2. None of the main speakers shall be members of the Convention Committee.
3. Administrative Committee and Convention Committee have final vote on main speakers.
4. All speakers have a strong NA message of recovery.
5. To have GCCNA Committee pay for hotel rooms for the four (4) main speakers at the Conventions for all nights for the Convention at regular room rate.
6. The GCCNA program committee has the option to accept tapes and choose speakers for main banquet speaker from inside or outside this region and within the United States.
7. Maximum four (4) main speakers, none of whom have spoken at previous GCCNA Conventions as main speakers.

Workshops:

1. A compiled list of topics will be made from input by any member of NA
2. By process of elimination, these topics will be voted on within the Program Subcommittee until the number of topics has been reached.
3. To hold a Trusted Servants Workshop as 1 of 2 to be held in a budgeted year by the Policy Sub-Committee in conjunction with the GCCNA Programming Committee to be part of the Convention event and to be added to the agenda in the registration packet and the agenda board at the registration table. With time and space to be determined between the Convention Programming Sub-Committee and the Policy Sub-Committee.

4.

Workshop Chairpersons:

1. One (1) year clean time
2. Be first selected from members of the Gold Coast ASC members

D. ADDITIONAL GUIDELINES:

1. All speakers and chairpersons should be knowledgeable of the Twelve Traditions of NA
2. Speakers, chairperson, and workshop leaders should be notified or asked no later than one (1) month prior to the Convention date.
3. All speakers and chairpersons are confirmed within one (1) week prior to the Convention date.
4. During the Convention, chairpersons and speakers check in fifteen (15) minutes prior to the designated meeting or workshop time on the floor on which the workshop or meeting is being held.
5. The program committee will choose fundraiser speakers with a minimum of Three (3) years clean time with a clear NA message.

E. OTHER RESPONSIBILITIES:

To coordinate with taping, working with Hotel Liaison and Convention Chairperson to provide work space and accommodations. To coordinate volunteers for taping for all workshops and meetings either via chairpersons or as a committee. To get a minimum of three bids on the printing of the program and to work with the printer, Arts and Graphics Subcommittee and the Program Subcommittee to produce the Convention Program. To prepare meeting formats for all meetings and workshops.

9. REGISTRATION SUBCOMMITTEE:

The purpose is to handle all matters regarding Convention registration, keeping accurate records of monies received and names of people registered, preparing registration packets and operating registration table at the Convention. Must work within all Twelve of the Traditions.

CHAIRPERSON: (NOMINATED AND ELECTED BY ASC)

Four (4) years clean time; working knowledge of the Twelve Steps and Twelve Traditions of NA; Willingness, commitment and desire to serve; Must attend all Convention Committee and its Subcommittee meetings; Responsible for developing a budget; must have prior NA convention experience and be an active participant in Narcotics Anonymous.

FUNCTIONS:

1. Distributes registration forms throughout the fellowship.
2. Sets up registration table at all Convention Fund-raisers.
3. Keeps accurate records of all pre-registrations and banquets, noting names paid, and sends confirmations promptly.
4. Puts together registration packets.
5. Keeps record of all monies received for registrations and banquets.
6. Responsible for all money collected by the Registration Subcommittee and turns such over to the Convention Treasurer promptly.
7. Attends all Convention Committee meetings and gives updated reports of preregistrations and banquets.

VICE-CHAIRPERSON:

Three (3) year clean time; Willingness, commitment and desire to serve; Knowledge of the Twelve Steps and Twelve Traditions of NA; Attends Convention Committee meetings in the absence of the Chairperson; Must attend Subcommittee meetings; Be willing to assume the position of Chairperson if necessary; must have prior NA convention experience and be an active participant in Narcotics Anonymous. Active member (participation) in NA Active in service prior to the Convention.

SECRETARY:

Six (6) months clean time; Must be able to keep accurate and legible minutes; Willingness and desire to serve.

10. AUCTION SUBCOMMITTEE:

Chairperson: must have prior NA convention experience and be an active participant in Narcotics Anonymous.

11. SERENITY PATROL:

The purpose of the Serenity Patrol Subcommittee is to maintain an atmosphere of recovery and respect for the facility in which the convention is held. Also, the subcommittee's function is to ensure that limited personnel and property damage occurs and that GCCNA convention policy guidelines are followed. The Serenity

Patrol Subcommittee functions as a liaison between the GCCNA host committee and the facility where the convention is held. The serenity patrol functions

As a subcommittee of GCCNA and holds separate periodic and special subcommittee meetings at the chairperson's discretion. As soon as possible the chairperson will draft a flyer to announce to the fellowship the forming of the subcommittee and the regularly scheduled meeting dates. Copies of this flyer should be distributed to all groups and the ASC of the Gold Coast Area. The subcommittee conducts its activities within the scope of the budget authorized by the GCCNA Convention Committee. When funds are needed for expenses in excess of the allotted budget, they must be approved and attained from the GCCNA Convention Committee.

CHAIRPERSON:

Three (3) years clean time; working knowledge of the 12 steps and 12 traditions of NA; willingness, commitment and desire to serve. Must attend all convention committee and its subcommittee meetings, work hand in hand with other subcommittees and administrative committee; must submit a budget to be approved by the GCCNA committee; must have prior NA convention experience and be an active participant in Narcotics Anonymous.

VICE-CHAIRPERSON:

This subcommittee will have two elected vice-chairpersons (due to the overwhelming time demands). Three (3) years clean time; working knowledge of the 12 steps and 12 traditions of NA; willingness, commitment and desire to serve. Must attend all convention committee meetings in the absence of the chairperson. Must attend subcommittee meetings. Some previous related NA service experience helpful. Must be willing to assume the position of the chairperson, if necessary. Shall be an active participant in Narcotics Anonymous.

SECRETARY:

One (1) year clean time, working knowledge of the 12 steps and 12 traditions of NA; willingness, commitment and desire to serve. Must be able to keep active and legible minutes.

SUBCOMMITTEE MEMBERS:

The clean time requirement for subcommittee members should be one (1) year; working knowledge of the 12 steps and 12 traditions of NA; willingness, commitment and desire to serve. All members of the subcommittee shall be registered participants of the GCCNA Convention. Registration badges will be work at all times. Voting privileges shall begin upon attendance of 2nd consecutive subcommittee meeting.

ASSISTANT HOTEL LIAISON:

Three (3) years clean time must have prior NA convention experience and be an active participant in Narcotics Anonymous. Nominated and elected by the ASC. An example of living recovery through the application of the 12 steps and 12 traditions of NA and willingness and desire to serve. The Assistant Hotel Liaison shall be in training for the Hotel Liaison's position if voted in by the ASC. The responsibilities are: performs the duties of the Hotel Liaison in his/her absence and assists Hotel Liaison in all his/her duties as so described in the guidelines for the Hotel Liaison.

GCCNA ADDITIONAL GUIDELINES

1. No person shall serve as a GCCNA committee or subcommittee chairperson on any other convention committee or as a chairperson of an area subcommittee.
2. All GCCNA subcommittee chairpersons and administrative committee members shall compile previous year's records to be passed on to the next year's chairpersons and administrative committee.
3. All budgets

GOLD COAST AREA
H & I SUBCOMMITTEE GUIDELINES

I. PURPOSE

To coordinate all local Narcotics Anonymous Hospitals and Institutions meetings. To carry the NA message, via meetings, to those addicts who cannot attend outside meetings, in accordance with our Fifth Tradition.

II. MEMBERSHIP

Chairperson, Vice-Chairperson, Secretary, Literature Distribution, Literature Distribution Assistant, Orientation Person, Orientation Assistant, and H & I Meeting Chairpersons.

III. QUALIFICATIONS AND RESPONSIBILITIES

A. Chairperson: Nominated and elected by the ASC

1. Two (2) years clean time
2. One (1) year prior involvement in the H&I Subcommittee
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous

Maintains order in Subcommittee meetings. Ensures the NA Traditions are upheld. Maintains communications and responds to all requests for meetings from Hospitals and Institutions. Acts as liaison between the Area, the H&I Subcommittee and the Institutions. Must attend all ASC meetings and the meeting with the ASC Vice-Chairperson prior to the ASC. Maintains communications with the RSC and must attend all H&I RSC meetings. Maintains a list of contact persons at institutions. Keeps current listing of H&I meeting chairpersons. Sees that contact persons at the Institutions are notified when a new H&I meeting Chairperson is taking over the meeting. Is responsible for preparing and submitting the Subcommittee's budget. Should acquaint him/herself with the Gold Coast Area Service Policy.

B. Vice-Chairperson: Nominated and elected by the H&I Subcommittee from its voting members

1. One (1) year clean time
2. Six (6) months prior involvement in the H&I Subcommittee
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of NA

Fills in for the Chairperson when needed. Helps Chairperson maintain order in Subcommittee meetings. Assists Chairperson in updating list of H&I Meeting Chairpersons. Contact any meeting chairperson who that does not show for H&I Subcommittee for one (1) month. Also contact the Institution with any meeting that had no report at the H&I Subcommittee for one (1) month.

C. Secretary: Nominated and elected by the H&I Subcommittee from its voting members

1. Six (6) months clean time
2. Secretarial experience and some organizational ability

Takes accurate minutes at monthly Subcommittee meeting and has copies available upon request. Maintains the Subcommittee's records. Keeps an updated volunteer list of willing people who would like to serve on the Subcommittee.

D. Assistant Secretary: Nominated and elected by the H&I Subcommittee from its voting members

1. Six (6) months clean time
2. Secretarial experience and some organizational ability.
3. Assist the secretary.
4. This would be a 2-year position; the 1st year would be spent training and the 2nd year as the Secretary.

Takes accurate minutes at monthly Subcommittee meeting and has copies available upon request. Maintains the Subcommittee's records. Keeps an updated volunteer list of willing people who would like to serve on the Subcommittee.

E. Literature Distribution: Nominated and elected by the H&I Subcommittee from its voting members

1. Six (6) months clean time
2. Willingness to fulfill the commitment

Keeps records of, distributes literature and meeting lists at the monthly Subcommittee meeting.

1. Literature and meeting lists (see Appendix A). You should be able to evaluate your monthly literature needs based on past experience. It is advisable to cover any unusual circumstances.
2. Re-evaluate the disbursement of literature to institutions which allow their clients to go to outside meetings. Also, we need to streamline the types of literature that we take into facilities. We suggest the White Booklet, & I.P. #'s 6, 7, 11, 16 & 22. Also, make Basic Texts available to be placed in libraries of correctional institutions, one for every two hundred (200) inmates.
3. Hospitals, treatment centers and institutions should be urged to use their budgets and funds to purchase NA literature for use by their clients.

F. Literature Distribution Assistant: Nominated and elected by the H&I Subcommittee from its voting members

1. Six (6) months clean time
2. Willingness to fulfill the commitment

Assist in literature distribution.

G. Orientation Person: Nominated and elected by the H&I Subcommittee from its voting members

1. One (1) year clean time.
2. Six (6) month involvement during the past year in the H&I subcommittee.
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions.

Attend monthly H&I subcommittee meeting. Facilitates the orientation process for new members to Gold Coast H&I

subcommittee. Assists H&I Secretary in maintaining jail clearance list for H&I subcommittee. Assists Chair and Vice Chair to ensure all H&I meetings are covered throughout the month.

H. Orientation Assistant: Nominated and elected by the H&I Subcommittee from its voting members

1. One (1) year clean time.
2. Six (6) month H&I experience.

Assist the orientation chair.

I. H&I MEETING CHAIRPERSONS: Nominated and elected by the H&I Committee by its voting members

1. Six (6) months clean time
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
3. Willingness to fulfill the commitment
4. You must be present at the H&I business meeting to be able to take commitment.
5. All subcommittee members must attend monthly subcommittee meeting; two consecutive no shows without a call in will result in the loss of meeting commitment.

It is required that you attend the monthly Subcommittee meetings. If you are unable to attend, please call the Chairperson or the Vice-Chairperson. If you do not call or attend for two (2) consecutive months you will lose your meeting. At the commencement of the individual's commitment (date and time) they will have met all criteria of qualifications for that specific facility (6 months or 1 year and paneled 3 meetings and attended orientation and can make monthly subcommittee meeting)

IV. AGENDA FOR MEETING:

- A. Opening Prayer.
- B. Read Traditions.
- C. Establish Voting Membership.

- D. Old Business.
- E. New Business (elect meeting chairpersons if necessary).
- F. Group Reports.
- G. Establish Next Meeting Time and Place.
- H. Close Meeting with Prayer of Choice.

V. MOTIONS AND VOTING PROCEDURES:

A. **Motions:**

May be made and seconded only by voting members

B. **Voting:**

1. Voting members of the Subcommittee shall be all H&I Meeting Chairpersons, Vice Chair and Secretary
2. In the event of a tie, the Chairperson will exercise his/her right to break such tie.
3. A quorum is the simple majority of the voting membership. Once a quorum is established at each meeting, it stays throughout the meeting.

VI. BUDGET:

- A. General operating expenses: these might include copies of minutes, guidelines or policies, reports on projects from other levels of service or other committees, postage and rent for H&I Subcommittee meetings is needed.

The Chairperson or Vice-Chairperson. in their absence, are reimbursed up to One-hundred (\$100.00) for travel and hotel expenses per RSC. Monies can be obtained in advance upon request.

- B. A budget needs to be prepared and submitted to the Area Service Committee yearly. The H&I Chairperson's report to the ASC should include a monthly statement detailing literature and operating expenses. The H&I Subcommittee should receive literature from the Area rather than funds for literature. The ASC provides the H&I

Subcommittee with up to One Thousand Dollars (\$1,000.00) worth of literature a month.

VII. ADDITIONAL GUIDELINES:

- A. Each Speaker must have at least three (3) months clean time to speak at an H&I meeting and have a clear NA message.
- B. Speakers and Chairpersons for H&I meetings must not be in a residential treatment facility.
- C. Literature and meeting lists for H&I meetings will be supplied at H&I Subcommittee meetings only and will be distributed with discretion.
- D. Remember ego has no place in H&I work. We are here to spread the message of recovery to the suffering addict - not to make a name for ourselves. Narcotics Anonymous through attraction rather than promotion.
- E. Rides to outside NA meetings are not provided by H&I Subcommittee members.
- F. Speakers and Chairperson for H&I meetings must not be employed or affiliated with that facility.
- G. Speakers and Chairpersons for H&I meetings must not be seeking employment at that facility.
- H. All contracts committing the GOLD COAST ASC or its subcommittees (except CONVENTION) to amounts larger than \$500 are to be reviewed by the ASC CHAIR, ASC VICE-CHAIR and the ASC TREASURER in conjunction with representatives from the committee wishing to enter into the contract. All such contracts are to be signed by the ASC CHAIR or the ASC TREASURER in the CHAIR'S absence.
- I. All persons who join the H&I subcommittee MUST be oriented by the H&I Orientation chair any person who has been out of the Gold Coast H&I Sub-committee for a period of 1yr. must be re-orientated per H&I policy.
- J. Orientation should be at least 1 hour, to be held either on the same day as the subcommittee meeting or on a different date.

BEGINNING INVENTORY _____

CLOSING INVENTORY _____

**GOLD COAST
H&I SUBCOMMITTEE ORIENTATION PACKAGE**

ORIENTATION

H&I orientation is a period that allows NA members to become familiar with H&I work so that they aren't rushed into it without any preparation for this service. Many people are quite apprehensive about getting into H&I for a variety of reasons. Don't be put off; everyone has something to offer.

This packet has been compiled by the GOLD COAST AREA H&I SUBCOMMITTEE to give a brief outline of some of the specifics that will be important for you as a panel member or chairperson. The H&I Handbook gives a much more in-depth look at H&I work in Narcotics Anonymous if you decide you want to learn more about this rewarding type of service (it is available to borrow at the monthly subcommittee meeting).

Many H&I area subcommittees, as a part of orientation, bring those who are new to H&I to their first meeting or two as an observer (panel member). This will give you a chance to just listen at first and see how an H&I meeting really works. Also, this helps many feel more comfortable when they come to join the panel.

WHY IS AN H&I MEETING NECESSARY?

The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings, except for those in long-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.

WHO IS BEST SUITED TO CARRY THE NARCOTICS ANONYMOUS MESSAGE IN AN HOSPITAL & INSTITUTIONS MEETING?

In our experience, it is best for members to have three months' clean time before attending an H&I meeting as a panel member or speaker, and six months' clean time before chairing or co-chairing a meeting. It is not important whether or not

we have been in a similar facility ourselves. Anyone with a CLEAR and CONSISTENT NARCOTICS ANONYMOUS MESSAGE who is willing to share is well suited for H&I work.

WHAT DO WE PROVIDE AS A COMMITTEE?

LITERATURE: When the facilities themselves are unable to provide approved NA literature to their residents, H&I Subcommittees should provide such literature. Each facility is different and literature guidelines are set within the subcommittee based on the facility's needs and guidelines. The same rules apply for key tags and other approved NA supplies.

PEN PAL/JAIL MAIL: This is a function of the SOUTH FLORIDA REGIONAL H&I SUBCOMMITTEE.

Forms for participating in the valuable service are available through your AREA H&I Subcommittee.

WHAT WE DO NOT PROVIDE TRANSPORTATION SERVICES: H&I Subcommittees do not provide transportation for residents to outside NA meetings. Providing rides could create a liability for the H&I Subcommittee, the Fellowship and the NA member: i.e., accidents, escapes, and false accusations.

THE MEETING FORMAT

There are a variety of formats that we use when carrying the message into facilities, but there are some key points to keep in mind about all of them.

The format of any particular H&I meeting may vary from meeting to meeting depending on the type of facility. In short term facilities, the format will be more focused on the panel members carrying a message to the residents, while in long-term facilities we may wish to encourage more participation from residents. In H&I we are carrying the message into the facility. At an H&I meeting we are not there to dump our problems, but rather to help these addicts become aware of what NA is and how it works in our lives. In effect, an H&I meeting is an introduction to our fellowship for addicts.

The chairperson should let you know what the format is before the meeting and should be able to answer any questions you may have about it. If you would like to see samples of a variety of formats, there is an explanation of several of them in the H&I Handbook.

Whatever format is chosen, we normally get the residents involved with a question and answer session at some point in the meeting. Also, you may be asked to stay after the meeting for a while to talk with the residents if that is permitted.

PERSONAL COMMITMENTS

Please **DON'T** volunteer for an H&I meeting if:

1. You are not sure that you want to attend this type of facility, or
2. You are not sure you will be able to attend the meeting. If something comes up and you will be unable to make your meeting, try to give the chairperson at least 48 hours' notice so that he/she can invite someone to fill your spot. **DO NOT** ask someone to take your place. The chairperson is the only one that is allowed to invite people to the meeting. If the meeting cannot be filled for some reason, contact the facility so that they may adjust their schedule for their residents for that time slot; or
3. If you cannot attend the monthly H&I Subcommittee Meeting.

QUESTIONS AND ANSWERS

It is a good idea to encourage questions concerning what was presented at the meeting or other general questions about NA, but there are a few things you should keep in mind.

Please remember that NA has no opinion on outside issues... Occasionally during the question and answer period, or when talking after the meeting, the residents will ask us to give an opinion on outside issues such as:

1. Other recovery programs or other fellowships.
2. The facility, i.e.: "Do I need to stay in treatment?"
3. Many other issues that do not pertain to recovery from addiction in the Narcotics Anonymous Fellowship.

It is very important that we are not drawn into these types of discussions. Always remember to share only your experience, strength and hope about your recovery in Narcotics Anonymous.

WORKING WITH OTHERS: Men with Men, Women with Women

Some facilities house only men or only women. Other facilities house both women and men, but keep them separate; while other facilities house both men and women together. Whenever this is the case, only same-sex NA members should chair H&I meetings in those facilities or work closely with the inmates/patients, though this does not exclude members of the opposite sex from participating in meetings. Experience has taught us that we can avoid many possible problems if we follow this simple guideline. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Even though we may be innocent, just the appearance of problems of this nature can do irreparable harm. Please use sound judgment in this area. Remember, our primary purpose is to carry the message of recovery.

ADOLESCENTS

Many NA members who have worked with adolescents in an H&I setting have noticed that there are some special concerns that should be taken into account in guidelines such as these. We enter into this discussion guardedly, though, because we do not wish to create the impression that some addicts are "different". The issues here represent the stated experience of members who have carried the message to adolescents in institutions. In no way are these points presented as dogma that will apply in every case. They are instead presented as points for your consideration; to be used in whatever way makes the most sense.

Four major issues come to the fore in any discussion of working with adolescents in an H&I setting. One, the adolescent seems to respond strongly to role modeling; two, the adolescent is very peer group oriented; three, significant adults in the young person's life must be respected and taken into account; and four, adolescents respond particularly well to an approach which includes positive rewards, such as key tags, chips, etc.

SOME SUGGESTED TOPICS

1. Transition to the fellowship from treatment
2. The BASICS: Don't use, meetings, phone numbers, literature, sponsorship, and THE STEPS
3. Responsibility for our own recovery
4. Identify rather than compare
5. Spiritual not religious program
6. Denial and reservations
7. Giving up old playmates, playgrounds and playthings
8. Living Just for Today
9. The first three steps
10. Surrender, acceptance and feelings

This is a list of some topics that could be talked about during your meetings, but there are countless others. Topics should, however, be chosen carefully, keeping in mind the 12 Steps and 12 Traditions of Narcotics Anonymous.

H&I REQUIREMENTS ALONG WITH DO'S AND DON'TS

You have been invited to carry the message of recovery through H&I meetings because:

1. You have 3 months' clean time from all mood and mind altering chemicals making you eligible to panel or speak or be a panel member.
2. You have 6 months' clean time from all mood and mind altering chemicals making you eligible to chair or co-chair a meeting.
3. You are willing to comply with all H&I Subcommittee and facility requirements.
4. You are willing to carry the NARCOTICS ANONYMOUS message in a responsible manner.
5. You have a **STRONG, CLEAR and CONSISTENT NARCOTICS ANONYMOUS MESSAGE OF RECOVERY FROM ADDICTION.**

DO'S

The World H&I Committee has compiled this list based upon the experiences of committees around the world who sent their input on this matter. They provide

some very helpful guidelines, and should help you avoid pitfalls others have fallen into. These are some of those guidelines.

1. Make meeting lists of outside meetings available to residents.
2. Clarify the facility's rules with anyone you bring in.
3. Start and end the meeting on time.
4. Give a brief explanation of what H&I is.
5. Make it clear that NA is separate and distinct from the facility as well as other similar fellowships.
6. Try to get residents involved, especially those in long-term facilities (assign a secretary, literature person, readings, etc.)
7. OBEY ALL DRESS CODES. Exercise common sense and dress appropriately.
8. Keep staff aware of your whereabouts **AT ALL TIMES**.
9. Follow all security regulations at all times
10. Remember that this is a "**WE**" program. No addict should feel that he/she is alone or being preached to or admonished.
11. Remember that an addict is an addict, regardless of age.
12. Remember that in NA, recovery is available to any addict regardless of what or how much or how little we used (or where we come from or how we got here.)
13. Emphasize the importance of getting to an NA meeting the first day out.
14. Emphasize the importance of getting a sponsor and a home group, the ongoing nature of recovery and the importance of attending meetings (suggest 90 in 90).
15. Use the literature recommended for H&I work, if we are supplying literature.
16. Explain the language that "**WE**" use ("addict", "clean", "recovery") and why we use it.
17. Be selective about your choice of speakers or panel members. Clean time is important; however, equally important is that person's message of **RECOVERY IN NARCOTICS ANONYMOUS**.

DON'TS

1. Don't break another person's anonymity or tell their story.
2. Don't get involved in discussion about an inmate's guilt or innocence.
3. Don't debate any issues involving the facility's policies, conditions within the facility, opinions about staff members, the merits of the facility's

program and methods used by the facility, OR OTHER FELLOWSHIPS. Focus on the positive qualities of OUR PROGRAM. Remember, not all facilities are 12 Step based nor do their understanding 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 residents' comments.

4. Don't debate which drugs are acceptable. We are a program of complete abstinence. Remember we are not doctors or professionals (i.e.: counselors or therapists).
5. Don't carry excessive cash or wear expensive or flashy jewelry.
6. Don't give or accept gifts.
7. Don't show favoritism to any resident(s).
8. Don't take messages inside or outside the facility.
9. DON'T GIVE OUT ANOTHER PERSON'S PHONE NUMBER OR STREET ADDRESS. REFER TO THE HELPLINE NUMBER.
10. Don't carry contraband items, such as cigarettes, weapons, etc.
11. Don't flood the facility with literature. The most reliable means of carrying the message is the NA member.
12. Don't pass the basket.
13. Don't let the meeting run too long.
14. Don't read too much literature, keep it simple for everyone (including you).
15. Don't take a person with outstanding warrants to jail or prison meetings. THEY MAY NOT LEAVE.
16. Don't take a person who is on parole or probation unless they have received permission from their officer and the facility.

REMEMBER AT ALL TIMES THAT YOU HAVE A RESPONSIBILITY TO THE FACILITY, TO THE RESIDENTS AND TO NARCOTICS ANONYMOUS. IF YOU OBSERVE THE ABOVE SUGGESTIONS...AND FOLLOW THE 12 TRADITIONS, YOU WILL UPHOLD YOUR RESPONSIBILITIES TO ALL THREE. THIS IS ONLY A BRIEF OUTLINE OF INFORMATION. FOR FURTHER INFORMATION, SEE YOUR H&I HANDBOOK WHICH IS AVAILABLE THROUGH YOUR AREA H&I SUBCOMMITTEE. THE WORLD SERVICE CONFERENCE H&I HANDBOOK IS ALSO AVAILABLE.

THANK YOU FOR YOUR SERVICE.

GUIDELINES FOR GOLD COAST AREA H & I GRATITUDE DINNER

1. The Gratitude Event is an annual event to be held in the month of March.
2. The event to be an activity/meeting. The Ad-Hoc Committee will organize the event.
3. The Ad-Hoc Committee be formed within the H&I Subcommittee of no less than five (5) members and the clean time requirement for the chairperson be two (2) years.
4. The forming of the Ad-Hoc Committee is the responsibility of the Gold Coast Area H&I Chairperson. At this time, the Ad-Hoc Committee chairperson will be voted in. Chairperson is required to have had prior involvement with the Ad- Hoc Committee.
5. The Ad-Hoc Committee will be formed at the beginning of September, for seven (7) months' preparation.
6. The Ad-Hoc Committee will consist of a Vice-Chairperson, Secretary, Treasurer, Event Liaison, and volunteers. These positions will be established within the Ad-Hoc Committee itself.
7. Any member of the Gold Coast Area can attend the meeting and be a member of the committee if they so choose.
8. The Ad-Hoc Committee will meet no less than once a month and give monthly reports to both the H&I Subcommittee and the ASC during the seven (7) month period. This will help make any necessary arrangements needed for the event.
9. The Committee will choose the place of holding the banquet five (5) months prior to the event. Intent: There is a five (5) month requirement to pay the deposit to hold the facility where the event will take place. This should be a budget item of the H&I Subcommittee.

10. Speaker requirements: 5 years' clean time and a member of Narcotics Anonymous. He/she have three (3) years involvement with H&I at one time or another, and/or is a product of H&I.
11. Tapes for speakers will be submitted from within the Florida and South Florida regions.
12. The Ad-Hoc Committee will pick one speaker for the event in the form of a secret ballot.
13. The T-shirt designs that are submitted will be voted on in the form of a secret ballot. Only one (1) design may be voted in as the theme for the Event.
14. The event speaker and T-shirt design winner will be given both an event ticket and a T-shirt. (free)
15. If a member that is on the Ad-Hoc Committee from the beginning misses two (2) or more meetings consecutively without calling the Chairperson, they lose their voting rights until the second consecutive meeting they attend. Also, those people that join the Ad-Hoc Committee at a later date must be at two consecutive meetings before they can vote. Intent: So people don't come to a meeting to try and influence their opinion and not show up again.
16. Members of the Ad-Hoc Committee may not submit a tape or design.
17. Basic Text's will be ordered to be given to persons with thirty (30) days or less. This will be a budgeted item of the Gratitude in Action Committee.

GOLD COAST AREA
LITERATURE SUBCOMMITTEE GUIDELINES

I. PURPOSE

All Conference approved literature published for Narcotics Anonymous is produced from within the fellowship. These items may be initiated by individuals, but true group conscience is obtained initially through the efforts of the Area Subcommittee. The Literature Subcommittee can initiate and/or produce review form items. They should also use meetings and/or workshops to collect input from the fellowship on review and input form literature and to inform the fellowship about approval form literature so that a true group conscience can be forwarded through the service structure to the World Service Conference.

II. MEMBERSHIP

Chairperson, Vice-Chairperson, Secretary and General Members.

III. QUALIFICATIONS AND RESPONSIBILITIES

A. Chairperson: Nominated and elected by the ASC

1. Two (2) years clean time
2. Six (6) months prior involvement in the Literature Subcommittee
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous

Is responsible for review and input form and approval form literature from the World Service Conference Literature Committee. Should hold meetings and/or workshops to inform the area fellowship about these items and to collect input on these items and forward them to the Regional Service Literature Committee and World Literature Committee. Arranges times and agendas for all Subcommittee meetings and workshops and communication with other committees. Acts as liaison between the Area and the Literature Subcommittee. Must attend all ASC meetings and give an oral and written

report to include a financial account of monies spent. Must attend the meeting with the ASC Vice-Chairperson prior to the ASC. Is responsible for utilizing the most cost effective method of preparing all materials, that is, review form literature, workshop materials (i.e.: hand copying, collating, etc.). Must attend all RSC meetings. Should acquaint him/herself with the Gold Coast Area Service Policy.

B. Vice-Chairperson: Nominated and elected by the Literature Committee from its voting members

1. One (1) year clean time
2. Three (3) months prior involvement in the Literature Committee
3. An example of living recovery through application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous

Fills in for Chairperson when needed. Assists Chairperson in maintaining order in Subcommittee meetings. Works closely with the Chairperson in planning and executing all the committee's activities. Should attend all Literature Committee meetings.

C. Secretary: Nominated and elected by the Literature Committee from its voting members

1. Six (6) months clean time
2. Secretarial experience and some organizational ability

Takes accurate minutes at Subcommittee meetings and will make copies available upon request. Assists the Chairperson in typing and mailing all communication with other committees.

D. General Members:

1. One (1) day clean time
2. Willingness to fulfill the commitment

It is required that you attend the Subcommittee meetings. If you are unable to attend, please call the Chairperson or the Vice-Chairperson. If you do not

call/attend for two (2) consecutive meetings you lose your voting privileges until reestablished. Can assist in all work by this Subcommittee. May provide ideas for new literature and input on review form items.

IV. AGENDA FOR MEETING

- A. Opening Prayer
- B. Reading of the Twelve Traditions
- C. Establish Voting Membership
- D. Review Subcommittee Guidelines
- E. Old Business
- F. New Business
- G. Review Business of the Day
- H. Announcements
- I. Establish Next Meeting Time and Place
- J. Close meeting with Prayer of Choice

V. MOTIONS AND VOTING PROCEDURES

- A. Motions:
May be made and seconded only by voting members
- B. Voting:
 - 1. Voting members of the Subcommittee shall be all literature Committee members, with the exception of the Chairperson, who have participated for a period of two (2) consecutive meetings
 - 2. In the event of a tie, the Chairperson will exercise his/her right to break such a tie.
 - 3. A quorum is the simple majority of the voting members. Once a quorum is established at each meeting, it stays throughout the meeting.
 - 4. These voting procedures apply to regular Subcommittee meetings as opposed to workshops.
 - 5. Anyone attending a workshop on review and input literature may vote

VI. BUDGET

General operating expenses, these should include office supplies, art supplies, postage, copies, meeting hall fees, etc.

The Chairperson, or Vice-Chairperson in their absence, are reimbursed up to Fifty Dollars (\$50.00) for travel and hotel expenses per RSC. Monies can be obtained in advance upon request.

VII. ADDITIONAL GUIDELINES

1. All contracts committing the Gold Coast ASC or its subcommittees (except convention) to amounts larger than \$500 are to be reviewed by the ASC Chair, ASC Vice-Chair and ASC Treasurer in conjunction with representatives from the committee wishing to enter into the contract. All such contracts are to be signed by the ASC Chair or the ASC Treasurer in the Chair's absence.

GOLD COAST AREA
LITERATURE DISTRIBUTION SUBCOMMITTEE GUIDELINES

I. PURPOSE

To procure from the Regional Service Office all literature and related items and distribute them at the group level. To procure and distribute meeting lists from the PR Subcommittee as needed. Distribution is done largely at the monthly Area Service Committee meeting and is also available as required throughout the month

II. MEMBERSHIP

Chairperson, Vice-Chairperson and General Members.

III. QUALIFICATIONS AND RESPONSIBILITIES

A. Chairperson: Nominated and elected by the ASC

1. Three (3) years clean time
2. Six (6) months prior involvement in the Literature Distribution Subcommittee
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
4. Knowledge of purchasing and inventory

Is responsible for purchasing inventory. Maintains records. Fills literature orders. Sells meeting lists at established price. Must attend all ASC meetings and attend the meeting with the ASC Vice-Chairperson prior to the ASC. Should acquaint him/herself with the Gold Coast Area Service Policy.

B. Vice-Chairperson: Nominated and elected by the ASC

1. Two (2) Years clean time
2. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
3. Knowledge of purchasing and inventory
4. Required to attend ASC.

Assists the chairperson and fills in when necessary.

C. General Members:

1. One day clean, holder of a white chip
2. Willingness to fulfill the commitment
3. Willingness to learn about living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
4. Trusted Servants with less than one-year clean time be limited to no money handling duties.

Assists the Chairperson in whatever capacity is needed.

IV. AGENDA FOR MEETING

- A. Opening Prayer
- B. Reading of the Twelve Traditions
- C. Review Subcommittee Guidelines
- D. Old Business
- E. New Business
- F. Review Business of the Day
- G. Announcements
- H. Establish Next Meeting Time and Place
- I. Close Meeting with Prayer of Choice

V. BUDGET

The annual budget must reflect supplies and operating expenses. Operating expenses may include such things as office supplies, photocopying, stamps, rent, etc. This budget should also include projected literature expenses for the following year.

VI. ADDITIONAL GUIDELINES

1. The size of the committee is at the discretion of the Chairperson.
2. Purchases are made as needed and arrangements are made directly with the RSO. Purchases are made based on sales and inventory.

3. Orders may be e-mailed or phoned in to the Chair or Vice Chair prior to the ASC. Those orders will be available before the ASC meeting begins. All other orders will be submitted in writing on the day of the ASC and will be available as they are filled. Receipts with duplicates will be available on all transactions.
4. At the end of the ASC, all cash receipts and credits are balanced and an accounting is submitted to the Treasurer at an agreed upon time but as soon as possible following the ASC.
5. Inventory is taken and assigned a dollar value. (Confirmation is made of a Six Thousand Dollar [\$6,000.00] account balance.)
6. An order is written based on sales and inventory and arrangements are made with the appropriate entity to purchase. Any back orders and specialty items over \$10 are paid in advance.
7. The Chairperson will make arrangements with the ASC Treasurer to pay the current month's literature bill with the appropriate entity.
8. All funds collected must be turned over to Area Treasurer within two (2) hours of the end of area meeting. Any sales occurring between ASC meetings must either be deposited directly by the literature distribution chair into the ASC Bank account or turned over to the ASC treasure within two (2) days of the transaction. The ASC treasure will supply the literature distribution committee with a book of deposit slips.
9. All Subcommittees receive literature from Literature Distribution and pay full face value plus tax. If Literature Distribution cannot meet the immediate needs of the Area, it may go to the region to purchase their literature order.
10. Literature Distribution will obtain Policy Manuals from the Policy Subcommittee. For accounting purposes, the cost for printing will be charged to the Literature Distribution budget.
11. The Group Starter Kit will consist of: 20 meeting lists; 5 chips of each color; 5 white books; 5 each of IP #7, #11, #16, #22 1 group booklet; 1 set of reading cards and 1 Policy manual.

ADDITIONAL GUIDELINES CONTINUED

12. Submits a written report to the ASC Secretary for inclusion in the minutes which includes an inventory of all items on hand and on back

order following the ASC meeting (using the existing "Gold Coast Area Literature Report Form) and an itemized list of all sales and disbursements to groups, subcommittees and others.

13. The Literature Distribution Committee may sell literature to groups or addicts outside of our Area, as well as institutions in or outside of our Area
14. January Literature order shall include order for conference agenda reports as needed by area representatives and groups. A list of people/groups requesting reports to be made at Jan ASC.
15. The Literature Distribution Committee may have a \$50.00 change drawer.
16. Any special ordered item(s) over \$10.00 be pre-paid prior to ordering.
17. All contracts committing the GOLD COAST ASC or it's subcommittees (except CONVENTION) to amounts larger than \$500 are to be reviewed by the ASC CHAIR, ASC VICE-CHAIR and ASC TREASURER in conjunction with representatives from the committee wishing to enter into the contract. All such contracts are to be signed by the ASC CHAIR or the ASC TREASURER in the CHAIR'S absence.
18. ASC Chair, ASC Vice Chair, ASC Treasurer and ASC Assistant Treasurer along with the Lit. Distr. Chair Person will perform an annual lit. distribution audit to be held prior to August ASC.
19. When Lit. Distribution takes over in August 2005 that the cash register be used to hold all the money that is taken in by Lit. Dist.

GOLD COAST AREA

POLICY SUBCOMMITTEE GUIDELINES

I. PURPOSE:

To consider any input referred by the ASC that affects the policy of the ASC, and upon deliberation give recommendations to the Area. When necessary, the vote count is included. Also, to give a written response to any issues regarding tradition violations. When a unanimous decision cannot be reached, the issue will be forwarded to South Florida Regional Admin Committee. The Administrative Committee of the Policy Subcommittee will update the policy as needed.

II. MEMBERSHIP:

Chairperson, Vice-Chairperson, Secretary, and six (6) Members.

III. QUALIFICATIONS AND RESPONSIBILITIES:

A. Chairperson: Nominated and elected by the ASC

1. Three (3) years clean time
2. Six (6) months prior involvement in the Policy Subcommittee
3. Two (2) years prior ASC experience
4. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and policy of the Gold Coast Area Service

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

B. Vice-Chairperson: Nominated and elected by the Policy Subcommittee from its voting members

1. Two (2) years clean time
2. Six (6) months prior involvement in the Policy Subcommittee
3. One (1) years prior ASC experience

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

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

* Prior involvement on the Policy Subcommittee shall be defined as any consecutive six (6) months during their recovery.

** ASC experience shall be defined as GSR, Administrative Committee, or Subcommittee Chairperson.

C. Secretary: Nominated and elected by the Policy Subcommittee

1. One (1) years clean time
2. Secretarial experience and some organizational ability
3. Six (6) months prior ASC experience

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

D. Members: Appointed by the ASC with the consent of the GSR's in attendance

1. Two (2) years clean time
2. One (1) years prior ASC experience
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and policy of the Gold Coast Area Service

It is required that you attend the monthly Subcommittee meetings. If you are unable to attend, please call the Chairperson or the Vice-Chairperson. If you do not attend for (2) consecutive meetings, the Policy Chair will contact you in

regards to your absence. If you fail to attend the next meeting you will forfeit your position. Members serve one (1) year and may be reelected for a second term and may serve no more than two (2) consecutive terms.

IV. AGENDA FOR MEETING

- A. Opening Prayer
- B. Reading of the Twelve Traditions
- C. Establish voting membership
- D. Review Subcommittee guidelines
- E. Old Business
- F. New Business
- G. Review Business of the Day
- H. Announcements
- I. Establish Next Meeting Time and Place
- J. Close Meeting with Prayer of Choice

V. MOTIONS AND VOTING PROCEDURES

A. Motions:

May be made and seconded only by voting members.

B. Voting:

1. Anyone may participate in discussion at Policy meetings, however, voting is limited to the members of the Subcommittee only, except for the Chairperson who does not vote.
2. In the event of a tie, the Chairperson will exercise his/her right to break such tie.
3. A quorum is the simple majority of the voting members present. Once a quorum is established at a meeting, it stays throughout the meeting.
4. To make a recommendation to the ASC, there shall be a 2/3 vote of **voting** members present.

VI. BUDGET

General operating expenses, there might include copies of minutes, guidelines or policies, postage, meeting hall fees, etc.

VII. ADDITIONAL GUIDELINES

1. All contracts committing the GOLD COAST ASC or it's subcommittees (except CONVENTION) to amounts larger than \$500 are to be reviewed by the ASC CHAIR, ASC VICE-CHAIR and the ASC TREASURER, in conjunction with representatives from the committee wishing to enter into the contract. All such contracts are to be signed by the ASC CHAIR or the ASC TREASURER in the CHAIR'S absence.
2. The Policy Subcommittee shall hold ASC workshops once a month before Area Service to inform all new trusted servants about qualifications of their new positions.
3. Use a team approach of delegating specific sections to each team for review and revision at all subsequent policy workshops.

Gold Coast Area Public Relations Subcommittee

Purpose:

To effectively carry the message of recovery to the still sick and suffering addict by increasing the recognition of NA by informing the public that Narcotics Anonymous exists, offer recovery from addiction and provide information about how and where to find it. To maintain and provide accurate meeting lists to the literature distribution subcommittee. The area's PR subcommittee should adequately inform the fellowship about PR efforts and what to do when someone outside of NA requests information. PR provides Web Support maintaining and updating Gold Coast Area website information. PR provides Helpline services to maintain and coordinate an effective 24 hour/7 days a week answering service. Through our volunteers we form a link between Narcotics Anonymous and the general public.

Membership:

Chairperson, Vice-Chairperson, Secretary, Web Coordinator, Helpline Orientation person, general volunteers, phone line volunteers

Qualifications and Responsibilities

Chairperson: Nominated and elected by the ASC

1. Two years' clean time
2. 6-month prior involvement in PR subcommittee
3. Two years prior ASC experience
4. An example of living recovery through the application of the twelve steps and twelve traditions of Narcotics Anonymous, and familiar with PR policy
5. An understanding of the service structure of Narcotics Anonymous
6. Willingness to serve

Arranges times and agendas for all subcommittee meetings, and is ultimately responsible for the functioning of the subcommittee and the maintenance of files and records. Is responsible for providing and maintaining accurate Gold Coast Area meeting lists including revision, purchase, and supply of meeting list to the area. Acts as liaison between the area and the answering service. Must attend all ASC subcommittee meetings, ASC meetings, and Regional PI meetings.

Chairperson is responsible for all money transactions. Can only serve two consecutive terms.

Vice Chairperson: Nominated and elected by the PR voting members

1. One-year clean time
2. Three months' prior involvement in the PR subcommittee
3. An example of living recovery through the application of the twelve steps and twelve traditions of Narcotics Anonymous, and familiar with PR policy.
4. An understanding of the service structure of Narcotics Anonymous
5. Willingness to serve

Fills in for the Chairperson when needed. Is responsible for inventory and order of literature for subcommittee. Attend ASC meetings with Chairperson of subcommittee.

Secretary: Nominated and elected by the PR voting members

1. 6 months' clean time
2. Secretarial experience
3. Organizational ability
4. Example of living recovery through the application of twelve steps and twelve traditions of Narcotics Anonymous, and familiar with PR policies
5. Willingness to serve

Take roll call, establishes voting membership, records, prints and distributes subcommittee minutes and will make copies available upon request. These minutes are to be verified by the Chairperson. Handles all correspondence for the subcommittee and maintains contact with all subcommittee members to advise them of any NA meeting updates or changes. emails the minutes of each meeting within seven days of subcommittee meeting to all subcommittee members. Minutes should also be emailed to the Regional PI Chairperson, to the Area Administrative Committee, and World PR Chairperson.

Web Coordinator: Nominated and elected by the PR voting members

1. Two-year clean time
2. Working knowledge of traditions, concepts, steps, FTTP, and copyright laws.
3. Will be accountable to Gold Coast PR subcommittee members

4. Will maintain and update the pages on a monthly basis
5. Must have a working knowledge of internet, HTML, Data entry, and coding
6. Periodically check all links to make sure they are active and contain NA public information that is online with our traditions and the PI Handbook.
7. Gold Coast Area minutes are posted on the website

Helpline Orientation person: Nominated and elected by the PR voting members

1. One-year clean time
2. 6 months' prior involvement in PR subcommittee
3. An example of living recovery through the application of the twelve steps and twelve traditions of Narcotics Anonymous
4. Ability to convey the phone shift guidelines and requirements to new volunteers

General volunteers

1. One-day clean time
2. Willingness to fulfill the commitment

Provides assistance as necessary. It is required that you attend the subcommittee meetings. If you are absent for two consecutive meetings, you will lose your voting privileges, until reestablished. Any subcommittee member who accepts a responsibility for a project will contact someone on the Administrative Committee if they are unable to attend the next meeting.

Phone Line Volunteers

1. 6 months' clean time
2. Knowledge of 12 steps and 12 traditions
3. Willingness to fulfill the commitment

All phone line volunteers must go through orientation upon being placed on a shift. It is required that you attend the monthly Subcommittee meetings. If you are unable to attend, you must call Chairperson or the Vice-Chairperson to confirm that you want to keep your shift. If you do not call or attend PR subcommittee meeting for two consecutive meetings you will lose your voting

privilege and phone shift. You must make sure your shift is covered by one of the phone line volunteers.

Agenda for Meeting

- A. Open the Subcommittee Meeting (Serenity Prayer)
- B. Read the Twelve Traditions
- C. Read the Twelve Concepts
- D. Read Additional phone line guidelines
- E. New Members
- F. Establish Voting membership
- G. Establish quorum
- H. Review and Accept minutes from last meeting
- I. Old Business
- J. New Business
- K. Establish next meeting time and place
- L. Close meeting

Motions and Voting Procedures:

Motions:

May be made and seconded only by subcommittee members

Voting:

1. Voting members of the subcommittee is comprised of all individuals who have participated for a period of two (2) consecutive meetings. Failure to attend for a period of two (2) consecutive meetings without contacting Chairperson or Vice-Chairperson will result in the loss of voting membership.
2. In the event of a tie, the Chairperson will exercise his/her right to break such a tie.
3. A quorum is the simple majority of the voting members. Once quorum is established at each meeting, it stays throughout the meeting.

Budget:

General operating expenses; these might include copies of minutes, guidelines or policies, postage, meeting place fees (rent), etc. This budget should also include projected expenses for the phone service, travel (gas, food, and tolls), website,

meeting lists, and PSA's. The Chairperson or Vice-Chairperson, in the Chairpersons absence, are reimbursed for travel and hotel expenses per RSC. Monies can be obtained in advance, upon request, at the previous months ASC.

Additional Guidelines:

A) Phone Line Guidelines:

If a shift goes uncovered:

1. The person will be called by the backup.
2. If necessary the Chairperson will be notified.
3. The Chairperson will attempt to contact the volunteer before their next shift.
4. If no contact is made by the volunteer before their next shift, the Chairperson will reassign the shift.
5. The Chairperson, Vice Chairperson of the Public Relations Subcommittee and one (1)

member of the Gold Coast Admin Committee shall be privy to all phone line account information and passwords required to access the account.

You are performing a valuable service when you answer the phone for Narcotics Anonymous. Your job requires compassion and RELIABILITY. You can express your compassion when addicts or their loved ones, call NA and ask for help. It will require patience to effectively listen to the needs of the caller and to provide the appropriate referral. Your commitment is vitally important to the suffering addicts.

Addiction is a disease that affects the whole family, and for that reason we can expect to receive calls from family and friends of active addicts. We need to treat callers with respect and to talk to anyone who reaches out for help. Families and friends of addicts often feel isolated and ashamed. It is important to take a little time with these people because they may be reaching out for the first time. They need and deserve encouragement. REMEMBER, WE ARE NOT COUNSELORS and we need to refer people to the appropriate service (such as Nar Anon and Hospital Referral Services).

It is important to determine if the caller is in immediate physical danger, or in need of immediate medical assistance. If you feel a life threatening situation is happening, get the caller's name and address, and then call 911.

Our primary purpose is to stay CLEAN and to carry the message of Narcotics Anonymous to the addict who still suffers. Our Helpline has been set up through a phone service and is listed in the phonebook and online.

B) Meeting List Guidelines:

1. Meeting list will be made available to the literature distribution subcommittee for sale. All costs for preparation and printing of meeting lists shall be charged against the Public Relations budget.
2. The subcommittee will be notified in advance by the literature distribution subcommittee for printing additional meeting lists.
3. Meeting list will be updated as needed.
4. Meeting lists will be printed, as needed, on the even months, stating the month and year they are issued for.
5. The Gold Coast Area meeting list will include a disclaimer in accordance with our third tradition to read as follows:

“The formats of many meetings are designed to meet the special interest and needs of its members; however, in keeping with our third tradition, any addict seeking recovery in need of a meeting may attend any meeting of Narcotics Anonymous.”

6. All meeting list changes, additions, deletions, corrections, etc., must be submitted at the ASC in writing or by email to pr@goldcoastna.org.
7. The public relations subcommittee is responsible for keeping our meetings current with the WSO.

C) GENERAL GUIDELINES FOR PRESENTATIONS AND/OR BOOTHS

I. Qualifications

1. Anyone who **SPEAKS** about Narcotics Anonymous on behalf of the Gold Coast Area Public Relations Subcommittee shall have a minimum of two (2) years clean time in Narcotics Anonymous and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
2. Persons with six (6) months clean time can attend with the qualified presenter to give presentations to schools, churches, probation offices and parole officers, etc.
3. Anyone who is to give a presentation must have prior approval by the Public Relations Subcommittee.

4. Anyone who is to give a presentation or accompany people to presentations should dress appropriately.
5. Anyone going on their first presentation for Public Relations must be accompanied by someone who has previous experience in Public Relations presentations.
6. Any person who participates in any presentation shall have observed at least one (1) previous presentation.
7. Persons giving a Narcotics Anonymous presentation to the public should focus on the Narcotics Anonymous message.

D) Website Guidelines

- (a) The domain names www.goldcoastna.org, www.goldcoastna.co, and www.gcna.co and the web hosting account shall be owned by and registered in the name of the Gold Coast Area of Narcotics Anonymous.
- (b) All fees and costs for hosting and maintaining the website shall be paid by the Gold Coast Area, through funds allocated in the Public Relations Subcommittee budget.
- (c) At least two (2) members of the Public Relations Subcommittee and one (1) member of the Gold Coast Admin Committee shall be privy to all account information and passwords required to access the hosting account.
- (d) The Public Relations Subcommittee shall approve any changes to the content of the website pages.
- (e) The website may provide links to www.na.org, regional NA websites within the State of Florida, and websites for Areas within the State of Florida.
- (f) The website may NOT link to any website which ultimately links to either social networking sites, personal pages and websites or commercial endeavors. Exceptions to this would include mapping utilities or documents created for download or viewing. A disclaimer must be on each page where they are used stating that NA is not affiliated with the website or company.

CONTRACT GUIDELINES:

1. All contracts committing the Gold Coast ASC or its Subcommittees (except GCCNA) to amounts larger than Five Hundred Dollars (\$500.00) are to be reviewed by the ASC Chairperson, ASC Vice-Chairperson and the ASC Treasurer in conjunction with representatives from the committee wishing to enter into the

contract. All such contracts are to be signed by the ASC Chairperson or the ASC Treasurer, in the Chairpersons absence.