

PALM COAST AREA

POLICY PACKAGE

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AREA SERVICE COMMITTEE AND FELLOWSHIP DEVELOPMENT

MEETING FORMAT

Area Service Orientation 12:30 pm - 1:00 pm

Fellowship Development (FD) starts at 1:00 pm

1. All proposals to be discussed today
2. Serenity prayer
3. Clean time recognition
4. Purpose of FD
5. GSR reports
6. Subcommittee reports
 - a. Activities
 - b. Recovery Weekend (Convention)
 - c. H&I
 - d. Policy
 - e. Public Relations
 - f. Spiritual Retreat
 - g. Literature
7. Workgroup reports
8. Open member forum
9. Proposals:

Consensus Based Decision Making is a process for doing business that allows for the greatest participation in forming a conscience about the matter at hand. It is spiritual in nature. It is important to be flexible about this process allowing for participants to voice information, opinions, support, or concerns.

A proposal is brought before the PCASC for consideration. It is read by the Vice Chair to the body. The maker of the proposal is asked to speak to the intent. The floor is opened up for questions and clarification to be sure the intent is understood. A straw poll (show of hands) is taken at this time to get a test on consensus or concerns.

If a consensus is reached the proposal will go forward.

If there is no consensus, more discussion is needed.

There is no formula for this process. The body will decide when there is no more to be done. Either the proposal will go forward or be deferred for another day

10. Nominations

Ten-minute break (if agreed upon)

Area Service Committee (ASC)

1. Serenity prayer
2. Definition of the ASC
3. Twelve Traditions
4. Twelve Concepts
5. Admin reports
 - A. Chair
 - B. Vice Chair

- 1 C. Secretary
- 2 D. Treasurer
- 3 E. RCM
- 4 F. Archivist
- 5 6. Roll call
- 6 7. Old business:
- 7 GSRs determine if the proposal is voted on the floor or goes back to groups
- 8 The Chair will ask the GSRs to vote with the CBDM cards.
- 9 Green- Assent, generally agree
- 10 Yellow- Assent with Reservation, agree but do have some reservation
- 11 Orange- Stand Aside (this is not an abstention): agree but have serious personal reservation
- 12 Red-Block, Does not agree. It is suggested that the GSR use the Traditions and/or Concepts to explain
- 13 their disagreement.
- 14 The process may be repeated as many times as necessary to reach a strong if not complete consensus.
- 15 The Chair calls for more discussion if the body feels it is needed.
- 16
- 17 8. Elections
- 18 9. New business from FD.
- 19

DEFINITION OF AN ASC

An area service committee (ASC) is a committee made up of group service representatives (GSRs) from groups within a designated area which meets monthly for the express purpose of serving the specific needs of its member groups.

The most important service that an ASC provides is that of supporting its groups. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to its ASC for help. These situations are almost limitless in scope. However, we have learned that we can get a lot accomplished when we work together. An ASC performs other functions as well. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. It can look for potential places to keep a stock of literature, which the groups can purchase. The point is that an ASC handles whatever functions are necessary or helpful to the groups.

In order to provide these services, an ASC needs the active participation of its GSRs. 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. 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 the groups.

The active participation of each group representative is essential for a successful ASC. Each GSR must keep their own group informed and must represent that group's conscience in all committee decisions. GSRs should evaluate each vote in terms of the needs of those they serve. In addition to this, a GSR participates in helping to carry out the ASC's other special functions, the attracting of new members, the planning and implementing of activities and the aid given to groups with specific situations or services which require much more effort than a monthly meeting.

In order to coordinate its services, each ASC elects officers yearly. Leadership and the ability to organize must come from its officers, which will give the committee direction and incentive to carry out their responsibilities.

Everything that occurs in the course of NA service must be motivated by the desire to successfully carry the message to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees we are not - and should never be - in competition with each other. We work separately and together to help the newcomers and for our common good. We have learned, painfully, that internal strife cripples our fellowship. It prevents us from providing the service necessary for growth.

THE PURPOSE OF FELLOWSHIP DEVELOPMENT

The primary purpose of fellowship development is to provide a forum that is supportive to assist members with basic situations and needs. Anyone may bring forward for discussion an issue that is affecting their group as well as gain support and insight on an issue of interest. They may also bring an idea for possible inclusion as a project/workgroup.

Our purpose is based on NA's Twelfth Step and Fifth Tradition. Everything we do in NA service must be motivated by the desire to effectively carry the message of recovery. The PCA (PCA) fellowship development committee is the working body for all our service efforts and is directly accountable to the ASC and the groups.

1 **THE PURPOSE AND FUNCTION OF THE SERVICE UNITS OF NA**

- 2 1. The primary purpose of an NA member is to stay clean, just for today, and carry the message of recovery
3 to the addict who still suffers.
- 4 2. The primary purpose of a NA group is to carry the message to the addict who still suffers, by providing an
5 atmosphere of recovery where an addict can come for help, if they have a desire to stop using.
- 6 3. The purpose of an area service committee is to be supportive of its NA groups and their primary purpose
7 by associating the group with other groups locally and by helping the group deal with its day to day
8 problems and needs.
- 9 4. The purpose of a regional service committee is to be supportive of its areas and groups and their primary
10 purpose by linking together the areas and groups within the designated region; by helping the areas and
11 groups deal with their basic problems and needs; and by encouraging the growth of the fellowship.
- 12 5. The purpose of the Board of Trustees is to insure the continuation and growth of NA by seeking new and
13 better ways to carry the message to the addict who still suffers; by seeking to insure the maintenance of
14 the Twelve Traditions and Twelve Concepts; and by dealing with those things, both within and outside of
15 the fellowship, which affect the continuation and growth of NA fellowship.
- 16 6. The purpose of the World Service Office (WSO) is to serve as a center for communications and
17 information for the fellowship of NA, its services, groups and members. The WSO achieves this purpose
18 by maintaining correspondence with NA groups and service committees; by publishing and distributing
19 NA literature; and by maintaining the archive and files of Narcotics Anonymous.
- 20 7. The purpose of the World Service Conference (WSC) is to be supportive to the NA fellowship as a whole,
21 and to define and implement the policies of NA. The WSC does this by joining the members, groups,
22 areas and regions of NA into a united fellowship; by dealing with the problems and the needs of the
23 fellowship; and by actively encouraging the primary purpose and growth of Narcotics Anonymous.

24 **THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS**

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

THE TWELVE CONCEPTS OF NARCOTICS ANONYMOUS

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

PALM COAST AREA SERVICE COMMITTEE (PCASC) GUIDELINES

1. This ASC will only adhere to policy matters that are written and contained in this approved policy package and all approved policy changes that are recorded in the ASC minutes since the last updated policy package.
2. The ASC and FD meeting will meet on the 2nd Sunday of each month until 4:00 pm.
3. The following people have a voice on the floor:
 - A. Administrative committee (chairperson, vice chairperson, secretary, treasurer, regional committee members (RCMs))
 - B. Group elected group service representatives (GSRs) and/or alternate GSRs in the absence of the GSR.
 - C. Standing subcommittee chairs and vice chairs in the absence of the chairs.
 - D. Past administrative committee trusted servants, for information, at the discretion of the current ASC chairperson.
4. To be included on our meeting lists, a group must appear at the ASC at least once, to announce the formation of the group and to request inclusion on the meeting list.
5. Any group that is not present for two consecutive ASC meetings will not be on roll call. Once they return to the area meeting, they will be included again.
6. The PCASC PO box will be the mailing address for all groups unless instructed by a group.
7. Any member of PCA who wishes to attend regional weekend must inform the RCM or RCMII by the reservation cut-off date for rooms to be reserved for a maximum of two rooms for two nights (one female and one male) when funds are available.
8. PCASC will provide travel funds for any subcommittee representative and both RCMs at half the current IRS approved travel rate to attend the regional service committee (RSC) weekend when money is available in excess cash account, not to exceed 4 cars per RSC weekend.

- 1 9. The PCASC will not provide hotel rooms for area business when that business is 60 miles away or less
- 2 from the ASC.
- 3 10. The ASC body can make financial decisions, not to exceed \$200.00, without seeking the groups'
- 4 approval.
- 5 11. Any proposal to be approved at the ASC concerning a budget contains the prior year's budget.
- 6 12. Any contract or changes to an existing contract must be clearly identified when submitting contracts and
- 7 shall be reviewed by the ASC before signing or approval.
- 8 13. The GSR of any new group coming to ASC asking for a starter kit must do so in written proposal form.
- 9 The proposal is to be voted on during ASC by the GSRs in attendance.
- 10 14. Area Policy Guidelines shall have a copy of the By Laws of PCASC, Inc
- 11 15. In order to obtain a copy of our area liability insurance a group/sub-committee representative should
- 12 complete a copy of the request form(located on our web site) and email it to the BOD@palmcoastna.org
- 13 16. Add meeting lists to the literature order form and groups will request meeting lists as part of their literature
- 14 order. Print meeting lists every other month instead of every month. Cost is \$3.00 per bundle of 25.
- 15
- 16

17 **FELLOWSHIP DEVELOPMENT GUIDELINES**

- 18 1. Any member can make proposals during the fellowship development meeting:
- 19 2. Proposals must be submitted in writing to the area vice chair on a proposal sheet prior to fellowship
- 20 development and should include:
 - 21 A. Intent.
 - 22 B. Financial impact the proposal will have on this area.
 - 23 C. If the proposal would change policy, it must include what the policy currently reads, how the new
 - 24 policy would read, and what other areas of our policy it would change including all pages and line
 - 25 numbers.
 - 26 D. The spiritual impact it has on our area.
 - 27 E. If a proposal falls under the responsibility of an existing sub-committee the proposal is tabled to
 - 28 that sub-committee
- 29 3. Proposals can be dealt with on the fellowship development floor at which time the body will determine
- 30 where they go next.
- 31 4. All votes take place during ASC. Only the GSRs or their alternates in their absence may vote on
- 32 proposals.
- 33 5. People speaking on the floor of the fellowship development and ASC will try to refrain from using
- 34 profanity.
- 35 6. Accepting or rejecting of a proposal is accomplished by consensus-based decision making (CBDM)
- 36 principles.
- 37 7. Fellowship development will determine what proposals will be sent back to groups.
- 38 8. Proposals will require 90% approval of the actual votes cast for adoption.
- 39 9. This fellowship development will operate according to "CBDM". This ensures that the meetings run
- 40 smoothly and efficiently.

41 **CONSENSUS-BASED DECISION MAKING**

- 42 1. In simple terms, consensus refers to agreement on some decision by all members of a group, rather than
- 43 a majority or a select group of representatives. The consensus process is what a group goes through to

1 reach this agreement. The assumptions, methods, and results are very different from traditional
2 parliamentary procedure or majority voting methods.

- 3 2. Consensus is based on the belief that each person has some part of the truth and that no one has all of it
4 (no matter how tempting it is to believe that we ourselves really know best!) It is also based on a respect
5 for all persons involved in the decision being considered.
- 6 3. Acting according to consensus guidelines enables a group to take advantage of all group members'
7 ideas. By combining their thoughts, people can often create a higher-quality decision than a vote decision
8 or a decision by a single individual. Further, consensus decisions can be better than vote decisions
9 because voting can actively undermine the decision. People are more likely to implement decisions they
10 accept, and consensus makes acceptance more likely.

11 **What the Consensus Process Requires**

- 12 1. Consensus demands a high level of trust among the members of the group. People need to believe that
13 each member is a fair and reasonable person of integrity who has the organization's best interests at
14 heart. There are no perfect groups or perfect individuals, but for consensus to work the members must
15 believe that everyone is honestly doing their best.
- 16 2. Another important element of the consensus process is a good facilitator. This person is responsible for
17 seeing that everyone is heard, that all ideas are incorporated if they seem to be part of the truth, and that
18 the final decision is agreed upon by all assembled. The facilitator is the servant of the group, not its
19 leader. It is his/her job to draw out and focus the best thinking of the group, not to use his/her position to
20 impose or elevate his/her own.
- 21 3. It's important that the facilitator never show signs of impatience or disfavor toward an idea or a member.
22 Total objectivity may be an unattainable ideal, but the facilitator should strive to remain as neutral as possible
23 in the discussion. If he/she can't manage this, then someone else should be facilitating. For this reason,
24 many groups rotate the facilitator role on some kind of regular schedule or choose a facilitator for each
25 discussion depending on who is willing to forgo taking a more active part.
- 26 4. A good facilitator needs to be patient, intuitive, articulate, able to think on his/her feet and have a sense of
27 humor. He/she should always be on the lookout for things that are missing--a person who wants to speak
28 but has been too shy, an idea that was badly articulated or dismissed too quickly but has potential, or
29 anything happening on the nonverbal level that might be significant. The facilitator should periodically
30 state and restate the ideas on the table, the elements that have been agreed on, and the questions still
31 being decided. This allows everyone to see that progress is being made, and to focus on the work left to
32 be done.

33 **KEY GUIDELINES FOR CONSENSUS DECISION-MAKING**

- 34 1. Come to the discussion with an open mind. This doesn't mean not thinking about the issue beforehand,
35 but it does mean having the willingness to consider any other perspectives and ideas that come up in the
36 discussion.
- 37 2. Listen to other people's ideas and try to understand their reasoning.
- 38 3. Describe your reasoning briefly so other people can understand you. Avoid arguing for your own
39 judgments and trying to make other people change their minds to agree with you.
- 40 4. Avoid changing your mind only to reach agreement and avoid conflict. Do not go along with decisions
41 until you have resolved any reservations that you consider important.
- 42 5. View differences of opinion as helpful rather than harmful.
- 43 6. Avoid conflict-reducing techniques such as majority vote. Stick with the process a little longer and see if
44 you can't reach consensus after all.

VARIATIONS ON BASIC CONSENSUS

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1. No matter how well the discussion is carried forward, how good the facilitator and how much integrity and trust exist in the group, there sometimes comes a point where all agree but one or two. At this point there are a few possible courses of action. One is to ask if the individuals are willing to "step aside." This means that they do not agree with the decision but do not feel that it is wrong. They are willing to have the decision go forward, but do not want to take part in carrying it out.
2. Depending on the size and nature of the group, if more than one or two people want to step aside from a decision, the group should probably take another look at it. The facilitator might ask for a few minutes of silence to see if there is another decision or an amendment that should have been considered but has been overlooked, or something that would ease the situation.
3. Another possibility is to lay aside the issue for another time. Although this alternative may create some difficulties, the world will probably continue to turn with or without a decision being made right now. The need to decide promptly is often not as important as the need to ultimately come to unity around a decision that has been well-crafted, taking the time, it needs to do it right.
4. A third possibility is that one or two people may stop the group from moving forward. At this time there are several key considerations. Most important, the group should see those who are withholding consensus as doing so out of their highest understanding and beliefs. Next, the individual(s) who are preventing the group from making the decision should also examine themselves closely to ensure that they are not withholding consensus out of self-interest, bias, vengeance, or any other such feeling. A refusal to enter consensus should be based on a very strong belief that the decision is wrong--and that the dissenter(s) would be doing the group a great disservice by allowing the decision to go forward.
5. This is always one of those times when feelings can run high, and it's important for the group not to put pressure on those who differ. It's hard enough to feel that you are stopping the group from going forward, without feeling coerced to go against your examined reasons and deeply felt understandings.
6. Some groups operate under a modified consensus approach called "consensus-minus-one." What this means is that it takes more than one dissenting member to block consensus. One voice at odds with the rest is considered a workable way to go forward, but more than one is a sign that the decision should be re-thought. Consensus-minus-one can be a reassuring arrangement for people who are new to the process of consensus decision-making, or in groups where members aren't well acquainted enough to have the level of trust needed to commit to achieving full consensus. In practice, many groups have found that Consensus-Minus-One serves as a safety valve that rarely gets used. If even one member has strong reservations about a decision, it's often enough to keep the group searching for a better answer.

1

NOMINATIONS AND ELECTION PROCEDURES

- 2 1. ASC nominations for all administrative officers, subcommittee chairs and PCASC, Inc. Directors-At-Large
3 (which serve staggered 3-year terms) will be opened and made at the July ASC. Elections will be held at
4 the August ASC. New trusted servants elected take over their position at the start of business at the next
5 ASC following their election.
6 Exceptions:
- 7 A. The nomination for spiritual retreat chairperson will be open and made at the December ASC.
8 Election will be held at the January ASC. The chairperson will take over their position at the start
9 of new business in February.
 - 10 B. The RCM and RCMII position will be open and made at the May ASC. Elections will be held at
11 the June ASC. RCM and RCMII will take over their positions at the start of new business in June.
 - 12 C. Recovery weekend chairperson is elected at the August ASC and will take over their position at
13 the start of new business in December.
- 14 2. GSRs will be instructed to announce the open positions and solicit nominations.
15 3. Any ASC position that has a training position (example; alternate secretary, treasurer, RCM, vice chair)
16 under it has a one-year maximum and cannot run again unless the training position is vacant or newly
17 filled.
18 4. Nominations will be brought to the floor of the ASC one month following a position opening.
19 5. After accepting nominations from the GSRs the chairperson will ask for nominations from the
20 subcommittee chairs.
21 6. ASC nominations for all positions are sent back to groups
22 7. Each nominee must be present at time of nomination and also at time of election.
23 8. Verbal qualifications will be given with written copies submitted for the minutes.
24 9. The vice chair, Alt. secretary, Alt. treasurer and RCMII are automatically nominated to become the chair,
25 secretary, treasurer and RCM.
26 10. Votes are cast by a show of hands unless there is a request for a paper vote. The number of GSRs
27 present represents the initial voting number. If there are abstentions, they are subtracted from the voting
28 number. This number represents the new total voting number. The acting ASC Chair should call for
29 abstentions first to determine the actual voting number
30 11. When there is only one nominee, a two-thirds majority is required for election. If two-thirds vote is not
31 reached, the position remains open for further nominations. Two thirds majority means at least twice the
32 number of yes votes to no votes
33 12. When there is more than one nominee, a majority vote is required, and the person with the most votes is
34 elected. In the rare/unlikely event of a tie, GSRs & Admin will discuss & come to a solution or decide to
35 defer the vote until the next ASC
36 13. Upon being elected, members shall resign all other service positions that would conflict with each other
37 (example; GSR and an ASC administration position). No member should have more than one voice or
38 vote in any service position.
39 14. Qualifications for any position cannot be waived without a two-thirds majority vote of the GSRs.

40

REMOVAL OF OFFICERS

- 41 1. Voluntary resignation. Must be given in writing to the ASC chairperson.
42 2. Involuntary Removal
- 43 A. Missing 2 consecutive ASC meetings without notifying an ASC administrative committee member.
 - 44 B. Relapse during term of office.
 - 45 C. Failure to adhere to PCASC and subcommittee guidelines.

- 1 3. Impeachment. Contingent upon intentional possible conflicts of the Twelve Traditions and/or failure to
- 2 perform duties and responsibilities.
- 3 A. The chairperson will give the individual notice of intent in writing at least seven days prior to the
- 4 ASC meeting.
- 5 B. The proposal for removal will be presented at the ASC meeting with said due cause.
- 6 C. The respondent will be given an opportunity for rebuttal immediately following the presentation of
- 7 the proposal.
- 8 D. A vote will be taken by closed ballot.
- 9 E. Two-thirds majority vote is needed for impeachment.

10 **QUALIFICATIONS AND RESPONSIBILITIES OF ASC OFFICERS**

11 ***CHAIRPERSON QUALIFICATIONS***

- 12 1. Willingness and desire to serve a one-year commitment.
- 13 2. NA service structure experience for at least one year.
- 14 3. Willingness and resources to do the job.
- 15 4. Minimum four-year clean time requirement.
- 16 5. Leadership and organizational abilities.
- 17 6. Able to communicate clearly and understandably.
- 18 7. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

19 ***CHAIRPERSON DUTIES AND RESPONSIBILITIES***

- 20 1. Compiles a prearranged agenda prior to each ASC meeting.
- 21 2. Presides over all meetings of the PCASC.
- 22 3. Maintains lines of communication between ASC and the groups.
- 23 4. Facilitates the ASC meeting monitoring both the physical and virtual room for inclusion.
- 24 5. Must be fair and impartial.
- 25 6. Remains totally objective at all times, especially during discussions of proposals. Must refrain from
- 26 stating his/her opinion, for or against, either verbally or through body language.
- 27 7. Is a cosigner on PCASC, Inc.'s Bank account if clean time requirement is met – see financial
- 28 responsibilities (page 22).
- 29 8. Coordinates and keeps records and files.
- 30 9. Investigate groups that miss two consecutive ASC meetings.
- 31 10. Will never borrow NA funds.
- 32 11. Facilitates quarterly forum.
- 33 12. Is an active member of the policy review committee.
- 34 13. Participates in the review of the prior month's published bank statement, treasurer's report and
- 35 reconciliation of all ASC bank accounts 15 minutes before each ASC.
- 36 14. Review the ASC bank account via online banking a minimum once per month.
- 37 15. Upon election (coordinated with the treasurer) will create a new online banking password/security
- 38 question. This should be done with the outgoing chair/treasurer. User name/login shall remain the same.
- 39 16. To fully mentor/train the next person taking the commitment.
- 40 17. Read and respond as necessary no less than twice a week to designated area email accounts.
- 41 18. Serves as Chairperson/Director of PCASC, Inc
- 42 19. Will ensure meeting room is set up for all participants. This includes the members attending on the
- 43 virtual platform.

1 **VICE CHAIRPERSON QUALIFICATIONS**

- 2 1. Willingness and desire to serve a two-year commitment (1st year as vice chair, 2nd year as chair).
- 3 2. NA service structure experience in the PCASC for at least one year.
- 4 3. Willingness and resources to fulfill the position.
- 5 4. Minimum three-year clean time requirement.
- 6 5. Leadership and organizational abilities.
- 7 6. Able to communicate clearly and understandably.
- 8 7. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

9 **VICE CHAIRPERSON DUTIES AND RESPONSIBILITIES**

- 10 1. Performs all duties and responsibilities of the chairperson in their absence.
- 11 2. Is a member of all subcommittees.
- 12 3. Attends and participates in at least one different subcommittee meeting per month.
- 13 4. Is liaison between all subcommittees to assure proper functioning committees per PCASC guidelines.
- 14 5. Serves as subcommittee chairs when there is no one available with the exception of Literature
- 15 Distribution.
- 16 6. Facilitates the fellowship development meeting monitoring both the physical and virtual room for inclusion.
- 17 7. Conduct an area service orientation every area Sunday from 12:30 pm - 1:00 pm.
- 18 8. Will never borrow NA funds.
- 19 9. Is an active member of the policy review committee.
- 20 10. Participates in the review of the prior month's published bank statement, treasurer's report and
- 21 reconciliation of all PCASC Bank accounts 15 minutes before each ASC.
- 22 11. To fully mentor/train the next person taking the commitment.
- 23 12. Read and respond as necessary no less than twice a week to designated area email accounts.
- 24 13. Serves as Vice-Chairperson/Director of PCASC, Inc

25 **SECRETARY QUALIFICATIONS**

- 26 1. Willingness and desire to serve a one-year commitment.
- 27 2. NA service structure experience for at least six months.
- 28 3. Willingness and resources to do the job.
- 29 4. Suggested three-year clean time.
- 30 5. Leadership and organizational abilities.
- 31 6. Able to communicate clearly and understandably.
- 32 7. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

33 **SECRETARY DUTIES AND RESPONSIBILITIES**

- 34 1. Is responsible for a written record of all PCASC and FD meetings.
- 35 2. Keeps an updated mailing list of all PCASC trusted servants.
- 36 3. Is responsible for typing, copying and distributing the minutes no later than two weeks following each
- 37 PCASC meeting.
- 38 4. Mail one electronic storage device (ESD) annually to the RSO for archiving. ESD should contain the
- 39 current ASC policy and the past twelve months' minutes. Records will include minutes for the term of that
- 40 position.
- 41 5. Confirm PCA archivist has one annual ESD copy of the current policy package and past twelve months'
- 42 minutes at end of term.
- 43 6. Area minutes to be formatted on 8.5 x 11.
- 44 7. May be a cosigner on ASC bank account if clean time requirement is met – see financial responsibilities
- 45 (page 22).

- 1 8. In the minutes, be sure to list all proposals and whether they are approved or to be sent back to groups.
- 2 9. Keep the literature order form on a separate sheet when mailing out the minutes.
- 3 10. Will never borrow NA funds.
- 4 11. Distributes annual policy package to GSRs at ASC and keeps an accurate record of distribution including
- 5 signatures.
- 6 12. Secretary will maintain a separate running log of proposals and provide this log to policy each September
- 7 printing.
- 8 13. Numbers area proposals with sequential numbers through an entire calendar year, September through
- 9 August, formatted by year, month, and proposal number.
- 10 14. Is an active member of policy review committee.
- 11 15. Participates in the review of the prior month's published bank statement, treasurer's report and
- 12 reconciliation of all ASC Bank accounts before each ASC.
- 13 16. Will review web ready minutes and forward to internet project coordinator for posting on a monthly basis.
- 14 17. To fully mentor/train the next person taking the commitment.
- 15 18. Will maintain five copies of the full policy in inventory for distribution to any GSR, administrative
- 16 committee members, and/or subcommittees.
- 17 19. Read and respond as necessary no less than twice a week to designated area email accounts.
- 18 20. Serves as Secretary/Director of PCASC, Inc.
- 19 21. Completes and files the Florida Not-For-Profit Corporate Annual Report as required by law. If report is not
- 20 filed within 30 days of date required by law it shall become the responsibility of the PCASC, Inc.
- 21 Chairperson to see that the report is filed by the deadline.
- 22

23 **ALTERNATE SECRETARY QUALIFICATIONS**

- 24 1. Willingness and desire to serve a two-year commitment.
- 25 2. NA service structure experience for at least ninety days.
- 26 3. Willingness and resources to do the job.
- 27 4. Suggested two-year clean time.
- 28 5. Leadership and organizational abilities.
- 29 6. Ability to communicate clearly and understandably.
- 30 7. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

31 **ALTERNATE SECRETARY DUTIES AND RESPONSIBILITIES**

- 32 1. Attend all ASC and FD meetings and assist the secretary wherever possible.
- 33 2. Perform the secretary's duties in their absence.
- 34 3. Be available to help the secretary copy and mail the minutes.
- 35 4. Will never borrow NA funds.
- 36 5. Is an active member of the policy review committee.
- 37 6. Participates in the review of the prior month's published bank statement, treasurer's report and
- 38 reconciliation of all ASC Bank accounts 15 minutes before each ASC.
- 39 7. To fully mentor/train the next person taking the commitment.

40 **TREASURER QUALIFICATIONS**

- 41 1. Willingness and desire to serve a one-year commitment.
- 42 2. NA service structure experience for at least six months.
- 43 3. Willingness and resources to do the job.
- 44 4. Minimum four-year clean time requirement.
- 45 5. Leadership and organizational abilities.

- 1 6. Ability to handle records and balance bank accounts.
- 2 7. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

3 **TREASURER DUTIES AND RESPONSIBILITIES**

- 4 1. Upon being elected, updates information for the PCASC PO box with the outgoing treasurer and the post
5 office is responsible for one of the PCASC PO box keys.
- 6 2. Upon election (coordinated with the PCASC chair) will create a new online banking password/security
7 question. This should be done with the outgoing treasurer. User name/login shall remain the same.
- 8 3. Keeps an accurate record of all transactions, including receipts for income and disbursements.
- 9 4. Treasurer is responsible for all transactions regarding the debit card.
- 10 5. Prepares a financial report due at each ASC meeting, including bank statements and quarterly reports, to
11 be included in the minutes.
- 12 6. Disburses monies per ASC conscience.
- 13 7. Pays all ASC bills in a timely manner.
- 14 8. Collects donations from groups, individuals, and subcommittees. Accepts Zelle*, money orders, cashiers
15 check or PayPal* only. (*NA is not affiliated)
- 16 9. Is a cosigner on PCASC Inc.'s bank account if clean time requirement is met – see financial
17 responsibilities (page 22).
- 18 10. Will never borrow NA funds.
- 19 11. Do not use the name Narcotics Anonymous or the letters NA on any ASC related bank accounts.
- 20 12. Adherence to ASC Guidelines under financial responsibilities (page 22).
- 21 13. Maintain the ASC prudent reserve at the amount set at the annual budget meeting held in October of
22 each year.
- 23 14. Use a separate ledger to keep track of checks and deposits which will serve as a double check and
24 balance system.
- 25 15. The treasurer prepares a quarterly review of area's excess cash funds. The treasurer will present to the
26 PCASC for any excess cash funds that will be distributed to the FRSC at 50%, NAWS at 25% and
27 PCASC at 25%. Should be presented one month prior to distribution to FRSC, NAWS and WSC.
- 28 16. The ASC financial books are to be audited each time the office of treasurer changes hands. This audit is
29 to be completed by the administrative committee.
- 30 17. The ASC funds should be deposited directly in the bank within 48 hours following the ASC meeting.
- 31 18. The treasurer will work with the ASC members to achieve and maintain a balanced budget. This
32 responsibility cannot be carried out with out the full cooperation of all groups, subcommittees and
33 administration committee members.
- 34 19. Mail all ASC donations directly to regional service office or have them hand-delivered by the RCM.
- 35 20. Will provide a receipt for all monies received.
- 36 21. Maintain \$ 1,000 for activities committee for event funding/deposits.
- 37 22. Is an active member of the policy review committee.
- 38 23. Participates in the review of the prior month's published bank statement, treasurer's report and
39 reconciliation of all ASC Bank accounts 15 minutes before each ASC.
- 40 24. Print up-to-date bank statement within one day of the ASC meeting from online banking unless the bank
41 statement is available
- 42 25. Review the PCASC Inc.'s bank account, including subcommittee's sub-bank accounts, via online banking
43 a minimum once per week.
- 44 26. Bills/Invoices to be paid by PCA should be emailed to the PCA treasurer at treasurer@palmcoastna.org.
45 If email billing is unavailable, bills should be mailed via USPS to the PCA PO box. Responsible party
46 (helpline coordinator, webmaster) will review invoice (online by email).
- 47 27. All essential PCA invoices (especially phone line, One Box, and website hosting) to be set up on auto pay
48 with PCA debit card / EFT with PCA bank account.

- 1 28. To fully mentor/train the next person taking the commitment.
- 2 29. To assemble and keep current a single document containing all pertinent Palm Coast ASC account
- 3 numbers, usernames, and passwords/security questions including ASC, Convention, and Retreat bank
- 4 accounts, Help Line phone accounts, and Web page administrator access. This document is to be kept
- 5 under PCASC purview.
- 6 30. Read and respond as necessary no less than twice a week to designated area email accounts.
- 7 31. Remove from visibility any/all bank account numbers from statements/cancelled checks submitted on
- 8 any/all reports to area service.
- 9 32. Serves as Treasurer/Director of PCASC, Inc.
- 10 33. Determines the IRS filing requirements and submits either Form 990, 990-EZ or 990-N to the IRS as
- 11 appropriate. If form is not filed within 30 days of date required by law it shall become the responsibility of
- 12 the Chair to see that the form is filed by the deadline.
- 13 34. Required to submit a copy of the Area's annual IRS filing to the Florida Regional Service Office, to
- 14 continue being included in the Florida Regional Service Office's Group Exemption due at the Florida
- 15 Regional Service Committee meeting in July

16 **ALTERNATE TREASURER QUALIFICATIONS**

- 17 1. Willingness and desire to serve a two-year commitment.
- 18 2. NA service structure experience for at least six months.
- 19 3. Willingness and resources to do the job.
- 20 4. Minimum three-year clean time requirement.
- 21 5. Leadership and organizational abilities.
- 22 6. Ability to handle records and balance bank accounts.
- 23 7. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

24 **ALTERNATE TREASURER DUTIES AND RESPONSIBILITIES**

- 25 1. Attend all ASC and FD meetings and assist the treasurer wherever possible.
- 26 2. Works with treasurer on reports, especially year-end report.
- 27 3. Fills in for the treasurer at ASC meetings in the treasurer's absence.
- 28 4. Performs all duties of the treasurer in the treasurer's absence if clean time requirement is met.
- 29 5. Will never borrow NA funds.
- 30 6. Is an active member of the policy review committee.
- 31 7. Participates in the review of the prior month's published bank statement, treasurer's report and
- 32 reconciliation of all ASC Bank accounts 15 minutes before each ASC.
- 33 8. To fully mentor/train the next person taking the commitment.

34 **REGIONAL COMMITTEE MEMBER (RCM) QUALIFICATIONS**

- 35 1. Willingness and desire to serve a one-year commitment.
- 36 2. NA service structure experience for at least one year.
- 37 3. Willingness and resources to do the job.
- 38 4. Suggested two-year clean time.
- 39 5. Leadership and organizational abilities.
- 40 6. Ability to communicate clearly and understandably.
- 41 7. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts

42 **RCM DUTIES AND RESPONSIBILITIES**

- 43 1. The primary function of the RCM is to link the area to the region.
- 44 2. Attends all ASC meetings.

- 1 3. Attend all RSC meetings and reports RSC business to the ASC.
- 2 4. Participates in FD and reports back to area what has transpired
- 3 5. Attends as many area functions as possible.
- 4 6. Is a member of the area administrative committee.
- 5 7. May be a cosigner on ASC Bank account if clean time requirement is met – see financial responsibilities.
- 6 8. Holds a conference agenda workshop after the report is published and released to the fellowship.
- 7 9. RCM will submit proposals exactly as they come from the region.
- 8 10. The RCM is to carry the conscience from the ASC to vote on the RSC proposal(s), which are brought to
- 9 the RSC floor or tabled at the RSC as they feel is in the best interest of our ASC.
- 10 11. Will never borrow NA funds.
- 11 12. Is an active member of the policy review committee.
- 12 13. Participates in the review of the prior month's published bank statement, treasurer's report, and
- 13 reconciliation of all ASC Bank accounts 15 minutes before each ASC.
- 14 14. To fully mentor/train the next person taking the commitment.
- 15 15. Read and respond as necessary no less than twice a week to designated area email accounts.

16 **REGIONAL COMMITTEE MEMBER II (RCM II) QUALIFICATIONS**

- 17 1. Willingness and desire to serve a two-year commitment.
- 18 2. NA service structure experience for at least six months.
- 19 3. Willingness and resources to do the job.
- 20 4. Suggested one-year clean time.
- 21 5. Leadership and organizational abilities.
- 22 6. Able to communicate clearly and understandably.
- 23 7. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

24 **RCMII DUTIES AND RESPONSIBILITIES**

- 25 1. Works closely with the RCM.
- 26 2. Fulfills all responsibilities as RCM in their absence.
- 27 3. Attends all ASC and RSC meetings.
- 28 4. Participates in RSC workgroup meetings and reports back to ASC.
- 29 5. Will not accept any nominations on the regional level upon election. Will serve the ASC first and will not
- 30 accept a nomination for office at the regional level until completion of ASC responsibilities.
- 31 6. Is an active member of the policy review committee.
- 32 7. Participates in the review of the prior month's published bank statement, treasurer's report, and
- 33 reconciliation of all ASC Bank accounts 15 minutes before each ASC.
- 34 8. To fully mentor/train the next person taking the commitment.

35 **ARCHIVIST/WAREHOUSE MANAGER QUALIFICATIONS**

- 36 1. Willingness and desire to serve a one-year commitment.
- 37 2. NA service structure experience for at least one year.
- 38 3. Willingness and resources to do the job.
- 39 4. Minimum two-year clean time requirement.
- 40 5. Leadership and organizational abilities.
- 41 6. Able to communicate clearly and understandably.
- 42 7. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

1 **ARCHIVIST/WAREHOUSE MANAGER DUTIES AND RESPONSIBILITIES**

- 2 1. Attends the monthly ASC meeting and provides a written report in regard to the status of the archives and
3 general condition of the area warehouse including a complete inventory
4 2. Have a reasonable level of knowledge of and experience with NA archives memorabilia in regard to
5 electronic filing and physical storage of materials in the area warehouse.
6 3. Warehouse access is available to any subcommittee chairs with one week’s advanced notice, however,
7 direct access as far as keys and entrance code shall be limited to the Warehouse Manager, area chair,
8 area vice chair, and literature chair.
9 4. Shall receive, classify and index all relevant material, including but not limited to, administrative files and
10 records, correspondence, and literary and factual works considered to have historical importance to
11 groups, and our area, and store them appropriately in the area warehouse.
12 5. Electronically archive this areas minutes and treasurer’s reports with complete financial accountability to
13 include receipts, check book registers, bank statements with canceled checks.
14 6. To maintain this area’s warehouse, keeping track of this area’s property and maintaining a total inventory
15 (except for the literature subcommittee).
16 7. The PCA service warehouse was designated as the primary repository for archives since its inception;
17 therefore, the PCASC provides adequate space for the collection, cataloging and preservation of
18 historical materials.
19 8. Letters, books, booklets, pamphlets, world directories, area and regional meeting lists, documents and
20 memorabilia from WSC/WSO/WCNA, area service committee minutes, written histories, photographs,
21 audio and videotapes and digital records serve as the foundation of the archival library.
22 9. Shall not remove any material from the PCASC Warehouse unless the material is to be used as part of
23 the mobile history display or to be repaired by a professional or is requested to do so by a designated
24 member of the PCASC committee.
25 10. Is responsible for the physical integrity of the collection, documents and artefactual items; therefore, the
26 archivist maintains proper methods of storage for such items.
27 11. Is responsible for ensuring the protection of the anonymity of members, and the confidentiality of the
28 records.
29 12. To fully mentor/train the next person taking the commitment.

30 **PCASC, INC. DIRECTOR–AT-LARGE (3 POSITIONS)**

31 RECOMMENDED QUALIFICATIONS:

- 32 1. A willingness and desire to serve a three-year commitment.
33 2. A knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service and Guide to
34 Local Services.
35 3. The willingness to give time and the resources to do the job.
36 4. A strongly suggested three years abstinence from all drugs.
37 5. Ability to organize, motivate, and lead task-oriented teams
38 6. Strong oral and written communication skills
39 7. Administrative, organizational, and/or financial skills and experience
40 8. Strong interpersonal skills and ability to conduct oneself with tact and diplomacy
41

42 **PCASC, INC. DIRECTOR–AT-LARGE RESPONSIBILITIES:**

- 43 1. Serves a three-year term.
44 2. Adheres to PCASC, Inc. Bylaws.
45 3. Attends 2 PCASC, Inc. Board of Directors meetings annually, and special meetings as may be called
46 from time to time..
47 4. May, with another Director, call a PCASC, Inc. Board Meeting

- 1 5. Provides support and guidance to PCASC, Inc. Officers in performance of their duties
- 2 6. Collaborates in the planning and implementation of PCASC, Inc. operational activities.
- 3 7. Director at Large in the 2nd year of term coordinates and maintains insurance services for the PCASC
- 4 Inc.
- 5 8. Read and respond as necessary no less than twice a week to designated area email accounts.

6 **ASC STANDING COMMITTEES AND SUBCOMMITTEES**

7 **Purpose, Guidelines, and Chairperson Qualifications**

8 For in depth information on committee and subcommittee duties and responsibilities - see each correlating
9 committee and subcommittee separate policy package.

10
11 Please note that any committee or subcommittee may advertise area events in recovery-oriented media at no
12 cost.

13 ***Hospitals & Institutions (H&I) Subcommittee***

14 **Purpose of H&I**

- 15 1. The area H&I subcommittee carries the message of recovery to the addict who cannot attend a regular
- 16 NA meeting or to an institution that for any reason has restrictions that differ from the Twelve Traditions.
- 17 2. The H&I subcommittee keeps a record of H&I meetings, coordinates panels, and brings new meetings to
- 18 as many hospitals and institutions as possible.
- 19 3. The H&I subcommittee receives a literature budget from the area. In an effort to keep with our
- 20 commitment to the Seventh Tradition, the H&I subcommittee will follow our PCASC annual approved
- 21 budget and will not accept contributions, regardless of the source, without prior approval from the groups
- 22 of the PCA.
- 23 4. The subcommittee is to be accountable for all literature in their possession.
- 24 5. The GSRs at the August ASC meeting elect the H&I chairperson. (Please refer to nominations and
- 25 elections procedures on page 10).
- 26 6. There is a suggested clean time requirement of two years with one-year prior experience in the Palm
- 27 Coast H&I subcommittee.
- 28 7. Should have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA
- 29 Service.

30 ***H&I CHAIRPERSON QUALIFICATIONS***

- 31 1. The H&I chairperson is elected by the GSRs of the area service committee per ASC policy.
- 32 2. Two years abstinence from all drugs
- 33 3. One-year previous experience in PCA H&I.
- 34 4. A one-year commitment,
- 35 5. A strong NA message of recovery.
- 36 6. A working knowledge of The Twelve Steps and the Twelve Traditions of NA.
- 37 7. chairperson must attend all H&I subcommittee and ASC meetings,
- 38 8. Is a voting member of the regional H&I subcommittee.
- 39 9. Acts as a line of communication between the area H&I subcommittee, the ASC, and the regional H&I
- 40 subcommittee.
- 41 10. Is responsible for maintaining a line of communication between the subcommittee and the individual
- 42 institutions. The meeting coordinator or individual cochairs of the meetings can handle this
- 43 communication.

- 1 11. Is responsible to ensure that the meeting cochairs comply with subcommittee and ASC policy as well as
- 2 rules and regulations of the meeting facilities.
- 3 12. Will also learn all the responsibilities/duties of the meeting coordinator so that he/she is able to assume
- 4 those duties if the need arises.
- 5 13. Must be aware of all matters affecting H&I in the PCA.

6 ***Public Relations Subcommittee***

7 ***PUBLIC RELATIONS CHAIRPERSON QUALIFICATIONS***

- 8 1. A minimum clean-time requirement of two years continuous abstinence.
- 9 2. Willingness to serve.
- 10 3. Previous experience with a public relations subcommittee.
- 11 4. An understanding of the service structure of Narcotics Anonymous.
- 12 5. An understanding of the responsibilities of the project coordinators.
- 13 6. Time, abilities, and resources needed to meet the responsibilities of the position.

14 ***Activities Subcommittee***

15 ***ACTIVITIES CHAIRPERSON QUALIFICATIONS***

- 16 1. Two years clean time.
- 17 2. A strong NA message of recovery.
- 18 3. Six months previous experience in the Palm Coast activities subcommittee.
- 19 4. A one-year commitment.
- 20 5. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
- 21 6. The Activities chairperson MUST attend all activities subcommittee and ASC meetings.
- 22 7. Acts as a line of communication between the subcommittee & ASC.
- 23 8. Should be aware of all matters affecting activities in the PCA.

24 ***Convention/Recovery Weekend Committee***

25 ***CONVENTION CHAIRPERSON QUALIFICATIONS***

- 26 1. There is a minimum four-year clean time requirement.
- 27 2. Two years prior convention experience and/or another ASC committee or subcommittee experience.
- 28 3. One-year prior experience in the PCA convention committee.
- 29 4. Second of a two-year commitment, with the first year served as vice chair.
- 30 5. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts. (2009/05).
- 31 6. Willingness to attend all host committee meetings.

32 ***Spiritual Retreat Committee***

33 ***SPIRITUAL RETREAT CHAIRPERSON QUALIFICATIONS***

- 34 1. Minimum four-year clean time requirement.
- 35 2. One-year prior experience in the Palm Coast spiritual retreat committee.
- 36 3. Should have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 37 4. Will reside in the PCA.

38 ***Literature Distribution Subcommittee***

1 **LITERATURE DISTRIBUTION CHAIRPERSON QUALIFICATIONS**

- 2 1. A minimum clean time requirement of two years continuous abstinence.
- 3 2. Willingness to serve.
- 4 3. Six months prior experience with a literature distribution subcommittee.
- 5 4. An understanding of the service structure of Narcotics Anonymous.
- 6 5. An understanding of the responsibilities of all areas of literature distribution.
- 7 6. Time, abilities, and resources needed to meet the responsibilities of the position.

8 **Literature Review**

9 **LITERATURE REVIEW CHAIRPERSON QUALIFICATIONS**

- 10 1. There is a suggested one-year clean time.
- 11 2. Previous experience on a literature review subcommittee.
- 12 3. Should have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

13 **Policy Subcommittee**

14 **POLICY CHAIRPERSON QUALIFICATIONS**

- 15 1. There is a suggested two-year clean time.
- 16 2. One-year previous experience in the Palm Coast ASC.
- 17 3. Should have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

18 **TEMPORARY WORKGROUPS**

- 19 1. When needed, a workgroup may be formed to address issues not addressed by a standing committee or
- 20 subcommittee. The need for this workgroup will be established by a proposal in new business at the ASC.
- 21 2. The workgroup will announce where and when it will meet to the general membership of Palm Coast
- 22 ASC. The meeting will be held as a subcommittee in a public building. Rent will be paid as needed by the
- 23 ASC.
- 24 3. After the authority is granted by the groups for a workgroup, the GSRs in that ASC will nominate, hear
- 25 qualifications for, and elect a chairperson on the floor of the ASC. The nominee should have a working
- 26 knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

27 **WORKGROUP CHAIRPERSON QUALIFICATIONS**

- 28 1. Leader should have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.

29 **PCASC COMMITTEE AND SUBCOMMITTEE GENERAL INFORMATION**

- 30 1. All committee and subcommittee chairpersons are to attend monthly ASC meetings and remain for the
- 31 entire meeting, unless excused by the ASC chairperson.
- 32 2. All standing committees and subcommittees will publish in the ASC meeting schedule, their day, time and
- 33 location of their regularly scheduled meetings.
- 34 3. All committees and subcommittees should hold workshops or awareness days to promote unity and offer
- 35 information on their particular subcommittee.
- 36 4. All committee and subcommittee chairs will submit a monthly written report of their activities within 1 week
- 37 of ASC, for the ASC minutes.

- 1 5. All committee and subcommittees will submit written budgets and inventories. The budget will be due at
2 the September ASC (see budget timeline).
- 3 6. All committee and subcommittees are to revise and update guidelines as needed and submit them to the
4 ASC for approval.
- 5 7. There is to be no two-hatting by the ASC administrative committee members or the ASC committee and
6 subcommittee chairs. Therefore, a member cannot hold an ASC office or committee or subcommittee
7 chair position and be elected to another position at the same time.
- 8 8. A standing committee or subcommittee can be eliminated by an approved proposal.
- 9 9. Each committee and subcommittee will be allowed to tally all monies and receipts before turning in
10 money to the area's treasurer.
- 11 10. All committee and subcommittee chairpersons will include a separate treasurers report in their monthly
12 report to the ASC. Report forms can be found in the treasurers handbook at [https://www.na.org](https://www.na.org/admin/include/spaw2/uploads/pdf/handbooks/2012Jun_Treasurers_Handbook_en.pdf)
13 [/admin/include/spaw2/uploads/pdf/handbooks/2012Jun_Treasurers_Handbook_en.pdf](https://www.na.org/admin/include/spaw2/uploads/pdf/handbooks/2012Jun_Treasurers_Handbook_en.pdf) (see pages 4-8).
- 14 11. All committee and subcommittee chairpersons *and* the merchandising chairs of the convention and
15 spiritual retreat committees will take a physical inventory of all merchandise monthly and provide a written
16 report in their monthly report to the ASC.
- 17 12. All committee and subcommittees adopt and put into their guidelines the sections on removal of officers
18 from page 10 of the ASC policy package.
- 19 13. Committee and subcommittee requests for unbudgeted expenditures must include a detailed itemization
20 and purpose of the request.
- 21 14. Committees and subcommittees that have a bank account or that handle NA funds must purchase a
22 keyed bank bag so that all funds may be deposited in the bank drop bag immediately following any
23 fundraising events involving ASC.
- 24 15. Committees and subcommittees that handle area funds will open and maintain a checking account under
25 the PCASC, Inc.'s main bank account which will be a two-signature required committee or subcommittee
26 checking account in the name of that subcommittee. On all subcommittee checking accounts, the Area
27 Treasurer as well as the subcommittee's Chairperson and Treasurer will be co-signers on said account.
- 28 16. At every committee or subcommittee fund-raising event, there will be a designated financial coordinator
29 (the treasurer is suggested) whose responsibilities will include collecting and documenting funds,
30 receipts, and expenditures periodically during the course of events.
- 31 17. Committees and subcommittees will adhere to the ASC Guidelines under financial responsibilities (page
32 22).
- 33 18. The subcommittees below have the following have the following annual startup carried forward from
34 previous year proceeds (Any excess is forwarded to ASC within 45 days of event):
 - 35 A. Convention committee – \$13,000
 - 36 B. Spiritual retreat committee – \$3000.
- 37 19. Activities subcommittee - \$500 event funding and \$500 event deposits to be held by the PCASC
- 38 20. Committees and subcommittees will use the PCA website as the basis for all meeting information for all
39 committee and subcommittee purposes.
- 40 21. Committees and subcommittees will conduct a semiannual forum (no decision making)
 - 41 A. July and October ASC inventory
 - 42 B. Annual budget and GSR workshop are incorporated in the forum.
 - 43 C. ASC chair facilitates, ASC secretary takes minutes.
- 44 22. Committees and subcommittees participate in the review of the prior month's published bank statement,
45 treasurer's report and reconciliation of all ASC bank accounts 15 minutes before each ASC.
- 46 23. When any policy package that is submitted to the policy subcommittee for review, a representative of the
47 committee or subcommittee – preferably the chairperson – is required to attend the policy meeting to
48 answer questions about the policy package. If the chairperson or representative is unable to attend the
49 policy meeting, the policy will be returned to the ASC to be ruled out of order.
- 50 24. Read and respond as necessary no less than twice a week to designated area email accounts.

- 1 25. In the event there is an absence of an area elect admin, the person asked to fill in should either be a
2 previous area elect for the same position OR the ASC body needs to approve the person filling in with a
3 majority vote of confidence. Positions to include: Chair, VC, Secretary and Treasurer

4 **REPORTS AND YEARLY REPORTS**

5 **Reports**

- 6 1. During the ASC meeting all reports are limited to five minutes per report. These reports will be typed (or
7 written) and submitted to the ASC secretary.
8 2. The RCM report will include all relevant RSC proposals and elections. Relevant proposals are those that
9 require input from the ASC or may have an impact on the ASC and its member groups.

10 **Yearly Reports**

- 11 1. The treasurer will compile a yearly report consisting of the last year's activities.
12 2. The policy chairperson will update the policy package with all proposals passed in the current year.
13 3. The ASC chairperson will compile a yearly report consisting of the last year's accomplishments, specific
14 problems, situations and plans for the coming year.
15 4. The RCM will compile a yearly report to be submitted to the region, consisting of the following PCA
16 information: number of meetings (including H&I meetings), size of the local fellowship, major
17 accomplishments, specific problems or situations, and plans for the coming year.
18 5. All committees and subcommittees will compile yearly reports consisting of the last year's activities and
19 their plans for the coming year.

20 **FINANCIAL RESPONSIBILITY**

- 21 1. No person will hold more than one position of financial responsibility (page 22) in the PCA service
22 structure at any one time. Said positions include, but are not limited to, treasurer, alternate treasurer, fund
23 raising or merchandise chair.
24 2. All requests for funds outside of approved budgets must be in a proposal form separate from a
25 committee's or subcommittee's report.
26 3. The ASC will provide a copy of the [treasurer's handbook](#) to all committees or subcommittees that handle
27 area funds.
28 4. No one person other than the vice chair of the PCASC may be a signor on more than one NA bank
29 account at any given time, including all incorporated board accounts that do business with NA.
30 5. Any member of any service body in the PCA that has inappropriately used or stolen any NA funds must
31 make it right and thereafter not serve in any financial or elected capacity on a committee or subcommittee
32 for a period of one year.
33 6. All committees or subcommittees receiving monies from the ASC must be accountable for previous
34 monies before receiving additional funds and must be responsible for replenishing their own seed money
35 (starting funds).
36 7. The ASC will use [Bulletin #30](#) as a guideline on the loss of NA funds from the fellowship.
37 8. All signers on any ASC bank account (including committees or subcommittees) are required to have a
38 minimum of four years continuous clean time.
39 9. Anyone who wishes to be reimbursed funds must present a receipt for monies spent.
40 10. There are (4) numbered, laminated copies of the "Certificate" – more may be made available if the need
41 arises and the PCASC, Inc.'s Board approves the request(s).
42 11. There is an application (see attached) to use the "Certificate" which must be completed by group(s) and/or

- 1 subcommittee(s) requiring the use of the "Certificate" and provided to the PCASC's Treasurer.
2 12. The PCASC's Treasurer will provide a "Certificate" to the eligible applicant(s), which will be signed out by
3 the applicant who is obtaining the "Certificate."
4 13. Once purchases have been made by the group(s) and/or subcommittee(s) the person who obtained and
5 signed out that "Certificate" with the PCASC Treasurer will return, and sign back in for that "Certificate"
6 with the PCASC Treasurer as well as provide the required receipts and documentation as agreed to with
7 the completion of the application to use the "Certificate."
8 14. If the retailer requires that they take our "Certificate" information and provides us with a separate card and
9 or purchase number for use in that particular store, the card(s) and/or number given by the retailer will
10 also be returned to the Treasurer along with the purchase receipts as indicated on the application form to
11 use the "Certificate."
12 15. The group(s) and/or subcommittee(s) shall have the responsibility to limit the use of the "Certificate" to
13 that group or subcommittee only. The "Certificate" that a group or subcommittee signs out for their use is
14 not intended to be used for personal purchases or to be given to any other group(s) and/or
15 subcommittee(s) for their use.
16 16. To ensure compliance with Florida tax laws, payment for purchases using the tax-exempt certificate must
17 be made with PCASC bank account/debit card or virtual payment card generated by PCASC Treasurer
18 and not personal funds, even if the trusted servant is later reimbursed by PCASC.
19

20 **NAWS BULLETIN #30 – "THEFT OF NA FUNDS"**

21 [Reprinted from NAWS \(n.d.\)](#)

22 *The following paper was written in 1996 and revised in 2002 in response to a number of letters indicating that*
23 *theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience*
24 *of many groups, area and regional service committees, convention corporations, and service offices as shared*
25 *with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and*
26 *often painfully learned experience in your management of NA funds.*
27

28 Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members
29 who trust that they will somehow help other addicts get clean. While this money is precious, the member's trust is
30 even more so. We need to keep the image of that one member and that one donation in mind whenever we make
31 decisions about handling NA's money.
32

33 Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility
34 for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phonelines
35 are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take
36 place every week in rooms for which NA pays rent. Many individual trusted servants follow guidelines and pass on
37 funds that are used to further our primary purpose. All of these things happen because NA communities utilize
38 responsible accounting practices.
39

40 **SAFEGUARDING FUNDS**

41 Theft can be avoided by consistently and diligently following responsible financial principles and practices. The
42 pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have
43 gone to help the still-suffering addict, point to our responsibility to prevent theft from happening in the first place.
44

45 Most theft of fellowship funds occurs when precautionary measures are not in place or are in place but not used.
46 Some of us have hesitated to either institute or use these measures because they make us uncomfortable--we
47 believe that they are somehow insulting to the people we ask to serve, or they seem too troublesome to follow.
48 However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable

1 and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in
2 the first place.

3 4 SELECTING TRUSTED SERVANTS

5 Our Fourth Concept tells us how to select our trusted servants: "Effective leadership is highly valued in Narcotics
6 Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

7
8 So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity,
9 maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions
10 regarding the financial stability of those we are considering for these types of positions, because those questions
11 may be uncomfortable for us or we somehow feel they are inappropriate, given the spiritual nature of our
12 program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances
13 and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members
14 standing for election about their qualifications in these areas, it is irresponsible not to.

15
16 Substantial clean time and financial stability should be required for positions where money is handled. Many NA
17 communities have found it helpful to develop a list of questions regarding employment, service experience,
18 experience with handling funds, and financial stability. These questions are then asked of all nominees as a
19 matter of course, so that people do not feel singled out based on personalities.

20 21 RESPONSIBLE MANAGEMENT

22 "NA funds are to be used to further our primary purpose, and must be managed responsibly." Our Eleventh
23 Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept,
24 guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include
25 both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

26
27 The Treasurer's Handbook is an excellent resource for groups and service committees to use in instituting
28 accounting procedures. All guidelines should include appropriate safeguards, such as monthly reporting, regular
29 audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups
30 without checking accounts, many of these practices can still be incorporated into the handling of NA funds.

31
32 To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that
33 all processes be monitored by another person: two people count receipts; two people make the bank deposit (and
34 this should be done immediately, not the following day); two people reconcile the original bank statements; and
35 most importantly, two people are always present when any funds are disbursed. Financial records should be
36 readily available to other trusted servants. It is important to note that other assets, such as convention
37 merchandise, literature, and office equipment, should be treated as carefully as money.

38
39 Financial procedures need to be written into guidelines to require a review and signature of those responsible for
40 handling funds before they are put into positions of responsibility. Members who know they will be held to
41 standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a
42 statement that theft will not be tolerated and outline the process that will be followed if a theft occurs. If you are
43 unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

44 45 WHEN SAFEGUARDS FAIL

46 If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or
47 steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we
48 adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also

1 bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are
2 complete and resolve to adhere to them in the future.

3
4 But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent
5 a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging
6 from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want
7 to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is,
8 we don't want our initial emotional reaction to dictate the outcome of the situation.

9
10 Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations
11 and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by
12 encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.

13
14 This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should
15 sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a
16 process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.

17
18 First of all, a thorough review of all books and financial records should be conducted to make sure the funds were
19 actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards
20 allowed this to happen?

21
22 If it becomes clear that money has indeed been taken, the group or service committee should then schedule a
23 meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the
24 opportunity to present his or her point of view. At this meeting, there should be a format that allows time for
25 everyone involved to express their feelings and concerns. This allows everyone to give their input and may also
26 allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged
27 to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles,
28 before coming back to decide the best course of action.

29
30 If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be
31 developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it
32 is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments
33 until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if
34 possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not
35 adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

36
37 A report about the situation should be published, and regular reports on the status of the restitution agreement
38 should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to
39 being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or
40 she may do further harm.

41
42 Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or
43 her service position and not consider the person for another position until he or she has dealt with the issue
44 through the process of the steps.

45
46 If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the
47 person has been made. Use registered mail to send a letter explaining that an audit of financial records has been
48 performed, that facts show the individual is responsible for missing money, that repayment is expected, and what
49 the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a

1 safe place for further reference. This may seem severe, but if the previous steps have been taken without result,
2 sometimes something this harsh is the impetus that encourages the individual to make restitution.

3
4 If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement,
5 or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an
6 option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only
7 when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored
8 before going ahead, using area and regional service committees and world services as resources.

9

10 RESOLUTION AND RECOVERY

11 Even if a successful resolution is reached, many of us will still be angry and hurt and may want to shun the person
12 involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the
13 message to the addict who still suffers. We also need to remember that our disease will surface if we are not
14 diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the
15 individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer
16 the same love and support we would to someone who has relapsed by using drugs.

17

18 The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry
19 the message to the still-suffering addict. The process necessary to deal with such incidents typically has long-
20 term effects--conflict between members, disunity, disillusioned members--on any NA community, directly affecting
21 the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our
22 disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so
23 will keep our future secure.

24

PCASC BUDGET PROCESS

1. The purpose of the budgeting process is to provide the necessary funds for the PCASC and subcommittees' primary purpose through a balanced budget based solely on the Seventh Tradition.
2. The PCASC, policy, public relations, helpline, H&I, and activities subcommittees will present budget requests at the September ASC.
3. Budget requests will be consolidated and presented at the October ASC.
4. The annual budget review meeting will be scheduled for the 4th Sunday of October to review the first draft of the consolidated budget.
5. Topics to be discussed at the budget review meeting are as follows:
 - A. Necessity of the request.
 - B. Financial impact.
 - C. Projected Seventh Tradition donations.
6. In the case of an unbalanced budget:
 - A. Review the requests and prioritize by need.
 - B. Determine which requests are primary versus secondary.
 - I. Primary requests – Fixed expenses and/or essential expenses to carry the primary purpose of that committee.
 - II. Secondary – All other expenses that can be deferred until quarterly excess cash flow review.
 - III. After budget meeting, the final draft will be presented at the November ASC and sent to groups for line item approval.
7. In the month following each quarter (April, July, October and January) the excess cash flow worksheet will be prepared.
8. After funding the primary budget, the excess funds will be prorated to the secondary budget.

Example:	PR	\$500	Unused 2nd budget
	H&I	\$100	Unused 2nd budget
	Helpline	\$ 50	Unused 2nd budget
	PCASC	\$ 50	Unused 2nd budget
	Total	\$700	

Proration:	PR	\$500/\$700	=	71.43%
	H&I	\$100/\$700	=	14.29%
	Helpline	\$50/\$700	=	7.14%
	PCASC	\$50/\$700	=	7.14%
	Total			100%
9. After funding the secondary budget, the excess funds will be allocated to the other levels of service.
10. At the January ASC, all unused funds will be reviewed for need. Funds deemed unnecessary will be removed from the excess cash flow worksheet and forwarded to the other levels of service

PCASC BUDGET TIMELINE

Note: The budgeting timeline coincides with change of ASC officers, committee chairs, and subcommittee chairs. It is important that outgoing officers and chairs make themselves available to help their replacements in this process.

September ASC

1. Subcommittees submit requested budgets.

- 1 2. ASC treasurer submits projections of income and ASC administrative expenses for the upcoming year.
- 2 Income projections will be based on actual averaged group donations from Seventh Tradition for the past
- 3 12 months (excluding any special event income). Expense projections will be based on current actual
- 4 expenses.
- 5 3. Discussion is tabled until October ASC.
- 6 4. ASC chair distributes fliers announcing the date, time and location of the annual budget meeting.

7 **October ASC**

- 8 1. ASC treasurer submits draft consolidated budget.
- 9 2. Questions and clarification (not debate) of draft consolidated budget on the ASC floor.
- 10 3. Draft consolidated budget is sent to annual budget meeting for detailed discussion and revision.

11 **October - Annual Budget Meeting**

- 12 1. Held on the 4th Sunday of October.
- 13 2. Open to any member of NA.
- 14 3. Chaired by ASC treasurer.
- 15 4. Attendance by all GSRs, committee chairs, subcommittee chairs, and ASC Officers is required.
- 16 5. Any NA member in attendance will have a voice on the floor.
- 17 6. Group consensus process to arrive at a balanced consolidated budget and to establish the dollar value of
- 18 the prudent reserve for the coming fiscal year.

19 **November ASC**

- 20 1. The treasurer submits results of the annual budget meeting in the form of the balanced consolidated
- 21 budget and the prudent reserve worksheet.
- 22 2. Questions and clarification (not debate) of balanced consolidated budget and the prudent reserve
- 23 worksheet on the ASC floor.
- 24 3. Balanced consolidated budget and prudent reserve worksheet sent back to groups for a line item vote.

25 **December ASC**

- 26 1. Approval of balanced consolidated budget and prudent reserve worksheet called to vote.

27 **January ASC**

- 28 1. New budget year begins.

29 **July ASC**

- 30 1. ASC reviews year-to-date income and expenses for comparison to approved budget.
- 31 2. If needed, adjustments to budget are discussed.

32 **EXCESS CASH AND CASH FLOW WORKSHEET FOR THE QUARTER**
 33 **ENDED**

34 **CHECKBOOK BALANCE**

35	LESS:	0.00
36	- PRUDENT RESERVE	
37	- ACTIVITIES EVENT/DEPOSIT FUND	0.00
38	- ASC ADMIN UNUSED PRIMARY BUDGETED FUNDS (exc. don. to FRSC & NAWs)	0.00
39	- PI UNUSED PRIMARY BUDGETED FUNDS	0.00

1	- HELPLINE UNUSED PRIMARY BUDGETED FUNDS	0.00
2	- H & I UNUSED PRIMARY BUDGETED FUNDS	0.00
3	- ACTIVITIES UNUSED PRIMARY BUDGETED FUNDS	0.00

ADDITIONAL FUNDS FOR SECONDARY BUDGET

5	0.00	
6	- ASC ADMIN UNUSED SECONDARY BUDGETED FUNDS	0.00
7	- PI UNUSED SECONDARY BUDGETED FUNDS	0.00
8	- HELPLINE UNUSED SECONDARY BUDGETED FUNDS	0.00
9	- H & I UNUSED SECONDARY BUDGETED FUNDS	0.00
10		0.00
11		<u>0.00</u>

TOTAL AVAILABLE EXCESS CASH FUNDS

14	DONATION TO FRSC	- 50%	0.00
15	DONATION TO NAWS	- 25%	0.00
16	HELD AT PCASC	- 25%	0.00
17	***		0.00

PRUDENT RESERVE WORKSHEET FOR THE CALENDAR YEAR

ASC administrative expenses

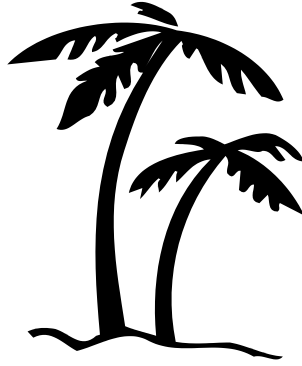
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21	PCA RENT* & ZOOM*	0.00
22	STORAGE* & POST OFFICE*	0.00
23	PRINTING , PROJECTS & TREASURER OFFICE SUPPLIES	0.00
24	MINUTES	0.00
25	LITERATURE PRINTING/SUPPLIES/STARTER PACKS	0.00
26	REGIONAL TRAVEL & LODGING	0.00
27	Annual Premium for General Liability	0.00
28	Directors and Officers insurance	0.00
29	<u>Total area expenses</u>	<u>\$0.00</u>

Subcommittee Expenses

32	SUBCOMMITTEES rent, etc	
33	<u>Subcommittee total</u>	<u>\$0</u>
35	Total one month's operating expenses	0.00
37	Two month's prudent reserve	<u>\$000</u>

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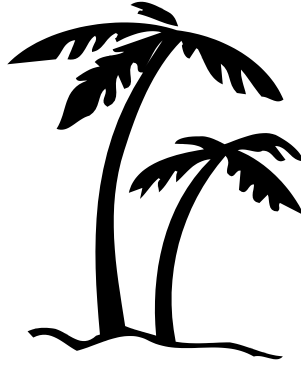
**PALM COAST AREA
COMMITTEE AND SUBCOMMITTEE
POLICY GUIDELINES**



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PALM COAST AREA
ACTIVITIES SUBCOMITTEE
POLICY GUIDELINES
REVISED 2010



ACTIVITIES GUIDELINES

Meeting Format

1. Open the meeting.
2. Moment of silence followed by the Serenity Prayer.
3. Read the purpose of the activities subcommittee.
4. Read the Twelve Traditions of NA.
5. Read the Twelve Concepts for NA Service.
6. Roll call.
7. Old business.
8. Secretary's report.
9. Chairperson's report.
10. Vice chairperson's report.
11. Contact liaison's report.
12. Treasurer's report.
13. New business — open for agenda.
14. Discuss new business.
15. Distribution of funds.
16. Elections.
17. Motion to close.
18. Close meeting.

Purpose

1. The PCA activities subcommittee's main objective is to plan and coordinate activities which promote unity and fellowship, while also raising funds for the PCA to further our primary purpose.
2. All functions planned by this subcommittee are to be brought before the ASC for approval.
3. This subcommittee shall serve as a source of information for activities in the PCA working with individual groups to help in their activity functions and with representatives of the RSC to produce activities that support the purpose and function of both RSC and ASC.
4. This subcommittee may also work with other activity subcommittees from other areas.

The Twelve Traditions of NA

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

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous, except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

- 1 9. NA, as such, ought never be organized, but we may create service boards or committees directly
2 responsible to those they serve.
- 3 10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into
4 public controversy.
- 5 11. Our public relations policy is based on attraction rather than promotion; we need always maintain
6 personal anonymity at the level of press, radio and films.
- 7 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before
8 personalities.

9 **Subcommittee Trusted Servants' Positions, Qualifications, and** 10 **Responsibilities**

11 ***ACTIVITIES CHAIRPERSON QUALIFICATIONS AND RESPONSIBILITIES***

- 12 1. The activities chairperson is elected by the groups of the area service committee as outlined in the ASC
13 policy.
- 14 2. Two years clean time required.
- 15 3. A strong NA message of recovery required.
- 16 4. Six months previous experience in the Palm Coast activities committee required.
- 17 5. One-year commitment required.
- 18 6. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts required.
- 19 7. The activities chairperson **MUST** attend all activities subcommittee and ASC meetings. The chairperson
20 acts as a line of communication between the subcommittee and the ASC.
- 21 8. The activities chairperson should be aware of all matters affecting activities in the PCA.

22 ***ACTIVITIES VICE CHAIRPERSON QUALIFICATIONS AND RESPONSIBILITIES***

- 23 1. The activities vice chairperson is elected by the subcommittee at its first meeting once there is an opening
24 in that position.
- 25 2. One-year clean time required.
- 26 3. A strong NA message of recovery required.
- 27 4. Two-year commitment required.
- 28 5. Working knowledge of the Twelve Steps and Twelve Traditions required.
- 29 6. Six months previous experience in the PCA activities required.
- 30 7. The activities vice chairperson is to assume the duties of the chairperson should the chairperson be
31 unable to serve.
- 32 8. The vice chairperson works with the chairperson to maintain smooth operation of the subcommittee.
- 33 9. The vice chairperson should attend all meetings of the PCA activities subcommittee.
- 34 10. It is suggested that the vice chairperson attend ASC meetings if possible.
- 35 11. The vice chairperson is to assume the responsibilities of the chairperson should the chairperson be
36 unable to fulfill his/her responsibilities.

37 ***ACTIVITIES SECRETARY QUALIFICATIONS AND RESPONSIBILITIES***

- 38 1. The secretary of the activities subcommittee is elected by the subcommittee at the first meeting after that
39 position opens.
- 40 2. Six months clean time required.
- 41 3. Working knowledge of the Twelve Steps and the Twelve Traditions of NA required.
- 42 4. One-year commitment required.
- 43 5. The secretary keeps an accurate set of minutes of all subcommittee meetings.

1 **TREASURER QUALIFICATIONS AND RESPONSIBILITIES**

- 2 1. The treasurer of the activities subcommittee is elected by the subcommittee at the first meeting after that
3 position opens.
4 2. Four years clean time required.
5 3. Working knowledge of the Twelve Steps and the Twelve Traditions of NA required.
6 4. A strong NA message of recovery required.
7 5. One-year commitment required.
8 6. Six months previous experience in the PCA activities subcommittee required.
9 7. Accounting skills required.
10 8. The activities treasurer will keep records for all income and expenditures.
11 9. The treasurer, along with the chairperson and vice chairperson, will be responsible for the collection and
12 deposit of activity funds received and will prepare a manual statement at the end of each fund-raiser to be
13 given by the chairperson at the next PCASC meeting. The treasurer will deliver monies in the form of a
14 money order and turn in with a financial statement.
15 10. As of November 1998, established seed money was \$500.00 and \$500.00 deposit money.

16 **Additional Guidelines**

- 17 1. Policy Changes
18 A. All policy changes and/or amendments will be tabled over to the next regularly scheduled
19 activities subcommittee meeting and remain in effect for no less than six months.
20 B. Any policy may be temporarily waived by group conscience in accordance with the ninth concept,
21 but not in conflict with the Twelve Traditions.
22 C. All policy changes will require a two-thirds majority of qualified voting members present.
23 D. Qualified voting members are active trusted servants and/or NA members who have attended two
24 consecutive subcommittee meetings.
25 E. Trusted servants that are absent for two consecutive meetings without just cause may be voted to
26 step down at the next subcommittee meeting.
27 F. There is a minimum requirement of two years clean time to handle monies at any activities
28 function.
29 G. Activities is responsible for coordinating a marathon meeting beginning on December 24th and
30 ending on December 25th for a minimum of 12 hours.
31 H. Any person(s) misappropriating NA funds may by group conscious be asked to step down from
32 their commitment per the PCASC policy package section on removal of officers (page 10).
33 2. For further reference please see attached:
34 A. PCASC policy on removal of officers (page 10).
35 B. PCASC subcommittee general information (page 21).
36 C. PCASC policy on financial responsibility (page 22).
37 D. PCASC budget timeline (page 27).
38



**PALM COAST AREA
RECOVERY WEEKEND
CONVENTION
POLICY GUIDELINES
UPDATED AUGUST 2019**



RECOVERY WEEKEND “SERENITY IN THE SUN”

Purpose

1. This body shall be known as the host committee of the “Serenity in the Sun” recovery weekend and is directly responsible to the PCA service committee.
2. The purpose of the host committee is to coordinate the recovery weekend of the PCASC.
3. The purpose of the PCASC recovery weekend is to celebrate recovery through various meetings and activities and to promote unity of all NA members. An elaborate and fancy weekend is not necessary to enjoy the celebration of recovery.
4. To fulfill this purpose, a committee is established consisting of a chairperson, vice chair, secretary, treasurer, hotel liaison/alternate liaison, registration, fundraising/ entertainment, merchandising/arts and graphics, programming, and hospitality.

Host Committee Guidelines

1. The host committee consists of members of Narcotics Anonymous who are also members of the PCA. The chairperson is elected at the annual elections in August at the Palm Coast ASC. All other members will be elected at an open meeting to be announced by the newly elected chairperson. For the purposes of the initial elections to form the committee all NA members present at the open meeting have a voice and a vote. For any subsequent elections during the year (for example, replacing someone who has resigned) the existing policy will determine who has a voice and a vote for those elections.
2. Host committee meets either monthly or bimonthly, except one month prior to the convention when it meets weekly. All convention committee meetings should take place at a regularly scheduled time and place. Any subcommittee chair or member of a committee who is absent from two consecutive meetings without prior notice given to the chair or vice chair will have their position open for re-election at the third meeting.
3. The meeting will be conducted under [Roberts Rules of Order](#). The purpose of these meetings is to gather and share information regarding the planning and execution of the convention. The host committee meeting is open to any NA member, and efforts should be made to encourage support including participation from all members. The only people having a voice on the floor are current host committee members, subcommittee vice chairs in the absence of the chair, the ASC Chair, the ASC Vice Chair, the ASC Treasurer, and any former recovery weekend chairs. Any other NA member may have a voice at the discretion of the host committee chair. Only current host committee members have a vote; However, the chairperson has a vote only in the event of a tie.
4. The first responsibility of the host committee is the selection of the theme and logo. This is done by circulating announcements in the form of flyers requesting ideas which are submitted to the ASC to be dispersed throughout the area. The deadline for submitting these ideas will be determined by the host committee. The person whose theme and logo idea is selected will receive a registration to that year’s convention. After the selection is made, registration flyers can be circulated.
5. All host committee members will pay their own expenses in full, including registration, banquet, merchandise and all fundraising events held at the convention and throughout the year. No host committee members shall accept a free hotel room at the convention, neither paid by host committee nor a complimentary room provided by the hotel contract. Host committee as a whole may use a complimentary room for their committee meetings during the convention.

Format for Recovery Weekend Host Committee Meetings

1. Open with a moment of silence followed by the Serenity Prayer.
2. Read the twelve traditions and the Twelve Concepts.
3. Read the recovery weekend purpose.

- 1 4. Open the floor to any NA member (15 minutes).
- 2 5. Reports.
- 3 A. Chairperson's report.
- 4 B. Vice chair's report.
- 5 C. Secretary's report.
- 6 D. Treasurer's report.
- 7 E. Hotel liaison's report.
- 8 F. Alternate hotel liaison's report.
- 9 G. Registration chairperson's report.
- 10 H. Fundraising/entertainment chairperson's report.
- 11 I. Merchandising/Arts and Graphics chairperson's report
- 12 J. Programming chairperson's report.
- 13 K. Hospitality chairperson's report.
- 14 6. Old business.
- 15 7. Elections.
- 16 8. New business.
- 17 9. Set time and date of the next host committee meeting
- 18 10. Close with the Serenity Prayer.

19 **Requirements and Duties of the Host Committee Members**

20 **CHAIRPERSON REQUIREMENTS**

- 21 1. Minimum of four years clean.
- 22 2. Two years prior convention experience and/or other ASC subcommittee experience.
- 23 3. Second of a two-year commitment with first year served as vice chair.
- 24 4. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and PCASC and recovery weekend policies.
- 25 5. Willingness to attend all host committee meetings.
- 26 6. *Note: As recovery weekend is not a corporation, the chairperson of the host committee must sign the*
- 27 *hotel contact and therefore is held personally accountable.*
- 28

29 **CHAIRPERSON DUTIES**

- 30 1. Presides at all host committee meetings.
- 31 2. Attends all PCASC meetings, acting as the primary liaison between the host committee and the ASC.
- 32 3. Prepares an agenda.
- 33 4. Ensures that committee members are informed of any sudden changes in meeting time and place.
- 34 5. Is a cosigner on the host committee bank account.
- 35 6. Only votes in the case of a tie.
- 36 7. Acts as the final authority in clarification of these guidelines.
- 37 8. Keeps activities in accordance with the Twelve Traditions and purpose of the convention.
- 38 9. Allows subcommittee to do their jobs while providing guidance and support.
- 39 10. Allows simple discussion on major issues before calling a vote.
- 40 11. Helps to resolve personal conflicts.
- 41 12. Serves for only one year (all other committee members can serve for two years).
- 42 13. Fulfill the responsibilities of any or all convention subcommittee chairs in their absence – or if a position is
- 43 vacant – until a replacement can be found.
- 44 14. At the convention, will be responsible for the collection and deposit of the convention funds received
- 45 along with the treasurer. Coordinates with registration, entertainment, and merchandise chairs with
- 46 collection pick-up times.

1 **VICE CHAIR REQUIREMENTS**

- 2 1. Minimum of four years clean.
- 3 2. One-year prior convention experience.
- 4 3. Agreeable to a two-year commitment
- 5 4. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and PCASC and recovery
- 6 weekend policies.
- 7 5. Willingness to attend all host subcommittee meetings.

8 **VICE CHAIR DUTIES**

- 9 1. Will assume the responsibility of the chairperson and all recovery weekend subcommittee chairs if absent
- 10 or position is vacant.
- 11 2. Assist the chairperson in overall coordination.
- 12 3. Is the secondary liaison between the host committee and the PCASC.
- 13 4. Coordinates with subcommittee to ensure deadline are met.
- 14 5. Attends as many subcommittee meetings as possible to ensure they all have the support they need to do
- 15 their jobs.
- 16 6. By vote of two-thirds by the PCASC GSRs, the vice chair may become chair of the following recovery
- 17 weekend.

18 **SECRETARY REQUIREMENTS**

- 19 1. Minimum of one year clean.
- 20 2. Secretarial skills, note-taking skills, typing skills, and organizational skills.
- 21 3. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
- 22 4. Willingness to attend all host committee meetings.

23 **SECRETARY DUTIES**

- 24 1. Shall record minutes of all host committee meetings.
- 25 2. Will provide a typed copy of minutes to every host committee member and the PCASC.
- 26 3. Will maintain files of all host committee minutes from current and previous recovery weekends.

27 **TREASURER REQUIREMENTS**

- 28 1. Minimum of four years clean.
- 29 2. One-year prior NA treasurer's experience.
- 30 3. Accounting skills, bank account reconciliation skills, and organizational skills.
- 31 4. Working knowledge of the Twelve Steps Twelve Traditions, and Twelve Concepts.
- 32 5. Willingness and availability to attend all fundraising events and host committee meetings.

33 **TREASURER DUTIES**

- 34 1. Shall be a cosigner on the host committee bank account.
- 35 2. Shall maintain the host committee bank account. Does the monthly reconciliations and prepares a
- 36 monthly report for the PCASC, including copies of receipts, bank statements, and check registers.
- 37 3. Is responsible for disbursement of all host committee expenses.
- 38 4. Will attend all fundraisers and assist fundraising chair with reconciliation report.
- 39 5. Will be responsible for picking up registrations and other mail from the PO box biweekly (at least before
- 40 the host committee meeting.)

- 1 6. At the convention, will be responsible for the collection and deposit of convention funds received along
- 2 with the convention chair. Coordinates with registration, entertainment and merchandise chairs with
- 3 collection pick-up times.
- 4 7. Prepares a financial statement at the end of the convention to be given by the chairperson at the next
- 5 PCASC meeting.
- 6 8. Assures that the seed money in the amount of \$13,000 is available for the next years host committee.
- 7 9. Forwards any funds and merchandise in excess of \$13,000 (starting funds) to the PCASC.
- 8 10. In the event of a shortfall of seed money, merchandise inventory will be utilized to make up shortfall.
- 9 11. To furnish financial transaction information to the ASC Treasurer in the format requested.

10 **HOTEL LIAISON REQUIREMENTS**

- 11 1. Minimum of two years clean.
- 12 2. One-year prior convention experience.
- 13 3. Business skills, professional manners and dress, and negotiating skills.
- 14 4. Working knowledge of the Twelve Steps and Twelve Traditions.
- 15 5. Willingness to attend all host committee meetings.

16 **HOTEL LIAISON DUTIES**

- 17 1. The hotel liaison contacts prospective hotel and collects information for comparison, which leads to the
- 18 selection of the convention site. Usually there is one hotel that stands out from the rest in terms of being
- 19 easy to work with, having good room rates, having sufficient conference halls for the large meetings and
- 20 workshops, and offering good banquet rates.
- 21 2. The hotel liaison should be the only individual in communication with and dealing with the hotel before,
- 22 during and after the convention. All other committee members should go through the hotel liaison to
- 23 speak with hotel staff. This will eliminate the confusion and the miscommunication within the committee,
- 24 the fellowship, and hotel staff. The hotel liaison makes it perfectly clear to the hotel that the committee will
- 25 not be responsible for any charges unless authorized signature(s) are on the bills. The hotel liaison
- 26 makes sure to add this stipulation in the hotel contract.
- 27 3. Asking questions repeatedly during the convention prevents the hotel from overcharging. The hotel liaison
- 28 will beware of open-ended charges which can be made to the convention committee without the
- 29 committee knowing about it during the convention itself.
- 30 4. The hotel liaison informs the hotel that we are slow to reserve rooms. The hotel liaison will contact the
- 31 hotel reservations department once per month from the signing of the contract through September; then
- 32 weekly from October until the convention to keep track of the reservation progress. This way, if
- 33 reservation participation is slow in coming then we can promote the "reserve early" concept to all potential
- 34 attendees. The hotel liaison reminds members that our rates are only guaranteed until the specified cutoff
- 35 date; from that day on the hotel may or may not choose to honor our contractual room rates.
- 36 5. Judging from the past, we require approximately twenty to forty room nights in total for the weekend. *The*
- 37 *hotel liaison does not guarantee these rooms!* The hotel liaison asks if there is a contractual penalty for
- 38 unrented rooms, tries not to set the room block greater than sixty rooms during the contract negotiations if
- 39 possible. Make sure to request one complimentary room (or better) per fifteen to twenty rooms rented on
- 40 combined total rooms booked. The hotel liaison requests one complimentary suite for the weekend which
- 41 can be used for the hospitality suite or to house the taping company.
- 42 6. When negotiating the contact, the hotel liaison has the hotel put it in writing that individuals are
- 43 responsible for their sleeping rooms, and that the committee is only responsible for the common areas of
- 44 the hotel such as the halls, pool areas, and lobby, meeting space.
- 45 7. The hotel liaison is responsible for the coordination of all activities in the hotel during the convention as
- 46 well as arranging for all setups at meetings, number of chairs, meeting rooms, times, sequences,
- 47 microphones, podiums, risers, tables, and easels, along with how these items are arranged within the

1 space provided. The hotel liaison maintains the same meeting setup throughout the convention so that
2 the hotel will only need to refresh the meeting rooms during breaks. In addition, the hotel will supply all in-
3 house equipment at no charge. If there is a need to rent anything, the host committee will absorb the
4 charges.

- 5 8. The hotel liaison arranges food sales for the banquet and possible pool party outside the main meeting
6 and dances. The hotel liaison should be sure to get inclusive pricing from the hotel for these events,
7 including taxes, service charges and gratuities. Banquet cost will be NA members' responsibility, not the
8 host committee. If possible, the hotel liaison will negotiate contractual permission from the hotel to serve
9 coffee, tea, and snacks in the hospitably suite throughout the convention, and will arrange to have ice
10 water setups in the meeting / or foyer if possible.
- 11 9. Whether a registration is free or purchased, *registration badges must be worn at all times during the*
12 *convention* in case of any accidents or injuries that may occur at the hotel. If someone who is not
13 registered is injured, they legally have no business being in the hotel. This is for everybody's protection.
14 This is not a matter of Tradition; *it is a matter of legal responsibility.*
- 15 10. It is suggested that a printed statement is included in the program. The hotel liaison will store the
16 convention banners in a secure place that can be locked until they are hung during the convention. As
17 soon as the convention is over, the hotel liaison will secure the banners. The hotel liaison will advise the
18 hotel that only one person will be designated to retrieve the banners.

19 **ALTERNATE HOTEL LIAISON REQUIREMENTS**

- 20 1. Minimum of eighteen months clean.
- 21 2. One-year prior convention experience
- 22 3. Business skills. professional manners and dress and negotiating skills.
- 23 4. Working knowledge of the Twelve Steps and Twelve Traditions.
- 24 5. Willingness to attend all host committee meetings.

25 **ALTERNATE HOTEL LIAISON DUTIES**

- 26 1. The alternate liaison is responsible for securing the hotel for the following year's convention.
- 27 2. Some of the duties will include keeping the noise level in the lobby, observance of the non-smoking
28 policies of the hotel, and maintenance of order among convention members and their children. It should
29 be emphasized at every workshop and meetings that children are sole responsibility of their parents, and
30 they must be accompanied by an adult at all times.
- 31 3. Next year the alternate will acquire the responsibilities as the hotel liaison and will assume the duties of
32 the hotel liaison.

33 **REGISTRATION SUBCOMMITTEE CHAIRPERSON REQUIREMENTS**

- 34 1. Minimum of four years clean.
- 35 2. Prior NA service experience.
- 36 3. Good organization and accounting skills.
- 37 4. Working knowledge of the Twelve Steps and Twelve Traditions.
- 38 5. Willingness to attend all host committee meetings.
- 39 6. Advanced-planning skills.
- 40 7. Fund transfers and recordkeeping skills.
- 41 8. Registration packaging skills.
- 42 9. Can use Excel for keeping records.

1 **REGISTRATION SUBCOMMITTEE CHAIRPERSON DUTIES**

- 2 1. In conjunction with the merchandising subcommittee, the registration subcommittee should solicit the
3 fellowship for the theme and logo ideas. The registration subcommittee is not responsible for choosing
4 the theme and logo; this is left up to the host committee as a whole.
- 5 2. Once the convention logo has been selected the registration chairperson develops clear and informative
6 flyers which identify the cutoff dates for preregistration, final registration forms, banquets, hotel, and
7 merchandise (if included).
- 8 3. Flyers should be attractive but need not be ornate or expensive. Five hundred registration flyers should
9 be purchased for the first printing. Five hundred copies will be distributed throughout the fellowship.
10 Should have registration done to get most of your support from Florida. Contact the PR committee and
11 ASC website to place flyers information. Supply the WSO with information for publication in the calendar
12 and in the *NA Way Magazine*. In this manner, NA members will have an opportunity to schedule
13 vacations or make other arrangements to attend the convention.
- 14 4. A clear understanding should be reached between the registration committee, host committee, and
15 treasurer on the procedures of handling money and registration. Registration forms and records should
16 be maintained, and all monies received should be transferred to the committee treasurer prior to or at the
17 host committee meeting. As mail or direct sales are received, records should be kept indicating
18 information about the registrant and all money received. If free registrations are given out from
19 fundraising events and PCASC fundraisers, such as raffles or full registration raffle, the committee must
20 keep careful records of what is provided and to whom.
- 21 5. Records of registrations, banquets, clean time, and areas need to be kept. The system developed should
22 be simple and clearly understood by all members of the committee. Records should be updated once a
23 month and then weekly beginning six weeks prior to the convention. This system can also be used to
24 verify the treasurer's records and provide an indication of the solvency of the convention.
- 25 6. An important task is assembling the registration packets. The host committee as a whole shall determine
26 the individual cost per registration packet after recommendation from the registration committee is
27 submitted. After this is done, prices for each item to be included in the packet should be obtained. Bids
28 for prices should be solicited from three different vendors. During this time, the registration subcommittee
29 should be working closely with the merchandise subcommittee and the arts and graphics subcommittee.
- 30 7. A predetermined number of registration packets must be produced for NA members who cannot afford to
31 register. The free registration will be divided into three different batches: One batch at the beginning of
32 registration, one batch midway, and one batch toward the end of registration. Free registrations are for
33 people with thirty days or less clean; it is up to the addict to be honest. It is not the job of the convention
34 committee police this. A donation should be asked for each batch of free registrations. *No person should*
35 *be turned away*. Children's packets can be produced (approved by the committee). Volunteers are
36 required to sit at the registration table. It is suggested for teams to work in two-hour shifts. Due to the
37 handling of large amounts of money, it is required that anyone working the cash drawer have minimum of
38 four years clean.
- 39 8. The subcommittee will offer a reduced fee for institutions buying registrations in bulk and for individuals
40 determined by the committee to need scholarship ("no addict will be turned away"). This may bring
41 support from treatment centers and may lower incidence of free registrations.

42 **FUNDRAISING/ENTERTAINMENT SUBCOMMITTEE CHAIRPERSON REQUIREMENTS**

- 43 1. Minimum of four years clean.
44 2. Prior NA service experience.
45 3. Good organization and marketing skills.
46 4. Working knowledge of Twelve Steps and Twelve Traditions.
47 5. Willingness to attend all host committee meetings.

1 **FUNDRAISING/ENTERTAINMENT SUBCOMMITTEE CHAIRPERSON DUTIES**

- 2 1. This committee is responsible for creating and carrying out activities for the purpose of raising funds
3 throughout the year and during the convention. We never under any circumstances accept any monetary
4 contributions or gifts from any outside sources. We affiliate ourselves with no one, choosing to be entirely
5 self-supporting through our own contributions. This also means that members of NA cannot solicit gifts or
6 prizes from outside sources and then donate them to the convention. We need not manipulate the
7 Traditions in order to raise funds. The purpose is to first raise funds and provide a fun way to do it.
8 Expensive decorations are not necessary.
- 9 2. A calendar should be created showing all PCA, south Florida region, and Florida region events up until
10 the convention. Activities should be planned three months in advance and information about them should
11 be circulated throughout the fellowship and recovery centers. This allows support to our events and
12 eliminates confusion of having events on the same days or dates. It may be possible to hold the final
13 fundraiser at the hotel where the convention is to be held so we can show members the hotel facility in
14 the hopes of generating excitement and encouraging our members to register. From past experience,
15 encouraging support from other areas is sometimes vital to our fundraising efforts.
- 16 3. Tasks for fundraising include securing a DJ or band for the fundraisers as needed, and setting up and
17 breaking down decorations, etcetera.
- 18 4. Fundraising will secure volunteers (minimum four years clean time) to collect money and for selling raffle
19 tickets, food and water.
- 20 5. This subcommittee is also responsible for coordinating entertainment activities during the convention –
21 dances, comedy shows, etcetera. Entertainment does not have to be restricted to dances and comedy
22 shows. Team sports like tug-of-war or volleyball and many other games or contests are great ways to
23 have fun. All actions of this subcommittee are subject to host committee approval.
- 24 6. Fundraising is also responsible for setting up the banquet, making sure that the tables and decorations
25 are in place. This effort should be coordinated in conjunction with the hotel liaison and merchandise
26 subcommittee. All events should be planned to take the scheduling of the programming and hospitality
27 committees. Times and locations of events should be included in the convention program. When
28 designing flyers, remember that they are released in hospitals and institutions and other facilities that are
29 not affiliated with NA. Appropriate use of language and lithograph is crucial because these flyers in a
30 sense represent NA as a whole to the public. When making flyers see the following next page for
31 guidance and information.
- 32 7. Responsible for securing at least three bids from outside companies for the production of
33 fundraising/entertainment activities prior to the convention.

34 **Guidelines for activities flyers**

- 35 1. Flyers must include the following information:
- 36 A. Name of the convention with years across the top of the flyer (e.g., Serenity in the Sun #)
 - 37 B. Name of the event.
 - 38 C. Date and time of the event.
 - 39 D. Event location.
 - 40 E. Time speaker will be speaking.
 - 41 F. Time food will be served.
 - 42 G. Event cost (e.g., \$5.00/H&I \$4.00).
 - 43 H. Contact name(s) and phone number(s).
 - 44 I. Directions to the event.
 - 45 J. If the event has a registration form.
 - 46 K. Add cutoff date for money.
 - 47 L. Address: Recovery Weekend, PO Box 20984, West Palm Beach, Florida 33416.
 - 48 M. NA symbol with *registered trademark symbol*. ®

- 1 N. All flyers must say NA is not affiliated with location of the event.
- 2 2. Send out flyers to treatment centers, recovery houses.
- 3 3. Add to PCA's website on upcoming events page.
- 4 4. Give flyers to RCM member to have them added to regional calendar.

5 **MERCHANDISE/ARTS AND GRAPHICS SUBCOMMITTEE CHAIRPERSON REQUIREMENTS**

- 6 1. Minimum of four years clean.
- 7 2. Prior NA service experience.
- 8 3. Good organizational and marketing skills.
- 9 4. Working knowledge of the Twelve Steps and Twelve Traditions.
- 10 5. Willingness to attend all host committee meetings.
- 11 6. Understanding of graphics productions. Able to ready products for merchandise sales.

12 **MERCHANDISE/ARTS AND GRAPHICS SUBCOMMITTEE CHAIRPERSON DUTIES**

- 13 1. Preconvention events
 - 14 A. The merchandise subcommittee is responsible for securing at least three bids from outside
 - 15 companies for the production of arts and graphics for the convention logo flyers, merchandise,
 - 16 banner, and any signs needed for the convention. Remember to stay within a reasonable budget,
 - 17 as artwork can be very expensive.
 - 18 B. A member of the merchandise subcommittee should be present and promoting the sale of
 - 19 merchandise at all convention fundraising events and area activity events (with consent from said
 - 20 committee) throughout the year. This is an outstanding way to generate interest in the
 - 21 convention early.
 - 22 C. During the convention, volunteers will be needed to work in the store. Anyone handling money
 - 23 must have four years clean. All money collected must be turned over to the treasurer at
 - 24 scheduled times throughout the convention.
 - 25 D. The merchandise efforts of any convention should be based strictly on the need to generate
 - 26 funds to ensure success of the event. Our primary focus is a celebration of recovery.
 - 27 E. The objective of the convention committee regarding merchandise sales is to help compensate
 - 28 the original seed money.
 - 29 F. T-shirts, hats, and mugs are items usually sold at the convention, but other items may be added
 - 30 as seen fit by the merchandise and host committees. Records from the previous conventions
 - 31 should be on hand as they pertain to the amount of merchandise ordered. Pricing should be
 - 32 considered by the merchandise committee, and then submitted for approval by the host
 - 33 committee.
 - 34 G. A complete summary record and a running log of all transactions regarding the ordering,
 - 35 marketing, and shipping of all merchandise should be kept. Store hours for the merchandise
 - 36 room should be setup according to the schedule of the convention, which is established in
 - 37 conjunction with the program and hospitality committees.
 - 38 H. Merchandise should also work with registration in ordering items for the registration packet.
 - 39 Receipts from all purchases should be submitted to the host committee and turned over to the
 - 40 treasurer along with a list of outstanding inventories.
 - 41 I. Vendors for the convention are welcome to sell merchandise. However, it is suggested that there
 - 42 be no more than three vendors, and they must be WSO-approved. No other vendors are allowed
 - 43 to sell t-shirts, hats, or mugs until the last day of the convention. Outside vendors' contracts
 - 44 should be submitted to the host committee and locked in two months prior to the convention, thus
 - 45 giving them time to prepare.

1 **PROGRAMMING SUBCOMMITTEE CHAIRPERSON REQUIREMENTS**

- 2 1. Minimum of two years clean.
- 3 2. Prior NA service experience.
- 4 3. Good organizational skills.
- 5 4. Working knowledge of the Twelve Steps and Twelve Traditions.
- 6 5. Willingness to attend all host committee meetings.

7 **PROGRAMMING SUBCOMMITTEE CHAIRPERSON DUTIES**

- 8 1. Responsible to the host committee, the function of this committee is to prepare a working program by
9 selecting speakers, workshop topics, meeting formats, and chairpersons at all meetings, and regulating
10 the time frames for each.
- 11 2. Responsible for coordinating with the hotel liaison, merchandising, fundraising, registration, and
12 hospitality to ensure all entities are pre-assigned working areas of operation and scheduled properly.
- 13 3. Responsible to create the program & securing three bids for printing, working closely with arts and
14 graphics, and performs to the best of his/her ability to meet all deadlines.

15 **Speaker Guidelines**

- 16 1. Programming will submit two speaker recommendations to the host committee for each of the main
17 speaker meetings, (Thursday, Friday, Saturday, and Sunday). The final choice for these speakers rests
18 with the host committee as a whole.
- 19 2. All speakers must be members of NA and have a strong NA message of recovery; there is never a need
20 to invite speakers from outside the NA fellowship as there are sufficient amount of NA members with this
21 ability.
- 22 3. The following paragraphs are to be suggestions to go by:
 - 23 A. All main speakers must have a minimum of five (5) years clean, and it is suggested that the
24 opening speaker (Thursday night) be from PCA. The Friday night speaker should be a Florida
25 regional speaker or a resident of the state of Florida. The banquet speaker should be from out of
26 state as this is an example to any new members that recovery is worldwide. The closing speaker
27 (Sunday) is at the discretion of the programming committee.
 - 28 B. Note: The host committee will be responsible for the expense of a full registration, travel and
29 lodging for the banquet speaker.
 - 30 C. All other speakers should have a minimum of two years clean, and no current host committee
31 member may serve as a speaker.
 - 32 D. No main speakers who have previously served as main speaker in the last three years are
33 eligible to serve as a current main speaker. All speakers should have a working knowledge of the
34 Twelve Steps and Twelve Traditions of NA.
- 35 4. All workshop chairs should have a minimum of one year clean.
- 36 5. Marathon meetings are sponsored by the area home groups; each area home group should select by
37 ballot their time slots and is responsible for appointing their own chairpersons for each prospective time
38 slot(s).
- 39 6. Once decisions are made, all speakers and chairpersons should be confirmed several times before the
40 event, the last confirmation being made no later than one week prior to the convention. One of the main
41 problems in programming a convention is the event of "no-shows". The programming committee should
42 have reserve pool of speakers and chairpersons to fill in in the event of a no-show. Another suggestion is
43 to have a speaker sign-in sheet at the registration table. Each speaker and chairperson should be
44 advised to sign in no later than thirty minutes before his or her commitments.

- 1 7. Programming is responsible for securing a recording company. A minimum of two bids should be
2 secured to compare pricing, donations to the convention, and setup requirements for each. Work closely
3 with the hotel liaison to ensure these needs are met.

4 **HOSPITALITY SUBCOMMITTEE CHAIRPERSON REQUIREMENTS**

- 5 1. Minimum of one year clean.
6 2. Prior NA service experience.
7 3. Working knowledge of the Twelve Steps and Twelve Traditions.
8 4. Willingness to attend all host committee meetings.

9 **HOSPITALITY SUBCOMMITTEE CHAIRPERSON DUTIES**

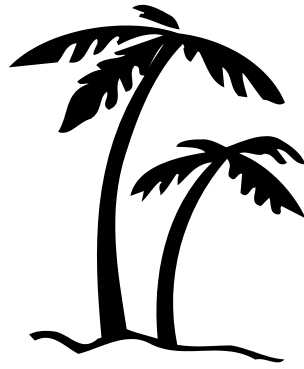
- 10 1. The responsibility of this committee is to provide an open hospitality room that will remain open twenty-
11 four hours a day (or as the hotel contract allows) throughout the entire convention.
12 2. Will be responsible for forming and overseeing the “serenity patrol” which will keep order and enforce the
13 guidelines of behavior established by the host committee. For the purpose of inclusion, clean time of
14 serenity patrol members is left up to the discretion of the hospitality subcommittee.
15 3. Saturday is our biggest night. It is suggested that the patrol be at its largest strength of numbers and that
16 they be on duty even during the banquet and main Saturday night meeting.
17 4. The guidelines set forth in the behavior statement are to be enforced by this patrol in a prompt and
18 courteous manner. This is very important to protect the reputation of NA as a whole, as any behavior may
19 cause us to be unwelcome back to that hotel and other hotel in the area.
20 5. Six months into the host committee preparation, volunteers should be organized to act as hosts for the
21 hospitality suite. Inexpensive buttons or ribbons for each individual should be provided.
22 6. Hospitality should provide free refreshments such as coffee, snacks, or fruit for the consumption of
23 convention attendees. Activities such as cards, and assorted games should be provided. Per the PCA
24 policy there will be *no gambling* in the hospitality suite.
25 7. It is suggested to create poster boards that are easily viewable with the rules of the hospitality suite (e.g.,
26 “no sleeping”, “no storage of personal belongings”). Hospitality should secure at least three bids for
27 snack, supplies, and fruit, accepting the lowest price.
28 8. One last note: At times there will be a lot of responsibility and pressure on the host committee, at the
29 convention and throughout the year leading up to it. It is important that we look out for one another,
30 putting our personalities aside and helping each other in the spirit of unity and purpose. Our recovery
31 comes first, and we should do our part to make sure we keep our priorities in order to make our recovery
32 weekend a memorable one!

33

34

Let’s carry the NA message of recovery and grow together!!!!

35



PALM COAST AREA
HOSPITALS & INSTITUTIONS
POLICY GUIDELINES
ADOPTED NOVEMBER 2015



Hospitals and Institutions (H&I) Meeting Format

1. Open the meeting with a moment of silence followed by the Serenity Prayer.
2. Read the purpose of H&I.
3. Read the Twelve Traditions of NA.
4. Read the Twelve Concepts for NA Service.
5. Open the floor to any NA member.
 - A. New members introduce themselves.
 - B. Any member who would like to speak regarding an H&I issue, etcetera.
6. Chair's report.
7. Vice chair's report.
8. Secretary's report.
9. Literature chair's report.
10. Meeting coordinator's report.
11. Orientation (If necessary)
12. Old Business
13. Elections – subcommittee trusted servants (if necessary).
14. New business.
15. Close with the Serenity Prayer.

Purpose

1. The PCA H&I subcommittee is responsible for carrying the Narcotics Anonymous message of recovery into hospitals and institutions where a group cannot meet due to the rules or regulations of that facility being in conflict with Traditions.
2. Our first priority is to carry the message into facilities where the residents have no access to regular meetings.
3. An H&I meeting may also be held in institutions where addicts have limited access to regular meetings, or where it may better serve the needs of the addicts within that facility by providing a strong NA message.
4. The H&I subcommittee initiates and conducts NA meetings, distributes literature, and orients new subcommittee members.

Subcommittee Trusted Servants Positions

H&I CHAIRPERSON QUALIFICATIONS AND RESPONSIBILITIES

1. The H&I chairperson is elected by the GSRs of the area service committee as outlined in the ASC Policy.
2. Required qualifications for this service position are:
 - A. Two years abstinence from all drugs.
 - B. One-year previous experience in PCA H&I.
 - C. A one-year commitment.
 - D. A strong NA message of recovery.
 - E. Working knowledge of the Twelve Steps and Twelve Traditions of NA, and the Twelve Concepts for NA Service.
3. The H&I chairperson must attend all H&I subcommittee and PCASC meetings,
4. The H&I chairperson must attend at least two FRSC fellowship development meetings during the year.
5. The H&I chairperson acts as a line of communication between the H&I subcommittee, the PCASC, and the Florida RSC.
6. The H&I chairperson is responsible for maintaining a line of communication between the subcommittee and the individual institutions. The meeting coordinator or individual cochair of the meetings can handle this communication. The chairperson is responsible to ensure that the meeting cochair comply with subcommittee and PCASC Policy, as well as rules and regulations of the meeting facilities.

- 1 7. It is the responsibility of the chairperson to convey new meeting requests made by facilities to the meeting
2 coordinator.
- 3 8. The H&I chairperson will also learn all of the responsibilities/duties of the meeting coordinator so that
4 he/she is able to assume those duties if the need arises.
- 5 9. It is the responsibility of the chairperson, vice chairperson and meeting coordinator to ensure that all
6 scheduled H&I meetings are covered.
- 7 10. It is suggested that the chairperson, vice chairperson, meeting coordinator and secretary of H&I have
8 personal schedules that allow them to be available in the evening hours for communication and coverage
9 of meetings as needed.
- 10 11. The H&I chairperson must be aware of all matters affecting H&I in the PCA.

11 ***H&I VICE CHAIRPERSON QUALIFICATIONS AND RESPONSIBILITIES***

- 12 1. The H&I vice chairperson is elected annually in August by the subcommittee or at the subcommittee's first
13 meeting once the position is open.
- 14 2. Required qualifications for this service position are:
 - 15 A. One-year abstinence from all drugs.
 - 16 B. Six months previous experience in the PCA H&I.
 - 17 C. A two-year commitment (1st year as vice chairperson, 2nd year as chairperson if elected by
18 PCASC).
 - 19 D. A strong NA message of recovery.
 - 20 E. A working knowledge of the Twelve Steps and Twelve Traditions of NA and the Twelve Concepts
21 for NA Service.
- 22 3. The H&I vice chair works with the chairperson to maintain smooth operation of the subcommittee.
- 23 4. The H&I vice chair should attend all meetings of the PCA H&I subcommittee. It is suggested that the vice
24 chair attend as many PCASC meetings as possible and at least two FRSC fellowship development
25 meetings per year.
- 26 5. The H&I vice chair is to assume the responsibility of any of the subcommittee's elected administrative
27 positions, including chairperson, should those elected become unable to fulfill their responsibilities.
- 28 6. The H&I vice chairperson will also learn all of the responsibilities/duties of the meeting coordinator so that
29 he/she is able to assume those duties if the need arises.
- 30 7. It is the responsibility of the chairperson, vice chairperson and meeting coordinator to ensure that all
31 scheduled H&I meetings are covered.
- 32 8. The H&I vice chair will assist the secretary in calling the meeting chairpersons each month, just prior to
33 the subcommittee meeting. This is to maintain communication and inquire about the status of each
34 meeting for the meeting coordinator's report and the subcommittee's meeting calendar. Additionally, this
35 will help to make sure contact numbers are correct and will remind committee members of the
36 subcommittee meeting each month.
- 37 9. It is suggested that the chairperson, vice chairperson, meeting coordinator, and secretary of H&I have
38 personal schedules that allow them to be available in the evening hours for communication and coverage
39 of meetings as needed.

40 ***MEETING COORDINATOR QUALIFICATION AND RESPONSIBILITIES***

- 41 1. The meeting coordinator is elected annually in August, or by the subcommittee at the subcommittee's first
42 meeting once the position is open.
- 43 2. Required qualifications for this service position are:
 - 44 A. Two years abstinence from all drugs.
 - 45 B. One-year previous experience in PCA H&I.
 - 46 C. A one-year commitment.
 - 47 D. A strong NA message of recovery.

- 1 E. Working knowledge of the Twelve Steps and Twelve Traditions of NA and the Twelve Concepts
2 for NA Service.
- 3 3. The meeting coordinator is responsible for maintaining a record of all meetings including:
4 A. Address and phone number of each facility and name of its contact person.
5 B. Rules and regulations of the facility whenever possible.
6 C. Name and phone number (and address for lock down meetings) of meeting cochairs.
- 7 4. The meeting coordinator contacts any new institution expressing an interest in an H&I meeting being held
8 in their facility. He/she maintains a contact list of such institutions, keeping the lines of communication
9 open.
- 10 5. The meeting coordinator may work with the public relations subcommittee as necessary.
- 11 6. It is suggested that the chairperson, vice chairperson, meeting coordinator and secretary of H&I have
12 personal schedules that allow them to be available in the evening hours for communication and coverage
13 of meetings as needed.

14 **ALTERNATE MEETING COORDINATOR QUALIFICATIONS AND RESPONSIBILITIES**

- 15 1. The alternate meeting coordinator (AMC) is elected annually, in August, or by the subcommittee at the
16 subcommittee's first meeting once the position is open.
- 17 2. Required qualifications for this position are:
18 A. One-year abstinence from all drugs.
19 B. One-year previous experience in PCA H&I.
20 C. A two year commitment.
21 D. A strong NA message of recovery.
22 E. Working knowledge of the Twelve Steps and Twelve Traditions of NA and the Twelve Concepts
23 for NA Service.
- 24 3. The AMC works with the Meeting coordinator to learn the duties, procedures and responsibilities of the
25 MC's position.
- 26 4. The AMC would assume the MC's duties and responsibilities should the MC become unavailable or is
27 otherwise unable to fulfill this commitment.
- 28 5. It is suggested that the Chairperson, Vice Chairperson, Meeting coordinator, Alternate meeting
29 coordinator and Secretary of H&I have personal schedules that allow them to be available in the evening
30 hours for communication and coverage of meetings as needed.

31 **SECRETARY QUALIFICATIONS AND RESPONSIBILITIES**

- 32 1. The secretary of the H&I subcommittee is elected annually in August, or by the subcommittee at the
33 subcommittee's first meeting once the position is open.
- 34 2. Required qualifications for this service position are:
35 A. Six-month abstinence from all drugs.
36 B. A one-year commitment.
37 C. Working knowledge of the Twelve Steps and Twelve Traditions of NA and the Twelve Concepts
38 for NA Service.
- 39 3. The secretary keeps an accurate set of minutes of all subcommittee meetings.
- 40 4. The secretary will assist the vice chair in calling the meeting chairpersons each month, just prior to the
41 subcommittee meeting. This is to maintain communication and inquire about the status of each meeting
42 for the meeting coordinator's report and the subcommittee's meeting calendar. Additionally, this will help
43 to make sure contact numbers are correct and will remind committee members of the subcommittee
44 meeting each month.
- 45 5. It is suggested that the chairperson, vice chairperson, meeting coordinator and secretary of H&I have
46 personal schedules that allow them to be available in the evening hours for communication and coverage
47 of meetings as needed.

H&I LITERATURE CHAIRPERSON QUALIFICATIONS AND RESPONSIBILITIES

1. The literature chairperson of the H&I subcommittee is elected annually in August, or by the subcommittee at the subcommittee's first meeting once the position is open.
2. Required qualifications for this service position are:
 - A. Six months abstinence from all drugs.
 - B. Three months previous experience in the PCA H&I.
 - C. A one-year commitment, and a working knowledge of the Twelve Steps and Twelve traditions of NA, and the Twelve Concepts for NA Service.
3. The literature chairperson is responsible for compiling a report of all distribution of literature to be given to the chairperson at the subcommittee meeting prior to the ASC monthly meeting.
4. Literature will be distributed at regularly scheduled subcommittee meetings only, unless other arrangements are made by meeting cochaIRS. The literature chair will maintain an adequate surplus of material per budget for H&I.
5. The literature chair will be responsible for making available to the orientation leader, a sufficient supply of referencing [H&I guidelines](#), handouts, and NAWS (NA World Services) H&I literature. This will include, but is not limited to, the H&I subcommittee's current policy, [H&I "Dos and Don'ts"](#), [H&I Service Bulletin #2: "Who is Best Suited to Carry the Message in an H&I Setting?"](#) and [World Service Board of Trustee's Bulletin #17: "What is Addiction?"](#)

H&I CHAIRS/COCHAIRS QUALIFICATIONS AND RESPONSIBILITIES

1. The cochaIRS are elected by the H&I subcommittee as a position becomes open. It is suggested that two cochaIRS be chosen for each meeting.
2. Requirements for this service position for non-lock-down facilities are:
 - A. Six months abstinence from all drugs
 - B. Two months previous involvement in PCA H&I
 - C. A one-year commitment
 - D. A strong message of NA recovery
 - E. Working knowledge of the Twelve Steps and Twelve Traditions of NA and the Twelve Concepts for NA Service.
3. Requirements for lock-down institutions are identical to non-lock-down with the exception that a one-year abstinence from all drugs is required. A particular facility may require more clean time.
4. Chairs and cochaIRS are responsible for all aspects of the meetings, including making sure that the meeting begins and ends on time, selecting speakers, and bringing in the literature.
5. They are also responsible for seeing that NA speakers are aware of the PCA H&I policy, WSC H&I suggested [guidelines](#), and the rules and regulations for each institution insofar as they do not interfere with carrying an NA message or with our policies or guidelines.
6. All chairs and cochaIRS are requested to attend all H&I subcommittee meetings for better communication. If a chair or cochair is unable to attend the subcommittee meeting, he/she is required to contact the chairperson, vice chair, meeting coordinator, alternate meeting coordinator or secretary, prior to the subcommittee meeting, to report the status of their meeting, and to make arrangements with the Literature chairperson to obtain literature for their meeting.
7. If for any reason a chair or cochair is unable to make it to their facility meeting they are required to contact the H&I subcommittee chairperson or the meeting coordinator. This will enable them to arrange for someone else to cover the meeting, or to contact the facility to let them know that we are unable to bring in that particular meeting.
8. The only person from H&I to attend an H&I meeting in any facility are the chairperson and a speaker.

1 **SPEAKERS QUALIFICATIONS AND RESPONSIBILITIES**

- 2 1. H&I speakers should have abstinence from all drugs for at least six months for non-lock-down facilities,
- 3 and at least one year for lock-down institutions, (a particular facility may require more clean time).
- 4 2. H&I speakers must have a strong NA message of recovery and be actively involved in their own personal
- 5 program of recovery.

6 **ORIENTATION QUALIFICATIONS AND RESPONSIBILITIES**

- 7 1. H&I orientation is to be held during every regularly scheduled subcommittee meeting as needed for new
- 8 members.
- 9 2. The H&I subcommittee chairperson will appoint the orientation leader.
- 10 3. An appointed leader will summarize the orientation handouts. This will be followed by a discussion period
- 11 for any questions or concerns about the handouts. New members will be responsible for reading the
- 12 handouts in their entirety.

13 **Hospital and Institutions Monthly Subcommittee Meeting Order of Business**

14 This subcommittee will conduct business at the monthly meeting incorporating a hybrid or combination of [Robert's](#)
15 [Rules of Order and Consensus Based Decision Making \(CBDM\)](#) as follows:

- 16 1. Robert's Rules of Order will be used for acceptance of trusted servants' monthly reports and elections of
- 17 trusted servants and meeting chairpersons.
- 18 2. CBDM will be instituted for other motions and business brought to the subcommittee.

19 **Voting and Elections of Trusted Servants and Meeting Chairpersons**

- 20 1. All motions brought before the subcommittee will require 75% of the vote by qualified members for
- 21 passage.
- 22 2. Any member of Narcotics Anonymous who attends the H&I subcommittee meeting for at least two
- 23 consecutive months with an interest in participating in H&I will be considered a qualified voting member of
- 24 the subcommittee.
- 25 3. Any member of the H&I subcommittee wishing to be elected as a trusted servant and/or to cochair an H&I
- 26 meeting must be present at the subcommittee meeting when he/she is to be nominated, elected, and/or
- 27 voted into any position.

28 **Additional Guidelines**

- 29 1. Policy changes
 - 30 A. All policy changes will be tabled over to the next regularly scheduled H&I subcommittee meeting.
 - 31 B. All policy changes will require 75% of qualified voting members present.
- 32 2. Resignation
 - 33 A. Resignation of any cochair should be brought to the attention of the H&I subcommittee chair and/or
 - 34 the meeting coordinator at least one month, prior to that final meeting.
- 35 3. Involuntary removal of chairs/cochairs
 - 36 A. Requires 75% vote of qualified voting members present.
 - 37 B. Grounds for impeachment include:
 - 38 a. Relapse (includes ban from returning to same Institution for one year).
 - 39 b. Failure to comply with H&I subcommittee guidelines, the Twelve Traditions of NA and the
 - 40 Twelve Concepts for NA Service.
- 41 4. New Facility Meetings
 - 42 A. New facility meetings will require a 75% vote of qualified voting members present to become
 - 43 a PCA H&I meeting.

Budget/Contributions

1. In an effort to keep our commitment to the Seventh Tradition, the H&I subcommittee will follow our PSASC annually approved Budget, and will not accept contributions, regardless of the source.

From WSC H&I Guidelines

1. Some facilities house only men or women; other facilities house both men and women but keep them separate. In facilities where meetings consist of only men or only women, we feel strongly that only same-sex NA members must participate. Remember that our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of NA Experience has taught us that we can avoid these problems if we follow this simple guideline.
2. This guideline should be adhered to unless it denies a meeting to take place; then and only then will a person of the opposite sex carry a meeting into the facility.

H&I Literature Inventory

1. H&I's literature inventory will consist of the following items:
 - A. Basic Text (soft cover only)
 - B. White Booklet
 - C. IP #22 Welcome to NA
 - D. IP #16 For the Newcomer
 - E. IP #23 Staying Clean on the Outside
 - F. Reading Cards
 - G. H&I Meeting Lists
 - H. Behind the Walls Booklet EN1601
2. Basic texts will be provided to cochairs of H&I meetings held at non-profit facilities/organizations when available.
3. The amount of literature in H&I's inventory is contingent upon the annual budget as provided by the PCASC.

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PALM COAST AREA
LITERATURE DISTRIBUTION
POLICY SUBCOMMITTEE
GUIDELINES
REVISED 6/9/2013



Literature Distribution Table of Contents

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- 2 1. Purpose
- 3 2. Subcommittee Structure
- 4 3. Qualifications
- 5 4. Responsibilities
- 6 5. Decision Making Procedures
- 7 6. Policy and Procedures
- 8 7. Removal of Officers
- 9 8. Supplements

Purpose

- 11 1. The purpose of the literature distribution subcommittee is to procure NA conference-approved literature and related items and make it available for purchase by PCA members and groups at the scheduled monthly business meeting of the area service committee.
- 12
- 13
- 14 2. The subcommittee is responsible for maintaining the area's literature inventory holding a prudent reserve of literature. This amount will fluctuate from time to time based on the needs of our area either growing or declining in its size and needs, not to exceed 10% over PAR (see supplements). The subcommittee also serves as a communication link in all matters of literature between the group and literature committees on all levels – area, region, and world.
- 15
- 16
- 17
- 18

Subcommittee Structure

- 19
- 20 3. Administrative committee
- 21 4. Chairperson
- 22 5. Vice chairperson
- 23 6. Secretary
- 24 A. Volunteers

Qualifications

26 All committee members should have knowledge of the Twelve Steps, Twelve Traditions, and the Twelve
27 Concepts for NA Service

LITERATURE CHAIRPERSON QUALIFICATIONS

- 29 1. A minimum clean time requirement of two years continuous abstinence.
- 30 2. Willingness to serve.
- 31 3. Six months prior experience with a literature distribution subcommittee.
- 32 4. An understanding of the service structure of Narcotics Anonymous.
- 33 5. An understanding of the responsibilities of all areas of literature distribution.
- 34 6. Time, abilities and resources needed to meet the responsibilities of the position.

LITERATURE VICE CHAIRPERSON QUALIFICATIONS

- 36 1. A minimum clean time requirement of one-year continuous abstinence.
- 37 2. Willingness to serve.
- 38 3. Prior experience with a literature distribution subcommittee
- 39 4. An understanding of the service structure of Narcotics Anonymous.
- 40 5. An understanding of the responsibilities of all areas of literature distribution.
- 41 6. Time, abilities and resources needed to meet the responsibilities of the position.

1 **LITERATURE SECRETARY QUALIFICATIONS**

- 2 1. Minimum clean time requirement of 6 months continuous abstinence
3 2. Willingness to serve
4 3. Secretarial skills, taking notes, typing, organizational skills

5 **LITERATURE VOLUNTEERS QUALIFICATIONS**

- 6 1. A desire to stop using.
7 2. Willingness to serve.
8 3. A desire to develop an awareness of the Twelve Steps, Twelve Traditions and the Twelve Concepts for
9 NA Service.

10 **Responsibilities**

11 **LITERATURE CHAIRPERSON RESPONSIBILITIES**

- 12 1. Shall be ultimately responsible for the functioning of the subcommittee.
13 2. Shall maintain all files and records.
14 3. Gives guidance, direction, encouragement, and support to all committee members.
15 4. Represents the subcommittee at all ASC meetings and submits a monthly, written report of the
16 committee's sales and purchases from the previous month's ASC meeting.
17 5. Stays in contact with Region and World in regard to availability and development of new literature.
18 6. Is responsible for placing and taking delivery of the literature order.

19 **LITERATURE VICE CHAIRPERSON RESPONSIBILITIES**

- 20 1. Shall be in training for chairperson position.
21 2. Shall perform the duties of the chairperson in his or her absence.
22 3. Shall attend all ASC meetings.
23 4. Must be able to work hand in hand with the chairperson.

24 **LITERATURE SECRETARY RESPONSIBILITIES**

- 25 1. Keep an accurate set of minutes of all subcommittee meetings.
26 2. Keep up-to-date contact information for volunteers and remind them in advance to attend
27 subcommittee meetings and literature distribution for ASC

28 **Decision Making Procedures: Consensus-Based Decisions**

- 29 1. It is suggested that all subcommittee members:
30 A. Should strive to remember that our personal recovery depends on unity.
31 B. Should strive to utilize their personal recovery in all discussions, remembering that part of
32 effective communication is listening with an open mind to all viewpoints.
33 C. Strive to establish unity, common respect and trust for one another.
34 2. Whenever possible the subcommittee chair shall seek a plan of action which all subcommittee members
35 can "live with." This plan may not turn out to be anyone's ideal plan, but if all members can live with the
36 plan, we can move forward in unity.
37 3. The chair shall encourage members with opposing viewpoints to suggest compromises which they will be
38 able to support. This type of discussion shall be encouraged until common ground is discovered and
39 adopted.
40 4. If after extensive discussion common ground cannot be arrived at, the chair shall suggest prayer and
41 meditation on the issue and shall table the discussion until later in the meeting, or until the following
42 meeting.

- 1 5. If after extensive discussion and prayer and meditation, common ground still cannot be found, the
2 subcommittee will resort to the motion and voting guidelines below. However, all members should
3 remember that by resorting to these guidelines, we risk a loss of unity.

4 **Motions**

- 5 1. A motion can be made by any subcommittee member, including a volunteer member.
6 2. A motion may be seconded by the subcommittee vice chair or any voting member.

7 **Voting**

- 8 1. All members with the exception of the chairperson may vote on motions
9 2. In the event of a tie, the chairperson may cast a tie-breaking vote

10 **Policy and Procedures**

- 11 1. Elections
12 A. The chair for the literature distribution subcommittee is elected by the GSR of the ASC.
13 B. In addition to the suggested clean time requirements listed for the chair, six months' experience
14 serving on a literature distribution subcommittee would be required.
15 2. Literature Sales
16 A. The committee is responsible for the literature sales and collection of the money for the literature
17 sold at the ASC meeting. In the event of an emergency preventing ASC from meeting in person,
18 the Admin in cooperation with Lit Dist will determine a time and place to distribute literature if
19 groups are in need.
20 B. The money collected from literature sales is finalized with the treasurer at the end of each ASC
21 meeting.
22 C. The literature committee sets the price for literature based on the cost and needs of the area
23 adding appropriate state and local sales tax and shipping costs.
24 D. Backorders orders that could not be fully filled at the last ASC meeting will be filled first.
25 E. Orders submitted to the subcommittee will be paid for (money order, Zelle*(NA is not affiliated) or
26 cashier's check only) and then filled in the order in which they are received.

27 **Removal of Officers**

- 28 1. Voluntary Resignation
29 A. Must be given in writing to the ASC chairperson.
30 2. Involuntary Removal
31 A. Missing two consecutive ASC meetings without notifying an ASC administrative committee
32 member.
33 B. Relapse during term of office.
34 C. Failure to adhere to PCASC and subcommittee guidelines.
35 3. Impeachment
36 A. Contingent upon intentional violation of the Traditions and/or failure to perform duties and
37 responsibilities.
38 B. The chairperson will give the individual notice in writing at least seven days prior to the ASC
39 subcommittee meeting.
40 C. The motion for removal will be presented at the ASC meeting with said due cause.
41 D. The respondent will be given an opportunity for rebuttal immediately following the presentation of
42 the motion.
43 E. A vote will be taken by closed ballot.
44 F. Two-thirds majority vote is required for impeachment.

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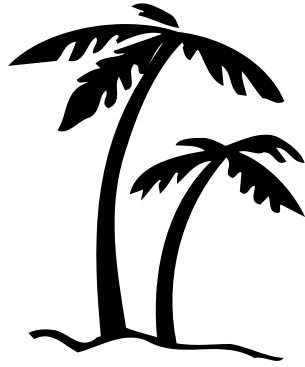
Supplements

[Narcotics Anonymous Copyrights and Literature](#)

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PALM COAST AREA
POLICY SUBCOMMITTEE
GUIDELINES
REVISED 09/06/23.



Purpose

1. The policy subcommittee will review old and new ASC committee and subcommittee policies.
2. The subcommittee will research proposals tabled to the committee for possible conflict with the Twelve Traditions and/or the [Twelve Concepts for NA Service](#) and the overall impact (financial, spiritual, unity and implementation) of the proposal and existing policy on the area as a whole.
3. The direction of this committee is to follow the Twelve Concepts for NA Service.
4. The Ninth Concept reads: *All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.*
5. The Ninth Concept states that “we are responsible to share our thoughts and our conscience with our fellow members, carefully explaining our position and listening with equal care to the positions of others.”
6. The Ninth Concept encourages us to continue to consult group conscience.
7. The subcommittee will provide updated policy information to the PCASC at the September ASC meeting

Meeting Agenda

1. Open the meeting with a moment of silence followed by the Serenity Prayer.
2. Read the Twelve Concepts for NA Service.
3. Read the purpose of the policy subcommittee.
4. Opening the floor to any NA member.
5. Chair's report.
6. Secretary's report (minutes from the last meeting).
7. Old business.
8. Elections (if necessary)
9. New business
10. Review business of the day.
11. Closing (the “we version” of the Serenity Prayer)

Decision Making Process: Consensus-Based Decisions

1. It is suggested that all subcommittee members
2. Should strive to remember that our personal recovery depends on unity.
3. Should strive to utilize their personal recovery in all discussions, remembering that part of effective communication is listening with an open mind to all viewpoints.
4. Strive to establish unity, common respect and trust for one another.
5. Whenever possible, the subcommittee chair shall seek a plan of action which all subcommittee members can “live with.” This plan may not turn out to be anyone’s ideal plan, but if all members can live with the plan, we can move forward in unity.
6. The chair shall encourage members with opposing viewpoints to suggest compromises which they will be able to support. This type of discussion shall be encouraged until common ground is discovered and adopted.
7. If after extensive discussion, common ground cannot be arrived at, the chair shall suggest prayer and meditation on the issue and shall table the discussion until later in the meeting, or until the following meeting.
8. If after extensive discussion and prayer and meditation, common ground still cannot be found, the subcommittee will resort to the proposal and voting guidelines below. However, all members should remember that by resorting to these guidelines, we risk a loss of unity.

Proposals

1. A proposal can be made by any subcommittee member, including a general member.

Voting

1. All members with the exception of the chairperson may vote on proposals.
2. In the event of a tie, the chairperson may cast a tie-breaking vote.

Making Recommendations for Policy Changes

1. Does the proposal violate any of the Twelve Steps, Twelve Traditions, or Twelve Concepts?
2. Does the proposal change or establish policy?
3. What impact does the proposal have on the ASC (financial, spiritual, time etc.)?
4. May provide a recommendation to the ASC.

Subcommittee Structure

1. The officers of the subcommittee will consist of a chairperson, a vice chairperson and a secretary.
2. This subcommittee shall be comprised of any NA member of the PCA.
3. The chairperson is elected by the groups of the area as outlined in the ASC policy.
4. The removal of the chairperson shall fall under the removal of officers as outlined on page 10 of the ASC policy.

Qualifications

POLICY CHAIRPERSON

1. Shall have two years abstinence from all drugs.
2. A working knowledge of the Twelve Steps
3. A working knowledge of the Twelve Steps and Twelve Traditions of NA and the Twelve Concepts for NA Service.

POLICY VICE-CHAIRPERSON

1. Shall have a minimum of one-year abstinence from all drugs.
2. A working knowledge of the Twelve Steps and Twelve Traditions of NA, and the Twelve Concepts for NA Service

POLICY SECRETARY

1. Shall have one-year abstinence from all drugs.
2. A working knowledge of the Twelve Steps of NA.

GENERAL MEMBERS

1. Any member of the PCA with at least one day clean.

Responsibilities

POLICY CHAIRPERSON

1. The chairperson must attend all policy subcommittee and ASC meetings.
2. The chairperson must be aware of all matters affecting PCA policy.
3. Acts as the liaison between the area and the subcommittee carrying the information in a precise manner both ways as it is given to them.
4. In the event either Vice Chair or Secretary are vacant the chair assumes their responsibilities
5. Shall be responsible to forward all records to the incoming person at the end of their commitment.

- 1 6. A count of all Groups and/or Subcommittees will be taken at the August ASC for those who request a
- 2 copy of the ASC Policy Package. The Policy Package will be provided at the September ASC to those
- 3 that requested.
- 4 7. The Policy Chairperson will provide 5 copies to the ASC Secretary to keep on hand for distribution as
- 5 requested.

6 ***POLICY VICE-CHAIRPERSON***

- 7 1. Shall stand in when the chairperson is not present.
- 8 2. Shall attend all ASC meetings for better understanding of how it functions.
- 9 3. This is a two-year commitment (1st year as vice chair, 2nd year as chair).

10 ***POLICY SECRETARY***

- 11 1. Responsible to keep accurate minutes and keep the policy manual updated.
- 12 2. Maintain records of all meetings during the past 2 years.
- 13 3. Shall be responsible to forward all records to the incoming person at the end of their commitment.
- 14 4. This is a one-year commitment.

15 ***GENERAL MEMBERS***

- 16 1. Suggested: A working knowledge of The Twelve Steps and The Twelve Traditions.
- 17 2. The willingness to serve this committee as necessary whenever called on if possible.

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**PALM COAST AREA
PUBLIC RELATIONS
SUBCOMMITTEE
POLICY GUIDELINES
REVISED AUGUST 2019**



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- 4 3. Subcommittee Structure
- 5 4. Qualifications
- 6 5. Responsibilities
- 7 6. PR Coordinator Descriptions
- 8 7. Guidelines for General Contacts
- 9 8. Decision Making Procedures
- 10 9. Contingency Plan for Media Contacts
- 11 10. Policy Clarifications
- 12 11. Supplements to the Package

Purpose

- 13
- 14 1. The Narcotics Anonymous message is “that an addict, any addict, can stop using drugs, lose the desire to
- 15 use and find a new way to live.” Our relations with the public enable us to share this message broadly so
- 16 that those who might benefit from our program of recovery can find us.
- 17 2. We perform public relations service to increase the awareness and credibility of the NA program. We
- 18 share our message openly with the public at large, with prospective members, and with professionals.
- 19 Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with
- 20 those inside and outside the fellowship. Establishing and maintaining a commitment to these relationships
- 21 can help us to further our primary purpose.
- 22 3. The spiritual principles of our steps, traditions, and concepts guide us in pursuing our public relations
- 23 aims and our efforts to enhance NA’s public image and reputation. These principles apply to our
- 24 community and service efforts as well as to the personal behavior and attitude of individual NA members.
- 25 (Revised from the [NA Public Relations Handbook](#)).

Agenda for Subcommittee Meetings

- 26
- 27 1. Opening prayer.
- 28 2. Read the purpose of the PR subcommittee.
- 29 3. Read the Twelve Concepts for NA Service.
- 30 4. Read the Twelve Traditions of NA.
- 31 5. Welcome any new members.
- 32 6. Open floor (any addict may speak).
- 33 7. Chairperson’s report.
- 34 8. Vice chairperson’s report.
- 35 9. Secretary’s report.
- 36 10. Orientation.
- 37 11. PR coordinators’ reports.
- 38 12. Old business.
- 39 13. Elections.
- 40 14. New business.
- 41 15. Closing prayer.

Subcommittee Structure

- 42
- 43 1. Administrative Committee
- 44 A. Chairperson
- 45 B. Vice chairperson

- 1 C. Secretary
- 2 2. PR coordinators
- 3 A. Internet
- 4 B. Presentations
- 5 C. Help Line
- 6 D. Outreach
- 7 E. Meeting List
- 8 F. Any other projects as established by group conscience of the committee
- 9 3. Voting members
- 10 4. General members
- 11 5. Presenters
- 12 A. Presentation leaders
- 13 B. Presentation participants
- 14 C. Presentation observers

Qualifications

16 Committee members should have a thorough understanding of the principle of attraction rather than promotion
 17 and personal anonymity as it relates to PR work.

18 ***PR CHAIRPERSON***

- 19 1. A minimum clean time requirement of four years continuous abstinence.
- 20 2. Willingness to serve.
- 21 3. Previous experience with a public relations subcommittee.
- 22 4. An understanding of the service structure of Narcotics Anonymous.
- 23 5. An understanding of the responsibilities of the project coordinators.
- 24 6. Time, abilities, and resources needed to meet the responsibilities of the position.

25 ***PR VICE CHAIRPERSON***

- 26 1. A minimum clean time requirement of three years abstinence.
- 27 2. Willingness to serve.
- 28 3. Previous experience with a public relations subcommittee.
- 29 4. An understanding of the service structure of Narcotics Anonymous.
- 30 5. An understanding of the responsibilities of the project coordinators.
- 31 6. Time, abilities and resources needed to meet the responsibilities of the position.

32 ***PR SECRETARY***

- 33 1. Minimum clean time requirement of six months continuous abstinence.
- 34 2. Willingness to serve.
- 35 3. Previous experience with secretarial and organizational functions.
- 36 4. Time, abilities, and resources needed to meet the responsibilities of the position, including basic
 37 computer skills, personal email account, and access to a computer.

38 ***PR COORDINATORS***

- 39 1. All PR Coordinators must have two years clean.
- 40 2. Willingness to serve.

1 **VOTING MEMBERS**

- 2 1. Minimum of 90 days clean.
- 3 2. Willingness to serve.
- 4 3. A desire to develop a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA, and the
- 5 Twelve Concepts for NA Service.
- 6 4. Attendance at three consecutive subcommittee meetings.

7 **GENERAL MEMBERS**

- 8 1. A desire to stop using.
- 9 2. Willingness to serve.
- 10 3. A desire to develop a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA, and the
- 11 Twelve Concepts for NA Service.

12 **HELPLINE MEMBERS**

- 13 1. Must have one year clean.
- 14 2. Willingness to serve.
- 15 3. Must have a strong NA program and message.
- 16 4. The person must go through orientation or have previous PCA helpline experience.
- 17 5. Must reporting any problems to the helpline project coordinator.
- 18 6. Contact the helpline project coordinator if you will not be available during your scheduled call time.
- 19 7. Female calls will be handled by females and males by males whenever possible.
- 20 8. Contact the helpline project coordinator monthly to go over any minor problems or if you are not receiving
- 21 any calls, or if there are meeting changes that you may be aware of. Failure to do so will be addressed in
- 22 PR subcommittee meeting for discussion, which could result in removal of rotation schedule.

23 **PRESENTERS**

- 24 1. Presentation leaders:
 - 25 A. Shall have a minimum of two years clean time in Narcotics Anonymous.
 - 26 B. Shall always be accompanied by at least one other qualified member. No member shall ever
 - 27 conduct a presentation alone.
 - 28 C. Shall have observed at least two presentations.
 - 29 D. Shall have a working knowledge of the Twelve Steps of NA and the Twelve Traditions of NA, with
 - 30 special emphasis on a thorough understanding and ability to apply the following principles:
 - 31 a. Having no opinion (either positive or negative) on any outside issue or organization,
 - 32 including other Twelve Step fellowships.
 - 33 b. Attraction rather than promotion.
 - 34 c. Personal anonymity, including the ability to set aside one's own opinions and effectively
 - 35 communicate the NA message as published in our conference-approved literature.
 - 36 E. Shall carry a clear, focused, NA message, with a thorough understanding of powerlessness over
 - 37 addiction and the importance of not separating or giving special emphasis to certain drugs.
 - 38 F. Shall dress appropriately. Please check with pages 33, 52, 61, and 68 of the [PR Handbook](#) for
 - 39 further dress code information.
 - 40 G. Shall have prior subcommittee approval.

41 **PRESENTATION PARTICIPANTS**

- 42 1. All participants must have one year clean.

- 1 2. Shall be accompanied by a qualified presentation leader (see above). No member shall ever conduct a
2 presentation alone.
- 3 3. Shall have observed at least two presentations.
- 4 4. Have a desire to develop a working knowledge of the Twelve Steps of NA and the Twelve Traditions of
5 NA, with special emphasis on a thorough understanding and ability to apply the following principles:
6 A. Having no opinion (either positive or negative) on any outside issue or organization, including
7 other Twelve Step fellowships.
8 B. Attraction rather than promotion.
9 C. Personal anonymity, including the ability to set aside one's own opinions and effectively
10 communicate the NA message as published in our conference approved literature.
- 11 5. Shall carry a clear, focused NA message, with a thorough understanding of powerlessness over addiction
12 and the importance of not separating or giving special emphasis to certain drugs.
- 13 6. Shall dress appropriately. Please check with pages 33, 52, 61, and 68 of the [PR Handbook](#) for further
14 dress code information.
- 15 7. Shall have prior subcommittee approval.

16 ***PRESENTATION OBSERVERS***

- 17 1. General committee members and any other interested NA members are encouraged to observe
18 presentations.
- 19 2. Shall not participate in the presentation other than by observing and learning.
- 20 3. Shall dress appropriately. Please check with pages 33, 52, 61, and 68 of the [PR Handbook](#) for further
21 dress code information.
- 22 4. Shall have prior subcommittee approval.

23 **Responsibilities**

24 ***PR CHAIRPERSON RESPONSIBILITIES***

- 25 1. Arranges the time and agenda for all subcommittee meetings.
- 26 2. Shall be ultimately accountable for the functioning of the subcommittee.
- 27 3. Shall maintain all files and records.
- 28 4. Gives guidance, direction, encouragement, and support to all project coordinators and all subcommittee
29 members.
- 30 5. Represents the subcommittee at all ASC meetings and submits a monthly written report.
- 31 6. Signs or approves all correspondence before being sent (with the exception of meeting list changes and
32 flyer approvals).
- 33 7. Attends six fellowship development regions, if possible and reasonable.
- 34 8. Must attend monthly PR Meeting. Missing two months consecutively may result in removal of position.

35 ***PR VICE CHAIRPERSON RESPONSIBILITIES***

- 36 1. Shall be in training for chairperson position.
- 37 2. Shall perform the duties of the chairperson in his or her absence.
- 38 3. Shall attend at least nine ASC meetings per year.
- 39 4. Attends all project coordinator meetings.
- 40 5. Shall, when possible, attend PR presentations.
- 41 6. Must be able to work hand in hand with chairperson.
- 42 7. Attend two fellowship development regions.
- 43 8. Must attend monthly PR Meeting. Missing two months consecutively may result in removal of position.

1 **PR SECRETARY RESPONSIBILITIES**

- 2 1. Maintains and distributes accurate minutes of each committee meeting.
- 3 2. Prepares all correspondence.
- 4 3. Maintains mailing lists, if any, for subcommittee.
- 5 4. Must attend monthly PR meeting. Missing two months consecutively may result in removal of position.

6 **PR COORDINATORS RESPONSIBILITIES**

- 7 1. With input from interested members, develops a written action plan for subcommittee approval.
- 8 2. Must attend monthly PR meeting. Missing two months consecutively may result in removal from
- 9 coordinator's position.
- 10 3. Obtains prior subcommittee approval for any and all projects, including any and all verbal and written
- 11 contacts, etcetera. Prior approval by the subcommittee is an absolute requirement. There are no
- 12 exceptions.
- 13 4. Gathers the people required to do the project work (i.e. envelope stuffers, etcetera).
- 14 5. Schedules and chairs project meetings as needed.
- 15 6. Supervises the work of all project members.
- 16 7. Establishes contact with those in their particular field of coverage when necessary.
- 17 8. Serves as the single point of accountability for any related contacts, responding to all inquiries in a timely
- 18 manner.
- 19 9. Arranges presentations, functions, and events for those in their particular field of coverage.
- 20 10. Prepares correspondence to those in their particular field of coverage for committee approval and
- 21 signature by PR chairperson prior to distribution.
- 22 11. Sends follow-up thank you letter (typed by secretary, signed by chairperson) within a week after each
- 23 contact.
- 24 12. Evaluates all projects as they are underway, reporting any questions or problems to the PR chairperson
- 25 and/or to the subcommittee as a whole.
- 26 13. Maintains business relationships with service providers (i.e. printers, publishers, internet service
- 27 providers, etcetera) submitting all expenses to the subcommittee in a timely manner in order to convey a
- 28 positive impression of Narcotics Anonymous and in order to prevent discontinuation or interruption of
- 29 service.
- 30 14. Provides information and assistance as needed in the subcommittee's budgeting procedures.
- 31 15. Submits a written and verbal report to each subcommittee meeting.
- 32 16. Keeps accurate records so that information can be passed on to the next project coordinator.
- 33 17. Any additional projects, as needed, will adhere to NAWA Guidelines.
- 34 18. All members need to contact project coordinators at a minimum of every two months.
- 35 19. See the specific project coordinator descriptions for more guidelines and information.

36 **PR VOTING AND GENERAL MEMBERS**

- 37 1. Participate in discussions, contributing to the process of consensus and/or group conscience.
- 38 2. Provide assistance with various projects as necessary.

39 **PRESENTERS**

- 40 1. Attend and/or participate in presentations as needed and when possible.
- 41 2. Assist in the training of new presenters as needed and when possible.

Responsibilities

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WEB COORDINATOR RESPONSIBILITIES

1. Maintains PCA website in accordance with NA World Services Public Relations Resource Paper on PR and the World Wide Web. For more information, refer to chapter ten of the NAWS [PR Handbook](#).
2. Regularly monitors all links to determine if they are still active and following our guidelines.
3. Maintains PCA website passwords and email passwords.
 - A. Other than the area chair, area vice chair, and PR chair, shall have the information and passwords necessary to access and maintain the website and all email accounts.
 - B. Makes updated password list available at the request of any of these members as needed.
4. Keeps content management system updated.
 - A. Views history or releases at <https://wordpress.org/news/>
 - B. Updates WordPress preview site when new WordPress updates are available. (monthly)
 - C. Applies updates to preview site first, then applies updates to the live site. (monthly)
 - D. Updates preview site with information from production site quarterly.
 - E. Checks logs biweekly for any pages that are showing 404 errors (pages not found). Note that 404 errors can also be found in Google analytics.
 - F. May add monitoring service to receive text/email notifications if site goes down frequently. If this involves cost, it may need to be approved by ASC depending on amount (see Financial Responsibility).
5. Maintains backups.
 - A. Performs monthly backup of database and saves to DVD.
 - B. Gives database backup DVD to PR chair or appropriate person quarterly.
 - C. Performs backup of site's files and saves to DVD quarterly.
 - D. Gives site backup DVD to PR chair or appropriate person quarterly.
 - E. Performs backup of all emails quarterly, or every six months at minimum.
6. Confirms presence of an up-to-date PDF of PCA recovery meeting lists on the site as generated by the BMLT.
7. Posts event information
 - A. Updates listing of ASC approved activities and events on the site weekly or biweekly as needed, including flyers and details.
 - B. Promptly removes events as they have passed.
8. Posts ASC minutes promptly and tests from computer and phone to verify that they posted correctly.
9. Performs miscellaneous tasks as requested and approved by PR chair. Example: Posting a link for NA survey.
10. Administers PCASC email addresses (see attached chart).
 - A. Checks for storage space of email accounts monthly.
 - B. Goes into email accounts and looks for spam bi-weekly and applies to items below.
 - C. Creates global email filters as spam rules to prevent spam.
 - D. Routes spam rules to spambox@palmcoastna.org.
 - E. Routinely checks the spam email to make sure nothing important was sent there by mistake.
 - F. Responds to internal emails that relate to technical and/or site-administration issues.
 - G. Responds to all emails received through the contact form on the website addressed to webservant@palmcoastna.org or events@palmcoastna.org.
11. Obtains subcommittee approval for any changes other than updates to the area website.
12. Delivers monthly report of web coordinator and website activities at PR subcommittee meeting.
 - A. Report can be a template edited as needed. Template may include:
 - a. Completed WordPress updates.
 - b. Include any information on outages (dates, duration, etc.)

- 1 c. Number of events posted or removed, and observations.
- 2 d. Google Analytics: Monthly report from Google Analytics regarding pages most visited,
- 3 amount of traffic to site, things discovered.
- 4 e. Accounting of email responses to fellowship members and public.
- 5 f. Number of spam filters created
- 6 g. General topics: Miscellaneous items to report, observations made (example: emails not
- 7 being read, site activity increased, broken links found, suggestions if any, etc.)
- 8 13. Trains alternate web coordinator to perform all responsibilities of web coordinator.
- 9 14. See PR project coordinators responsibilities above for additional guidelines and information.

10 **ALTERNATE WEB COORDINATOR RESPONSIBILITIES**

- 11 1. Trains in all responsibilities of web coordinator.
- 12 2. Assists web coordinator as needed.
- 13 3. Takes over responsibilities of web coordinator if web coordinator is unavailable.
- 14 4. See PR project coordinators responsibilities above for additional guidelines and information.

15 **HELPLINE PROJECT COORDINATOR RESPONSIBILITIES**

- 16 1. Supervises phone lines/accounts activity.
- 17 2. Give orientation of do's and don'ts to new helpline member.
- 18 3. Covers all calls as a backup.
- 19 4. Maintains schedule of members who cover the calls.
- 20 5. Distributes current meeting lists to all member of the helpline.
- 21 6. Will communicate with members regarding changes or problems.
- 22 7. See PR project coordinators responsibilities above for additional guidelines and information.

23 **MEETING LIST COORDINATOR RESPONSIBILITIES**

- 24 1. Updates, prints, and distributes to either PR chair or Literature chair before monthly ASC meeting.
- 25 2. Keep BMLT ([Basic Meeting List Toolbox](#)) current.
- 26 3. Keeps NAWS (Narcotics Anonymous World Service) PR contact updated with current Palm Coast
- 27 meeting information.
- 28 4. Places order and picks up meeting lists in time for monthly ASC (bimonthly printing).
- 29 5. Monitor the PR email daily for any emails pertaining to meeting changes, make those changes within 24
- 30 hours, and responds by email to the person who sent the change to acknowledge that it was done or to
- 31 ask for clarification if there is a question or problem with the request.
- 32 6. See PR project coordinators responsibilities above for additional guidelines and information.

33 **OUTREACH COORDINATOR RESPONSIBILITIES**

- 34 1. Coordinates functions connecting PR with groups and members isolated from PCA.
- 35 2. The purpose of outreach is help overcome the isolation that hinders the growth and survival of our
- 36 groups. The focus tends to be on groups that are geographically isolated, but may also include assistance
- 37 to groups isolated by such things as personal choice, language, cultural differences, or location within a
- 38 locked facility not served by H&I. While the main emphasis is on outreach efforts that are aimed at
- 39 bringing geographically isolated NA members into the larger community, outreach committees are not
- 40 limited to those activities. What outreach does should depend on the local need.
- 41 3. See PR project coordinators responsibilities above for additional guidelines and information.

1 **PRESENTATION COORDINATOR RESPONSIBILITIES**

- 2 1. Actively coordinates presentations including but not limited to, presentation booths, professional
3 organizations, treatment centers/facilities, health organizations, government entities, and poster days.
4 2. Conducts New Comer Orientation including PR Do's and Don'ts (NAWS [PR Handbook](#), page 61) and
5 What is PR? For more information, see NAWS [PR Basics](#).
6 3. Assists with PR learning days.
7 4. Maintains contacts of presentation leaders, participants, and observers.
8 5. Shall conduct two mock presentations a year for PCA, one every six months.
9 6. See PR project coordinators responsibilities above for additional guidelines and information.
10 7. Any other project coordinator deemed necessary shall be subject to project coordinators responsibilities
11 as listed above.

12 **Guidelines for General Contacts**

- 13 1. Initial contact
14 A. Explains to the contact that we want to let them know of the existence of Narcotics Anonymous –
15 that our primary purpose is to help suffering addicts by making them aware of NA.
16 B. Offers to set up a face to face meeting or to send information.
17 C. If information is requested, sends pre-approved literature and meeting lists with pre-approved
18 cover letter, signed by the PR chairperson.
19 D. If a meeting is requested, attempts to schedule an appointment after our next PR meeting. If this
20 is not possible, contacts the PR chairperson or PR vice chairperson immediately.
21 E. Also see contingency plan for media contacts (below) for additional guidelines and information.
22 2. Keeping records of contacts
23 A. Name of person contacted.
24 B. Address.
25 C. Phone number.
26 D. Date of contact.
27 E. Your name.
28 F. Presentation date or information sent (if any).
29 G. Follow-up dates.

30 **Decision Making Procedures: Consensus-Based Decisions**

- 31 1. It is suggested that all subcommittee members:
32 A. Should strive to remember that our personal recovery depends on unity.
33 B. Should strive to utilize their personal recovery in all discussions, remembering that part of
34 effective communication is listening with an open mind to all viewpoints.
35 C. Strive to establish unity, common respect and trust for one another.
36 2. Whenever possible the subcommittee chair shall seek a plan of action which all subcommittee members
37 can “live with.” This plan may not turn out to be anyone’s ideal plan, but if all members can live with the
38 plan, we can move forward in unity.
39 3. The chair shall encourage members with opposing viewpoints to suggest compromises which they will be
40 able to support. This type of discussion shall be encouraged until common ground is discovered and
41 adopted
42 4. If after extensive discussion, common ground cannot be arrived at, the chair shall suggest prayer and
43 meditation on the issue and shall table the discussion until later in the meeting, or until the following
44 meeting.
45 5. If, after extensive discussion and prayer and meditation, common ground still cannot be found, the
46 subcommittee will resort to the motion and voting guidelines below. However, all members should
47 remember that by resorting to these guidelines, we risk a loss of unity.

Proposals

A proposal can be made by any subcommittee member, including a general member.

Voting

1. All members with the exception of the chairperson and general members may vote on proposals.
2. In the event of a tie, the chairperson may cast a tie breaking vote.

Contingency Plan for Media Contacts

1. It is essential that all public relation efforts of Narcotics Anonymous be well prepared and carried out. The clarity and quality of our public image has a direct effect whether or not addicts who need us will be able to find us. For that reason, PR is undertaken with patient, careful planning.
2. In order to handle requests for public relations in the PCA, we have set up a contingency plan.
3. Any NA member receiving a request for information from an outside contact should immediately call one of the following:
 - A. PCA PR chair
 - B. PCA PR vice chair
 - C. Florida regional PR chair
4. One of the individuals listed above will respond to the contact within a reasonable period.
5. When a request is made by the media, PCA public relations subcommittee will handle the request.
6. If determined, the Florida region or world PR committees may handle the request; the appropriate one will be contacted.
7. There are some basic rules in public relations that need to be understood by every NA member:
8. Never do outside speaking engagements on your own.
9. Never do media interviews on your own.
10. Remember that no individual member can ever represent NA.

Prior Clarifications

Motion as written and approved:

- *03/09/2003* – To clarify our committee guidelines and our commitment to the Seventh Tradition by stating that regardless of the source of our funding, this committee will not exceed our approved budgeted line items without prior approval from the groups of the PCA. Also, all unused funds will be turned in to the ASC treasurer at each ASC. (Seventh Tradition)
- *2003/59* – In order to be included on our meeting lists, a group must appear at the ASC at least once to announce the formation of the group and request inclusion on the meeting list. (Passed 10/12/2003)
- *2003/66* – That the PR subcommittee will be the single point of accountability for maintaining Palm Coast's information on the NA.org database, including meeting and trusted servant information, and that unless otherwise instructed by a group, the ASC PO box will be used as the mailing address for all groups on the Palm Coast meeting list. (Passed 10/12/2003)
- *8/13/2006* – *Motion passed by the committee:* Prospective project coordinators be required to attend two consecutive PR meetings before proceeding in that position.
- *20072* – To change the name from “Public Information Committee” to “Public Relations Committee” to reflect the changes World has made. (Passed 22/0/3, 01/14/2007)
- *2008/1* – To place on our meeting list and website the following information: In the spirit of cooperation not affiliation for support for families and friends of addicts please contact Nar-Anon at 1-800-477-6297 or <http://nar-anon.org>.
- *2014/17* – Bills/Invoices incurred to be paid directly by PCA should be emailed to the PCA treasurer at treasurer@palmcoastna.org. If emailing bill is absolutely unavailable, bills should be mailed to the area PO box. Responsible party will review invoice.

- 1 • 2014/18 – All essential area bills be set to autopay with area debit card/EFT with area bank account.
- 2 • 2019/009 – Add position of alternate web coordinator.
- 3 • 2019/10 – Clarify duties and responsibilities of web coordinator.
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PALM COAST AREA
SPIRITUAL RETREAT
COMMITTEE GUIDELINES



Spiritual Retreat Subcommittees:

- 1
- 2 1. Chair
- 3 2. Vice chair
- 4 3. Treasurer
- 5 4. Registration
- 6 5. Programming
- 7 6. Merchandising
- 8 7. Camp Liaison
- 9 8. Fundraising

General Requirements

- 11 1. All positions except chair will be elected at an open meeting to be announced by the newly elected chairperson
- 12
- 13 2. Any subcommittee chair or committee member who is absent for two consecutive meetings without prior notification to the chairperson will have their position open for re-election at the third meeting and will be removed from all committee communications.
- 14
- 15
- 16 3. Must have a willingness to serve for one year, except the vice chair who must have the willingness to serve for two years.
- 17
- 18 4. Resides in the PCA

SPIRITUAL RETREAT CHAIRPERSON QUALIFICATIONS

- 20 1. Minimum four years clean time.
- 21 2. One-year prior retreat experience or prior experience as a retreat chairperson.
- 22 3. Resides in the PCA

SPIRITUAL RETREAT VICE CHAIR QUALIFICATIONS

- 24 1. Minimum three years clean time.
- 25 2. Two-year commitment.
- 26 3. Fulfill responsibilities of subcommittee chairs in their absence until replacements are found.
- 27 4. Resides in the PCA

SPIRITUAL RETREAT SECRETARY QUALIFICATIONS

- 29 1. Minimum one-year clean time.
- 30 2. Secretarial skills (i.e. take notes, type minutes, etc.)

SPIRITUAL RETREAT TREASURER QUALIFICATIONS

- 32 1. Minimum four years clean time
- 33 2. Accounting skills.
- 34 3. Prior experience helpful.
- 35 4. Resides in the PCA

SPIRITUAL RETREAT CAMP LIAISON QUALIFICATIONS

- 37 1. Minimum one-year clean time.
- 38 2. One-year prior experience at retreat helpful.
- 39 3. Business skills, professional manners, negotiating skills.

1 **SPIRITUAL RETREAT REGISTRATION CHAIR QUALIFICATIONS**

- 2 1. Minimum four years clean time.
3 2. Prior retreat or convention experience helpful.

4 **SPIRITUAL RETREAT PROGRAMMING CHAIR QUALIFICATIONS**

- 5 1. Minimum one-year clean time.
6 2. Prior retreat or convention experience helpful.

7 **SPIRITUAL RETREAT MERCHANDISING CHAIR QUALIFICATIONS**

- 8 1. Minimum four years clean time.
9 2. Prior retreat or convention experience helpful.

10 **SPIRITUAL RETREAT FUNDRAISING CHAIR QUALIFICATIONS**

- 11 1. Minimum four years clean time.
12 2. Prior retreat or convention experience helpful.

13 **Duties of Spiritual Retreat Subcommittee Chairs**

14 **SPIRITUAL RETREAT CHAIRPERSON DUTIES**

- 15 1. Presides over all spiritual retreat committee meetings.
16 2. Attends all PCASC meetings, acting as primary liaison between committee and the ASC.
17 3. Prepares an agenda.
18 4. Insures committee members are informed of any sudden changes in meeting time or place.
19 5. Is cosigner on bank account.
20 6. Only votes in case of a tie, if comes to a vote.
21 7. First committee meeting to elect subcommittee chairs, chair can vote.
22 8. Gives updated report to ASC, including treasurer's report, bank statement with reconciliation, and
23 inventory.
24 9. Acts as final authority on clarification of all guidelines.
25 10. Keeps activities in accordance with the Twelve Traditions and Twelve Concepts.
26 11. Allows subcommittees to do their job while supplying guidance and support.
27 12. Allows discussion on major issues before calling a vote.
28 13. Helps to resolve personality conflicts.
29 14. Is responsible for signing the following year's contract.
30 15. Will assist treasurer in collection and deposit of funds at fundraises and retreat.
31 16. Has access (username and password) to online bank account.

32 **SPIRITUAL RETREAT VICE CHAIR DUTIES**

- 33 1. Will assume responsibilities of chair in the event of their absence.
34 2. Assist the chair in overall coordination.
35 3. Second liaison for the spiritual retreat committee and to the PCASC..
36 4. Coordinates with subcommittees to make sure deadlines are met.
37 5. Attends as many subcommittee meetings as possible to insure they have the support they need.
38 6. Assists in signing the next year's Retreat contract.
39 7. Present at closing meeting with camp.
40 8. Fulfill responsibilities of subcommittee chairs in their absence until replacement found.

1 **SPIRITUAL RETREAT SECRETARY DUTIES**

- 2 1. Shall record minutes at all spiritual retreat committee meetings.
3 2. Will maintain all of the spiritual retreat minutes and distribute minutes to the spiritual retreat members.

4 **SPIRITUAL RETREAT TREASURER DUTIES**

- 5 1. Shall maintain spiritual retreat bank account.
6 2. Is cosigner on bank account.
7 3. Keeps records of all income and expenditures.
8 4. Coordinates with subcommittee chairs in the preparation of budgets for each subcommittee.
9 5. Is responsible for the payment of all spiritual retreat expenses.
10 6. At the spiritual retreat is responsible along with chair for collection and deposit of all funds received.
11 7. Coordinates with fundraising chairperson for the collection of funds at fundraisers held up to the Spiritual
12 Retreat and at the spiritual retreat.
13 8. Coordinates with the merchandising chairperson for the collection of funds from the sale of merchandise
14 at spiritual retreat fundraisers and at the spiritual retreat.
15 9. Prepares a financial statement at the end of the spiritual retreat to be given to the chairperson for the
16 ASC meeting.
17 10. Should assist the chair and vice chair in the signing of next year's contract.
18 11. Maintains the committee bank account. Does the monthly reconciliations and prepares a monthly report
19 for the PCASC, including copies of receipts, bank statements (with account numbers redacted) and check
20 registers.
21 12. To furnish financial transaction information to the ASC Treasurer in the format requested

22 **SPIRITUAL RETREAT PROGRAMMING CHAIR DUTIES**

- 23 1. Responsible for the selection of topics, chair people, and times of all meetings held at the spiritual retreat.
24 2. A schedule must be developed and once approved, printed to be put in registration packets.
25 3. Should coordinate with other subcommittees so that their events are also included in program.
26 4. The program will be approved by the spiritual retreat committee.
27 5. Maintain all items, formats and music from programmed events. Return all items, formats, and music to
28 the incoming chair at the end of the retreat.

29 **SPIRITUAL RETREAT CAMP LIAISON CHAIR DUTIES**

- 30 1. Sets up dates and times.
31 2. Provides programming agenda to camp, if requested.
32 3. Keeps camp director informed of how many people are attending the retreat.
33 4. Should go out to camp to do thorough inspection.
34 5. Is liaison between camp and spiritual retreat attendees.
35 6. Will inspect camp after spiritual retreat and complete final walkthrough with camp staff
36 7. Ensures all trash has been removed properly at the end of the retreat.

37 **SPIRITUAL RETREAT REGISTRATION CHAIR DUTIES**

- 38 1. Registration flyers should be done well in advance (at least six months).
39 2. After flyers have been approved by the committee, they need to be distributed to PCASC and all GSRs.
40 Registration chair is responsible for notification to all NA service levels – from groups up to and including
41 NAWS, regarding the information about the Spiritual Retreat.
42 3. Clear understanding should be reached between the spiritual retreat committee, the registration chair,
43 and the treasurer on the procedures for handling the money for registration.

- 1 4. Registration form records should be maintained on a weekly basis and all money received transferred to
- 2 the treasurer prior to the spiritual committee meeting.
- 3 5. As registrations are received by mail or directly, a record should be made indicating information about the
- 4 registrant and all money received.
- 5 6. A member of the registration subcommittee will attend all fundraisers to sell registrations.
- 6 7. If scholarships are rewarded at fundraisers the registration chair should keep careful records of what has
- 7 been provided and to whom.
- 8 8. Final preparations for the spiritual retreat include buying all supplies for the registration table, assembling
- 9 packets, committee ribbons, and having all records up to date.
- 10 9. Is responsible for setting up a table well in advance of opening time of spiritual retreat on opening day.
- 11 10. It is up to the registration chair to find volunteers who are willing to work a suggested two-hour shift at the
- 12 registration table.
- 13 11. A member of the registration subcommittee will attend all fundraisers to sell registrations.
- 14 12. Once registration flyers go out, registration chair will check the PO Box regularly.

15 ***SPIRITUAL RETREAT MERCHANDISING CHAIR DUTIES***

- 16 1. The merchandising efforts of the retreat should be based strictly on the need to generate funds to ensure
- 17 the success of the event.
- 18 2. Careful consideration should be made in selecting items to be sold at the retreat and how many of each
- 19 item should be ordered. There should be records of the previous year pertaining to the number of
- 20 attendees and the number of things sold.
- 21 3. Careful consideration should be made in negotiating the purchase price on items selected to sell.
- 22 Competitive proposals should be solicited and offered on company letterhead. All items selected must be
- 23 approved by the spiritual retreat committee as a whole.
- 24 4. The merchandising committee should submit a complete summary of information regarding the ordering,
- 25 marketing and shipping of the items selected for sale at the retreat and the time frames for obtaining
- 26 these items.
- 27 5. Merchandising chair will sell items at fundraising events and at the spiritual retreat. Will gather volunteers,
- 28 as needed, to assist in selling merchandise at events and at the retreat.

29 ***SPIRITUAL RETREAT FUNDRAISING CHAIR DUTIES***

- 30 1. This subcommittee is responsible for the fundraising before the retreat.
- 31 2. Per our Traditions, we are fully self-supporting.
- 32 3. Fundraising records should be maintained and all money received should be transferred to the treasurer
- 33 4. The purpose of our fundraising efforts will be to provide scholarships to the spiritual retreat.

34 ***CONSENSUS-BASED DECISIONS***

- 35 1. It is suggested that all subcommittee members:
 - 36 A. Should strive to remember that our personal recovery depends on unity.
 - 37 B. Should strive to utilize their personal recovery in all discussions, remembering that part of
 - 38 effective communication is listening with an open mind to all viewpoints.
 - 39 C. Strive to establish unity, common respect and trust for one another.
- 40 2. Whenever possible the subcommittee chair shall seek a plan of action which all subcommittee members
- 41 can “live with.” This plan may not turn out to be anyone’s ideal plan, but if all members can live with the
- 42 plan, we can move forward in unity.
- 43 3. The chair shall encourage members with opposing viewpoints to suggest compromises which they will be
- 44 able to support. This type of discussion shall be encouraged until common ground is discovered and
- 45 adopted.
- 46

- 1 4. If after extensive discussion, common ground cannot be arrived at, the chair shall suggest prayer and
2 meditation on the issue and shall table the discussion until later in the meeting, or until the following
3 meeting.
- 4 5. If, after extensive discussion and prayer and meditation, common ground still cannot be found, the
5 subcommittee will resort to the motion and voting guidelines below. However, all members should
6 remember that by resorting to these guidelines, we risk a loss of unity.

7

Motions

- 8 1. A motion can be made by any subcommittee member, including a general member.
- 9 2. A motion must be seconded by a subcommittee member.

10

Voting

- 11 1. With the exception of the chairperson and general members, all other members may vote on motions.
- 12 2. In the event of a tie, the chairperson may cast a tie-breaking vote.

13
14

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3 **Palm Coast Area *Narcotics Anonymous* –**
4 **PCASC, Inc.’s Tax Exempt Certificate -**
5 **Requisition Form**



6 (Revised 5.20.23)

7 **THE ELEVENTH CONCEPT**

8 *NA funds are to be used to further our primary purpose, and*
9 *must be managed responsibly.*

10 *NA members around the world contribute money to help our fellowship fulfill its primary purpose. It is incumbent upon*
11 *every element of our service structure to use those funds to carry the NA message as far as possible. To do that, our service*
12 *bodies must manage those funds responsibly, accounting fully and accurately for its use to those who have provided it.*

13
14 The following section to be filled out by the person/group requesting to use PCASC, Inc.’s Florida State Sales Tax Exempt
15 Certificate.

16 Name _____

17 Service position _____

18 Service body represented _____

19 What will be purchased with the submission of the FTE Certificate; _____

20 _____

21 For what purpose(s) will the purchase(s) be used, that will be made using of the FTE Certificate:

22 _____

23 _____

24 The section below to be filled out by the PCASC Treasurer.

25 Requisition approved by (if applicable) _____

26 Date(s) of purchase(s) _____

27 ****Purchases must be made with PCASC bank account/debit card or virtual payment card generated by PCASC**
28 **Treasurer and not personal funds, even if the trusted servant is later reimbursed by PCASC. Following the**
29 **Group’s/Subcommittee’s purchases etc., that required the use of this certificate, copies of or originals of the receipts,**
30 **proof of purchase or venue contracts/ agreements, a retailer’s card and/or number for use at that particular**
31 **store/vendor in place of the “Certificate” are required to be submitted to the PCASC Treasurer along with the return**
32 **of the**
33 **PCASC, Inc.’s Tax Exempt Certificate. ****

1 2018-2019 proposals

Date passed	Proposal Number	Proposal	Accepted	Rejected	Withdrawn	Assent (green)	Block (red)	Abstain	Added to policy package
Oct-18	2018-10	Change qualifications and clean time requirement for RCM1 & RCM2							
Nov-18	2018-11	Motion to accept budget							
Dec-18	2018-12	Additional funding for H&I to purchase replacement storage bins and a dolly	Dec-19						
Jan-19	2019-01	Formation of PR Technology Workgroup	Jan-19						
Jan-19	2019-02	Archivist Request to Change Storage Facility	Jan-19						
Feb-19	2019-03	Not-for-profit workgroup move forward with the process of incorporating			Mar-19				
Feb-19	2019-04	Update PCASC Recovery Weekend Convention policy	Mar-19						Aug-19
Apr-19	2019-005	Proposal to remove ASC Secretary		Apr-19					
May-19	2019-006	Add non-stapled "behind the walls" booklet to H&I literature inventory	May-19						Aug-19
May-19	2019-007	Not-for-profit workgroup move forward with the process of incorporating	Jun-19			18	1	2	
Jun-19	2019-008	Update FD proposal language.	Jun-19						Aug-19
Jul-19	2019-009	Add position of alternate web coordinator	Jul-19						Aug-19
Jul-19	2019-10	Clarify the duties and responsibilities of the web coordinator	Jul-19				1		Aug-19
Jul-19	2019-11	Restore FD Guidelines language requiring 90% approval for proposal adoption	Jul-19						Aug-19
Jul-19	2019-12	Approve contract for spiritual retreat menu plan	Jul-19						
	2019-13	Number skipped							
Aug-19	2019-14	Reduce literature par to a more reasonable amount	Aug-19						

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