

# Mid-State Unity Area



## **Mid-State Unity Area Service Committee Policy Publication**

*Revised January 2012*

**MSUASCNA POLICY**  
**Table of Contents**

<b>I. Purpose.....</b>	<b>1</b>
<b>II. Function.....</b>	<b>1</b>
<b>III. Rules of Order .....</b>	<b>1</b>
<b>A. General .....</b>	<b>1</b>
<b>B. Format of ASC Meeting .....</b>	<b>2</b>
<b>C. Making and Voting on Motions.....</b>	<b>3</b>
<b>D. Handling of Motions .....</b>	<b>3</b>
<b>E. Financial Policies.....</b>	<b>4</b>
<b>IV. Trusted Servants .....</b>	<b>5</b>
<b>A. General .....</b>	<b>5</b>
<b>B. Executive Committee .....</b>	<b>6</b>
<b>C. Subcommittee Chairs.....</b>	<b>8</b>
<b>V. Subcommittee Policies .....</b>	<b>9</b>
<b>A. Activities.....</b>	<b>9</b>
<b>B. Hospitals And Institutions .....</b>	<b>10</b>
<b>C. Literature .....</b>	<b>13</b>
<b>D. Public Information / Phone line .....</b>	<b>14</b>
<b>E. Retreat .....</b>	<b>16</b>

*Dates in parentheses following a policy refer to the date the policy was adopted.*

## **MID-STATE UNITY AREA SERVICE COMMITTEE MSUA POLICY**

### **I. Purpose**

The Primary Purpose of the MSUASCNA is to carry the message of Narcotics Anonymous to the addict who still suffers and to further the unity of the Fellowship within our area and other areas by maintaining communication between the Groups in our Area and Narcotics Anonymous as a whole, in accordance with our Twelve Traditions.

To ensure that our Primary Purpose is carried out, the MSUASCNA shall have subcommittees directly responsible to those they serve.

### **II. Function**

1. To create unity between the Groups we serve in our Area.
2. To hold regularly scheduled ASC meetings.
3. To establish and maintain accountability throughout the MSUA, including general funds and all subcommittees.
4. To maintain a prudent reserve, and to practice fund-flow by forwarding all monies, above prudent reserve, to the CT RSC each month.
5. To hold elections as needed for the Executive Committee and all Subcommittee chairs of the ASC
6. To maintain a post office box.
7. To maintain an Area checking account with two out of three signatures needed to validate checks.
8. To create ad-hoc committees to respond to needs as they arise; to serve as a platform for the initialization of work to be finalized at the area level.
9. To encourage support and coordinate all M.S.U.A subcommittees.
10. To maintain communication between World and Regional Services and those we serve.

### **III. Rules of Order**

#### **A. General**

1. Adopt currently approved guide for N.A. service structure. (8/89)
2. All hands are to be raised, in order to be recognized by the chair, on the floor of the ASC meeting. (8/88)
3. Group reports to be submitted from each group at ASC meeting. (8/88)
4. The ASC will meet the second Monday of the month at 7:00pm. The MSUA executive committee will submit to the ASC for vote by GSRs, suggested locations for the ASC to meet for the next twelve months. (9/90)
5. All members of the ASC shall be present for the entire ASC meeting to be counted as present. (11/87)
6. The ASC shall provide each group with a Conference Agenda Report. (1/88 & 3/00)
7. Area Service Committee will adjourn after all business is completed. (11/90 & 3/00)
8. ASC shall adopt ASC rules of order. (11/90 & 3/00)

## **B. Format of ASC Meeting**

Executive Committee conducts a new GSR orientation ½ hour prior to Area. (3/00)

1. Moment of silence
2. Serenity Prayer
3. Twelve Traditions
4. Twelve Concepts
5. Service Prayer
6. Reading of mail
7. Roll Call I
8. Trusted Servant Orientation Session (V-Chair, 5 Minutes) (01/08)
9. Open Forum
  - a. Open to all members of N.A.
  - b. For sharing concerns about N.A. as a whole.
  - c. For expressing opinions on issues; past, present and future.
  - d. Topics are open. (anything goes)
  - e. Speakers must be recognized by the chair. (for organization)
  - f. Time for expressing experience, strength, and hope (10/89)
10. Trusted Servant Reports
  - a. Secretary - The Chair ask if all GSRs received minutes and are there any additions or deletions if none then will entertain a motion to accept. (2/11/02)
  - b. Treasurer (the Treasurer's Report needs to be voted on and accepted as the official Financial Statement of record).(1/08)
  - c. RCM / Alternate RCM (3/00)
11. Subcommittee Reports
  - a. Hospitals and Institutions
  - b. Literature
  - c. Public Information / Phonenumber
  - d. Retreat
  - e. Activities (03/09)
12. Group Reports
13. Elections
14. Break 10 minutes (3/00)
15. Roll Call II (01/08)
16. Old Business
17. New Business
18. Agenda (3/00)
19. Close in the usual manner (3/00)

*Note: October Area Meeting- ASC chair is to distribute budget sheets to each subcommittee and state that annual budgets are due at the November ASC meeting. (9/09)*

### **C. Making and Voting on Motions**

1. GSRs (or their alternate GSR or other appointed group representative if GSR is not present.) (8/88 & 3/00)
2. The only people allowed to make or second a motion are the following:
  - a. GSR, or alternate in their absence.
  - b. RCM, or alternate in their absence.
  - c. Sub-committee chairs on matters of that sub-committee. (8/88)
3. A motion must be made and seconded before any discussion, then the author of the motion should be given time on the floor to explain the intent of the motion. (8/88)
4. Motion sheets take precedence over agenda new business. All motions require a motion sheet. (10/88)
5. Groups must be represented for two consecutive meetings and on the second meeting they can vote. If they miss two consecutive meetings they lose their vote. (5/89)

### **D. Handling of Motions**

1. Anyone has the right to voice their opinion once on each motion. (8/88)
2. Motion to table needs a second and a vote. If an item is tabled it will automatically go under next month's old business. (8/88)
3. A motion cannot be tabled more than once. (10/88)
4. In case of a tie, a second discussion, two pros and two cons will be taken. If a tie ensues again, the chair may then break the tie. An abstention does not count as a vote. (10/89)
5. If an issue falls under the responsibility of an existing sub-committee the issue will be committed to that sub-committee for one month in all matters other than money or traditions.
  - a. All tradition questions are to go back to the groups.
  - b. On issues of monies: All unbudgeted expenditures above \$150.00 will be committed for one month to the groups. (amended 4/02)
  - c. Annually, all sub-committee budgets are to be committed to the groups for one month. (11/90)
6. In order to set policy, there should be one more than fifty percent of the groups represented and a simple majority vote. (8/88)
7. To change policy, two thirds of groups represented to be present and two thirds vote needed to change. (8/88)
8. All matters coming from the RSC automatically go back to groups. (10/88)
9. If there are more abstentions than total pro or con, more discussion will be held and a revote taken. (1/90)

## E. Financial Policies

1. Adopt ASC fund flow. (8/88)
2. Each Mid-State Unity Area (MSUA) standing sub-committee and each MSUA trusted servant shall prepare an annual budget stating in detail all proposed income and expenditures arising from or related to the function of the committee or trusted servant. Proposed expenditures should be divided into two sections, the first stating those expenditures required by ASC policy and the second any additional expenditures proposed at the discretion of the committee or trusted servant. Each Budget shall also include a listing of the previous years actual expenditures for comparison. In addition, the budgets are to include a line item for schedules. These budgets should be submitted to the ASC at the November Meeting. (4/14/03)  
All budget line items shall be clearly identified and not contain the use of the term/s miscellaneous to describe any and all unforeseen expenses (09/11)
3. The Mid-State Unity Area will not accept money from the Connecticut Regional Convention Committee, Inc. (7/90)
4. All payments shall be made and checks written at the regular ASC. Only in emergency cases will checks be written outside the ASC. An emergency case shall be determined by the ASC chair.
5. Prudent Reserve shall be 1/12th of the total budgets for Area plus \$500. (1/00, 1/03)
6. The executive committee shall perform an audit of the treasurer's financial records at least once a year and/or whenever a change in treasurer occurs. (09/11)  
(Further clarification ca be obtained-see treasurer handbook pg. 13-15)
7. Only N.A. groups, areas, regions, zonal forums, or the World Service Conference shall be allowed to sell their goods at any event held by the Mid-State Unity Area Service Committee or it's subcommittees. (11/99)
8. That money orders and checks only be accepted by the Area Treasurer. (3/06)

## IV. Trusted Servants

### A. General

1. All executive committee members and sub-committee chairs are to be elected by GSRs only at the ASC meeting. (8/88)
2. Nominations for elections of officers and sub-committee chairs must be seconded and nominees must be present. An explanation of the office and its committee will be read from the current working guide in order to establish each position's responsibility. (8/88)
3. Resignation of ASC officers and sub-committee chairs may be as follows:
  - a. In writing to the ASC chair prior to the next ASC
  - b. Verbally at the ASC (9/89)
4. Sub-committee chairs and ASC officers will be asked to step down for:
  - a. Relapse.
  - b. Failure to perform duties and responsibilities.
  - c. Upon not being represented at two or more consecutive meetings or three meetings total during the course of service.
5. All sub-committee chairs and executive committee will attend ad-hoc meetings learning / unity day. (12/89)
6. No member of the ASC executive committee may hold more than one position at the ASC table. Executive committee to consist of the chair, vice-chair, secretary, treasurer, RCM and RCM alternate. (5/90)
7. No voting member of the ASC may hold a position as committee chair or vice-chair. (5/90)
8. During nominations for area positions the nominee shall be present during all discussion.
9. Suggested that no officer serve more than a two year term. (8/88)
10. If a group is not represented for two(2) consecutive meetings, that group's secretary or another group member if there is no secretary, will be contacted by a member of the mid-state area service executive committee. (8/88)

## **B. Executive Committee**

### **1. Chairperson**

A chairperson arranges an agenda for and presides over the monthly meetings. They are also responsible for correspondence, maintaining area files and archives. The chairperson should be one of the cosigners of the ASC's bank account. At committee meetings they can vote only in case of a tie. A chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. For this reason it is required that they have a minimum of two years continuous abstinence from all drugs. (amended 2/10/97)

- a. The area chair will maintain a list of all trusted servant positions, when filled, and when completed, to be handed from area chair to the next area chair. (2/14/00)

### **2. Vice-Chairperson**

A vice-chairperson coordinates all subcommittee functions. In the absence of the ASC chairperson or subcommittee chairs, the vice-chairperson shall perform the duties of the chairperson and hold Area subcommittee meetings. (3/00) The vice-chairperson should be one of the co-signers of an ASC's bank account. It is required that a vice-chairperson have a minimum of one year continuous abstinence from all drugs. (amended 2/10/97)

- a. The ASC vice-chair will check the ASC post office box regularly and all mail will be opened at open forum. (7/91)

### **3. Secretary**

A secretary keeps accurate minutes of each ASC business meeting, and types and distributes copies of the minutes to each GSR no later than one week following each ASC meeting. (12/91) These minutes should be verified by the chairperson before copies are made. It is required that a secretary have a minimum of one year continuous abstinence from all drugs. (amended 2/10/97)

- a. The ASC secretary is to maintain an attendance record for the ASC. (9/87)
- b. To have a list of all GSRs and Administrative Committees with phone numbers and addresses (when available) to be handed out at area to be developed and produced by the area secretary at least every other meeting. (5/10/99)
- c. That group's names be listed next to area motions in minutes rather than the GSR's names. (1/09)

### **4. Treasurer**

A treasurer shall make a report of contributions and expenditures at every regular ASC meeting, as well as an annual report at the end of a calendar year. The treasurer shall be the other co-signer of an ASC's bank account. The treasurer can also be made responsible for bulk purchases of literature for the groups. It is required that a treasurer have a minimum of two years continuous abstinence from all drugs. (amended 2/10/97)

5. Regional Committee Member

- a. An RCM is to an ASC what a GSR is to a group. As the representative of the area, the RCMs speak for members and groups within the area service committee. The primary responsibility of an RCM is to work for the good of N.A., providing two-way communication between the area and the rest of N.A., particularly with neighboring ASCs. They represent the group conscience of an ASC at a regional level. An RCM attends all regional service committee meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's group conscience. An RCM may serve on one or more of it's ASC and RSC subcommittees, but not as a chairperson. The office of RCM is immensely important, for an RCM is the next link in expressing the will of a loving God. An RCM must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSRs, it is recommended that nominees to the post of RCM also have:
  - i. Service experience;
  - ii. The willingness to give the time and resources necessary for the job;
  - iii. A required minimum of three years continuous abstinence from all drugs. (amended 2/10/97)
- b. Another of the RCM responsibilities shall include taking the steps necessary to order the Conference Agenda Report (CAR) immediately after they are available from World Services. (3/00)
- c. The RCM is responsible to act as the contact between our area and the Web-Servant in order to maintain and update information with regard to our groups, meeting times, locations and formats found in our regional schedules. (2/10)
- d. RCM shall make copies of RCM reports for GSR's and Sub-Committee Chairs (3/10/03)
- e. The RCM shall also serve as the NAWS Web Contact (6/06)

6. Alternate Regional Committee Member

The requirements and responsibilities of the Alternate Regional Committee Member are the same as those of the Regional Committee Member. (1/12/04)

7. The Executive Committee or an Ad-Hoc will take care of any necessary policy business. (11/06)

- a. To assist area to create, amend or change policy pertaining to the operation of the ASC
- b. To maintain current policy
- c. To make policy updates or changes available at the next MSUASC. (11/03)
- d. To clarify any confusion with existing policies
- e. To present all of this committee's workings to ASC

### C. Subcommittee Chairs

1. Qualifications for sub-committee chairs:
  - a. Willingness and desire to serve.
  - b. Service experience.
  - c. Active for at least one year in the N.A. service structure.
  - d. Required one year abstinence from all drugs.
  - e. A good working knowledge of the twelve steps and twelve traditions of N.A.
  - f. Leadership ability.
  - g. Ability to communicate and organize.
2. Responsibilities of sub-committee chairs:
  - a. Attend all ASC meetings, and all same RSC sub- committee meetings.
  - b. Makes and debates motions on the ASC floor.
  - c. Holds regularly scheduled area sub-committee meetings.
  - d. Makes and brings written reports to ASC meetings.
  - e. Vice-chair acts for the chair in the absence or vacancy of the chair. (8/88)
3. Suggested that all subcommittees hold workshops to promote an awareness of how they function and serve within the fellowship. (8/88)
4. Area service literature committee donate a small starter package to new groups. This starter kit to consist of 1ea #1200 Intro Guide, 1ea #1500 NA White Booklet, 1ea #2111 Guide To Local Services, 1ea set of group readings, 5ea #1,2,6,7,9,11,16, & 22, and 10ea most recent schedules. (7/09)
5. All subcommittee chairs shall serve a one year term from their starting date. (3/88)
6. All subcommittees submit a copy of their policies to each GSR and that the Policy subcommittee maintain an updated copy of these policies. (10/89)
7. The executive board of the MSUA shall call for volunteers to chair ad-hoc committees before making appointments.

## V. Subcommittee Policies

### A. Activities

1. Provide activities for the Mid-State Unity Area in a safe and clean environment.
2. To sponsor all holiday marathon meetings for the MSUA.
3. Maintain accurate financial records of all activities and events sponsored by the activities committee.
4. To work with the Area Service Committee and other sub committees as needed.
5. Requirements and responsibilities of the Executive Committee of area Activities subcommittee:
  - a. Chair
    - i. Requirements
      - ◆ Minimum 2 years clean
      - ◆ 1 year commitment
      - ◆ Working knowledge of the 12 steps and 12 traditions
      - ◆ Willingness to give time and resources necessary.
    - ii. Responsibilities and duties
      - ◆ Presides at all regular, special, and general sub committee meetings
      - ◆ Coordinates all activities related to the activities sub committee.
      - ◆ Shall act as the single point of accountability for all sub committee finances.
  - b. Vice Chair
    - i. Requirements
      - ◆ Minimum 2 years clean
      - ◆ 1 year commitment
      - ◆ Working knowledge of the 12 steps and 12 traditions
      - ◆ Willingness to give time and resources necessary.
    - ii. Responsibilities and duties
      - ◆ In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
      - ◆ To assist chairperson
      - ◆ The vice chair shall act as the subcommittee secretary in the absence of the secretary.
  - c. Secretary
    - i. Requirements
      - ◆ Minimum 6 months clean
      - ◆ 1 year commitment
    - ii. Responsibilities and duties
      - ◆ To take minutes of subcommittee meetings and provide copies.
      - ◆ To maintain a record of all minutes, correspondence, and related materials concerning Activities subcommittee work.

## B. Hospitals And Institutions

1. Follow the Hospitals and Institutions handbook from the W.S.C. H & I committee.
2. Follow guidelines set by regional Hospitals and Institutions committee.
3. Follow the Current Working Guide from NAWS. Inc.
4. The voting policy is that all persons who attend area H & I meeting are allowed to vote.
5. Executive Committee of area H & I committee

### a. Chair

#### i. Requirements

- ◆ Minimum 2 years clean
- ◆ Suggested 1 year experience on an H & I panel
- ◆ 1 year commitment
- ◆ Working knowledge of the 12 steps and 12 traditions
- ◆ Follow ASC policy for subcommittee chairs

#### ii. Responsibilities

- ◆ Coordinates all N.A. activities related to area H & I
- ◆ Presides at all regular, special and general subcommittee meetings
- ◆ Handles all public relations contacts involving policy matters and/or interpretations at the public level that pertain to H & I; this will be done with direct cooperation of the P.I. subcommittee
- ◆ Is responsible for interchanges of correspondence at the public level, as well as all correspondence within N.A. H & I, which involves all policy matters
- ◆ Makes regular reports to the H & I subcommittee on the status of all current and completed projects
- ◆ May at any time visit any meeting / presentation at any facility for a purpose beneficial to H & I, including offering assistance to panel participants
- ◆ Shall represent Narcotics Anonymous H & I at the regular meeting of the ASC
- ◆ Shall attend the regional H & I subcommittee meetings
- ◆ Shall act as literature coordinator for the H & I committee, and submit monthly inventory report to the ASC.

### b. Vice Chair

#### i. Requirements

- ◆ 1 year clean
- ◆ Suggested 1 year experience on an H & I panel
- ◆ 1 year commitment
- ◆ Working knowledge of the 12 steps and 12 traditions

#### ii. Responsibilities and Duties

- ◆ In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position
- ◆ Works closely with the chairperson
- ◆ May at any time visit any meeting/presentation at any facility for a purpose beneficial to H & I, including offering assistance to panels

- ◆ Attends the regular meetings of the H & I committee
  - ◆ Works with the panel leaders to assure that volunteers are placed as panel members
- c. Secretary
- i. Requirements
    - ◆ 1 year clean
    - ◆ 1 year commitment
  - ii. Responsibilities and Duties
    - ◆ Keeps a complete record in the form of minutes of every regular, special and general subcommittee meeting
    - ◆ Keeps a complete and updated panel member list with the names, addresses, recovery dates and telephone numbers of all current H & I members
    - ◆ Shall keep a continuing roster of monthly attendance at the business meetings
    - ◆ Sends notices or makes telephone calls for special meetings
    - ◆ Maintains all necessary stationary supplies and prepares correspondence as needed
    - ◆ Keeps a file of all such correspondence
    - ◆ Shall attend the regular meetings of the H & I subcommittee
- d. Reasons for removal from Executive Committee
- i. Relapse
  - ii. Failure to perform responsibilities and duties as outlined in the H & I handbook and ASC policy
  - iii. Failure to attend 2 consecutive subcommittee meetings or 3 meetings total during course of service
  - iv. Failure to maintain ongoing recovery in N.A.
- e. Position of Panel Leader
- i. Requirements
    - ◆ 1 year clean time
    - ◆ 1 year commitment
    - ◆ Working knowledge of the 12 steps and 12 traditions
    - ◆ Must attend area H & I committee meeting, and hand in a written report on panel activity
    - ◆ Suggested 6 months previous panel experience
    - ◆ Hold panel meetings every 6 months to insure the continuity of the panel
  - ii. Responsibilities
    - ◆ Maintain direct link between institution and area H & I committee
    - ◆ Keep check on meeting and panel to insure:
      - ◆ Meeting is being held
      - ◆ Panel members and speakers are spreading a message of recovery through N.A.
    - ◆ Pick up and distribute literature from area H & I committee to institution
    - ◆ Relay any problems to area H & I committee

- iii. Reasons for removal from Panel Leader position
  - ◆ Relapse
  - ◆ Failure to perform responsibilities and duties as outlined in the H & I handbook and ASC policy
  - ◆ Failure to attend 2 consecutive subcommittee meetings or 3 meetings total during course of service
  - ◆ Failure to maintain ongoing recovery in N.A.
- f. Position of Panel Member
  - i. Requirements
    - ◆ 6 months clean time
    - ◆ 9 months clean time to chair a meeting/presentation
    - ◆ Initially must attend 3 meetings/presentations with an experienced panel member before chairing a meeting
    - ◆ 1 year commitment
    - ◆ Working knowledge of the 12 steps and 12 traditions
    - ◆ Willingness to share experience, strength and hope
    - ◆ The ability to chair an H & I meeting/presentation
    - ◆ Maintain monthly contact with panel leader to give report on the status of presentation
  - ii. Responsibilities
    - ◆ Work with panel leader and other panel members as to format
    - ◆ Must attend meeting/presentation on a regular basis as determined by the entire panel
    - ◆ Insure that meeting/presentation is being run as N.A.
    - ◆ Get speakers, if applicable, who spread a message of recover through N.A., with a minimum of 6 months clean
    - ◆ Insure that the meeting/presentation is taking place
    - ◆ If unable to attend, work with other panel members, panel leader, and the rest of the H & I committee to insure the meeting takes place
  - iii. Reasons for removal from panel
    - ◆ Relapse
    - ◆ Failure to carry a message of N.A. recovery
    - ◆ Failure to meet commitment
    - ◆ Failure to maintain ongoing recovery in N.A.
    - ◆ Failure to inform panel leader in the event that they cannot meet commitment
    - ◆ Missing 2 consecutive meetings/presentations without getting an authorized replacement or informing the panel leader
- 6. No H & I panel leader will purchase literature other than what is received at the committee meeting
- 7. Other than speakers, all persons interested in attending an H & I presentation must have attended the area H & I orientation
- 8. All area H & I meetings are considered closed, that is, open only to panel members, speakers and addict within the institutions
- 9. H & I committee members, or people who have attended the area H & I orientation, may attend meetings/presentations only with the approval of the panel leader.

10. A new H & I meeting/presentation will not be started until all present panels are full and there is enough support to start the meeting/presentation
11. A list will be maintained, by the H&I secretary, of institutions wishing H&I support, and that list will be prioritized according to need.

### **C. Literature**

1. Adopt currently approved W.S.O. Literature Handbook
2. Voting is open to all members present except when pertaining to financial or policy matters at which point a member must have attended two consecutive meetings in order to vote
3. Inventory is to be based on the projected needs of the area as suggested by its past needs.
4. This area's literature needs are this committee's first priority. Regional needs are second priority and world needs are third priority.
5. Subject to the discretion of the Literature chair only literature committee members are allowed to pass out literature at area service.
6. A Started Kit is defined as: 1ea #1200 Intro Guide, 1ea #1500 NA White Booklet, 1ea #2111 Guide To Local Services, 1ea set of group readings, 5ea #1,2,6,7,9,11,16, & 22, and 10ea most recent schedules. (7/09)
7. This committee will do a physical inventory of stock every six months.
8. The vice chair position shall have a suggested clean time of six months, it shall be a one year commitment with the intention to chair the committee the following year. The vice chair shall attend all regular meetings of the regional schedule subcommittee
9. All orders will be paid in full, by check or money order, at the time of order. Literature shall offer to the groups the same opportunities for volume discounts that it receives.
10. To keep 200 prudent reserve of schedules for groups that can't afford them. (7/04)
11. The literature committee will be reimbursed for replacing outdated schedules with current printings (7/09)

## D. Public Information / Phone line

1. The primary purpose of the PI subcommittee is to serve as a link between N.A. and the public
  - a. We inform the public with special emphasis on the addict who still suffers, about the existence, location and purpose of N.A.
  - b. It is our responsibility to establish contact with all organizations, agencies, educational institutions, businesses, groups or individuals who, through their contact with active drug users and the general public, can help create an awareness of the N.A. program
  - c. The task is accomplished through the following services: mailings, bulletins, public service announcements (PSAs), presentations and the media
  - d. The PI subcommittee will also make every effort to work with all other subcommittees of the MSUA whenever the need arises.
  - e. We act under the direction of the MSUASC of NA and with the guidelines of our twelve traditions, and our PI guidelines
2. Our first objective is to maintain our ASC's section of the phonenumber
  - a. We give meeting times and places with brief directions
  - b. We have one-on-one conversations with a suffering addict via the phone
  - c. Set up in person twelve step calls with suffering addicts
  - d. Make referrals without endorsement (ie: community services, 911 and other help lines).
3. Any concerned member of N.A. may serve on this committee. Every member present at a subcommittee meeting has an equal right to input of information on decisions made by this committee
  - a. To have a vote a member must attend two consecutive meetings
  - b. That member shall have a vote at his/her second meeting
  - c. A member loses their vote if they miss two consecutive meetings
4. New member orientations will be held immediately following the regularly scheduled PI committee meeting, if necessary.
5. The committee shall consist of chair, vice chair, secretary, group representatives and other interested members of N.A.
  - a. Chair
    - i. Duties
      - ◆ To prepare an agenda for and preside over monthly meetings
      - ◆ To make monthly reports to ASC on plans, progress of projects, expenditures and any other services handled by the subcommittee
      - ◆ To initiate and maintain contact with other PI committees at area, region and world levels and to attend workshops whenever possible
      - ◆ To act as coordinator of all PI projects
      - ◆ To vote in case of a tie
      - ◆ To make sure the subcommittee's rent is paid
    - ii. Qualifications
      - ◆ Two (2) years continuous abstinence from all drugs
      - ◆ Six (6) months previous service with PI
      - ◆ Having been through the MSUA PI orientation
      - ◆ Willingness to give time and resources necessary

- ◆ Working knowledge of the 12 steps and 12 traditions
- ◆ Ability to organize and give the committee direction and incentive
- ◆ Knowledge of the Public Relations Handbook and A Guide To Phone Line Service

b. Vice Chair

iii. Duties

- ◆ To act as coordinator for the phonenumber, organizing orientations, maintaining active list of volunteers, regular contact with phone service
- ◆ To assist the chair with progress and growth of subcommittee
- ◆ To fill in for the chair in the event of his/her absence
- ◆ Intention to chair this committee the following year
- ◆ Carries the phone or beeper in the absence of a Phone/Beeper Volunteer.

iv. Qualifications

- ◆ 1 year continuous abstinence from all drugs
- ◆ Six (6) months previous service with PI
- ◆ Having been through the MSUA PI orientation
- ◆ Working knowledge of the 12 steps and 12 traditions
- ◆ Willingness to give time and resources necessary
- ◆ Ability to organize and give the committee direction and incentive
- ◆ Knowledge of the Public Relations Handbook and A Guide To Phone Line Service

b. Secretary

i. Duties

- ◆ To take minutes of subcommittee meetings and provide copies
- ◆ To maintain a record of all minutes, correspondence and related materials concerning PI work
- ◆ Ability to take meeting minutes and to have those minutes available to chair for area and regional minutes.

ii. Qualifications

- ◆ One (1) year continuous abstinence from all drugs
- ◆ Ability to take meeting minutes
- ◆ Willingness to give the time and resources necessary

c. Phone Line / Beeper Volunteer

i. Duties

- ◆ To check the phonenumber for messages when the phone or beeper activates
- ◆ To keep a report of all calls to the phonenumber
- ◆ To return calls to any addicts that leave messages on the phonenumber, and arrange 12-step calls, if necessary.

ii. Qualifications

- ◆ One (1) year continuous abstinence from all drugs
- ◆ Six (6) months previous service with PI/PL
- ◆ Having been through the MSUA PI orientation
- ◆ Willingness to give the time and resources necessary
- ◆ Working knowledge of the 12 steps and 12 traditions

- ◆ Knowledge of the Public Relations Handbook and A Guide To Phone Line Service (7/09)

## **E. Retreat**

### **1. Purpose**

The purpose of the Mid State Unity Area Retreat Subcommittee is to carry the message of Recovery through the 12 Steps of Narcotics Anonymous by organizing an annual 12 Step Retreat. The Retreat is to be a self-supporting & self-sustaining venture, requiring no funds from the Mid State Unity Area groups. The Retreat is not an area fund-raiser and any excess funds of the retreat are to be used to further the purpose of the Retreat Subcommittee by providing a number of free packages, when possible, to newcomers.

### **2. General**

- a. The subcommittee is to follow general ASC budgeting procedures. (9/09)
- b. The subcommittee is to get approval for rolling (and any increases in) the deposit with the facility where the retreat is being held, for the next year's retreat, prior to each retreat, at the March ASC.
- c. The subcommittee will organize one retreat per year.
- d. The subcommittee will provide complimentary package to 1 guest speaker at each retreat.
- e. A Guest Speaker can only be chosen one time for a complimentary package.
- f. The Retreat Subcommittee will hold its funds separately in the ASC Treasury account.
- g. Subcommittee members will always pay for full packages.
- h. There is a two year suggested clean time requirement for all elected trusted servant positions of the MSUA Retreat Subcommittee.
- i. Only the MSUA Retreat Subcommittee Chairperson and Secretary and the MSUA Treasurer may handle, collect, and disperse funds related to Retreat business.