

# **GUIDELINES FOR SUBCOMMITTEES\* OF THE WEST TENNESSEE AREA SERVICE COMMITTEE**

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\*Guidelines for the Hospitals and Institutions & Public Relations subcommittees  
are maintained in separate documents.

## **ACTIVITIES SUBCOMMITTEE GUIDELINES**

### **I. Purpose**

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

### **II. Committee members**

#### **A. Chairperson**

##### **1. Requirements:**

- a. Willingness and desire to serve.
- b. One year commitment.
- c. Minimum of one year clean time.
- d. Minimum of six months of service involvement in NA (preferably in activities).
- e. An understanding of the Twelve Steps and Twelve Traditions of NA through application.
- f. Time and resources to be an active participant.
- g. Attendance at West Tennessee Area Service Committee meetings.

##### **2. Duties:**

- a. Responsible for planning, coordinating, and implementing all area activities.
- b. Accountable for all funds spent or acquired by the subcommittee.
- c. Acts as a liaison between the area and activities subcommittee.
- d. Maintains order in subcommittee meetings, and is ultimately responsible for the functioning of the subcommittee and the maintenance of files and records.
- e. Submits a monthly written report, including expenditures and funds generated, to be included in the ASC minutes.
- f. Should be familiar with the West Tennessee Area Service Committee Guidelines.

#### **B. Vice chairperson**

##### **1. Requirements:**

- a. Willingness and desire to serve.
- b. One year commitment.
- c. Minimum of six months clean time.
- d. An understanding of the Twelve Steps and Twelve Traditions of NA through application.
- e. Time and resources to be an active participant.

##### **2. Duties:**

- a. Fills in for chairperson when needed.
- b. Assists chairperson in maintaining order in subcommittee meetings.
- c. Works closely with the chairperson in planning and executing all area activities.
- d. Should attend all activities subcommittee meetings.

- a. Maintains communications with West Tennessee Area groups and neighboring areas.
  - b. Keeps a calendar of upcoming events.
- C. Secretary
  - 1. Requirements:
    - a. Willingness and desire to serve.
    - b. Minimum of six months clean time.
    - c. Secretarial experience and/or organizational skills.
  - 2. Duties:
    - a. Takes accurate minutes at subcommittee meetings.
    - b. Assists the chairperson in maintaining the subcommittee's records.
    - c. Is responsible for all necessary correspondence.
- D. Treasurer
  - 1. Requirements:
    - a. Willingness and desire to serve.
    - b. Minimum of one year clean time.
    - c. Three months prior involvement with the activities subcommittee.
    - d. An understanding of the Twelve Steps and Twelve Traditions of NA through application.
    - e. Should be gainfully employed.
    - f. Should have some organizational skills.
  - 2. Duties:
    - a. Must attend all activities subcommittee meetings.
    - b. Keeps accurate records and receipts of all monies, and a running inventory of all supplies.
    - c. Assists the chairperson in budgeting funds.
- E. General members:
  - a. Requirement: One day clean time.
  - 2. Duties:
    - a. Attend subcommittee meetings.
    - b. Assist in the planning, coordination, and implementation of activities.
    - c. Bring new ideas for events.

### III. **Election of officers**

- A. Chairperson—Elected by West Tennessee Area Service Committee
- B. Vice chairperson—Elected by members of Activities Subcommittee
- C. Secretary—Elected by members of Activities Subcommittee
- D. Treasurer—Elected by members of Activities Subcommittee

### IV. **Voting procedures**

- A. Voting members of the activities subcommittee shall be all members of this subcommittee (with the exception of the chairperson) who have participated in at least one activity within the last three months.
- B. Chairperson votes only in the event of a tie.

## **LITERATURE SUBCOMMITTEE GUIDELINES**

### **I. Purpose**

- A. The purpose of a literature subcommittee is to carry the message of recovery in the written form to still suffering addicts. There are several basic ways in which a subcommittee can attend to this purpose.
  - 1. First is to provide literature for all of the NA groups in the Area.
  - 2. Secondly, the WTALSC reviews and encourages the writing of, input in, literature from and for the NA Fellowship.
- B. We are careful to avoid tradition violations which could lead to controversy and divert us from our primary purpose.
- C. Our goal is to develop material which genuinely reflects the principles of NA as a whole.

### **II. Committee Members**

#### **A. Chairperson**

##### **1. Requirements**

- a. Willingness and desire to serve.
- b. One year commitment.
- c. Minimum of one year clean time.
- d. Prior service involvement of six months.
- e. Working knowledge of the Twelve Steps and Twelve Traditions of NA.
- f. Time and resources to be an active participant.
- g. Attendance at Area Service meetings.

##### **2. Duties**

As outlined under "Duties of Officers" pg. 3, NA Conference approved handbook, "Handbook for Narcotics Anonymous Literature Committees" 1986 by WSO, Inc., P.O. Box 9999, Van Nuys, California 91409 USA, with the addition of adding the duty of ordering and distributing literature for WSO to groups and subcommittees.

#### **B. Vice chairperson**

##### **1. Requirements**

- a. Willingness and desire to serve.
- b. One year commitment.
- c. Minimum of one year clean.
- d. Prior service involvement of six months.
- e. Working knowledge of Twelve Steps and Twelve Traditions of NA.
- f. Time and resources to be an active participant.

##### **2. Duties**

- a. As outlined by WSO.
- b. Assist chair with ordering and distribution of literature.

#### **C. Secretary**

##### **1. Requirements**

- a. Willingness and desire to serve.
- b. One year commitment.
- c. Minimum of one year clean.
- d. Prior service involvement of six months.

- e. Working knowledge of Twelve Steps and Twelve Traditions of NA.
    - f. Time and resources to be an active participant.
  - 2. Duties
    - a. Attend Committee meetings.
    - b. Take written roll call and minutes.
    - c. To make sure the meeting happens.
- D. Treasurer
  - 1. Requirements
    - a. Willingness and desire to serve.
    - b. One year commitment.
    - c. Minimum of one year clean.
    - d. Prior service involvement of six months.
    - e. Working knowledge of Twelve Steps and Twelve Traditions of NA.
    - f. Time and resources to be an active participant.
  - 2. Duties
    - a. Pays rent for meeting space with funds through the Seventh Tradition basket, if available, and through the Area.
    - b. Supplies necessary materials for subcommittee meetings
- E. Literature Coordinator
  - 1. Requirements
    - a. Willingness and desire to serve.
    - b. One year commitment.
    - c. One year clean time.
    - d. Prior service experience.
    - e. Working knowledge of Twelve Steps and Twelve Traditions of NA.
  - 2. Duties
    - a. Order, maintain, and distribute literature to groups and subcommittees of the WTASC.
    - b. Assumes the duties of the Chair or Vice-Chair if they are not present.
    - c. Has no vote.

### III. **FORMAT**

- A. The WTA Literature Subcommittee will open in the usual manner with the Serenity Prayer, followed by the Traditions and the Literature Prayer.
- B. Roll is taken in a written manner by the Secretary and recorded with the minutes.
- C. Minutes from the previous meeting will be read, amended and/or approved.
- D. Old business discussed
- E. New business discussed
- F. Before the end of the meeting, time, date, and location of the next meeting is announced.
- G. Observe the Seventh Tradition.
- H. Close

## **NEWSLETTER SUBCOMMITTEE GUIDELINES**

- A. Newsletters serve several purposes in Narcotics Anonymous.
- B. Most importantly, they build NA unity through communications.

### **II. Purpose**

### **III. Committee members**

#### **A. Chairperson**

##### 1. Requirements

- a. Minimum one year clean time.
- b. Previous service experience in NA (group or area level).
- c. One year commitment.
- d. Willingness and desire to serve.
- e. Understanding of the Twelve Steps and Twelve Traditions of NA through application.
- f. Time and resources to be an active participant.

##### 2. Duties

- a. Editor of newsletter.
- b. Presides over subcommittee meetings.
- c. Reports regularly to ASC.
- d. Attends monthly ASC meetings.

#### **C. Vice chair**

##### 1. Requirements

- a. Minimum nine months clean time.
- b. Previous service experience in NA (group or area level).
- c. One year commitment.
- d. Willingness and desire to serve.
- e. Time and resources to be an active participant.
- f. Knowledge of Twelve Steps and Twelve Traditions.

##### 2. Duties

- a. Takes over for chair when needed.
- b. Assists in editing newsletter and finding articles for newsletter.

#### **D. Secretary**

##### 1. Requirements

- a. Minimum six months clean time.
- b. Willingness and desire to serve.
- c. Time and resources to be an active participant.
- d. One year commitment.

##### 2. Duties

- a. Keeps minutes of subcommittee meetings.
- b. Types articles for newsletter in format chosen by committee.

#### **E. Distribution manager**

##### 1. Requirements

- a. Minimum ninety days clean.
- b. Willingness and desire to serve.
- c. Time and resources to be an active participant.

##### 2. Duties

- a. Distribute newsletter to groups.
- F. General members
  - 1. Requirements
    - a. Minimum one day clean time.
  - 2. Duties
    - a. Attend subcommittee meetings.
    - b. Assist in planning.
    - c. Bring new ideas to subcommittee meetings.
- V. **Refer to “Handbook for Narcotics Anonymous Newsletters” for further information.**

## **OUTREACH SUBCOMMITTEE GUIDELINES**

- I. **Description**
  - A. We are a subcommittee of the West Tennessee Area of Narcotics Anonymous Area Service Committee (WTASC) and therefore directly responsible to the WTASC.
- II. **Purpose**
  - A. To strengthen the unity of the WTASC in keeping with the 12 Traditions and 12 Concepts of Service, offering support, compassion and guidance.
- III. **Functions**
  - A. Respond to the needs of the groups to the best of our ability upon their request.
  - B. Respond to the needs of the WTASC in the spirit of strengthening and serving our fellowship.
  - C. To facilitate Newcomer Workshops.
  - D. To facilitate Service Forums.
  - E. To hold a regular monthly subcommittee meeting at a time and place that is pre-announced and accessible to the local Fellowship.
  - F. Maintain lines of communication between this subcommittee and the ASC by attending the monthly ASC meeting and providing written and verbal reports.
  - G. Maintain lines of communication and work with the Public Relations (PI) Committee by sending a liaison to the monthly PI meeting.
  - H. To facilitate new GSR orientation at the monthly ASC meeting.
- IV. **Participants**
  - A. This subcommittee will be open to all members of Narcotics Anonymous. NA members are encouraged to attend the subcommittee meetings.
  - B. Administrative Officers will be the Chairperson, Vice-Chairperson, Secretary and Group Liaison.
  - C. Task Leaders are Newcomer Workshop Facilitator and PI Liaison.
  - D. To become an active participant one must attend two consecutive subcommittee meetings.
  - E. Active participant status is automatically removed when one misses two consecutive subcommittee meetings or if one fails to fulfill the duties or requirements of one's position.
- V. **General requirements for positions**
  - A. Active participants of this subcommittee who have a commitment to service, the willingness, time and resources to do the job will fill the positions.
  - B. A working knowledge of the 12 steps, 12 traditions, and 12 concepts of service.
  - C. Complete abstinence as defined by NA is a requirement.
    - 1. Anything other than complete abstinence constitutes an automatic resignation from any elected position.
    - 2. Further requirements are stipulated under each description.
  - D. Attends all subcommittee meetings and contacts Chairperson when unable to attend.
- VI. **Position requirements and duties**
  - A. Chairperson
    - 1. Requirements
      - a. Fulfills all general requirements



- b. Ability to organize subcommittee and give the subcommittee direction and encouragement.
    - c. Suggested minimum 1 year clean time and previous service experience in NA with 1 year commitment.
  - 2. Duties
    - a. Responsible for the overall functions of the subcommittee.
    - b. Arranges agenda for subcommittee meetings.
    - c. Presides over subcommittee meetings.
    - d. Maintains communication and cooperation between subcommittee members and the ASC.
    - e. Keeps subcommittee focused on purpose
    - f. Attend all ASC meetings.
- B. Vice-chairperson
  - 1. Requirements
    - a. Fulfills all general requirements
    - b. Willingness to become Chairperson upon acclimation the following year.
  - 2. Duties
    - a. In the absence of the Chair the Vice-Chair will perform the duties of the Chair.
    - b. Will be responsible for seeing that all fliers and/or notices from Outreach are distributed.
    - c. To supply all new Outreach subcommittee members with current guidelines.
- C. Secretary
  - 1. Requirements
    - a. Fulfills all general requirements.
    - b. Clerical skills necessary to do the job.
  - 2. Duties
    - a. Keep accurate minutes of each regular subcommittee meeting.
    - b. Distribute minutes of the subcommittee meetings to the subcommittee participants.
    - c. Maintain updated copies of the Outreach Subcommittee Guidelines.
    - d. Maintain budgetary records and track expenses (until a treasurer is needed).

## NA IN MAY SUBCOMMITTEE GUIDELINES

- I. **Purpose of NA in May<sup>1</sup>**
  - A. NA in May will be a fundraiser for the WTASC.
  - B. All funds raised will be used to subsidize Basic Texts.
  - C. Basic Texts will be sold for \$5, as long as we have money in the subsidy fund.
- II. **Area of service**
  - A. Chair
    1. Preside over subcommittee meetings and maintain files.
    2. Shall be one of the co-signers of the NA in May bank account.
    3. Have ability to make bank deposits to NA in May bank account w/correct documentation to be provided to the NA in May Treasurer/Registration.
    4. Suggested minimum two (2) years abstinence from all drugs.
    5. One (1) year commitment.
    6. Understanding and application of the Twelve Traditions of NA through application.
    7. Willingness to give the time and resources necessary for the job.
    8. Verify camp registration and help negotiate contract.
    9. Provide written monthly report to ASC, to include financial records, bank statements, and checkbook for open inspection to ASC and GSR's.
    10. Oversee entire NA in May event and confirm participants are in touch with the correct subcommittee for their assistance.
    11. Assist with the cooks meeting Friday night prior to contest.
    12. Assist with the Awards Presentation on Saturday afternoon.
    13. Introduce Main Speaker at Saturday night's meeting.
    14. Oversee Final pack up and cleanup on Sunday morning.
    15. Attend **FINAL** walk thru with Park Ranger on Sunday morning.
    16. Reserve camp site for next year's event and close out current year's event.
    17. Give **FINAL** report to ASC.
  - B. Vice chair
    1. Preside over subcommittee meetings in absence of the chair person.
    2. Shall be one of the co-signers of the NA in May bank account
    3. Suggested minimum one (1) years abstinence from all drugs.
    4. One (1) year commitment.
    5. Understanding of the Twelve Traditions through application.
    6. Willingness to give the time and resources necessary for the job.
    7. Coordinates with all subcommittee chair positions.
    8. Shall help maintain checks and balances of committee funds.
  - C. Treasurer
    1. Shall be one of the co-signers of the NA in May bank account.
    2. Suggested minimum of four (4) years abstinence from all drugs.
    3. One (1) year commitment.
    4. Understanding of the Twelve Traditions of NA through application.
    5. Willingness to give the time and resources necessary for the job.
    6. Should be gainfully employed.
    7. Should have organizational skills.

8. Able to make deposits to NA in May bank account w/correct documentation to Registration if necessary.
  9. Verify receipts and cash outlays for each level of service.
  10. Shall make report of contributions and expenditures at subcommittee meetings, ASC, meetings and an annual report at the end of the year.
  11. Shall have financial records in order for the subcommittee and before the monthly ASC meeting for inspection if requested.
- D. Secretary
1. Preside over subcommittee meeting in absence of chair / Vice-Chair.
  2. Suggested minimum of one (1) year abstinence from all drugs.
  3. One (1) year commitment.
  4. Prepare subcommittee minutes at each meeting and distribute.
  5. Inform committee members of upcoming meetings and distribute.
  6. Maintain correct contact list of committee members with E-Mail addresses and contact numbers.
  7. Prepare correspondence for institutions and out of town participants for approval.
  8. Estimate budget for correspondence and request funding from committee.
  9. Execute correspondence mail out from previous year's registration.
  10. Help prepare flyer for next year's event to be at registration desk.
  11. Help maintain Guest Address Book at registration for future correspondence.
- E. Registration
1. Suggested minimum of one (1) year abstinence from all drugs.
  2. One (1) year commitment.
  3. Review incoming registration and document registrations and merchandise purchased through early registrations.
  4. Prepare BUNK assignments for campers.
  5. Recommend items for registration packets and submit estimated budget.
  6. Organize and carry out preparation of registration packets "PRIOR" to event.
  7. At event, operate and staff registration desk and distribute pre-registration packets and pre-paid merchandise.
  8. Maintain accurate records of registrants fees collected.
  9. Maintain accurate records of registrants name/phone/address/e-mail address.
- F. Arts and graphics
1. Suggested minimum of one (1) year abstinence from all drugs.
  2. One (1) year commitment.
  3. Host design competition for event logo and theme.
  4. Help fellowship select logo design and theme through group conscience.
  5. Make recommendations for merchandise items included in registration packets.
  6. Get estimates for merchandise sales, ex. T-Shirts, Buttons, Bookmarks, Magnets, etc.
  7. Follow through with production of NA in May merchandise.
  8. Maintain NA in May website.
  9. Prepare event flyers and submit to committee for approval.
- G. Kitchen services
1. Suggested minimum of one (1) year abstinence from all drugs.
  2. One year (1) commitment.
  3. Prepare menu for meals at event and submit to committee for approval.

4. Prepare estimate of food requirements and budget for the daily meals.
5. Secure willingness for food purchases and delivery to campgrounds.
6. Secure rental vehicle for BULK food purchases if necessary.
7. Secure willingness from home groups and treatment centers for help with each day's meals.
8. Oversee all kitchen services including meal preparation, cooking, and CLEANUP.
9. Organize and oversee FINAL KITCHEN AND MESS HALL CLEANUP.
10. Prepare FINAL REPORT to committee after event to include expenditures, +/- of kitchen.

#### H. Kids coordinator

1. Suggested minimum of one (1) year abstinence from all drugs.
2. An NA in May commitment to the kids.
3. Organize Kids Fishing Rodeo.
4. Confirm Kids Fishing Rodeo button order with Arts & Graphics.
5. Secure willingness from committee to get home group assistance in watching kids DURING the Rodeo and other events, ex. Saturday Night Main Speaker.
6. Document all participants.
7. Define categories and requirements for winning events.
8. Document winners and pass information to Judges Coordinator.
9. MC Awards Presentation for Kids' Fishing Rodeo.
10. Coordinate with Hug Patrol in activities for young adults.

#### I. Judges coordinator

1. Organize categories and guidelines for cook-off.
2. Preside over cooks meeting Friday night prior to competition.
3. Preside over judges scoring and information meeting prior to judging.
4. Secure judges to judge competition in three (3) blind categories prior to judging.
5. Assist with clean time countdown at noon meeting Saturday for newcomer judges.
6. At event, provide assistance to BBQ teams as required for preparation, cooking, and judging.
7. Assist with tally scoring and verification of winners.
8. Confirm categories and trophies to be ordered.
9. Get estimate for budget and submit to committee for approval.
10. With approval, order trophies, ribbons, etc. and confirm delivery date.
11. Proposed Categories
  - a. Pork Ribs
  - b. Pork Shoulder
  - c. Hot Wings
  - d. Poultry
  - e. Sauce
  - f. Beans
  - g. Beef
  - h. Exotic
  - i. Backyard Style
  - j. Vegetarian
  - k. Cakes and Bakes
  - l. Showmanship

- m. Kids' Fishing Rodeo
  - 12. Suggested awards for categories
    - a. 1-3 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> Trophy (Except Hot Wings 1-3 Trophy)
    - 4-9 1<sup>st</sup>, 2<sup>nd</sup>, Trophy, 3<sup>rd</sup> Ribbon 10-11 1<sup>st</sup>, Trophy, 2<sup>nd</sup> & 3<sup>rd</sup> Ribbon
    - b. Kids Fishing Rodeo:
      - i. Ages 1-6 1<sup>st</sup> & 2<sup>nd</sup> Trophy
      - ii. Ages 7-12 1<sup>st</sup> & 2<sup>nd</sup> Trophy
      - iii. Overall Champion – Plaque
      - iv. **ALL** Participants get a Ribbon/Button for participation
      - v. Additional Awards determined by Kids Coordinator
- J. Programming
  - 1. Provide recommendations to committee for Programs/Workshops and Speakers, including recommended schedules to fit with the year's theme (topic).
  - 2. With approval, secure willingness for each Program/Workshop and Main Speaker for Saturday.
  - 3. Prepare programs for entire event, including team programs.
  - 4. Have programs completed and approved as to place into registration packets.
  - 5. Have NA Literature, readings for Meetings/Workshops, and key tags for meetings.
- K. Hug patrol
  - 1. Secure willingness for assistance.
  - 2. Welcome all to the event.
  - 3. Oversee basic camp security and order.
  - 4. Help promote a clean living and spiritual environment for all.
  - 5. Assist Kids Coordinator with promoting activities for young adults.
  - 6. Oversee safety at registration and auction as well as order in the kitchen area.
- L. Fundraising / merchandising
  - 1. Suggested minimum of one (1) year abstinence from all drugs.
  - 2. One year (1) commitment.
  - 3. Secure items for raffle/auction (T-Shirts, Coffee Mugs, Crock pots, Buttons, etc.).
  - 4. Display auction items near registration at event for viewing/silent auction.
  - 5. Secure auctioneer for Saturday auction.
  - 6. Schedule events with programming.
  - 7. Hold auctions @ NA in May events (Spaghetti Dinner, Chili Cook-Off, etc.)
  - 8. Coordinate and solicit help from Activities subcommittee to come up with unique fundraisers.
  - 9. At Event, distribute and sell NA merchandise and maintain records of sales for Treasurer.
- M. Bonfire
  - 1. Secure willingness to help with bonfire.
  - 2. Secure firewood as required to maintain fire for entire 3-day event.
  - 3. Provide delivery/collection of firewood.
  - 4. Provide minimum of two (2) buckets of water at fireside.
  - 5. Confirm condition of fire during each night prior and after meetings.
  - 6. Secure willingness of Chairpersons for Bonfire Meetings.

7. Have readings, NA Literature for Bonfire Meetings.
  8. Responsible for CLEANUP of fire site at end of event.
- N. Cleanup
1. Secure willingness for CAMP CLEANUP (Treatment Centers).
  2. Provide ASH CANS (old coffee cans) for cigarette butts to be placed around campgrounds.
  3. Organize overall CLEANUP for Sunday Morning (all dorms, lodge, kitchen, grounds).
  4. Solicit willingness from institutions, treatment centers and members for FINAL CLEANUP.
  5. Those members staying in Counselor Rooms in DORMS are responsible for that DORM.
- III. **CLEAN TIME requirements for SERVICE positions**
- A. Chair: 2 years
  - B. Vice chair: 1 year
  - C. Treasurer: 4 years
  - D. Secretary: 1 year
  - E. Registration: 1 year
  - F. Arts and graphics: 1 year
  - G. Kitchen services: 1 year
  - H. Fundraising / merchandising: 1 year
  - I. Kids Coordinator: 1 year
  - J. ALL other service positions a minimum of six (6) months clean time.
- IV. **All subcommittee members must be able to attend meetings.**
- A. No members may miss two consecutive meetings and retain their vote.
  - B. Voting privileges will be restored on 2<sup>nd</sup> consecutive meeting attended.

<sup>1</sup>Motion to change the purpose of NA in May passed November 2010.

## **POLICY SUBCOMMITTEE GUIDELINES**

- I. **Purpose**
  - A. The WTASC Policy Subcommittee deals with those things that are the policy of NA.
  - B. The general policies of NA are expressly stated in the Traditions; however, the application of these Traditions at the local level is the concern of this committee.
- II. **Chairperson**
  - A. Requirements
    - 1. Minimum four years clean.
    - 2. Minimum two years ASC experience, i.e. GSR, Administrative Committee, Subcommittee Chair.
    - 3. Willingness and desire to serve.
    - 4. One year commitment.
    - 5. Understanding of Twelve Steps and Twelve Traditions through application.
  - B. Duties
    - 1. Prepares the agenda for each meeting.
    - 2. Presides over all meetings of the Policy Subcommittee.
    - 3. Coordinates and keeps records of the Policy Subcommittee.
    - 4. Attends all ASC meetings.