

NARCOTICS ANONYMOUS  
BERKSHIRE COUNTY AREA POLICIES  
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## SUB-COMMITTEE CLEAN TIME REQUIREMENT

### **WAIVING CLEAN TIME FOR SUB-COMMITTEE CHAIRPERSONS IS NOT AN OPTION.**

- AREA CHAIRPERSON: 2 YEARS, TERM: 1 YEAR
- AREA VICE-CHAIRPERSON: 2 YEARS; TERM: 1 YEAR
- AREA TREASURER: 2 YEARS; TERM: 1 YEAR
- AREA SECRETARY: 1 YEAR; TERM: 1 YEAR
- ACTIVITIES CHAIRPERSON: 2 YEARS; TERM: 1 YEAR
- MEETING LIST COORDINATOR: 1 YEAR; TERM: 1 YEAR
- HOSPITALS & INSTITUTIONS CHAIRPERSON: 2 YEARS PLUS 6 MONTHS H&I WORK; TERM: 1 YEAR
- PUBLIC RELATIONS: 2 YEARS; TERM: 1 YEAR
- PHONELINE CHAIR: 2 YEARS; TERM: 1 YEAR
- CAMPOUT CHAIRPERSON: 5 YEARS; TERM: 1 YEAR
- CONVENTION CHAIRPERSON: 5 YEARS; TERM: DETERMINED BY CONVENTION POLICY
- POLICY CHAIR: 1 YEAR; TERM: 1 YEAR
- AREA WEB CHAIRPERSON: 1 YEAR; TERM: 1 YEAR
- REGIONAL COMMITTEE MEMBER: 3 YEARS; TERM: 2 YEARS

- ALTERNATE REGIONAL COMMITTEE MEMBER: 3 YEARS; TERM: 2 YEARS

#### SUB-COMMITTEE DESCRIPTIONS

##### AREA CHAIRPERSON:

- Minimum clean time requirement is two (2) years. Term is one (1) year.
- A chair person arranges the agenda for and presides over the monthly ASC meeting.
- They are responsible for the correspondence dissemination, maintaining of area files for term and previous year, with the previous year's files to be placed into the archives at the end of said term.
- The chairperson shall be one of the co-signers on the ASC bank account
- Chairperson can only vote to break a tie at committee meeting.
- The chairperson shall have a working knowledge of the 12 traditions, 12 concepts, and Robert's Rule of Order to conduct an orderly meeting.
- May not hold a GSR position.
- Shall act as a liaison to all groups in absence of a GSR when required by the Area Service Committee.
- Attend regularly scheduled ASC meeting.

##### AREA VICE-CHAIRPERSON

- The liaison to all sub-committees. In case of vacancy of the chairperson of the sub-committee position, the Vice Chairperson shall perform duties of the chairperson of the sub-committee.
- Shall act as a liaison to all groups in absence of a GSR when required by the Area Service Committee.
- In the absence of the ASC chairperson, the Vice Chairperson shall perform the duties of the ASC chairperson at the regularly scheduled ASC meeting.
- Shall be one of the co-signers of the ASC bank account.
- May not hold a GSR position.
- Attend regularly scheduled ASC meeting.

##### AREA TREASURER:

- Should have excellent organizational skills. Keep a detailed record of all contributions and expenditures and balance the Area checkbook.
- Shall be a co-signer of the ASC bank account.
- Check the Area PO Box and bring all mail which is not pertinent to the Treasurers position to the Area chairperson for dissemination.

- Pay rent for Area sub-committee meetings. Reimburse Area sub-committee members at the ASC when necessary.
- Shall submit a written report to include Area income, expenditures, and a copy of the Area's current bank statement to the monthly ASC meeting.

#### AREA SECRETARY:

- Shall have excellent organizational skills and access to a computer for the purpose of typing up the monthly minutes.
- Take minutes and maintain all forms filed by Area GSR's and sub-committee chairpersons; distribute the minutes to all GSR's, Area Officers, and Sub-committee chairpersons within two weeks after the ASC meeting by email.
- Have copies of all forms and extra copies of the previous month's minutes for use at the ASC meeting.
- Attend regularly scheduled ASC meeting.

#### ACTIVITIES CHAIRPERSON:

- Conduct a regularly scheduled monthly meeting of the activities sub-committee.
- Activities sub-committee chairperson shall seek approval from the ASC for all Area activities, tentatively scheduled, at least one month in advance.
- Present an accounting of the activities income and expenditures within one month after an activity.
- Shall submit a written report to include an account of the Activities Sub-Committee income and expenditures to monthly ASC meeting.
- Attend the regularly scheduled ASC meeting.

#### MEETING LIST COORDINATOR:

- Print meeting lists, handle updates, keep accurate record of meeting locations, times and key codes. Keep an electronic copy of the template and record of updated meetings.
- Compose an annual operating budget for the Meeting List Committee to be presented at the August ASC for purposes of group approval and to be voted on by the ASC in September.
- Attend the regularly scheduled ASC meeting.

#### HOSPITALS AND INSTITUTIONS CHAIRPERSON:

- Compose an annual operating budget for the H&I Sub-Committee to be presented at the August ASC for purposes of group approval and vote by the ASC in September.

- Submit a written monthly report to the ASC.
- Attend the regularly scheduled ASC meeting.

PUBLIC RELATIONS CHAIRPERSON:

- Compose an annual operating budget for the PR sub-committee to be presented at the August ASC for purposes of group approval and vote by the ASC in September.
- Submit a written monthly report to the ASC.
- Attend regularly scheduled ASC meeting.

PHONELINE CHAIRPERSON:

CAMPOUT SUB-COMMITTEE CHAIRPERSON:

- Conduct regular meetings of the campout sub-committee. Present an accounting of the income and expenditures within two months after the campout.
- Shall submit a written report to include an accounting of the campout sub-committee income, expenditures, and a copy of the current bank statement to the monthly ASC meeting.
- Attend the regularly scheduled ASC meeting.

CONVENTION CHAIRPERSON:

- Responsibilities are as described in the Convention Handbook.
- Conduct regular meetings of the Convention Committee as determined by the Convention Committee.
- Present an accounting of the Convention income and expenditures within two months after the convention.
- Shall submit a written report to include income, expenditures and a copy of the current bank statement to the monthly ASC meeting.
- Attend the regularly scheduled ASC meeting.

POLICY CHAIRPERSON:

- Be a resource to the ASC chairperson and the ASC as a whole for questions of policy.
- Have a working knowledge of the 12 Traditions and the 12 Concepts of NA Service, as well as Robert's Rules of Order.
- Track all changes in Area policy and regularly update BCANA Policy Handbook.

- Submit a written report each month to include an accounting of any and all changes made to policy (from previous month) for final approval.
- Maintain Area archives to be stored in the Area storage facility.
- Attend the regularly scheduled ASC meeting.

#### AREA WEB CONTACT CHAIRPERSON:

- Will have direct access to the Narcotics Anonymous Trusted Servant Area as the Narcotics Anonymous World Services (NAWS) website.
- The primary responsibility is to update and keep current all group and trusted servant information from the area. This includes, but not limited to: group names, meeting times and locations, contact persons, and other information pertaining to the groups.
- For clarification purposes, this information needs to be brought to the area web contact person's attention at the ASC meeting. Also, updating and keeping current the Area body trusted servant names and contact information.
- Forwards all information that needs to be updated and kept current on the area website to the professional area webmaster.
- Submit a written report to the ASC.
- Attend regularly scheduled ASC meeting.

#### REGIONAL COMMITTEE MEMBER:

- Should have a working knowledge of the 12 Traditions and the 12 Concepts for NA Service.
- The RCM is to the ASC what the GSR is to the group. As the representative of the Area, the RCM carries the Area conscience to the Region, providing two-way communication between the Area and the rest of NA, particularly with neighboring ASC's. An RCM attends all Regional Service Committee meetings and takes part in any decisions and voting on any motions that affect the region. An RCM may serve on one or more of the ASC and RSC Sub-Committees but NOT as Chairperson. The RCM submits a written report to the ASC.
- Provides receipts for reimbursements of travel expenses to the RSC meeting.
- Acts as a trusted servant concerning regional housekeeping issues and elections. However, an issues involving money, must be brought back to the groups.

#### ALTERNATE REGIONAL COMMITTEE MEMBER:

- Alternate RCM must be able to serve the area in absence of the RCM, performing all responsibilities as outlines in the RCM description.
- Attend RSC meeting with current RCM.
- Attend regularly scheduled ASC meeting.

## FUND FLOW/MONEY CONCERNS

- ASC, shall vote, in September, on annual budgets submitted by Area sub-committees in August of each year for group approval.
- ASC shall order and pay for any literature for all Area sub-committees.
- ASC shall pay rent for any area sub-committee business meeting spaces.
- ASC shall maintain a prudent reserve of three times the monthly operating budget for the area.
- ASC shall maintain a \$300 prudent reserve for the Activities sub-committee.
- ASC shall reimburse RCM and sub-committee chairpersons for travel expenses incurred in traveling to RSC meetings.
- The ASC checking account shall have three signers: Area chairperson, vice-chairperson and area treasurer. Two signatures shall be required on each check.
- The ASC shall purchase two copies of the Conference Agenda Report(CAR). One for the area table and one for groups to make copies as desired.
- ASC shall keep three group starter kits on hand at BCASC meetings for distribution at no cost to new groups being represented at ASC upon request by the GSR of such group.
- Fund flow should be as follows: Monies over prudent reserve shall be moved on in fund flow – 100% to A.B.C.D. region of Narcotics Anonymous.
- The basket shall be passed at the ASC meeting for the purposes of continuing to carry the message.
- Any monies requested for a one-time expenditure at the ASC table for services to groups or sub-committees under 5% of prudent reserve may be approved by the ASC at that ASC meeting. Any new incurred ASC regular expenses must go back to groups for approval.

## MAKING MOTIONS AND VOTING

- Only GSR's, Sub-Committee Chairpersons and Area Officers may make motions.
- Sub-committee Chairpersons and Area Officers may only propose motions directly concerning their sub-committee or office. Only GSR's may vote.
  - Example: Treasurer re: budget  
Secretary re: functions  
Campout Chair re: campout prudent reserve
- Motions made by GSR's must be seconded by a GSR (you do not have to agree with a motion to second the motion).
- Motions made by sub-committee chairpersons or area officers do not require a second.
- The maker of a motion must be present for the motion to be heard, otherwise it will be tabled until the next ASC meeting.
- The author of a motion shall be the first to speak on the motion and shall be counted as a pro. Also, if the author is not present when the motion is read it shall not be discussed or voted on.
- Motions require a simple majority of GSR's present voting to pass.
- Motions regarding policy require a two-thirds majority in which two-thirds of all present area GSR's must vote yes.
- All motions must be submitted to the vice-chairperson before the start of new business, otherwise, the motion will become an item of old business at the next ASC meeting.
- Motions should be focused, clear and specific. Try not to combine too many things in one motion. Keep it simple.
- All trusted servants must be voted in during elections. This includes trusted servants who are volunteering to continue a position from a previous term.
- Trusted servant must be present to be voted in.



## MEETING LIST

To qualify to be placed on the BCANA meeting list, a group officer must attend the ASC meeting and announce new meeting. The group must be in existence for at least ninety days before it is printed on the meeting list. Group officer is defined as any officer of the group; officers are: GSR's, Alt. GSR's, secretary, and treasurer. The ninety days are defined as ninety days from the start of the meeting. A new group can be placed on the website and phonenumber immediately upon announcing its existence at the ASC table.

Each month a sample meeting list shall be sent around the table for GSR's to look at and update their meetings only.

## MEETING LIST UPDATES

Only GSR's or Alt. GSR's may make changes regarding the meeting they represent. Changes will be made at the ASC meeting. Any other information on the status of a meeting will be verified by the Area Vice-Chairperson before changes are made on a meeting list.

Meeting list should only change colors when there are location or time changes.

## REMOVAL FROM MEETING LIST

To remove a meeting from the meeting list, a group officer notifies the ASC, otherwise, the area vice-chairperson will handle all verifications.

## MISCELLANEOUS

- That any function sponsored by a BCANA Service Committee not display signs at the front door using the word “admission”. The words “suggested donation” should be used in its place.
- Adopt Robert’s Rule of Order (simple version) to conduct the ASC meeting.
- Quorum for business to be conducted at the ASC meeting – 2/3 +1.
- The ASC shall place the ASC format, motion forms, ASC policy, and report forms on the Area Website.
- The ASC shall have a simple bullet list describing the responsibilities of being a GSR, to be distributed to GSR’s at the ASC meeting. mm