



Joint-Area Narcotics Anonymous Youth Committee Guidelines

I. Definition

We are a committee of recovering addicts that are working together to carry the message of recovery and strengthen N.A. by encouraging an environment of recovery in meetings, functions and services that supports youthful participation.

We serve addicts of all ages in the Northern California Region of Narcotics Anonymous, and are fully accountable to this region.

II. Purpose

The Joint-Area Narcotics Anonymous Youth Committee is established to inspire more youthful participation in service creating a group conscience that reflects the diversity of our fellowship and to provide guidance and support to other areas, as needed, in developing additional area NAYC's. We also strive to further the Unity of N.A. throughout the Northern California Region of Narcotics Anonymous in accordance with the 12 Traditions and 12 Concepts of N.A. service by acting as a network to area NAYC's. We will work together as a collective, allowing for the process of the group conscience and our loving Higher Power to guide us in our work with other recovering addicts.

III. Functions

- A. To share the Narcotics Anonymous message of recovery - our experience strength and hope.
- B. To consult with other committees to encourage more youthful involvement and to support the service structure of N.A.
- C. To open and maintain lines of communication between other Narcotics Anonymous Youth Committees in the Northern California Region.
- D. To contribute to the growth of N.A. by supporting the NCRSC in their efforts to serve the Fellowship of N.A. as a whole by cooperating with the NCRSC and maintaining communication with the NCRSC.

- E. To hold regular business meetings.
- F. To produce an annual goal statement and budget for approval by the Joint-Area Narcotics Anonymous Youth Committee by October of each year.
- G. To establish and maintain NAYC archives.

IV. Description of the Joint-Area NAYC Committee & Voting Procedures

- A. This committee shall consist of the following voting participants: Chair, Vice-Chair, Secretary, Treasurer, RSC Rep., and representatives from existing NAYC Area Committees.
- B. The quorum of this committee shall be defined as a simple majority of active NAYC areas present.
- C. Election of trusted servants shall require a simple majority vote of eligible participating members. Elections will be held in April of each year.
- D. All other responsibilities are appointed by the Chair.
- E. Business meetings are open to all interested members of NA, however, only participants of the Joint-Area NAYC are eligible to vote.
- F. Any participant may be removed from office by two consecutive absences from the Joint Area NAYC committee and/or other service committee responsibilities followed up by a two-thirds majority vote of all eligible participating members.
- G. The committee will follow the same business procedures contained within Roberts' Rules of Order as does the RSC, however, whenever possible the committee will work by informal census always attempting to ascertain the will of our Higher Power by the group conscience.

V. Trusted Servant Positions

- A. This committee shall consist of the following elected service positions:

Chairperson, Vice-Chairperson, Treasurer, Secretary, and RSC Representative.
- B. All trusted servants are required to have a willingness to learn or a working knowledge of the Twelve Traditions, Twelve Concepts and any other Narcotics Anonymous sponsored literature in regards to N.A. service.

VI. Trusted Servant Descriptions

It is suggested that all trusted servants, when capable, keep their records on a computer file or disk. When requested or required, all trusted servants shall make written or computer generated records available to each participant. When any trusted servant steps down from their position, all records shall be handed down to the group via writing or computer file/disk.

A. CHAIR

1. Requirements

- a.** Two years clean and a one year commitment to the position.
- b.** Previous NAYC service experience at a committee or subcommittee level.
- c.** Ability to organize and give the committee direction.

2. Duties

- a.** Facilitates all aspects of the meeting; on time, smoothly and efficiently.
- b.** Is responsible to ensure that all Joint-Area NAYC Committee duties are fulfilled.
- c.** Maintains files and archives.

B. VICE-CHAIR

1. Requirements:

- a.** One year clean and a one year commitment to the position, with the willingness to become the chair.
- b.** Previous experience in service at a committee or subcommittee level.
- c.** Ability to assume responsibility of Chairperson in Chair's absence.

2. Duties:

- a.** Facilitates orientation for new members.
- b.** Retains NAYC Guidelines and makes copies available to all new members.
- c.** Attends other area NAYC meetings as requested.
- d.** Guides business meeting in the absence of the Chair.

C. SECRETARY

1. Requirements:

- a. One year clean and a one year commitment to position.
 - b. Ability to keep clean and accurate written records of the business meeting.
2. Duties
 - a. Takes minutes and distributes them within ten days prior to the next Joint-Area NAYC Committee meeting.
 - b. Keeps a record of attendance and phone/address list of all members to be used by the committee only.

D. NORTHERN CALIFORNIA REGIONAL SUBCOMMITTEE REPRESENTATIVE

1. Requirements:
 - a. One year clean and one year commitment to the position .
 - b. Previous NAYC service experience at a committee or subcommittee level.
 - c. Ability to attend both the regular RSC meetings and the regular Joint-Area NAYC meetings.
2. Duties:
 - a. Attends the RSC regularly.
 - b. Brings back a detailed written report to the group.

E. TREASURER

1. Requirements:
 - a. One year clean and one year commitment to the position .
 - b. Previous NAYC service experience at a committee or subcommittee level.
 - c. Ability to attend the regular Joint-Area NAYC meetings.
2. Duties:
 - a. Collects 7th Tradition and secures it for the group.
 - b. Is responsible for all finances, both incoming and outgoing.
 - c. Makes a monthly written report of all financial activities including all budgetary financial expenditures and availabilities and reports them to the group.
 - d. Shall utilize the "Group Treasure's Workbook" in recording all financial matters.