

Edmonton Area Narcotics Anonymous Policy and Procedure Document

Approved March 13, 2016

This page left intentionally blank

Table of Contents

Section	Sub-section	Name of Section (Click on link to go directly to section)	Page Number
1		Vision	5
2		Name	5
3		Service Area	6
4		Purpose, Mission	6
	4.1	Purpose	6
	4.2	Mission	6
5		Structure	7
6		Maintenance of Not-for-Profit Status and Legality	8
7		Business with Members of the Fellowship and Conflict of Interest	8
8		Ratification of New NA Groups	8
	8.1	Active NA Groups	8
	8.2	Steps for Ratification	9
9		Participation	9
	9.1	Participants	9
	9.2	Observers	10
10		Service Meetings	10
11		Decision Making	11
	11.1	The EANA Consensus Process	12
		EANA Consensus Process Model	14
12		Proposals	15
13		Amendment of Guidelines	15
14		Trusted Servants	15
	14.1	Officers of the Area Service Committee	16
15		Election of Officers	16
	15.5	Nominations	17
	15.6	Intent	17
	15.7	Elections	18
	15.8	Interim Positions	18
16		Removal of Trusted Servants	18
17		Roles and Qualifications of Trusted Servants	19
	17.2	ASC Facilitator	20
	17.3	ASC Co-Facilitator	20
	17.4	ASC Secretary	21
	17.5	ASC Alternate Secretary	21
	17.6	ASC Treasurer	22
	17.7	ASC Alternate Treasurer	22
	17.8	Regional Committee Member	23
	17.9	Alternate Regional Committee Member	23
	17.10	ASC Archivist	24
	17.11	ASC Alternate Archivist	24

Table of Contents (Continued)

[illegible]

1. Vision

1.1. All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground, we stand committed. Our vision is that one day:

- Every addict in the Edmonton Area has the chance to experience our message and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- The EANA service bodies work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Edmonton Area Narcotics Anonymous has universal recognition and respect as a viable program of recovery.
- Become a model of experience for trusted servants.
- Ensure trusted servants are provided guidance in order to develop effective leadership in our fellowship.
- Be the conduit of communication and information to all levels of service.

Our vision is our reference point, inspiring all that we do. Honesty, trust and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

Notes:

2. Name

2.1. In keeping with World Service Conference (WSC) of Narcotics Anonymous (NA) Guidelines, the name of this Committee will be the Edmonton Area Service Committee of Narcotics Anonymous (EANA).

Notes:

3. Service Area

- 3.1. The service area of this committee will include the City of Edmonton, remote cities, towns or municipalities containing WSO Inc. registered NA groups or meetings that choose to be on our meeting list.

Notes:

4. Purpose, Mission

4.1. **Purpose**

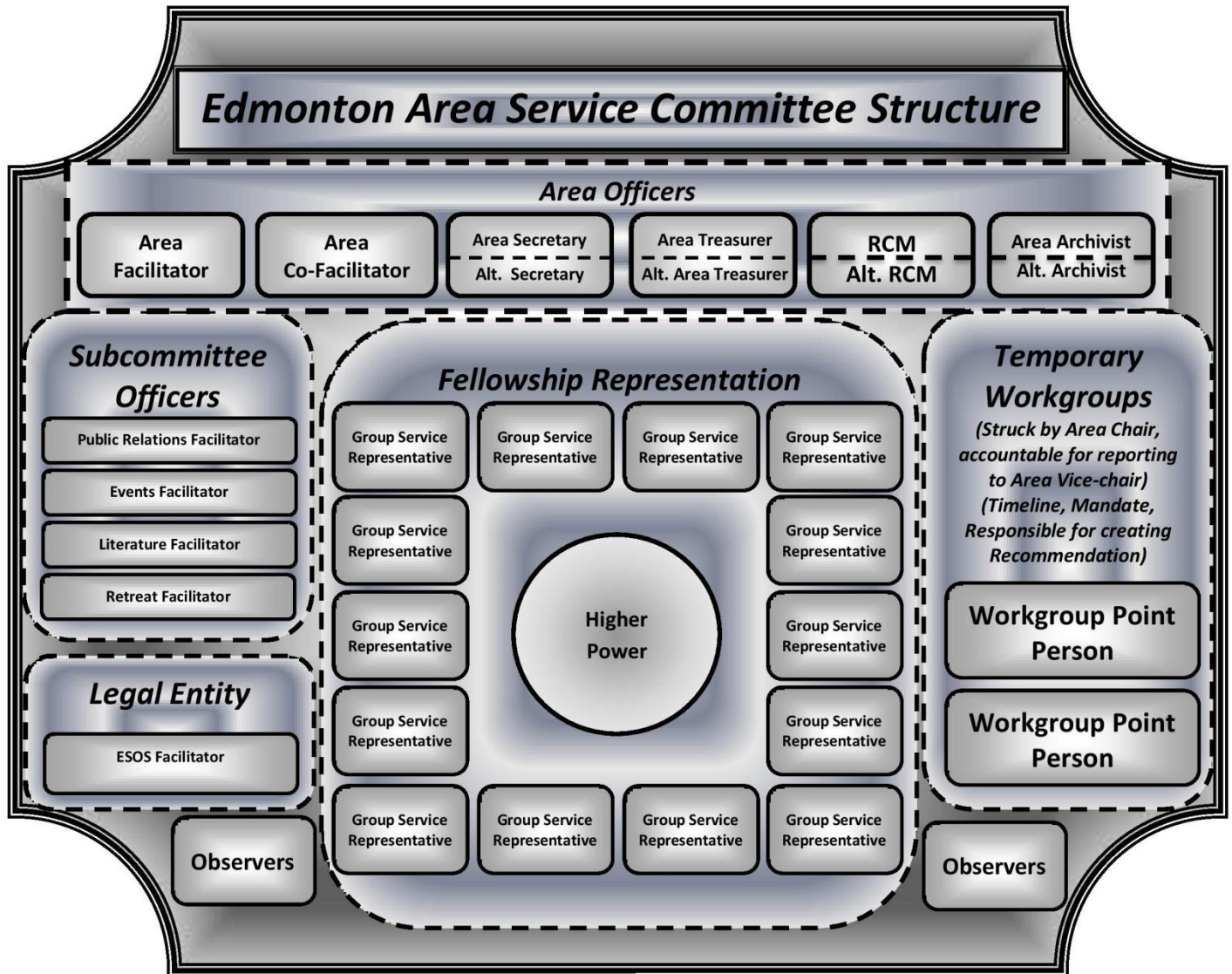
The primary purpose of this committee is to oversee and facilitate the coordination of activities common to the welfare of the NA groups within the Edmonton Area.

4.2. **Mission**

Our mission is to further the primary purpose of NA as stated in our literature; support the needs of NA groups within the Edmonton Area and the community; to serve as the link between these groups and the AL-SASK Regional Service Committee.

Notes:

5. Structure



Notes:

6. Maintenance of Not-for-Profit Status and Legality

6.1. It is the responsibility of the Edmonton Service Office Society to hold and maintain non-profit status and liability insurance that remain congruent with provincial and federal laws.

6.1.1. For more information, see Edmonton Service Office Society Bylaws.

Notes:

7. Business with Members of the Fellowship and Conflict of Interest

7.1. Any individual who owns, operates, or has vested interest in any firm doing business with the Edmonton Area Service Structure, will not be involved in any committee which is in negotiation in any form with said business.

7.2. Committee meetings where details of the negotiations are being discussed will be closed to individuals who are in any way connected to businesses which are being considered to supply services to the Edmonton Area Service Structure.

Notes:

8. Ratification of New NA Groups

8.1. Active NA Groups

When two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group. Here are six points based on our traditions which describe an NA group. An active group, as laid out in Group Booklet Revised, is defined as any NA group in which:

8.1.1. All members of a group are addicts, and all addicts are eligible for membership.

8.1.2. As a group, they are self-supporting.

8.1.3. As a group, their single goal is to help addicts recover through application of the Twelve Steps of Narcotics Anonymous.

8.1.4. As a group, they have no affiliation outside Narcotics Anonymous.

8.1.5. As a group, they express no opinion on outside issues.

8.1.6. As a group, their public relations policy is based on attraction rather than promotion.

8.2. Steps for Ratification:

- 8.2.1. Must register with World Service Office (WSO) Inc.
- 8.2.2. Has an elected GSR or GSR Alternate that is either present at the ASC or requests ratification by the ASC in writing.
- 8.2.3. Have been having regular meetings for a period of at least 90 days immediately preceding application to the ASC for ratification.
- 8.2.4. Meets the criteria of an Active NA Group (Section 8.1).
- 8.3. Once a group or meeting has been ratified by the ASC, it will be approved for publication in the EANA meeting list.
- 8.4. Any new group to the Edmonton Area of Narcotics Anonymous will be entitled to a Group Starter Kit from the Literature Committee or reimbursement for a Group Starter Kit from ASC after ratification.

Notes:

9. Participation

9.1. Participants

- 9.1.1. This Committee will be comprised of voting and non-voting members.
- 9.1.2. Voting participants of the Area Service Committee will be the Group Service Representatives (GSRs), or their Alternates.
- 9.1.3. Non-voting participants of the Committee will be the Area Officers which includes the Facilitator, Co-Facilitator, Secretary, Treasurer, Regional Committee Member (RCM), Archivist, Alternates, and all Subcommittee Chairpersons or their designates.
- 9.1.4. Any voting participant, non-voting participant, or observer may introduce discussion topics and participate in discussions if recognized by the Facilitator.
- 9.1.5. All NA members present can participate in CBDM discussions.
- 9.1.6. Only members with a position at the ASC (GSR(A)s and Officers) can take part in determining consent, removal of officers, and elections.
- 9.1.7. Each participating, voting member will have one vote.
- 9.1.8. After fulfilling their duties, a subcommittee representative who is also an elected GSR or GSR Alternate, they will be allowed to serve as a voting participant.
- 9.1.9. GSR(A)s who also hold a subcommittee officer position will not take part in voting decisions regarding their respective subcommittee.

Notes:

9.2. Observers

9.2.1. Any NA members not addressed elsewhere in this document will be classed as observers.

9.2.2. Observers will have the right to request the floor.

9.2.2.1. The Facilitator(s) has the exclusive right to grant or deny such requests.

Notes:

10. Service Meetings

10.1. The regular meetings of the ASC will be held on the second Sunday of each month at 1:30 pm at the Edmonton Service Office unless ordered otherwise by the Committee.

10.2. The Agenda of the Day is to be prepared by the ASC Secretary in conjunction with the ASC Facilitator.

10.2.1. The Agenda of the Day can be amended as necessary by the Facilitator at any given time to meet the needs of the body.

10.3. The regular meeting in the month of November will be known as the election meeting and will include in the agenda the election of officers as detailed in the electoral process of this document.

10.4. Special meetings may be called by the Facilitator of the ASC.

10.4.1. The purpose of the meeting will be stated in writing.

10.4.2. No business other than that which is stated will be conducted.

10.4.3. At least one week's notice prior to the meeting will be given.

10.5. Special meetings will be requested in writing by a voting member of the ASC.

10.5.1. The purpose of the meeting will be stated in writing.

10.5.2. No business other than that which is stated will be conducted.

10.5.3. At least one week's notice prior to the meeting will be given.

Notes:

11. Decision Making

As pertaining to decision making, The Seventh Concept is one way of putting the principle of group conscience to work in the service environment. This concept suggests that each service body should encourage all its members to participate in its decision-making process. By bringing their different perspectives together, we give our service bodies the opportunity to develop a fully informed, balanced group conscience leading to sound, sensitive service decisions.

NA service is a team effort. Our service representatives are responsible to the EANA Groups. The full participation of each member of EANA is of great value to the collective conscience of the whole.

It's easy to discuss things with those who agree with us. But in recovery we've learned that our own best thinking may not necessarily offer us the best possible guidance. We have been taught that, before making significant decisions, we should check our judgment and motives against the ideas of others. Our experience has shown us that the ideas of those who disagree with us are often the ones we need most to hear. The Ninth Concept puts this aspect of our recovery experience to work in the service environment. When making a decision, our groups, service boards, and committees should actively seek out all available viewpoints.

An effective group conscience is a fully informed group conscience. The Ninth Concept is one tool we use to help ensure that our group conscience is as well-informed as it can possibly be. In any discussion, it is tempting to ignore dissenting members, especially if the vast majority of members think alike. Yet it is often the lone voice, offering new information or a unique perspective on things that saves us from hasty or misinformed decisions. In Narcotics Anonymous, we are encouraged to respect that lone voice, to protect it, even to seek it out, for without it our service decisions would undoubtedly suffer.

Concept Nine also encourages us, individually, to frankly speak our minds in discussions of service issues, even when most other members think differently. This concept is not telling us to become perpetual nay-sayers, objecting to anything agreed to by the majority. It does say, however, 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. When we show the courage necessary to speak our mind, while also showing respect for one another, we can be confident that we act in the best interests of the EANA Groups. By insisting on thorough discussion of important issues, the worst we can do is take a little of each other's time; at best, we protect the fellowship from the consequences of a hasty or misinformed decision.

- Excerpts from Concept 7 and Concept 9 (Amended)

11.1. The EANA Consensus Process

Consensus refers to the consent of the group, or, in other words, the willingness to move forward with a decision on the part of all members of a group, rather than a majority or a select group of representatives. The word “consensus” derives from the Latin **cum**, meaning “with” or “together with,” and **sentire**, meaning to “think” or “feel.” The root of “consensus,” therefore, means, quite literally, “to think and feel together.” Consensus is based on the belief that each person has some part of the truth and no one person has all of it. The consensus process is what a group goes through to reach an agreement or decision. It is how we manifest the idea “what we cannot do alone we can do together” in a service setting.

As it is stated in the Sixth Concept “The development of a group conscience is an indispensable part of the decision-making process in Narcotics Anonymous; however, group conscience is not itself a decision-making mechanism.”

Developing a collective conscience provides us with the spiritual guidance we need for making informed service decisions. We may pray or meditate together, we share with one another, we consider our traditions, and we seek direction from a Higher Power. Our groups, service boards, and committees often use the vote as a rough tool for translating that spiritual guidance into clear, decisive terms. Sometimes, however, no vote is needed; following thoughtful, attentive discussion, it is perfectly apparent what our collective conscience would have us do in a given service situation. Just as we seek the strongest possible spiritual unity in Narcotics Anonymous, so in our decision-making we seek unanimity, not merely a majority vote. The more care we take in our considerations, the more likely we are to arrive at unanimity, and no vote will be needed to help us translate our group conscience into a collective decision. This consensus process serves to do just this.

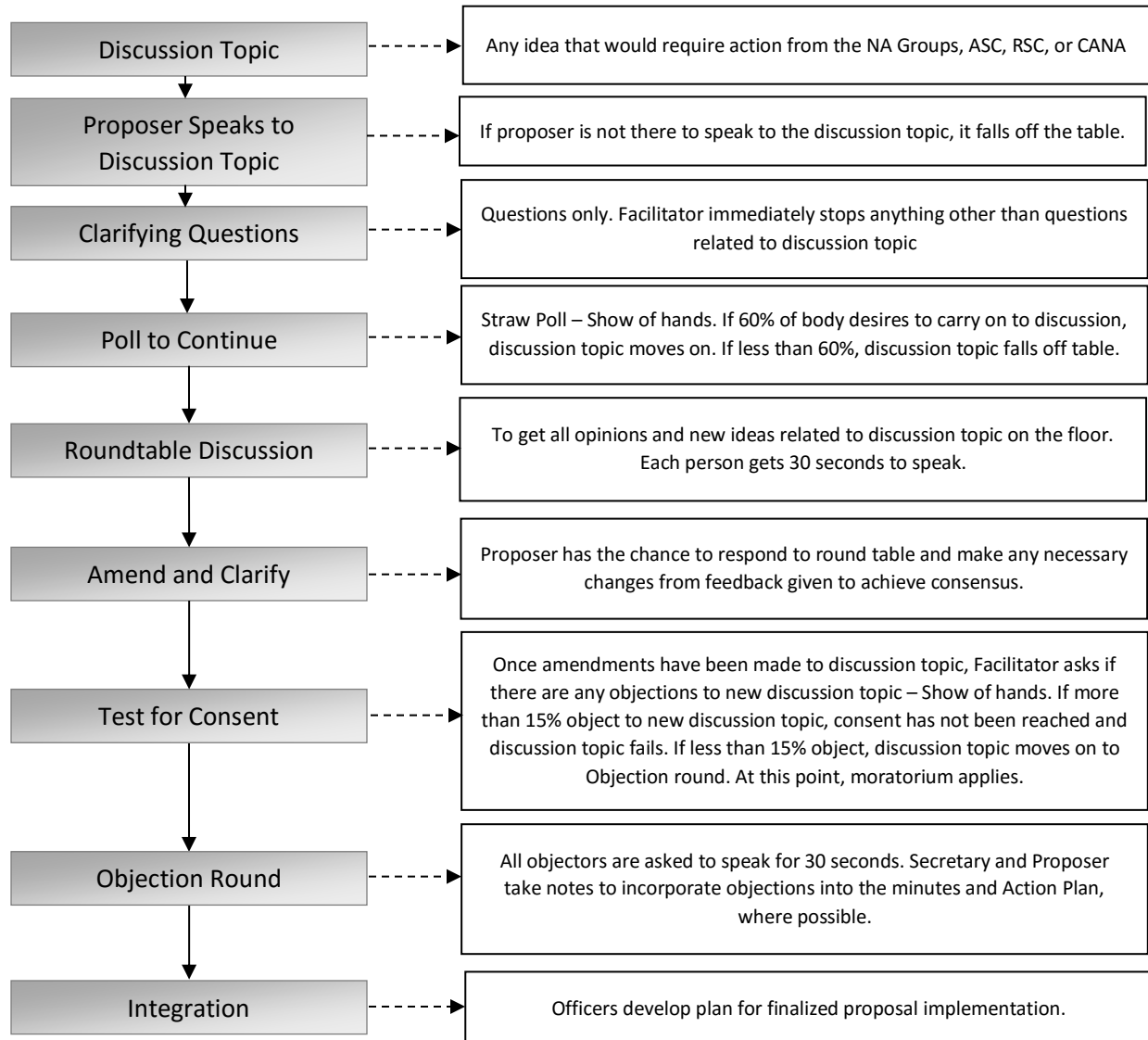
Rather than a strict consensus process, which typically allows a lone dissenter to block a proposal, EANA has developed a model of consensus-based decision-making (CBDM). Based on a respect for all persons involved in the decision being considered, this model does not necessarily mean the final decision is unanimous. Our Ninth Concept reminds us “... to carefully consider all viewpoints in their decision-making processes.” Our commitment to a consensus-based process before a formal decision often means the body comes to a higher-quality decision. What’s more, participants are more likely to implement decisions they accept, and consensus makes acceptance more likely. Our history reflects that only decisions that serve the EANA Fellowship are actually embraced, accepted, and used by the EANA Fellowship.

While consensus building requires hearing and respecting all points of view, it does not necessarily mean the discussion phase of decision-making becomes a kind of “sharing session” where all participants speak about how they feel. It is about finding the common ground that every participant can support, even when that common ground is not exactly as every participant may desire. Adequate discussion takes time and requires commitment from each participant. Skilled facilitation encourages the group to focus on the issues at hand and leads the group toward consensus. The benefits or results of this process are a greater understanding of the proposals, agreement among participants to move forward, and, if needed, the modification of the proposals being considered. As the group moves into a decision, a facilitator will ask if there are any objections. If there are, the group can discuss those objections by

topic and then move to a decision. Only after adequate discussion and consensus building has occurred, does the body move to formalize its decisions.

Notes:

EANA Consensus Process Model



Notes:

12. Proposals

12.1. Any discussion topic carried or defeated at the monthly ASC meeting returned to the table as a new discussion topic within a six-month period, will not be entertained and ruled out of order by the Facilitator.

12.1.1. An appeal to revisit discussion topics may be presented in the form of a grievance presented to the Area by a GSR.

Notes:

13. Amendment of Guidelines

13.1. Amendments must be done via discussion topics at the ASC.

13.2. Policy changes need to go back to home groups for discussion and approval.

13.3. Secretary is responsible for keeping the policy log up to date.

13.4. Updated policy log needs to be attached to the ASC Agenda monthly (see Appendix E for policy log).

13.5. Reprinting of document to be done annually with new, amended, or deleted policies as recorded in the policy log since the last printing.

13.5.1. The policy log will be refreshed with each new printing of the EANA policy document.

Notes:

14. Trusted Servants

EANA ASC has ten (10) Officers: a Facilitator, Co-Facilitator, a Treasurer and their Alternate, a Secretary and their Alternate, two (2) Regional Committee Members (RCMs), the Archivist and their Alternate.

These individuals are responsible for administering the general affairs of the entire area committee. Because of that, it's important that great care be taken in their selection. A substantial amount of clean time and personal maturity should be the first consideration, along with experience in the Steps, Traditions, and Concepts of Service. Our Trusted Servants should demonstrate the stability and personal sense of direction that serve as an example to others. They should be capable of serving without attempting to govern. Significant area service background often makes more effective officers. Experience both as a group service representative and an area subcommittee member is helpful. Recent leadership experience as a subcommittee facilitator will prove invaluable. For more discussion of the role of leadership in NA services, see the essay on Concept Four in the chapter in the Twelve Concepts for NA Service.

-GLS pg. 47-48 (Amended)

14.1. The Officers of the Area Service Committee will be:

- 14.1.1. Facilitator
- 14.1.2. Co-facilitator
- 14.1.3. Secretary and Alternate
- 14.1.4. Treasurer and Alternate
- 14.1.5. Regional Committee Members (RCM, RCMA)
- 14.1.6. Archivist and Alternate

Notes:

15. Election of Officers

For the purposes of this section, "Officer" is defined as an executive of the EANA ASC.

- 15.1. ASC officers will be elected through a three month election process with nominations in September, intent given in October, with question period and elections taking place at November ASC of each year.
- 15.2. The officers are to be elected for a 2 year term.
 - 15.2.1. Positions open for election will alternate annually as set out in the schedule (Appendix A).
- 15.3. The term of office will commence at the start of the next regular ASC meeting.
- 15.4. NA Members will not hold more than one executive position at a time.
 - 15.4.1. Upon election, the Officer will resign from any conflicting service position.

Notes:

15.5. Nominations:

15.5.1. Any member of the Edmonton Area of Narcotics Anonymous may nominate a qualified individual for an executive position.

15.5.1.1. The qualification guidelines should be followed whenever possible as outlined in Section 17.

15.5.1.2. The groups may decide during the intent process, using the Consensus Process, to waive these qualifications and requirements to allow a candidate to stand for election.

15.5.2. NA Members are not eligible to serve more than two consecutive terms in the same position.

15.5.3. All eligible nominations must be submitted to the EANA Secretary using the proscribed form (Appendix B).

Notes:

15.6. Intent:

15.6.1. Intent to stand for each executive position must be submitted at the appropriate ASC meeting:

15.6.1.1. In person.

15.6.1.2. Using the proscribed form for a Service Resume (Appendix B).

15.6.2. GSRs will be given the opportunity for questions directly relating to the qualifications of the nominee.

15.6.3. A nominee who does not follow the above procedure will be considered to have withdrawn from the election process.

Notes:

15.7. Elections:

15.7.1. Elections will be held by ballot with the count to be reflected in the minutes as such:

15.7.1.1. Yes – No – Abstentions – Present but No Vote (See Glossary for definitions)

15.7.2. Voting Procedure:

15.7.2.1. Multiple nominees will be reduced to a single nominee by popular vote.

15.7.2.2. A single nominee will undergo a vote of confidence requiring a 2/3 majority.

15.7.2.3. A vote of non-confidence results in the position becoming an interim position; interim election procedure is then followed.

15.8. Interim Positions:

15.8.1. Interim elections will follow the procedure outlined in 15.3 through 15.7.

15.8.2. Interim positions are subject to the original schedule (Appendix A).

15.8.3. Nomination and intent may occur during the same meeting for interim positions.

Notes:

16. Removal of Trusted Servants

16.1. All ASC Elected Officers will be removed from office for non-compliance only after the person has been notified by letter, email, phone call, or in person from the ASC Facilitator or Co-facilitator.

16.2. Non-compliance that results in immediate removal includes:

16.2.1. Loss of abstinence from drugs.

16.2.2. Failing to perform the duties of their position as outlined in Section 18.

16.2.3. Misappropriation or theft of NA funds or NA materials.

16.2.4. Acts of physical violence during the meeting.

16.2.5. Three consecutively missed ASC meetings without accountability.

16.3. An ASC Officer will be removed by a 2/3 majority vote for non-compliance defined as:

16.3.1. Failure to submit a written report for two consecutive ASC meetings as defined in Duties and Responsibilities.

16.3.2. Inability to meet the outlined qualifications or perform duties as defined in roles and responsibilities.

16.4. A six-month moratorium will be required of ASC Trusted Servants removed from their elected position.

Notes:

17.Roles and Qualification for Officers

Personal background and professional or educational qualifications, though helpful, do not necessarily make for effective leadership. When selecting trusted servants, after all, it is the whole person we trust, not just their skills. And one of the first things we look for when selecting trusted servants is humility. Being asked to lead, to serve, to accept responsibility, is a humbling experience for a recovering addict. Through continuing to work the Twelve Steps, our Trusted Servants have come to know not only their assets but also their defects and their limitations. Knowing that, they have agreed to serve our fellowship to the best of their ability, with God's help. Good NA leaders do not think they have to do everything themselves; they ask for help, advice, and direction on a regular basis. Our fellowship's leaders ought not be dictators or order-givers; they are our servants. Able leadership in the spirit of service does not drive by arrogant mandate, demanding conformity; it leads by example, inviting respect. And nothing invites us to respect our trusted servants more than clear evidence of their humility.

-Excerpt from GLS: 4th Concept

Notes:

- 17.1. It is recommended that all ASC Officers possess the following qualifications:
- 17.1.1. Have the willingness and desire to serve.
 - 17.1.2. Have a working understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
 - 17.1.3. Have read the Guide to Local Services Handbook and the EANA ASC Policy and Procedure document.
 - 17.1.4. Have an understanding of the roles and responsibilities of the position.
 - 17.1.5. Have the time and resources to be an active participant.

Notes:

17.2. ASC Facilitator:

The ASC Facilitator is responsible for guiding the group to reach consent through the Consensus Process, cultivating an atmosphere of respect, and various other administrative duties. The Facilitators primary tools are the Consensus Process Model, which appears earlier in this document, a firm hand, a calm spirit, and a clear mind.

- Excerpt from GLS - pg. 48 (Amended)

17.2.1. 5 years uninterrupted clean time at the time of election.

17.2.2. Willingness to commit to a 2 year term of service.

17.2.3. Past experience as either the Co-Facilitator of the ASC for a full term or served as a Subcommittee Facilitator for a full term within the last 6 years.

17.2.4. Familiar with all NAWS approved handbooks. (Public Relations Handbook, H&I Handbook, Literature Committee Handbook, etc.)

Notes:

17.3. ASC Co-Facilitator

The primary responsibility of the ASC Co-Facilitator is the coordination of the area subcommittees. The Co-Facilitator keeps in regular touch with the facilitators of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC Co-Facilitator helps find solutions to them. The Co-Facilitator works closely with subcommittee chairs when they prepare their annual reports and budget proposals. The Co-Facilitator is also responsible to assist the ASC Facilitator in conducting area committee meetings. The Co-facilitator pays close attention to people's body language and reactions so that the body may come to a more complete proposal, embodying all viewpoints, and to conduct ASC meetings him or herself in the chairperson's absence.

-GLS - pg.48 (Amended)

17.3.1. 4 years uninterrupted clean time at time of election.

17.3.2. Willing to move into ASC Facilitator position through election

17.3.3. Willingness to commit to a 2 year term of service.

17.3.4. Past experience as either the Facilitator of a Subcommittee for a full term or served as a Subcommittee Co-Facilitator for a full term within the last 6 years.

17.3.5. Familiar with all NAWS approved handbooks. (Public Relations Handbook, H&I Handbook, Literature Committee Handbook, etc.)

Notes:

17.4. ASC Secretary

Area secretaries handle all their committees' paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within a reasonable period of time after each meeting.

In the process of keeping the minutes of each meeting, secretaries should regularly update a log of area policy actions. The log lists proposals the committee has carried regarding the activities of administrative officers and subcommittees. These proposals should be listed chronologically under a heading for the officer or subcommittee they affect. Secretaries should have copies of the most recent printing of the log of policy actions available for new GSRs and should periodically distribute updated versions to all area committee participants.

Because effective communication is an ideal we strive for, secretaries should email minutes to area committee members. They will need to keep an updated email list of participants' email addresses.

-GLS - pg.48 (Amended)

17.4.1. 3 years uninterrupted clean time at time of election.

17.4.2. Willingness to commit to a 2 year term of service.

17.4.3. Past experience as either the ASC Alternate Secretary or the Secretary of a Subcommittee for a full term or served as a Subcommittee Co-Facilitator for a full term within the last 6 years.

17.4.4. Familiar with all NAWS approved handbooks. (Public Relations Handbook, H&I Handbook, Literature Committee Handbook, etc.)

Notes:

17.5. ASC Alternate Secretary

17.5.1. 2 years uninterrupted clean time at time of election.

17.5.2. Willingness to commit to a 2 year term of service.

17.5.3. Familiar with all NAWS approved handbooks. (Public Relations Handbook, H&I Handbook, Literature Committee Handbook, etc.)

Notes:

17.6. ASC Treasurer

The ASC Treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as Treasurer, it's especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren't properly accounted for. It's recommended that areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful.

The Treasurer receives contributions from the groups, administers the area's checking accounts, pays the rent for the committee's meeting hall, reimburses Officers and Subcommittee Facilitators for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the ASC at each of its meetings. As the administrator of the area's unified general fund, the Treasurer is also responsible to prepare an annual budget for the ASC. The Treasurer's Handbook, available from the World Service Office, contains a more detailed description of the treasurer's job and most of the forms treasurers need for keeping their records.

-GLS - pg.49 (Amended)

- 17.6.1. 5 years uninterrupted clean time at time of election.
- 17.6.2. Willingness to commit to a 2 year term of service.
- 17.6.3. Past experience as either the ASC Alternate Treasurer for a full term or the Treasurer of a Subcommittee for a full term within the last 6 years.
- 17.6.4. Has read the *Treasurer's Handbook*.
- 17.6.5. Familiar with all NAWs approved handbooks. (Public Relations Handbook, H&I Handbook, Literature Committee Handbook, etc.)

Notes:

17.7. ASC Alternate Treasurer

- 17.7.1. 4 years uninterrupted clean time at time of election.
- 17.7.2. Willingness to commit to a 2 year term of service.
- 17.7.3. Has read the *Treasurer's Handbook*.
- 17.7.4. Familiar with all NAWs approved handbooks. (Public Relations Handbook, H&I Handbook, Literature Committee Handbook, etc.)

Notes:

17.8. Regional Committee Member (RCM)

Regional Committee Members (RCM's) are just that: They serve as the core of the Regional Service Committee (RSC), a body which coordinates service forums throughout the Region, is responsible for the regional convention, and conducts the regional assembly. The RSC also serves year around as a contact point between NA world and local services.

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the RSC, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service. Both the region and its areas depend on RCMs to be well-versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips. RCMs should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

-Guide to Local Services - pg.50 (Amended)

- 17.8.1. 5 years uninterrupted clean time at time of election.
- 17.8.2. Willingness to commit to a 2 year term of service.
- 17.8.3. Past experience as either the Alternate RCM for a full term or as an ASC Officer for a full term within the last 6 years.
- 17.8.4. Familiar with all NAWS approved handbooks. (Public Relations Handbook, H&I Handbook, Literature Committee Handbook, etc.)

Notes:

17.9. Alternate Regional Committee Member (RCMA)

- 17.9.1. 4 years uninterrupted clean time at time of election.
- 17.9.2. Willingness to commit to a 2 year term of service.
- 17.9.3. Familiar with all NAWS approved handbooks. (Public Relations Handbook, H&I Handbook, Literature Committee Handbook, etc.)

Notes:

17.10. ASC Archivist

The ASC Archivists have an important role in the ASC as guardians of the memories and records that shape the identity of various groups and the service structure. Like any other service activity, the primary purpose is to carry the message of Narcotics Anonymous. Archival work is more than mere custodial activity; it is the means by which we collect, preserve and shares the heritage of our fellowship. NA members have a responsibility to gather and take good care of the fellowship's historical documents and memorabilia. Minutes and reports from the ASC and its Subcommittees, correspondence, records, photographs, newspaper and magazine articles from the past need to be collected preserved and made available for the guidance and research of NA members for now and for the generations to come.

- 17.10.1. 5 years uninterrupted clean time at time of election.
- 17.10.2. Willingness to commit to a 2 year term of service.
- 17.10.3. Past experience as either the ASC Alternate Archivist for a full term or as an ASC Secretary for a full term within the last 6 years.
- 17.10.4. Familiar with all NAWS approved handbooks. (Public Relations Handbook, H&I Handbook, Literature Committee Handbook, etc.)

Notes:

17.11. Alternate Archivist

- 17.11.1. 4 years uninterrupted clean time at time of election.
- 17.11.2. Willingness to commit to a 2 year term of service.
- 17.11.3. Familiar with all NAWS approved handbooks. (Public Relations Handbook, H&I Handbook, Literature Committee Handbook, etc.)

Notes:

- 17.12. These guidelines should be followed whenever possible.
- 17.13. The GSRs may decide, using the consensus process, to waive these qualifications and requirements to allow a candidate to stand for election.

Notes:

18. Duties and Responsibilities of Officers

- 18.1. All ASC Officers are required to:
 - 18.1.1. Attend all ASC meetings.
 - 18.1.2. Make written monthly reports to ASC on the status of all proposed, current or completed plans.
 - 18.1.3. Submit their completed written monthly reports via email to the ASC Secretary one (1) week before ASC.
 - 18.1.4. Ensure that the Traditions and Concepts are upheld in all matters.

Notes:

- 18.2. It is the duty of the ASC Facilitator to:
 - 18.2.1. Open the meeting at the appointed time by calling the meeting to order.
 - 18.2.2. Prepares the agenda for the day with the ASC Secretary and ensures the meeting proceeds accordingly (Appendix C).
 - 18.2.3. Recognize members and observers who are entitled to speak.
 - 18.2.4. Address discussion topics and obtain consensus by discussion, straw polls and votes as necessary or required.
 - 18.2.5. Ensure discussion topics are in agreement with the policies laid out in this document.
 - 18.2.6. Ensure the author of a qualifying discussion topic has the opportunity to speak to the discussion topic before group discussion begins.
 - 18.2.7. Ensure business is done in a timely manner while also ensuring that the rights of members and observers are upheld.
 - 18.2.8. Decide on the order of discussion topics, subject to appeal.
 - 18.2.8.1. If deemed necessary, the Facilitator will submit such a question to the assembly for decision.
 - 18.2.9. Adjourn the meeting when:
 - 18.2.9.1. The agenda has been complete and there is no other business to address,
 - 18.2.9.2. The time for the meeting has ended,
 - 18.2.9.3. The body consents to adjourn, or
 - 18.2.9.4. There is an emergency affecting the safety of those in attendance.
 - 18.2.10. Be a co-signer for all EANA committee bank accounts.
 - 18.2.11. Ensure the Committee and subcommittee finances are audited annually in January.
 - 18.2.12. Ensure that decisions made by the ASC body are communicated to the appropriate committee, subcommittee or workgroup.
 - 18.2.13. Conduct the meeting with impartiality and fairness.
 - 18.2.14. Appoint all workgroups.
 - 18.2.15. Give a closing report to the ASC upon completing the term of office.

Notes:

18.3. It is the duty of the ASC Co-Facilitator to:

- 18.3.1. In the absence of the Facilitator, act as the Facilitator and complete all Facilitators duties as listed in 18.2.
- 18.3.2. Be a co-signer for all EANA committee bank accounts.
- 18.3.3. Act as an advisor to the Facilitator in regards to the consensus process and EANA policies and procedures.
- 18.3.4. In the absence of an elected Facilitator and Co-Facilitator for a subcommittee, act as the Facilitator for that subcommittee until such time as a Facilitator or Co-Facilitator has been elected.

Notes:

18.4. It is the duty of the ASC Secretaries to:

- 18.4.1. Keep a record of the proceedings of the Committee meetings.
- 18.4.2. Prepare and distribute the agenda for each ASC meeting with the help of the Facilitator (Appendix C).
 - 18.4.2.1. The ASC Secretary will be responsible for distributing the following, to all ASC Officers and EANA Groups, 48 hours prior to the next ASC meeting:
 - 18.4.2.1.1. The ASC meeting agenda
 - 18.4.2.1.2. The previous ASC meeting minutes
 - 18.4.2.1.3. The advanced reports, as received
- 18.4.3. Add all subcommittee and executive reports to the record of each meeting.
- 18.4.4. Keep and update the committee's official membership list.
- 18.4.5. Count ballots with a Facilitator appointed observer and report outcome of elections of officers, subcommittee members and delegate.
- 18.4.6. Maintain a living record of the policies and procedures and make amendments as directed by the ASC body.
 - 18.4.6.1. This living record will be kept in the form of a policy log (Appendix E).
 - 18.4.6.2. Updated policy log needs to be attached to the ASC Agenda monthly.
- 18.4.7. Conduct any correspondence of the committee that may be assigned.
- 18.4.8. Provide the Archivist with all minutes, reports, correspondence, and policy logs for preservation.
- 18.4.9. In the absence of the Facilitator, Co-Facilitator and RCM, call the meeting to order and facilitate until the immediate election of a Facilitator for that meeting.
- 18.4.10. Have available at ASC copies of the previous minutes as determined by the previous meeting.
- 18.4.11. To upkeep the photocopier.
 - 18.4.11.1. Ensure regular scheduled maintenance.
 - 18.4.11.2. Maintain adequate stock of supplies.
 - 18.4.11.3. Document and assign passcodes to all Officers as required.

Notes:

- 18.5. It is the duty of the ASC Archivists to:
- 18.5.1. Keep on file all ASC Officers and subcommittee reports, minutes and correspondence for each EANA service body.
 - 18.5.2. Maintain the Committees files and archives as laid out in Appendix F, as well as hard copies stored at the EANA Office.
 - 18.5.3. Make the minutes and records available to NA members upon request.
 - 18.5.3.1. Provide Google Drive link to NA members upon request.
 - 18.5.4. Provide the elected member of ASC or the subcommittees with whatever documents are required for the performance of their duties.

Notes:

- 18.6. It is the duty of the ASC Treasurers to:
- 18.6.1. Be the custodian of the Committee's and subcommittee's funds.
 - 18.6.2. Be a co-signer for all EANA committee bank accounts.
 - 18.6.3. Make a full financial report at each regular ASC meeting (Appendix D).
 - 18.6.4. Have books available for auditing at any time.
 - 18.6.5. At end of term submit books for auditing.
 - 18.6.6. Disburse funds as necessary in accordance with ASC direction.
 - 18.6.7. In the absence of a Treasurer for a subcommittee, act as the Treasurer for that subcommittee until such time as a Treasurer has been elected.

Notes:

- 18.7. It is the duty of the Regional Committee Members to:
- 18.7.1. Represent the Committee at each AI-Sask Regional Service Committee (RSC) meeting.
 - 18.7.2. Make a report to the ASC at each regular meeting covering the business of the previous RSC meeting.
 - 18.7.3. Provide the Facilitator with additional agenda items, if appropriate, for the next regular meeting of the AI-Sask RSC two weeks prior to the ASC that precedes that meeting.
 - 18.7.4. In the absence of the Facilitator and Co-Facilitator, to serve as Facilitator.

Notes:

18.8. It is the duty of the Subcommittee Facilitators to:

18.8.1. Attend and facilitate their respective subcommittee meetings.

18.8.2. Send a delegate from their subcommittee to attend and represent them at any meeting which they are unable to attend.

18.8.3. Perform duties as outlined within Section 22: Subcommittees

Notes:

19. Fund Flow and Financial Responsibility

19.1. Income

19.1.1. Group Contributions

19.1.1.1. All monthly Group Contributions are to be recorded and tabulated by the ASC Treasurer(s) at time of receipt

19.1.1.1.1. A written, numbered receipt will be provided to the Group Representative for their records

19.1.2. Subcommittee/Workgroup Contributions

19.1.2.1. All monthly Subcommittee/Workgroup Contributions are to be recorded and tabulated by the ASC Treasurer(s) at time of receipt

19.1.2.1.1. A written, numbered receipt will be provided to the Subcommittee/Workgroup Representative for their records

Notes:

19.2. Bill Payments

19.2.1. All bills pertaining to the operations of EANA ASC will be paid in full by the ASC Treasurers as they come due.

19.2.1.1. If monthly income is insufficient to pay bills in full, the Prudent Reserve will be used to cover any financial shortfall.

Notes:

19.3. Prudent Reserve

19.3.1. The EANA ASC Prudent Reserve (Savings Account) will not exceed \$6,000.00.

19.3.1.1. The Prudent Reserve is a contingency fund only to be used in the event of an operating income shortfall including any emergency expenses as deemed necessary by the EANA ASC.

19.3.2. In the event that funds have been withdrawn from the Prudent Reserve, any funds in excess of the operating costs in subsequent months will first be used to replenish the Prudent Reserve to the maximum of \$6,000.00.

Notes:

19.4. Contributions

19.4.1. The ASC Treasurers will record as a contribution 10% of its net monthly income to the RSC as an ongoing practice.

19.4.1.1. This recorded amount will be accumulated then paid to the RSC every three (3) months in conjunction with the RSC meeting.

19.4.1.1.1. The ASC, upon reaching consensus, may increase the contribution based on any funds available in excess of the monthly operating expenses.

19.4.1.2. In the event of a monthly negative net income, the contributions recorded will be \$0.00 for that recording period.

Notes:

20. Grievance Procedure

The Tenth Concept is our fellowship's guarantee of respect for the individual trusted servant. This concept may seem self-evident, but our belief in the principle involved is so strong that we want to say it loudly and clearly. Narcotics Anonymous is a spiritual society, with high ideals for how we treat each other. Our members, however, are only human, and we sometimes mistreat one another. The Tenth Concept is our spiritual society's promise that if one of us is wronged in the service environment, the aggrieved trusted servant may ask that the wrong be made right.

The Tenth Concept's guarantee of the right to appeal for redress of a personal grievance is designed, in part, to protect those who exercise their Ninth Concept responsibility to speak their mind in service discussions. Together, the Ninth and Tenth Concepts support an atmosphere in which our members feel free to express themselves frankly on matters at hand. This open atmosphere is essential in developing an effective group conscience. If, after having demonstrated the courage of their convictions, individuals become the subject of reprisals initiated by those who have disagreed with them, the Tenth Concept allows them to petition the appropriate service body for redress of their grievance. Thus, the respect of our service structure for the rights of the individual NA member is guaranteed. In a fellowship such as ours, whose success is based upon mutual support and cooperation, that kind of respect for the individual is indispensable.

-Excerpt from Concept Ten

- 20.1. The first item of new business at all regularly scheduled monthly meetings will be Grievances.

Procedure for Filing a Grievance

- 20.1.1. To be heard, a grievance must:

- 20.1.1.1. Be written and forwarded via email to the ASC Facilitator prior to the ASC meeting.
- 20.1.1.2. Clearly state the problem.
- 20.1.1.3. Propose a resolution.

Notes:

Discussion

- 20.1.2. Voting and Non-voting participants will discuss and attempt to resolve the grievance.
- 20.1.3. A time limit to discuss grievance will be set by the Facilitator, subject to appeal.

Notes:

Grievance Escalations

20.1.4. In the case that the aggrieved party is unsatisfied with the resolution of their grievance, they may choose to have their grievance revisited using the following procedure:

20.1.4.1. The aggrieved will send an email, within one week of the conclusion of their original grievance, to the ASC Facilitator requesting a grievance escalation take place.

20.1.4.2. This grievance escalation email is to include:

20.1.4.2.1. A written copy of their original grievance as outlined in Section 20.1.1.

20.1.4.2.2. A written copy of what the resolution was for their original grievance.

20.1.4.2.3. A written copy of why they are unsatisfied with the resolution.

20.1.4.2.4. The email addresses of the two Officers and one member as outlined in 20.1.4.6.

Follow-Up

20.1.4.3. Once the ASC Facilitator has received an email for a grievance escalation, the following procedure will be used to come to resolution:

20.1.4.3.1. All grievance escalation discussions are to take place at the EANA Office.

20.1.4.3.2. The ASC Facilitator will set a time for a special meeting to occur within two weeks of receiving the grievance escalation request.

Notes:

Special Meeting

20.1.4.4. The grievance escalation special meeting will only be conducted once.

20.1.4.5. This special meeting will be facilitated by the ASC Facilitator until a resolution is reached.

20.1.4.6. The participants of the grievance escalation special meeting will be the aggrieved, ASC Facilitator, ASC Co-Facilitator, two ASC or subcommittee Officers of the aggrieved's choosing, the Facilitator or Co-Facilitator of the respective committee of the aggrieved and one member of the aggrieved's choosing.

20.1.4.6.1. The ASC Facilitator will invite the participants via email.

20.1.4.6.2. Only the invited participants will take part in the EANA Consensus Process.

20.1.4.7. Once a resolution has been reached by consensus, the ASC Facilitator will report the following summary to the ASC:

20.1.4.7.1. The date the grievance escalation was received by the ASC Facilitator.

20.1.4.7.2. The nature of the reason the email was sent, excluding the name of the aggrieved.

20.1.4.7.3. The nature of the original grievance excluding names.

20.1.4.7.4. The date and time this special meeting took place.

20.1.4.7.5. The resolution reached at this special meeting.

Notes:

Grievances with ASC Officers

20.1.5. If there is a grievance with any ASC Officers, the same process will be followed except that a neutral subcommittee Facilitator will follow up with the aggrieved.

20.1.5.1. When a grievance that involves any of the ASC Officers is received by the ASC Facilitator, they will forward the email to one of the subcommittee Facilitators to conduct the follow-up.

20.1.5.1.1. The Subcommittee Facilitators will be asked to conduct the follow-up of the grievance escalation in the following order:

20.1.5.1.1.1. PRC

20.1.5.1.1.2. Events

20.1.5.1.1.3. Literature

20.1.5.1.1.4. Retreat

Notes:

21.Sale of Assets

21.1. One option for the sale of Edmonton Area Narcotics Anonymous assets can be performed by auction in sealed bid open to the Edmonton fellowship.

21.1.1. Bidding will be open for a two month period.

21.1.2. Bids are to be submitted to delegated point person via email.

21.1.3. Winner will be determined on a best bid basis.

21.1.4. Payment must be received within two weeks of auction close.

21.1.5. Item must be picked up and removed within one month of auction close.

21.1.6. If payment is not received in two weeks, item will go to next highest bidder.

21.2. If the ASC determines the auction process is not appropriate for an item, other options may be utilized.

Notes:

22.Subcommittees

(To be included upon approval)

23. Appendices**Appendix A****ASC Election Schedule**

Position	Service Term	Election	
		Month	Year
ASC Facilitator	2	November	Even
ASC Co-facilitator	2	November	Even
ASC Treasurer	2	November	Odd
ASC Alternate Treasurer	2	November	Odd
ASC Secretary	2	November	Odd
ASC Alternate Secretary	2	November	Odd
ASC Regional Committee Member	2	November	Odd
ASC Alt. Regional Committee Member	2	November	Odd
ASC Archivist	2	November	Even
ASC Alternate Archivist	2	November	Even

Appendix B Service Forms

Edmonton Area Trusted Servant Nomination Form Edmonton Area Service Committee of Narcotics Anonymous

Date: _____

Capable NA leadership exhibits the full range of personal characteristics associated with a spiritual awakening. We depend on those who serve us to report on their activities completely and truthfully. Our leaders must have the integrity needed to hear others well, yet still be able to stand fast on sound principle; to compromise, and to disagree without being disagreeable; to demonstrate the courage of their convictions, and to surrender. We seek trusted servants who are willing to expend their time and energy in the diligent service of others, studying available resource materials, consulting those with greater experience in their field of responsibility, and carefully fulfilling the tasks we've given them as completely as possible. Honesty, open-mindedness, and willingness, indispensable in recovery, are also essential to leadership.

...one of the first things we look for when selecting trusted servants is humility. Being asked to lead, to serve, to accept responsibility, is a humbling experience for a recovering addict. Through continuing to work the Twelve Steps, our trusted servants have come to know not only their assets but their defects and their limitations. Knowing that, they have agreed to serve our fellowship to the best of their ability, with God's help. Good NA leaders do not think they have to do everything themselves; they ask for help, advice, and direction on a regular basis. Our fellowship's leaders ought not be dictators or order-givers; they are our servants. Able leadership in the spirit of service does not drive by arrogant mandate, demanding conformity; it leads by example, inviting respect. And nothing invites us to respect our trusted servants more than clear evidence of their humility.

- *Excerpt from Concept 4*

Member Nominated: _____

Service Position: _____

Nominated By: _____

Accepted by Nominee: _____

(Please sign here if accepting nomination)

Edmonton Area Trusted Servant Service Resume

Name: _____

Date: _____

Phone: _____

Email: _____

Clean Date: _____

Please check the boxes that apply to you:

☐ Have an N.A. Sponsor ☐ Have an N.A. Home Group ☐ Attend weekly N.A. Meetings

☐ Working knowledge of the 12 Steps, 12 Traditions of N.A., and the 12 Concepts for N.A. Service

☐ Currently working the Steps

Intent to serve:

NA Service Positions Held:

Home Group Service:

Position	Year	Length of Term/Commitment	Term Completed (Yes/No)	Reason for Not Completing Term (If Applicable)

Area Service:

Position	Year	Length of Term/Commitment	Term Completed (Yes/No)	Reason for Not Completing Term (If Applicable)

Regional Service:

Position	Year	Length of Term/Commitment	Term Completed (Yes/No)	Reason for Not Completing Term (If Applicable)

Zonal Service:

Position	Year	Length of Term/Commitment	Term Completed (Yes/No)	Reason for Not Completing Term (If Applicable)

Other Relevant Service Experience:

Commitment	Length of Term/Commitment

Other Relevant Skills:

Appendix C



EDMONTON AREA NARCOTICS ANONYMOUS
Area Service Committee Meeting Agenda Template
Date:

1. Call to Order + Serenity Prayer
2. Circulate attendance sheet and distribute reports
3. First call for Discussion Topics
4. Reading of The 12 Traditions of NA –
5. Reading of The 12 Concepts for NA Service, with the introduction –
6. Read A Vision for NA Service –
7. Round Table Introductions –
8. Welcome to New GSRs, GSR alts, and/or New Groups –
9. Treasurer Report
10. Events Sub-Committee Report
11. Five minutes for GSRs to review reports
12. Acceptance of Previous Minutes
13. Last Call for Discussion Topics
14. Set Quorum
15. Set Order of Discussion Topics by Group Conscience
16. Unfinished Business
 - a. Elections
 - b. Discussion Topics from last month:
17. Grievances
18. New Business
 - a. Discussion Topics:
19. Workshop + Discussion
20. Announcements + 7th Tradition
21. Recess
22. Call to Return to Order
23. ASC Reports:
24. Chair
25. Vice Chair
26. Secretary
27. Regional Committee Members
28. Sub-Committee Reports [Standing & Ad hoc]:
 - a. Literature
 - b. Public Relations
 - c. Retreat
 - d. Edmonton Service Office Society Board of Trustees Report
29. Group Discussion
30. Adjournment – Third Step Prayer

Appendix D

Financials Example

[illegible]

Appendix E

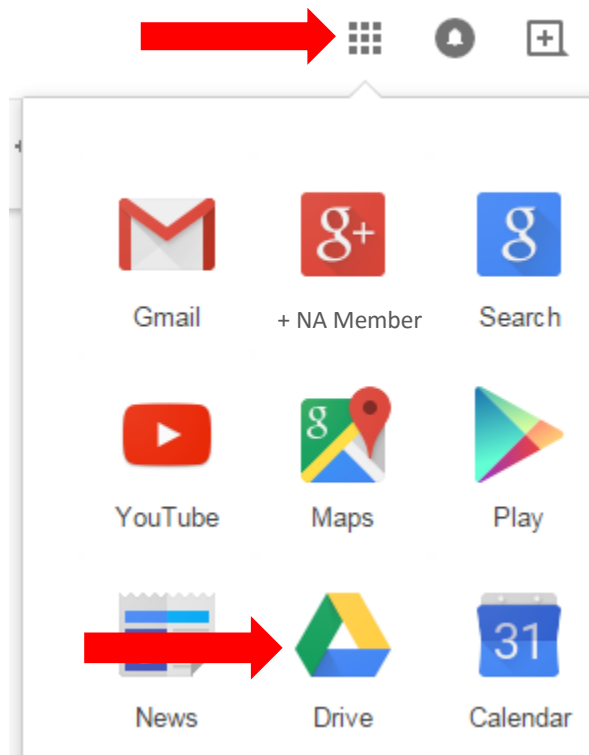
EANA ASC Policy Log Template

Policy #	Date	Proposal	Original Policy	New Policy
3.5 (EXAMPLE)	May 10, 2015	<p>“Policy Change (Section 3.5) Re: Literature Committee’s excess funds – change quarterly schedule to monthly schedule, to read ‘The Literature committee shall contribute [combined] bank and cash funds in excess of \$5000 to the EANASC on a monthly basis, to be completed by the EANASC Treasurer’,</p>	<p>The Literature committee shall contribute [combined] bank and cash funds in excess of \$5000 to the EANASC on a quarterly basis, to be completed by the EANASC Treasurer’</p>	<p>‘The Literature committee shall contribute [combined] bank and cash funds in excess of \$5000 to the EANASC on a monthly basis, to be completed by the EANASC Treasurer’</p>

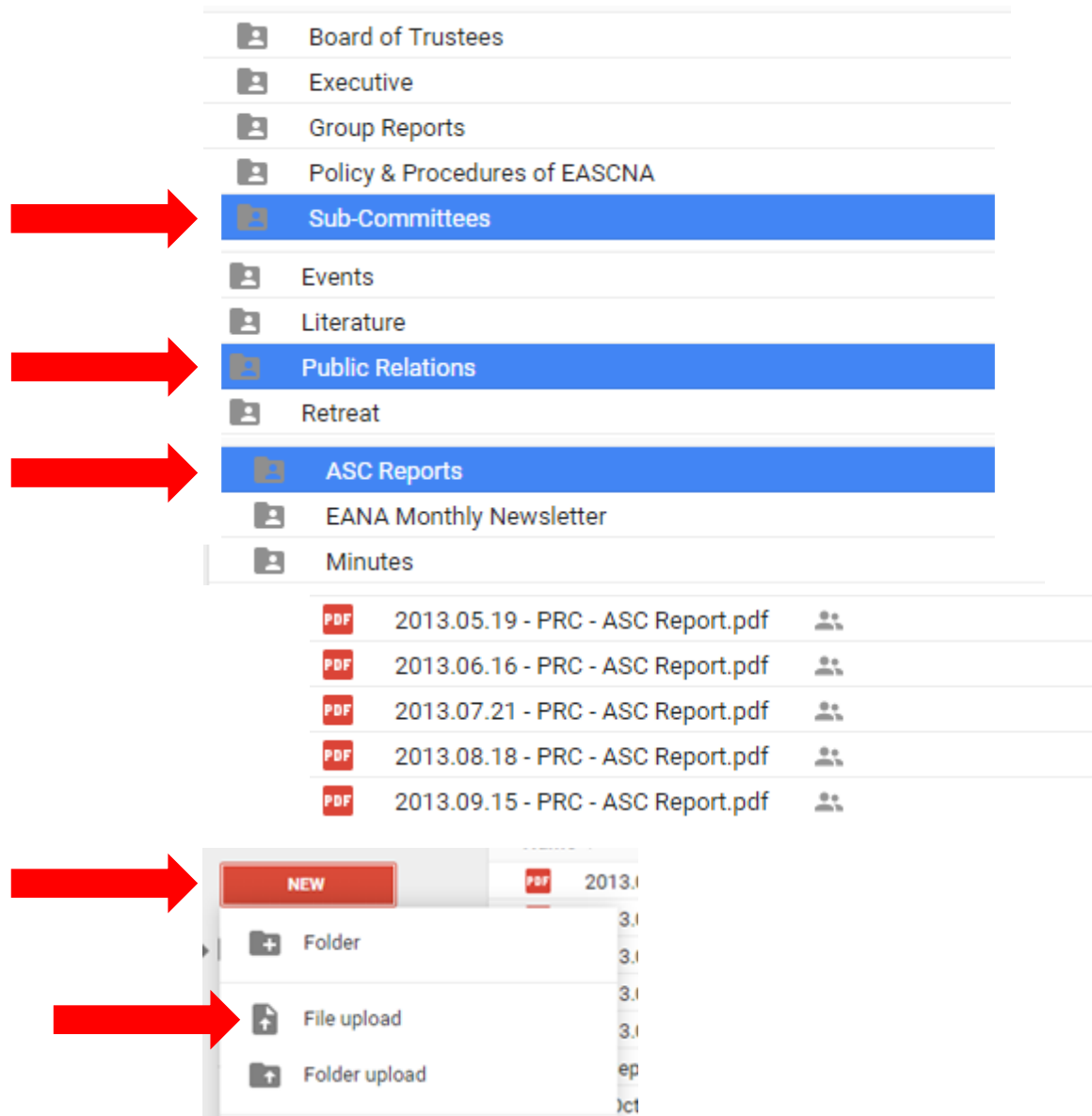
Appendix F

Archivist Drive Uploading Process

- Receives minutes, reports, and correspondence from all sub-committees, ASC Officers, homegroups and Board of Trustees.
- Minutes, reports, and correspondence are formatted as;
 - o Open file
 - o Select all text and convert;
 - Text font to “Calibri”
 - Font size to 11
 - o Save file
 - Year.Month.Day - Position/Subcommittee/Homegroup – Type of Report
 - Examples:
 - o 2015.01.30 – Board of Trustees – Minutes.pdf
 - o 2006.01.25 – Public Relations – ASC Report.pdf
 - o 2009.03.01 – Regional Committee Member – RSC Minutes.pdf
 - Save document as PDF
- Open EANA ASC shared drive from Gmail account



- Locate position/subcommittee/homegroup folder which corresponds to saved file



- Upload file to drive folder

24. Glossary (Frequently Used Terms)

AI-Sask Region	Alberta-Saskatchewan Region
Alt.	Alternate of a specific position (e.g. GSR alt.)
ASC	Area Service Committee
CAANA	Central Alberta Area of Narcotics Anonymous
CANA	Canadian Assembly of Narcotics Anonymous
CBDM	Consensus Based Decision Making
CSANA	Central Saskatchewan Area of Narcotics Anonymous
EANA	Edmonton Area of Narcotics Anonymous
EASCNA	Edmonton Area Service Committee of Narcotics Anonymous
GSF	Group Support Forum
GSR	Group Service Representative
H&I	Hospitals and Institutions
IDT	Issue Discussion Topic
NA	Narcotics Anonymous
NLANA	Northern Lights Area of Narcotics Anonymous
PANA	Peace Area of Narcotics Anonymous
PI	Public Information
P&P	Policy and procedures
PR/PRC	Public Relations/ Public Relations Committee
RD	Regional Delegate
RSC	Regional Service Committee
SSANA	Southern Saskatchewan Area of Narcotics Anonymous
WSC	World Service Conference
WSO	World Service Office
YIS	Yours In Service (slogan)