GOLD COAST AREA SERVICE COMMITTEE

GUIDELINES

VERSION 3.0

March 2021

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INTRODUCTION

These guidelines were originally adapted from the Greater Queensland Area Service Committee Guidelines with permission from the Greater Queensland Area Service Committee. Version Three (V3) of this document is the culmination of close to two years of review work done by the Gold Coast Area Service Committee (GCASC) Policy Subcommittee. This is the first full overview of the GCASC Policy Guideline since Version One's (V1) approval in 2010. In 2016, the Policy subcommittee did a review resulting in the Second Version (V2). This however had not integrated and reflected GCASC's move to Consensus Based Decision Making (CBDM) or several other core operational changes. The GCASC Policy Subcommittee believes that we have reflected the above noted changes as well as integrating all Policy Log items and reflecting contemporary practise. This review has been conducted to standard policy review and ratification processes which included fully transparent notation of changes and implementation of recommendations by the body and its member Groups.

The purpose of the GCASC is to provide a forum for NA members to address issues affecting the whole or a significant part of the Gold Coast Area and the greater NA community within the Australian Region and Internationally. In the spirit of NA's 12 Traditions and 12 Concepts, the GCASC contributes to the growth and unity of NA in the Area through the development, coordination, and maintenance of Area-wide NA services, under the authority and direction of NA groups.

The purposes of these Guidelines are:

- to ensure the efficient operation of the GCASC.
- to ensure that the principles of the 12 Traditions and 12 Concepts are incorporated into meeting procedures.
- to promote continuity of the GCASC despite changes in committee membership.
- to ensure that GCASC policy is accessible to all members.

These Guidelines are not meant to be exhaustive and are provided as a basis for ongoing development within the GCASC.

BRIEF HISTORY OF THE GOLD COAST AREA

It is reported that Narcotics Anonymous meetings commenced on the Gold Coast in 1986. Originally the Gold Coast meetings were included in and as part of the Queensland Area which formed in November 1986. In 1989 because of both distance and growth, the Gold Coast became a 'Locale' (at that stage known as the 'Gold Coast Groups District'). Though still a part of the Queensland Area Service Committee, The Gold Coast Locale operated its own subcommittees, holding its own meetings and reporting to the Queensland Area Service Committee. Queensland Area Service Committee meetings were often held on the Gold Coast.

In late 1999 discussion commenced surrounding the idea of the Queensland Area being divided into two areas. This was based on the fact that the Gold Coast fellowship had grown strong and was capable of operating its own area service structure. The Gold Coast Area Service Committee formed in 2000. The remainder of Queensland Area changed their name to the Greater Queensland Area.

Since its formation in late 2000 the Gold Coast Area Service Committee has served the Gold Coast groups in providing services via its subcommittees including an annual convention. The GCASC has also contributed to the growth of the Australian Region via fund flow and through sending their Regional Committee Members to the Australian Regional Service Committee meetings to participate at the national forum whilst carrying the Conscience of the Gold Coast Area.

THE GROUP SERVICE REPRESENTATIVE

From A Guide to Local Services in Narcotics Anonymous:

Each group elects one group service representative(GSR); even those groups hosting more than one recovery meeting elect just one GSR. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions carried on within the service structure. They do this by participating in area service committee meetings, attending forums and assemblies at both the area and regional levels, and sometimes joining in the work of an ASC subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure

will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform, and support the groups in the same way that the groups nourish and support the structure.

Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active Members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities.

As participants in the area committee, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by Narcotics Anonymous World Services on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions which form the group conscience of the entire committee.

Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, the GSRs make available fliers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's 'sharing session' agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

WHEN YOU ATTEND A GCASC MEETING AS THE REPRESENTATIVE OF YOUR GROUP, YOU WILL BE ASKED TO PRESENT A REPORT ABOUT YOUR GROUP. A SUGGESTED FORMAT IS SET OUT IN APPENDIX C OF THIS DOCUMENT.

PLEASE TAKE THE TIME TO READ THROUGH THESE GUIDELINES CAREFULLY TO ENSURE THAT YOU ARE FAMILIAR WITH HOW THE GCASC FUNCTIONS AND THE IMPORTANT ROLE THAT YOU PLAY. REFER TO PROPOSAL FLOWCHART – 5.12.

GCASC OPERATION GUIDELINES

Guidelines as contained within this manual are considered GCASC policy and may be referred to as either 'guidelines' or 'policy'.

1. MEMBERS OF THE GCASC

1.1. The Members of the GCASC are the Group Service Representatives (GSRs) from each NA group in the Area, the Subcommittee Chairs, and the Administrative Officers.

2. SUBCOMMITTEE CHAIRS AND ADMINISTRATIVE OFFICERS

2.1. The Administrative Officers are:
- Area Chair
- Area Vice Chair
- Area Secretary
- Area Treasurer
- Regional Committee Member (RCM)
- Alternate RCM.

Together these Members comprise the Administrative Committee.

2.2. The Subcommittee Chairs are:
- Public Information Chair
- Hospitals and Institutions Chair
- Literature Chair
- Policy Chair
- Activities Chair
- Camp Serenity Chair
- Newsletter Chair
- Convention Chair
- Adhoc Chair (when required)

2.3. Administrative Officers and Subcommittee Chair positions cannot be held by GSRs; nor are they able to vote in elections. If a GSR is elected to an Administrative Officer or Subcommittee Chair position, they will remain in the role of GSR until the end of that GCASC meeting after which point, they will assume their newly elected role.

2.4. The position descriptions of the Administrative Officers and the Subcommittee Chairs are set out in Appendix A.

2.5. Each Administrative Officer and Subcommittee Chair should attend all GCASC Meetings. If they are unable to attend, an apology and their report should be submitted to the Area Secretary prior to the Meeting. Subcommittee Chairs if unable to attend should nominate a member of their subcommittee to present their report and answer questions.

2.6. Administrative Officers and the Subcommittee Chairs may claim reimbursement for expenses incurred in carrying out their duties. Such claims should be fully itemised and receipted. Subcommittees with set prudent reserves (floats) are still required to present fully itemised accounts within their monthly report to the GCASC.

2.7. Administrative Officers and Subcommittee Chairs will be given the floats described in Appendix A. Claims by Subcommittee Chairs for reimbursement of float monies should be fully itemised and receipted. The Area Treasurer in their capacity may choose to seek approval from the GCASC prior to reimbursement of monies.

2.8. The subcommittees of the GCASC are:
- Administrative committee
- Public Information Committee
- Hospitals and Institutions Committee
- Literature Committee
- The Policy Committee
- Newsletter Committee
- Activities Committee
- Camp Serenity Committee
- Convention Committee

- Any ad hoc committees established from time to time by the GCASC.

2.9. The purpose of each subcommittee is to help the relevant Subcommittee Chair to perform their duties. It is the responsibility of each Subcommittee Chair to form and maintain their subcommittee.

2.10. Each subcommittee is responsible to the GCASC and accountable through written reports presented at each GCASC Meeting and the answering of questions put by Members. The GCASC Subcommittee Report Template is to be to be completed and submitted at each GCASC meeting (Appendix F).

2.11. Each subcommittee should maintain clear minutes of their meetings and financial records.

2.12. Any actions of a subcommittee which may have long term financial impact upon the GCASC or which may affect the Area as a whole should be approved by the GCASC.

2.13. Subcommittee Chairs should establish lines of communication with their regional counterparts where possible.

2.14. Subcommittee meetings should be held in public places (such as hired venues e.g. church halls and community halls). The subcommittee should keep in mind tradition seven when using meeting facilities. It is not appropriate to hold subcommittee meetings at private residences.

2.15. Each subcommittee should ensure that it has, and adheres to, working guidelines and GCASC policies regarding its actions, procedures, decision making and financial affairs.

3. GCASC MEETINGS

3.1 The monthly meeting of the GCASC should be held on the Last Sunday of every month except December and will commence at 2:00 pm and conclude at 4:00pm or at the Chair's discretion at a venue determined at the previous meeting.

3.2 The meeting should be chaired by the Area Chair. If the Area Chair is not present, the meeting should be chaired by the Area Vice Chair. If the Area Vice Chair is not present, the meeting should be chaired by a person nominated by the Area Administration Committee.

3.3 The GCASC can establish a quorum to conduct business only if the number of GSRs present at the monthly GCASC meeting is equal to or exceeds two thirds of the number of GSRs present at the meeting the month prior.

3.4 Any NA member may attend meetings of the GCASC, but they may only address the meeting if recognised by the GCASC an observer.

3.5 The GCASC meeting venue is to be recorded on the GCASC meetings list for Public Liability purposes.

4. FORMAT/AGENDA

4.1. A written Agenda is to be prepared for the meeting by the Area Chair.

4.2. Sample Format see Appendix C

4.3. All GCASC Members may have input into the Agenda. Proposals for inclusion on the Agenda should be submitted to the Area Chair before or at the meeting.

5. PROPOSALS

5.1. A Proposal is an item of business that requires discussion or is an item of business needing a decision that has been tabled to the GCASC.

5.2. All Proposals are to be submitted to the Chair.

5.3. Proposals may be submitted to the Chair by any Member.

5.4. The Chair may refuse to allow any Proposal which is in breach of the 12 Steps, 12 Traditions or 12 Concepts or which is otherwise inappropriate. The Chair's decision on this point is subject to option of dissent.

5.5. Proposals must be seconded before the commencement of discussion can occur. Proposals can only be seconded by a GSR.

5.6. In cases where a Proposal will affect or is contrary to current GCASC policy it must be determined as either 'house-keeping' or a matter affecting the groups and/or members as a whole. In the case of 'house-keeping' which is defined as matters directly affecting the operation of the GCASC meeting or its subcommittees (such as minor adjustments of floats), proposals of this nature will be passed consensus, no ratification required. In all other cases, proposals must be taken back to groups for discussion and ratification, then brought back to the next GCASC meeting. It is the responsibility of the groups to be aware of such business.

5.7. Proposals are dealt with in the order in which they are received by the Chair, or at the discretion of the Chair. A Member of the GCASC may request the order of the Proposals to be changed.

5.8. The Chair should request that the Member submitting the Proposal speak for the Proposal. Any Member may then speak to the Proposal upon being recognised by the Chair. No Member should speak twice to the same Proposal unless the content is different, and all of the other Members have had the chance to contribute once. No interruptions or other conversations should be held during the discussion of a Proposal.

5.9. Any Member of the GCASC is free to exercise an option from the list in section 7.

5.10. The amount of time spent discussing each Proposal is at the discretion of the Chair.

5.11. A sample Proposal:

Proposal:	That a brief informative Flyer be created and distributed to GC meetings outlining positions vacant at the GCASC and a position description of each.
Intent:	To effectively advertise positions vacant and encourage service at Area level.
Impact:	$50.00 printing.
Proposed by:	Newsletter Chair
Seconded by:	GSR Women's Meeting

5.12. Flow Chart
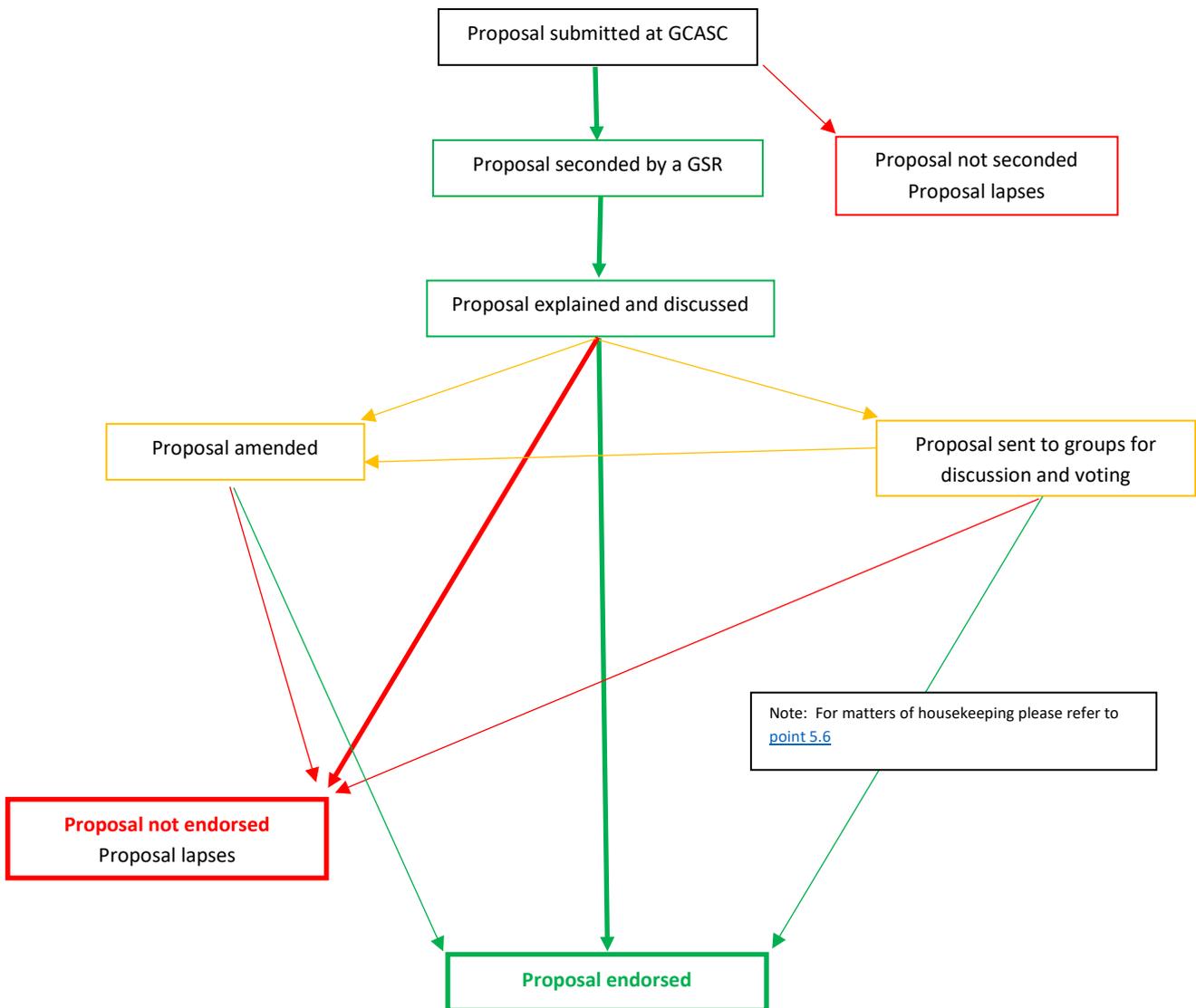
6. PRINCIPLES FOR DECISION MAKING AND DISCUSSION

6.1. As per concept 7 "all members of a service body bear substantial responsibility for that bodies decisions and should be allowed to fully participate in its decision making processes" The GSASC acknowledges all members of its committee are entitled to participate in our decision making and discussion processes. This is inclusive of any GCASC discussion periods and of discussion and ratification of proposals.

6.2. The GSASC operates as per the Australian regional consensus based decision making policy (see Appendix E)

6.3. The GSASC chairperson is to remain neutral. Their primary role is to facilitate discussion and decision making.

6.4. Only GSR's are entitled to participate in the elections of trusted servants as per section 9.

6.5. Members may request that their objections to the approval of a proposal be recorded.

6.6. Observers can input their ideas to the discussion of a Proposal at the discretion of the Chair.

7. OPTIONS

Any Member of the GCASC can at any time during the discussion of a Proposal request that one of the following options be exercised.

7.1. AMENDMENTS TO PROPOSAL

During the discussion period of a tabled proposal there may be recommendations to amend the wording of that proposal. The Chair would seek consensus to move forward with the amendment from the ASC, and the proposer. Should the proposed amendment be agreed upon then that will stand as the proposal.

7.2. SUBSTITUTE PROPOSALS

Substitute proposals are considered by the chair when it becomes obvious during discussion that there is a better solution to the topic under discussion. If seconded, it replaces the original proposal.

7.3. HOLD OVER PROPOSALS

This proposal ceases discussion on a tabled proposal until next meeting. It is useful when there are time constraints, more information is needed, or it seems wise to defer on an emotional issue. Once passed, discussion on the original proposal ceases until the nominated time.

7.4. BACK TO GROUPS OPTION

Should a member of the ASC during the course of a discussion around a tabled proposal recommend that the proposal be taken back and discussed by the Groups, the ASC must decide whether that should occur before the continuation of discussion. Should it be agreed that the Proposal is to go back to the Groups then the discussion ceases until the nominated time.

7.5. OPTION TO CHALLENGE PROCEDURE

Any member who feels that the procedure being followed at the meeting is inconsistent with GCASC Guidelines may raise an Option to challenge procedure. This can be done at any time. The Chair stops discussion to hear the challenge. At this point consensus is to be met as to the correct way to proceed – the Policy Chair will be asked to clarify correct policy.

7.6. POINT OF INFORMATION

Any member that feels they need more information in order to be able to continue discussion or feels that they have factual information to contribute which is essential to the matter at hand, may raise a point of information. This may be done at any time. The Chair ceases discussion to hear the point of information and may request further information or clarification.

7.7. OPTION TO SUSPEND POLICY

In situations where the body is considering making a decision about a proposal or nomination that contradicts GCASC Policy, an Option to Suspend policy may be actioned.

AN EXAMPLE OF THIS MAY BE A MEMBER STANDING FOR A POSITION THAT DOES NOT HAVE THE REQUIRED CLEAN TIME HOWEVER THE BODY IS OPEN TO CONSIDERING THE NOMINATION BASED ON OTHER QUALITIES. CONSIDERATIONS OF A MEMBER'S SAFETY AND THE FELLOWSHIPS INTEGRITY SHOULD ALWAYS BE WEIGHED UP. THIS OPTION SHOULD NOT BE USED LIGHTLY.

The Chair would call for consensus to suspend policy. Should consensus to suspend policy not be met, the proposal or nomination would not be able to proceed. Should the Option to Suspend Policy be agreed to, then the tabled policy or nomination can proceed. This process must be recorded in the minutes if utilized.

8. MINUTES OF MEETING

8.1. The Area Secretary will prepare and distribute minutes of the GCASC meeting via email in PDF format (including all reports) to all Members on the mailing list no later than 2 weeks before the next Meeting.

8.2. Minutes should be recorded as accurately as possible by the GCASC secretary with member designations noted rather than individual member's names (i.e. 'GSR for Saturday night live' rather than 'John S').

8.3. Topics of discussion should be recorded but it is suggested that contents of discussions not be minuted.

8.4. When minuting new business, Proposals should be recorded as they were originally written including their intent and the position of the seconder. Any amendments made should be noted as such with the final wording stated at the end. The recording of outcomes of proposal shall be recorded as endorsed or not endorsed.

8.5. The telephone numbers and email addresses of all Administrative Officers and Subcommittee Chairs may be included by the Area Secretary in the minutes. Any member can opt out of this on request.

8.6. Where possible, GCASC minutes should be forwarded via email to the Australian Alternate Regional Delegate (AD).

9. ELECTIONS

CONSIDER CLEANTIME STATEMENT AND REFERENCE TO OPTION TO SUSPEND POLICY 7.7

9.1. Vacant Subcommittee Chair and Administrative Officer positions are to be advertised for one month prior to elections.

9.2. Nominations may be made by any Member of the GCASC or recognized observer including the nominee but must be seconded by a GSR.

9.3. Nominations may be accepted or declined by the nominee/s.

9.4. The position description of the vacant position must be read to the nominees (contained within Appendix A). The nominees must be advised regarding the attendance and reporting obligations of the position, and that they may not hold two service positions within the GCASC including that of GSR. Their newly elected position will activate at the end of the meeting they were elected in unless otherwise stated.

9.5. Each nominee must provide a verbal service resume, including a description of their previous service experience and reasons for not completing any service commitment and any skills they have that would assist them. They may be asked questions by any Member of the committee to determine the nominee's suitability for the position.

9.6. Election must be by secret ballot. Where there is a single nominee for the position, an affirmative vote by a simple majority of GSRs indicates election – in this case abstentions are counted as negative votes ('no'). Where there is more than one nominee, one ballot is held and each GSR should indicate one choice. The nominee receiving the most votes is elected, provided that the number of abstentions is less than the number of affirmative votes received by that nominee. GSRs must be advised by the Area Chair that they may vote against the nominee even if there is only one nominee.

9.7. The election of Area Vice Chair to Area Chair, Alternate RCM to RCM and Convention Vice Chair to Convention Chair (provided that the requirements of the positions have been met) are not open elections but require an affirmative vote of confirmation by at least two thirds of the Voting Members. If the vote of confirmation fails, the position falls vacant and is to be advertised in the Area minutes.

9.8. Members of the committee may be elected to a second consecutive term in a position but should not serve for more than two consecutive terms.

10. RESIGNATION AND REMOVAL

10.1. Voluntary resignations may be given in writing to the Area Chair prior to the meeting.

10.2. The grounds for removal of a Subcommittee Chair or Administrative Officer from their position are:

    a. The Member is absent for three consecutive Meetings without apology.

    b. The Member relapses during term of office. (automatic removal)

    c. The Member fails to perform their duties and responsibilities. Prior to the enactment of a Vote of No Confidence, it should be shown that the Member has been made aware of the tasks involved in the position and has been given appropriate time, adequate information, and support to fulfil their responsibilities.

10.3. Vote of No Confidence. This is the tool used to remove a trusted servant from their elected position by the GCASC should the above mentioned grounds for removal become apparent. This tool can be used by any member of the GCASC by submitting a written proposal which needs to be actioned at that point, the proceedings being facilitated by the Chair. The first requirement is that the Vote of No Confidence be seconded by a GSR. Then an opportunity needs to be provided for the trusted servant to speak to the reasoning presented if applicable and/or appropriate. Once this has been done, then a secret ballot is to be held with only GSR's voting. A simple majority is required to formalise removal. As is the case in the elections secret balloting, abstentions are counted as a 'no'.

10.4. In the event of a Subcommittee Chair resigning and the Area Vice Chair position being vacant, until the Subcommittee Chair position is filled the Area Chair should take responsibility for ensuring that the Subcommittee takes care of existing business and reports to the GCASC. Alternatively, the GCASC may appoint an acting Subcommittee Chair from the Subcommittee until an open election can be held. No new business should be undertaken by the Subcommittee in these circumstances.

11. APPEALS

11.1. In the spirit of the Tenth Concept, any Member can petition the GCASC for the redress of a personal grievance without fear of reprisal where the grievance affects the Member's ability to carry out their assigned GCASC business.

11.2. The aggrieved Member should first approach the Administrative Committee who should determine whether the grievance is relevant to GCASC business. If so, a member of the Administrative Committee who is both willing and acceptable to the aggrieved Member should be appointed to hear all aspects of the matter and make recommendations to the Administrative Committee. The Administrative Committee should decide about the matter and report to the aggrieved member and the GCASC. The aggrieved Member should be notified of the outcome of the Administrative Committee's decision on the matter.

11.3. If the aggrieved Member is not satisfied with this process, they have the right to be heard by the GCASC directly.

12. GROUP MEETINGS

12.1. New group meetings in the Area must be endorsed by the GCASC before they can be included in Area meetings lists.

12.2. The GCASC should only endorse a new group meeting if it has been operating without breach of the 12 Steps, 12 Traditions or 12 Concepts and has been running continuously for at least six weeks prior to the GCASC Meeting at which endorsement is sought.

13. FINANCIAL ACCOUNTABILITY

13.1. Each Member of the GCASC, including GSRs, must include in their monthly report to the GCASC financial details, including itemised details of all monies received, all monies dispersed and any balance remaining.

14. INCLUDING ABSENT GSRS IN THE DECISION MAKING PROCESS

14.1. In the event a GSR is unable to attend a meeting of the GCASC, they may still express their group conscience proposals that have sent back to Groups provided that the GSR has completed an Absent GSR Group Conscience Outcome (Appendix G) form and forwarded it to the GCASC Chair prior to the start of the meeting.

POLICY LOG

Section 2 is a record of proposals approved by the GCASC. Approval of all Proposal that confirms a manner of or change of operation or matter directly relating to the GCASC continuity of business is recorded in the Policy Log and is considered a policy of the GCASC.

Policies are recorded in chronological order from the point of their ratification by the GCASC. Subsequent amendments to Polices will be logged as follows.

Policy IDs are structured as Policy Number, year/month of policy ratification. Policies that have been amended will be recorded under the original policy number though with a letter after the policy number for each consecutive amendment. In cases where the GCASC has met twice in the one month a letter will be recorded after the month.

Historical Statement:
This section pertains to policies gleaned from GCASC meeting minutes. It must be duly noted that several copies of GCASC meeting minutes have been misplaced or lost or simply not recorded. A Policy Log created by the inaugural GCASC Policy Chair was recovered that records all GCASC Policy motions from its creation in March 2000 to December 2002 and has been integrated into this section of the Policy Log. [Extract from v1.0]

Policy ID	Key Words	Policy
001-2001/04a	**Literature Float**	Increase the Literature float from $200.00 to $400.00.
001a-2004/11		**Amendment:** The Literature subcommittee float be increased to $500.00
001b-2008/03		**Amendment:** The Literature subcommittee float be increased to $700.00
001c-2019/11		**Amendment:** To abolish the Literature subcommittee float and for the position to no longer hold stock.
001c-2010/10	**NA Today Freight**	GCASC Pay freight costs for NA Today Magazines to be sent to the GCASC for distribution Note: due to ARSC policy amendments, the policy is superseded.
002-2001/04b	**Secretary Float**	A $30.00 float for stationary and printing is created for the Secretary.
002a-2008/05		**Amendment:** Secretarial Float to be increased to $50.00
003-2002/01	**H&I Float**	Increase the H&I float from $40.00 to $50.00
003a-2003/10a		**Amendment:** The H&I float be increased to $100.00 for a three month trial period.
003b-2020/11		**Amendment:** The H&I float is set at $100.00
004-2003/01	**PR Float**	The Public Relations Subcommittee float is set at $100.00
005-2003/01	**Area Hall Hire**	Rent for GCASC meeting is to be paid one year in advance.
006-2003/06	**RCM Term**	The term of the GCASC RCM is extended to two years.

006a-2008/05		GCASC RCM term is to reflect that of the Australian Regional Service Committee (ARSC) Term so that RCM's can stand for election at the ARSC rotation.
007-2003/07	**Phone Line Payment**	The GCASC phone-line be paid by direct debit from the GCASC bank account. NOTE: THE GSACS NO LONGER OPERATES A PHONE LINE.
008-2003/10a	**H&I Literature Provision**	The GCASC supply the H&I committee with up to $40.00 of NA literature per month.
009-2003/10b	**Convention Float**	The GCASC convention committee float be increased from $2500 to $3500.
009a-2004/10		**Amendment:** The Convention Committee float can only be increased by the GCASC – not the Convention Committee.
009b-2007/02		**Amendment:** The convention committee float be increased from $3500.00 to $4000.00
009c-2008/05		**Amendment:** The Convention Committee float be increased to $5000.00
009d-2008/09		**Amendment:** The Convention Committee float be increased to $5500.00
009e-2009/10		**Amendment:** The Convention Committee float be increased to $6500.00
009f-2010/09		**Amendment:** The Convention Committee float be increased to $7000.00
009g-2014/11		**Amendment:** The Convention Committee float be increased to $8000.00
009h-2018/06		**Amendment:** The Convention Committee float to be increased to $10,000.00
010-2003/10b	**Activities Float**	The Activities subcommittee have a $500 operation float.
010a-2008/02		**Amendment:** That the $500.00 Activities float be operated from its own bank account.
010b-2009/09		**Amendment:** Increase float amount to $1500
010c-2013/03		**Amendment:** Increase float amount to $3500 (this will be increased each year by the amount of 5% to stay in line with inflation) The amount of $2500 would be asked for by the Activities Committee at the March ASC to assist running Camp Serenity. The balance of the activities account above $1000 after Camp Serenity is finished be returned to the ASC treasury at the earliest possible time or at the latest by the following ASC meeting in August.
010d-2020/04		Camp serenity become separate subcommittee with separate account and float

011-2004/01	**Signatories**	There be a minimum of two signatories on all GCASC bank accounts (including subcommittee accounts); that the signatories be members of that committee or subcommittees executive committee, and one being the Treasurer.
011a-2009/03		**Amendment**: Three (3) signatories will be nominated for all GCASC & subcommittee's cheque accounts (i.e. ASC, Convention, Camp Serenity, and Activities etc.) Alt RCM will be nominated as the third signatory.
011b-2018/11		**Amendment**: The GCASC now operates as per the Banking Guidelines Appendix.
012-2004/03	**RCM Allowance**	The RCM be given a $60.00 meal and travel allowance when attending an ARSC.
012a-2009/01		**Amendment:** Increase the allowance to $100.00
012b-2012/05		**Amendment:** The RCM be granted a $100.00 <u>per day</u> meal & travel allowance when attending an ARSC Intestate. RCM provides receipts of expenditure for meal and travel allowance while attending the ARSC.
012d-2017/03		**Amendment:** The per diem for the RCM to be increased to the amount of $125 per night for each time they travel to the ARSC. RCM provides receipts of expenditure for meal and travel allowance while attending the ARSC.
012e-2020/11		**Amendment:** The per diem for the RCM be increased to $150 to reflect the ARSC travel policy
013-2004/05	**Activities Camp Serenity Float**	The Activities subcommittee be provided with a $1000.00 operational float for the Camp Serenity event; in addition but separate to the Activities subcommittee float.
013a-2004/09		**Amendment:** That the Camp Serenity float be maintained and operated from a separate bank account whilst in use by that committee.
013b-2004/12		**Amendment:** In the period that the Activities committee's Camp Serenity subcommittee is inactive, the $1000.00 float is to be returned to the GCASC treasurer with the exception of a venue deposit, if required.
013c-2008/09		**Amendment:** Camp Serenity prudent reserve be increased to $1700.00
013d-2013/02		**10c-2013/03 supersedes and amends Policy 010b-2009/09 and deletes 013c-2008/09**
013e-2020/04	**Deletion of standing policy**	Camp serenity become separate subcommittee with separate account and float.
014-2004/07	**Meetings List + 1300 Number**	The National NA 1300 number is included on GCASC meetings lists.

015-2005/01	Convention Reporting	The Convention Committee Chair or Treasurer are to provide a monthly financial report to the GCASC.
016-2006/02	Newsletter subcommittee	The GCASC Newsletter subcommittee be created and operated as per the guidelines contained with the GQASC Guidelines (Version 10.01.04).
016a-2010/01	Float	Newsletter Subcommittee float be increased from $30.00 to a Float of $45.00
016b-2010/03	Vetting	GCASC Newsletter "**NA Gold**" is to be vetted prior to printing by three (3) members of the current GCASC. Those members will be made up of a member of the Administrative Committee, the GCASC Public Relations Subcommittee Chair and another member from the GCASC with a minimum of five (5) years continuous "clean time". The first name and Surname initial of each "vetter" is to be noted under the disclosure of the Newsletter under the title 'Vetted by'
016c-2020/11	Float	<u>Amendment:</u> The float is set at $100
017-2006/02	Public Relations and Meetings list	The PR subcommittee be responsible for the updating maintenance and production of the GCASC meetings list.
017a-2009/01	Public Information Subcommittee	The Public Information Subcommittee be now known as Public Relations Subcommittee
017b-2018/02	Public Relations and meetings list	PR Chair provide 30-40 meetings list for literature chair to put in new comer packs
018-2008/01	Position Rotation	All GCASC positions fall vacant and are open for re-election February of each year (Except that of RCM, Alt. RCM and Vice Chair as per prior policy)
019-2008/01	Area Meeting Start Time	GCASC meeting to commence at 3pm (Qld time)
019a-2020/01		Change start time to 2pm
020-2008/05a	GCASC Guidelines inc. Policy Log	That the GCASC ratified and adopted the Gold Coast Area Service Committee Guidelines including Policy and subsequent addendum.
020a-2008/05b		<u>Amendment:</u> That the Policy Subcommittee develop and include in the Gold Coast Area Service Committee Guidelines including Policy, a glossary of terms.
021-2008/05	GCASC Quorum	A quorum is established to conduct business only if the number of GSRs present at the monthly GCASC meeting is equal to or exceeds two thirds of the number of GSRs at the meeting prior.
021a-2008/05c		That the GCASC commence a six month trial of consensus based decision making as per the Australian Regional Guidelines.

021b-2009/04	**Consensus Based Decision Making**	Consensus decision making endorsed as meeting procedure process for future GCASC meetings
023-2008/05	**Alternate RCM & ARSC on-boarding**	The RCM Alternate be funded (travel cost only) by the GCASC to attend the Australian Regional Service Committee (ARSC) meeting in the company of the outgoing RCM for training purposes
024-2008/05	**GCASC Prudent Operational Reserve**	The GCASC prudent reserve for operation is $500.00
024a-2008/09		**Amendment:** GCASC Retains $1000.00 as a prudent reserve for operational costs
024b-2018/02		**Amendment:** Prudent reserve increased to $2000
025-2010/10	**Event Floats**	That floats from Activities such as Convention and Camp Serenity are to be returned to the Area at the next ASC meeting
026-2011/03	**Policy Subcommittee Float**	GCASC Policy Subcommittee to be granted a $100.00 float for operational expenses
027-2011/06	**GCASC Communications & Emails**	All correspondence sent via email from GCASC & subcommittees meetings to be sent in a way that ensures that the recipients names and information is kept (anonymous) confidential.
027a-2011/06		All Correspondence resulting from Area and Subcommittees be communicated in "read only" format
028-2018/05	**Treasurer**	Treasurer to keep $100 petty cash.
029-2020/11	**Clean Time Amendments**	**Amendment:** Vice Chair clean time requirement be changed from 18 months to 2 years.
030-2020/11	**Clean Time Amendments**	**Amendment:** Convention Chair clean time requirement be changed from 2 years to 3 years.
031-2020/11	**Clean Time Amendment**	**Amendment:** Treasurer clean time requirement be changed from 2 years to 3 years.
032-2020/11	**Alt RCM Attendance**	**Amendment:** Alt RCM to attend a minimum of 2 virtual ARSC Meeting per year.

APPENDICES

APPENDIX A: GCASC POSITION DESCRIPTIONS

ADMINISTRATIVE OFFICERS:

AREA CHAIR

CLEAN TIME REQUIREMENT:

2 Years

TERM:

1 Year

FLOAT:

Nil

DUTIES AND RESPONSIBILITIES:

From **A Guide to Local Services**: '*The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The chairperson's primary tools are the short-form rules of order which appear at the end of this guide, a firm hand, a calm spirit, and a clear mind. The chairperson can find additional help in books about business meetings, decision-making processes, and volunteer organisations that are often readily available at local bookstores and libraries.*'

The Chair is responsible for the hiring of the meeting venue and for opening the venue for GCASC meetings; setting of the meeting agenda and coordinating and chairing GCASC administration meeting which meet monthly two weeks after the GCASC meeting. The GCASC operates by consensus based decision making (CBDM). The GCASC chairperson should be well versed in CBDM (refer to appendix E). The GCASC Area Chair is required to familiarize themselves with the GCASC Banking Guidelines and their role within as soon as possible.

AREA VICE CHAIR

CLEAN TIME REQUIREMENT:

2 Years

TERM:

1 year

FLOAT:

Nil

DUTIES AND RESPONSIBILITIES:

From **A Guide to Local Services**: '*The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees. The area vice chairperson keeps in regular touch with the chairpersons 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 vice chairperson helps find solutions to them. The vice chairperson works closely with subcommittee chairpersons when they prepare their annual reports and budget proposals. The vice chairperson is also responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings in the chairperson's absence.*'

The vice chair is also responsible for caretaking any subcommittee chair or administration role that is vacant. In such situations, the vice chair may work with the administration committee to delegate the workload.

AREA SECRETARY

CLEAN TIME REQUIREMENT:
1 Year

TERM:
1 Year

FLOAT:
$50

DUTIES AND RESPONSIBILITIES:
From *A Guide to Local Services*: *'Area secretaries handle all their committee's 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 and to the Australian Alternate Delegate (AD) within a reasonable period of time after each meeting… Because most secretaries mail/email minutes to area committee Members, they need to keep an updated list of participants' addresses. With their committee's permission, they should mail copies of these lists once or twice a year to the World Service Office. These lists will make it possible for the WSO to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.*

All correspondence sent via email from GCASC & subcommittees meetings to be sent in a way that ensures that the recipients names and information is kept (anonymous) confidential. All Correspondence resulting from Area and Subcommittees be communicated in "read only" format. In regard to the policy subcommittee chair role being absent, it is the responsibility of the secretary to maintain the policy log (refer to policy subcommittee chair description).

AREA TREASURER

CLEAN TIME REQUIREMENT:
3 Years

TERM:
1 year

FLOAT:
$100 Petty Cash

DUTIES AND RESPONSIBILITIES:
From *A Guide to Local Services*: *'The area 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 is 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 helpful.*

The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall, reimburses officers and subcommittee chairpersons for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee 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 area committee. 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.

CASH TRANSACTIONS CAN CREATE A NUMBER OF PROBLEMS FOR ASC TREASURERS. HAVE LARGE QUANTITIES OF CURRENCY CAN MAKE AN AREA TREASURER PARTICULARLY VULNERABLE TO ROBBERY. HANDLING LARGE

UNDOCUMENTED SUMS OF CASH MAY ALSO LEAVE THE TREASURER OPEN TO UNWARRANTED ACCUSATIONS OF THEFT, OR MAY EVEN PROVIDE AN UNNECESSARY TEMPTATION. THAT'S WHY WE ENCOURAGE GROUPS TO MAKE THEIR ASC DONATIONS IN THE FORM OF CHECKS OR MONEY ORDERS PAYABLE TO THE AREA SERVICE COMMITTEE WHENEVER POSSIBLE. WHEN TREASURERS RECEIVE CASH CONTRIBUTIONS FOR THEIR AREAS, THEY SHOULD ALWAYS MAKE OUT RECEIPTS TO THE CONTRIBUTORS IMMEDIATELY, KEEPING COPIES FOR THEMSELVES WITH THEIR OFFICIAL RECORDS.

In addition, the GCASC Treasurer needs to be familiar with and to comply with the GCASC Banking Guidelines (Appendix I)

REGIONAL COMMITTEE MEMBER (RCM)

CLEAN TIME REQUIREMENT:
2 Years

TERM:
2 years (Reflecting the Regional Service Committee term)

FLOAT:
Meal and Travel $150.00(per day) meal & travel allowance when attending an ARSC intestate. The RCM is required to provide receipts of expenditure for meal and travel allowance.

DUTIES AND RESPONSIBILITIES:
From **A Guide to Local Services**: *'Regional committee members are just that: They serve as the core of the Regional Service Committee, a body that coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year round as a contact point between NA world and local services…*

RCM's keep their areas in touch with the larger world of NA by providing information on activities in neighbouring areas, functions being sponsored by the regional committee, 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 chairpersons so that they can pass their areas' experience on to others at the regional meeting. RCM's 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 committee. That way, they can get a better idea of what needs and concerns the regional committee should address.

The RCM is expected to attend as many Group Conscience meetings within the GCASC as possible. and to email copies of GCASC minutes to ARSC Alternate Delegate.

ALTERNATE RCM (ALT RCM)

CLEAN TIME REQUIREMENT
18 Months

TERM:
2 years (+ 2 years as RCM)

FLOAT:
Nil

DUTIES AND RESPONSIBILITIES:

Traditionally this service position is one of learning to take on the RCM role and supporting the current RCM in their tasks. This means that the position involves a four year commitment - the first 2 years serving as the RCM Alt then going on to complete a two year term as the RCM. During the term you will be expected to attend the GCASC meetings and administration meetings monthly; supply a report; attend the Regional Committee Meeting with the RCM toward the end of their term; and be available to subcommittees and groups to access resources. It is advantageous to have a working knowledge of the service structure and the stability to complete the time commitment to full term. The Alt RCM is required to attend a minimum of two virtual ARSC meetings per year for training purposes and to grasp a knowledge of how the ARSC operates.

SUBCOMMITTEE CHAIRS:

PUBLIC RELATIONS SUBCOMMITTEE CHAIR

CLEAN TIME REQUIREMENT:
3 Years

TERM:
1 Year

FLOAT:
$100

DUTIES AND RESPONSIBILITIES:
From *A Guide to Local Services*: *'The general mission of your public relations subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. Service provided by the PR subcommittee vary widely from area to area. The simplest kind of PR project is the production and distribution of fliers throughout the community announcing that NA is available and that more information can be had either by calling the local NA information phoneline or by attending an NA meeting. As PR subcommittees become better developed, they often conduct public meetings for community members, distribute public service announcements to local radio and television stations, and respond to public media inquiries. Some PR subcommittees develop separate working groups called CPC panels (short for cooperation with the professional community) to focus especially on the NA community's relations with local treatment professionals. The Public Relations Handbook, is available from the FSO or by writing the World Service Office, provides detailed information on conducting a wide range of projects designed to increase community awareness of narcotics Anonymous.'*

The GCASC PR chair is also responsible for the production of the GCASC meetings list and the GCASC contacts for the National NA 1300 number. The National NA 1300 number is to be included on GCASC meetings lists. Any changes required in the meeting list (at a group level) should be given to the PR chair for updating. The PR chair -should also forward any changes onto the RCM so they can update the website.

The GCASC Subcommittee Report Template is to be to be completed and submitted at each GCASC meeting (Appendix F)

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE CHAIR

CLEAN TIME REQUIREMENT
2 years

TERM:
1 year

FLOAT:
$100

DUTIES AND RESPONSIBILITIES:

From *A Guide to Local Services:* *'Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. Treatment panels are conducted for patients at addiction treatment centres, mental health facilities and therapeutic communities. Correctional panels are held for inmates at jails, prisons and forensic hospitals. The Hospitals and Institutions Handbook, available from your local H&I subcommittee or by writing the World Service Office, explains more about how to conduct panels, interact with facility administrators, and organise subcommittee work. The amount of work your local H&I subcommittee does will depend on a variety of factors: the number of treatment and correctional facilities in your area, the number of NA members in your area who are interested in H&I service, and the amount of collective experience in H&I work in your local NA community. H&I subcommittee responsibilities sometimes overlap those of the local Public Relations subcommittee. For this reason, we encourage H&I and PR subcommittees regularly send one or two members to each other's meetings to maintain communications, thereby minimising the potential for conflict in these two key fields of service.'*

The GCASC Subcommittee Report Template is to be to be completed and submitted at each GCASC meeting (Appendix F)

LITERATURE SUBCOMMITTEE CHAIR

CLEAN TIME REQUIREMENT:
2 Years

TERM:
1 year

FLOAT:
Nil

DUTIES AND RESPONSIBILITIES:
From *A Guide to Local Services*: *'The literature supply subcommittee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting.'*

In 2019 after much area discussion and as a result of continuous financial/stock discrepancies it was agreed that the literature position would no longer maintain a float or stock.

This position provides groups the option to order literature or materials from the FSO, free of freight costs while maintaining anonymity. Orders are to be placed as needed and is recommended to be done monthly within the GCASC cycle. These orders are to be paid from the group to the Literature Chair in advance prior to the FSO order being placed.

The GCASC may request on occasion the Literature Chair place orders for special purposes. Not limited to but some examples being Convention, Camp Serenity, Proposals for one off donations. For the literature chair to place these orders, funds must be received into the Literature Account before placing the order.

Any cash money collected by the Literature Chair must be deposited into the Literature Account only, it is not acceptable to use your personal account to receive/transfer funds for orders.

Once the order has been delivered to the Literature Chair, it must be at a minimum available at the next area meeting. Collection outside of here is at the discretion of the Literature Chair. If an item does not arrive or is on back order, it is the responsibility of the Literature Chair to communicate this with the Group and follow up with the FSO if it becomes necessary.

Invoices from the FSO are to be paid from the Literature Account as they are received.

The GCASC Subcommittee Report Template is to be to be completed and submitted at each GCASC meeting (Appendix F).

POLICY SUBCOMMITTEE CHAIR

CLEAN TIME REQUIREMENT:
2 years

TERM:
1 Year

FLOAT:
$100

DUTIES AND RESPONSIBILITIES:
The GCASC Policy Chair advises the GCASC about policy issues during the course of the area meeting and often clarifies guidelines- therefore is required to have a reasonable knowledge of this manual these guide lines and policies. They coordinate the drafting of new policy for consideration by the GCASC and maintains and updates these Guidelines, including the policy log.

In the absence of a policy subcommittee chair, the GSASC secretary is responsible for maintaining the policy log.

The GCASC Subcommittee Report Template is to be to be completed and submitted at each GCASC meeting (Appendix F)

ACTIVITIES SUBCOMMITTEE CHAIR

CLEAN TIME REQUIREMENT:
2 Years

TERM:
1 Year

FLOAT:
$1000

DUTIES AND RESPONSIBILITIES:
From *A Guide to Local Services: 'Dances, picnics, campouts, special speaker meetings – these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.'*

The activities subcommittee is responsible for being:

- Christmas Day Event
- New Years Eve Event

Additionally, Unity Days, BBQ's, cabaret nights, talent quests (red faces), trivia nights, surf competitions, sporting events, , bowling nights, dances and other unity building events are possibilities to incorporate into the yearly calendar of events that can be managed by this committee at their discretion or if directed by the fellowship. The Activities Subcommittee may also be requested to support workshops by providing catering and other activities as requested. Responsible management of NA funds is vitally important in this role and reports including itemized and receipted financial transactions are to be supplied for each event. It is understood that these unity building events are not mandated to raise funds, however it is agreed that an attempt to breakeven financially is met as per our 11th Concept.

The Activities Subcommittee Chair is required to familiarize themselves with the GCASC Banking Guidelines and their role within.

The GCASC Subcommittee Report Template is to be to be completed and submitted at each GCASC meeting (Appendix F)

CAMP SERENITY SUBCOMMITTEE CHAIR

CLEAN TIME REQUIREMENT:
3 years

TERM:
From February to September

FLOAT:
$3500 with 5% annual recurrence

DUTIES AND RESPONSIBILITIES:
The Camp Serenity Subcommittee Chairperson's primary role is to form and coordinate a subcommittee to plan, prepare and facilitate the GCASC's annual winter campout known as Camp Serenity. Camp Serenity is traditionally held on the last weekend of July in the Numinbah Valley. The position is elected by the GCASC at their January meeting. The duration of the position is from February to September (9 months).

Duties include:

- Forming a subcommittee
    - Vice-Chair
    - Treasurer
    - Secretary
    - Programming
    - Catering
    - Registration
    - Entertainment/activities
    - Merchandising
    - Information
- Facilitate regular subcommittee meetings
- Liaise with venue operators
- Oversee subcommittee positions as a single point of accountability
- Is a delegated user of the Camp Serenity BOQ account
- Is to present written detailed monthly reports to the GCASC inclusive of financial transactions (Appendix F)
- Is to make a tentative booking for the following year (to confirmed by the following years subcommittee)

NEWSLETTER SUBCOMMITTEE CHAIR

CLEAN TIME REQUIREMENT:
1 Year

TERM:
1 Year

FLOAT:
$100

DUTIES AND RESPONSIBILITIES:
The Newsletter Chair is responsible for forming a Newsletter Committee and for coordinating the writing, editing, printing and distribution to all groups in the Area of a quarterly newsletter.

The quarterly newsletter will contain:

- Announcements about Area and Regional NA events and activities
- Issues currently being discussed by the GCASC

- Articles about NA members' recovery experiences
- Other items consistent with the 12 Traditions and 12 Concepts of Narcotics Anonymous.

From **The Guide to Local Services**: *'Keep in mind that NA Newsletters are often read as if they speak for Narcotics Anonymous as a whole, no matter how many disclaimers the newsletter committee prints. That's why we encourage the area committee to take special heed of the Fifth Concept when creating this subcommittee, ensuring the newsletter has a responsible editorial policy. A Handbook for NA Newsletters, available from the World Service Office, provides more information on the work of the newsletter committee.'*

GCASC Newsletter "The Nugget" is to be vetted prior to printing by three (3) members of the current GCASC. Those members will be made up of a member of the Administrative Committee, the GCASC Public Relations Subcommittee Chair and another member from the GCASC with a minimum of five (5) years continuous "clean time". The first name and Surname initial of each "vetter" is to be noted under the disclosure of the Newsletter under the title 'Vetted by'

The GCASC Subcommittee Report Template is to be to be completed and submitted at each GCASC meeting (Appendix F)

CONVENTION SUBCOMMITTEE CHAIR

CLEAN TIME REQUIREMENT
3 Years

TERM:
1 Year

FLOAT:
$10,000

DUTIES AND RESPONSIBILITIES:
The outgoing vice chair is endorsed at the closing meeting of the previous convention committee and then is endorsed at the January GCASC. The GCASC Convention chair is required to familarise themselves with the GCASC Convention Guidelines and support the convention subcommittee to follow these guidelines as closely as possible. The chairperson is then responsible for contacting, advertising and announcing to as many people as possible to attend the first meeting for sub-committee elections and guides activities to keep within the principals of the Twelve traditions and the Twelve Concepts of service and in accordance with the purpose of the convention. The convention chair then works with the elected convention committee to organize the Gold Coast Area convention by coordinating and chairing regular committee meetings. The convention committee chair is required to provide a monthly report to the ASC by either the Chair or Treasurer and provide copies of that committee's minute to the ASC Secretary.

'The purpose of the Gold Coast Area Convention is to celebrate spiritual recovery, encourage unity and generate funds to support area activities.'

Section 3 of the GCASC Convention Guidelines is to be read as part of job description.

Each Convention Sub-Committee Chairperson is to attend all GCASC Convention Committee meetings. If they are unable to attend, an apology and their written reports are to be submitted to the Convention Secretary or alternatively another member of the GCASC Convention Committee prior to the meeting.

The GCASC Subcommittee Report Template is to be to be completed and submitted at each GCASC meeting (Appendix F)

ADHOC SUBCOMMITTEE CHAIR

CLEAN TIME REQUIREMENT:
1 Year

TERM:

As directed by the GCASC

As directed by the GCASC

Adhoc committees may be formed from time to time by the GCASC for special purposes outside the duties of existing committees and subcommittees. These may be formed to perform service workshops, take surveys or produce newsletters or service related papers.

The GCASC Subcommittee Report Template is to be to be completed and submitted at each GCASC meeting (Appendix F)

GCASC Prudent Reserve	$2000	To be used for paying ASC venue hire/phone bills – via direct debit/tea and coffee/literature reimbursement for the postage from FSO NA today freight cost be paid by GCASC (as per Policy ID#001c-2010/10)
Treasurer	$100	For change required for cash transactions
Area Secretary	$50	To be used for printing and distribution cost of the minutes This amount is topped up as required
RCM	$150/day	Meal and travel allowance (per day) when attending ARSC interstate
Public Relations	$100	To be used for the printing of the Gold Coast Area meetings list and incidental costs of holding workshops and or presentations to the public This amount is topped up as required
Hospitals and Institutions	$100	$100 float is used to pay for rent on venues when the H&I sub-committee meet This amount is topped up as required
Policy	$100	To be used for "Gold Coast Area Policy Guidelines" printing and rent of the venue for the policy subcommittee if required
Activities	$1000	Held as prudent reserve for Xmas party/New Year's Eve/ and any incidental activities throughout the year. This amount is topped up as required.
Camp Serenity	$3500	This amount is held by the GCASC until March of each year and then made available to assist in the running of "Camp Serenity" This amount is increased annually by 5% increases $125 per year increase (as 5% of the 2013 float).
Convention	$10,000	To be utilised for costs associated with the annual GCASC Convention
Newsletter	$100	This is allocated for the printing of the newsletter and renewable each quarter.
Adhoc	As directed by the GCASC	For special purposes as directed by the GCASC

APPENDIX C: GCASC MEETING FORMAT

AGENDA

1. Meeting commences at 2:00pm
2. Chair's welcome
3. Moment's silence
4. Service prayer – "God grant us knowledge that we act in accordance with Your divine precepts. Install in us a sense of Your will and grant us a bond of selflessness that we may truly do Your work not ours, in order no addict need die from the horrors of addiction."
5. Reading of 12 Traditions and 12 Concepts
6. ID of those present
7. Apologies
8. Count of voting members and establishment of quorum
9. Recognition of observers
10. Acceptance of minutes of previous meeting as true and correct
11. Reports
    - RCM
    - Alternate RCM
    - Chair
    - Vice Chair
    - Secretary
    - Treasurer
    - Public Information Chair
    - Hospitals and Institutions Chair
    - Activities Chair
    - Policy Chair
    - Literature Chair
    - Newsletter Chair
    - Convention Chair
    - Camp Serenity Chair
    - Adhoc Chair
    - GSRs
12. Old Business (new business from previous meeting – other outstanding business)
13. Election of trusted servants
14. Discussion: This period is to allow free discussion for GSRs or members attending to address ideas and concerns. They may seek advice from trusted servants during this period. Proposals for New Business may arise out of this time. The maximum suggested time period for discussion is 1 hour. Issues for discussion are called by at the discretion of the chairperson.
15. New Business – Tabled proposals
16. Next GCASC meeting
17. Announcements
18. Serenity Prayer

Gold Coast Area Service Committee

GSR Report		GCASC Meeting Date:	
Meeting Location:			
Meeting Day and Time:			
Meeting Theme or Topic:			
Do you have a group conscience? If so when?			
Average Attendance:			
Number of Group Members:			
Service Positions Vacant:			
Financial Report:	Opening Balance		$
	Add: 7th Tradition		$
	Add: Literature Sales		$
	Add: Other Income		$
	Less: Tea & Coffee		$
	Less: Rent		$
	Less: Literature Purchases		$
	Less: Fund Flow to Area		$
NB. It is recommended that groups maintain a 'prudent' reserve of one month's running costs.	Less: Other Expenses		$
	Closing Balance		$
Rent Payments Up to Date:	☐ Yes	☐ No	
Literature in Stock:	☐ Yes	☐ No	
Meetings Lists in Stock:	☐ Yes	☐ No	
Any Other News / Comments / Announcements:			
Your Name & Position:			
Your Email or Postal Address:			
Mobile:			
Secretary Ph:	If you cannot attend the meeting, you can submit your report by emailing it to the email:		

Narcotics Anonymous®
Australian Regional Policy Committee

ARSC INTERIM GUIDELINES FOR CONSENSUS BASED DECISION MAKING.

WHAT IS CONSENSUS BASED DECISION MAKING?

Consensus is a form of decision making that stresses the cooperative development of a group's decision. The goal of consensus is to arrive at the best possible decision by including the contributions and consent of all members of the group. Consensus requires considerable individual responsibility to speak the truth as each person sees it, to state points clearly without putdown of others, to respect others and encourage their contributions, to avoid win/lose thinking, and to use disagreements and arguments to learn, grow and change.

Consensus does not mean that everyone thinks that the decision made is necessarily the best one possible, or even that they are sure it will work. What it does mean is that in coming to that decision, no one felt that her/his position on the matter was misunderstood or that it wasn't given a proper hearing.

The fundamental right of consensus is for all people to be able to express themselves in their own words. The fundamental responsibility of consensus is to assure others of their right to speak and be heard. Coercion and trade-offs that occur in majority-rule voting are replaced with creative alternatives, and synthesis.

THE PARTICIPANTS PART AND RESPONSIBILITIES IN THE CONSENSUS PROCESS.

"In a meeting governed by Robert's Rules, the ideal participant is rational, articulate and knowledgeable about procedure.

The ideal consensus participant is cooperative and speaks their piece of the truth on behalf of the whole group. They discern what is key for the group and what is merely their personal view, and they let go of the latter. They assume their share of responsibility for creating a safe, productive meeting."

Participants may wish to consider the following 3 points before deciding their final decision.

1. "I believe that others understand my point of view"
2. "I believe I understand others' points of view"
3. "Whether or not I prefer this decision, I support it (and will not undermine it) because it was arrived at openly and fairly and is the best solution this committee can reach at this time." 2

THE DIFFERENCE BETWEEN CONSENSUS AND VOTING.

Voting is a means by which we choose one alternative from several. Consensus, on the other hand, is a process of synthesizing many diverse elements together. Because of this, it requires that people listen to each other, ask questions, have an open dialogue, etc., things that are not necessary when people lock into positions and vote, with the majority ruling. In addition, voting does not take into account individual feelings or needs. In essence, it emphasizes quantity – number of votes, rather than quality – how decisions are arrived at. With consensus people really try to work through differences and reach a mutually satisfactory position. It is possible for one person's insights or strongly held beliefs to sway the whole group. No ideas are lost, each member's input is valued as part of the solution.

FORMING THE CONSENSUS PROPOSAL.

The Process is facilitated by one or two members usually the Chair and Vice Chair.

Final proposals are recorded and read back to the committee by another member or members. Usually the secretary and the assistant secretary.

At the RSC meeting (during discussion or new business) a proposal emerges or is put forward.

1. Proposals may develop during RSC discussion periods in response to issues raised by participants.
2. Other proposals may have been the subject of deliberation by an RSC subcommittee, Area Service Committee or other NA group or body.
3. The normal business of the RSC will also necessitate proposals to be put before the RSC.

Proposals are amended and modified through discussion, or withdrawn if they seem to be at a dead end. During this discussion period it is important to articulate differences clearly. It is the responsibility of those who are having trouble with a proposal to put forth alternative suggestions.

When a proposal seems to be well understood by everyone, and there are no more changes suggested, the facilitator(s) can ask if there are any objections or reservations to it. If there are no objections, there can be a call for consensus. If there are still no objections, then after a moment of silence you have your decision. Once consensus does appear to have been reached, the decision should be repeated to the group so everyone is clear on what has been decided.

EXPRESSING RESERVATIONS AND OBJECTIONS.

There are several ways participants may express an objection to a proposal: Participants may ask that their reservation or objection be noted in the minutes of the meeting.

1. Non-support ("I don't see the need for this, but I'll go along.")
2. Reservations ('I think this may be a mistake but I can live with it.")
3. Standing aside ("I personally can't do this, but I won't stop others from doing it.")

If no new consensus can be reached, the group stays with whatever the previous decision was on the subject, or does nothing if that is applicable.

A BRIEF BACKGROUND.

For most of its history the Australian Regional Service Committee (ARSC) has used a decision making process based on Roberts Rules of Order.

"Roberts Rules of Order were created after the American Civil War by a US Army officer, Henry Martyn Robert. They lay out procedures for getting proposals raised, discussed and voted on in meetings directed by a chairperson. It is based on the belief that a majority can be counted on to make decisions that will work for the whole group, and that rules for orderly deliberation are the best guide to getting there."[1]

For several years the ARSC has been in the process of discussing and developing consensus based decision making. RSC Sub-Committee guidelines have included Consensus as the means of decision making for many years.

WHY THE CHANGE?

A number of RSC participants, past and present, believe that a consensus based decision making process is a better means of achieving our Fellowships Purposes. That Roberts Rules of Order do not sit well with the spiritual nature of our Service Structure implied by our 12 Concepts. Eg.

Concept 6. Group Conscience is the spiritual means by which we invite a loving God to influence our decisions.

Concept 7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision making process.

Concept 9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making process.

Twelve Concepts for NA Service.
1Comparison of Robert's Rules of Order, Consensus Process and Dynamic Facilitation
By Tom Atlee and Rosa Zubizarreta
With help from Jim Rough, Lysbeth Borie, Sam Kaner, Win Swafford, John Flanery, Keith Brown, Liz Biagioli, Sarah Logiudice, Dianne Brause, Devin Dinihanian, Alexis Reed and Peggy Holman
2 Office of Quality Improvement & Office of Human Resourse Development
University of Wisconsin

Subcommittee Name:

Chair:

Vice Chair:

How many members does your subcommittee have?

Finances:

Opening balance:

Expenses:

Closing Balance:

Amount of Float Top up being requested:

FSO Invoices (if applicable):

Subcommittee Activities and Optional Comments:

What successes have you had?

What struggles have you had?

What are the upcoming projects your subcommittee have planned?

Is there any support or guidance the ASC can provide your Subcommittee?

Are there any announcements you would like GSR's to take back to their Group in relation to your Subcommittee?

Any other comments?

Please attach any proposals from your Subcommittee to this report.

Name of GSR:	
Home Group:	
Proposal:	
The above Proposal has been discussed by my home group and by group conscience we vote as follows:	
For / Against / Abstain	

CONTENTS

1   MEMBERS OF THE GCASC CONVENTION COMMITTEE

1.1   The Gold Coast Area of Narcotics Anonymous (GCASC) Convention Committee consists of its Administration Committee, Subcommittee Chairs and Subcommittee members.

2   ADMINISTRATION COMMITTEE AND SUBCOMMITTEE CHAIRS.

2.1   The Administration Committee is:

Convention Chair;	3 years
Convention Vice-Chair;	2 years
Convention Treasurer;	4 years
Convention Secretary.	1 year

Together these members comprise the Administration Committee of the GCASC Convention   Committee.

2.2   The Subcommittee Chairs are:

Registration;	2 years
Merchandising;	2 years
Programming;	3 years
Arts and Graphics;	1 years
Entertainment;	2 years
Fundraiser;	2 years
Convention Information;	6 months
Hall Organiser.	6 months

2.3   The position descriptions of the Administration Committee and Subcommittee Chairs are set out in Appendix A.

2.4   Each Administration Committee Member and Subcommittee Chairs is to attend all GCASC Convention Committee meetings. If they are unable to attend, an apology and their written reports are to be submitted to the Convention Secretary or alternatively another member of the GCASC Convention Committee prior to the meeting. Subcommittee Chairs if unable to attend are to nominate a member of their subcommittee to present their report and answer questions.

2.5   Administration Committee members and Subcommittee Chairs will be given a budget based on last year's financial records. Claims by Subcommittee Chairs for reimbursement of monies are to be fully itemised and receipted. The Convention Treasurer in their capacity may choose to seek approval from the Administration Committee prior to reimbursement of monies spent without approval of the committee.

2.6   All members of the Convention Committee are required to submit a written proposal to the committee in order to receive additional funds.

2.7   The purpose of each Subcommittee is to help the relevant Subcommittee Chair to perform their duties. It is the responsibility of each Subcommittee Chair to form and maintain their subcommittee.

2.8   Each Subcommittee is responsible to the GCASC Convention Committee through written reports presented at each GCASC Convention Committee meeting and the answering of question put forward by members.

2.9   Subcommittee meetings are to be held in hired venues e.g. Church halls and community halls. The subcommittee is to keep in mind tradition seven when using meeting facilities. It is not appropriate to hold subcommittee meetings at private residences or public places.

3   FORMING THE GCASC CONVENTION COMMITTEE.

3.1   The outgoing vice chair person is to be endorsed at the January Gold Coast Area Service Committee (GCASC) and a committee is to be formed no later than 8 months prior to the convention (which is traditionally held in September).

3.2   In the case of the outgoing vice chair not standing, whether by absence or withdrawal; the position of convention chair is to be advertised for 1 month and election to be held at February GCASC.

3.3   Unless there is a vote of no confidence against the prior vice chair, no further nominations for Convention Chair are to be accepted.

3.4   It is the responsibility of the Convention Chair to announce and form the incoming convention committee.

4   GCASC CONVENTION COMMITTEE MEETINGS

4.1   GCASC Convention Committee Meetings are to be held once a month for 6 months, once a fortnight for the following two months, and once a week for the last month prior to the event. Upon these dates being set, rent is to be paid in full by the Convention Treasurer.

4.2   The meetings are to be chaired by the Convention Chairperson. If the Convention Chair is not present, the meeting is to be chaired by the Convention Vice Chair. If the Convention Vice Chair is not present the meeting is to be chaired by a member nominated by the Administration Committee.

4.3   Any NA member may attend meetings of the GCASC Convention Committee however they may only address the

committee if recognised by the GCASC Convention Committee as an observer.

4.4   Administration Committee members, Subcommittee chairs and subcommittee members form the decision making body.

5   AGENDA

5.1   An agenda is to be prepared prior to each meeting by the GCASC Convention Chair.

5.2   All members of the committee are encouraged to have input into the upcoming Agenda at the end of each meeting.

6   FORMAT

6.1   Meetings are to be conducted in the order and according to the guidelines set out in Appendix B.

7   PRINCIPALS FOR DECISION MAKING AND DISCUSSION

7.1   Business meetings of the GCASC Convention Committee are to be run on a consensus based decision making process.

7.2   All members of the GCASC Convention Committee are entitled to be involved in the discussion and decision making process.

7.3   Observers are welcomed to input their ideas into discussion at the discretion of the Chair.

8   MINUTES OF MEETINGS

8.1   The GCNA Convention Committee Secretary is to prepare and distribute minutes of GCNA Convention Committee meetings via ~~mail and/or~~ email to all members who attended the meeting as soon as possible.

8.2   Minutes are to be recorded as accurately as possible by the GCASC Convention Committee Secretary with member designations noted rather than individual names (ie: 'GSR, Monday Morning' rather than 'John S').

8.3   Topics of discussion are to be recorded but it is suggested that contents of discussion not be minuted.

8.4   GCASC Convention Committee minutes are to be available upon request to all members of the GCASC Convention Committee.

8.5   GCASC Convention Committee minutes are to be forwarded to the ASC Secretary to be included in the ASC minutes.

9   ELECTIONS

9.1   Vacant subcommittee chairs and Administration Committee position are to be advertised in the Convention Committee minutes and ASC minutes.

9.2   Nominations may be made by any member including the nominee.

9.3   Nominations may be accepted or declined by the nominee/s.

9.4   The positions description of the vacant position must be read to the nominees (contained within appendix A). The nominees must be advised regarding the attendance and reporting obligations of the position.

9.5   Each nominee must provide a verbal service resume, including a description of their previous service experience and reason for not completing any service commitment and any skills they have that would assist them. They may be asked questions by any member of the committee to determine the nominee's suitability for the position.

9.6   Elections must be by secret ballot. Where there is a single nominee for the position, an affirmative vote by simple majority of committee members indicates election - in this case abstentions are counted as negative votes (no). Where there is more than one nominee, one ballot is held and each committee members is to indicate one choice. The nominee receiving the most votes is elected, provided the number of abstentions is less than the number of affirmative votes received by that nominee.

9.7   Committee members must be advised by the convention chair that they may vote against the nominee, even if there is only one nominee.

9.8   The election of Convention Vice Chair to Convention Chair (provided that the requirements of the Vice Chair position were met) are not open elections but require a vote of confidence.

9.9   Members of the committee may be elected to a second consecutive term in a position, but are not to serve for more than two consecutive terms.

10   RESIGNATIONS AND REMOVALS

10.1   Voluntary resignations may be given in writing to the Convention Chair prior to the meeting.

10.2   The following are grounds for removal of subcommittee chairs or administration committee members from their position;

a)   The member is absent for three consecutive meetings without apology,

b)   The member relapses during term of office,

c)   The member fails to perform their duties and responsibilities.

10.3   In relation to point 'c' in 11.2, the course of action taken is at the discretion of the Convention Chair as advised by the members. It is to be shown that the member has been made aware of the tasks involved and has been given appropriate time and adequate information and support to fulfill their responsibilities. If they still fail to perform

their duties and responsibilities they may be asked to relinquish their position. The member is to be given the chance to address the Convention Committee in response to the option to remove and is to be made aware of the appeals procedures available to them. (See section 12 below.)

10.4   In the event of a subcommittee chair/ administration committee member resigning and the vice chair position being vacant, until said position is filled the Convention Chair is to take responsibility for ensuring that the position is cared for and existing business be continued and reports to the GCASC Convention Committee. Alternatively, the GCASC Convention Committee may appoint a member to care-take the vacant position.

11   MOVING ON (POST CONVENTION)

11.1   Each subcommittee chairperson is to fill in a hand over report throughout their term. These forms are to be completed and handed in to the chairperson at the final convention committee meeting.

SECTION 2 - APPENDIX A: GCASC CONVENTION COMMITTEE POSITION DESCRIPTIONS.

ADMINISTRATION COMMITTEE POSITIONS.

Position Title:	Convention Chairperson
Clean Time Requirements:	3 years
Duties and Responsibilities:	The outgoing vice chair is usually endorsed at the closing meeting of the previous convention committee and then is endorsed at the January ASC. The chairperson is then responsible for contacting, advertising and announcing to as many people as possible to attend the first meeting for sub-committee elections, guides activities to keep within the principals of the Twelve traditions and the Twelve Concepts of service and in accordance with the purpose of the convention. The convention chair then works with the elected convention committee to organise the Gold Coast Area convention by coordinating and charring regular committee meetings. The convention committee chair is required to provide a monthly report to the ASC by either the Chair or Treasurer and provide copies of that committee's minute to the ASC Secretary. 'The purpose of the Gold Coast Area Convention is to celebrate spiritual recovery, encourage unity and generate funds to support area activities.' **Section 3 of the GCASCC Guidelines is to be read as part of job description.** Each chairperson is to attend all GCASC Convention Committee meetings. If they are unable to attend, an apology and their written reports are to be submitted to the Convention Secretary or alternatively another member of the GCASC Convention Committee prior to the meeting.

Position Title:	Vice-Chair
Clean Time requirement:	2 years

Duties and responsibilities:	• This position is considered to be a two (2) year role. One year as vice chair and then a vote of confidence to roll into convention chair. The outgoing vice chair is required to attend the January ASC to be endorsed. • Care-take vacant subcommittee chair positions • Liaise with convention venue • Chair or vice chair needs to be present at venue • Facilitates the committee meetings in the absence of the chairperson. • Responsible for ensuring policy and procedure is maintained. • In the absence of an active subcommittee, it is the responsibility of the Vice Chair to relieve the Merchandising and Registration Chairs of their duties on a rostered system over the weekend. • The organisation of the stage, lighting and sound for the convention. • **Section 3 of the GCASCC Guidelines is to be read out as part of job description.** • **To complete a hand over report form by the closing meeting as per point 11.1** • Each chairperson is to attend all GCASC Convention Committee meetings. If they are unable to attend, an apology and their written reports are to be submitted to the Convention Secretary or alternatively another member of the GCASC Convention Committee prior to the meeting.

Position Title:	Treasurer
Clean Time Requirement:	4 years

| Duties and responsibilities: | The convention treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it is especially important that the convention committee select their treasurer 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, convention expenses are not paid, or funds aren't properly accounted for. It is recommended that the convention committee 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 pays the rent for the convention committee's meeting hall, reimburses the administration committee members and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports to the convention committee at each of its business meetings. The treasurer is also responsible for providing each of the subcommittee chairs with their assigned floats in cash on the weekend.

The treasurer is responsible for regularly relieving subcommittee chairs of funds when they have considerably exceeded their float limit. When treasurers receive cash contributions from their subcommittees, they is to always make out receipts to the contributors immediately, keeping copies for themselves with their official records. E.g. Subcommittee floats.

Convention committee is to have three ~~signatories~~ delegated users on the convention account as per GCASC banking guidelines. ~~For a check to be valid it is to be signed by at least two of these Administration committee members.~~

Each chairperson is to attend all GCASC Convention Committee meetings. If they are unable to attend, an apology and their written reports are to be submitted to the Convention Secretary or alternatively another member of the GCASC Convention Committee prior to the meeting. |
|---|---|

Position Title:	Secretary
Clean Time Requirement:	1 year
Duties and responsibilities:	Convention secretary handles all of the committees' paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of convention committee meeting and distribute those minutes to all committee participants within a reasonable period of time after each meeting... Because most secretaries mail/ email minutes to convention committee members, they need to keep an updated list of participants address.

Each chairperson is to attend all GCASC Convention Committee meetings. If they are unable to attend, an apology and their written reports are to be submitted to the Convention Secretary or alternatively another member of the GCASC Convention Committee prior to the meeting. |

Position Title:	Registration Chair
Clean Time Requirement:	2 years
Duties and responsibilities:	- Work with arts and graphics in having name tags produced. - Forming a subcommittee (roster) of members to help on registration desk on the weekend. - It is a requirement that there always be a member with a minimum clean time of two (2) years on the desk, responsible for the management of funds. - Is responsible for providing the programming chair with carbon copies of registration lists to help in the selection of speakers in meetings. - Is responsible for providing a total figure of clean time and number of persons registered at the end of the convention. - Is responsible for keeping a clear and transparent running total of all monies received for registration on the weekend. **To complete a hand over report form by the closing meeting as per point 11.1** - Each chairperson is to attend all GCASC Convention Committee meetings. If they are unable to attend, an apology and their written reports are to be submitted to the Convention Secretary or alternatively another member of the GCASC Convention Committee prior to the meeting.

Position Title:	Merchandising Chair
Clean Time Requirement:	2 years
Duties and Responsibilities:	- For providing merchandising options to the committee for discussions. E.g. T-shirts, mugs ect. - Forming a subcommittee (roster) of members to help on merchandising desk on the weekend. - For organising the production of merchandising once approved by the committee. - It is a requirement that there always be a member with a minimum clean time of two (2) years on the desk, responsible for the management of funds. - Is responsible for keeping a clear and transparent running total of all monies received. **To complete a hand over report form by the closing meeting as per point 11.1** - Each chairperson is to attend all GCASC Convention Committee meetings. If they are unable to attend, an apology and their written reports are to be submitted to the Convention Secretary or alternatively another member of the GCASC Convention Committee prior to the meeting.

Position Title:	Programming Chair
Clean Time Requirement:	3 years

Duties and Responsibilities:	• Formatting a draft program for the meeting times ect. To be approved by the committee. (A useful guide is the flyers from years past) • To work with Arts & Graphics, to develop a draft flyer including logo, weekend programme, dates and venue ect. • To organise a roster of members to chair meetings (preferably committee members/local members). • To pre-organise speakers for the Opening, Closing and Dinosaurs meetings. A balance of local and interstate/overseas members is to always be maintained in selecting these speakers. If there is no active subcommittee in place, these speakers is to be approved by the convention committee as a whole. • To work with registration chair, to provide meeting chairpersons with a list of members from interstate/overseas and those celebrating milestones. • To be responsible for ensuring that chairpersons and pre-organised speakers are present. • **To complete a hand over report form by the closing meeting as per point 11.1** • Each chairperson are to attend all GCASC Convention Committee meetings. If they are unable to attend, an apology and their written reports are to be submitted to the Convention Secretary or alternatively another member of the GCASC Convention Committee prior to the meeting.

Position Title:	Arts and Graphics
Clean Time Requirement:	1 year
Duties and Responsibilities:	• To announce at meetings, asking for submissions from members for the convention logo and design. • To be responsible for creating a digital copy of the convention logo. • To compile information from Registration, Programming, Merchandising and Convention information to develop a draft flyer. • To be responsible for the printing of flyers on draft approval by the committee. • The production of the main banner for the weekend. • **To complete a hand over report form by the closing meeting as per point 11.1** • Each chairperson is to attend all GCASC Convention Committee meetings. If they are unable to attend, an apology and their written reports are to be submitted to the Convention Secretary or alternatively another member of the GCASC Convention Committee prior to the meeting.

Position Title:	Entertainment Chair
Clean Time Requirement:	2 years

Duties and Responsibilities:	• Is responsible for organising the Saturday Night Entertainment, eg play, dance and musical acts ect. • **To complete a hand over report form by the closing meeting as per point 11.1** • Each chairperson is to attend all GCASC Convention Committee meetings. If they are unable to attend, an apology and their written reports are to be submitted to the Convention Secretary or alternatively another member of the GCASC Convention Committee prior to the meeting.

Position Title:	Fundraising Chair
Clean Time Requirement:	2 years
Duties and Responsibilities:	• To be responsible for managing fund raising activities on behalf of the GCASC Convention Committee. • To manage NA funds responsibly. • **To complete a hand over report form by the closing meeting as per point 11.1** • Each chairperson is to attend all GCASC Convention Committee meetings. If they are unable to attend, an apology and their written reports are to be submitted to the Convention Secretary or alternatively another member of the GCASC Convention Committee prior to the meeting.

Position Title:	Convention Information
Clean Time Requirement:	6 months
Duties and Responsibilities:	• To contact the ASC RCM in regards to having the convention flyer posted on na.org.au • To mail out letters of invitation to rehabs. • To be a point of contact for interstate/overseas members. • **To complete a hand over report form by the closing meeting as per point 11.1** • Each chairperson is to attend all GCASC Convention Committee meetings. If they are unable to attend, an apology and their written reports are to be submitted to the Convention Secretary or alternatively another member of the GCASC Convention Committee prior to the meeting.

Position Title:	Hall Organiser
Clean Time Requirement:	6 months
Duties and Responsibilities:	• Responsible for providing materials to those who wish to provide banners for the convention hall. • Is responsible for setting up and maintaining the convention hall. Eg chairs, banners • **To complete a hand over report form by the closing meeting as per point 11.1** • Each chairperson is to attend all GCASC Convention Committee meetings. If they are unable to attend, an apology and their written reports are to be submitted to the Convention Secretary or alternatively another member of the GCASC Convention Committee prior to

	the meeting.

AGENDA
1. **Meeting commences at 2:30pm. Unless otherwise specified by the Chairperson.**
2. **Chair's welcome.**
3. **Moments silence.**
4. **Service prayer – "GOD, grant us knowledge that we may write accordingly to Your Devine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours – in order that no addict, anywhere, need die from the horrors of addiction."**
5. **Reading of 12 Traditions and 12 Concepts.**
6. **ID of those present.**
7. **Apologies.**
8. **Recognition of observers.**
9. **Acceptance of previous meetings minutes as true and correct**

10. **Reports:**
   - Chair
   - Vice-Chair
   - Treasurer
   - Secretary
   - Registration
   - Merchandising
   - Programming
   - Arts & Graphics
   - Entertainment
   - Convention Information
   - Hall Organiser

11. **Old Business.**
12. **Election of trusted servants.**
13. **Discussion**
14. **Establish date for the next GCASC Convention Committee Meeting.**
15. **Announcements.**
16. **7th Tradition**
17. **Serenity Prayer.**

Purpose:

To provide electronic banking facilities that are secure, traceable and efficient for the GCASC and its relevant Sub-committees, guided by **Narcotics Anonymous Concept 11:** NA funds are to be used to further our primary purpose, and must be managed responsibly.

It was decided April 2017 at the GCASC to move toward an electronic banking system using the existing GCASC Bank of Queensland (BOQ) Account and further create Sub-accounts for Convention, Activities Sub-Committees and Literature. As a result the GCASC no longer uses a cheque facility.

These are the guidelines

Definitions:

Authorised User: A signatory to the GCASC BOQ account, being the GCASC Treasurer and two other Administrative Committee (Admin Committee) members for the period of their term.

Account Authority Form: The BOQ form registering the three Authorised Users who can action the GCASC Main Account or in the case of the Sub -accounts, can create Delegated Users.

Delegated User: An elected GCASC Sub-Committee member being the treasurer and two other members of that sub-committee that are registered with BOQ. Their internet banking profile is created with for access to action the relevant sub-committee's account for the period of their term.

Customer Access Number: The number that is relevant to both GCASC Authorised Users and Delegated Users that is first of three fields required when logging on to the GCASC BOQ electronic banking platform.

User ID: The unique user name of a GCASC Authorised User or Delegated User that is the second of three fields required when required to log on to the GCASC BOQ electronic banking platform, it will incorporate the User's last name and first initial i.e. Joan Smith: SmithJ.

Personal Access Code: The passcode required that is the third of three fields required to log on to the GCASC BOQ electronic banking platform. For Authorised Users the initial code is generated by the BOQ at the branch, for a Delegated User the Personal Access Code is first generated by an Authorised User, in both cases a new password is selected when the user logs on for the first time.

Pay Anyone: A BOQ term to describe an internet transfer that is made to an account external of the BOQ

Transfer: A BOQ term to describe an internet transfer made between BOQ accounts

Procedures

1. Registering Authorised Users:

1.0 For an Administration Committee member to become an Authorised User, they must have a minimum of 2 years cleantime.

1.1 When a newly elected GCASC Treasurer or Administrative Committee member who is nominated by the committee to be Authorised User (Signatory of the GCASC Account), minutes from the GCASC recording this intent are to be published by the GCASC, including the Authorised User's full name. These minutes are not for general circulation, but for the process of registering with BOQ only. For BOQ's own internal policy, our organisation the GCASC must endorse the current Chairperson, Treasurer and Secretary also within those minutes.

e.g.

As a result of these elections the Authorised Users/Signatories of the BOQ GCASC Accounts will be:

- *Roger Jones to replace Whilamena Smith as GCASC Treasurer*
- *Fred Firewall to replace Kylie Fredrickson as GCASC Chairperson*
- *Percy Feltham to remain as GCASC Regional Committee Member*

For the purposes of BOQ policy at the end of this GCASC meeting, the Office bearers be listed as Chairperson: Fred Firewall, Treasurer: Roger Jones and Secretary: Francine Evans.

1.2 The newly elected Admin Committee member(s) that are nominated as Authorised User(s) or existing Admin Committee members that newly nominated as Authorised Users attend the BOQ Southport Branch individually or together with the above-mentioned relevant, published GCASC minutes and 100 points of Identification.

1.3 The BOQ staff will create new Account Authority Forms for the GCASC Main Account and existing sub-accounts.

1.4 These nominated Authorised Users will sign on all of these Account Authority Forms with their full name, GCASC position and signature.

1.5 Existing Authorised Users then attend the Southport BOQ Branch to sign the new Account Authority Forms. At which point when the three current Admin Committee members nominated as Authorised Users (signatories) have signed the Account Authority Forms to Main Account and Sub-Accounts, the new Account Authority for those Authorised Users will be enacted.

1.6 The new Authorised User(s) attend the BOQ branch for the second time to obtain their User ID and newly generated temporary Personal Access Code and then login at www.boq.com.au. Existing Authorised Users continue using their existing Login details.

2. Registering Delegated Users

2.0 For a Sub-Committee member to become a Delegated User, they must have a minimum of 2 years cleantime.

2.1 When a new GCASC Activities Sub-committee or GCASC Convention Sub-Committee is formed, the sub-committees will elect their Delegated Users to access the relevant Sub-committee's GCASC sub-account. The Delegated Users will always include a Sub-committee Treasurer and two other Sub-committee representatives e.g. Secretary and Chairperson. In the case of the Literature Sub-Committee, the sub-account's Delegated User will be the Literature Chair, requiring one of the Administration Committee to authorise a transaction.

2.2 Minutes of the sub-committees meeting documenting the selection of those Delegated Users will be published and emailed to the GCASC Secretary include their full names for Administration Committee

2.3 An Authorised User then creates the three Delegated User profiles. They shall be created as follows:

a) Convention Sub-Committee:

Account 10201668 - GCASC MAIN ACCOUNT
⊘ No Access   [Change Access Settings]

Account 22592748 - GCASC- Activities Sub-Committee
⊘ No Access   [Change Access Settings]

Account 22623723 - GCASC Convention Sub-Committee   [Cancel] [Change Access Settings]

Enable Account Access	☑						
Pay Anyone	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	◉ ExecuteView
Multi Pay	○ None	◉ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	○ ExecuteView
BPAY	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	◉ ExecuteView
BPAY View	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	◉ ExecuteView
Transfer	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	◉ ExecuteView
Tran List & eStatements	○ None	◉ ViewOnly				

Account 22843617 - GCASC-Literature Sub-Committee
⊘ No Access   [Change Access Settings]

Alert Settings
ⓘ No Alerts turned on   [Change Alert Settings]

Name of Access Level ❓   `GCASC Activities 2020`

Delegated User Limits

Pay Anyone Limit	$1,000.00
BPAY Limit	$1,000.00
Transfer Limit	$1,000.00

b) Activities Sub-Committee:

Account 10201668 - GCASC MAIN ACCOUNT
⊘ No Access   [Change Access Settings]

Account 22592748 - GCASC- Activities Sub-Committee
⊘ No Access   [Change Access Settings]

Account 22623723 - GCASC Convention Sub-Committee
⊘ No Access   [Change Access Settings]

Account 22843617 - GCASC-Literature Sub-Committee
⊘ No Access   [Change Access Settings]

Account 23060795 - GCASC Camp Serenity Sub-Committee   [Cancel] [Change Access Settings]

Enable Account Access	☑						
Pay Anyone	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	◉ ExecuteView
Multi Pay	○ None	◉ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	○ ExecuteView
BPAY	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	◉ ExecuteView
BPAY View	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	◉ ExecuteView
Transfer	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	◉ ExecuteView
Tran List & eStatements	○ None	◉ ViewOnly				

Alert Settings
ⓘ No Alerts turned on   [Change Alert Settings]

c) Literature Sub-Committee:

`Optionally select an existing access level` ▾ [GO]

☑ Customer ID complete
☐ Can create other Delegated Users

Delegated User Limits

Pay Anyone Limit	$500.00
BPAY Limit	$500.00
Transfer Limit	$500.00

Account 10201668 - GCASC MAIN ACCOUNT
⊘ No Access   [Change Access Settings]

Account 22592748 - GCASC- Activities Sub-Committee
⊘ No Access   [Change Access Settings]

Account 22623723 - GCASC Convention Sub-Committee
⊘ No Access   [Change Access Settings]

Account 22843617 - GCASC-Literature Sub-Committee
Enable Account Access   ☑   [Cancel]   [Change Access Settings]

Pay Anyone	○ None	● ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	● ExecuteView
Multi Pay	○ None	● ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	○ ExecuteView
BPAY	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	● ExecuteView
BPAY View	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	● ExecuteView
Transfer	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	● ExecuteView
Tran List & eStatements	○ None	● ViewOnly				

Alert Settings
No Alerts turned on   [Change Alert Settings]

bl?spid=1#none

d) Camp Serenity Sub-Committee

Name of Access Level ❔	GCASC Camp Serenity

Delegated User Limits

Pay Anyone Limit	$2000.00
BPAY Limit	$2000.00
Transfer Limit	$2000.00

Account 10201668 - GCASC MAIN ACCOUNT
⊘ No Access   [Change Access Settings]

Account 22592748 - GCASC- Activities Sub-Committee
⊘ No Access   [Change Access Settings]

Account 22623723 - GCASC Convention Sub-Committee
⊘ No Access   [Change Access Settings]

Account 22843617 - GCASC-Literature Sub-Committee
⊘ No Access   [Change Access Settings]

Account 23060795 - GCASC Camp Serenity Sub-Committee
Enable Account Access   ☑   [Cancel]   [Change Access Settings]

Pay Anyone	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	● ExecuteView
Multi Pay	○ None	● ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	○ ExecuteView
BPAY	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	● ExecuteView
BPAY View	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	● ExecuteView
Transfer	○ None	○ ViewOnly	○ CreateNoView	○ CreateView	○ ExecuteNoView	● ExecuteView
Tran List & eStatements	○ None	● ViewOnly				

Alert Settings
ⓘ No Alerts turned on   [Change Alert Settings]

2. 5 Once these profiles are created they are then saved and require authorisation by a second Authorised User.

2.6 When these profiles heave been created the Sub-Committee members either individually or together can attend any BOQ Branch with 100 points of Identification (no minutes) required to register as a **Delegated User**. The Sub-Committee Member would attend a BOQ branch and indicate they would like to register as a Delegated User with the following:

- Identify as a Gold Coast Area Service Committee **<"Relevant Sub-Committee>** + **<Relevant Sub-Committee Account Number>**

- Customer Access Number: **<There is only one number for the GCASC Platform>**.

- User ID that has been created for them **e.g. <SmithJ>**

2.7 An Authorised User can then notify the Delegated Users of the **Customer Access Number**, **User ID** and temporary Personal **Access Code.**

2.8 The Delegated Users can log on to www.boq.com.au and log in using those details and set their own password and then access their relevant sub-committee's GCASC sub-account.

2.9 At the conclusion of a Sub-Committee term, the Delegated Users are to be deleted from the Internet Banking platform.

3. **Operations of Main GCASC Account**

3.1 When an Authorised User of the GCASC Main Account logs on for the first time, it is important to name the four existing Accounts on that profile.

3.2 The accounts are to be named as follows:

- 10201668: **GCASC Main Account**
- 22592748: **GCASC Activities Sub-Committee**
- 22623723: **GCASC Convention Sub-Committee**
- 22843617: **GCASC Literature Sub-Committee**
- 23060795 **GCASC Camp Serenity Sub-Committee**

3.3 For a transaction to be completed, one Authorised User is to action initiate the transaction either Pay Anyone or Transfer, while the another Authorised User may authorise or decline the transaction. . In most cases the GCASC Treasurer initiate the transaction while another Authorised User authorises it.

3.4 Before initiating a transaction and authorising a transaction, it is imperative to be clear what the purpose of the transaction is for and to whom. Copies of Invoices with Payee account details should be sent by email to allow the authoriser to check details are correct before proceeding. In the case of transfers of funds to be made the GCASC sub-accounts ensure: **1)** It is the correct sub- committee sub-account, **2)** the sub-committee must be formed and have the required number of Delegated Users active (Convention and Activities have three Delegated Users, Literature one Delegated User). **3)** The amount to be transferred is clearly stipulated in current policy **or** the decision for the transfer has been minuted in GCASC minutes

3.5 Authorised Users are only permitted to make transactions from the GCASC Main Account. Any transactions made by Authorised Users from either of the Sub-Committees accounts requires **1)** Written request either by Sub-Committee Minutes or email by two Delegated Users of the Sub-Committee, **2)** By minuted motion at the GCASC in the case that a Sub-Committee is dissolved or abandoned in which funds require to be returned to the Main Account. **3)** At 5 weeks after conclusion of a Sub-Committee's Term or 5 weeks post event e.g. convention the Administrative Committee can action the return of the funds to the GCASC main Account, **4)** If an Authorised User is also a Delegated User of a Sub-Committee, in which case both positions must be executed in separation

3.6 Transfers made to be made to Administration Committee member's personal bank accounts for reimbursement are required to be **1)** As per GCASC policy e.g. RCM Per Diem **2)** As minuted in GCASC Minutes **3)** As agreed in email by all three Authorised Users and being permissible as per GCASC policy.

3.7 If essential transactions are needed to be made during the handover period for the Administration Committee positions outgoing Authorised Users may be asked to authorise transactions for the GCASC if the item has been **1)** minuted at the GCASC or Administration Committee meetings or **2)** approved in a circular email within Administration Committee and being within GCASC Policy. This handover period should be completed within 28 days.

3.8 The daily transfer limit to Pay Anyone or BPay for the GCASC Main Account is $2,500, internal Transfer to a sub account is not limited.

4. Operations of GCASC Convention Sub Committee Sub-Account: 22623723

4.0 When a Delegated User of the GCASC Convention Sub- Committee Sub-account logs on for the first time, it is important to name the Account as such on the personal profile.

4.1 For a transaction to be completed, one Delegated User is to initiate the transaction, while another Delegated User may authorise or decline the transaction. In most cases this will be the Sub-Committee Treasurer initiate the transaction while another Delegated User authorises it.

4.2 Before initiating a transaction and authorising a transaction, it is imperative that the Delegated User understands what the purpose of the transaction is for and to whom. Copies of Invoices with Payee account details should be sent by email to allow the authoriser to check details are correct before proceeding. **1)** The sub-committee must be formed and have all three Delegated Users active. **2)** The decision to make the transaction has been a Convention Sub Committee Decision and is ideally minuted

4.3 Transfers made to be made to a Sub-Committee member's personal bank accounts for reimbursement are required to be **1)** As minuted in the Convention Sub-Committee Minutes **2)** As agreed in email by all three Delegated Users

4.4 The daily transaction limit for the Convention Sub-Committee is $2,000

4.5 Seven days after the close of the GCASC Convention, the Convention Sub-Committee will make contact with the Administration Committee to return the balance of the float to the Main Account. At 28 days all accounts are to be finalised, the remaining balance is to be transferred to the GCASC Main Account either by the Sub-Committee or can then can be actioned by Admin Committee.

5. Operations of GCASC Activities Sub Committee Sub-Account: 22592748

5.0 When a Delegated User of the GCASC Activities Sub- Committee Sub-account logs on for the first time, it is important to name the Account as such on the personal profile.

5.1 For a transaction to be completed, one Delegated User is to initiate the transaction, while the Delegated User may authorise or decline the transaction. In most cases this will be the Sub-Committee Treasurer initiating the transaction while another Delegated User authorises it.

5.2 Before initiating a transaction and authorising a transaction, it is imperative that the Delegated User understands what the purpose of the transaction is for and to whom. Copies of Invoices with Payee account details should be sent by email to allow the authoriser to check details are correct before proceeding. **1)** The sub-committee must be formed and have all three Delegated Users active. **2)** The decision to make the transaction has been an Activities Sub Committee Decision and is ideally minuted.

5.3 Transfers made to be made to a Sub- Committee member's personal bank accounts for reimbursement are required to be either **1)** As minuted in the Activities Sub-Committee Minutes or 2**)** As agreed in email by all three Delegated Users

5.4 The daily transaction limit for the Activities Sub-Committee is $1,000.

5.6 The balance of the Activities Sub-Committee is to be returned to the GCASC Main Account in the last month of the Activity Chairpersons term. This transfer can be actioned by the sub-committee or Admin Committee.

6. Operations of GCASC Literature Sub-Committee Sub-Account: 22843617

6.0 When a Delegated User of the GCASC Literature Sub- Committee Sub-Account logs on for the first time, it is important to name the Account as such on the personal profile.

6.1 For a transaction to be completed, the Delegated User (Literature Chair) is to initiate the transaction, while the Authorised User (Usually the GCASC Treasurer) may authorise or decline the transaction.

6.2 Before initiating a transaction and authorising a transaction, it is imperative that the Delegated User understands what the purpose of the transaction is for and to whom. Copies of Invoices (Usually the Fellowship Service Office) with Payee account details should be sent by email or text to allow the authoriser to check details are correct before proceeding.

6.4 The daily transfer limit for the Literature Sub-Committee is $500.00

7. Operations of GCASC Camp Serenity Sub-Committee Sub-Account: 23060795

7.0 When a Delegated User of the GCASC Camp Serenity Sub- Committee Sub-account logs on for the first time, it is important to name the Account as such on the personal profile.

7.1 For a transaction to be completed, one Delegated User is to initiate the transaction, while the Delegated User may authorise or decline the transaction. In most cases this will be the Sub-Committee Treasurer initiating the transaction while another Delegated User authorises it.

7.2 Before initiating a transaction and authorising a transaction, it is imperative that the Delegated User understands what the purpose of the transaction is for and to whom. Copies of Invoices with Payee account details should be sent by email to allow the authoriser to check details are correct before proceeding. **1)** The sub-committee must be formed and have all three Delegated Users active. **2)** The decision to make the transaction has been a Camp Serenity Sub Committee decision and is ideally minuted.

7.3 Transfers made to be made to a Sub- Committee member's personal bank accounts for reimbursement are required to be either **1)** As minuted in the Activities Sub-Committee Minutes or 2**)** As agreed in email by all three Delegated Users

7.4 The daily transaction limit for the Camp Serenity Sub-Committee is $2000

7.6 Seven days after the close of Camp Serenity the Sub-Committee will make contact with the Administration Committee to return the balance of the Camp Serenity float to the Main Account. At 28 days and after all accounts have been finalised, the remaining balance is to have been transferred to the Main Account. This transfer can be actioned by the sub-committee or Admin Committee members.

GLOSSARY OF TERMS

PLEASE NOTE: FURTHER DEFINITIONS OF TERMS CAN BE FOUND AT THE REAR OF MOST NA SERVICE PUBLICATIONS SUCH AS THE 'GUIDE TO LOCAL SERVICES IN NARCOTICS ANONYMOUS'.

A

APF – Asia Pacific Forum. Regions in the APF combine together to share information and assist developing NA communities within their Zone. The APF is the biggest zone in the world and the Australian Region assists financially and with our experience.

Area – The Area, or ASC (Area Service Committee) is the next step up in the NA service structure from the Group; a service committee formed by and to serve NA Groups in a particular geographical area; mainly to coordinate services such as H&I and the Convention, Meetings lists and PI and many more, so that the Groups can focus on their primary purpose.

ARSC – Australian Regional Service Committee. See 'Region'.

ASC – Area Service Committee. See 'Area'.

F

Float – A float is an amount of money assigned to a committee so that it can operate (a bit like petty cash). Any money spent from a float has to be receipted and can then be claimed back at the Area, this is called 'topping up' the float.

FSO – Fellowship Service Office. The FSO is based in Sydney and supplies literature (on-site and via it's website) to the Australian fellowship. It also prints the Regional Meetings, accesses our Public Liability insurance and is the 'company' arm of NA in Australia.

G

GCASC – Gold Coast Area Service Committee. See 'Area'.

GSR – Group Service Representative. The GSR carries the Conscience (decisions and feelings) of the Group to the Area and then brings information from the Area back to the group. The GSR is a Voting Member of the ASC and also participates in Area decision making. The GSR is the vital link between the NA Group and the rest of the NA service structure.

L

Locale – A locale is a committee formed within an existing ASC. It usually carries out similar functions. Locales are usually formed when an Area covers a large land mass and supports the groups in a more easily accessible geographical location and then sends a rep or report to the ASC.

N

NAWS – NA World Services. Combines many arms of the NA international community and is the next step up in the NA service structure from the Region. Primarily made up of the World Board and the World Service Office along with the World Convention and World Service Conference and the NAWS website; is the legal name of NA.

Q

Quorum – A quorum is the term used to describe how many GSRs need to be at the ASC before it can do business – in the case of the GCASC – two thirds of the GSRs present at the last Area need to be in attendance at an Area meeting. If there is not enough GSRs present to make a quorum, then no decision making can be done at the ASC as it is not considered to make up the 'conscience' of the Groups.

R

RCM - Regional Committee Member. Carries the conscience of the Area to the Region – as a GSR does from the group to the Area. The RCM attends and is a participant of the Regional Service Committee.

RD – Regional Delegate. Carries the Conscience of their Region to the Zonal Forum and World Service Conference. Is elected at the Region.

Region – Similar to an Area; the Region is the next step up in the NA service structure from the Area. An RCM from each Area attends the RSC. The Region serves the Areas, in our case, all the Areas in Australia. It assists in the development of new NA communities and Areas, provides national services such as the FSO, Outreach committee and PI and website. From the Region the RD and AD go to the APF and NAWS Conference.

RSC – Regional Service Committee. See 'Region'.

Z

Zone - Is a geographical area of the world and a part of the NA service structure. There are several Zones in the world. Meeting are held by the Zones called Zonal Forums and are attended by the RD and AD of each of the Regions in the Zone. Australia is a member of the Asia Pacific Zone. See 'APF'.

RECOMMENDATIONS

That the Policy committee develop a GSR Orientation Booklet

2021 RECOMMENDATIONS

- Glossary be updated.
- Creation of a GCASC GSR Handbook