LSB Task List Pre-planning Assembly

The annual planning assembly is a big community event that will take a fair amount of planning on the part of the local service board.

Prior to the event you will need to:

- Secure the space. A room with space for members to sit at tables is usually best—these need not be round tables. Much of the day will be spent with people moving around the room.
- Publicize the event—this is supposed to be a community-wide event. You'll want to make sure all interested members know about the planning assembly and are encouraged to attend
- Distribute a survey to groups, trusted servants, and interested members to gather information for the environmental scan.
- Draft an agenda for the planning assembly. A sample scanning survey and agenda are included in the LSC tools posted at www.na.org/servicesystem. You can use these or modify them for local use.
- Depending on the community's familiarity with the Service System Project, you may want to schedule a session to deal with any general questions just prior to starting the assembly. Since the planning assembly will be the first LSC meeting, you may want this introductory time to explain what an LSC is and how it functions, for instance.
- Plan for refreshments if you choose to have any. (Most addicts say service meetings are much more attractive when food is involved.)
- Arrive early to the meeting place on the day of the assembly so that the room is set and ready. Be sure to test any projectors or PA systems prior to the start of the assembly.

For the purposes of this field test, these things will need to be done relatively quickly. In future years, however, should you continue to have planning assemblies, these are tasks that may best be done well in advance of the planning assembly

Tasks for the LSB meeting prior to the planning assembly

There are a few things that you will want to make sure you cover at the LSB meeting right before the planning assembly that will help the assembly itself run more smoothly

- Collect the survey and compile the data for presentation at the assembly
- Review and talk through the agenda for the planning assembly and make sure all the LSB members understand their roles.
- Make a list of all of the services your community already provides. Part of the inventory process at the Planning Assembly will involve reviewing these services and asking "Are

there ways we could be performing these services better?" (At the second LSC meeting, these services will be reaffirmed—or not—for the year ahead when the budget is presented to the LSC.)

● As an LSB you will want to discuss and evaluate current service delivery. Ideally, you can come to common agreement about what services might be best handled by projects prior to the assembly.

Ongoing services versus projects

One of the most potentially confusing parts of transitioning from an ASC to an LSC is figuring out how to handle the services your ASC has been providing already. The Service System Proposals do not prescribe an approach; they do encourage each ASC/LSC to evaluate service delivery and make an educated decision about how to provide each type of service. Some tasks are best handled by a committee, others by a workgroup, still others by a coordinator. It's up to each service body to decide what makes the most sense. This is a conversation the LSB will want to have before the planning assembly and then gain concurrence from the assembly about the approach.

● Some things, such as providing H&I meetings, answering the phonelines, and maintaining the website are consistent activities that do not change much from month to month. These sorts of things fall under the heading of "ongoing services."

  o Some ongoing services may only need one or two people to accomplish or coordinate them. For instance, a single person may be able to keep the website updated or coordinate volunteers for the phoneline.

  o Other ongoing services may need a group of people (e.g., providing H&I meetings at a number of facilities or answering public relations requests as they arise).

  o Most of these ongoing services fall within the broad heading of "public relations" and the public relations coordinator may be the person best suited to be the communication link with the LSB.

● Other things, such as holding a holiday marathon meeting or coordinating an informational booth at the county fair, are activities with a beginning, middle, and end. These are activities that, even if they happen annually, are planned for and then completed. These activities may be best handled as projects. That way they can be prioritized along with the other projects the LSC is considering, and they can be evaluated based on their own clear goals and "deliverables." Projects also allow addicts who have a particular interest or ability to get involved with that focused activity without having to join an ongoing subcommittee.

🔹 The people coordinating and/or providing the services should communicate and coordinate their efforts in the way that makes the most sense to them (with the oversight of the LSB). It has become the norm in many places for every area of service to be provided by a subcommittee, each of which meets monthly. The Service System Proposals and the planning process beg a reexamination of that assumption. Some questions to ask include

- What do the people providing these services need (e.g., training, literature, exchange of information)?
- Do they need to meet face-to-face? If so, how often?
- Can some of their needs be taken care of through online discussion or in other ways?

Again, it's important to remember that there is no one right approach to figuring out how to deliver the "ASC's" services when it transforms to an LSC. What's important is to be open-minded and flexible. This is an evolving process. What service delivery looks like in a brand new LSC may be quite different than what it looks like in six months or a year. The Service System Proposals encourage each community to think about what will work best for them and organize their internal structure accordingly. That's what we mean when we say we are "paving the road as we're driving on it." It can be daunting and a bit scary, but over time should result in a "form" that truly follows "function."

This draft was produced for the Service System Proposals field test. It is a work in progress. Please send any input on the draft to: worldboard@na.org.