

**PIEDMONT AREA SERVICE COMMITTEE OF
NARCOTICS ANONYMOUS**

**PASCNA
POLICY
2019-2020**

UPDATED 07/2019

PASC POLICY MANUAL
PIEDMONT AREA SERVICE COMMITTEE

PURPOSE AND FUNCTION.....	2
SCHEDULE AND MEETING FORMAT.....	2-3
PASC ADMINISTRATION.....	4
PASC VOTING PROCEDURES.....	4
PASC TRUSTED SERVANTS.....	5-10
PASC H&I SUBCOMMITTEE GUIDELINES.....	10-13
PASC PI/PR SUBCOMMITTEE GUIDELINES.....	13-15
PASC ACTIVITIES SUBCOMMITTEE GUIDELINES.....	15-17
PASC POLICY SUBCOMMITTEE GUIDELINES.....	17-18
PASC ANNIVERSARY SUBCOMMITTEE GUIDELINES.....	18-21
PASC LITERATURE SUBCOMMITTEE GUIDELINES.....	21

PASC POLICY MANUAL

This is the Policy Manual for the Piedmont Area Service Committee (PASC). Policy for the PASC is comparatively simple. The PASC policy is taken directly from **A Guide to Local Services in Narcotics Anonymous** which is published by the World Service Office, Inc. P. O. Box 9999 Van Nuys, CA 91409-9999 USA.

Additionally, any policy changes that are voted on the floor of the PASC become policy for the PASC.

The policy manual should not be considered complete without a copy of the most recent versions of **A Guide to Local Services in Narcotics Anonymous** and other Conference Approved service manuals.

In accordance with the Fourth Tradition, all policy voted in on the PASC floor supersedes any reference. In the case of conflicting references, the latest date is current policy.

The following pages are adapted directly from **A Guide to Local Services in Narcotics Anonymous** with all of the current changes included in the body of the text.

The wording of some motions or topics have been revised for better readability and understanding.

REMINDER – IF A GROUP MEMBER OF THE PASC IS NOT PRESENT, OR DOES NOT SUBMIT A WRITTEN REPORT IF THEY CANNOT ATTEND THREE MEETINGS IN A ROW, THEY WILL NO LONGER BE CONSIDERED A MEMBER OF THE PASC [01/92].

PASC POLICY MANUAL

PIEDMONT AREA SERVICE COMMITTEE

PURPOSE AND FUNCTION

The PASC is a committee made up of the representatives (GSR's) from groups within the Piedmont Area. The PASC meets in January, February, April, May, July, August, October and November for the express purpose of serving the specific needs of its member groups.

The most important service, which the PASC provides, is that of group support. Whenever a group has a specific situation or need, which it has not been able to handle on its' own, it can come to the PASC for help. These situations are almost limitless in scope; however, we learned that we can get much accomplished when we work together.

The PASC performs other functions that are helpful to the groups. It can help new groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. It keeps stock of literature that the groups can purchase. The point is the PASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services, the PASC needs active participation of its GSR's. A group supports the PASC both financially and emotionally. It takes money to provide these services we have described. It is the group's responsibility to offer this support. Sometimes these funds may be derived through activities. These alternate sources of funds are helpful, but the bulk of the responsibility still falls on the members of the groups.

PASC SCHEDULE AND MEETING FORMAT

PASC will hold area on the first Sunday at 12 noon in the months of January, February, April, May, July, August, October and November. The PASC will meet the second Sunday of the month when the Sunday falls on a federally observed holiday weekend or a GRCNA weekend. PASC will meet at 629 Broad St., in Dublin. Subcommittees meet at the same location at 10:00 a.m. Administrative meetings or GSR/GSR-A workshops will meet from 11:00 a.m. to 12:00 p.m. and/or GSR's and Admin will meet to discuss and formalize any topics for discussion during New Business between 11:00 a.m. and 12:00 a.m.

All PASC meetings are non-smoking.

The PASC meeting format:

Opening Prayer

Reading of the Twelve Traditions
Reading of the Twelve Concepts
Reading of the Purpose of the Area
Open Forum
Roll Call
Seating of New Groups
Establish Quorum
Reading of the Minutes of the last PASC meeting
Treasurer's Report
RCM's Report
Subcommittee Reports
Group Reports
Old Business
Nominations
New Business
Announcements
Closing Prayer

Open forum is to be an opportunity for an individual to address the PASC from the floor. Each person will be limited to five (5) minutes. After open forum, no one other than GSR's or GSR-A's, Administrative Committee and Subcommittee Chairpersons should have a voice on the floor.

A quorum will be one-half plus one of the total number of groups on the roll. A consensus will consist of a vote determined by 80% of the groups voting. Policy has been reworded to reflect Consensus Based Decision Making (CBDM) terminology.

All topics to the PASC must be submitted on the approved topic form. All topics are to have the intent stated and written and are to be included in the minutes. All new topics to be considered by the PASC are to be turned in to the Facilitator before the start of New Business.

Any time a 50/50 raffle is done within the Piedmont area the proper procedure shall be followed including contacting the proper authorities and obtaining written permission.

No deadly weapons be on persons during any events hosted by the Piedmont Area.

PASC ADMINISTRATION

There are certain facilities that are necessary to the service provided by the PASC. These include a permanent mailing address (P.O. Box), a bank account and a place to hold meetings. Additionally, a warehouse for literature and other PASC storage needs shall be rented.

Non-budgeted funds in excess of \$200.00 will be referred back to the groups.

Do not use drugs or paraphernalia on PASC flyers.

All topics or amendments should be reviewed first by the policy committee.

One (1) copy of the Conference Agenda Report (CAR) will be purchased for each group and one (1) copy for each Administrative Committee member. CAR 's will be purchased out of the Area general fund.

If a member group of the PASC is not present, or does not submit a written report if they cannot attend three (3) meetings in a row, they will no longer be considered a member of the PASC. The group will not be counted towards meeting quorum and will no longer receive paper minutes of the area minutes, but can still receive electronic versions of the minutes if they provide the area secretary with a valid e-mail address.

PASC will not allow any individual or group to assume financial responsibility for any PASC financial obligations except those covered by Subcommittee budgets or specific PASC policy. Prudent reserve for PASC is established by policy at \$1500.00

PASC VOTING PROCEDURES

VOTING ON NON-POLICY CHANGING TOPICS

Voting on non-policy changes topics requires 80% consensus of votes based on Assent, Assent with Reservation, Stand Aside or Block votes.

VOTING ON POLICY CHANGING TOPICS

Policy changing and/or establishing topics require 80% consensus vote of those present. All policy changing and making topics go back to groups for group conscience.

A voting participant is a GSR of a member group. In the absence of the GSR, a GSR-A may vote. If both are absent, a representative of the group may present a vote of confidence signed by the GSR or GSR-A. This representative of the member group may then vote. The vote of confidence should be given to the PASC Facilitator before or at the time of Roll Call.

Non-budgeted funds in excess of \$200.00 will be referred back to the groups.

PASC TRUSTED SERVANTS

In order to coordinate its services, the PASC elects Trusted Servants yearly in July. Nominations are submitted in May and taken back to groups for voting. Newly elected Trusted Servants begin their term at New Business in July.

Trusted Servant positions include:

- Facilitator/Chairperson
- Co-Facilitator/Vice-Chairperson
- Secretary
- Alternate Secretary
- Treasurer
- Alternate Treasurer
- Regional Committee Member (RCM)
- Alternate Regional Committee Member (RCM-A)
- Subcommittee Chairpersons

Leadership and the ability to organize and give the committee direction and incentive must come from its Trusted Servants. Upon election, the trusted servants shall resign as GSR's of their groups and elect a new representative, thus ensuring all group equality of representation.

All nominations for PASC Trusted Servants, Administrative and Subcommittee Chairs must be taken back to groups for a vote of confidence. A simple majority vote is required. All area nominees need to be present to be nominated.

PASC administration representation is required at PASC anniversary, fundraisers and functions.

Facilitator/Chairperson

- a. Arranges an agenda for and presides over the PASC meeting.
- b. Responsible for correspondence.
- c. One of the co-signer's on the PASC bank account.
- d. At committee meetings they can vote only in case of a tie.
- e. Capable of conducting a business meeting with a firm, yet understanding hand.
- f. **Clean time requirement: a minimum of two (2) years continuous abstinence from all drugs.**

Co-Facilitator/Vice-Chairperson

- a. Coordinates all Subcommittee functions.
- b. In the absence of the Facilitator/Chair, the Co-Facilitator/Vice-Chair shall perform the duties of the Facilitator/Chair.
- c. One of the co-signer's on the PASC bank account.

- d. **Clean time requirement: a minimum of one (1) year continuous abstinence from all drugs.**

Secretary

- a. Keeps accurate minutes of each PASC business meeting, types and distribute copies of the minutes to each GSR no later than two (2) weeks following each PASC meeting. These minutes should be verified by the Facilitator/Chair before copies are made.
- b. Area minutes are not to be hand delivered, but are to be mailed or emailed.
- c. Audiotapes, if used by Secretary, will be archived instead of erasing and reusing tapes.
- d. Replace GSR reports in the area minutes sent to groups with a phone/email list that includes all email addresses and phone numbers for all administration, GSR's and GSR-A's. GSR reports are to be archived by the area secretary for reference by the groups at their request.
- e. All topics brought to the floor or sent back to groups are to be recorded, with intent, in the minutes and original motion form included in the minutes.
- f. **Clean time requirement: a minimum of one (1) year continuous abstinence from all drugs.**
- g. Expense allotment is \$170.00.

Alternate Secretary

- a. Alternate Secretary position will also be filled.
- b. **Clean time requirement: a minimum of six (6) months continuous abstinence from all drugs.**

Treasurer

- a. Shall make a report of the contributions and expenditures, to include a copy of the bank statement at every PASC meeting, as well as an annual report at the end of each calendar year.
- b. Co-signer on the PASC bank account.
- c. In addition to the amount of a returned item, additional fees charged by the bank will be returned to the PASC Treasurer.
- d. May also be responsible for the bulk purchases of literature for the groups.
- e. The finances of the PASC are to be reviewed quarterly the three (3) GSR's appointed by Facilitator/Chair of the PASC. The GSR's are to vote on the Chair's selection of GSR's to review the PASC finances.
- f. All area financial reports shall show itemized expenses when there are expenses.
- g. All area financial reports shall show itemized income when there is income.
- h. In any area/subcommittee treasurer's receipt book, receipt carbon copies shall not be removed, but may be voided and left in receipt book.

- i. **Clean time requirement: a minimum of two (2) years of continuous abstinence from all drugs.**
- j. Shall pay literature sales tax monthly to the Georgia Department of Revenue. This duty will fall to the Treasurer Alternate in the absence of the Treasurer.
- k. Will be the contact person with the Georgia Department of Revenue. This duty will fall to the Treasurer Alternate in the absence of the Treasurer.

Alternate Treasurer

- a. Alternate Treasurer position will also be filled.
- b. **Clean time requirement: a minimum of one (1) year of continuous abstinence from all drugs.**

Regional Committee Member (RCM)

- a. The Regional Committee Member (RCM)/Area Service Representative (ASR) is to the Area Service Committee (ASC) what the GSR is to the group. As the representative of the area, the RCM/ASR speaks for the members and groups within the Piedmont area.
- b. The primary responsibility of a RCM/ASR is to work for the good of Narcotics Anonymous, providing two-way communication between the area and the rest of Narcotics Anonymous, particularly with neighboring ASC's.
- c. They represent the group conscience of the ASC at a regional level and provide the area with the agenda for the for the Regional Service Committee (RSC) meeting at least ten (10) days before the RSC meets.
- d. An RCM/ASR attends all RSC meetings and takes part in any decisions which affect the region, speaking as the voice of the PASC's group conscience.
- e. An RCM/ASR may serve on one or more of its ASC or RSC subcommittees, but not as Chairperson.
- f. The RCM/ASR will include in their report the service records of how regional positions have been performed.
- g. Expense allotment is \$100.00.
- h. Included on the bank signature card.
- i. Attend both recovery and business meetings throughout the Piedmont area.
- j. The RCM position is a two (2) year position.
- k. **Clean time requirement: a minimum of three (3) years continuous abstinence from all drugs.**

An RCM/ASR is immensely important, for an RCM/ASR is the next link in expressing the will of a loving God. An RCM/ASR must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSR's, nominees for RCM/ASR will also have:

- a. Service Experience
- b. The willingness to give the time and resources necessary for the job.
- c. The position of RCM/ASR is a two (2) year commitment.

Alternate Regional Committee Member (RCM-A)

- a. The position of Alternate Regional Committee Member is a four (4) year position. The first two (2) years, the alternate becomes familiar with the job by attending all ASC and

RSC meetings and filling in for the RCM if they are absent or unable to complete the term in office.

- b. RCM-A/ASR-A's will include in their report the service records of how regional positions have been performed.
- c. Expense allotment is \$50.00.
- d. The RCM-A position is a two (2) year position.
- e. **Clean time requirement: a minimum of two (2) years continuous abstinence from all drugs**

Group Service Representative (GSR) & Alternate Group Service Representative (GSR-A)

The active participation of each group representative is essential for a successful ASC. Each GSR must keep his or her group informed, and must represent that group's conscience in all committee decisions. Minutes for the ASC should be mailed to groups within 14 days after the committee adjourns. Group representatives should evaluate each vote in terms of the needs of those they serve, and take it back to groups. In addition, a GSR participates in helping to carry out PASC's other specific functions. The attracting of new members, the planning and implementation of activities, and the aid given to groups with special situations are services which require much more than the PASC meeting.

GSR's and Alternates will serve on one or more subcommittees. Each GSR will be given a handout on "Consensus Based Decision Making". GSR's and Admin meet to discuss and formalize any topics for discussion during new business if there is no Admin meeting between 11:00 a.m. and 12:00 p.m.

Election of PASC Trusted Servants

- a. Committed trusted servants will be elected from the members of Narcotics Anonymous who have prior service experiences such as GSR, Group Secretary, Group Treasurer or Subcommittee member.
- b. All ASC members and trusted servants may succeed themselves in office but in keeping with the Ninth Tradition and the principle of rotating leadership, it is recommended that no trusted servant serve more than two (2) consecutive terms.
- c. All PASC trusted servant terms begin and end in July, with term of office beginning at the start of New Business at July PASC meeting.
- d. Any unfinished terms will be filled on an interim basis.
- e. All nominees of the PASC will be present at the time of election.
- f. All nominations for the PASC service positions will be submitted on service resume forms.
- g. When nominated for a position, the nominee will give previous term of service position. If not completed, nominee will provide reason why not completed.
- h. All nominees for PASC trusted servants will be taken back to the group for a vote of confidence, a simple majority vote.

Removal of Trusted Servants

Any ASC member or trusted servant may be removed during their term in office. The procedure for removal of a person from a service position is as follows:

- a. A vote of 80% is required to remove a person from a service position.
- b. A topic to remove anyone from a service position does not have to be specific, it is a vote of **NO CONFIDENCE**.
- c. When facts are presented, the person in question may choose to answer, but it is not a requirement. The facts are in written form.
- d. There is no debate.
- e. Questions are in order from the GSR's only. The GSR's are the only voting members of the PASC.
- f. The removal of trusted servants from service positions will also occur if that trusted servant misses any three (3) meetings without firm reasons. This is true for Administrative positions and Subcommittee Chairs.

New Groups

The PASC has adopted its own group starter kit named "The Complete New Group Starter Package". This package is to include the following: one (1) Basic Text, five (5) white Books, it three (3) each IP's, two (2) Group Booklets, one (1) A Guide to Local Services in NA, one (1) PASC Policy Manual, one (1) Group Treasurer Workbook, one (1) set of group readings, five (5) white key tags, two (2) each of 3, 6, and 9 month and one (1) each of all other key tags.

Any new group wishing to obtain a group starter kit shall request it on the floor of an ASC meeting. In order to do this, the group will need to have elected trusted servants.

Subcommittees

Subcommittees normally deal with a single service such as Public Information/Public Relations (PI/PR), Hospitals and Institutions (H&I) or Activities and may meet to do the needed work during the months between regular PASC meetings.

- a. Subcommittee Chairs should be elected from members with service experience.
- b. If the person elected is a GSR,, that GSR must resign as GSR and the GSR-A will take over that GSR's former role.
- c. All Subcommittee Chairs sit on the Administrative Committee.
- d. Each Subcommittee may adopt its own guidelines and set its own voting policy. Any existing guidelines from World Service Office (WSO) are recommended.
- e. A roll call of members attending all PASC Subcommittees will be taken at each PASC.

H&I and PI/PR Subcommittees have a large responsibility because of its great effect on addicts, groups, areas, regions, and NA as a whole. Many people, who are not members, will have their only exposure to and concept of NA through contact with these committee members. Because of this great effect and large responsibility, responsible Chairs and committees actively participate in and remain aware of H&I and PI/PR issues and activities at the Regional and World level.

PASC H&I SUBCOMMITTEE GUIDELINES

The PASC Hospitals and Institutions (H&I) Subcommittee is responsible to carry the Narcotics Anonymous message of recovery into hospitals and institutions in the Piedmont area whose residents have restricted access to regular NA meetings. An H&I meeting/presentation may also be held where such a meeting better suits the needs of the addicts within the facility.

The H&I subcommittee initiates, coordinates and conducts all H&I meetings/presentations in the area but may use other messages, such as distributing literature and meeting lists to make recovery more available to the addicts in these facilities.

The monthly allotment is \$350.00 for literature plus \$50.00 for expenses.

The responsibilities of the subcommittee trusted servants are shown below, but the list is only a summary. Trusted servants will often do a lot more than this outline describes. The success of subcommittees depends upon the dedication and leadership of good trusted servants.

The H&I subcommittee will provide all H&I Panel Leaders with H&I Handbook. PASC H&I subcommittee will provide chip/key tags to H&I meetings it sponsors in accordance with and in agreement with individual requirements set forth by those institutions and/or hospitals. All voting members of H&I subcommittee must attend two (2) consecutive PASC meetings before being able to vote.

Anyone who relapses cannot attend H&I meetings for 90 days and must attend a subcommittee meeting plus either two (2) workshops or a Learning Day.

Chairperson

- a. Keeps order in meetings.
- b. Keeps discussion on topic.
- c. Prepares an agenda for each subcommittee meeting.
- d. Ensures that Traditions are upheld in all matters.
- e. Maintains a link of communication between the H&I subcommittee and the ASC, including giving a monthly report to PASC.
- f. Attends each meeting of the Regional H&I subcommittee and brings back a report of its activities to the ASC.

- g. **Clean time requirement: a minimum of two (2) years continuous abstinence from all drugs.**

H&I Subcommittee

- a. Works with panel coordinators to draft all correspondence to facilities served by the subcommittee.
- b. Maintains meeting referral information about the Fellowship so that panel leaders can refer those leaving an H&I setting for another area to a meeting or phone line number.
- c. H&I subcommittee will follow WSC guidelines and provide literature inventory of what they get and where it goes.

Vice-Chairperson

- a. Helps the chairperson keep proceeding orderly.
- b. Acts as the chairperson in the chairperson's absence.
- c. If the office of chairperson is vacant, the vice-chairperson serves as the chair until confirmed by the PASC or until a new chair is elected.
- d. Assumes responsibilities of the H&I Coordinator.
- e. **Clean time requirement: a minimum of one (1) year continuous abstinence from all drugs.**

Coordinator

- a. **Clean time requirement: a minimum of one (1) year continuous abstinence from all drugs and a one (1) year term.**

Secretary

- a. Takes an accurate set of minutes at all monthly meetings and distributes minutes to the ASC.
- b. Keeps an updated volunteer list of members who would like to go to H&I meetings.
- c. Maintains an ongoing file of all correspondence and minutes.
- d. **Clean time requirement: a minimum of one (1) year complete abstinence from all drugs.**

Panel Leader

- a. Panel leaders should be selected by the H&I subcommittee at its regular subcommittee meetings.
- b. The panel leader can decide what type of meeting to have by using one of the meeting formats in the H&I handbook.
- c. The panel leader selects members of the Fellowship to be panel members usually from the panel member list.
- d. The panel leader is responsible to ensure that the meeting starts and ends on time.

- e. Any problems should be reported and included in the regular report to the H&I subcommittee.
- f. **Clean time requirement: a minimum of one (1) year complete abstinence from all drugs and six (6) month term.**

Panel Member

- a. This is the essential element of H&I work, the member who goes to share his or her experience, strength, and hope at the H&I meeting. Without these people, our H&I work would be completely impersonal at best.
- b. A good understanding of the Fellowship and policies relevant to the H&I meeting is essential.
- c. Panel members must attend two (2) consecutive coordinator meetings or H&I subcommittee meetings before entering a facility.
- d. A clean time requirement is important to ensure it is truly a message of recovery we are carrying and not just the disease. Some facilities will not have any clean time requirements, but we should place this standard on ourselves to ensure the consistency of the recovery message. Some facilities will have a clean time requirement of more than six (6) months and we should try to work with the facility.
- e. **Clean time requirement: a minimum of 90 days clean time and a willingness to share their experience, strength, and hope.**

H&I Meeting Format

- a. Introduce yourself and welcome everyone to the meeting.
- b. Have a moment of silence followed by the Serenity Prayer.
- c. Briefly explain that this is an H&I meeting/presentation and read the purpose of an H&I meeting. The purpose of an H&I meeting: To carry the message of recovery to addicts who do not have access to regular Narcotics Anonymous meetings. H&I is simply to introduce those attending to some of the basics of the NA program.
- d. At this time have residents volunteer to read from Conference Approved readings and/or literature.
- e. What NA offers: We carry a message of recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous, offering an opportunity to each individual to improve the quality of his or her life, both inside the facility and after release from the facility. NA is not a benevolent society. We are not amateur social or welfare workers. We do not counsel or educate staff or residents. We do not provide jobs, housing, money, etc. or letters of reference to judicial systems. The only thing that we have to offer is a message of recovery from active addiction.
- f. Invite all attending the meeting/presentation to give their first names.
- g. Introduce topic of discussion: Step Study, Literature or Speaker Meeting.
- h. Make any announcements that are pertinent.

- i. Close with Serenity Prayer

H&I Points to Remember

- a. We represent Narcotics Anonymous.
- b. Our primary purpose is to carry a clear and undiluted message of recovery.
- c. Please dress appropriately and try to keep excessive jewelry to a minimum
- d. Panel leaders and panel members should also abide by the facilities dress code.
- e. Panel leaders and members should be aware of not using strong profanity while doing H&I meetings.
- f. Panel leaders have the authority to stop a panel member from sharing in an H&I meeting, if he or she feels like the message being shared is diluted or is inappropriate for H&I.
- g. Potential panel members with less than ninety (90) days continuous abstinence from all drugs should listen when going into an H&I meeting. It is up to the panel leader responsible to determine if he or she feels that person is ready to share a clear message of recovery.
- h. Use the H&I format adopted by the Macon Committee for H&I.
- i. Try to begin and end the meeting on time or as close as possible.
- j. Panel leaders have the right to refuse anyone from going into an H&I meeting if he or she feels that person is not qualified.
- k. No one is to enter an H&I meeting without first clearing it with the panel leader.
- l. Nothing is to be taken into or out of the facility.
- m. H&I cans are not to be passed.

PASC PI/PR SUBCOMMITTEE GUIDELINES

The PASC uses the most recent edition of "A Guide to Public Information" published by the WSO for its guidelines, except for the internal operating guidelines, of its trusted servants. Public Information/Public Relations is informing the public about recovery from addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The Public Information subcommittee is to inform the public that NA exists and offers recovery from the disease of addiction and information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous, A Guide to Phone Line Service, and A Guide to Public Information.

Public Information work is accomplished through the service committees directly responsible to those they serve. These PI/PR subcommittees provide community awareness of what NA is, as well as, how, when, and where we are available. The job gets done by establishing clear guidelines for the subcommittee, setting goals, prioritizing tasks, adhering to our Twelve Traditions and a lot of hard work.

All PASC subcommittee chairs must attend each Georgia Regional Service Committee meeting. Failure to do so constitutes grounds for removal from the chairperson position.

PI/PR draw is \$25.00.

Functions and Responsibilities

- a. To open and maintain lines of communication between NA and the public, between the areas and Regional PI/PR committee, between NA groups in the Piedmont area.
- b. To respond to all requests for information in a timely and effective way and ensuring that the requests are handled at the appropriate level of service.
- c. To establish, maintain, and coordinate the Piedmont area phone line, maintaining consistent contact with support services hired to provide the phone line services.
- d. To create, and maintain, a PASC website with the current content subject to revision.
- e. To update, print and supply the Piedmont area meeting schedules.
- f. To report current activities of the PI/PR subcommittee to the PASC and the Regional PI/PR committee.
- g. To have volunteer list for the phone line instead of the recording
- h. Regular meetings shall be held at 10:00 a.m. on the day when PASC meets each month.
- i. PASC PR subcommittee will work with GRSCNA to maintain the region/area website and PASC meeting schedules.

Trusted Servants and Their Duties

Chairperson – the chairperson is elected by the ASC in accordance with their guidelines for a one (1) year term.

- a. To prepare agenda for and preside over committee meetings.
- b. Responsible for seeing to the assignment tasks and accomplishment of those tasks, as well as, prioritization of those tasks.
- c. To be the coordinator of the functions and responsibilities of the PI/PR committee.
- d. To initiate and maintain contact with other PI/PR committees in the Region.
- e. To maintain the committees files and records.
- f. To attend the meetings of the GRSCNA PI/PR committee.
- g. To have PI/PR presentation workshops throughout the area for any interested NA members or entities.
- h. To present a written and oral report at the PASC meeting regarding PI/PR efforts.
- i. **Clean time requirement: a minimum of two (2) years complete abstinence from all drugs**, previous service at the group and area level, ability to delegate, organize and give the committee directions and incentive, willingness to give time and resources necessary

to do the job, and a working knowledge of the Twelve Steps and Twelve Traditions and area policy.

Vice-Chairperson – is elected by majority vote within the PI/PR subcommittee for a one (1) year term.

- a. To work closely with and assist in all other duties of the chairperson. Although the position of chairperson is elected by the PASC, the vice-chairperson is learning to assume the duties of the chairperson.
- b. Carry out responsibilities delegated by the chairperson and/or the committee.
- c. Take minutes of the committee meeting in the absence of the secretary.
- d. **Clean time requirement: a minimum of one (1) year continuous abstinence from all drugs**, ability to assume responsibilities of the chairperson in his or her absence, willingness to give time and resources necessary to do the job, and a working knowledge of the Twelve Steps and Twelve Traditions and area policy.

Secretary – is elected by majority vote within the PI/PR subcommittee for a one (1) year term.

- a. Record the minutes of each meeting and keep roll call for voting purposes.
- b. Handles all correspondence as directed by the PI/PR committee.
- c. Maintains records of communication, including list of all activities and contacts to be passed out on to subsequent committee members.
- d. Keep a record of all literature distribution to libraries, schools, etc.
- e. Organize and maintain an updated list of pertinent facilities in the area for possible mailing.
- f. **Clean time requirement: a minimum of six (6) months continuous abstinence from all drugs** and a willingness to give the time and resources necessary to do the job.

Topics and Voting Procedures

- a. Topics may be made only by members with voting status.
- b. Voting members of the committee are all volunteers present who have participated in one of the last two consecutive meetings with continuous clean time.
- c. In the event of a tie, the chairperson may exercise their right to break the tie.
- d. A quorum is the simple majority of the voting members present. Once a quorum has been established, it stands throughout the meeting.

PASC ACTIVITIES SUBCOMMITTEE GUIDELINES

The Activities subcommittee coordinates alternative sources of income through activities such as fundraisers. The committee keeps the Piedmont area informed of activities throughout the Georgia Region. The Activities subcommittee shall hold no less than one (1) fundraising activity per quarter. Fundraisers shall be approved by the PASC. Prudent reserve is \$100.00.

Chairperson

- a. Elected by the PASC
- b. Attends all PASC meetings and will present a report to the PASC regarding the Activities subcommittee.
- c. Willingness and time necessary to fulfill these responsibilities.
- d. Working relationship with “How It Works” and the Twelve Traditions of Narcotics Anonymous.
- e. **Clean time requirement: a minimum of one (1) year continuous abstinence from all drugs.**

Vice-Chairperson

- a. Elected by the PASC Activities subcommittee.
- b. Assists the chairperson in carrying out his or her responsibilities.
- c. Performs all duties of the chairperson when he or she is absent.
- d. **Clean time requirement: a minimum of six (6) months continuous abstinence from all drugs.**

Secretary

- a. Elected by the Activities subcommittee.
- b. Records the minutes of the Activities subcommittee meetings and submits the minutes to the chairperson for approval.
- c. Keeps a record of attendance and assists in carrying out the responsibilities of the chairperson when both the chairperson and the vice-chairperson are absent.
- d. **Clean time requirement: a minimum of six (6) months continuous abstinence from all drugs.**

Voting Members

Anyone willing may attend and participate in the PASC Activities subcommittee meetings. A subcommittee member must have attended two (2) previous activities subcommittee meetings in order to be eligible to vote on topics. Voting privileges begin in the third meeting attended. Attendance is the essence of voting. This allows members to be well informed about the issues voted on in the subcommittee. If an individual attends two (2) meetings of the PASC Activities subcommittee and obtains voting privileges and then is absent from two (2) consecutive meetings, the member must then reestablish voting privilege by attending two (2) consecutive activities subcommittee meetings.

Removal of Trusted Servants

Trusted servants of the PASC Activities subcommittee who miss three (3) consecutive meetings without a proxy will be automatically removed from their position. A proxy is an individual who

attends the PASC Activities subcommittee meeting in place of the regular attendee. This proxy is standing in for a trusted servant and must have a written report by the trusted servant for the committee. The proxy will have no voting privileges.

PASC POLICY SUBCOMMITTEE GUIDELINES

Chairperson

- a. Nominated to and elected by the PASC.
- b. Presides over Policy subcommittee meetings and directs the business of the Policy subcommittee.
- c. Sits in on all PASC Administrative committee meetings and PASC meetings.
- d. **Clean time requirement: a minimum of one (1) year continuous abstinence from all drugs.**

Secretary

- a. Elected by the PASC Policy subcommittee.
- b. Records the minutes of the Policy subcommittee meetings and submits the minutes to the chairperson for approval.
- c. Keeps attendance and assists in carrying out the chairperson's responsibilities and performs all the duties of the chairperson in the absence of both the chairperson and the vice-chairperson.
- d. **Clean time requirement: a minimum of six (6) months continuous abstinence from all drugs.**

Voting Members

Anyone willing may attend and participate in the PASC Policy subcommittee meetings. A subcommittee member must have attended two (2) previous Policy subcommittee meetings in order to vote at the third meeting. Attendance is the essence of voting requirements for the Policy subcommittee. This allows members to be well informed about the issues voted on in the subcommittee.

Business

The Policy subcommittee will review the previous PASC minutes for policy changes and submit them to be added to a running list of new policy changes. The chairperson will present that list to be published in the PASC minutes each time that list changes. The Policy subcommittee will then attend to business given to it by the GSR's of the PASC. Prudent reserve is \$25.00.

Annually, the Policy subcommittee will publish an updated Policy Manual inclusive of all the changes the GSR's of the PASC have made.

All topics or amendments should be reviewed first by the policy committee.

A GSR/GSR-A workshop will be held three (3) times per year by the Policy subcommittee.

PASC ANNIVERSARY SUBCOMMITTEE GUIDELINES

Chairperson

- a. Organizes subcommittee and delegate major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provides help when needed.
- b. Helps resolve personality conflicts.
- c. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the Anniversary.
- d. Monitors the fund flow and overall Anniversary costs, and helps organize the subcommittee budgets. Prepares a budget for the Administrative committee.
- e. Prevents important questions from being answered prematurely in order to foster understanding by the entire committee prior to action.
- f. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need to be brought to the Anniversary committee meeting and subcommittees should be given trust and encouragement to use their own judgment.
- g. Prepares the agenda for Anniversary committee meetings and Administrative committee meetings.
- h. Votes only to break a tie.
- i. Chairs the Anniversary committee meeting, as well as, the Anniversary.
- j. **Clean time requirement: a minimum of five (5) years continuous abstinence from all drugs**, demonstrated stability in the local community, and administrative abilities.

Vice-Chairperson

- a. Acts as chairperson if the chairperson is not available.
- b. Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job.
- c. Works closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.
- d. Makes a report to the hosting service committee on the progress of Anniversary planning.
- e. Personable and familiar with all committee members, in order to serve as a liaison between the subcommittees and the hosting community.

Secretary

- a. Keeps the minutes of all committee meetings and subcommittee reports.
- b. Mails minutes to subcommittee members after the approval by the Administrative committee chairperson. Minutes are mailed out within ten (10) days after the

- Anniversary committee meeting. An agenda for the next meeting can be attached to the minutes if it will help the committee function.
- c. Maintain a list of names, addresses, and phone numbers of committee members for committee use.
 - d. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
 - e. /Communicates to local NA membership regarding the progress and planning of the Anniversary. Assists all committees in mailing and correspondence.
 - f. Has service experience and good typing skills, as well as, service experience to ensure the accurate minutes are distributed to the committee members.

Treasurer

- a. Open a bank account for the Anniversary committee. Usually the signatures required for the account are any two of four signatures which are the Anniversary Chairperson, Vice-Chairperson, Secretary and Treasurer. The cards and account information are filled out at the Anniversary committee meeting.
- b. Works with the chairperson and vice-chairperson to prepare a budget for the Anniversary which is used for planning fund-raising activities. The budget is based on the subcommittee's recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittee are listed and totaled, the income should be outlined: sources of income include monies from fundraisers, merchandising and registrations.
- c. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
- d. Responsible for all monies, including revenues from registration and fundraisers, pays all the bills, and advises the chairperson on cash supply, income flow and rate of expenditures.
- e. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This is included in the Treasurer's report.
- f. Each check should require two signatures. Additionally, a complete Treasurer's report within three months of the Anniversary should be submitted to the sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.
- g. A periodic review of all financial records should be made by the corresponding service arm. The records should be reviewed at the time of the actual funds distribution in accordance with the Treasurer's financial statement requirements.
- h. PASC Anniversary committee will not accept checks for fundraisers. Checks will only be accepted for registration.

- i. Have an audit performed every three months for Anniversary. Annual operating budget for the PASC Anniversary is \$1500.00. At the end of the finalized bills, all the money is to be turned over to ASC except the balance of \$1500.00, and any Early Bird funds, which are to be left in the Anniversary bank account.
- j. Anniversary Treasurer to be nominated and elected during normal PASC officer's election cycle.
- k. In any area/subcommittees treasurer's receipt book, receipt carbon copies shall not be removed, but may be voided and left in receipt book.
- l. Change the Anniversary Committee bank account to a bank that will not charge any maintenance fees.
- m. **Clean time requirement: a minimum of five (5) years continuous abstinence from all drugs, demonstrated stability in the local community, accounting skills, service other committee members.**

Activity Chairperson is responsible for securing the facility for all fundraising events and also responsible for purchasing food, etc. and for making the fliers for the events. The chairperson will bring all ideas to the committee to be voted on for final decision. The Activity chairperson is responsible for activities during the PASC Anniversary which includes entertainment. Any time a 50/50 raffle is done within the Piedmont area the proper procedure shall be followed including contacting the proper authorities and obtaining written permission.

Merchandise Chairperson is responsible for PASC Anniversary merchandise which includes ordering, with the committee's approval of merchandise, pick up and donated merchandise. The chairperson will be responsible for merchandise left over after the Anniversary. All merchandise will be sold at the set price by the committee. All merchandise left over after the chairperson's position ends will be turned over to next year's committee. In the event of an auction, the merchandise chairperson is responsible for securing the merchandise for auction.

Registration Chairperson is responsible for all pre-registration and registration fliers. The chairperson is responsible for registration items that are purchase to be sold prior to the Anniversary. The Registration chairperson is responsible for bringing ideas to the committee for registration packets and preparing packages which must be voted on by the committee. The Registration chairperson is responsible for paid registrations packages that are left over after the Anniversary. Packages will be mailed to registrants or picked up at the area meeting.

Program Chairperson is responsible for all speakers and workshops for fundraising events. The speakers must have five (5) years clean time, and three (3) years clean time for workshops. All workshop speakers, main speakers, and topics must be voted on by the committee. In the event there is a no show of a speaker or workshop speaker, the Program chairperson is responsible for a replacement speaker. This action does not require a vote by the committee. In

the event of an auction at the Anniversary, the Program chairperson will be responsible for collecting the money from items sold.

Hospitality Chairperson is responsible for coffee pot, coffee products used for fundraiser events, and also responsible for all food items used for hospitality room that are purchased or donated for the Anniversary. This includes paper products. The Hospitality chairperson is responsible for the hospitality room at the Anniversary. Hospitality will work with Activities during the PASC Anniversary.

All subcommittee chairpersons are responsible for submitting a written report at all meetings.

If an Anniversary subcommittee chairperson is not present or does not submit a written report or if a chairperson cannot attend three meetings in a row, they will no longer be considered the chairperson of that subcommittee.

PASC LITERATURE SUBCOMMITTEE GUIDELINE

Literature Chairperson

- a. Will keep literature at its prudent reserve of no more than \$5000.00.
- b. PASC will adopt the current literature inventory and reporting system as its monthly reporting standard in the PASC minutes.
- c. Key tags/chips and literature will be provided to H&I.
- d. PASC literature shipping and handling charges to the groups will be changed to coincide with the WSO shipping and handling charges of 7%.
- e. PASC will buy literature directly from WSO.
- f. The filling of literature back orders will take precedence over filling new orders whenever possible.
- g. Literature will be brought to ASC meetings so that groups literature orders can be filled at the area meeting.
- h. Any literature sales made outside of the monthly PASC must be made by checks only.