



## **MARSCNA Policy**

*Updated May 2015*

The name of this assembly shall be the Mid America Regional Service Committee of Narcotics Anonymous, hereafter referred to as “MARSCNA”.

*The primary purpose of MARSCNA is through service to further the unity of the fellowship within our Region and other Regions by maintaining communication between the Areas represented and Narcotics Anonymous as a whole, in accordance with our Twelve Traditions.*

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# TABLE OF CONTENTS

<b>SPIRITUAL GUIDANCE .....</b>	<b>3</b>
<b>MEMBERSHIP .....</b>	<b>3</b>
Seating of an Area .....	3
Suspension of an Area .....	3
Unseating of an Area .....	4
<b>MEETINGS .....</b>	<b>4</b>
<b>BUSINESS CONDUCT .....</b>	<b>4</b>
General .....	4
Voting .....	5
Removal of Officers .....	5
<b>FUNDS .....</b>	<b>5</b>
Policy for collection of funds owed the Region .....	5
Budgeting .....	6
<b>ELECTIONS .....</b>	<b>7</b>
<b>OFFICERS .....</b>	<b>8</b>
<b>SUB-COMMITTEES &amp; REGIONAL TRUSTED SERVANTS</b>	<b>8</b>
Schedule For RSC (Saturdays).....	8
Purpose and Project Driven.....	9
Convention Bids.....	9
RSC Facilitator and Co-Facilitator.....	10
Regional (RD) and Alternate Delegate (AD).....	10
Secretary.....	11
Treasurer and Co-Treasurer.....	11
Archivist .....	12
Campout .....	13
Convention.....	15
Fellowship Development.....	18
NAWS Contact Person.....	23
Post Office Chair .....	24
Public Relations.....	24
Soul to Soul .....	30
<b>ADDENDUM</b>	
Convention Bid Guidelines.....	31
Basic Facilitator’s Guide.....	33

## **I. Spiritual Guidance**

- A.** MARSCNA shall not make any motion or take any action that conflicts with the Twelve Traditions or the Twelve Concepts of Narcotics Anonymous.
- B.** MARSCNA shall be guided in all its actions by the following succession:
  - 1. A loving Higher Power.
  - 2. The Twelve Traditions of Narcotics Anonymous.
  - 3. The Twelve Concepts of Narcotics Anonymous.
  - 4. The current edition of these guidelines.
  - 5. Any Special rules of order MARSCNA may adopt.
  - 6. A Guide to Local Services in Narcotics Anonymous or its successors.
  - 7. The current publications of all conference approved Narcotics Anonymous handbooks.
  - 8. Past MARSCNA motions.
- C.** All business conducted at Regional Service Committee (RSC) take effect at the close of that RSC.
- D.** All indoor Regional activities shall be non-smoking include all electronic cigarettes.
- E.** No Pets be allowed at any Mid-America Region event except where permitted by American Disability Act.

## **II. Membership**

- A.** Any member of NA may attend and participate in discussion at the discretion of the Chair.
- B.** Any RSC officer, Area RCM, Fellowship Development/Public Relations Facilitator, Workgroup Coordinator or Convention/Campout/Soul to Soul Chair can submit a proposal to the RSC Floor. (The Facilitator(s) of the RSC is/are unbiased to the process and do not have the right to make proposals).
- C.** Voting participants are the Regional Committee Members of the Areas of MARSCNA or their alternatives.
- D.** Seating of an Area
  - 1. Purpose:
    - a. To provide the services necessary to carry the NA message of recovery so that the still suffering addict may find recovery through the fellowship of NA in the Mid America Region.
    - b. To serve as a link between groups and the MARSCNA.
  - 2. Requirement: To be recognized (seated) as an area by MARSCNA, an area must be a service body of autonomous groups independently represented which meets regularly for the purpose of serving its members and groups. A newly seated area can vote immediately on all issues with the exception of any old business.
- E.** Suspension of an Area
  - 1. Purpose:
    - a. A RCM cannot be removed by the MARSCNA. However if there are problems the MARSCNA may suspend an area's voting privileges to allow the area to resolve the said problems which may be affecting other areas, MARSCNA or NA as a whole.
  - 2. Suspension shall consist of:
    - a. Suspension of voting privileges for two (2) consecutive RSC's.
    - b. The RSC will send a formal, certified, return receipt requested letter addressing said problems to the area in question within ten (10) days of close of business of that RSC.

3. In order to support the efforts of the area in question, a duly appointed committee of no less than four (4) members of the MARSCNA consisting of a Regional Delegate/Alternate Delegate, two (2) RCM's and a member of the Executive Committee will attend the Area Service Committee (ASC) of said area prior to the convening of the next RSC.
4. After the suspension period, voting privileges may be reinstated if significant progress has been made in addressing the problems, as determined by the voting members of the MARSCNA.
5. If significant progress has not been made during the suspension period, as determined by the voting members of the MARSCNA, the suspension may be extended for not more than two (2) additional RSC's, or a motion to unseat may be entertained.

**F. Unseating of an Area**

1. Purpose: To provide the policy necessary to no longer recognize (unseat) an area at MARSCNA.
2. An area shall be notified by verbal and/or written communication, concerns about that area's representative prior to unseating the area.
3. The RCM, Alt. RCM, and mailing address, shall be notified by written communications, within ten (10) days of the concerns of MARSCNA about the area. The action will precede the suspension process of an area's voting privileges as described in "II. Membership, E. Suspension of an Area #2".
4. Requirements:
  - a. Having exhausted alternatives as described in "II. Membership, E. Suspension of an Area #2," the procedure to unseat an area will be entertained.
  - b. An area will be unseated by a consensus of the voting members of MARSCNA

**III. Meetings**

- A. MARSCNA shall meet quarterly on the third Sunday of February, May, August and November unless otherwise designated by the RSC. RSC Sub-Committees and Workgroups will meet the previous Saturday.
- B. The location of the meetings shall be designated by a consensus of the RCM's. In the event of an emergency, the Events Coordinator shall have a vote of confidence to move meetings to a suitable location.
- C. The Mid America Regional Service Committee shall start at 8:00am (proposals and requests for funds) and end at 5:30pm or at the discretion of the Regional Facilitator.
- D. In order to conduct business, a secretary or temporary secretary will need to be appointed to take notes for the minutes.

**IV. Business Conduct**

**A. General**

1. To aid areas and groups in their primary purpose to carry the message.
2. All Regional trusted servants are accountable for the RSC each quarter.
3. In order to vote on any proposals or request of funds, the quorum shall be 2/3 of seated areas in MARSCNA.
4. To accomplish an expeditious forum we will generally have:
  - a. Motions
  - b. Seconds
  - c. Discussion
  - d. Motions for discussion to cease
  - e. Vote to cease discussion
  - f. Read the Motion

- g. Vote on the Motion
- 5. Motions from Areas or Sub-Committees do not need a second.
- 6. Other conduct of business will follow in this order: The Mid America Regional Guidelines, *A Guide to Local Service in Narcotics Anonymous* and *Roberts Rules of Order, Newly Revised*.
- 7. Elections and financial issues will be in old business.
- 8. Policy changes must go back to Groups first. After consideration by the Groups, a 2/3 majority of the seated ASC's is required to pass the policy change.
- 9. A quorum change can be made if a seated Area is not represented at least two consecutive RSC's. (*This is not a removal from the Region, just from the quorum.*)

**B. Voting**

- 1. Vote results to be recorded by the Secretary and placed in the minutes
  - a. All votes pertaining to elections will be recorded as M/S/Passed or M/S/Failed.
  - b. An abstention vote is neutral, when an abstention vote is the majority, the motion will be sent back to the maker, or the groups for additional consideration.
- 2. All motions made at the RSC or motions sent back to Groups shall include a financial impact statement and intent.
- 3. In the event of a tie vote, the acting Regional Chair shall vote to break the tie.

**C. Removal of Officers**

- 1. Voluntary: Notice shall be given in writing to the RSC Chair prior to the next RSC meeting.
- 2. Involuntary
  - a. Two (2) consecutive meetings missed.
  - b. Relapse during term of office
  - c. RSC retains the option to remove an officer of the RSC in the case of gross negligence or fraud, by a consensus of the RSC.

**V. Funds**

- A. All funds collected from the area contributions or any other source are given to the Regional Treasurer who shall deposit them in a checking account maintained for that purpose. The checking account shall have co-signers on it and require more than one signature.
- B. All expenses shall be paid by check or debit card by the Treasurer or Co-Treasurer.
- C. All expenditures must be approved in advance by the RSC.
- D. All expenditures must be approved by consensus at RSC business meetings.
- E. Yearly all funds above prudent reserve not budgeted are forwarded to Narcotics Anonymous World Services (NAWS).
- F. MARSCNA shall make funds available to assist the Regional Delegate and the Alternative Delegate with designated expenses incurred due to attendance to the following:
  - 1. World Service Conference
  - 2. Plains States Zonal Forum
  - 3. Any other travel approved by the RSC
- G. Policy for the collection of funds owed to the Region
  - 1. The Region shall set up an informal meeting between the debtor/debtors owing monies or property to the Region and a representative of the Region. The purpose of this meeting will be to remind the debtor/debtors that he/she/they still owe monies and or property and to try to resolve the issue amicably at that time: i.e. receive payment.

2. If payment or property cannot be collected at this time, the representatives of the Region and the debtor/debtors responsible for the debt will write a promissory note that will indicate the time and amount for payments to the Region to eliminate the debt in a timely fashion. This note shall be one that is fair and equitable to both parties and should include interest to be figured at the going prime rate.
3. If payment does not proceed as agreed by the debtor/debtors and the Region, the Region shall send the debtor/debtors a copy of the bill, the promissory note and a request for immediate remittance by the debtor. This shall be done by certified mail.
4. Having done all the above, if the Region is still not receiving its monies and or properties, it shall file in a legal court for collection and monies.
5. The Region does reserve the right to review each case individually to determine and act upon any extenuating circumstances the debtor/debtors may have brought before the Region, either in writing or verbally.

**H. Budgeting**

Rent, insurance, storage unit, phonenumber, and P.O. Box are priorities that are paid for first from available funds. All other requests for funds are to be submitted prior to the commencement of the RSC on Sunday. Distribution of funds remaining after rent, insurance, storage unit and PO Box are paid, and prudent reserve set aside, shall be decided by the RCM's before the closing of that day's business. *(Campout, Convention and Soul to Soul will become free-standing committees after a one-time startup donation is made to said committees, pursuant to page 96 of A Guide of Local Services, 2002 Version, which states "....once the region establishes an initial 'seed fund' for its convention subcommittee, regional committee money and convention subcommittee money be held and accounted for separately. Regional conventions are then made self-supporting from their own income, charging only enough in registration fees to cover the costs of putting on the convention. Because the efforts that result in the generation of convention profits are contributed by NA members in the spirit of our Seventh Traditions, it is not appropriate to deposit minimal excess proceeds in RSC operating funds.")*

- I. All Subcommittees, workgroups and RSC officers shall submit to the RSC a written expenditure report at each RSC.
- J. Prudent Reserve shall be set by the RSC as deems necessary at the May RSC for the following year.
- K. Regional Subcommittees and workgroups submit their previous year's actual expenses.
- L. Regional Treasurer's duties concerning funds:
  1. The Regional Treasurer is accountable for all receiving and expenditures of the Regional funds and provides a report each RSC.
  2. That a checking account is maintained and all Regional funds be processed through this account.
  3. A prudent reserve is set aside to maintain working capital (to be used only by 2/3 of the quorum when necessary).
  4. The following are current policy expenditures and require no action at the RSC other than writing of checks: (Refer to "Budgeting H").
  5. That the Convention, Campout, and Soul to Soul committees each have their own checking account and will give detailed reports to the Region about inventories; cash on hand, registration, and any expenditure that occurs.

**M. Annual Audit**

The RSC books are to be audited yearly at the end of our calendar year, which is May, by an ad-hoc committee duly appointed by the Regional Chair. The ad-hoc shall consist of not less than three (3) or more than five (5) members. The audit shall be completed before the books exchange hands from the outgoing treasurer to the incoming treasurer.

The audit shall be held with all members present along with the outgoing treasurer present for questions. A letter with the results shall be signed by the committee members. If there are any discrepancies they shall be brought to the attention of the RSC. This letter shall be made a part of the treasurer records. The treasurer shall create an online access that can be logged into by the regional chair. The bank statements shall be available for any member of the Mid-America Region who wishes to view them at the business meeting on Sunday at each RSC.

**N. Debit Cards**

1. Regional Debit Card
  - Regional debit card expenses will only be used for pre-approved purchases.
  - a. Regional expenditures will be approved by a simple majority vote of the RCMs at the RSC meeting.
2. Sub-Committee Debit Cards
  - a. Sub-Committee debit cards will only be used for pre-approved purchases for that sub-committee.
  - b. Sub-Committee expenditures will be approved by a simple majority vote of that sub-committee.
3. Regional and sub-committee debit cards are the respective Treasurer's responsibility and will be for pre-approved purchases only.
4. Any purchases made with the regional debit card are to be specified in the Treasurer's reports at the RSC. Any purchases made with the sub-committee debit cards are to be specified in the sub-committee's Treasurer Reports during their sub-committee meeting and reported on the RSC floor in their final sub-committee report.
5. Any unauthorized (non pre-approved) purchase is considered misuse of regional or sub-committee funds. Misuse of RSC or sub-committee debit cards will result in repayment of that expenditure pending review.
6. Any sub-committee that has their own bank account has the option to obtain a debit card for that sub-committee.
7. No member shall have signatory rights of more than one RSC debit card at one time. RSC debit cards include RSC Treasurer, Convention, Campout, or any other subcommittee that may acquire a debit card.
8. Once the Treasurer's term is up the debit card is to be returned within thirty (30) days to the incoming Treasurer/Chair, depending on the committee.

**VI. Elections**

- A.** Vacant positions will be taken back to areas at least one RSC before elections.
- B.** All candidates should have the following:
  1. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
  2. A willingness to serve along with time and resources to fulfill duties required.
  3. Previous Regional participation or attendance.
  4. Duty related skills as appropriate; i.e. Secretary or Treasurer.
- C.** All candidates will be expected to:
  1. Facilitators are required to facilitate their committee meeting on Saturday. Oversee each position and give guidance and assistance in performing their respective positions and duties needed.
  2. Attend and be available during the entirety of the RSC business meeting on Sunday. Present a report to the RSC meeting with a copy to be given or emailed to the regional secretary for the minutes.

3. Be the single point of accountability.
- D. For specific requirements and responsibilities of trusted servants see “Section VIII. Sub-committees & Regional Trusted Servants”.

**VII. Officers**

- A. Purpose and Duties – The purpose and duties of the administrative officers of MARSCNA, (the Facilitator, Co-Facilitator, Secretary, Treasurer, Co-Treasurer, Regional Delegate and Alternate Delegate), shall be as stated in A Guide to Local Services in Narcotics Anonymous or its successors. No officer of the Mid America Region shall be a RCM or Alternate RCM.
- B. Requirements for officer positions shall be as stated in MARSCNA “VIII. Sub-Committees & Regional Trusted Servants” and in A Guide to Local Services in Narcotics Anonymous or its successors.
- C. MARSCNA officers shall receive \$55.00 per diem for meals while on MARSCNA approved trips.

**VIII. Sub-committees & Regional Trusted Servants:**

- A. Purpose and duties:
  1. Sub-Committees shall perform duties in accordance with Regional policy and A Guide to Local Service in Narcotics Anonymous.
  2. A copy of all sub-committee minutes are to be sent to each RCM and the Regional Archivist.
  3. Standing sub-committees shall include (but are not limited to): Campout, Convention, Soul to Soul, Fellowship Development and Public Relations.
    - a. Standing workgroups shall include (but are not limited to):
      - i. Under Fellowship Development
        - 1) Events
        - 2) Newsletter
      - ii. Under Public Relations
        - 1) Hospital & Institutions
        - 2) Phonenumber
        - 3) Communications
        - 4) Webpage
    4. Regional Trusted Servants shall be (but not limited to): Archivist, NAWS Contact Person, and PO Box Chair.
  - B. All Sub-committee chairs are elected in the Sub-Committee and approved by the RSC.
  - C. Schedule for RSC (Saturdays)

9:00 – 11:00	Convention (May and August) or Campout (Feb. and Nov.)
11:00 – 11:30	Public Relations
11:30 – 1:00	PR Breakout (workgroups) H&I, Web, Phonenumber, Communications, etc.
1:00 – 1:30	PR Wrap-up
1:30 – 2:30	Lunch
2:30 – 3:00	Fellowship Development
3:00 – 4:30	FD Breakouts (workgroups) MAN, Soul to Soul, Events, etc.
4:30 – 5:00	FD Wrap-up
5:00 – 7:00	Convention (Feb. and Nov.) or Campout (May and August)



- D.** Any Sub-Committee or Workgroup without a Facilitator or Coordinator present at the RSC Sub-Committee meetings, the RSC officers are responsible to chair that Sub-Committee. The line of order shall be:
1. RSC Co-Facilitator
  2. Alternate Delegate
  3. Regional Delegate
  4. Secretary
  5. Treasurer
- E.** Temporary workgroups may be formed on the RSC floor with consensus of voting members.
- F.** In May of each year each sub-committee/workgroup should present a set of goals for their sub-committee/workgroup to the Regional body. So that the region will be informed of what they hope to accomplish that year.
- G. Purpose and Project Driven**
1. All work done through the RSC should be Purpose and Project Driven.
    - a. Purpose Driven
      - i. Keeping our Primary Purpose at the forefront of the work we do.
    - b. Project Driven
      - i. Each Project undertaken by the RSC will have clear directive with outline planning.
  2. Planning Basics
    - a. Identify Issues
    - b. Prioritize
    - c. Evaluate resources, both human and financial
    - d. Identify Goals
      - i. Identify Objectives
    - e. Develop steps to reach goals
    - f. Execute
    - g. Assess and Evaluate
  3. Any newly formed project workgroup will have one meeting to develop a plan for the project including financial impact and timeline. This information should be reported back after the first meeting to its respective committee.
  4. Resource tools
    - a. Area Planning Tool (PR Handbook)
    - b. Planning Basics
- H. Convention Bids**
1. Convention bids are to be reviewed in November on the RSC floor and location chosen.
    - a. Call for bids should be put out to the fellowship in August.
    - b. See addendum for convention bid guidelines.
    - c. Each bid presented should be valid at the time of presentation.
  2. Make site recommendations at the November RSC. Bids will be secured by (but not before 28 months before) November of 1998 for convention in April of 2000/November of 1999 convention bid for April of 2001, etc. Bids will not be voted on until 29 months before the convention.
  3. An officer of the RSC will sign convention contract.
  4. Rotate the Mid America Region Convention of Narcotics Anonymous (MARCNA) around the region.

## **RSC FACILITATOR and CO-FACILITATOR** (Officer)

### Purpose

Facilitator of the business meeting of the Mid-America Region.

### Duties

1. Facilitate Regional Service meeting and schedule meetings to accomplish that goal.
2. Follow this suggested order of business:
  - a. Open RSC with a moment of silence followed by the Serenity Prayer.
  - b. Call for all donations, proposals, and request for funds to be given to administrative officers.
  - c. Housekeeping announcements and treasurer's preliminary report.
  - d. Roll Call of RCM's, Subcommittee Chairs and Regional Officers (Roll Call to be taken after each pause in business throughout the meeting).
  - e. Minutes read and approved with a tally vote of the RCM's.
  - f. RCM's vote for approval for request of funds (note: some items may be moved to Old Business to allow for expanded discussion).
  - g. Area Reports (Allowing for questions pertaining to report given).
  - h. Officer Reports (Allowing for questions pertaining to report given).
  - i. Old Business includes all matters pending from areas and groups, elections and financial matters not acted on in the Housekeeping portion of the meeting.
3. Contact other members when appropriate, to conduct or conclude business of the RSC.
4. Have available to members: agendas, motions forms, requests for fund forms, etc.

### RSC Facilitator Requirements

1. Minimum five (5) years continuous clean time.
2. Minimum of two (2) years Regional participation.
3. A thorough understanding of Consensus Based Decision Making.
4. The ability to facilitate all discussions with a firm but gentle, spiritual approach.

### RSC Co-Facilitator Requirements

1. Minimum five (5) years continuous clean time.
2. Minimum two (2) years of Regional participation.
3. A thorough understanding of Consensus Based Decision Making.
4. The ability to facilitate all discussions with a firm but gentle, spiritual approach.

## **REGIONAL DELEGATE and ALTERNATE DELEGATE** (Officer)

### Purpose

Serves as the primary representative and contact between our local NA communities and other regions, zonal forums and NA World Services.

### Duties

1. Report to the World Service Conference and the Plain States Zonal all pertinent Regional business.
2. Report to the Region all the WSC, NAWS and PSZF business in an informed and unbiased manner.

3. Conduct workshops/attend ASC meetings as needed or requested by areas for Regional, Zonal and WSC/NAWS business.

#### Regional Delegate (RD) Requirements

1. Minimum of five (5) years continuous clean time.
2. Minimum of two (2) years of Regional participation.

#### Alternate Delegate (AD) Requirements

1. Minimum of five (5) years continuous clean time.
2. Minimum of two (2) years of Regional participation.

### **SECRETARY**

*(Officer)*

#### Purpose

Records and distributes minutes of RSC business meeting.

#### Duties

1. Record and distribute content of meeting within two (2) weeks following RSC.
2. Record the area votes on sheet and include this sheet in the Regional minutes except during elections or any other circumstance where it is inappropriate for a record of individual areas vote to be recorded.
3. Provide an attendance sheet for those members wanting minutes.
4. Included in the minutes are the following sections: Opening, Announcements, Roll Calls, Area/Subcommittee/Officer Reports, Old and New Business and a section for items going back to areas and groups and adjournment.
5. Make available a copy of the minutes at the RSC for members not in attendance at the preceding meeting.
6. The recording of the RSC is for the secretary use only. All recordings will be destroyed or erased as the RSC minutes are approved.
7. All reports should be maintained and given to the Regional Archivist at the end of the term.
8. Responsible for the spare keys to PO Box and Storage Unit.
  - a. Maintain a log of all keys and key holders.

#### Requirements

- A. Minimum two (2) years continuous clean time.
- B. Participation in two (2) RSCs.
- C. Two (2) year term length.

### **TREASURER and CO-TREASURER**

*(Officer)*

#### Purpose

Maintains financial records and handles all funds in and out of the MARSCNA.

#### Duties

1. Be the single point of accountability for all Regional funds (see Section V. "Funds" for further details).
2. Maintain an accurate record of Regional financial activities for the previous 36 months.

### Treasurer Requirements

1. Minimum of five (5) years continuous clean time.
2. Minimum of two (2) years involvement at the Regional level.
3. Past experience with accounting, bookkeeping, and/or treasuries.
4. Two (2) year term length.

### Co-Treasurer Requirements

1. Minimum of five (5) years continuous clean time.
2. Minimum of two (2) years involvement at the Regional level.
3. Past experience with accounting, bookkeeping, and/or treasuries.
4. Two (2) year term length.

## **ARCHIVIST**

*(Regional Trusted Servant)*

### Purpose

Collect, collate, catalog, display and store materials and memorabilia pertinent to the Mid-America Region.

### Duties

Contact members, groups and areas to obtain copies of all materials and memorabilia pertaining to MARSCNA, it's sub-committees/workgroups and events that have been generated since the inception of the region.

1. Produce a quarterly report for the RSC, reporting new items received and the progress in organizing such items. This will be reported to the RSC at the Sunday business meeting with a written and/or digital copy given to the RSC Secretary to be put into the minutes.
2. Update Regional Policy quarterly if needed to reflect changes.
  - a. Email current updated policy for publication to regional website.
3. With respect of all concerned, be sensitive of person's anonymity.
4. Accountable to the RSC body.

Items responsible for:

MARSCNA:

1. Regional Chair materials, correspondence, etc.; legal items, court collections, etc.
2. Secretary reports, correspondence, Regional minutes.
3. Treasurer's reports, cancelled checks, etc., and logs
4. Regional Delegate and Alternate Delegate reports and correspondence, Conference Agenda Reports, conference material, Plains States Zonal forum reports and other materials.

All MARSCNA Sub-Committees/workgroups, Ad hoc committees, or special "one-time" functions:

1. Minutes
2. Fliers
3. Workshop materials
4. Correspondence
5. Financial reports
6. Other projects (such as developed documents, procedures, etc)
7. Memorabilia

8. Current and past issues of the Mid America Newsletter
9. Hard copy of regional meeting lists
10. Tapes, CD's, or DVD's containing speakers, workshops, or power point presentation.

### Requirements

1. Three (3) years continuous clean time
2. A minimum of two (2) years of Regional participation.
3. It's helpful and desired, but not necessary to have knowledge of library science, archival systems and safe, economical storage practices.

## **CAMPOUT**

### Purpose

1. Our primary purpose is to carry the message of recovery and to bring addicts together in a celebration of recovery through fun and fellowship.
2. To promote N.A. unity in Mid-America Region and around the World.

### Guidelines

1. Designate site or sites for the upcoming campout at the closing meeting of previous Campout: dates of event to be weekend of or before 4<sup>th</sup> of July.
2. Ensure that all speakers and meetings carry a clear N.A. message.
3. All committee members shall be available throughout the campout.
4. Committee members shall mingle throughout campout to ensure a fun, safe and recovery based campout for all. Any concerns or issues that arise shall be addressed by committee consensus.
5. Committee members shall attend all meetings and have a written or digital report to be given to the committee secretary.
6. Committee will meet quarterly at the Saturday RSC meeting. Interim meeting can be scheduled as needed by the committee.
7. Committee members should have willingness to ask for help.

### Financial

1. Four (4) names shall be on the checking account signature card. These names will be decided by committee each year. All checks will require two (2) signatures.
2. All paperwork for Secretary (site contracts, site confirmations, special permits or any legal papers) shall be signed by at least two (2) current committee members.
3. The committee shall retain a minimum of \$2,000.00 at the conclusion of campout and upon payment of all debts. This is the working capitol for the following year. Increases in this amount may be made as necessary by committee decision.
4. Funds above the working capitol can be donated to the MARSCNA at the discretion of the committee.

### Positions Requirements and Duties

#### Campout Chair

1. Five (5) years continuous clean time
2. Three (3) years of Campout Sub-Committee experience
3. Chair the Campout Committee meetings

#### Vice-chair

1. Five (5) years continuous clean time
2. Three (3) years of Campout Sub-Committee experience.

3. Chair the Campout Committee meetings if Chair not present.
4. Responsible for stepping into the chair role in absence of the chair. Will also step into other positions of the committee when that position is vacant.

#### Treasurer

1. Minimum of five (5) years continuous clean time.
2. Three (3) years past Campout Committee experience.
3. It is suggested that this person be financially secure, good at managing their finances.
4. Receive all funds from committee members for sales of merchandise, raffles, and auctions. Funds are recorded and a receipt is administered to person(s) when they are received.
5. Responsible for reimbursing committee members for authorized incurred expenses pertaining to the campout (receipts are needed).
6. Keep careful records of all transactions and report on the financial condition of the campout at each of the committee's meetings. Balance checkbook with the bank statements each month.
7. Have a written report for the committee at the quarterly Regional Service Committee meeting and this will be given to the Regional Service Committee Sunday (presented by the committee chair). In August, a year-end report is prepared for the Regional Service Committee meeting.
8. Responsible for obtaining new check signature card prior to August Regional Service Committee meeting. This needs to be completed at the meeting to turn into the bank with the following information: Full name of person; mailing address; social security number, date of birth and signature. (Signature card persons should not be couples) All checks require two (2) signatures.

#### Programming

1. Minimum of two (2) years continuous clean time.
2. One (1) year of Regional involvement.
3. Develop pre-flier detailing dates and location of the campout.
4. Distribute pre-flier in printed and digital formats throughout the fellowship in a timely manner; including posting Regional Website.
5. Research and secure speakers for the campout.
6. Coordinate with the committee to develop a working schedule for the campout weekend.
7. Secure bids for entertainment and approve final decision through the committee.
8. Plan and schedule games, speakers, etc and develop a written program for distribution to the fellowship.
9. Develop a list of camping guidelines in conjunction with the site rules (as given to committee by the campsite host)
10. Develop final flier including guidelines and schedule.
11. Distribute final flier in printed and digital formats including posting on the Regional Website throughout the fellowship at or by the May RSC.

#### Fundraising/Merchandising

1. Minimum of two (2) years continuous clean time.
2. One (1) year of Regional involvement.
3. Responsible for setting up fundraisers with Areas/Groups in the region and attending those functions.

4. Attend other functions throughout the region for selling of merchandise to raise funds for the campout.
5. Responsible for finding merchandise and the best pricing available, bring information to the committee meeting to be voted on and be responsible for the ordering of merchandise.
6. The entire committee will determine the sale price of merchandise by calculating the total of invoice divided by the number of items and adding on for reasonable profit.
7. Upon sales of merchandise, keep track of funds to be turned into the campout treasurer at the quarterly meetings. Keep a running tally of the inventory of merchandise. This will be turned in on a written report to the committee at the meetings.
8. Responsible for the auctions at the regional campout and for the sales of merchandise at the campout.

#### Secretary

1. One (1) year of continuous clean time.
2. Keep accurate minutes of each sub-committee meeting.
3. Type and distribute copies to all members of the sub-committee in a timely manner.
4. At the quarterly meeting held at the RSC, coordinate the interim minutes with the minutes from the attending RSC with the treasurer's report to be given to the committee chair. This coordinated report will be presented at the Sunday RSC meeting each quarter.

#### Catering

1. One (1) year of continuous clean time.
2. Develop a menu for the meal served at the campout.
3. Coordinate prices for the supplies needed for the meal.
4. Make the time schedule for preparing and serving the meal at the campout.
5. Cost for the meal and supplies should be presented to the committee by the February RSC.
6. Responsible for purchasing of supplies and food items for the entire campout. Receipts and left over funds will be turned into the treasurer for recording.
7. Keep inventory of the supplies on hand and supplies left over after the campout. If some items can be returned for credit, then do so and return the funds to the treasurer.

## **CONVENTION**

#### Purpose

Our primary purpose is to carry the message and bring members together in a celebration of recovery.

#### Guidelines & Duties for Convention Committee Members

#### Positions Requirements and Duties

##### Convention Chair

1. Five (5) years continuous clean time.
2. Three (3) years of Convention Sub-Committee experience.
3. Facilitate the Saturday night Convention meeting.

##### Vice-Chair

1. Four (4) years continuous clean time.
2. Two (2) years of Convention Committee experience.
3. Chair the Convention Committee meetings when the Chair is absent or is addressing an issue.
4. Help the chair with whatever needs done during the planning of the Convention and at the Convention.
5. Attend the Regional Service Committee meeting when the Chair is unable to attend and give a written report.
6. Facilitate the Sunday morning Convention meeting

#### Secretary

1. Two (2) years continuous clean time.
2. One (1) year of Convention Sub-Committee experience.
3. Take accurate minutes at each Convention Committee meeting. Type and mail (either by e-mail or postal service) the minutes within 7 to 10 days after each meeting.
4. Keep all minutes in a log and have available at each meeting.
5. Help out at the Convention in any form as designated by the Convention Chair or Co-Chair.

#### Treasurer

1. Five (5) years continuous clean time.
2. Three (3) years of Convention Sub-Committee experience.
3. Have two (2) signatures on all checks written.
4. Balance the monthly bank statements keeping accurate records of all transactions.
5. Turn in a financial statement monthly at all committee meetings. Pay all authorized expenses incurred with receipts.
6. Keep track of all funds at the Convention and, if possible, make timely deposits.
7. At the end of the Convention, submit a complete log to the Regional Service Committee.
8. Oversee the signing of new signature cards (if needed) in a timely manner.
9. Responsible for the transfer of the account to the next committee treasurer.

#### Arts & Graphics

1. Two (2) years continuous clean time.
2. One (1) year of Convention Sub-Committee experience.
3. Once a theme is decided upon by the committee, work on the graphics to be used for the merchandise and banner.
4. Provide the graphics to the Merchandising Chair, Registration Chair, and Programming Chair.
5. Secure the banner for the convention.
6. Help out at the Convention in any form as designated by the Chair or Vice Chair.  
Lend a hand at the convention itself as needed

#### Entertainment

1. Two (2) years continuous clean time.
2. One (1) year of Convention Sub-Committee experience.
3. Seek bids for entertainment and bring them before the committee.
4. Get signed contracts from the entertainment decided upon.
5. See to it that the entertainment has sufficient set-up time.
6. Help out at the Convention in any form as designated by the Chair or Co-Chair.



### Fundraising

1. Five (5) years continuous clean time.
2. Three (3) years of Convention Sub-Committee experience.
3. Set fundraisers and attend them
4. Secure items to raffle and auction at the fundraisers and the Convention.
5. Turn in all funds to the Treasurer as soon as possible.
6. Run the raffles and auctions at the Convention.
7. Help out at the Convention in any form as designated by the Chair or Co-Chair

### Hotels & Hospitality

1. Two (2) years continuous clean time.
2. One (1) year of Convention Sub-Committee experience.
3. Secure meeting dates at the hotel (if free of charge).
4. Get menus and prices for the banquet and breakfast and bring them to the Convention Committee meeting for a vote.
5. Contact the Chamber of Commerce for registration packets.
6. Send out a request to all Areas to fill time slots and food donations for the hospitality room.
7. Turn in numbers to the hotel for banquets and breakfasts.
8. Set a meeting to go over all of the set-up for the Convention. This meeting needs to include the Chair or Vice Chair and/or any other members of the committee with prior convention experience.
9. Shop for food for the hospitality room.
10. Set up the hospitality room and schedule workers. Make sure the hospitality room is stocked at all times and secured at the appropriate times. This room is to be used only for snacking and fellowship , not to be slept in or used for personal reasons.

### Merchandising

1. Two (2) years of clean time.
2. One (1) year of Convention Sub-Committee experience.
3. Get bids for shirts needed for the Convention which may include pre-convention, pre-registration, and shirts to sell at the Convention and order them.
4. Get prices on pre-registration mugs and mugs to sell at the Convention and order them.
5. Get prices on merchandise for the packets, bring them to the Committee to be decided on, and order them.
6. Run the Merchandise room at the Convention.
7. Turn in funds to the Treasurer in a timely manner.

### Programming

1. Three (3) years continuous clean time.
2. Two (2) years of Convention Sub-Committee experience.
3. Send out a request to Region and World for speaker tapes and bring recommendations to the Committee. Placing the information in NAWS will give speakers an opportunity to send their tapes in.
4. Work on workshop themes and find facilitators
5. Secure a media recording vendor.
6. Make room reservations for the speakers and taper if needed.
7. Present the program to the committee and have them printed.
8. Secure transportation for the speakers.

9. Oversee the workshops and decide on who will introduce the speakers.
10. Facilitate the Friday night speaker meeting.

### Registration

1. Five (5) years of continuous clean time.
2. Three (3) years of Convention Sub-Committee experience.
3. Work with arts and graphics in order to form a convention flier and pre-registration flier.
4. Present a written report at each Convention Committee meeting and either supply a copy or e-mail a copy to the Secretary.
5. Secure a post office box.
6. Mail out pre-registration forms to all who attended the previous years' Convention.
7. Keep an accurate account of all who pre-register and turn in final numbers to the Merchandise and Hospitality Chairs for the purpose of pre-registration items.
8. Make sure there are enough laminate luggage tags and have the name tags printed and cut.
9. Fill out name tags and laminate them.
10. Put the registration packets together.
11. Register members at the Convention.

### General Member

1. Two months (60 days) continuous clean time.
2. Attendance at two (2) consecutive Convention Committee meetings.
3. Help out with Sub-Committees and at the Convention in any form as designated by the Chair and Co-chair.

## **FELLOWSHIP DEVELOPMENT**

### Our Purpose Statement for Fellowship Development Committee (FDC):

- To plan and provide services and support which facilitate the continuation and growth of Narcotics Anonymous throughout the Mid-America Region.
- Fellowship development provides support services to any NA member, group, service body, or NA community.
- The goal of any fellowship development effort is to communicate with and assist NA members, Groups, Areas, and Regions.
- The aim of the group is to further our primary purpose by developing and creating specific projects that will enable the region, its member areas and groups to better carry the NA message of recovery as well as enhance the growth and development of our fellowship.

The FDC shall perform all functions historically performed by the Outreach, Activities, and Literature Committees. It will utilize the most current local, region, and world approved service handbooks and materials that are written for those committees.

### Responsibilities:

1. To become the resource and coordinating body for all Fellowship Development efforts, responding to any request for information within the Mid-America Region.
2. To maintain a close working relationship with other Fellowship Development committees within the Mid-America Region.
3. To maintain a close working relationship with other subcommittees within the Mid-America Region, being careful not to interfere with their responsibilities.

## Duties:

1. Based on project need, create workgroups. Standing workgroups consist of Newsletter, Events and Soul to Soul.
2. Coordinate learning days throughout the Mid America Region.
3. Help mentor and educate trusted servants in the Mid America Region and at the RSC.
4. Cooperate and Collaborate with the Public Relations Committee.
5. Work jointly with each Area and Groups of the Mid America Region in terms of Fellowship Development.
6. Collect information about new/closed/struggling meetings throughout the Mid America Region. Communicating information to PR for purposes of meeting schedules, phoneline, and website.
7. Promote re-involvement of isolated groups or groups not participating in the service structure.
8. Regional Service Meetings
  - a. Host quarterly Regional Service Meetings to be held on the Saturday of the weekend of the third (3rd) Sunday of February, May, August and November.
  - b. Responsible for securing the building, Entertainment and the speaker for Saturday night of the Regional Service Meetings. Make sure the rooms are set up for the Saturday and Sunday business meetings, coffee is ready, bring copier from the storage shed, be responsible for the key to the storage shed, clean up, pay rent on Sunday and if applicable pay the DJ on Saturday night.
  - c. Keep the door money and the 50/50 money to pay for expenses. Responsible for the money until it is turned over to the Regional Treasurer at the Sunday business meeting.
  - d. Produce an itinerary of sub-committee meetings and RSC functions for the upcoming RSC. This will be placed in the RSC minutes, will be sent to webservant to be placed on regional calendar of events and hard copies of itinerary will be made available. Also develop and send out a flier of the upcoming RSC weekend and have posted on regional website.
9. General Service Assembly
  - a. Host the annual service assembly.
  - b. Responsible for securing a site for the service assembly, lock in weekend dates, plan and organize the itinerary for the weekend.
  - c. Produce a flier to be distributed detailing the weekend event, dates, location, times, cost and directions. Also have posted on regional website.
10. NA World Unity Day
  - a. Host the bi-annual World Unity Day that coincides with the World Convention or find an area or group in the Mid-America Region that can hold the function.
  - b. Responsible for securing a site for the event, lock in the time of event (for the Central time zone) to coincide with World Unity Day speaker and set up phone number with NAWS for the transmission of the speaker.
  - c. Produce a flier to be distributed detailing the event, date, time and location (with directions). Have flier posted on regional web-site.
11. Literature
  - a. Provide a forum for the free exchange of ideas and information amongst various areas to carry the written "Message of Recovery" to the still suffering addict.
  - b. Create and co-ordinate new literature projects deemed necessary by the Committee.

- i. Seek input from Members, Groups and Areas and compile, edit and review the material.
  - c. Co-ordinate reviews of "review form" literature, and distribute "approval form" literature.
  - d. Keep inventory of Service Manuals and Service Pamphlets (SP) that are to be for sale at the RSC. Turn in all funds to the Regional Treasurer to be placed in General Fund. Restock Literature as it is depleted.
12. Newsletter (M.A.N.)
- a. Produce the Mid America Regional newsletter (aka M.A.N.) which is published quarterly.
    - ii. The Newsletters page shall have the following disclaimer:  
*Note: The opinions and views shared in this publication do not necessarily reflect those of The M.A.N. staff, or NA as a whole.  
 Thank you, The Staff*

Trusted Servants:

1. Facilitator

- a. Definition: The Facilitator is someone who helps a group of people understand their common objectives and assists them to plan to achieve them without taking a particular position in the discussion. Facilitator will try to assist the group in achieving a consensus on any disagreements that preexist or emerge in the meeting so that it has a strong basis for future action.
- b. Qualifications:
  - i. At least four (4) years continuous clean time.
  - ii. Previous service experience at this level of service and in Fellowship Development.
  - iii. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, the Public Relations Handbook, Outreach Resource Information, and all other documents within the "Spiritual Guidance" Section of these guidelines.
  - iv. Willingness to serve, the time and initiative to commit for the length of time involved.
  - v. A thorough understanding of Consensus Based Decision Making.
  - vi. The ability to facilitate all discussions with a firm but gentle, spiritual approach.
  - vii. The ability to gather and distribute clear and adequate information from the coordinators for all projects/workgroups.
- c. Responsibilities:
  - i. Facilitate the FDC utilizing the basic facilitator's guide. (Found in the Addendum portion of the MARSCNA Policy).
  - ii. Arranges times and agendas for FDC meetings.
  - iii. Serve as the single point of accountability for the FDC.
  - iv. Attends all scheduled meetings of the RSC.
  - v. Prepares a report for each RSC meeting, makes all motions on behalf of the committee and is the voice of the FDC at the RSC.
  - vi. Report all workgroup/project activity that falls under the guidance of the FDC to the RSC.
  - vii. Attends the Regional FDC meeting each time that committee meets.
  - viii. Seek out and greet new members to the RSC. Provide orientation packet.
- d. Term Length:

- i. 2 years.
- 2. Co-Facilitator
  - a. Qualifications:
    - i. At least two (2) years continuous clean time.
    - ii. Previous service experience at this level of service and in Fellowship Development.
    - iii. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, the Public Relations Handbook, Outreach Resource Information, and all other documents within the “Spiritual Guidance” Section of these guidelines.
    - iv. Willingness to serve, the time and initiative to commit for the length of time involved.
    - v. A thorough understanding of Consensus Based Decision Making.
    - vi. The ability to facilitate all discussions with a firm but gentle, spiritual approach.
  - b. Responsibilities:
    - i. In absence of the Facilitator assumes all those responsibilities normally carried out by the Facilitator.
    - ii. Works closely with the Facilitator.
    - iii. Attends the all scheduled meetings of the FDC and RSC.
    - iv. In absence of an elected trusted servant or coordinator assist Facilitator in insuring the duties of that position are fulfilled.
    - v. Can assist with FDC Orientations.
    - vi. Seek out and greet new members to the RSC. Provide orientation packet.
  - c. Term Length:
    - i. 2 year commitment with willingness to serve as facilitator, in the “spirit of rotation”, upon election.

### 3. Secretary

- a. Qualifications:
  - i. At least one (1) year continuous clean time.
  - ii. Six (6) months involvement in FDC.
  - iii. Access to computer with internet access.
  - iv. Ability to take precise and detailed notes.
- b. Responsibilities:
  - i. Record minutes of each meeting of the FDC.
  - ii. Distribute minutes, in timely manner, to all members in attendance. Preferably the week following any meeting of the FDC.
  - iii. Provide attendance sheet at meeting.
  - iv. Distribute minutes of each meeting to all RCMs and all officers of the MARSCNA.
  - v. Keep all records and archives from your tenure in this position. Turn records over to next secretary. Every three (3) years, information should be committed to MARSCNA Archivist.
  - vi. Attends the all scheduled meetings of the FDC and RSC.
- c. Term Length:
  - i. 1 year

### Workgroup Coordinator Qualifications and Responsibilities.

#### 4. Events Coordinator

- a. Qualifications:
  - i. At least two (2) year continuous clean time.

- ii. At least six (6) months involvement in FDC.
      - iii. Experience with prior regional events.
      - iv. Ability to plan and organize events.
    - b. Responsibilities:
      - i. Plan and coordinate events throughout Mid America Region for FDC.
      - ii. Coordinate RSC weekend with facility.
      - iii. Plan Saturday evening activities for RSC weekends.
      - iv. Single Point of Accountability for all events of the FDC.
      - v. Be responsible with monies and turn in detailed reports to the FDC and RSC.
      - vi. Coordinate Unity Day Hook-up(s) with local fellowships throughout the Mid America Region.
      - vii. Coordinate Regional Assembly.
      - viii. Attends the all scheduled meetings of the FDC and RSC.
    - c. Term Length:
      - i. 1 year
5. Newsletter Editor
- a. Qualifications:
    - i. At least three (3) year continuous clean time.
    - ii. At least six (6) months involvement in FDC.
    - iii. The ability, means and dedications to fulfill the responsibilities of Newsletter Editor.
    - iv. An understanding of Newsletter development and the NA Newsletter handbook.
  - b. Responsibilities:
    - i. Facilitate and coordinate the Newsletter Workgroup
    - ii. Develop the Mid-America Newsletter Quarterly
    - iii. Collect, correlate, layout, produce, find printer and distribute quarterly newsletter.
      - 1. Send digital copy to the Webservant and the electronic mailing list.
    - iv. Follow the guidelines of the NA Newsletter Handbook.
    - v. Attends the all scheduled meetings of the FDC and RSC.
    - vi. Single Point of Accountability for the Mid America Newsletter
  - c. Term Length:
    - i. 2 year
6. Newsletter Co-Editor
- a. Qualifications:
    - i. At least two (2) year continuous clean time.
    - ii. At least six (6) months involvement in FDC.
    - iii. The ability, means and dedication to fulfill the responsibilities of Newsletter Editor.
    - iv. An understanding of Newsletter development and the NA Newsletter handbook.
  - b. Responsibilities:
    - i. Assist the Editor with facilitating and coordinating the Newsletter Workgroup.
    - ii. Collect, correlate, layout, produce, find printer and distribute quarterly newsletter.
    - iii. In absence of the Editor serve in their place.
    - iv. Attends the all scheduled meetings of the FDC and RSC.

- c. Term Length:
  - i. 2 year
- 7. Workgroup Coordinators (Based on Need for Specific Projects)
  - a. Qualifications
    - i. At least one (1) year continuous clean time. Also may be determined based on need for project.
    - ii. At least six (6) months involvement in FDC.
    - iii. Demonstrated skill set or talent to specific needs of project.
    - iv. The ability to plan and organize a project.
  - b. Responsibilities
    - i. Facilitate and Coordinate the specific workgroup.
    - ii. Develop a project plan. To include:
      - 1. Length of project.
      - 2. Goals and objectives.
      - 3. Financial Impact.
      - 4. Needed resources.
    - iii. Report to FDC all progress with specific project.
    - iv. Attends the all scheduled meetings of the FDC and RSC.
    - v. Single Point of Accountability for the specific project.
  - c. Term Length
    - i. Until project is completed.

**NAWS CONTACT PERSON**  
(*Regional Trusted Servant*)

Purpose

To insure better communication and accountability pertaining to our Group and Area meetings by maintaining accurate information about the groups and areas within our region.

Duties

1. Maintain up-to-date contact information for each RSC officer and sub-committee chair in the NAWS database.
2. In the absence of an area NAWS contact person, the regional NAWS contact person should update the NAWS database on that area's behalf. Updates include, but are not limited to, contact information for area trusted servants, group trusted servants, group addresses and meeting days and times.
3. This trusted servant should work with each RCM to determine which areas have a NAWS contact person and which areas do not.

Requirements (From NAWS May 2004)

“The main requirement to fulfill for the duties is that the person would need to be computer savvy, as there is mostly data entry involved. Once your Committee has identified someone for this position you can have him or her contact us at [webupdates@na.org](mailto:webupdates@na.org). From there we will get them acclimated to the process of updating your Region's information in our database.”

The information contained within the NAWS database is used to communicate with trusted servants. Also, group addresses and meeting times are used to update the meeting lists on <http://www.na.org>.

## NAWS Contact Person

1. Three (3) years continuous clean time
2. A minimum of two (2) years of Regional participation
3. Refer to page 12 “NAWS Contact Person.”

## **POST OFFICE CHAIR** *(Regional Trusted Servants)*

### Purpose

To check on mail and to forward mail as needed to keep the fellowship informed.

### Duties

1. Willingness to check the P. O. Box once a week or more if needed.
2. Mail out fliers and other NA mail as needed, and take remaining fliers to RSC.
3. Make copies of fliers if needed.
4. Forward any material to designated persons.
5. Put packages for RCM, Secretary, RSC Sub-Committee facilitators and workgroup coordinators as needed
6. Mail out fliers if the event will be over before the next RSC. Conference Agenda Report goes to the RSC

### Chair Requirements

1. Three (3) years continuous clean time
2. Two (2) years involvement with the RSC
3. One (1) year term
4. Must have ways and means to get to the Post Office Box.

### Vice Chair Requirements

1. Three (3) years continuous clean time.
2. One (1) year involvement with the RSC.
3. One (1) year term, possible two (2) year commitment.
4. Must have the ways and means to get to the P. O. Box.

## **PUBLIC RELATIONS**

Our Purpose Statement for Public Relations Committee (PRC):

*“The Narcotics Anonymous message is “that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live.” Our relations with the public enable us to share this message broadly so that those who might benefit from our program of recovery can find us.*

*We perform public relations service to increase the awareness and credibility of the NA program. We share our message openly with the public at large, with prospective members, and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the fellowship. Establishing and maintaining a commitment to these relationships, can help us to further our primary purpose. The spiritual principles of our steps, traditions, and concepts guide us in pursuing our public relations aims and our efforts to enhance NA’s public image and reputation. These principles apply to our community and service efforts as well as to the personal behavior and attitude of individual NA members.”*

*– Public Relations Handbook*



- To plan and provide services and support which facilitate the continuation and growth of Narcotics Anonymous throughout the Mid-America Region.
- Public Relations provides support services to any NA member, group, service body, or NA community.
- The goal of any Public Relations effort is to create a forum for local NA services in our communities.
- To communicate with outside entities and display a professional image of NA in our region.
- The aim of the group is to further our primary purpose by developing and creating specific projects that will enable the region, its member areas and groups to better carry the NA message of recovery through our Public Relations efforts.

The PRC shall perform all functions historically performed by the Public Information and Hospitals and Institutions Committees. It will utilize the most current local, region, and world approved service handbooks and materials that are written for those committees.

*“In order to achieve our spiritual aim,  
Narcotics Anonymous must be known and respected.”  
(Basic Text p. 74)*

### Responsibilities

1. To become the resource and coordinating body for all Public Relations efforts, responding to any request for information within the Mid-America Region.
2. To maintain a close working relationship with other Public Relations committees within the Mid-America Region.
3. To maintain a close working relationship with other subcommittees within the Mid-America Region, being careful not to interfere with their responsibilities.
4. To coordinate and support planning, preparation, communication, and training for public relations efforts performed by our areas, groups, and members in accord with NA’s traditions and principles .

### Duties

1. Based on project need, create workgroups. Standing workgroups consist of Hospitals & Institutions, Media, Phonline and Web.
2. Coordinate learning days throughout the Mid America Region.
3. Coordinate Public Relations events that service the Mid America Region. i.e. booths, flyer drives, public and professional presentations, etc. Creating workgroups as needed.
4. Help mentor and educate trusted servants in the Mid America Region and at the RSC.
5. Cooperate and Collaborate with the Fellowship Development Committee.
6. Work jointly with each Area and Groups of the Mid America Region in terms of Public Relations.
7. Collect information about new/closed/struggling meetings throughout the Mid America Region. Communicating information to FD for purposes of outreach and support. Using the information gathered for maintaining an accurate meeting list.
8. Hospitals & Institutions (H&I)
  - a. Assist areas in carrying NA’s message into various correctional facilities and treatment facilities with the ultimate goal of reaching suffering addicts.

- b. Assist areas in interacting with drug courts and addicts referred to NA through the criminal justice system with the aim of applying NA's principles to the influx of court-mandated addicts.
  - c. Assist areas in creating relationships with correctional facilities, criminal justice professionals, treatment facilities, and treatment professionals to ensure that NA's message is available to addicts.
  - d. Coordinate learning days for purposes of training new members and refreshing experienced members to go into the various facilities.
  - e. Create projects based on needs with respect to the resources available.
9. Media
- a. Consists of all media printed and any public announcements.
  - b. Maintain accurate meeting list for the Mid-America Region.
  - c. Create projects based on needs with respect to the resources available.
10. Phoneline
- a. Maintain the Mid-America Region Phoneline. 1-855-732-HOPE(4673)
    - i. Monitor and update using accurate information.
      - 1. Within a reasonable time frame.
11. Web
- a. Maintain the Mid-America Region website. [www.marscna.net](http://www.marscna.net)
    - i. Monitor and update using accurate information.
      - 1. Within a 24-48 hour time frame.
  - b. Monitor the email accounts. Ensure information that is sent is updated on the website and disseminate messages to the appropriate trusted servant.
    - i. [marscna@gmail.com](mailto:marscna@gmail.com)
    - ii. [info@marscna.net](mailto:info@marscna.net)
  - c. Assign email accounts for trusted servants of the region.
    - i. All trusted servants assigned are responsible to check their email regularly.
    - ii. When replying to an email message sent to the respective trusted servant either:
      - 1. Reply all in the message
      - 2. Or "cc:" [marscna@gmail.com](mailto:marscna@gmail.com)
  - d. Follow the Mid-America Regional Guidelines for the web page. (See appendix )

## Trusted Servants

### 1. Facilitator

- a. Definition: The Facilitator is someone who helps a group of people understand their common objectives and assists them to plan to achieve them without taking a particular position in the discussion. Facilitator will try to assist the group in achieving a consensus on any disagreements that preexist or emerge in the meeting so that it has a strong basis for future action.
- b. Qualifications
  - i. At least four (4) years continuous clean time.
  - ii. Previous service experience at this level of service and in Public Relations.
  - iii. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, the Public Relations Handbook, Hospitals & Institutions Handbook, and all other documents within the "Spiritual Guidance" Section of these guidelines.
  - iv. Willingness to serve, the time and initiative to commit for the length of time involved.

- v. A thorough understanding of Consensus – Based Decision Making.
  - vi. The ability to facilitate all discussions with a firm but gentle, spiritual approach.
  - vii. The ability to gather and distribute clear and adequate information from the coordinators for all projects/workgroups.
- c. Responsibilities
- i. Facilitate the PRC utilizing the basic facilitator’s guide. (Found in the addendum portion of the MARSCNA Policy).
  - ii. Arranges times and agendas for PRC meetings.
  - iii. Serve as the single point of accountability for the PRC.
  - iv. Attends all scheduled meetings of the RSC.
  - v. Prepares a report for each RSC meeting, makes all motions on behalf of the committee and is the voice of the PRC at the RSC.
  - vi. Report all workgroup/project activity that falls under the guidance of the PRC to the RSC.
  - vii. Attends the Regional PRC meeting each time that committee meets.
- d. Term Length
- i. 2 years.
2. Co-Facilitator
- a. Qualifications
- i. At least two (2) years continuous clean time.
  - ii. Previous service experience at this level of service and in Public Relations.
  - iii. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, the Public Relations Handbook, Hospitals & Institutions Handbook, and all other documents within the “Spiritual Guidance” Section of these guidelines.
  - iv. Willingness to serve, the time and initiative to commit for the length of time involved.
  - v. A thorough understanding of Consensus Based Decision Making.
  - vi. The ability to facilitate all discussions with a firm but gentle, spiritual approach.
- b. Responsibilities
- i. In absence of the Facilitator assumes all those responsibilities normally carried out by the Facilitator.
  - ii. Works closely with the Facilitator.
  - iii. Attends all scheduled meetings of the PRC and RSC.
  - iv. In absence of an elected trusted servant or coordinator assist Facilitator in insuring the duties of that position are fulfilled.
  - v. Can assist with PRC Orientations.
- c. Term Length
- i. 2 year commitment with willingness to serve as facilitator, in the “spirit of rotation”, upon election.
3. Secretary
- a. Qualifications
- i. At least one (1) year continuous clean time.
  - ii. Six (6) months involvement in PRC.
  - iii. Access to computer with internet access.
  - iv. Ability to take precise and detailed notes.
- b. Responsibilities
- i. Record minutes of each meeting of the PRC.

- ii. Distribute minutes, in timely manner, to all members in attendance. Preferably the week following any meeting of the PRC.
- iii. Provide attendance sheet at meeting.
- iv. Distribute minutes of each meeting to all RCMs and all officers of the MARSCNA.
- v. Keep all records and archives from your tenure in this position. Turn records over to next secretary. Every three (3) years, information should be committed to MARSCNA Archivist.
- vi. Attends all scheduled meetings of the PRC and RSC.
- c. Term Length
  - i. 1 year

Workgroup Coordinator Qualifications and Responsibilities.

4. H&I Coordinator

- a. Qualifications
  - i. At least three (3) year continuous clean time.
  - ii. At least six (6) months involvement in regional service.
  - iii. Prior involvement with H&I at the regional level.
  - iv. At least (1) one year experience of H&I service.
  - v. A working knowledge of the H&I Handbook and the Public Relations Handbook.
  - vi. Ability to facilitate workgroup.
- b. Responsibilities
  - i. Facilitate and coordinate the H&I Workgroup
  - ii. Communicate all activity for the H&I workgroup to the PRC.
  - iii. Single point of accountability for H&I to the PRC.
  - iv. Maintain a list of facilities and contacts for H&I; current, past, and potential.
  - v. Attends all scheduled meetings of the PRC and RSC.
- c. Term Length
  - i. 1 year

5. Phoneline Coordinator

- a. Qualifications
  - i. At least two (2) year continuous clean time.
  - ii. At least six (6) months involvement in regional service.
  - iii. Experience with phoneline.
  - iv. A working knowledge of the Public Relations Handbook and a Guide to Phoneline Service.
- b. Responsibilities
  - i. Facilitate and coordinate the Phoneline Workgroup.
  - ii. Be a contact for the phoneline to the company that carries the service for the region.
  - iii. Attends all scheduled meetings of the PRC and RSC.
  - iv. Single point of accountability for the Phoneline to the PRC.
- c. Term Length
  - i. 1 year

6. Media Coordinator

- a. Qualifications
  - i. At least two (2) year continuous clean time.
  - ii. At least six (6) months involvement in PRC.

- iii. A working knowledge of the Public Relations Handbook.
    - iv. Experience with maintaining/creating meeting lists and other forms of publications/announcements for the basis of information.
  - b. Responsibilities
    - i. Facilitate and coordinate the Media workgroup.
    - ii. Maintain and update the Mid-America Regional meeting list and ensure the meeting list gets to print prior to the RSC quarterly meeting and distribute to the areas.
    - iii. Single point of accountability for all printed and publicized media.
    - iv. Attends all scheduled meetings of the PRC and RSC.
  - c. Term Length
    - i. 1 year
- 7. Web Coordinator
  - a. Qualifications
    - i. At least four (4) years continuous clean time.
    - ii. At least six (6) months involvement in PRC.
    - iii. Experience with web design and maintenance.
    - iv. A working knowledge of the Public Relations Handbook.
  - b. Responsibilities
    - i. Facilitate and coordinate the web workgroup.
    - ii. Follow the guidelines and policy for the website of the Mid America Region.
    - iii. Function as Web Servant for the Mid America Region
      - 1. Maintain the regional webpage with help and feedback from the members of the workgroup.
    - iv. Be the Single Point of Accountability for the website to the PRC.
    - v. Attends all scheduled meetings of the PRC and RSC.
  - c. Term Length
    - i. 2 year
- 8. Workgroup Coordinators – Based on Need for Specific Projects
  - a. Qualifications
    - i. At least one (1) year continuous clean time. Also may be determined based on need for project.
    - ii. At least six (6) months involvement in PRC.
    - iii. Demonstrated skill set or talent to specific needs of project.
    - iv. The ability to plan and organize a project.
  - b. Responsibilities
    - i. Facilitate and Coordinate the specific workgroup.
    - ii. Develop a project plan. To include:
      - 1. Length of project.
      - 2. Goals and objectives.
      - 3. Financial Impact.
      - 4. Needed resources.
    - iii. Report to PRC all progress with specific project.
    - iv. Attends the all scheduled meetings of the PRC and RSC.
    - v. Single Point of Accountability for the specific project.
  - c. Term Length
    - i. Until project is completed.

**SOUL TO SOUL**  
*(Sub Committee)*

Purpose

Duties

Host Annual Fall Spiritual Retreat for our Region.

Positions

Soul to Soul Chair

1. Two (2) years continuous clean time
1. Attendance at one (1) Soul To Soul

Vice-Chair

1. One (1) year continuous clean time
2. Attendance at one (1) Soul to Soul

Treasurer

1. Two (2) years continuous clean time
2. Attendance at one (1) Soul to Soul
3. Money handling experience at Group, Area, or Regional level

Location Selection

These are the requirements for the facility to host the Soul to Soul Spiritual Retreat. Each year we request everyone to bring bids for the retreat site to the event for the closing committee meeting.

1. Minimum of 50 beds
2. Men and women separate bedding (this can be in same building)
3. Fire pit
4. Group activities (examples: hay rack, canoeing, archery, etc.)
5. Large room or mess hall
6. Full and equipped kitchen
7. Bathroom with showers (men and women's)
8. September or October dates

## **Guidelines for obtaining bids at all inclusive hotels for Mid America Region Convention of Narcotics Anonymous**

### General:

- \*Meeting room for interim meeting (non RSC months)
- Staff to accommodate convention of 300 to 500 people
- Registration – 4 tables in lobby or adjacent to entrance
- Merchandise – room with 15-20 tables (prime location) and 3 phone jacks
- 24 hour Marathon meeting room with seating for 30-50 people
- Hospitality Suite – easy access to courtyard or other seating with first (1<sup>st</sup>) floor or handicap accessible
- (Availability to bring in food and coffee for hospitality room)
- \*Fellowship area: 50 to 100 people (open 24 hrs. If possible)
- Conference space – 2 rooms to accommodate 150 people each (workshops)
- Auction – room with 3 tables easy access
- Friday night speaker – seating 200 to 400 people, dance floor, stage
- Saturday night speaker – seating 350 to 550 people, dance floor, stage
- Sunday morning speaker – seating 200 to 350 people
- Sunday closing committee meeting room

### Rooms:

- Sleeping rooms 150 to 200 available with 50 to 75 room nights block (Friday 3 p.m. – Sun. 1 p.m.)
- Room rate available for Committee Thursday night
- Rate guaranteed after block met
- Maximum number allowed per room
- Number of rooms complimentary for every 50 rented

### Food Services:

- Coffee; price per gallon or per person (lock in price) – 200 to 400 gallons over weekend
- Saturday night banquet price per person with 75 to 100 estimated maximum
- Sunday morning breakfast price per person with 50 to 75 estimated maximum

Are prices for room rental determined by food & beverage sales?

Is there a penalty for not making room block? (Sleeping rooms)

Availability & cost of AV (audio/video) equipment?

Set up/tear down fee?

Replace with cancellation clause

Location:

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Name of Hotel:

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Dates available:

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*NO Easter Weekend*

Contact Person:

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Can prices be guaranteed until after Regional weekend?

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*Person(s) obtaining the bid needs to attend RSC business meeting to present the bid. There may be questions and the hotel may need to be contacted while the meeting is taking place.*

\*Not deal breakers but great if they can accommodate



# Basic Facilitation Guide

## The Role of a Facilitator

The role of a facilitator is to help the body move through their intended agenda, reach decisions that all participants can support, and help ensure that these decisions are in harmony with the principles of the NA program. A facilitator will need to know several basic pieces of information to be effective:

- ❖ Have a clear understanding of the purpose of the gathering, whether it is a GSF meeting, Local Service Planning Assembly, etc.
- ❖ Have a general idea of the experience level of those attending. For a group of less experienced individuals more explanation of basic information may be needed, while more experienced members may be able to move more quickly through the set up phase of a discussion.
- ❖ Have an awareness of any relevant resources, such as local guidelines, service handbooks, tradition and concept essays etc., and make these available when required.

## Setting Up a Discussion Session

Remind all participants of what the meeting is intended to accomplish, and how everyone will work together to achieve that aim:

- State the purpose of the meeting, review the agenda and ground rules, and remind everyone how much time is available for the meeting.
- Ask everyone for their help in facilitating discussions and following the ground rules for the meeting.

## Key Techniques

There are some simple ideas for facilitators that can have a positive influence on a session:

- Make eye contact, smile, be enthusiastic
- Be who you are – let your own style come through
- Remember that communication isn't just the spoken word – for example, try to avoid "closed" body language such as crossing your arms or turning your back on your audience
- Remember that listening is a key part of successful facilitation

There are several techniques that a facilitator can employ to aid in their process. These can be broken down into three main areas:

### 1. Gathering information:

- Make sure everyone has a chance to participate so all the necessary information is available, remembering that some participants are shy so may need encouragement
- Try to keep the discussion focused on the topic and get to the root cause of any issues, asking for more details in order to gain clarity if needed

**Key questions include:**

- What have we tried before that works?
- What would happen next?
- Is that what you mean?

**2. Organizing information:**

- Group common thoughts and ideas together
- Avoid repetition, but don't lose the details
- Don't lose good ideas that are off topic – record these for use in the future

**Key questions include:**

- Are these ideas similar?
- What would happen if we tried these ideas together?
- Can anyone add anything to these ideas?

**3. Connecting ideas:**

- Rephrase ideas so they relate to the issue we are discussing
- Combine ideas to build solutions

**Key questions include:**

- How can we use that idea to help with our issue?
- What can we do today that will make a difference?
- Can we see some solutions or next steps emerging from our ideas?

### **Wrapping Up a Discussion Session**

Summarize any solutions offered or decisions made, making sure everyone is clear on what has been decided and what will happen next.

If more information is going to be sought outside those in attendance, be sure that everyone knows who is responsible for this and when it will happen.

Remind everyone how important it is to involve ourselves in these discussions and how we are a part of the solution today.

Don't forget to thank everyone for coming, and ensure everyone knows when and where the next meeting is.