

The Burlington County Area of Narcotics Anonymous Area Service Committee Policy 2024



Preface

This Policy was written with the welfare of all Members of Narcotics Anonymous in The Burlington County Area in mind. It is our goal to produce policy that offers the greatest good for the greatest number, ever adhering to Spiritual Principles.

Service Prayer

“GOD, grant us knowledge that we may serve according to Your Divine precepts. Instill in us a sense of Your Purpose. Make us servant of your will and grant us a bond of selflessness that this may truly be your work, not ours – in order that no addict, anywhere, need die from the horrors of addiction.”

The Twelve Traditions of Narcotics Anonymous

We keep what we have only with vigilance and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority - a loving God and he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous, except in matters affecting other group or NA as a whole.
5. Each group has but one primary purpose - to carry the message to the addict who still suffers.
6. An NA group should never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never to be drawn into public controversy,
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

The Twelve Concepts for NA Service

The Twelve Concepts for NA service described here are intended to be practically applied to our service structure at every level. The spiritual ideals of our steps and traditions provide the basis for these concepts, which are tailored to the specific needs of our fellowship's service structure. The concepts encourage our groups to more readily achieve our traditions' ideals and our service structure to function effectively and responsibly.

These concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our lives and our traditions have stabilized and unified our groups. The Twelve concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rest with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving GOD to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in the decision-making process.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Introduction

Area Service Committee – Narcotics Anonymous members (GSR's / Trusted servants) elected to serve a particular geographical area of Narcotics Anonymous.

Area Service Conference – A meeting in which business and the happenings within an area of Narcotics Anonymous are conducted.

1. The Area Service Conference is established by and is responsible to the local fellowship of Narcotics Anonymous.
2. The Area Service Conference is not an entity; it is an event – the coming together.
3. Area Service Conferences are created and exist to help the NA Groups achieve their primary purpose of carrying the message to the addict who still suffers. Area Service Conferences provide services which NA Groups cannot or should not perform themselves.
4. The most important service that an Area Service Conference provides is that of group support. Whenever a group has a specific situation or need that it has not been able to handle on its own, it can come to the Area Service Committee for help.
5. The Area Service Conference functions as an important resource to groups. Collecting the experience of other groups, other areas, etc., and sharing it with a group in need, is one way to help. Another way is to provide a forum for discussing subjects and issues which are not appropriate for recovery meetings.
6. The Area Service Conference shall provide a forum to those groups seeking experience, strength, and hope.
7. The Area Service Committee handles whatever functions are necessary or helpful to its groups.
8. The purpose of this committee shall be coordination of NA activities and/or functions common to the various groups and committees comprising its membership, in accordance with the 12 Traditions and 12 Concepts of NA.
9. The Area Service Conference is an event at which representatives from all the groups come together to:
 - a. Support the common welfare of the groups and the unity of the fellowship within the area.
 - a. Communicate with, give support to, and direct each of the service committees that are directly responsible to those they serve.
 - b. Respond collectively to issues of concern or decision that affect the area, the region, or NA as a whole
10. An Area Service Conference can and should be a place where all of the following are in evidence:
 - a. A groups' conscience leading to an area's collective conscience
 - b. Spiritual needs and strengths of both the area and the groups
 - c. Recovery, insight, experience and wisdom

Area Service Mission Statement

(The goals of every committee of the Area Service Conference)

1. Everything that occurs during NA service must be motivated by the desire to more successfully carry the message of recovery to the addict that still suffers.
2. We provide these services so that our groups and members can more successfully carry the message of recovery, and so that our program of recovery can be made more available to addicts everywhere.
3. Area Service supports the NA group and its primary purpose by associating the group with other groups locally and by helping the group deal with its day-to-day problems and needs.
4. These services provide the support necessary for groups of NA members to work together for the common welfare.
5. We are here to respond to the needs and services of the member groups of the area as they arise, and to maintain the principles of the 12 Traditions and 12 Concepts in all our affairs.
6. To be effectively helpful to addicts who still suffer we must be governed by the group we serve and impose certain standards (spiritual principles) on ourselves.
7. We serve so that our personal recovery can help another addict. We grow spiritually as we contribute to services that help the group make recovery available to any addict seeking it.

The Area Service Conference (ASC)

1. Recognizes any NA group that meets regularly, within Burlington County at a specific place and time, providing that it follows the 12 Traditions of Narcotics Anonymous.
2. Will meet the second Sunday of each month except May, will meet on the first Sunday of the Month, due to Mother's Day.
3. Will be a no smoking meeting.
4. Will be held at St. Mary's Episcopal Church, 145 W. Broad Street, Burlington, NJ 08016 Unless otherwise voted by the GSR's to be on zoom.
5. Will begin at 2:00 and will end at the conclusion of all Area Service Conference matters.
6. For conducting business, a quorum must be present. To obtain a quorum count, please see the section labeled Quorum for additional details. If the quorum is not met, no BCASC can be held. An information day can be conducted (refer to information day page 8)
7. The Chairperson will not start any voting actions until a quorum of G.S.R.'s or alternate is present. If the quorum is not met one-half (1/2) hour past the scheduled start time, an Information Day can be conducted (refer to information day page 8).
8. If neither the chairperson nor the vice chairperson is present, the RCM shall assume their responsibilities. In the absence of all three of the positions, the chair shall be filled in the following order, Policy, H&I, Unity, and Literature Purchase chairpersons.
9. Is named Burlington County Area Service Conference of Narcotics Anonymous, (herein after to as BCASCNA)

10. Only one person from each group may present the group report. (See guidelines for G.S.R. Reports page 13)
11. All Trusted servants will present their reports to the area only if there is a change in their Subcommittee or if there is a problem. Presentation of report shall be limited to 5 minutes. (To present is to read a submitted, written report and field questions from the floor).
12. All subcommittee chairs may have the vice-chairs present reports at area in their absence.
13. All Joint Administrative Committee members shall not hold a position of the GSR or Alt. GSR for a home group.

14. The Area Chairperson will hold a GSR workshop quarterly starting at 1:00pm. Concluding at 2:00pm.

15. GSR's will be called on by a show of hands first before anyone else. (GSR's, Subcommittee Chairs, Administrative Committee and Observers.)

Information Days

When quorum is not present at ASC, an information day will take place

1. No approval of minutes, old or new business, or elections can be conducted on this day.
2. All other items in format will occur (refer to BCASCNA format) 3. Minutes will be recorded of this day.
4. No voting will take place on this day.
5. If voting members present feel that a crisis exists that must be resolved, prior to the next scheduled BCASCNA meeting, an emergency meeting may be scheduled by the voting members present.
6. If the quorum is attained during the Information Day, the chairperson can request that the meeting be transformed into a regular BCASCNA meeting. This will be decided by a simple majority of voting members.
7. ASC will be limited to 1 hour to allow for literature purchases, 7th tradition donations, and group reports.

Emergency Meeting

1. Outside of the scheduled Area Service Conference Day, the Chairperson may call for an emergency meeting at their discretion.
2. The Chairperson will contact the GSR's to inform them of the crisis.
3. The meeting will be held on the earliest agreed date & location
4. A quorum must be attained to conduct business.
5. Minutes will be taken.
6. The emergency meeting will consist of the exchange of information, ideas, and decisions pertaining to the crisis, or current needs of the area, only.

AD HOC Committees

An “ad hoc committee” is a committee formed, usually by the Area Chair, for a specific task or objective; and is dissolved after its completion. The Chairperson or ASC should clearly specify what the committee’s purpose is, and what authority and resources it will be given, and how long it should take to complete the job. The chairperson may appoint either the entire ad hoc committee or just the chairperson, who will put the ad hoc committee together later. Again, once the ad hoc committee’s work is complete, the committee is dissolved.

Learning Days & Workshops

Learning days and workshops sponsored by area subcommittees are valuable tools for increasing area members’ awareness of the work conducted by the area committee. For most fields of service H&I, PI, phone lines, etc. complete descriptions of how to conduct local learning days and workshops are provided in the respective service handbooks. Many area committees also conduct topical workshops on the Twelve Traditions and Twelve Concepts for NA Service, sponsorship, and other subjects. If experience in a particular subject or field of service is low in your area, you can work with your regional committee to organize a workshop to help strengthen understanding of that branch of service in your area. Group service workshops can help trusted servants of local groups focus on their primary purpose and the tools available for fulfilling it. Some group service workshops begin with members of the area committee sharing their experience in different group service positions, using the chapter on the NA group from *A Guide to Local Services* as a reference. The workshop can then be opened for discussion or questions from those attending. Others break up into small groups to review different topics relevant to group services—meeting formats, for example, relations with the community, or group business meetings. However, it’s conducted, a group service workshop is one direct way for the members of an area committee to share their experience with the groups they serve.

Open Forum/Sharing Session

1. "Open Forum" is the section of the area format, where an open discussion is held on any BCASCNA issues. All members of Narcotics Anonymous are welcome to participate.
2. The Chairperson will request that all issues wishing to be discussed, be announced by recognition of raised hands and keep open forum on topic.
3. Secretary will note each topic received
4. The topics will be dealt with in the order they are received unless otherwise decided upon by Participants.
5. Time limit for open forum is 30 minutes.
6. Topics discussed in an open forum cannot be re-discussed in New Business.

The sharing session is also a time when the area committee can focus on issues rather than motions. Although the rules of common courtesy are in place, the rules of order are not. It’s an informal time in

which ideas can be freely shared, ideas that can help the committee be more effective in fulfilling its purpose. Many area committees, putting our fellowship's Sixth Concept to work, use the sharing session to better understand their collective conscience on area business before making decisions.

The Sixth Concept for Service talks about group conscience as "the spiritual means by which we invite a loving God to influence our decisions," and carefully distinguishes the spiritual discipline of group conscience from the decision-making mechanism. Perhaps nowhere is that distinction more evident than in the sharing session. In the sharing session, committee participants consult their individual consciences—and their Higher Power—on the broad issues at hand, share the insights resulting from that, and together develop a collective direction for the committee. In the business portion of the meeting, those same participants try to express that group conscience in the specific form of motions and votes. But committee motions cannot be an effective expression of the spiritual aims of our fellowship without the free exchange necessary for the development of a group conscience having first occurred. The sharing session is designed specifically to facilitate that occurrence. Let's say the public information subcommittee's report suggested in general terms the need to be more energetic in reaching out to drug abuse treatment professionals in the area. During the sharing session, a variety of issues pertaining to PI's suggestion can be discussed: What's the difference between "energetic" PI work and outright promotion of NA? To what extent, if any, does cooperation with the professional community border on the endorsement of outside enterprises? And is this where the area wants to spend more money, or are there other projects more deserving of immediate attention? No motions, no calling of the question, no parliamentary inquiries—just a free exchange of ideas among NA trusted servants producing greater understanding of directions in which area services might head.

The sharing session is the appropriate time for members to exercise NA's Ninth and Tenth Concepts. These concepts remind us that our committees are responsible for listening to all participants' voices with respect and that all members have a right to be heard. Minority opinions on committee business can be expressed freely and clearly in the sharing session. And problems potentially calling for the redress of a personal grievance on the part of a committee member can be aired in an open, supportive atmosphere.

(From A Guide to Local Service)

Joint Administration Committee Description (JAC)

The JAC consists of administrative officers and subcommittee chairpersons. They are NA members working together to serve the Fellowship of NA in The Burlington County Area, but not to act as an authority over the Area. In accordance with Tradition Nine of Narcotics Anonymous, the JAC is directly responsible to those they serve and shall be respectful of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous in all of its affairs and matters of business. Keeping the interest of the NA fellowship in The Burlington County Area first, shall be our primary concern.

Notes:

- Vice Chairperson of the BCASCNA will conduct JAC.
- Any meeting time changes will be made by the Vice Chairperson by phone.

- No JAC member shall hold a GSR or alt GSR position at a home group.
- All administrative members will present their written reports to the ASC. Presentation of report shall be limited to 5 minutes. (To present is to read a submitted, written report and field questions from the floor).

Joint Administration Committee Purpose and Participants

JAC is a forum to discuss business matters concerning BCASCNA

1. To administer financial guidelines described
2. To discuss any business or committee related concerns
3. To suggest the discussion of these concerns with the full ASC
4. To provide guidance in implementation of mission statement.
5. To provide foresight, insight, and leadership to the members and participants of BCASC.
6. To increase the unity and communication between area subcommittees and the BCASC.

Administrative Committee

- Area Service Chairperson
- Area Service Vice Chairperson
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer

Subcommittee Chairpersons

- Activities Chairperson
- RCM Committee Member
- RCM Alt. Committee Member
- H&I Chairperson
- Literature Purchasing Chairperson
- Literature Review Chairperson
- Public Information Chairperson
- Policy Chairperson

Joint Administrative Committee (JAC) Guidelines/Responsibilities

1. JAC will be conducted by the BCASCNA Vice chairperson. In the absence of the vice chairperson, succession will be as follows:
 - a. Policy Chairperson
 - b. RCM
 - c. Alternate RCM

2. The JAC will meet quarterly. The meeting will begin at 1:15 (45 minutes before ASC begins) unless otherwise decided upon by the GSR's, ASC Chairperson, ASC Vice Chairperson, or presiding trusted servant.
3. The JAC will coordinate the services provided by the subcommittees to meet the overall needs of the members and/or groups.
4. Report financial expenditures and fill out request for money form where area reimbursement or expense is required. Submit receipts where applicable.
5. Maintain prudent reserve and perform additional fund flow activities. (See financial Guidelines)
6. The JAC will prioritize the expenses incurred by the area based on funds available throughout the year.
7. The JAC will submit an annual budget (August) for approval by the area
8. GSR workshops will be conducted by the ASC chairperson in February and August.

Format of BCA JAC

1. Open with Serenity Prayer (1:15PM)
2. Reading of 12 Concepts
3. Trusted Servant Roll Call
4. Sharing session/open forum. All information that applies to the JAC responsibilities which include but are not limited to:
 - a. Financial Impact and requests
 - b. Group Concerns
 - c. Subcommittee Concerns
 - d. ASC Concerns
 - e. Motions concerning Subcommittees and Policy
5. Close with Serenity Prayer

Classification of Area Service Participants

The participants of the BCASCNA have several different purposes and functions, and their roles and authority are as follows:

1. Group Service Representative (GSR)
 2. Alternate Group Service Representative (Alternate GSR)
 3. Proxy Group Service Representative (Proxy GSR)
 4. Subcommittee Chairpersons
 5. Members of the Administration Committee
 6. Observers (with chairperson's recognition)
1. Group Service Representative (GSRs)
 - a. The GSR is the only voting participant at the ASC and has the final responsibility for all decisions. Regardless of whether the GSR decides on an issue after taking it back to the "home group" or the decision is made at the conference, the role of the GSR is to

represent the conscience of their group at BCASCNA. For all intents and purposes, in this Policy Reference Guide, a GSR will mean any member chosen by a group to represent that group. Any trusted servant serving at BCASC cannot vote in place of a GSR, alt. GSR, or Proxy for any group. Group reports will be read by the secretary in the event of a group's absence. The ASC asks that all groups submit a written report available from the Secretary. An example of this report can be found on page #13

2. Alternate GSR

- a. Groups can also elect a second representative or substitute, called an alternate GSR. The hope is that Alternate GSRs attend all the area service committee meetings (as nonvoting participants) with their GSRs so that they can see for themselves how the committee works. If a GSR cannot attend an area committee meeting, that group's alternate GSR participates in the GSR's absence. Alternate GSRs, along with other members, may also serve on area subcommittees. Subcommittee experience gives alternate GSRs added perspective on how area services are actually delivered. That perspective helps make them more effective area committee participants if their groups later elect them to serve as GSRs.

3. Proxy GSR

- a. A Proxy GSR is an Official group representative elected to carry a group's conscience. A Proxy can vote at ASC in the absence of the GSR and Alternate GSR.

4. Subcommittee Chairs

- a. Activities Chair, H&I Chair, Literature Purchasing Chair, Literature Review Chair, PI Chair.
- b. Committee chairpersons and members of the administrative committee are responsible for presenting the GSR's with all of the information necessary for the GSR's to understand the plans and needs of the committee or service position they represent. The committee chairpersons are only representatives of the committees and come to the conference seeking support, direction, and approval of the activities of their committee. Administrative Committee members can serve on subcommittees except in the capacity of the chairperson or vice-chairperson of a subcommittee.

5. Members of the Administrative Committee

- a. Chairperson, Vice Chairperson, Secretary, Treasurer, Policy Chairperson, Regional Committee Member (RCM); Assistant Treasurer, Assistant Secretary, and Alternate RCM.
- b. Their role is to coordinate the exchange of information between the committees, trusted servants, and the groups. In accordance with our 9th Tradition, these boards of committees are established only to serve, not to govern. They are directly responsible for the groups and are always subject to the explicit direction of the groups. Although our service committees may do much to help our groups fulfill their primary purpose, it is in the groups where NA, as such, comes into focus, not in the boards and committees that serve them.

6. Observers

- a. NA members not addressed elsewhere in these guidelines shall be classified as observers. Observers have the right to request the floor but are not considered participants for operation practices. The chairperson has the exclusive right to grant or deny such a request. The chair's decision is subject to appeal by any BCASCNA participant and may be overturned by a two-thirds majority of voting members. (GSRs, Alternate GSR's, or Proxy GSR's)



Guidelines for Group Reports

1. Are presented by only one person from each group (to present is to read a submitted, written report and field questions from the floor). Only the following two questions shall be verbalized:
 - a. Any information the home group would like recognized: (Anniversaries, Problems, Solutions, etc.)
 - b. How can Burlington County Area of NA better serve you?
2. Can contain pertinent group business, including groups' experiences that would benefit groups and/or the area. This should include any recent problems and resolutions.
3. Report on growth since last ASC (e.g. average attendance and general welfare of group) 4. Include GSRs current Email address and phone number (and last name if willing to provide).
4. Must submit a report using the GSR Report Form by the end of ASC or the report will not be put into the minutes.

Format of the Burlington County Area Service Conference

Open with Serenity Prayer at 2:00PM

Reading of the 12 Traditions & the 12 Concepts

Service Prayer/Mission Statement

Introduction of New Groups and GSR's/GSR Alternates

Roll Call of GSR's and Subcommittee Chairs

Including Administrative Committee

Establish if quorum is met

Set the time to end Area Service at 5:00 p.m. (A motion can be made to extend it if business isn't completed.)

Acceptance of Minutes from Prior Month

Old Business

Open Forum

5-minute break

Give all motions to the Secretary prior to New Business.

New Business (including motions)

Group Reports

Subcommittee Reports

Administrative Reports

Elections

Close with Serenity Prayer

*Collection of Literature Purchases

To maintain quorum for motion purposes, literature will be distributed after the serenity prayer. The Literature Chair will be allowed to receive funds after New Business. After ASC closes with the Serenity Prayer, GSRs may then collect their group's literature from Literature Purchase. Any GSR's with extenuating circumstances to the contrary must have approval from the ASC chairperson.

Guidelines for Subcommittee Reports

1. Subcommittee chairs may have the vice-chairperson present reports at area in their absence a vice-chair may ask for funds but may not give to or receive any monies from the area. (to present is to read a submitted, written report, and to field questions from the floor)
2. General reporting of communications with regional subcommittee.
3. Reporting of committee meetings and current activities of the committee.
4. Presentation of the report should be limited to 5 minutes. (to present is to read a submitted, written report and field questions from the floor).
5. Report financial expenditures and fill out request for money form where area reimbursement or expense is required.
6. Must submit a Subcommittee Report form using the Subcommittee report form and given to the Secretary before the end of ASC or the report will not be in the minutes.

Administrative Officers Responsibilities, Qualifications, and Financial Practices

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Assistant Secretary
5. Treasurer
6. Assistant Treasurer

Chairperson

The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative responsibilities. The chair's primary tools are the short-form rules of order, adapted from Roberts' rules of Order, which appear at the end of this guide. The Chairperson will conduct themselves with a firm hand, a calm spirit, and a clear mind. (A Guide to Local Service)

QUALIFICATIONS

1. Minimum of 3 years continuous clean time – (not to be waived)
2. Must be a member of a Burlington County Area home group.
3. The willingness to give the time and resources necessary for the job.

4. Preferably one year experience within the Burlington County Area at Area Service.
- 5 Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts 5. Leadership qualities as defined in the 4th Concept

RESPONSIBILITIES

1. Maintain and log an accurate count of group attendance through roll call for quorum purposes.
2. Maintains record of election dates for all trusted servant positions.
3. Conduct ASC in an orderly manner.
4. Keeps the meeting focused on one issue at a time
5. Must be completely impartial (NO OPINIONS ON BCASCNA MATTERS)
6. Works with and assists the other officers of the BCASCNA
7. Receives motions before new business and reviews contents with Policy Chairperson
8. Reads motions to be voted on then forwards to secretary for disposition and recording
9. Attends all scheduled JAC and ASC and remains throughout the entire agenda

NOTE: Should the Chairperson Miss two consecutive ASC meetings with or without notifying an_

ASC administrative member, this issue will be discussed at the next ASC as part of new business.

10. Presents and reads written report and fields questions from the ASC floor. (general report of any pertinent information that pertains to or impact's the ASC)
11. Calls an emergency meeting if necessary
12. Is a co-signer of all BCASCNA bank accounts
13. Serves as the second count for all treasury and literature purchase accounting in the vice chairpersons' absence. (cash receipts)
14. Helps the BCASCNA abide by the 12 Traditions and 12 Concepts of NA
15. Trains the vice chair in the performance of the Chairperson's responsibilities
16. Should remain neutral on all issues and focus on the decision-making process
17. Appoints ad-hoc committees if needed, and approved by GSRs
18. Is a post office key holder. Assists secretary with mail when necessary or in secretary's absence (holds 1 of 2 post office keys)
19. Is responsible for conducting GSR workshops quarterly.
20. Is responsible to track attendance of all ASC groups for quorum purposes
21. Is responsible to track trusted servant attendance and election dates for election purposes
22. Must submit a written report to the Area Secretary before the end of ASC or otherwise the report will not be included in the minutes.

TERM:

Commitment begins when elected. 1-year service term, unless there is no trained* vice- chair, or other qualified member, stepping up to the position when the term is completed. The Chairperson will extend this commitment until a new Chairperson is elected.

*Trained is defined as holding vice chair commitment for a minimum of six months

Vice Chairperson

The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees. The area vice chair keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them. The vice chairperson works closely with subcommittee chairs when they prepare their annual reports and budget proposals. The vice chairperson is also responsible for assisting the chairperson in conducting area committee meetings and to conduct ASC meetings themselves in the chairperson's absence. (A Guide to Local Service)

QUALIFICATIONS

1. Minimum of 3 years continuous clean time (not to be waived)
2. The willingness to give the time and resources necessary for the job
3. Preferably one-year experience within Burlington County Area Service (committee or group)
4. Understanding of the 12 Steps, 12 Traditions and 12 Concepts
5. Leadership qualities as defined in the 4th Concept
5. Must be a member of a Burlington County Area home group.

RESPONSIBILITIES

1. In the absence of the chairperson, the vice chairperson shall perform the responsibilities of the Chairperson.
2. Trains to become chairperson.
3. Is expected to become chairperson after fulfillment of commitment as vice chair. Must serve a minimum of six months before assuming chairperson position and elected via the voting process.
4. Notifies and expresses concern to any group(s) whose GSR has not attended two consecutive BCASCNA meetings
5. Presents any correspondence directed to the BCASC or BCANA groups.
6. Attends all scheduled JAC and BCASC and remains throughout the entire agenda.

NOTE: Should the vice chairperson miss two consecutive ASC meetings with or without notifying an administrative member, this issue will be discussed at the next ASC as part of new business.

7. Chairs the JAC meeting
8. Presents JAC report to BCASC (Does not need to be written, because JAC is before ASC)
9. The vice chair of BCASC will serve in the capacity of open and/or absent trusted servants positions as follows: ASC chair, ASC treasurer, RCM, Unity, Literature purchase chairs. (If no assistant chairs are available and up to a maximum of three months) *If Unity chair position is still open after three

consecutive months, the committee will cease to meet, and the bank account responsibilities will be assumed by the area treasurer.

10. Serves as the second count for all treasury and literature purchase accounting (cash receipts).

11. Is a co-signer on the BCANA bank account

12. Must submit a written report to the Area Secretary before ASC ends otherwise report will not be in the minutes.

TERM:

Commitment begins when elected. 1-year service term. The vice chairperson is expected to step up to chairperson position. Should serve a minimum of six months before assuming chairperson position and be elected via the voting process

Secretary

The Area secretary's responsibility is to take clear, accurate minutes of area service meetings and distribute those minutes to all committee participants within a reasonable period after each meeting.

QUALIFICATIONS

1. Minimum of 1-year continuous clean time.
2. Should have general office or clerical skills
3. The willingness to give the time and resources necessary for the job.
4. Preferably 6 months experience within Burlington County Area Service (committee or group)
5. Understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
6. Must be a member of a Burlington County home group.

RESPONSIBILITIES

Area secretaries handle all their committees' paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within 7 to 10 days after each meeting.

1. Serves as custodian of all Burlington County ASC files and archives.
2. Prepares accurate minutes of each ASC and keeps an orderly archive of the minutes, group reports, trusted servant reports, contact info, old business, new business and the results, open forum discussions, copies of bank statements and checks with account numbers blacked out, and copies of ASC forms templates (motions, GSR reports, literature purchase, money request).
3. In preparing the monthly minutes, regional motions should be listed in the minutes that have been sent back to the groups directly following the area motions that have been sent back.
4. Delivers minutes to GSRs and area servants within seven to ten days after ASC meetings
5. Keep one copy of all group announcements and flyers in area archives
6. Provides group report and motion forms at BCASCNA
7. Receives motions after they have been reviewed by the chair and policy chair for compliance to written motions section of policy and read by the area chair.

8. Reads submitted written trusted servants reports to area in their absence.
9. Holds the PO Box key; picks up mail for the area monthly meeting and brings to ASC, and maintains account with the post office (Secretary holds 1 of 2 post office keys)
10. Keeps registration with WSO and RSC current
11. Attends all scheduled JAC and ASC and remains throughout the entire agenda.
12. To have on hand at Area Service the last 3 months of minutes.

NOTE: Should the Secretary Miss two consecutive ASC meetings with or without_ notifying an ASC administrative member, this issue will be discussed at the next ASC as part of new business.

13. Presents and reads a written report and fields questions from the ASC floor.
14. Maintain a current list of mailing addresses and/or Email addresses, when possible, for all ASC participants
15. Trains the assistant secretary
16. Distributes bank account statements at ASC to the Treasurer.

SECRETARY FINANCIAL PRACTICES _

1. The ASC secretary will utilize a \$90.00 monthly allotment for copies, supplies and other administrative ASC needs.
2. Mails the 100% contribution to the RSC in the absence of the RCM
3. Any additional monetary needs of the secretary will be received and approved by GSR's via the motion process.

TERM:

Commitment begins when elected. 1-year service term, unless there is no trained assistant secretary, or other qualified member stepping up to the position when term is complete. The secretary should extend this commitment until a new secretary is elected.

(*trained is defined as holding assistant secretary commitment for a minimum of six months)

Assistant Secretary

QUALIFICATIONS

1. Minimum of 1-year continuous clean time
2. Should have general office or clerical skills
3. The willingness to give the time and resources necessary for the job
4. Preferably 6 months' experience within Burlington County Area Service (committee or group) 5. Understanding of the 12 Steps, 12 Traditions, and 12 Concepts
6. Leadership qualities as defined in the 4th Concept.
7. Must be a member of a Burlington County Area home group.

RESPONSIBILITIES

1. Assist the secretary with the secretary's responsibilities.
2. Fills in and performs the secretary's responsibilities at BCASC in the absence of the secretary.
3. Attends all scheduled JAC and ASC and remains throughout the entire agenda.

NOTE: Should the Assistant Secretary Miss two consecutive ASC meetings with or without notifying an ASC administrative member, this issue will be discussed at the next ASC as part of new business.

4. Trains to be secretary.
5. Expected to become secretary at the end of term.

TERM:

Commitment begins when elected. 1-year service term. Assistant Secretary is expected to step up to Secretary Position. Should serve a minimum of six months before assuming Secretary Position and be elected via the voting process.

Treasurer

The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren't properly accounted for. The *Treasurer's Handbook*, available from the World Service Office, contains a more detailed description of the treasurer's job and most of the form's treasurers need for keeping their records.

QUALIFICATIONS:

It's recommended that areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful.

1. Minimum of 3 years continuous clean time (not to be waived).
2. Have a continued source of income and able to keep accurate records.
3. Preferably 1-year experience within Burlington County Area Service (committee or group)
4. A good track record of fulfilling service commitments responsibly.
5. Time and resources to fulfill commitment faithfully.
6. Understanding of the 12 Steps, 12 Traditions and 12 Concepts.
7. Leadership qualities as defined in the 4th Concept.
8. General computer skills preferably excel experience, to enable the maintenance and updating of financial records.
9. Must be a member of a Burlington County Area home group.

RESPONSIBILITIES:

The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings. As the administrator of the ASC bank account, the treasurer is also responsible for preparing an annual budget for the ASC.

1. Collecting/Disbursing Area monies and keeping accurate records of all area funding transactions.
2. Money from area contributions is to be deposited in a timely fashion of 3 days/72 hours following ASC.
3. Follows area financial guidelines (see financial guidelines page 27).
4. Is the primary co-signer on the Burlington County ASC bank account
5. All requested money leaving the area treasury must be approved by the GSRs via the voting process. This does not include JAC operating budget.
6. Attends all scheduled JAC and ASC and remains throughout the entire agenda.
7. Presents and reads a written report, using the treasurer worksheet and answers questions from the ASC floor.
8. Receives and maintains original bank statements and archives for 24 months.
9. The treasurer must provide access to the bank registry for audits, and upon the request of any participant (Bank Registry is defined as a check book with legible entries and bank statements)
10. A financial request form, with receipts must be presented to the treasurer for any expenses to be reimbursed.
11. Pay any additional expenses as directed by ASC policy (See Financial Guidelines pg. 27).
12. Member of the JAC.
13. Trains the assistant treasurer.
14. Maintains NA treasurer's handbook and passes it on to the next treasurer when term is finished.
15. At the end of the term, presents the annual treasurer's report and makes books available to the JAC for yearly audit. Treasurers yearly audit report is conducted at JAC in September.

NOTE: Should the Treasurer Miss two consecutive ASC meetings with or without notifying an ASC administrative member, this issue will be discussed at the next ASC as part of new business

TERM:

Commitment begins when elected. 1-year service term, unless there is no trained assistant treasurer, or other qualified member stepping up to the position when term is complete. Treasurers should extend this commitment until a new Treasurer is elected.

Assistant Treasurer

QUALIFICATIONS

1. Minimum of 3 years continuous clean time (not to be waived)
2. Have a continued source of income and able to keep accurate records
3. Preferably 1-year experience within Burlington County Area Service (committee or group)
4. A good track record of fulfilling service commitments responsibly.
5. Time and resources to fulfill commitment faithfully.
6. Understanding of the 12 Steps, 12 Traditions, and 12 Concepts
7. Leadership qualities as defined in the 4th Concept.
8. General computer skills preferably excel experience, to enable the maintenance and updating of financial records.
9. Must be a member of a Burlington County Area home group.

RESPONSIBILITIES

1. Assist the treasurer with the treasurer's responsibilities.
2. Fills in during the absence of the treasurer and performs the treasurer's responsibilities. (Assistant Treasurer is not a signer on the bank account and cannot sign checks. Assistant Treasurer may handle money at JAC and ASC only).
3. Trains to be and is expected to become treasurer when term is completed.
4. Attends all scheduled JAC and BCASC and remains throughout the entire agenda.

NOTE: Should the Assistant Treasurer Miss two consecutive ASC meetings with or without notifying an ASC administrative member, this issue will be discussed at the next ASC as part of new business.

TERM:

Commitment begins when elected. 1-year service term. Assistant treasurer is expected to step up to treasurer position. Should serve a minimum of six months before assuming Treasurers position and be elected via the voting process.

(*trained is defined as holding assistant treasurer commitment for a minimum of six months)

Treasurer Financial Guidelines

1. Only BCASCNA elected trusted servants can receive and/or handle any area funds. Other subcommittee members can request funds from the area, but only the BCASCNA selected trusted servant can receive the funds. Trusted servants able to receive funds are Chair, Vice Chair, Treasurer, RCM, Secretary, Policy Chair, H&I Chair, Activities Chair, Literature Purchase Chair, Public Information Chair, & Literature Review Chair.
2. The ASC financial responsibilities will be maintained by the Treasurer of the ASC. In the absence of the ASC treasurer, and no assistant Treasurer is available, the ASC chair will assume the ASC

financial responsibilities for a maximum of 90 days. After 90 days, an emergency meeting will be called by the ASC chair to address the issue.

3. It is suggested that trusted servants not spend “out of pocket” money for any area expenses. If “out of pocket” money is spent on BCANA matters, motions can be submitted with receipts for reimbursement.
4. Any trusted servant requesting money must fill out a motion and a request for money form with receipts.

Prudent Reserve – Financial reserve set aside to be used in case current funds in treasury are less than 1 month’s operating expenses. (To be approved for use via the motion process)

Group Starter kits- consist of (1) Basic Text, (7) Group Readings, (10) Statewide meeting lists, (10) BCA meeting lists, (2) of each key tag (totaling 18), and (38) NA Informational Pamphlets (assorted at Literature purchase discretion) to be purchased at cost by the BCANA. Any new NA group is eligible upon joining BCASCNA.

Our area expenses will be prioritized in the following manner:

1. ASC Treasury minimum shall be established at \$920.00 which includes an operating budget of \$545.00 and a Prudent Reserve for three (3) months, \$375.00. (Rent St Mary’s Church. \$50.00, Storage Unit (\$75.00)
3. Administrative Expenses:
 - a. Secretary - a monthly allotment of up to \$90.00 will be given to the secretary for mailing, copies, supplies, etc.
 - b. Vice chair – Any expenses need to be approved by the ASC.
4. Hospitals & Institutions - Literature Purchasing will provide H&I literature (at cost) on a monthly basis not to exceed \$300.
5. Public Relations - ASC will reimburse Literature Purchasing for literature (at cost) as needed monthly not to exceed \$100.00.
6. Literature Review – Any expenses need to be approved by the ASC
7. Policy – Any expenses need to be approved by the ASC
8. Regional Conference Member - will be allotted \$100.00 for regional helpline bi-monthly, Funds made available to attend MARLCNA following a vote of approval by the GSR's to include travel and lodging expenses plus the basic registration package (\$500.00) Receipts and any funds left over to be given back to the area treasurer.
9. Costs for website hosting, domain registration (3-year period) and site security (2-year period) are the responsibility of the Area Service Committee (as per the ‘Finances portion of Website Subcommittee Chairperson Policy’), whereas funds shall be set aside to prevent the interruption of online publication.

10. All money left in the ASC Treasury after the area operating budget, area priorities, and prudent reserve are fulfilled, shall be forwarded to the regional service conference unless voted by the GSR's to hold the money in the BCASCNA bank account.

Treasurer Financial practices for JAC and ASC:

The JAC will begin with an operating budget of \$545.00 and a prudent reserve of \$350.00. Area expenses will be paid in accordance with financial priorities during JAC.

By close of business for JAC, all operating expenses will be paid by check. All financial tracking will then be updated. Any remaining funds in the treasury will be reported as operating (working) budget for the current ASC. Any funds requested and approved during old and new business will be deducted from financial tracking records and a check written upon approval. Once all motioned funds have been paid, ASC operating budget and prudent reserve fulfilled, a check will be written for the regional service conference. Records will be updated to reflect a "Close of business balance". "Close of business balance" is defined as: JAC operating budget and the prudent reserve."

When all expenses for ASC have been paid and financial tracking records have been updated for the ASC business day, group contributions will be accepted. All group contributions and Literature Purchases will be logged. The Treasurer will show the total amount for the upcoming months opening balance at JAC.

Treasurer Financial Worksheet for JAC and ASC:

Treasurer Financial Worksheet JAC and ASC: DATE

TREASURY REPORT:

MONTHLY ACCOUNT ACTIVITY

PRUDENT RESERVE: + \$ 350.00

OPERATING BUDGET: + \$ 545.00

PREVIOUS DEBIT (BILLS/MOTIONS): - \$

PREVIOUS CREDIT (DONATIONS/RETURNS): + \$ _____

OPENING BALANCE: = \$

MOTIONS WITH FINANCIAL IMPACT:

(INSERT CHECKBOOK SPREADSHEET WITH ALL FINANCIAL IMPACT RECORDED)

DATE	CHECK #	JAC OPENING BALANCE	DEBIT	CREDIT	\$
		ASC ENDING BALANCE			

FUNDS FOR DONATION (ABOVE \$920.00): + \$

Close of Treasury Balance- FOR USE AT NEXT JAC/ ASC \$ _____
 (Prudent reserve + operating budget + group donations)

SUBCOMMITTEE'S RESPONSIBILITIES

Responsibilities Qualifications & Financial Practices

- RCM/RCMA
- ACTIVITIES
- HOSPITALS & INSTITUTIONS
- LITERATURE PURCHASING
- POLICY
- LITERATURE REVIEW
- PUBLIC INFORMATION / HELPLINE
- WEBSITE

Regional Committee Member (RCM)

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

QUALIFICATIONS

1. Minimum of 3 years continuous clean time (not to be waived).
2. The willingness to give the time and resources necessary for the job.
3. Preferably 1-year experience within Burlington County Area Service (committee or group).
4. Suggested minimum of six months serving in the capacity of Alternate RCM.
5. Understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
6. Leadership qualities as defined in the 4th concept.
7. Must be a member of a Burlington County Area home group.

RESPONSIBILITIES

1. Attending all New Jersey Regional Service Committee (NJRSC) meetings.
 - a. **NOTE:** Should the RCM miss two consecutive NJRSC or ASC meetings with or without notifying an ASC administrative member, this issue will be discussed at the next ASC as part of new business.
2. To keep both the JAC and ASC informed with the current or future activities of New Jersey Regional Service, neighboring Areas and Regions, and the World Service Conference that will affect the Burlington County Area.
3. Represent the group conscience of the ASC at the region.
4. Attends all scheduled JAC and BCASC and remains throughout the entire agenda.
5. Presents and reads a written report and fields questions from the ASC floor.
6. Holds Bi-monthly meetings for the GSR's the Saturday after Region at 1:00pm.
7. Schedules conference agenda report (CAR) workshops to educate membership, prior to taking group conscience tallies.

8. Delivers conscience of area regarding CAR motions to regional service delegate (RD) before RD leaves for World Service Conference.
9. Make an area contribution of \$100.00 to regional helpline at RSC provided money is available after orderly disposition of funds in accordance with financial guidelines.
10. Trains alternate RCM.
11. Member of the JAC.
12. May serve on NJRSC subcommittees providing the following conditions are met:
 - a. RCM receives a vote of confidence from the GSRs before accepting any regional nominations.
 - b. Continues to be available for area responsibilities.
13. May not serve at a regional level position while serving as RCM in Burlington County ASC

RCM FINANCIAL PRACTICES:

1. Purchases Regional Meeting Lists from the RSC with funds from Literature Purchasing Committee.
2. BCASCNA will provide up to \$400.00 to the RCM to cover the costs of hosting RSC. (Note: RSC will reimburse the host committee up to \$400.00 for renting the facility and for food if receipts are provided.) Only to occur following a vote of approval by GSR's.
3. If financial responsibilities are met, following a vote of approval by the GSR's for the RCM to attend MARLCNA, to be provided funds to cover basic registration for MARLCNA as well as travel, food, and lodging expenses not to exceed \$500 Paid for by BCSCNA. (Receipts to be returned to Area Treasurer)
4. BCASCNA will provide funds for learning days on the Conference Agenda Report including rent for a facility and literature handouts.
 - a. Not to exceed \$300.

- b. Only to occur during CAR review periods.
- c. Only to occur following a vote of approval by GSR's.

TERM:

Commitment begins when elected. 2-year service term. RCM position* is 2 years (of even years), unless there is no trained** Alternate RCM, or other qualified member, stepping up to the position when term is completed. RCM should extend this commitment until a new RCM is elected. *Term should commence during the even calendar years, to coincide with the World Service Conference. **trained is defined as holding the Alternate RCM commitment for a minimum of six months.

Alternate Regional Committee Member (RCMA)

QUALIFICATIONS

- 1. Minimum of 3 years continuous clean time.
- 2. The willingness to give the time and resources necessary for the job.
- 3. Preferably 1-year experience within Burlington County Area Service (committee or group).
- 4. Understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- 5. Leadership qualities as defined in the 4th Concept.
- 6. Must be a member of a Burlington County Area home group.

RESPONSIBILITIES

- 1. Attend New Jersey Regional Service Conference Meetings
- 2. Attends all scheduled JAC and BCASC and remains throughout the entire agenda
 - a. **NOTE:** Should the Alternate RCM miss two consecutive NJRSC or ASC meetings with or without notifying an ASC administrative member, this issue will be discussed at the next ASC as part of new business.
- 3. Assist RCM with RCM's responsibilities
- 4. In the absence of the RCM, the alternate RCM shall perform the responsibilities of the RCM
- 5. Alternate RCM is expected to attend JAC
- 6. Trains to become RCM.

TERM:

Commitment begins when elected. 2-year service term. Alternate RCM is expected to step up to treasurer position. Should serve a minimum of six months before assuming chairperson position and be elected via the voting process. Trained is defined as holding the Alternate RCM commitment for a minimum of six months.

GENERAL RESPONSIBILITIES

1. Each subcommittee chair must hold regularly scheduled meetings monthly and is accountable to JAC, BCASCNA, and the GSRs for compliance of responsibilities listed in the following pages.
2. Must notify all GSRs in the event of cancellation of monthly meetings and any additional functions.
3. Any subcommittee that receives money from the ASC must fill out the financial request form (page 26).

In some ways, the relationship between an ASC and its subcommittees is very similar to the relationship between NA groups and their ASC; in others, it is quite different. Just as groups create an area committee to help them fulfill their primary purpose, so the ASC creates subcommittees to do the actual work involved in delivering its direct services H&I, PI, phone lines, activities, and the rest. If area subcommittees are to serve effectively, the ASC must delegate them sufficient authority to exercise their best judgment in fulfilling their responsibilities. However, because an area committee must account to the groups for the actions of its subcommittees, ASCs generally maintain a somewhat tighter rein on their subcommittees than groups do on their area committees. The balance between accountability and delegation is a delicate one. If an area committee exerts too much control over its subcommittees, those subcommittees will not be able to serve well. If the ASC delegates too much authority to its subcommittees, on the other hand, the area committee will not be able to account fully for itself to the groups it serves. An ASC should pay careful attention to the Twelve Concepts, especially Concept Five, when creating subcommittees, giving them sufficient liberty to serve freely while still maintaining their accountability.

GENERAL FINANCIAL RESPONSIBILITIES

Subcommittees serve the BCANA and are accountable to it. Any trusted servant requesting money must fill out a motion and a request for money form with receipts.

Policy Chairperson

The policy chairperson should regularly update a log of area policy actions. The log lists motion's the ASC has passed regarding policy. These motions should be listed chronologically under a heading for the officer or subcommittee they affect. The policy chairperson should have copies of the most recent printing of policy actions available for new GSRs and should distribute updated versions to all area committee participants in February or when requested.

QUALIFICATIONS

1. Minimum of 2 years continuous clean time.
2. Should have general office or clerical skills.
3. The willingness to give the time and resources necessary for the job.
4. Preferably 1-year experience within Burlington County Area Service (committee or group).
5. Understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
6. Leadership qualities as defined in the 4th Concept.
7. Must be a member of a Burlington County home group.

RESPONSIBILITIES

1. In the absence of the chairperson and the vice chairperson, and the RCM, the policy chair shall perform the responsibilities of the chairperson.
2. Attempts to form/maintain a subcommittee to assist in carrying out responsibilities.
3. Oversees the development and maintenance of operating guidelines for the area service committee.
4. Generate an updated computerized copy of the BCASCNA policy reference guide annually in August for the secretary ASC Archives.
5. Distributes Policy hard (Paper) copies to ASC participants in August.
6. The policy chairperson should regularly update a log of area policy changes. The log lists motions that the ASC has passed regarding policy. These addendums should be referenced by date chronologically. A list of policy changes (addendums) will be distributed to area participants in February.
 - a. **Note** :(Copies will not be re-issued to groups in between the annual printing unless extenuating circumstances apply. Requests must be presented at ASC and approved via the voting process).
7. Provide clarification of current policy at BCASCNA and serve as a resource to the ASC in this regard.
8. Identify areas where policy is in conflict or due to absence of policy and report findings to BCASNCA.
9. Attends all scheduled JAC and BCASC and remains throughout the entire agenda
 - a. **NOTE:** Should the Policy Chairperson Miss two consecutive NJRSC or ASC meetings with or without notifying an ASC administrative member, this issue will be discussed at the next ASC as part of new business.
10. Presents and reads a written report and fields questions from the ASC floor. For consistency, use of the subcommittee report form is encouraged.
11. Assist subcommittees in development and maintenance of their policy when needed.

Financial Practices

The policy chairperson submits a yearly motion to BCASCNA to cover the cost of printing updated hardcopies to all groups in the BCASCNA (Approximately 36 copies). Cost to BCASCNA can be minimized by providing soft (electronic) copies where requested.

Term:

Commitment begins when elected. 1-year service term, unless there is no other qualified member stepping up to the position when the term is completed. Policy chairperson should extend this commitment until a new Policy chairperson is elected.

Literature Purchasing Chairperson

Qualifications:

1. Minimum of 2 years continuous clean time (Not to be Waived)
2. Preferably 1 year experience within Burlington County Area Service (committee or group)
3. The willingness to give the time and resources necessary for the job.
4. Understanding of the 12 Steps, 12 Traditions and 12 Concepts.
5. Leadership qualities as defined in the 4th Concept.
6. Must be computer literate. Capable of accomplishing tasks electronically.
7. Must be a member of a Burlington County home group.

Responsibilities:

1. All money collected from literature sales must be given to the Treasurer at the end of Area Service.
2. Maintains a physical on hand inventory of NA literature purchased from NA services and sells it to groups and members at the monthly BCASC. (No sales of literature are to be conducted outside of BCASC). If we are using Zoom, then literature can be purchased outside of Area Service at the Literature Purchasing Chairpersons convenience.
3. Presents and reads a written submitted report with accurate physical inventory on hand from the last ASC and answers questions from the ASC floor. (For consistency, use the subcommittee report form)
4. Literature Purchasing will carry (a minimum of) 2 of every bronze medallion from 1 year to 30 years in BCANA LP Inventory. These medallions will be made available for purchase from the BCANA Groups and/or individual at the BCANA ASC every month. Takes orders for specialty items (such as Tri-plate medallions, Literature racks and posters) from groups and members that can be purchased. Money will be paid in advance for specialty items that are not on hand.
5. Responsible for printing and maintaining accuracy of area meeting lists. Any new meetings will be added to the area meeting lists for the next scheduled printing. Meeting lists will include all meetings within the Burlington County Area of Narcotics Anonymous.
6. Will hold \$50.00 as petty cash. All other money from sales will be given to the Area Treasurer.
7. Responsible for selling of regional meeting lists through the RCM or by attending the regional service conference.
8. Maintains ASC literature order forms, including adjusting the rates of literature on an as needed basis.
9. Carries out the approved guidelines of the Literature Purchasing Subcommittee.
10. Is to conduct a physical inventory with ASC Vice-Chairperson and incoming Literature Chairperson of all on hand literature and petty cash when a new Chair is elected.
11. Provides Group starter kits for new Groups (see financial guidelines).
12. Attends all scheduled JAC and BCASC and remains throughout the entire agenda.

a. NOTE: Should the Literature Purchasing Chair miss two consecutive ASC meetings with or without notifying an ASC administrative member, this issue will be discussed at the next ASC as part of new business.

13. Attempts to form and maintain a subcommittee.

Financial Practices

1. The literature purchasing subcommittee's approximate income is \$500.00 in sales per month.
2. The literature purchasing subcommittees approximate order amount is \$500.00 per month.
3. The subcommittee adds two months of income together and places their order for BCASCNA literature needs.
4. The Literature Purchasing Subcommittee will cap its funds at \$2,500.00 and cover the needs of BCASCNA groups including but not limited to PI and H&I.

The Literature Purchase responsibilities will be maintained by the Literature Purchase Chair of the ASC. In the absence of the ASC Literature Purchasing Chair and no assistant Literature Purchase Vice-Chair is available the ASC Vice-Chair will assume the Literature purchase responsibilities. The Literature Purchasing responsibilities will be assumed by the ASC Vice-Chair for a maximum of 90 days. After 90 days an emergency meeting will be called by the ASC Chair to address the issue.

Term:

Commitment begins when elected, 1 year service term unless there is no trained assistant literature purchase chairperson or other qualified member stepping up to the position when the term is completed. The Literature Purchasing Chairperson should extend this commitment until a new Literature Purchasing Chairperson is elected.

(*trained is defined as holding Vice-Chair commitment for a minimum of 6 months)

Assistant Literature Purchasing Chairperson

QUALIFICATIONS

1. Minimum of 2 years continuous clean time
2. Have a continued source of income and the ability to keep accurate records.
3. Preferably 1-year experience within Burlington County Area Service (committee or group).
4. The willingness to give the time and resources necessary for the job.
5. Understanding of the 12 Steps, 12 Traditions, and 12 Concepts. 6. Leadership qualities as defined in the 4th Concept
6. Must be a member of a Burlington County home group.

RESPONSIBILITIES

1. Assist literature purchasing chairperson with the literature purchasing chairperson responsibilities.
2. Collects money with guidance of literature purchasing chairperson for training
3. Fills in during the absence of the literature purchasing chairperson to perform chairperson's responsibilities. *
4. Attends all scheduled JAC and BCASC and remains throughout the entire agenda
 - a. **NOTE:** Should the Assistant Literature purchasing chair miss two consecutive ASC meetings with or without notifying an ASC administrative member, this issue will be discussed at the next ASC as part of new business.
5. Trains to become literature purchasing chairperson

***NOTE:** When literature purchasing chair is absent, all monies collected go to the Treasurer or Chairperson at the close of ASC for deposit into bank within 3 days / 72 hours. Assistant Literature purchase chairperson should be guided and over seen by the Treasurer or Chairperson and cannot handle funds outside of the Burlington County ASC.

TERM:

Commitment begins when elected. 1-year service term. Is expected to step up to Literature purchasing chairperson position via the voting process. Should serve a minimum of six months before assuming chairperson position and be elected via the voting process.

Activities Committee Chairperson

Chairperson:

1. 3 Year Clean
2. Must be 18 years old due to legal requirements.
3. Knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Recommended to have previously held a position within the Activities Subcommittee.
5. Chairs the Activities Subcommittee meetings once a month or more when necessary due to ongoing activities.
6. Oversee planning of all activities, attend all activities sponsored by BCASCNA.
7. Pass archival and financial documents to the Area Secretary and Treasurer.
8. Is elected by the BCASCNA.
9. As stated in Concept 5 for each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined. The Activities Subcommittee chairperson is the point of accountability with all Activities Subcommittee activities.
10. Commitment is for 1 year.
11. Does not have a vote. In the case of a tie, the chairperson will break the tie.

Literature Review Chairperson

QUALIFICATIONS:

1. Minimum of 2 years continuous clean time.
2. Should have general office or clerical skills.
3. The willingness to give the time and resources necessary for the job.
4. Preferably 1-year experience within Burlington County Area Service (committee or group).
5. Understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
6. Leadership qualities as defined in the 4th Concept.
7. Experience at area or regional service conferences is preferred.
8. Must be a member of a Burlington County home group.

RESPONSIBILITIES

1. To coordinate the development, review, and approval of all World Service Conference assigned literature through workshops open to members of BCASCNA and NA.
2. Attends all scheduled JAC and BCASC and remains throughout the entire agenda.
 - a. **NOTE:** Should the Literature Review chair miss two consecutive ASC meetings with or without notifying an ASC administrative member, this issue will be discussed at the next ASC as part of new business.
3. Presents and reads a written report and fields questions from the ASC floor. For consistency, use of the subcommittee report form is encouraged.
4. Attempts to form a subcommittee to assist in carrying out responsibilities.
5. Oversees the development and maintenance of operating guidelines for the literature review subcommittee.
6. Carries out the approved guidelines of the literature review subcommittee.

TERM:

Commitment begins when elected. 1-year service term unless there is no other qualified member stepping up to the position when the term is completed. Literature review chairperson should extend this commitment until a new Literature review chairperson is elected

Hospital and Institutions Chairperson

Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. The *Hospitals and Institutions Handbook*, available from your local H&I subcommittee or by writing the World Service Office, explains more about how to conduct panels, interact with facility administrators, and organize subcommittee work. The amount of work your local H&I subcommittee does will depend on a variety of factors: the number of treatment and correctional facilities in your area, the number of NA members in your area who are interested in H&I service, and the amount of collective experience in H&I work in your NA community. H&I subcommittee responsibilities sometimes overlap those of the local public information

subcommittee. For this reason, we encourage H&I and PI subcommittees to closely cooperate with one another. In some areas, H&I and PI subcommittees regularly send one or two members to each other's meetings to maintain communications, thereby minimizing the potential for conflict in these two key fields of service.

QUALIFICATIONS

1. Minimum of 2 years continuous clean time.
2. Preferably 1-year experience within Burlington County Area Service (committee or group).
3. The willingness to give the time and resources necessary for the job.
4. Understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
5. Leadership qualities as defined in the 4th Concept.
6. Must be a member of a Burlington County Area home group.

RESPONSIBILITIES

1. To coordinate the subcommittee that carries the NA message of recovery into hospitals and institutions, where an open meeting is not possible.
2. To carry out the approved guidelines of the H&I subcommittee.
3. To ensure that the 12 Traditions of NA are upheld at all H&I commitments.
4. Attends all scheduled JAC and BCASC and remains throughout the entire agenda.
 - a. **NOTE:** Should the H&I Chairperson miss two consecutive ASC meetings with or without notifying an ASC administrative member, this issue will be discussed at the next ASC as part of new business.
5. Presents and reads a written report and fields questions from the ASC floor. For consistency, use of the subcommittee report form is encouraged.
6. To assume or appoint the temporary position of institutional chairperson in the event that an institutional chairperson resigns, is absent, or removed.
7. To oversee bi-monthly workshops.
8. Maintains WSO H&I Handbook and passes it on to the next H&I chair when term is finished.
9. Attends the regional H&I subcommittee meetings.

FINANCIAL PRACTICES

1. Literature purchases are not to exceed \$300.00 per month
2. H&I subcommittee literature is paid by the literature purchasing account.
3. Literature for H&I is paid for by revenue generated by literature purchase sales. If revenue does not cover expenses, Burlington County ASC will cover the expense through 7th tradition group contributions. If BCASC is unable to cover these expenses, a fundraiser can be held.

TERM:

Commitment begins when elected. 1-year service term, unless there is no other qualified member stepping up to the position when the term is completed. H&I chairperson should extend this commitment until a new H&I chairperson is elected.

Public Information/Relations Chairperson

The general mission of your area public information subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. The simplest kind of PI project is the production and distribution of fliers throughout the community announcing that NA is available, and that more information can be had either by calling the local NA information phone line or by attending an NA meeting. As PI subcommittees become better developed, they often conduct public meetings for community members, distribute public service announcements to local radio and television stations, and respond to public media inquiries. Many public information projects serve primarily to encourage people to call the local phone line for more information on NA.

QUALIFICATIONS

1. Minimum of 2 years continuous clean time.
2. The willingness to give the time and resources necessary for the job.
3. Good interpersonal and communication skills required.
4. Preferably 1-year experience within Burlington County Area Service (committee or group).
5. Understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
6. Leadership qualities as defined in the 4th Concept.
7. Experience in an area or region is preferred.
8. Must be a member of a Burlington County Area home group.

RESPONSIBILITIES

1. Inform the public that recovery from the disease of addiction is possible through the 12 Steps and 12 Traditions of Narcotics Anonymous.
2. Responsible for communication/correspondence to the public from the ASC.
3. Attends all scheduled JAC and BCASC and remains throughout the entire agenda
 - a. **NOTE:** Should the Public Information chair miss two consecutive ASC meetings with or without notifying an ASC administrative member, this issue will be discussed at the next ASC as part of new business.
4. Attends the regional subcommittee meetings.
5. Attempts to form or maintain subcommittee to assist in carrying out responsibilities.
6. Oversees the development and maintenance of operating guidelines for the public relations subcommittee.
7. Carries out the NA approved guidelines of the public relations subcommittee.

8. Maintains WSO Public Information handbook and passes it on to next public relations chair when term is finished.
9. Presents and reads a written report and fields questions from the ASC floor. For consistency, use of the subcommittee report form is encouraged.

FINANCIAL PRACTICES

1. The Public Information subcommittee will receive its literature at the same costs paid by the literature purchasing subcommittee.
2. The Public Information subcommittee's literature costs are not to exceed \$100 per month.
3. Any additional monetary needs by the committee will be approved by BCASCNA via the motion process.
4. Literature for PI is paid for by revenue generated by literature purchase sales. If revenue does not cover expenses, Burlington County ASC will cover the expense through 7th tradition group contributions. If BCASC is unable to cover these expenses, a fundraiser can be held.

TERM:

Commitment begins when elected. 1-year service term, unless there is another qualified member stepping up to the position when the term is completed. Public Information chairperson should extend this commitment until a new Public Information chairperson is elected

Website Subcommittee Chairperson

QUALIFICATIONS

1. Minimum of 3 years continuous clean time.
2. The willingness to serve; and provide the time and resources necessary for the task.
3. Preferably 1-year experience within Burlington County Area Service (committee or group).
4. Working knowledge of website design, management, maintenance and administration.
5. Understanding of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
6. Leadership qualities as defined in the 4th Concept.
7. Must be a member of a Burlington County Area home group.

RESPONSIBILITIES

1. Coordinate/liason with the Website Subcommittee...and all relevant subcommittees...for the management and maintenance of the Burlington County Area of NA website.
2. Accurately populate and update said website on a timely, regular basis...to include the Area's online meeting list.
3. Represent the BCASC to the Regional Website Committee Meeting.
4. Present a neatly written or typed report to the BCASC, at the monthly meeting.
5. Secure a public place to hold regularly scheduled website subcommittee meetings.
6. Communicate and update Regional and World websites of all meeting changes made to Burlington County Area website.

7. To act as Administrator of the website, in coordination with the web hosting service, for the purposes of domain name registration/upkeep, hosting and website security (see: Website/Website Subcommittee Policy).

FINANCIAL PRACTICES

1. If responsibilities are met, payment of necessary funds for publishing the website (see: 7, above) will be part of the duties entrusted to the Website Chairperson/Administrator.

TERM:

Commitment begins when elected; and carries a 1-year service term. In the absence of a Website Subcommittee Chairperson, that trusted servant's tasks shall fall to one of 3 predetermined ASC Officers (see: Website/Website Subcommittee Policy) ...unless there is another qualified NA member stepping up to the position.

OPERATIONAL GUIDELINES

Quorum

For conducting business, a quorum must be present. To obtain quorum count, 4 groups need to be represented. If the quorum is not met, no BCASC can be held. An information day can be conducted (refer to information day).

Written Motions

(All participants of BCASCNA may make motions)

1. For a motion to be considered, all motions must:
 - a. Be written legibly in a simple, logical fashion on a motion form (Motion Forms are available at ASC).
 - b. Be seconded by a voting member unless submitted by a group.
 - c. Be a statement, not a question.
 - d. Not to be in contradiction with the 12 traditions and 12 concepts of NA.
 - e. Contain a clear statement of intent.
 - f. Submitted to secretary before new business begins.
 - g. Motion maker must be present
2. All motions that go against the 12 traditions or the 12 concepts of NA will be ruled out of order by the chairperson, taken off the floor, and returned to the maker.
 - a. The maker may revise the motion and resubmit that same day or at a future ASC.

- b. No motion will be accepted if it will affect policy instituted within the last three BCASCNA meetings.
- 3. Chairperson presents motion to the ASC. The maker will be allowed to speak to motion prior to discussion. The maker of the motion must be present for the motion to be considered. The chairperson then opens the floor for discussion. Motion maker has until the end of new business for the motion to be heard at current ASC.
- 4. No motion can be voted on the floor if any voting member (GSR) wants to table it back to their group.
- 5. A motion can only be tabled back to groups one time.
- 6. To act on a motion:
 - a. For any motion that changed policy or attempts to make policy, a two-thirds majority of voting members present is needed.
 - b. All other motions not affecting policy require a simple majority of voting members.
 - c. In old business, a tie will be deemed as indicating either a lack of understanding of the content of the motion by the GSRs or the failure of majority of ASC to agree with the contents of the motion. In both cases, the motion, and any similar content, will be removed from consideration for 90days. After this period, new motions may be considered, or the same motion resubmitted.
- 7. Any trusted servant requesting money from BCASC must fill out a "BCASCNA Financial Request form" with their projected expenses and attached motion (blank copies can be acquired by the ASC secretary).

Tabling Motions & Results of Tabled Motions

- 1. Motions that need further consideration or clarification can be "tabled" because of, but not limited to, one of the following:
 - a. GSR request
 - i. The tabling of a motion by a GSR does not end discussions.
 - ii. Amendments to motion can be made during discussion with approval of original maker and original second.
 - b. Abstentions outweigh the prevailing vote. The prevailing vote should be consistent with our current voting policies.
 - c. In the event of a tie during voting on old business.
 - d. The chairperson requests more clarity.
- 2. All motions are tabled back to the maker, except in the following instances:
 - a. GSR Request: tabled to the groups.
 - b. Chairperson determines otherwise (directs motion to specific subcommittee for more clarity).

RESULTS OF TABLED MOTIONS

- 1. All motions that are tabled to groups come back as old business at the next ASC.

2. The results of all other tabled motions can be returned to BCASCNA as new business and/or in the report of the subcommittee to which the motion was tabled.

Amending & Withdrawing Motions

An amended motion is any change to a motion after it is submitted for consideration. Before presentation, any changes made to a written submitted motion must:

1. Be made by the maker.
2. This must also have the approval of the original second.

After presentation, a friendly amendment may be made. A friendly amendment is a verbal change to the wording of the motion after it has been presented by the chairperson.

1. Can be brought by a suggestion made by another participant be made by the maker.
2. Must have approval of the original second.
3. The secretary will then write the changes into the original motion form and the amendment will be re-read and recorded as amendment.

WITHDRAWING MOTIONS

Withdrawing a motion means to remove it from further consideration.

1. A motion can only be removed by the maker.
2. Motions cannot be withdrawn after voting. The motion belongs to the ASC.
3. Motions tabled back to groups cannot be withdrawn.

Object to Consider Motion

Any area participant may object to consider a motion if they believe it conflicts with the following:

1. Written policies of Burlington Area Service Operating Guidelines.
2. The 12 Traditions or the 12 Concepts.

An object to consider a motion needs a simple majority vote to pass

Motion to Waive Clean Time

A motion to waive clean time (during an election), cannot be accepted if an accepting nominee/volunteer meets the minimum clean time requirement. No motions to waive clean time will be accepted for any non-waivable positions.

Suspending Policy

Should the same element of the policy be suspended for three months, a motion to permanently amend the policy shall be submitted in the fourth month and shall not require a two-thirds majority, only a simple majority (51%) of voting members.

Interruption Agenda

1. Point of order

When a participant thinks that the policies of the BCASCNA are being violated, the participant can make a "point of order" directed to the chairperson. The participant will then state the policy being violated in order for a "point of order" to be considered. The chairperson will then request that the policy chairperson decide as to whether or not the procedure has violated the policies of the BCASCNA. In the absence of a policy chairperson, the ASC Chairperson will serve as the policy Chairperson. If written policy on the issue is unclear, the ASC Chairperson will table the topic to the policy committee for future consideration or appoint an ad-hoc committee to resolve the issue.

2. Point of information

The participant requesting the "point of information" is required to raise the issue in the form of a question directed to the chairperson. The chairperson will respond or have another participant respond by giving a point of information that would provide additional information on the subject being considered.

3. Appeal the chair

The decision of the chairperson may be appealed by any BCASCNA participant requiring a second from a voting member. The participant making the appeal will speak once for the appeal while the chairperson will speak once opposed to the appeal (each shall have a three-minute time limit). Majority vote is required. There can be only one appeal made to the chairperson on any issue.

Discussions

Discussion is defined as the presenting of opposing points of view on a seconded motion or amendment.

1. When a participant is about to speak in discussion, they shall raise their hand until they are recognized by the chairperson.
2. All participants will confine themselves to the motion being discussed and avoid personalities.
3. The time will be based on the overall impact the motion will have on the area. The chairperson, when deemed necessary, will allow a motion to be discussed for no longer than fifteen minutes and may limit the discussion to two pros (for) and two cons against). The chairperson will limit the number of speakers on any motion. No individual may speak longer than three minutes on a motion for each time they are recognized by the chairperson, nor more than twice on the same motion.

Voting

1. The only voting members of the ASC are GSRs/ alternates or proxy (on all business).
 - a. only one group representative may vote on any issue.
2. All voting will be tabulated by a show of hands (except during elections).
3. All policy motions require a majority of two-thirds of voting members present.
4. All other business (area, region, and world) requires a simple majority of voting members present. (which is one more than half)
5. Any motions/issues sent back to groups will be addressed in old business of next ASC (it is the GSR's responsibility to write down all motions/issues, in the event minutes are not received in a timely fashion).
6. Only voting members with a second may make a motion for a revote. This may only be done once.

Old & New Business

Old Business:

1. Motions addressed at previous ASC to be voted on.
2. Any motion/ issue tabled to group, trusted servant, or subcommittee

New Business:

1. Any new motion, brought to the ASC floor by any trusted servant, GSR, group, or member, for discussion and a vote.

Voting Procedures for Elections

1. The Chair will announce all open positions and ask if there are any interested members.
2. Chair (or JAC member) will read qualifications, responsibilities, length of term.
3. Chair opens floor for nominations/volunteers.
4. The nominees must be present and give a qualifying statement, clean time, service experience, etc., followed by a short question and answer period by area participants.
5. Chair closes floor for nominations/volunteers.
6. The chair will ask nominees/volunteers to leave the room.
7. Discussion session followed by a vote.
8. The chair will ask nominees to re-enter the room and announce results.
9. The voting members may only vote for one (1) nominee, and the majority of those votes are required to win the election.
10. In the case of a tie, the chairperson (or acting chair), shall vote to break it.
11. In the event of no nominees or volunteers, the open position will go back to the groups.

Election of ASC Officers

1. Elections for open area service positions are conducted monthly.
2. In the event a vacancy occurs, a special election can be held when deemed necessary by the ASC Chairperson.
3. All vice-chairs, assistants, and the alternate RCM that have successfully completed their term in office must still adhere to the normal nomination & voting process.
4. The term will begin at next scheduled ASC.

Nomination of ASC Officers

1. Open ASC positions must be sent back to groups at least one month prior to elections.
2. Before opening nominations, the chairperson or secretary will announce the qualifications, responsibilities, and length of term.
3. Nominations may be made by any participant, needing no second.
4. Participant can only nominate one (1) accepting nominee per service position.
5. Voting members making nomination must back nominee with a vote FOR.
6. After nominations are accepted, if any, volunteers will be acknowledged and accepted with a second by a voting member. At this point a volunteer would be considered as a nominee.
7. Clean time cannot be waived for a volunteer if any nominee meets clean time requirement.

Removal of Officers

Trusted servants may be removed from their position by, but not limited to, one of the following:

1. Loss of clean time, as defined by Narcotics Anonymous.
2. Absence at two consecutive area service conferences without prior notification to the chairperson.
3. Absence at three regular meetings of ASC with or without prior notification to the chairperson.
4. Non-fulfillment of responsibilities of their position as defined in BCASCNA policy (Requires discussion, motion, second and a 2/3 vote).

Absence of ASC Officers

In the absence of the area Chairperson, the Chairperson responsibilities will be assumed by an area level trusted servant in the following order:

1. Vice chair (if not present)
2. RCM chair (if not present)
3. Policy chair (if not present)
4. H&I chair (if not present)
5. Activities chair (if not present)
6. Literature Purchase

In the absence of the secretary, the Secretaries responsibilities will be assumed by an area level trusted servant in the following order:

1. Assistant Secretary (if not present)
2. Alt RCM (if not present)
3. PI chair (if not present)
4. H&I chair (if not present)
5. Activities chair (if not present)
6. Literature Review chair

The vice chair will serve in the capacity of open and/or absent trusted servant positions as follows:

1. Chair
2. Treasurer
3. Literature Purchase Chair
4. Activities Chair

The vice chair will assume the position if there are no assistant chairs available for a maximum of three (3) months. In the absence of the vice chairperson, the literature purchasing chair will collect group contributions, and present them to the ASC chair at the end of the conference.

Resignation of Officers

The BCASCNA requests that a trusted servant who wishes to resign from their position do so by notifying the chairperson, in writing, at least sixty days prior to end of service.

Rules of Order Motions Chart

Based on Robert's Rules of Order Newly revised (10th Edition)

What you want to do:	What you say:	Can you interrupt?	Is a 2nd required?	Is it debatable?	Is it amendable ?	Is there a vote?
Close the meeting	I move to adjourn...	No	Yes	No	No	Yes, majority
Take a break	I move to recess for...	No	Yes	No	Yes	Yes, majority
Register a complaint	I rise to a question of privilege	Yes	No	No, the chairperson decides	No	No
Make the meeting follow the agenda	I call for the orders of the day	Yes	No	No, the chairperson decides	No	No
Lay the item aside temporarily	I move to table the motion	No	No *If made by GSR	No	No	No
Close debate	I move the previous question	No	Yes	No	No	Yes. Majority unless chair calls for 2/3
Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	Yes, 2/3
Postpone to a certain time	I move to table the motion:	No	No	Yes	Yes	No
Refer the issue to a committee	I move to refer the motion to a committee.	No	Yes	Yes	Yes	Yes, majority
Modify wording of a motion	I move to amend the motion by:	No	Yes	Yes	Yes, if maker agrees	Yes, majority
Kill the main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Yes, majority

Bring business before the meeting (MAIN MOTION)	I move that [or “to”]...	No	Yes	Yes	Yes	Yes, majority
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The motions below are known as “incidental motions.” They have no order of preference. They may arise incidentally as the Convention conducts its business and are decided immediately.

What you want to do:	What you say:	Can you Interrupt?	Is a 2 nd Required?	Is it Debatable?	Is it Amendable?	Is there a vote?
Raise a procedure concern or objection	Point of order	Yes	No	No	No	No, the chairperson rules
Appeal a ruling to the Convention	I appeal from the decision of the chairperson	Yes	Yes	Varies	No	Yes, majority.
Suspend the rules	I move to suspend the rules	No	Yes	No	No	Yes, 2/3.
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	Yes, 2/3.
Divide motion	I move to divide the question	No	Yes	No	Yes	Yes, majority
Demand a recorded vote	I call For a division	Yes	No	No	No	No
To question parliamentary procedure	I have a parliamentary inquiry	Yes	No	No	No	No
Request for information	I have a point of information	Yes	No	No	No	No

The motions below bring a question again before the meeting. There is no order of precedence, but they can be introduced only when nothing else is pending.

What you want to do:	What you say:	Can you Interrupt?	Is a 2 nd Required?	Is it Debatable?	Is it Amendable?	Is there a vote?
Take the matter from the table	I move to take from the table (issue)...	No	Yes	No	No	Yes Majority
Reconsider motion	I move to reconsider	No	Yes	Varies	No	Yes, majority
Cancel previous action	I move to rescind...	No	Yes	Yes	Yes	Yes, 2/3 or majority

Activities Subcommittee Policy

Name and Purpose:

The name of this subcommittee shall be the Burlington County Area Activities Subcommittee or BCA Activities. BCASCNA is defined as the Burlington County Area Committee of Narcotics Anonymous. The purpose of this subcommittee is to attract and enhance unity throughout the fellowship of Narcotics Anonymous in the Burlington County Area by hosting activities/events including the Campout and the Area picnic but not limited to these event only so that we will give members the opportunity to have enjoyment in recovery.

GENERAL DUTIES:

1. Each subcommittee Chairs must hold regularly scheduled meetings monthly and is accountable to the JAC, ASC and the GSR'S for the compliance of duties listed in the following pages.
2. Must notify all GSR'S in the event of cancellation of monthly meetings and any additional functions.
3. Must follow the policies set forth. Area policy supersedes all policy.

Suggested Clean Time Requirements and Responsibilities

Chairperson:

1. 3 Year Clean
2. Must be 18 years old due to legal requirements.
3. Knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Recommended to have previously held a position within the Activities Subcommittee.
5. Chairs the Activities Subcommittee meetings once a month or more when necessary due to ongoing activities.
6. Oversee planning of all activities, attend all activities sponsored by BCASCNA.
7. Pass archival and financial documents to the Area Secretary and Treasurer.
8. Is elected by the BCASCNA.
9. As stated in Concept 5 for each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined. The Activities Subcommittee chairperson is the point of accountability with all Activities Subcommittee activities.
10. Commitment is for 1 year.
11. Does not have a vote. In the case of a tie, the chairperson will break
12. Must be a member of a Burlington County Area home group.
13. Must submit an itinerary of events for the year along with a spreadsheet of what the cost projected will be.

Vice-Chairperson:

1. 2 Years Clean
2. Knowledge of the 12 Steps, 12 Traditions, 12 Concepts.
3. Fills in for the Activities Chairperson in their absence.
4. Assist Chairperson with their responsibilities.
5. Attends all events
6. Is a voting member of the Activities Subcommittee
7. Vice-Chairperson should expect to succeed Activates Subcommittee Chairperson when their term is up.
8. Activities subcommittee vice-chair should chair all positions on the subcommittee that are vacant.
9. This position is elected within the subcommittee.
10. Must be a member of a Burlington County Area home group

Secretary:

1. 6 months clean time.
2. Knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
3. Have the ability to keep minutes.
4. Should send out the minutes prior to the next subcommittee meeting to all subcommittee members.
5. Attend all events.
6. Keep accurate archives within the subcommittee. (I.E. minutes for future use).
7. Is a voting member of the Activities Subcommittee
8. This position is elected within the subcommittee.
9. Must be a member of a Burlington County Area home group

VOTING PROCEDURES

1. Voting Members: 2 out of 3 consecutive monthly meeting attendance requirements to be a voting member. The voting members are all the committee members who have attended two (2) consecutive subcommittee meetings. If someone misses three consecutive subcommittee meetings, you must attend two consecutive subcommittee meetings to be eligible to vote. All voting procedures are to be counted by a simple majority; a tie is to be broken by the Chair. (Motion passed 02/13/22)

FINANCIAL PRACTICES

1. The Activities Subcommittee will have a total of \$500.00 in funds available to be used for Activities.
2. The \$500.00 in funds are to be held by BCASCNA.
3. Any and all funds given to the Activities Subcommittee a receipt must be provided to the Area Secretary and Treasurer once the funds are used.
4. All funds are to be replenished from subcommittee donations and said replenishments will be held by the BCASCNA until the next activity.

5. The Activities Subcommittee can collect donations per event to raise funds.
6. Any funds collected that exceed \$500.00 are to be donated to BCASCNA unless otherwise decided by the body via the motion process.

Dismissal Guidelines

1. If any member of the Activities sub-committee misallocates funds, relapses, or clearly and factually breaks any policy he or she will be asked to resign from his/her position either by conscience of the Activities sub-committee or the conscience BCASCNA.
2. If any member of the Activities executive committee misses three consecutive meetings, they may be asked to resign.

Website / Website Subcommittee Policy

PURPOSE / ACCOUNTABILITY / DOMAIN:

1. The purpose of the area website is to further our NA groups' primary purpose of carrying the message to the addict who still suffers, by providing easily accessible online information; and to communicate the scope, meetings, announcements and activities of the Area.
2. The group of trusted servants responsible for content and publication of the area website shall be the 'Website Subcommittee'.
3. Qualifications for Website Subcommittee members shall be: A) Minimum of 2 years continuous clean time; B) The willingness to serve and provide the time and resources necessary for the task; C) Preferably 1-year experience within area service (committee or group).
4. The Website Subcommittee is accountable to the Area Service Committee and NA fellowship in general, through the Subcommittee Chairperson (please see: 'Website Subcommittee Chairperson Policy' for details/responsibilities).
5. The Area's *Online Meeting Coordinator* shall be a member of the Website Subcommittee; and shall be appointed by same (see: *Online Meeting Guidelines*).
6. The Uniform Resource Locator (URL) of the website is: <https://www.burlingtoncountyna.org>.

FINANCES / OWNERSHIP:

1. Costs for website hosting, domain registration and site security are the responsibility of the Area Service Committee, whereas funds shall be set aside to prevent the interruption of online publication. Said funds shall be addressed in area policy under 'Treasurer Financial Guidelines'.
2. The Website Administrator is responsible for notifying the Area prior to necessary funding in a timely manner.
3. Ownership of the domain name and hosting account is: Burlington County Area of Narcotics Anonymous, P. O. Box 734, Hainesport, NJ 08036.
4. The current vendor holding the domain name and hosting account is *HostGator, Inc.* The Website Subcommittee is responsible for researching and choosing any future vendor.

COMMUNICATIONS / PRIVACY / SECURITY:

1. Trusted servant personal information and e-mail addresses shall not be displayed on the website. Any displayed e-mail address of the Website Administrator shall not contain a personal name. The Website Administrator e-mail address shall be shared within the subcommittee.
2. Trusted servants and/or service committees receiving communications relayed through the Website Administrator are responsible for acknowledging said communication.
3. Web Server *Username* and *Password* information...to access/maintain the site's file hierarchy...will be provided to 3 ASC Officers. The departure of any one of those officers will require the establishing of a new password, for security purposes.

WEBSITE CONTENT / ACCOUNTABILITY:

1. Website content shall reflect and appropriately display the following Area attributes in proper navigational form: Meetings, Events, Announcements, Helplines, Forms, select/approved NA literature, hyperlinks to local area, regional and state websites/ publications; and hyperlinks to NAWS website/publications.
2. Group GSR's are responsible for providing announcements and flyers to the Website Administrator, for display on the site.
3. ASC trusted servants are responsible for providing subcommittee announcements/flyers, policies, periodicals, reports and all other communications to the Website Administrator, for display on the site. The ASC body shall determine which of the above content shall be made available, excluding ASC Minutes and Treasurer Reports, which shall *not* be published. Such future determinations will become part of this policy, for resubmission as area policy.
4. The area Meeting List shall be made available on the site as downloadable content.
5. The following Forms shall be made available on the site as downloadable content: Subcommittee Report; GSR Report; Motion; Literature Purchasing; Financial Request.
6. The Literature Purchasing Chairperson is responsible for communicating all meeting list updates to the Website Administrator, for display/download purposes on the site.
7. Copyrighted material shall not be displayed on the website without specific permission from the owner.
8. All website content shall be displayed/posted so as to be in strict accordance with the Twelve Traditions of Narcotics Anonymous.

TECHNICAL GUIDELINES:

1. The website shall be designed/constructed so as to display properly on all internet carrying devices, including touch screen devices (i.e., mobile phones, tablets, etc.).
2. The website shall be populated, updated and checked for accuracy on a timely, regular basis by the Website Administrator (see: Website Subcommittee Chairperson Policy').
3. ALT (Alternate) text tags shall be used for all images, so as to be accessible for the sight disabled.

Hospitals and Institutions Subcommittee Policy

1. The Burlington County hospital and institutions committee is responsible to carry the Narcotics Anonymous message of recovery into hospital and institutions, where an open meeting is not possible due to their rules and regulations that conflict with our traditions. This committee may use other methods, such as distributing literature and meeting lists, to make the message of Narcotics Anonymous more available.
2. The twelve traditions of Narcotics Anonymous are the guidelines which keep our fellowship alive and free.
3. According to the third tradition, "The only requirement for membership is the desire to stop using." This principle is compromised by various facilities, for example: Correctional facilities often conduct personal searches, security checks, and security checks, and limit the number and/or sex of attendees; treatment centers frequently require that their clients attend the meeting. Regulations such as these place requirements other than the desire to stop using on the clients and inmates. Due to the fact that our third tradition cannot be upheld, an H&I Presentation becomes necessary.
4. Because our seventh tradition clearly states that each group is self-supporting, any offers of free provisions (rent free meeting place, coffee, etc.) are in direct violation of the seventh tradition. In such instances, where an institution cannot accept our monies, due to their own regulations, and yet wish to provide addicts in their institution with the NA message of recovery, an H&I Presentation can be held. Our own experience has shown that these are the most common tradition violations; however, other tradition violations may occur which also bring about the need for an H&I Presentation.

PURPOSE

- 1.** The Burlington County Area Hospitals and Institutions committee is a group of volunteer members of NA, existing for the express purpose of carrying the message of NA recovery to addicts who are unable to attend regular NA meetings.
- 2.** To effectively carry the NA message to the inmates, patients, and residents, we must be aware of the regulations of the institutions within which we serve while adhering to the twelve steps and twelve traditions of NA.
- 3.** This is a service committee which is at all times responsible to the BCASCNA. We shall maintain effective liaison and cooperation with that conference.

FUNCTION

- 1.** To conduct at least on regular subcommittee meeting each month.
- 2.** To service as a communication link between local H&I meetings and at the BCASCNA, regional and world levels of service
- 3.** To serve as a distribution point for literature to H&I addicts who attend our H&I presentations.
- 4.** To conduct Bi-monthly workshops on even months, or as needed.

STRUCTURE OF THE COMMITTEE

- 1.** Elected Committee Officers - The H&I committee shall consist of a chairperson, vice chair, secretary, chairs of institutions and other committee members. All officers, with the exception to the chairperson, are to be elected by a majority vote of the H&I committee members. The chairperson will be elected by BCASCNA in regular session.
- 2.** Voting Members – **2 out of 3 consecutive monthly meetings attendance requirement to be a voting member.** The voting members are all the committee members who have attended two consecutive subcommittee meetings. If someone misses three consecutive subcommittee meetings, you must again attend two consecutive subcommittee meetings in order to be eligible to vote. All voting procedures are to be counted by simple majority, a tie to be broken by the chair.
- 3.** Participation - Only the members described above may make or second a motion. However, interested parties may address the committee.
- 4.** AD-HOC committee - may be formed when the need arises with the approval of the Burlington County Area Service Conference. (VIA the BCASCNA motion voting process) GSR's must be informed of the problem for informational, as well as involvement purposes.

QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS

Chairperson:

Requires two years clean time (as per BCASCNA Policy) and the willingness and ability to serve for one year.

1. To bring before the general meeting of the committee such matters as should be acted on.
2. To carry out the policies of the committee.
3. To ensure that the traditions of NA are always upheld.
4. To report monthly to the BCASCNA on the status of the H&I subcommittee in the area.
5. To appoint the temporary position of institutional chairperson in the event that a chair resigns, is absent, or is removed.
6. To oversee the Bi-monthly workshops.

Vice chairperson:

Requires one-year clean time and six months active with the BCASCNA H&I subcommittee, willingness and ability to serve for one year.

1. To assume the temporary position of the chairperson in the event of their absence.
2. To assume the temporary position of institutional chair in the event that a chair resigns, is absent, or is removed.
3. Is responsible for providing literature to institutional chairpersons (based on the needs of the committee).

Secretary:

Requires one-year clean time and six months active with the BCASCNA H&I subcommittee, willingness and ability to serve for one year.

1. To keep an accurate set of minutes at all meetings and read at the beginning of the next subcommittee meeting.
2. To maintain correspondence between the H&I subcommittee and the institutions whose clients we serve.
3. To keep records of all people who have attended workshops in our area.
4. To maintain a record of the rules and regulations of all institutions in which we serve.
5. To keep a list of NA members who are qualified to speak in institutions.
6. To make sure the subcommittee participant phone list is accurate and updated.

Institutional Chairperson:

One-year clean time and the willingness and ability to serve for six months.

1. Non-waive-able clean time for institutional chair position.
2. Coordination of attendance and responsibilities of speakers.
3. To instruct the speakers on institutional requirements, regulations, and these guidelines covering H&I meetings.
4. Must attend at least one bi-monthly workshop (prior to taking on an Institutional Chair position).
5. To submit a written or oral report to the H&I subcommittee monthly on status of speakers (attendance, etc.), literature needs, and any problems encountered by the chair or speakers, written if not able to show for subcommittee.
6. Must attend subcommittee meetings monthly. If absent, must notify the chair, vice chair or secretary.
7. Missing two consecutive subcommittee meetings will result in the following:
 - a. Cannot vote (see #2 voting member in structure of the committee).
 - b. Your chair position will be replaced by the chair, or someone appointed by the chair to fulfill that commitment.

Speaker:

Requires at least six months' clean time (unless otherwise indicated by the institution).

1. Shall adhere to the rules of the facility wherein he/she is in fact a guest.
2. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
3. Should have a clear understanding of the H&I subcommittees "do's & don'ts" requirements.
4. Should have a clear understanding of the Facilities rules and regulations.

Committee Members:

Are the elected officers of the committee, the chairs and the committee participants.

GENERAL INFORMATION (Common Practices)

1. Institutional chairperson is to report on literature used and needed at subcommittee.
2. Men stay with men for men's facility.
3. Women stay with women for women's facility.
4. Working with others: men with men, women with women.
5. Some facilities house only men or only women. Other facilities house both men and women but keep them separate. In these facilities, where your meeting consists of only men or only women, we feel strongly that only same sex Narcotics Anonymous members should participate.
6. Every H&I chairperson goes over dos and don'ts with speakers
7. If an addict has sold drugs during his commitment, he or she is immediately disqualified from H&I service and cannot serve on the H&I subcommittee for one year. Reinstatement privileges will rest on the H&I Subcommittee.
8. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse but may again become eligible when he or she can conform to the requirements within these guidelines. Being clean for the purpose of this H&I subcommittee shall be defined as complete abstinence from all drugs. Circumstances regarding Narcotics Anonymous service while on Medication can be found in our literature. Please refer to the "In times of illness" booklet, which states the following:

Some members have found that they were fully capable of fulfilling their service commitments while taking medication to treat an illness or injury, while others have made the choice to step down. This is a deeply personal decision. We will want to consider what is best for both the fellowship and ourselves. If we decide to resign from a trusted servant position due to the effects of medication, this can be considered an action based in integrity, courage, and humility. Informing fellow members that we need to step down for a period of time for health reasons illustrates recovery principles in action. This can be viewed as the fulfillment of a personal commitment to our health, rather than a failure. We can remind ourselves that we live this way of life just for today, and the decisions we make are not forever. We come to accept today's health issues, and we can seek other ways to be of service. We may consider a group-level commitment, or we may be a committee member rather than committee chair. We remain open-minded, willing, and honest, seeking out the experience of other members to learn how they were able to serve while living with health issues and medication. Being of service to a fellowship that saved our lives is an act of love and is not conditional on a specific position or title.

Also, please refer to bulletin #29 from NAWS which states the following:

It may be argued that a group's autonomy, as described in our Fourth Tradition, allows them to decide who may share at their meetings. However, while this is true, we believe that group autonomy does not justify allowing someone who is using to lead a meeting, be a speaker, or serve as a trusted servant. Group autonomy stands only until it affects other groups or NA as a whole. We believe it affects other groups and NA as a whole when we allow members who are not clean to be a speaker, chair a meeting, or be a trusted servant for NA.

Public Information Subcommittee Policy

NAME:

Public Information Sub Committee of Burlington County Area of Narcotics Anonymous.

GEOGRAPHICAL BOUNDARIES:

The geographical boundaries of this subcommittee will be identical with those covered by the Burlington County Area of Narcotics Anonymous

PURPOSE:

The purpose of this subcommittee is to initiate lines of communication between the public/ private sectors and Narcotics Anonymous so that the message of recovery is readily available to anyone seeking recovery. This message shall be carried in accordance with the twelve traditions of Narcotics Anonymous. The purpose of this subcommittee is to also maintain the helpline services for the suffering addict seeking recovery within New Jersey.

FUNCTIONS:

The functions of this committee are as follows:

1. To act as a resource for the community and to respond to any requests from the public that originate from within the Burlington County Area.
2. To maintain an up-to-date list of Burlington County helpline volunteers, by updating it twice a year and reviewing all request for removal of helpline volunteers.
 - a. **(NOTE)** Phone calls are made to confirm continued willingness to serve and volunteers will be removed upon request.
3. Present workshops for helpline volunteers as needed and assist.
4. Assist Regional PI in providing a helpline workshop at any area convention, conference, learning day, and other area events as requested.
5. To maintain a list of area contacts within the NJ Region such as: RCMs, PI chairperson.

PARTICIPANTS:

The participants of this subcommittee are the public Information chair, vice chair, secretary, participants, as well as any other interested members of Narcotics Anonymous

VOTING PROCEDURE

1. The voting members of this subcommittee are the participants except for "any other interested members of Narcotics Anonymous. The presiding public information chair may only vote in the event of a tie.
2. Decision making is by consensus, and which reflects a true group conscience (except #3).
3. All policy and guideline amendments must pass via 2/3 majority vote.

COMMITTEE MEMBERS RESPONSIBILITIES

CHAIRPERSON:

(Public Information Chairperson is elected at BCASCNA by GSR's)

1. Attends and Chairs all Public Information subcommittee meetings.
2. Facilitate subcommittee in accomplishing its purpose.

VICE CHAIRPERSON:

1. Elected by their respective subcommittee members.
2. One-year continuous abstinence from all mood and mind-altering substances.
3. Applicable service experience and willingness to serve.
4. Chairs the PI subcommittee and reports to BCASCNA in the Chairpersons absence.
5. Attends all subcommittee meetings.

SECRETARY:

1. Six months of continuous abstinence from all mood and mind-altering substance.
2. Applicable service experience and willingness to serve.
3. Minutes must be typed therefore the secretary should have access to a computer.
4. Attends all subcommittee meetings.

TERMS:

All service terms are for one year. Elections will be announced in October and held in November.

REMOVAL OF OFFICERS:

A subcommittee officer may be removed from their position for non-compliance. Noncompliance includes, but is not limited to:

1. Relapse
2. Non-fulfillment of responsibilities
3. Vote of lack of confidence by the subcommittee
4. Absenteeism

Helpline Service

The Helpline volunteer spends time talking to the caller about recovery in Narcotics Anonymous. It may be beneficial to share one's own personal experience, strength, and hope. The volunteer will then offer information about meetings, their location and time.

HELPLINE REQUIREMENTS

The requirements for being a New Jersey statewide helpline volunteer are:

1. One-year continuous abstinence from all mind and mood-altering substances

2. Willingness to receive calls at any time of the day or night and return these calls promptly (within 24 hours).
3. Knowledge and sound appreciation of the twelve steps and twelve traditions of Narcotics Anonymous.
4. Attendance at a helpline workshop.

Items covered in Helpline workshop:

- 1.** Advise others in the household that you may receive calls from the NA helpline.
- 2.** Possess a current statewide meeting directory and an area meeting list.
- 3.** Internet access for the purpose of logging on to the New Jersey website, www.nanj.org, to get current and updated meeting list information to assist the caller.
- 4.** An operating voice mail with a clear and simple message to receive calls when not available.
- 5.** Voluntary Removal:
 - a. If for any reason a current volunteer listing becomes void (change of address / phone number), the volunteer should contact their area public information chairperson or this subcommittee with either the amended information or a request for removal. A helpline volunteer may request to be removed for personal reasons at any time.
- 6.** Involuntary Removal:
 - a. A helpline volunteer will be removed from the helpline list for non-compliance with the "Guidelines for Helpline Twelve Step Volunteers."
 - b. Noncompliance includes, but is not limited to:
 - i. Relapse
 - ii. Failure to respond promptly to helpline calls.
 - iii. Taking physical, emotional, sexual or financial advantage of the caller.
 - iv. Continued disregard of the twelve traditions of Narcotics Anonymous.
 - v. Not carrying a NA message of recovery.
 - vi. Disregard of the "Guidelines for Helpline Twelve Step Volunteers".
 - vii. No longer a NA member.
 - viii. Not returning calls from the New Jersey statewide helpline committee during verification procedures (the proper response time is the same as a helpline call which is 24 hours).
 - c. Reinstatement of helpline volunteers who have been involuntarily removed requires the re-establishment of helpline volunteer requirements.

Online Meeting Guidelines

(as adopted from the *Online Account Review Ad-Hoc Committee* Recommendations of 03/14/2021)

PRIMARY GUIDELINES:

- 1) The Area shall open an additional account (a 2nd account), to greatly reduce the possibility of meeting overlap and bump-offs. This account will be identical in cost/size with our existing account (currently \$149.90 per license/year).
- 2) The Area's current zoom account shall remain primarily as is; and will be used for Area group meetings and subcommittee *outside commitment* meetings (to ensure continuity w/ those facilities). In the future, all subcommittee meetings will be moved to the 2nd account, which shall be used for Area events/business (JAC/ASC, subcommittees, workshops, etc.)
- 3) The Area shall appoint a Zoom Coordinator (see: *Website Policy*).
- 4) In the future, all new group and Area event meetings shall be scheduled by said zoom coordinator. Meeting and subcommittee hosts shall contact the zoom coordinator to schedule or change a meeting. After initial scheduling, the login credentials will be provided to the meeting hosts, so their respective meetings can be started/ended on schedule.
- 5) The meeting time/date shall be included in the meeting *Name* when scheduling...so as to appear in that meeting's listing, in the Recurrent Meeting column (on the account's home page).

INFORMATION/TRAINING GUIDELINES:

- 1) The website shall establish a new, separate page, entitled: *Online Meeting Resources*, where select links to online meeting tutorials, informational and online training videos will be available (including key links as recommended by NAWS and Region). The new page will be linked to the existing Home Page & Online/Virtual Meetings Page.
- 2) Information/Training documents/videos that instruct on online account set-up and scheduling shall not be displayed.
- 3) The page must also include a reminder to group/subcommittee hosts to fully close their meeting at its conclusion.

Glossary

Additional needs addicts with Additional needs arise from physical challenges such as blindness, hearing impairment, or mobility limitations imposed by use of wheelchairs. Reaching addicts with additional needs and making our meetings and other services more accessible to them is an obligation our fellowship takes very seriously at all levels of its service structure.

Area service committee (ASC) A committee created to provide common services for NA groups in a specific locale. Composed of GSRs, ASC officers, and subcommittee chairpersons. Usually part of a region, to which it sends RCMs. **Closed meetings** NA recovery meetings that are closed to non-addicts. **Common needs (special interests)** A name tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common—for example, men’s or women’s groups and gay or lesbian groups. Though attendance is not exclusive to the particular interest.

Conference-approved service material Material approved by the World Service Conference that is intended primarily for use within the context of an NA service board or committee. **Group service representative (GSR)** Elected by an NA group to participate on the group’s behalf in the ASC and the regional assembly. **Home group** The group an NA member calls “home.” Home group membership calls for regular attendance of its recovery meetings, financial and voluntary service support, and participation in conscience building and decision-making processes. **Hospitals and institutions (H&I)** A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

NA Way Magazine the NA Fellowship’s quarterly journal, published in various languages. **NA-**

approved literature Recovery literature

Officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference. Also referred to as “fellowship-approved literature.”

Narcotics Anonymous World Services

(NAWS). Refers to Narcotics Anonymous World Services, Inc., the legal name for the World Board. See World Board description. **Open**

meetings NA recovery meetings that__ allow attendance by non-addicts. **Phone line** An NA telephone contact service___ providing means by which an addict or a general community member can get information about Narcotics Anonymous, especially NA meeting schedules. Usually administered by an RSC or ASC

subcommittee. **Policy** A chronological listing of ASC___ policy decisions made concerning various responsibilities and fields of service.

Public information (PI) A field of service usually covered by one ASC subcommittee devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping professions, and the community-at-large so that addicts seeking recovery will be referred to Narcotics

Anonymous. **Regional assembly** A gathering of GSRs and RCMs, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the biennial **WSC meeting** The regional delegate is elected at the assembly.

Regional committee member (RCM) Elected by an ASC to participate on the area’s behalf on the regional service committee.

Regional delegate (RD) A World Service Conference participant elected by a region’s GSRs and/or RCMs. **Regional**

service committee (RSC) A body that

draws together the combined service experience of a number of adjoining areas for those areas' mutual support.

Twelve Concepts for NA Service One of others as needed. Three bodies of basic NA principle, the **Service bulletins** Articles, position papers, concepts apply specifically for food for thought on a variety of NA development, coordination, and service-related topics. A number of such maintenance of NA services on behalf of bulletins are available from our World the groups. Service Office.

Twelve Steps One of three bodies of basic

Shared services committee A committee NA principle, the steps describe NA's created by two or more area or regional regimen leading to personal recovery and committees to fulfill one or two needs both a spiritual awakening. Territories have in common. In a state, **Twelve Traditions** One of three bodies of province, or nation with more than one basic NA principle, the traditions provide region, such a committee would interact guidance for the behavior of NA groups, on those regions' behalf with state, helping the groups maintain their provincial, or national government, independence while nurturing their unity. Professional, religious, and civic **World Board** the World Board is the organizations. Funded by and service board of the World Service accountable to those who created it. Conference. It provides support to the **Sharing session** a nonbusiness portion of Fellowship of Narcotics Anonymous in the agenda of most NA service board or their efforts to provide the opportunity to committee meetings. Somewhat more recover from addiction; and oversees the informal than the rest of the meeting activities of NA World Services, including because of the suspension of the ordinary our primary service center, the World rules of order. Facilitates wide-ranging, Service Office. The board also holds an open discussion on committee issues and trust for the NA Fellowship the rights for group problems. Allows for development all their physical and intellectual of group conscience necessary before properties (which includes literature, spiritually sound decisions can be made logos, trademarks and copyrights) in in ordinary business session, accordance with the will of the WSC. **Special interests (common needs)**

World Service Conference (WSC)

A name tag referring to specialized groups A deliberative body composed of regional formed to provide additional identification delegates and world-level trusted for addicts with particular needs or servants, the WSC provides an effective interest in common—for example, men's voice and active conscience for the or women's groups and gay or lesbian worldwide NA Fellowship. groups. Though attendance is not exclusive to the

World Service Conference Report The full particular interest, reports of the World Service Conference

Trusted servant An NA euphemism for and the World Board and its committees. "Leader," "official," or "officer." Derived **World Service Office (WSO)** World Service from NA's Second Tradition, in which NA Board headquarters (Los Angeles) leaders are characterized as "trusted



A couple of remarks must be made regarding NA activities. Most activities subcommittees announcing their next event to NA groups in the area. subcommittee's flier displays One of the NA logos shown below, a small Circled letter "R" (it looks like this: ®) should appear to the right of the logo. This mark shows

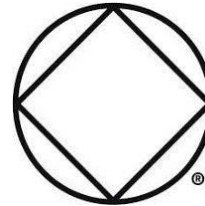


legalities relevant to distribute fliers If your

That the logo is a registered trademark of Anonymous worldwide and helps

Narcotics Anonymous® Narcotics protect the logo from misuse outside the

Fellowship. For more information, see the bulletin, *Internal Use of NA Intellectual Property*, available from your World Service Office.



CODE OF CONDUCT FOR LIVE AND ONLINE AREA SERVICE MEETINGS

This Code of Conduct is meant to help the Burlington County Area of Narcotics Anonymous fulfill the responsibility of welcoming members without allowing an individual to threaten the safety of those attending.

1. Be patient and courteous.
2. We should always welcome and support all members of the Area Service body.

3. Be considerate, we all depend on each other to produce the best of what's good for the Burlington County Area of Narcotics Anonymous
4. Be respectful, we won't all agree all the time, but disagreements is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we CANNOT ALLOW that frustration to become personal attacks or an environment where members feel uncomfortable or threatened. This is not productive to our common welfare.
5. Always conduct yourself in a loving and caring way. Be kind to others. Do not insult or put others down. Harassment and exclusionary behavior is not acceptable.

If any of the above mentioned is not adhered to then the member will be removed by either the Area Chair or the Policy Chair from the zoom platform including GSR'S, Subcommittee Chairs, Administrative Committee and Observers. For live meetings the member will be asked to vacate the meeting facility.

If it continues to happen the next month with the same member, we will take a vote by the GSR'S to have the member removed for a 3-month period. This is not exclusive; this is all inclusive of all members present at Area Service.

Hybrid Liaison

Qualifications:

- 1-year clean time
- Must be a member of a Burlington County Home group
- Must be responsible for the equipment, computer, speakers.