

VANCOUVER ISLAND NORTH AND POWELL RIVER AREA

[vinprana.ca](http://vinprana.ca)

# Guidelines 2018

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“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.”

- Concept 1

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## ***Section One: The Basics (Procedures for Our Business)***

### **Concept Three:**

*The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.*

### ***Who We Are***

#### **Definition:**

The Vancouver Island North Powell River Area Service Committee (VINPRA) is a committee made up of Group Service Representatives (GSRs), Area Service Officers (“the Admin Committee”) and Subcommittee Chairpersons. It meets regularly to serve the specific needs of its member groups.

#### **Geographical Boundary:**

The geographical boundary of the ASC shall be defined in two ways: one for service responsibilities and one for group representation. Our service structure may be responsible for the northern portion of Vancouver Island, up to and including all points north of a line between Fanny Bay to the Northern end of Vancouver Island, The Northern Gulf Islands and as far west as Holberg and east to Powell River and surrounding area. The boundary is flexible and will be updated as new groups attend the ASC.

### ***What We Are***

#### **Purpose:**

The purpose of the ASC is to support the NA groups in the Vancouver Island North Powell River Area in fulfilling their primary purpose, to provide a forum for them to meet and discuss issues, to help the groups address their unique needs and situations and to encourage the growth of our fellowship.

#### **Guiding Principles:**

The VINPRASC conducts business according to a number of guiding principles. In all matters before the ASC, the *Twelve Concepts*, the *Twelve Traditions*, *A Guide to Local Services in NA*, and this areas Procedural Guidelines. Vancouver Island North and Powell River Area Service Meetings use Consensus Based Decision Making as outlined in this document.

### ***Where We Are***

#### **Meeting Times:**

The ASC will meet every month at a place and time decided at the close of each meeting. It has been standard practice to set the Area meeting on the same day of each month in order to ensure that ongoing business can be conducted. Conventionally, this is the 2nd Sunday of each month at 10:15 am and end by 1:30 pm, unless changed (By consensus at previous ASC Meeting)

### **Changing Meeting Times and Special Sessions:**

If the need arises to change the date, time or place prior to the next Area meeting, the facilitator will notify all GSRs, ASC Officers and Subcommittee Chairpersons by telephone, @vinprna.ca email accounts, and VINPRA-approved private social media sites as soon as possible of the scheduling change.”. A notice of the rescheduled meeting should be posted at the original location of the ASC meeting.

### ***How It Works***

#### **Agenda for VINPRA Meeting**

#### **CALL MEETING TO ORDER (10:15)**

- a. Moment of silence
- b. Service Prayer
- d. 12 Traditions
- e. 12 Concepts
- f. Roll Call
- g. Recognition of New Groups or GSR’s

#### **READING OF PREVIOUS MONTHS MINUTES.**

- a. (Only reports highlights of previous business and new business)
- b. Corrections errors or omissions to the previous months minutes

#### **ADMINISTRATIVE REPORTS:**

- a. Facilitator
- b. Co-Facilitator
- c. Secretary
- d. Treasurer
- e. RCM 1
- f. RCM 2

#### **SUBCOMMITTEE REPORTS:**

- a. Public Relations
- b. Literature
- c. Procedural Guidelines
- d. Activities
- e. Recovery Under the Stars Campout
- f. Camp Banarama Campout
- g. Last Chance Campout
- h. Workgroups/ Special Committees/Adhoc Committees

#### **GSR REPORTS**

- a. 10 minute break (*called at the discretion of the facilitator*)
- b. Roll Call (*for recount of participants*)

#### **OLD BUSINESS (*left over from previous month and Elections*)**

**NEW DISCUSSION** – (prioritizes and limits time if necessary)

In order - 1. Address group concerns first. 2. Money items 3. Items which need immediate attention

**CLOSING PROCEDURE:**

- a. Updated Treasurers Report (*The Treasurer provides a brief, updated financial report (after collecting the 7th tradition from the respective groups and/or subcommittees, and factoring in the current expenses.)*)
- b. Announcements
- c. Confirmation of next ASC meeting –

**Who Counts and Why?**

**Active and Inactive Groups:**

A group is considered “active” as soon as they attend the ASC, announce their status during roll call and then participate by making final decisions on proposals during the ASC meeting. An “inactive” group is one that has not been represented by an eligible trusted servant of the group for 3 consecutive meetings. It would be at the third meeting that the group would not be considered for a quorum. The ASC secretary will maintain a list of active and inactive groups to establish a quorum.

**Who Makes Decisions and How Do We Decide?**

**Who May Make Final Decisions?**

*Group conscience is the spiritual means by which we invite a loving God to influence our decisions.*

All members attending the ASC participate in discussions. Group conscience is the means by which we bring the spiritual awakening of the Twelve Steps to bear in making service-related decisions. It is fundamental to our fellowship's decision-making process. It is not, however, merely a euphemism for “voting” and is not itself the NA decision making process. The groups bear final authority for all decisions made from proposals during the CBDM process.

**Decision-Making Eligibility:**

- a) All members of the ASC.
- b) The respective group secretary, group treasurer, or other group member – only in the absence of an elected GSR or alternate GSR. That member must also have been asked by the group to represent them. Members of the ASC are strictly prohibited from making any decisions on behalf of the ASC, without clear direction from the ASC body.

*“These boards and committees are established to the groups they serve, not to govern. They are directly responsible to the groups and are always subject to explicit direction from the groups.”*

*- It Works, How and Why: Tradition 9, page 194.*

- c) The Public Relations chairperson, providing they have attended the group’s business meeting and are carrying the group’s conscience on a motion.

## **Making Decisions on Reports, ASC Policy and Elections (voting in nominees) to the Service Structure:**

The treasurer report, acceptance of the minutes and any other general committee business will pass with a consensus of the eligible members present; either by a show of hands or verbal assent *(for reports, minutes, or proposals not required to be sent to groups.)*

All matters affecting *VINPRANA Guidelines* will pass with a consensus of the eligible quorum. These proposals must be sent back to the groups for one month for a group conscience prior to the decision.

### **Changes to Guidelines**

Corrections to the *VINPRANA Guidelines* document with regards to grammatical errors, spelling mistakes, typographical errors, formatting, and layout design inconsistencies may be made as a Policy Committee decision, provided that the intent of the document is not changed.

## **Consensus Based Decision Making**

*Consensus Based Decision Making is used where ever possible.*

### **Criteria and Design for Consensus Based Decision Making (CBDM):**

The Consensus Based Decision Making (CBDM) Model is designed to foster unity amongst the ASC service body, when making decisions upon proposals. Proposals may already be prepared in advance to bring forth to the Area body (eg: Motions/Proposals stage of the agenda,) or proposals may form out of a group conscience during the Open Discussion/New Business stage of the agenda.

Although the Facilitator has full discretion to prioritize proposals and topics on the table (eg: financial-impacting or time-sensitive ones first,) it is usually beneficial to deal with them as they present themselves, so that the continual flow of ideas and “mental frame of reference” is not interrupted. It can be hard to retain and re-visit these ideas at a later time, and can actually consume more time in the long run.

### **LEVEL ONE:**

**Proposal or item is presented** with budget implication if any; any clarification needed is provided, short discussion period if warranted **Facilitator asks for consensus.** Does item receive 100% approval or rejection? If 100% approval, proposal moves forward, if 100% rejection, discussion ends, record the results in the minutes. If item does not receive 100% in either go to **LEVEL TWO?**

### **LEVEL TWO:**

**Facilitator facilitates consensus building.** More information is provided, with full intent for proposal. A brief break may be necessary. Discussion or small group discussion may be warranted. **Facilitator asks for consensus.** Does item receive 100% approval or rejection? If 100% approval, proposal moves forward, if 100% rejection, discussion ends, record the results in the minutes. If item does not receive 100% in either go to **LEVEL THREE?**

### **LEVEL THREE:**

**Straw Poll is taken also asks what is needed for a compromise**

**If 80% in favour/20% opposed:** listen to the minority point of view or have small group discussion; discuss to reach consensus. Accept the proposal as proposed. We use 85 percent consensus. Stand asides are not counted agreeing to the proposal or discussion item.

Delay the decision to the next meeting or specified time, doing one of the following:

- Form a workgroup or task
- seek more information to present at the following meeting
- Send back to the Groups/workgroup

**Stand Aside:** When a concern has been fully discussed and cannot be resolved, the person with the concern is willing to stand aside: that is, acknowledge that the concern still exists, but allow the proposal to move forward in the spirit of group conscience and unity.

**Block:** A blocking concern must be based on a generally recognized principle, not a personal preference, or it must be against the entire group's well being or a tradition violation. Before a concern is considered to be blocking, the group must have already accepted the validity of the concern and a reasonable attempt must have been made to resolve it. If legitimate concerns remain unresolved and the person has not agreed to stand aside, consensus is blocked. A block is generally a guideline, tradition or concept violations

***Note:** With such a small number of participants in this area, the Chairperson shall be aware of a high number of stand asides as an indication for discussion to continue.*

**See CBDM Table in Annex 1**

### ***Open Discussion and Time Management***

#### **What's the Difference?**

Open discussion is dialogue that takes place when no proposal has yet been brought forth, if one will even be brought forth at all. It is meant to share and bounce ideas of ASC members, which may, in turn, become proposals.

Decision-making, however, is an action that follows a proposal that has reached consensus as per the CBDM process.



To avoid confusion and to save time spent on ASC business, the following guidelines have been adopted. They are meant to guide the facilitator in executing the agenda and are not to be a device to serve the interest of individuals or silence discussion.

– *(prioritize and limit time if necessary)*

1. Address group concerns first.
2. Money items
3. Items which need immediate attention

*"We understand that "ought never to be organized" doesn't mean that we do what we do or this is how we have always done things, without any planning or predictability. Our meetings are at regular times and places; we create and maintain meeting schedules, websites, and phonenumber. In order for us to grow and recover, we need some structure."*

***Tradition 9, pg 159: Guiding Principles: The Spirit of Our Traditions***

## ***Violent or Disruptive Behaviour***

*Whenever we come together, we seek the presence and guidance of a loving Higher Power. This direction then guides us through all our actions.*

*It Works: How and Why, Tradition Two*

### **Area service meeting**

In the event of violence, physical outbursts, verbal threats or other inappropriate behaviour during the course of the ASC meeting that can threaten the respect and safety of the ASC members, the chairperson has authorization to take protective measures. Such protective measures are defined in the 7 strategies outlined in the NA Service Pamphlet: [Violent and Disruptive Behaviour](#). If at least one GSR objects to such measures as taken by the chairperson, a group conscience can be called at that moment to review the measure being taken, and determine if it's appropriate.

If all other listed strategies fail, the group conscience can decide on the strategy, "Temporarily Suspending a Meeting," and decide if a special session of the ASC should be held to complete business not done because of the disruption. Any further protective measures (eg: suspending or removing a member from a service position) will then be put to Open Discussion/New Business and decided upon the Group.

## **Section Two: Choosing and Becoming a Trusted Servants: Election, Roles, and Responsibilities**

### **Fourth Concept**

*Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.*

### **When Does this Happen for Us?**

#### **Timing / Frequency:**

In September of each year, ASC Admin Positions will be up for election:

- Facilitator
- Co-Facilitator
- Treasurer
- Alternate Treasurer
- Secretary
- Regional Committee Member (“RCM 1”)
- Alternate Regional Committee Member (“RCM 2”)

In March of each year, ASC standing subcommittee chairpersons will be up for election:

- Public Relations Committee Facilitator
- Literature Committee Facilitator
- Procedural Guidelines Facilitator
- Activities Subcommittee Facilitator
- Camp Banarama Campout Facilitator
- Recovery Under the Stars Facilitator
- Last Chance Campout Facilitator
- Other and Ad-Hoc Committee Facilitator
- Subcommittee Treasurers (*requiring 5 years*)

*Elections are held after the Advance Reports (which are supposed to be brief) and before the old business / open discussion / new business periods, so that they will be taken care of in a timely fashion*

## ***Nominations and Election of Executive Officers and Subcommittee Chairs***

### **Concept Four:**

*Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.*

## **How Does This All Happen?**

### **Nominations**

- a) During the “Elections” phase of the ASC agenda, the facilitator will ask for nominations. All nominations, including self-nominees are accepted. The facilitator will ask the standard election questions of each candidate present for nomination. The candidates must be present for eligibility. Any N.A. member may nominate administrators or subcommittee coordinators.
- b) After the election questions are asked of each candidate, the ASC body will then be given the chance to ask any additional questions for the candidates. (if no additional questions are asked at,) the candidates will then be asked to leave the room.
- c) Administrators and subcommittee coordinators may be re-elected after one term to serve a second term.  
**exceptions:** The Co-facilitator and the alternate RCM positions are four-year commitments; the first year serving as the Co-facilitator or RCM Alt. the next year serving as the facilitator or RCM, respectively, hence they only require a vote of confidence to continue in office.
- d) All nominees must give verbal or written agreement to stand for election
- e) All nominees are required to present a verbal or written resume of their qualifications for the position.
- f) The facilitator **will not** allow questions that are inappropriate.

### **Election**

- a) ASC administrators and subcommittee facilitators are elected from members of Narcotics Anonymous who have prior service experience such as GSR, Group Secretary, Group Treasurer, and/or workgroup/subcommittee members.
- b) Elections of the VINPRASC administrators and subcommittee coordinators are held every two years.
- c) When an administrator or subcommittee coordinator resigns or is removed during his or her term of office and a new administrator or subcommittee coordinator is elected, this abbreviated term of office shall not count as a full term of office if it is less than six months of service.
- d) Elections will be counted by a show of hands if only 1 person is standing, unless a voting member requests a secret ballot.
- e) When a show of hands method is used, there will be no discussion after the candidate leaves the room. -- All discussion takes place while the candidate is present.
- f) When 2 or more nominees are standing for a position, the body will use secret ballot voting method.
- g) Any secret ballots will be counted by two members of the administrative committee.
- h) A simple majority vote is required to elect administrators and subcommittee coordinators unless only one candidate is standing, then it is a 2/3 majority.

- i) Upon election, the administrator or subcommittee coordinator will resign as a GSR. Their group then elects a new representative, thus ensuring all groups equality of representation.
- j) No ASC member shall hold more than one ASC position at any one time with the exception of facilitating the appointment of a special committee or event.
- k) In keeping with our ninth tradition and the principal of rotating leadership, no administrator or subcommittee chairperson shall serve more than two consecutive terms.
- l) Any ASC participant in attendance at the ASC where elections take place may vote with the exception of the facilitator.

### **Appointment of Temporary Officers:**

When an Admin or a subcommittee chair position has been vacated by resignation or the incumbent has been removed by the ASC, then the ASC facilitator may appoint a temporary officer or subcommittee chairperson. Recommendations for the appointment of a subcommittee chair should come from the subcommittee whenever possible. The vacant position must then be taken back to the groups and announced, for at least one month, before an election can be held.

This would continue on a month-to-month basis until the position has been filled by a duly held election. In the event that the ASC Facilitator or RCM positions become vacant, the co-facilitator or RCM alternate assumes the duties of their respective office.

In the event that an office cannot be filled by the September and March elections, the incumbent will be asked to remain in a temporary capacity until an election can be duly held.

## **Resignation and Removal from Office**

*Our First Tradition concerns unity and our common welfare. One of the most important things about our new way of life is being a part of a group of addicts seeking recovery. Capable NA leadership exhibits the full range of personal characteristics associated with a spiritual awakening. We depend on those who serve us to report on their activities completely and truthfully. The development of a group conscience is an indispensable part of the decision-making process in Narcotics Anonymous; however, group conscience is not itself a decision-making mechanism. Developing a collective conscience provides us with the spiritual guidance we need for making service decisions.*

### **Voluntary Resignation**

Voluntary resignations are given in writing to the ASC facilitator in advance of the next ASC meeting.

### **Removal from Service**

A person may be removed from service in the following situations:

Admitted interruption in clean time;

Misappropriation or theft of funds of VINPRASC is understood to be an automatic removal (instead of resignation) from the VINPRASC.

**Definition of misappropriation:** Use of NA funds for personal use even if the funds are replaced.

**example:** *Member has NA funds but none of their own. They pay their purchase with NA money and put the funds back later.*

**Definition of Theft of Funds:** Theft of NA funds with no intent or later intent to pay the funds back.

***example:** An NA member uses NA funds and records a fictitious amount in the recording area of the NA books. Or, an NA member has NA funds and leaves the position no intent on repayment.*

***Note See Annex 2, Bulletin #30***

Any elected administrator or subcommittee coordinator can be removed from their term of office by a 2/3 majority vote, by secret ballot, where the Administrator or subcommittee coordinator:

Failure to perform his/her duties.

Failure to attend and/or report to 3 consecutive, regularly, scheduled VINPRASC meetings.

***NOTE:** In the event an elected administrator or subcommittee coordinator is on the edge of missing a 3<sup>rd</sup> consecutive meeting the Facilitator must contact the member and inquire as to why they have been unable to fulfill their duties. The member must be given the information on the consequence of missing a 3<sup>rd</sup> meeting and reminded of their position requirements.*

Administrator or subcommittee coordinator resigning or removed from office will not be eligible for election to any ASC position for six months.

***NOTE:** when resignation is intended to facilitate a newly elected position with agreement of VINPRASC.*

Any office or committee position left vacant from an early resignation removal shall remain vacant for one month so that the vacancy may be announced to the Fellowship.

***NOTE:** The facilitator can appoint a member to fill the vacancy temporarily if absolutely necessary.*

## ***Qualifications and Duties for Area Service Trusted Servants***

### **Concept Seven:**

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

### **Limits of Guidelines**

The qualifications suggested here are meant as a guide to GSRs in selecting trusted servants for the ASC. Some individuals nominated will not fit all of the criteria set forth and it should not disqualify them from consideration. It should be stated however, that these guidelines come from previous experience and should be weighed as such when considering a nominee for a particular trusted servant position.

## **Our Leaders: What Do They Need to Qualify?**

### **ASC Facilitator**

- a) Willingness, time, and resources to serve.
- b) 2-year commitment.
- c) Minimum four years clean time.
- d) Minimum of two years of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Willingness to resign all other elected positions at the Area level of service.

### **ASC Co Facilitator**

- a) Willingness, time, and resources to serve.
- b) 4-year commitment- first two years as Co Facilitator with the intent of serving the second term as the facilitator.
- c) Minimum 2-years clean time.
- d) Minimum of one years of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Willingness to resign all other elected positions at the Area level of service.

### **ASC Treasurer**

- a) Willingness, time, and resources to serve.
- b) 2-year commitment.
- c) Minimum five years clean time.
- d) Minimum of two years of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Be financially secure, have some bookkeeping experience, be good at managing their personal finances, as well as inspiring the trust of the ASC.
- g) An understanding of ASC policy on managing NA funds and the theft of NA funds.
- h) Willingness to resign all other elected positions at the Area level of service.

### **ASC Secretary**

- a) Willingness, time, and resources to serve.
- b) 2-year commitment.
- c) Minimum one year clean time.
- d) Minimum of three months of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Organizational skills necessary to record meeting minutes and the ability to provide typewritten minutes, computer skills and strong communication skills.
- g) Willingness to resign all other elected positions at the Area level of service.

**Regional Committee Member (RCM1)**

- a) Willingness, time, and resources to serve.
- b) 2-year commitment.
- c) Minimum three years clean time.
- d) Minimum of two years of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Time and resources to be an active participant in the quarterly Regional Service Committee meetings.
- g) Willingness to resign all other elected positions at the Area level of service.

**Alternate Regional Committee Member (RCM2)**

- a) Willingness, time, and resources to serve.
- b) 4-year commitment- first two years as the alternate with the intent of serving the second term as the RCM.
- c) Minimum two years clean time.
- d) Minimum of one year of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Time and resources to be an active participant in the quarterly Regional Service Committee meetings
- g) Willingness to resign all other elected positions at the Area level of service

**Subcommittee Facilitator**

- a) Willingness, time, and resources to serve.
- b) 2-year commitment.
- c) Minimum two years clean time. With the exception of the Literature facilitator, where a 5 year clean time requirement exists.
- d) Minimum of one year of NA service involvement with 6 months participating in the subcommittee.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA and an understanding of the ASC policies.
- f) Time and resources to participant in one Regional Service Committee meeting.
- g) Willingness to resign all other elected positions at the Area level of service.

**Subcommittee Treasurer**

- a) Willingness, time, and resources to serve.
- b) One-year commitment.
- c) Minimum 2-years clean time. With the exception of the Area Campouts where a 5 year clean time requirement exists
- d) Minimum of two years of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Be financially secured, have some bookkeeping experience, be good at managing their personal finances, as well as inspiring the trust of the ASC.

- g) An understanding of ASC policy on managing NA funds and the theft of NA funds.
- h) Willingness to resign all other elected positions at the Area level of service.

### **Workgroups/Special Events Facilitator**

- a) Willingness, time and resources to serve.
- b) Limited or fixed term. One month past the end of the workgroup or event.
- c) Minimum two years clean time.
- d) Minimum one year of NA service involvement.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) A willingness to help facilitate events and coordinate subcommittees/groups that are willing to undertake single events.

## **Our Leaders What Are Their Jobs?**

### **ASC Facilitator**

- a) Ensures meeting starts and ends on time.
- b) Arranges, chooses and executes the meeting agenda.
- c) Co-signer of the ASC bank account.
- d) Conducts elections of new ASC officers and subcommittee chairpersons.
- e) Understands and upholds the ASC procedural guidelines.
- f) Assists in auditing treasury books for the previous year.
- g) Helps to ensure the incoming chairperson is prepared for the position.
- h) Submits a written report of activities in advance of the ASC to the ASC secretary.
- i) Attends all ASC meetings.
- j) The facilitator cannot express personal opinions unless it is agreed by the body but should summarize or give new or missed information.
- k) The facilitator does not carry their group's conscience and can only sit at the meeting as a facilitator with no additional position.
- l) The facilitator has no vote or personal opinions during discussions. If the vote is a tie, the facilitator may then vote to break a tie.
- m) A Facilitator must be capable of conducting a business meeting with knowledge and experience using Consensus Based Decision Making. The Facilitator must be able to keep the meeting focused and on track.
- n) All subcommittee bank statements are checked by the facilitator or co-facilitator to ensure they balance with the financial reports.

### **ASC Co Facilitator**

- a) Assumes duties of chairperson in their absence, removal or resignation.
- b) Assists the chairperson in carrying out their duties.
- c) Orients newly elected ASC officers and subcommittee chairpersons to ASC procedural guidelines.
- d) Co-signer of the ASC bank account.
- e) Helps coordinate subcommittees.
- f) Is the point of contact for the subcommittees that serve the groups.
- g) Stays informed of subcommittee's projects and problems.



- h) Attends subcommittee meetings, whenever possible.
- i) Works closely with subcommittee chairpersons to prepare reports or budgets, if required.
- j) Helps put on one service workshop per year (Learning Days)
- k) Submits a written report of activities in advance of the ASC to the ASC secretary.
- l) The Co-Facilitator has a vote, unless they are acting as the Facilitator.
- m) Attends all ASC meetings.

### **ASC Secretary**

- a) Records and maintains ASC meeting minutes.
- b) Receives and prepares reports submitted in advance for circulation before the ASC.
- c) Computer skills, word processing, data entry is a necessary skill along with access to a computer.
- d) Prepares and circulates the open sharing topic list and the birthday list.
- e) Maintain files of ASC meeting minutes and other documents.
- f) Has the use of the monthly photocopy budget and is responsible for ASC photocopying, correspondence, and phone vote records.
- g) Picks up the mail at the post office.
- h) Holds and assigns the keys for the area storage locker.
- i) May assist in auditing treasury books for the previous year.
- j) Helps to ensure the incoming Secretary is prepared for the position.
- k) Registers ASC groups once a year with WSO with the assistance of the GSRs.
- l) Maintains a list of active and inactive groups to establish a quorum.
- m) The secretary can be one of the co-signers on the VINPRASC bank account as long as the 2 year clean time requirement is met.
- n) Attends all ASC meetings.
- o) Confirms that there are no conflicting events on the date chosen

### **ASC Treasurer**

- a) Maintains accurate account of the ASC bank account, including all income sources and detailed expenditures.
- b) Submits a written report in advance of the ASC to the ASC secretary of all fiscal activity between ASC meetings. This should include the month's bank statement and a reconciliation report.
- c) Gives a verbal closing balance before the end of the ASC meeting.
- d) Disburses funds requested by the ASC officers, standing subcommittees and ad hoc committee representatives and others, as required by the ASC proposals and the procedural guidelines.
- e) As an incoming treasurer, will audit treasury books for the previous year.
- f) Submits quarterly reports of all fiscal activity.
- g) As an outgoing treasurer, will write a report of the previous year's treasury activity and, based on the previous year's monthly expenses, will set an appropriate value for the upcoming year's prudent reserve, to be presented at the October ASC meeting. The travel fund prudent reserve amount will be set by the Area Treasurer in the outgoing annual report.
- h) Maintains a record of each group's contributions each fiscal year from October to the following year.
- i) Supports subcommittee treasurers.
- j) Co-signer of the ASC bank account.
- k) A co-signer for all subcommittee bank accounts.
- l) Attends all ASC meetings.

### **Regional Committee Member (RCM1)**

The office of RCM is immensely important, for an RCM is the next link in expressing the will of a loving God. An RCM must be able to work for the common good, placing principles before personalities at all times

- a) The primary responsibility of an RCM is to work for the good of N.A., providing two-way communication between the ASC and the rest of N.A, particularly with neighbouring ASC's.
- b) As the representative of the Area, the RCM speaks for the members and groups within the VINPR c) Area and represents the VINPRASC conscience at the Regional level.
- d) Provides the ASC with the agenda for the RSC, asap, before the RCS meets when available.
- e) The RCM attends Regional Service Meetings and takes part in any decisions that affects the Region, speaking as the voice of the VINPRASC group conscience. The RCM will join a regional subcommittee.
- f) To leave the decision to attend the quarterly BCRSC meetings to the discretion of the ASC body.
- g) The RCM may serve on one or more of its ASC and RSC subcommittees, but not as a coordinator.

### **Regional Committee Member Alternate (RCM2)**

- a) Assumes the duties of the RCM in their absence, removal, or resignation.
- b) Submits a written report of activities in advance of the ASC to the ASC secretary.
- c) Attends all ASC meetings.
- d) To attend the quarterly BCRSC meetings at the discretion of the ASC body and join a subcommittee at BCRSC and participate on a ASC workgroup.
- e) Assists RCM in conducting any workshops at the Learning Days.
- f) Assists RCM in carrying out their duties.

### **Subcommittee Facilitator**

- a) Attends all ASC meetings.
- b) Submits a written report of subcommittee activity, inactivity and any other pertinent information to the ASC Secretary in advance of the ASC.
- c) Submits a quarterly report of accomplishments, goals, and finances.
- d) Gives an accurate accounting of monies spent.
- e) Provides receipts for any expenses that need to be reimbursed.
- f) Has demonstrated a working knowledge of the structure of that subcommittee.
- g) A working knowledge of the Twelve Traditions and Twelve Concepts of N.A.
- h) Willingness and the ability to use CBDM.
- i) The ability to oversee workgroups formed to accomplish tasks.
- k) Report any incidents of violent behaviour, physical outbursts, verbal threats or other behaviour that had (or could have) compromised the safety and security of the service body.

### **Subcommittee Treasurers**

- a) Maintains accurate account of the subcommittee bank account, including all income sources and detailed expenditures.
- b) Submits a written report in advance of the ASC to the subcommittee Chair of all fiscal activity between ASC meetings. This should include the month's bank statement and a reconciliation report.
- c) Disburses funds requested by the subcommittee, in accordance with the procedural guidelines.
- d) As an incoming treasurer, will audit treasury books for the previous year.

- e) As an outgoing treasurer, will write a report of the previous year's treasury activity.
- f) Attends all subcommittee meetings.
- g) Works closely with the ASC Treasurer
- h) Will attend ASC meetings when required.

### **Public Relations (PR) Committee**

- a) The responsibility of the PR Committee is to serve as a communication link between the fellowship Area, Region and World and the larger Public community we serve.
- b) Clarify what services NA can and cannot provide to the community.
- c) Make NA members more aware of their role of NA's public image.
- d) Aim for the public to recognize NA as a positive and reliable organization.
- e) Develop valuable relationships with professionals and the general public.
- f) The Area PR subcommittee keeps a record of all PR meetings, coordinates working groups and panels and establishes new contact with the public that promote community awareness.
- g) They are accountable for all PR disbursed literature.
- h) Maintains contact with the BC Regional PR and in order to stay well informed of PR's function in Narcotics Anonymous.
- i) Maintains contact and coordinates any PR requests and initiatives.
- j) Responsible for operating and maintaining a telephone information service for Narcotics Anonymous
- k) Responsible for the multi area newsletter, gathering monthly area birthdays and events.
- l) Responsible for the area website, answering inquiries, posting events and meeting changes to the area website.

### **Literature Committee**

- a) The responsibility of the Literature Committee is to maintain an adequate supply of Narcotics Anonymous literature to meet the needs of the local Fellowship. To stock and make available review and approval literature.
- b) To serve as a communication link in all matters of literature between the group and literature subcommittees on all levels – Area, Region and World.
- c) To provide the forum and atmosphere where members may contribute to the development and creation of NA literature.
- d) Maintains contact with the Regional Subcommittees in order to stay well informed of literature's function in Narcotics Anonymous.
- e) Literature Chair position is one person capable of dealing with the job, with the exception of reviewing literature and having sole signing authority of Literature funds. The Literature account has 3 signers. 2 of the signers are from the ASC Admin.
- f) Groups are encouraged to pay for literature orders by cheque or money order, payable to VINPRA Literature Committee whenever possible. In the event of a cash transaction a paper trail will be established via receipts.
- g) All outside facilities requesting the purchase of NA literature will be handled and referred directly to the literature chair.. Any requests for IP's or meeting list will be referred to the Literature Distribution Coordinator. The Literature Chair and Literature Distribution coordinator shall work in close contact and keep each committee updated with their ongoing literature distributions.

### **Guidelines Committee**

- a) This subcommittee is concerned with matters, which are the policy of the ASC. The general policies of Narcotics Anonymous are expressly stated in the 12 Concepts, 12 Traditions and A Guide to Local Services of Narcotics Anonymous; however, the application of these within our Area is the concern of this subcommittee. This subcommittee also studies and makes recommendations on ASC policy as directed by the ASC.
- b) The subcommittee will hold an annual review of the policies document in September (after the ASC Admin elections).
- c) Grammatical errors, spelling mistakes, typographical errors, formatting, and layout design inconsistencies may be made as a Policy Committee decision, provided that the intent of the document is not changed.
- d) Responsibilities of the Subcommittee Facilitator: The subcommittee Facilitator will submit a written report of all subcommittee activity, progress, goals and needs to the ASC Secretary in advance of the ASC meeting.

### **Workgroups, Special Committees & Activities**

The ASC is responsible for the planning and implementation of functions such as dances, picnics, campouts and special speaker meetings that promote a greater sense of community for the local NA Fellowship. Careful consideration must be taken by the ASC and Workgroup Committee, in its use of the NA funds.

- a) All Workgroups will have a point person/facilitator and may have a committee elected by the committee/workgroup
- b) All activities events, be they to raise money or simply provide entertainment for our Fellowship, should always be in good taste, consistent with our spiritual principles, and enhance NA's primary purpose.
- c) The Workgroup keeps a record of each event's income and expenditures.
- d) Any Workgroup requesting seed funds for an activity must provide a budget of the activities expenses and projected income.
- e) All activities that require funds must have a treasurer. 2 years clean is required for money handling.

***Exception:*** of Area Campouts where treasurer is required to have 5 years clean.

- f) All ASC Activities will include an NA (learning) component to all Area Functions when and where appropriate
- g) All activity supplies shall be stored in the ASC storage locker
- h) Workgroups are formed for specific purposes and have limited lives. When they have finished or completed their assigned tasks, they are dissolved.
- i) When creating a workgroup, the ASC will clearly specify what the committee's purpose is, **what authority and resources it will be given**, and how long it should take to complete the task.
- j) A complete report including financials is given by the point person at each ASC.
- k) The Area Facilitator may appoint either the entire Workgroup/Special committee or just a Coordinator who will put the workgroup together.

## **Section Three: Financial Policies**

### **Concept Eleven:**

*NA funds are to be used to further our primary purpose, and must be managed responsibly.*

## **ASC and Subcommittee Financial Policies**

### **Prudent Reserve**

The prudent reserve shall consist of sufficient funds to enable each ASC officer, subcommittee facilitator and Regional Committee Member to operate between meetings. It includes an estimated amount of the monthly ASC expenses. The specific amount of the prudent reserve shall be determined by the outgoing treasurer in October of each year or as soon after as possible, and shall be voted on by the GSRs as part of their acceptance of the treasurer's year-end report. As with other matters of business procedure, a simple majority shall suffice to accept the prudent reserve for the coming year.

### **Financial Policy – Literature Subcommittee**

- a) The wholesale value of the literature stockpile and cash on hand will be four thousand five hundred dollars (\$4500).
- b) An amount of cash may be maintained as a cash float for the purposes of selling literature; beyond which literature funds will be maintained in the Literature bank account. The exact amount of the float will be determined by the needs of the Literature Subcommittee.
- c) Literature will be sold at an average of 7% over Regional cost. This is 5% to cover the handling costs and to allow about 2% for growth. With this in mind, the exact pricing of literature is left to the discretion of the subcommittee.
- d) Normal transactions require payment prior to the delivery of any literature, but this is left to the discretion of the chairperson.
- e) The subcommittee will pay for the normal activities of the subcommittee with their own funds.
- f) Requests for funds beyond the budget must be submitted and approved by the ASC at the monthly meetings.
- g) Literature start-up kit shall be supplied on a one-time basis only at no charge to new groups,

### **Financial Policy – Public Relations Subcommittee**

- a) The subcommittee will have a yearly budget of Three Thousand Two Hundred dollars per year (\$3200.00) to pay for all activities of the subcommittee. This includes yearly payment of Website Domain, Phonenumber, and monthly printing of the area newsletter. **See prudent reserve chart.**

- b) If the entire yearly budget amount is not used it is not to be carried over to the following years allotted monies.
- c) The PR Chair must keep track of all expenditures with the assistance of the ASC Treasurer so as not to go over their yearly allotment.
- d) Funds are to be used to ensure that the Vancouver Island North Powell River Area is served by the Public Relations Subcommittee and should not be directed or held for any other purpose.

**Financial Policy – Policy Committee**

- a) The subcommittee will have a monthly budget of twenty dollars (\$20) to pay for the normal activities of the subcommittee.
- b) If the entire monthly budget amount is not used it is not to be carried over to the next months allotted monies.

**Financial Policy – Activities/Special Events/Workgroups Financial Policies**

- a) \$1,000.00 shall be allocated and earmarked as seed money for specific activities as specific expenses occur in priority sequence (eg: down payments for venues may be required in advance, those should take priority to secure the venue.) Any adjustments to this practice will need to meet consensus on a per-case basis
- b) Any surplus monies leftover, after the event(s) have taken place, shall be contributed to the ASC.

**Travel Budget**

Our Area is part of a network in British Columbia that meets on a quarterly basis to form the BC Regional Service Committee (“Regional”). Sending trusted servants from Area to the Regional is a primary way in which we support the next level of service; providing funds for travel to Regional meeting, thus in keeping with this principle of support. Trusted servants that are funded to attend Regional are expected to attend Regional subcommittee meetings as part of that support. As well, such trusted servants have a responsibility to ensure that information from the Region is reported back to the Area table. To address the principles of support and accountability that are the foundation of this policy, the following procedures will govern decisions regarding the travel budget.

**Source of Funds**

- a) seven hundred dollars (\$700) per quarter will be used to pay for travel expenses to regional.

**Procedure for Requesting Funds**

- a) All interested trusted servants (within the limits set out in this section) shall provide a written budget to the ASC treasurer itemizing expected expenses no later than seven days prior to the Area meeting that immediately precedes the Regional meeting for which travel is required. The treasurer may contact trusted servants and suggest revisions to the budget if cost-effectiveness could be increased.

- b) The treasurer will review the budgets in the context of funds available in the Regional travel allotment and will make a recommendation for full or partial coverage of the monies requested to Area.
- c) In the event that sufficient funds are available for all trusted servants who wish to travel, this recommendation will be accepted if the Area committee is in favour of a proposal to accept the treasurer's report.
- d) In the event that insufficient funds are available for all trusted servants who wish to travel, the treasurer may make a recommendation or may ask for direction from the Area committee in determining how the available money should be allocated and if excess funding should be provided above and beyond the quarterly travel budget. A proposal is required to finalize the group's decision.
- e) Cheques for travel expenses will be issued prior to the Regional meeting and receipts must be submitted at the next Area meeting. If additional funds are required for unexpected expenses, receipts must be submitted to the next Area meeting and a proposal will be required for reimbursement. If a trusted servant does not spend the full amount requested in the budget, excess funds must be returned to Area.
- f) Trusted servants who wish to travel but do not submit a budget within the given time frame will not be provided with funds to travel. Trusted servants who do not submit a budget and thus do not receive funds from the Area but do travel to the Regional meeting may not be eligible for reimbursement for our primary purpose.

#### **Item 1 - Purpose of Funds**

The travel budget is to cover all reasonable expenses incurred, including travel, tolls, meals and accommodation. Trusted servants are encouraged to use this fund with discretion and respect for our primary purpose.

#### **Item 2 - Who May Travel**

Individuals who are eligible for reimbursement of expenses from the travel budget are the Regional Committee Members (RCM 1 and RCM 2) and one representative per year (usually the Facilitator) of each subcommittee.

### **How Do We Take Care of Money for the Groups We Serve?**

#### **Financial Audit**

##### **Purpose**

A financial review should be seen as a tool that may prevent a minor error from becoming a major one.

### **Timing**

This may be done at any time, as a way to provide support and guidance to those in positions that handle money.

It is recommended that no more than 72 hours notice is given before the financial review.

Financial reviews should not be predictable but should be varied as to time and place.

### **Assignment of Officers**

All the ASC officers and two subcommittee chairpersons or GSRs, if available, may conduct any financial review.

Those conducting the financial review must take physical possession of all records, statements, inventory and petty cash from the treasurer or other responsible trusted servant.

The treasurer or responsible trusted servant should be available to the review subcommittee in order to assist and answer questions if necessary.

## **How Our Money Moves and Where it Goes**

### **Intent**

The intent of this policy is to facilitate the spiritual obligation of funding all recognized levels of NA service by the Seventh Tradition of the NA groups. It also serves to guide the ASC in the handling of funds other than direct contributions from the NA groups it serves.

### **Point of Accountability**

The ASC treasurer will collect report and distribute Seventh Tradition funds received from the NA groups of the Area at each ASC meeting. All moneys accumulated shall be maintained in a bank account.

### **Signing Authorities for the ASC Bank Account**

Any two of the following signing authorities shall be required:

- a) Area Facilitator
- b) Area Co-Facilitator
- c) Area Treasurer
- d) Area Secretary
- e) Regional Committee Member (RCM)
- f) Literature Facilitator



## VINPRA PRUDENT RESERVES

<b>VINPRA Service Committee Monthly Prudent Reserve</b>	
Canada Post PO Box, \$170.10 per year	\$14.25 per month
Phonebook	\$22.50 per month
Area Rent	\$40.00 per month
Admin expenses includes travel for Port Hardy \$40.00 per person, Powell River \$30.80 per person	\$200.00 per month
Subcommittee rents	\$15.00 per month
Area Storage Unit, \$722.46 per year, (paid quarterly for discount)	\$ 60.21 per month
<b>Regional Travel Fund per quarter, \$700.00</b>	\$233.34 per month
<b>Public Relations Committee</b> , \$3200.00 per year, includes	
Monthly expendable	\$121.00 per month
Phone Line, \$230.00 per year	\$19.16 per month
Newsletter, \$600.00 per year	\$50.00 per month
Website, \$150.00 per year	\$12.50 per month
Meeting Lists/posters \$768.00 per year	\$64.00 per month
<b>Guidelines Committee</b> , printing & admin	\$20.00 per month
<b>Total Prudent Reserve</b>	<b>\$871.96 monthly operating budget</b>
<b>Not Part of Prudent Reserve</b>	
<b>Literature Operating Funds</b>	\$4,500.00
Operating Funds, stock and bank balance not to exceed, excess directed to the ASC	
<b>Activities Seed Fund</b> , accessible for all area events and campouts	\$1,000.00
Seed fund held by Area Treasurer for disbursement	

## **Theft, Misappropriation, or Misallocation of NA Funds**

### **Guiding Principles**

The ASC shall be guided by the spiritual principles of recovery and shall allow every member an opportunity to behave responsibly in difficult situations and make amends. The recovery of funds is only part of a process that shall include healing for all those involved. This policy shall be a guideline to encourage a process that is both responsible and spiritual; taking additional measures (eg: formal or legal collections) ONLY should they prove necessary. We must be careful to not discourage said members away from NA meetings, who have been found to have stolen, misappropriated or misallocated funds. Because of the controversies that surround this issue, the World Service Board

of Trustees Bulletin #30, June 1996 "Theft of NA Funds" has been included as an attachment to the ASC procedural guidelines for guidance. See (Section 2, Resignation or Removal)

### **Responsibility for Recovering Funds**

As per concept 2, the final responsibility and authority for NA services rests with the NA groups.

However, concept 5 also states that "for each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined."

The facilitator, along with the group conscience (GSRs, as per tradition 2) thus has the authority to delegate an ad-hoc committee (as per concept 5) to make arrangements to recover the funds.

### **What Do We Do if theft, misappropriation or misallocation occurs?**

In any of these circumstances, the ASC facilitator will be notified immediately. The following steps will be taken to protect the fellowship's money, and to encourage the person involved to act responsibly.

The ASC facilitator shall inform the rest of the ASC officers and the group conscience to evaluate the situation, delegate an emergency ad-hoc committee to meet with the person to set up a payment plan and secure a promissory note.

The emergency ad-hoc committee will be composed of the following members:

- ASC Admin Committee
- At least two GSRs

The ASC treasurer will keep track of the payments and include them in the monthly treasurer's report. If payment is not received as agreed, the ASC treasurer shall notify the ASC chairperson. The ASC chairperson shall inform the group conscience of the missed payment and work with the ad-hoc committee or small team of VINPRA members to recover the funds. All efforts shall be made to help the individual act responsibly. However, as a last resort they may initiate formal or legal proceedings, if necessary.

<b>Date</b>	<b>Section and Page Number</b>	<b>Procedural Guidelines Changes or Additions</b>
26 Nov 2018	Page 21 Section 2	Removed Multi-Area Newsletter to PR Committee
26 Nov 2018	Page 20 Section 2	Removed Social Media. Please refer to Service Pamphlet (SP) social media our guiding principals
10 Mar 2019	Page 19-20 Section 2	Remove internal PR committee policy from area guidelines and refer to the PR Committee.
14 Apr 2019	Page 13 Section 2 Resignation or Removal	Procedural, Note added to missing 3 consecutive ASC meetings
14 Apr 2019	Page 12 Section 2 Resignation or Removal	Opening statement added with regards to Unity and the procedure of Removal or Resignation.