

# Guidelines 2023

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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 two 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.

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

#### **Decision-Making Eligibility:**

- a) All seated members of the ASC.
- b) Members of the ASC are strictly prohibited from making any decisions or entering, into any contracts on behalf of the ASC, without clear direction from the ASC body.
- c) The Public Relations facilitator may introduce proposals from groups that have no GSR. providing they have attended the group’s business meeting and are carrying the group’s conscience.

#### **Making Decisions on Reports, ASC Guidelines and Elections**

The treasurer report, acceptance of the minutes will pass with consensus of the ASC body.

All matters changing *VINPRANA Guidelines* will pass with a consensus. Changes to *Financial Guidelines* must be sent back to the groups 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 Guidelines Committee decision, provided that the intent of the document is not changed.

## ***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 even numbered years, ASC Admin Positions will be up for full election:

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

In September of the Admin members mid-term a ratification will take place

In March of odd numbered years, ASC standing subcommittee facilitators will be up for election:

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

In March of the Committee members mid-term ratification will take place

**Elections are held after the ASC meeting concludes.**

### ***Nominations and Election of Admin and Subcommittee Facilitators***

#### ***Concept Four:***

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

#### **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, this includes virtually.
- b) Any seated area member may nominate administrators or sub committee facilitators.
- c) 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.
- d) Administrators and subcommittee facilitators may serve a second term.
- e) All nominees must give verbal or written agreement to stand for election.
- f) All nominees are required to present a verbal or written resume of their qualifications for the position.
- g) The facilitator **will not** allow questions that are inappropriate or when the member is out of the room.

## **Elections**

- 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) All elections will be conducted by secret ballot.
- e) Secret ballots will be counted by preferably two non-voting members.
- f) Upon election, administrators or subcommittee facilitators will resign as a GSR.
- g) No ASC member shall hold more than one ASC position at any one time, except for facilitating the appointment of a special committee or event.
- h) In keeping with our ninth tradition and the principal of rotating leadership, no administrator or subcommittee chairperson shall serve more than two consecutive terms.
- i) All seated ASC participants may vote during elections. This includes all admin committee members, subcommittee facilitators and co-facilitators, GSR's and Alt-GSR's.

## **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: 1. Admitted interruption in clean time; 2. Theft of misappropriation of VINPRASC funds.

[Refer to Bulletin #30](#)

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

- 1) Failure to perform their duties.
- 2) Failure to attend and/or report to three 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.

## **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.

### **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.

### **Duties**

- a) Ensures meeting starts and ends on time.
- b) Arranges, chooses, and executes the meeting agenda with the Admin Committee.
- 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 works with Admin Committee to provide budget proposals to the area each 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) Appoints temporary facilitators or workgroups as necessary to facilitate the areas needs.
- k) 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.
- l) All subcommittee bank statements are checked by the facilitator or co-facilitator to ensure they balance with the financial reports.
- m) Checks [facilitator@vinprana.ca](mailto:facilitator@vinprana.ca) email regularly. If unable, cofacilitator will be responsible for checking these emails.

### **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.

### **Duties**

- 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) Works with Admin Committee to provide budget proposals to the area each year.
- m) Attends all ASC meetings.
- n) Checks [cofacilitator@vinprana.ca](mailto:cofacilitator@vinprana.ca) email regularly. If unable, facilitator will be responsible for checking these emails.

### **ASC Treasurer**

- a) Willingness, time, and resources to serve.
- b) 2-year commitment.
- c) Minimum five years (5) 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.

### **Duties**

- 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 submit a proposed budget for the upcoming year, to be presented at the August ASC meeting.
- h) The travel fund budget amount will be set by the Area Treasurer in the proposed budget report.
- i) Maintains a record of each group's contributions each fiscal year from October to the following year.
- j) Supports subcommittee treasurers.
- k) Co-signer of the ASC bank account.
- l) A co-signer for all subcommittee bank accounts.
- m) Attends all ASC meetings.
- n) Checks [treasurer@vinprana.ca](mailto:treasurer@vinprana.ca) email regularly. If unable, secretary will be responsible for checking these emails.



### **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 area and admin minutes, computer skills and strong communication skills.
- g) Willingness to resign all other elected positions at the Area level of service.

### **Duties**

- 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 emails.
- g) Picks up the mail at the post office.
- h) Holds and assigns the keys for the area storage locker.
- i) Works with Admin Committee to provide budget proposals to the area each year.
- j) Helps to ensure the incoming Secretary is prepared for the position.
- k) 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.
- l) Works with Admin Committee to provide budget proposals to the area each year.
- m) Attends all ASC meetings.
- n) Confirms that there are no conflicting events on the date chosen
- o) Manages and maintains and assigns the ASC email system
- p) Checks [secretary@vinprana.ca](mailto:secretary@vinprana.ca) email regularly. If unable, facilitator will be responsible for checking these emails.

### **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.

### **Duties**

The 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, always placing principles before personalities.

- 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 Area and represents the VINPRASC conscience at the regional level.
- c) Provides the ASC with the agenda for the RSC, asap, before the RCS meets when available.
- d) RCM will notify BCRNA of group meeting changes.
- 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) The RCM may serve on one or more of its ASC and RSC subcommittees, but not as a coordinator.
- g) Works with Admin Committee to provide budget proposals to the area each year.
- h) Checks [rcm@vinprana.ca](mailto:rcm@vinprana.ca) email regularly. If unable, RCM2 will be responsible for checking these emails.

**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

**Duties**

- 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 an ASC workgroup.
- e) Assists RCM in conducting any workshops at the Learning Days.
- f) Assists RCM in carrying out their duties, works with Admin Committee to provide budget proposals to the area each year.
- g) Checks [rcm2@vinprana.ca](mailto:rcm2@vinprana.ca) email regularly. If unable, Area Facilitator will be responsible for checking these emails.

**ASC Virtual Meeting Facilitator**

- a) Willingness, time, and resources to serve.
- b) 1-year commitment.
- c) Minimum 6 months clean time.
- d) Willingness to take part in NA service.
- e) Willing to develop an understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the ASC policies.
- f) Time and resources to manage the monthly Virtual Area Service Committee meeting.
- g) Organizational skills and an aptitude for computer software and virtual Meeting programs.
- h) Willingness to stay up to date on virtual meeting software applications.
- i) Monitor and maintain the area virtual mtg platform.
- j) Responsible to the Area Admin Committee.

**Subcommittee Facilitator**

- a) Willingness, time, and resources to serve.
- b) 2-year commitment.
- c) Minimum two years clean time.
- 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.

**Duties**

- a) Attends all ASC meetings.
- b) Submits a written report of subcommittee activity..
- c) Submits a quarterly report of accomplishments, goals, and finances.

- d) Gives an accurate accounting of monies spent.
- e) Works with Admin Committee to provide Budget proposals to the area each year.
- f) Provides receipts for any expenses that need to be reimbursed.
- g) Has demonstrated a working knowledge of the structure of that subcommittee.
- h) A working knowledge of the Twelve Traditions and Twelve Concepts of N.A.
- i) Willingness and the ability to use CBDM.
- j) The ability to oversee workgroups formed to accomplish tasks.
- k) Checks their respective emails regularly.

#### **Subcommittee Treasurer**

- a) Willingness, time, and resources to serve.
- b) One-year commitment.
- c) Minimum 2-years clean time to handle cash. Activities, Campouts & Literature Treasurers a 5-year clean time requirement exists. Campouts 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 secure, have bookkeeping experience, be good at managing their personal finances.
- 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 ASC.

#### **Duties**

- 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.
- e) Works with Admin Committee to provide budget proposals to the area each year.
- f) Attends all subcommittee meetings.
- g) Works closely with the ASC Treasurer
- h) Will attend ASC meetings when required.

#### **Admin Committee**

- a) The admin committee is comprised of the area facilitator, co-facilitator, secretary, treasurer, RCM 1 & 2.
- b) The Admin Committee is responsible for administering the general affairs of the entire area committee
- c) Foster unity and continuity of area services.
- d) Meets regularly in between area meetings to set agendas, yearly budget proposals, and look for potential pitfalls before they arise.
- e) Monitors and evaluates area services and workgroups.
- f) Works to improve communication between service bodies, committees, and groups.
- g) Holds regularly scheduled service training and mentoring sessions at the ASC meeting.
- h) Ensures the ASC meeting is on the (2<sup>nd</sup>) second Sunday of each month unless it conflicts with a holiday.

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

- a) Responsible for communication link between the fellowship Area, Region and World and the public community we serve.
- b) Ensure NA is universally recognized as a dynamic and reliable resource for NA services and information.
- c) Develop valuable relationships with professionals and the public.

- d) 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.
- e) Provides a complete report to the ASC monthly.
- f) Maintains contact with the BC Regional PR and to stay well informed of PR's function in NA.
- g) Maintains contact and coordinates any PR requests and initiatives.
- h) Responsible for operating and maintaining a telephone information service for Narcotics Anonymous.
- i) Responsible for the newsletter, responsible for updates to 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) The Literature bank account has 3 signers. 2 of the signers are from the ASC Admin.
- f) Groups are encouraged to pay for literature orders by cheque, money order or e-transfers, 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.

### **Activities Subcommittee**

- a) Arranges and coordinates recovery orientated social functions which encourage fellowship and help carry the message of recovery.
- b) All events shall be consistent with the spiritual principles of recovery & promote Unity.
- c) It is not the purpose of the Activities Subcommittee to raise funds for NA but to raise funds in order to be self-supporting.
- d) Uses approved NA logos or trademarks. For more information refer to FIPT Bulletin No. 1 (Revised)
- e) Some activities subcommittees have conducted raffles of one sort or another either as separate fundraising efforts or as parts of another activity. It should be noted that raffles are considered gambling and, as such consideration should be given to Bulletin #21 – Fundraising & The Generation of Funds
- f) Informs our neighbouring Areas, CVIA and SVIA of all events.

## 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**

#### **Operating Budget**

An operating budget is a detailed projection of what VINPRANA expects its revenue and expenses will be over the coming year. The Operating Budget will be prepared by the Admin Committee and submitted by the ASC Treasurer at the September ASC meeting. The budget must be approved by majority consensus to be accepted.

**Any proposed expenditure that results in a budget line item exceeding the previously approved line item by 20% or \$500.00 whichever is greater. Must be discussed by the ASC and brought to the groups for majority consensus.**

#### **Operating Reserve**

The operating reserve shall consist of sufficient funds to enable each ASC officer, subcommittee facilitator and Regional Committee Members to operate between meetings for a total of 1 month. It includes an estimated amount of all monthly ASC expenses and is included as part of the Operating Budget each year.

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

- a) The wholesale value of the literature stockpile and cash on hand will be five thousand three hundred dollars (\$5300.00).
- 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 sell at 15% over regional cost except for the Basic Text which will be sold at cost. 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 this is left to the discretion of the committee.
- 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.
- 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 six thousand dollars per year (\$6000.00) to pay for all activities of the subcommittee. This includes yearly payment of Website Domain, Web Hosting, email hosting, virtual Meeting platforms, Phoneline, and monthly printing.
- 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 – Guidelines Committee**

a) The subcommittee will have a monthly budget of twenty dollars (\$20) to pay for the normal activities of the subcommittee.

### **Financial Policy – Activities Committee**

- a) \$2,000.00 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.

## **Area Travel Budget**

Our Area is part of a network of groups on Northern Vancouver Island & Powell River that meets monthly. Sending trusted servants from groups to the ASC is the primary way in which we support local services. Because of the geographical expanse of our area a modest fund has been established providing funds for travel to the ASC meeting, thus in keeping with this principle of support.

### **Purpose of Funds**

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

### **Who May Travel**

Individuals who are eligible for reimbursement of expenses to and from the area are Admin or Committee facilitators 1 (one) GSR per group. Members travelling must live North of Campbell River or Powell River.

### **Source of Funds**

- a) two hundred dollars (\$200) per month will be used to pay for all reasonable expenses incurred for area travel.
- b) A vehicle milage expense of .40 (forty cents) per km will be paid to and from the ASC.

## **Regional 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, 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. The following procedures will govern decisions regarding the travel budget.

### **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.

### **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.

### **Source of Funds**

- a) seven hundred dollars (\$700) per quarter will be used to pay for all reasonable expenses incurred for regional travel.
- b) A vehicle expense will be paid to and from the BCRSC at the rate of 40 cents (\$0.40) per kilometer traveled not including ferry crossings.

### **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.

## **Financial Audit**

### **Purpose**

A financial review is a tool to prevent a minor error from becoming a major one.

### **Timing**

This may be done at any time, to provide support and guidance to those in positions that handle money. It is recommended that 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**

Three ASC members to include at least 1 admin, 1 subcommittee and 2 GSR's to 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 contributions received at each ASC meeting. All moneys accumulated shall be maintained in a bank account.

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

Any two of the following signing authorities shall be required:

- a) Area Facilitator
- b) Area Co-Facilitator
- c) Area Treasurer
- d) Regional Committee Member 1 (RCM1)

### **Signing Authorities for the ASC Sub-Committee Accounts**

Anyone of the General Account signers

- a) Area Treasurer
- b) Sub-Committee Facilitator
- c) Sub-Committee Treasurer

## **Theft of Misappropriation of Funds**



Refer to Bulletin #30

## Service-Related Materials

### Service Pamphlets

[Group Trusted Servants](#)

[Disruptive & Violent Behavior](#)

[Principles and Leadership in NA Service](#)

### NA World Service Bulletins

[Bulletin #13](#) – Some thoughts regarding our Relationship to AA

[Bulletin #21](#) – Fundraising & The Generation of Funds

[Bulletin #25](#) – Public Relations & the traditions

[Bulletin #30](#) Theft of NA Funds

### Fellowship Intellectual Property Trust (FIPT)

[Fellowship Intellectual Property Trust \(Revised\)](#)

Revised August 2012

[FIPT Bulletin No. 3 \(Revised\)](#)

Use of Narcotics Anonymous Trademarks by Commercial Vendors

[FIPT Bulletin No. 5 \(Revised\)](#)

Internal Conflict Resolution Policy

[FIPT Bulletin No. 1 \(Revised\)](#)

Internal Use of NA Intellectual Property

FIPT Bulletin No. 3a

[Online Vendor Application Form](#)  
[Vendor Application Form \(PDF\)](#)

[Reader's Notes for FIPT](#)

Revised May 2003

[FIPT Bulletin No. 2 \(Revised\)](#)

Individual NA Member Use of Narcotics Anonymous

[FIPT Bulletin No. 4 \(Revised\)](#)

Reprinting NA Fellowship-approved Literature

[Frequently Asked Questions](#)

[about the FIPT](#)

## Consensus Based Decision Making

*Consensus Based Decision Making is used wherever 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/concept 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 a concept violation.

