

UNCOAST AREA OF NARCOTICS

ANONYMOUS

AREA SERVICE COMMITTEE

SUBCOMMITTEES

POLICIES & PROCEDURES



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H&I Policy

Purpose

The purpose of an H&I meeting/presentation is to carry the message to addicts who do not have full access to regular Narcotics Anonymous meetings.

H&I meetings/ presentations, except for those in longer-term facilities, are intended to simply introduce those attending to recovery through the program of Narcotics Anonymous (NAWS Hospitals & Institutions Handbook).

The Hospitals and Institutions Subcommittee of the UNCOAST area initiates, coordinates and conducts all our local NA H&I meetings and activities.

We meet regularly, and our Subcommittee Chair reports to and is accountable in all matters to the UNCOAST ASC.

Our subcommittee is composed of an H&I Chairperson, H&I Vice Chairperson, H&I secretary, and other elected officers, as well as any other members of the NA fellowship who wish to be involved.

Our subcommittee is accountable for the following functions:

- Provides a monthly forum to promote unity and embrace the concept of “I can’t but we can” through collective experiences.
- Prepares H&I policies and guidelines for the approval of the H&I subcommittee and the ASC.
- Serves as a communications link between local H&I meetings/presentations and H&I subcommittees at the area and regional levels.
- Selects the members who are to coordinate our H&I meetings.
- Serves as a distribution point for literature for the meetings and reports these transactions to the ASC.
- In cooperation with PR, makes all initial contact with facilities.
- Conducts learning days, workshops, and orientations on relevant topics.
- Is responsible for all H&I-oriented services within the area.

Handbook Clause

The *Hospitals and Institutions Handbook* (NAWS, 1997) has been adopted by the Subcommittee and should therefore be considered the policy of the UNCOAST Area H & I Subcommittee unless otherwise stipulated in the following ASC approved policy.

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References to NAWS Hospitals & Institutions Handbook, 1997 ed.

Treatment Centers

Types of Treatment Centers

For a breakdown of the different types of treatment centers, their functions, and how to interact with them, refer to the *H&I World Service Handbook* pgs. 25-27

Meeting/Presentation Formats

For a breakdown of possible H&I meeting formats suitable for Treatment Facilities, refer to the *World Service H&I Handbook* pgs. 19-23

Guidelines for Member-Facility Interaction

For specific information on the Interaction of H&I members with the staff and clients of given facilities, refer to the *H&I World Service Handbook* pgs. 27-29

Correctional Institutions

Types of Correctional Institutions

For a breakdown of the different types of Correctional Institutions, their functions, and how to interact with them, refer to the *H&I World Service Handbook* pgs. 38-40

Meeting/Presentation Formats

For a breakdown of possible H&I meeting formats suitable for correctional Institutions, refer to the *World Service H&I Handbook* pgs. 32-36

Guidelines for Member-Facility Interaction (Correctional)

For specific information on the Interaction of H&I members with the staff and clients of given Correctional facilities, refer to the *H&I World Service Handbook* pgs. 27-29

H&I Interaction with Area

Events

For any other information regarding H&I events and the planning thereof, refer to the *H&I World Service Handbook* pgs. 67-73

Cooperation of H&I and PR Subcommittees

For how these two subcommittees communicate on specific issues, refer to the *H&I World Service Handbook*. pgs. 2-5

MEMBERSHIP

Subcommittee Positions

- All positions except the Chair require a 2/3 Subcommittee vote in order to be elected.
- All addicts seeking a position in the H&I Subcommittee must be in attendance at the Subcommittee's Monthly Business meeting to declare willingness and be nominated for the desired position.
- Participants in H&I must have a sponsor, attend meetings regularly, work the 12 steps of NA, and have a clear NA message.
- All H&I Subcommittee Positions require transportation at some point; therefore, members who hold subcommittee positions must be able to meet transportation needs.

Administrative Positions and Functions:

Chairperson (1 year term):

Role

- Keeps order and runs Business Meetings.
- Keeps discussion focused on the topic during Business Meetings.
- Prepares an agenda for each subcommittee meeting.
- Ensures that the traditions are upheld in all matters.
- Maintains ongoing communication between the H&I subcommittee and the Area and Region, including giving monthly reports to the ASC and bimonthly reports to Florida Region H&I Coordinator.
- Works with H&I panel leaders to draft all correspondence to facilities served by the subcommittee.
- Maintains meeting referral information about the fellowship so that panel leaders can refer those leaving an H&I setting for another area to a meeting or helpline number.
- Chairs H&I panels when a panel leader is unable to attend and fails to find a subcommittee approved replacement.
- Shall be the mediator between the subcommittee and the location where the subcommittee meets for its business meeting, and will be responsible for paying rent of the amount and frequency voted on by the subcommittee.
- Coordinates use of H&I funds and annual budget.
- Submits annual budget to ASC in October.
- Coordinates Awareness Days and other service events where H&I is represented.

- Distributes stamped H&I, NA approved Literature to panel leaders to take to treatment centers, hospitals, and institutions.
- Prepares the literature order before upcoming area and collects literature to be brought back to the subcommittee at their next meeting.

Qualifications

For position requirements, please see ASC policy, sections VIII.A, VIII.C.9.

Vice-Chairperson (1 year term):

Role

- Helps chairperson keep proceedings orderly.
- Acts as chairperson in the case of chairperson's absence. If the office of chairperson becomes vacant, serves as the chair until a new chair is elected.
- Serves the role of any absent or vacant Administrative Position of the subcommittee, e.g., secretary.
- Serves as liaison to Region Prison Program and maintains ongoing contact with regional prison representative

Qualifications

- Must have at least 1 year of uninterrupted clean time.
- Must have willingness to perform the roles of other Administrative positions including Chairperson, if any other subcommittee position should be absent or become vacant.
- Must have at least six months H&I experience.

Secretary (1 year term):

Role

- Takes an accurate set of minutes at each monthly meeting, to be distributed via email or posted online to subcommittee members within 7 days of the previous Subcommittee meeting.
- Keeps an updated volunteer list of qualified members who would like to go to H&I meetings.
- Keeps record of all position holding subcommittee members and their attendance at monthly subcommittee meetings.
- Maintains an ongoing file of all correspondence and minutes.
- Keeps copies of hospital, institutional, and recovery house guidelines, rules and regulations, if available.
- Keeps inventory of literature and provides Chairperson with necessary literature information prior to ASC (in the absence of the literature chair).

Qualifications

- Must have at least 6 months of uninterrupted clean time.
- Must have internet access to fulfill the online portion of the secretarial duties.
- Must have computer skills sufficient to post minutes online or via email.

Literature Chair (6 month term):

Role

- Completes literature orders submitted by panel leaders at monthly H & I subcommittee meeting.
- Keeps inventory of literature and provides Chairperson with necessary literature information prior to ASC.

Qualifications

- Must have at least 3 months of uninterrupted clean time.
- Must have basic reading, writing, and arithmetic skills.

Panel Positions and Functions

Panel Leader (six month term):

Roles

- The panel leader selects members of the fellowship to be panel members, usually from the panel member list.
- The panel leader orients any panel participant who lacks prior experience as a panel observer of the facility in question.
- The panel leader is responsible for insuring that the meeting occurs as scheduled and starts and ends on time.
- The panel leader must have the necessary contact information for the facility in which the meeting is held and notifies the facility if he/she is unable to attend and lacks a proper substitute.
- The panel leader is required to give a report on the status of their designated meeting at the monthly Subcommittee Business Meeting. Any problems or situations should be addressed at the Business Meeting.
- There may be up to two panel leaders per meeting. They may alternate coverage of the weekly meeting slot in any schedule the two agree upon and should keep in contact with each other; both will be required to attend the monthly Subcommittee Business Meeting.
- In the event that both panel leaders are unable to chair a meeting, the assigned panel leader should select a suitable substitute. It is suggested that the substitute panel leader have prior experience as an H and I panel leader and have a working knowledge of H and I policy.

Qualifications

- Must have at least one year of uninterrupted clean time.
- Cannot have been a resident or employee of the specific facility in the last year; must not be affiliated with the facility in any way to avoid a conflict of interest.
- Must have at least 3 months previous experience with the Uncoast H and I subcommittee as an active

member.

Panel Members

This is an essential element of H&I work—the member who goes to share his or her experience, strength, and hope at the H&I meeting. Without these people, our H&I work would be completely impersonal at best.

Roles

- To arrive on time and stay until the end of meeting.
- To share in accordance with the Do's and Don'ts as well as the guidelines of the given facility.

Qualifications

- Must have at least 6 months of uninterrupted clean time.
- Must have been previously oriented by the panel leader for the facility in question.
- Cannot have been a resident or employee of the specific facility in the last year.
- Cannot be affiliated with the facility in any way.
- Must be invited by the panel leader.

Panel Observers

Roles

- To attend an H&I panel meeting and silently observe the process as other recovering addicts share their experience, strength, and hope with the clients of the given facility.
- To learn how to effectively communicate one's experience, strength, and hope in a panel type meeting without breaking the Do's and Don'ts or blurring the NA message.

Qualifications

- Must have at least 90 days of uninterrupted clean time.
- Cannot have been a resident or employee of the specific facility in the last year.
- Cannot be affiliated with the facility in any way.
- Must be invited by the panel leader.

Grounds for Removal

General:

- Misappropriation of NA funds. (*Immediate Removal*)
- **Admitted relapse.** (*Immediate Removal*)
- Failure to attend two consecutive Subcommittee meetings without prior notification of the Chair person. (*Immediate Removal*)

- Any H&I Subcommittee member can be removed from their position for any reason deemed necessary by a ¾ Subcommittee vote.
- Violation of the 12 Traditions or 12 Concepts

Chairperson:

- A chairperson can be recommended to area for removal with a 3/4 Subcommittee vote for any reason deemed satisfactory by the H&I Subcommittee.
- Final removal of the H&I Subcommittee chair follows the procedures in ASC Policy VIII.C.10.

Panel Leader:

- Failure to attend two consecutively assigned H&I meetings without prior notification.
(Immediate Removal)

General Information

Hospitals and treatment Centers Do's and Don'ts

DO...

Treatment Facility Rules

- Attempt to get the treatment facility agreements in writing
- Clarify the rules with whomever you bring into the facility
- Adhere to the security regulations at all times
- Arrive early to set up meeting
- Keep the staff informed of your whereabouts
- Obey the dress code, exercise common sense
- Get facilities' policy of member-client phone number exchange before giving out your own phone number

Panel Leaders and Members

- Screen all panel members, speakers, and chairpersons
- Adhere to the clean time requirements of the treatment facility and the H&I committee
- Ensure that a clear NA message of recovery is carried by all panel members Literature
- Make directories of outside meetings available to the residents
- Use the literature recommended for H&I work
- Stamp all literature with the local phone line number
- Provide facilities with literature order forms and encourage the facility to supply its own NA literature

Treatment Facility Meetings

- Start and end on time
- Explain briefly, during the meeting, what H&I is
- Clearly state that Narcotics Anonymous is separate from the treatment facility and from other

fellowships

- Emphasize that NA recovery is available to all addicts, regardless of drug(s) used
- Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA, Hospitals & Institutions Handbook 29)
- Involve residents with the meeting, especially those in long-term treatment facilities (readings, etc.)
- Emphasize the importance of getting to an NA meeting the first day out of the treatment facility
- Emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release.
- Encourage clients to attend outside meetings as soon as able; key tags can be picked up there.

DON'T...

Panel Leaders and Members

- Bring any contraband items or weapons into the treatment facility
- Take messages and carry letters in or out of the facility
- Show favoritism to any resident(s)
- Bring an NA member who has friends and/or family in the treatment facility
- Wear flashy jewelry and don't carry excessive cash
- Use excessive profanity
- Attend H&I facilities alone
- Be affiliated with the treatment center in any way
- Distribute key tags or medallions

Facility Guidelines

- Debate any issue involving the treatment facility's rules, regulations, programs, or other fellowships with residents and staff
- Discuss conditions within the treatment facility
- Discuss treatment staff members with resident(s)
- Discuss resident(s) with the treatment facility staff
- Sponsor resident(s) in the treatment facility that you are attending as an H&I member
- Accept money or gifts from, or give money or gifts to, any resident

Meeting Guidelines

- Provide anyone with your own personal address
- Provide anyone with another NA member's address or telephone number
- Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)
- Break another person's anonymity
- Emphasize 'using days' while sharing an NA message of recovery
- Distribute key tags or medallions; encourage clients to attend outside meetings as soon as they can and pick these up there.

Correctional Institutions Dos and Don'ts

DO...

Correctional Facility Rules

- Attempt to get all agreements in writing
- Clarify the rules with whomever you bring into the facility
- Adhere to the security regulations at all times
- Arrive early to satisfy security requirements
- Keep staff informed of your whereabouts
- Obey the dress code, exercise common sense

Panel Leaders and Members

- Screen all panel members, speakers, and chairperson(s)
- Always clear a member who is on parole/probation with the facility and parole/probation officer
- Adhere to clean time requirements of the correctional facility and of the H&I committee
- Insure that a clear NA message of recovery is carried by all panel members
- Choose panel members and speakers according to H&I guidelines (*Hospitals & Institutions Handbook 41*)

Literature

- Provide NA literature for correctional facility meetings
- Make directories of outside meetings available to the inmates
- Use NA literature recommended for H&I work and stamp all literature with the local phone line number
- Provide facilities with literature order forms and encourage them to supply their own NA

Literature

Correctional Facility Meetings

- Start and end on time
- Explain briefly in the meeting format what H&I is
- Clearly state that Narcotics Anonymous is separate from the correctional facility and from other fellowships
- Emphasize that NA recovery is available to all addicts regardless of drug(s) used
- Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA, and the Sixth Tradition of NA)

Inmates Meeting Participation

- Involve inmates with the meeting, especially those in long-term facilities (readings, etc.)
- Emphasize the importance of attending a Narcotics Anonymous meeting the first day out of the facility

DON'T...

Panel Leaders and Members

- Allow a member who has outstanding warrants to participate in a correctional facility meeting
- Bring any contraband items or weapons into the facility
- Take messages or carry letters in or out of the correctional facility

- Show favoritism to any inmates
- Bring an NA member who has friends and/or family in the correctional facility
- Wear flashy jewelry and don't carry excessive cash
- Use excessive profanity
- Attend H&I facilities alone
- Cannot be affiliated with the treatment center in any way

Facility Guidelines

- Debate any issues involving the correctional facility's rules, regulations, programs, and other fellowships with inmates and staff
- Discuss conditions within the correctional facility
- Discuss correctional facility staff members with inmate(s)
- Discuss inmate(s) with correctional facility staff members
- Sponsor inmate(s) in the correctional facility that you are attending as an H&I member
- Accept money or gifts from, or give money or gifts to any inmate

Meeting Guidelines

- Give anyone within the correctional facility your address or telephone number
- Provide anyone with another NA member's address or telephone number
- Bring in anyone who is not supposed to be there (newcomers, friends, guests)
- Ask what type of crime an inmate has been convicted of, or discuss guilt or innocence
- Break another person's anonymity
- Emphasize 'using days' while sharing an NA message of recovery

The H&I Meeting

Purpose

The purpose of an H&I meeting/presentation is to carry the message to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/ presentations, except for those in longer-term facilities, are intended to simply introduce those attending to recovery through the program of Narcotics Anonymous.

One of the most important tasks of an H&I subcommittee in clarifying its own purpose is to establish its priorities. Usually, the highest priority is given to facilities that house addicts who cannot attend any regular NA meetings. Correctional institutions and some treatment facilities fall into this category. Treatment centers that allow some limited access to regular meetings are somewhat lower on the priority list.

These decisions about priorities are not clear-cut, particularly when residents are allowed limited access to outside meetings. If we are not making an effort to inform these addicts about Narcotics Anonymous, then we are leaving it up to the facilities to inform them about us, or we are leaving them uninformed. It is important that these residents learn about NA from informed members of our fellowship.

H&I meetings/presentations have the advantage of the question and answer period, which allows residents to address specific questions and concerns about Narcotics Anonymous with members of Narcotics Anonymous.

Our resources are limited, and we, nor any other subcommittee, can effectively meet every possible need. The quality of meetings is more important than their quantity. Our primary purpose is not best served when we allow ourselves to become overcommitted.

Subcommittee Business Meeting Information

The Running of Subcommittee Business Meetings

Purpose

The purpose of the UNCOAST H&I Subcommittee Business Meeting is to create a forum where the recovering addicts who make-up the H&I Subcommittee can come together and share their collected experience, strength, and hope with the issues that naturally occur through H&I service.

At the Monthly Business meeting, all H&I matters in the UNCOAST area are discussed. The panel leaders from the various H&I meetings of the area come together and communicate the status of their meeting's progress through a monthly report. Literature is distributed to the panel leaders and an accounting of it is recorded for ASC. The monthly business of the Subcommittee is brought to the group's attention, as well as what is happening with NA on a Regional level. At the meeting, attendance is taken to ascertain the participation levels of the Subcommittee's members.

The paramount reason the Subcommittee meets is to make sure that the NA message is being appropriately shared, in accordance with the steps and traditions of NA, with those who cannot find it for themselves at a local NA Meeting.

Attendance

Attendance is kept regularly by the Subcommittee Secretary (or Vice-Chair in the absence of the Secretary) at the commencement of every Business Meeting. All H&I members holding Administrative positions and panel leaders are required to attend. The missing of two consecutive Subcommittee Business meetings by the latter without prior notification of the Chairperson are automatic resignations from the positions in question, unless otherwise determined by the subcommittee with a 3/4 vote.

Elections

Elections are held during the Subcommittee's monthly Business Meeting. Only H&I members qualified to vote (*see VIII.4 below*) can nominate a recovering addict for a position. The recovering addict in question who wishes to be nominated must participate at the meeting during his/her nomination. She/he must then declare willingness for the position and state the necessary

qualifications for the given position. A nominee must be voted in with a 2/3 vote from the Subcommittee.

Voting

Voting is the means by which group conscience is found. This applies to motions, acceptance of the minutes, elections, and alterations to policy or procedure.

Voting procedures follow the guidelines in UNCOAST ASC Policy Appendix A, **except** that an approval vote is 2/3 of those present, and a supermajority vote is ¾ of those present.

Voting Qualifications

- Attended at least two consecutive H&I subcommittee meetings
- Attended at least one H&I subcommittee meeting in the last six months.

It should be noted however, that anyone, regardless of clean time and history of participation, may attend and/or address the H&I Subcommittee, as well as speaking to a motion.

H&I Interaction with Area

ASC Participation

- The H&I Chair will attend ASC regular meetings in accordance with ASC Policy VIII.C.10.
- The Chair will give his/her monthly report on the status of UNCOAST H&I in accordance with ASC Policy VIII.C.3.
- The Chair will report to area any events in accordance with ASC Policy VIII.E.
- The Chair will bring a Literature completed order form to acquire the needed literature for the next month.

Budget

- The budgeting process follows ASC Policy VII.E.

Policy Changes

- All changes to policy and procedures follows the UNCOAST ASC guidelines set forth in ASC Policy VII.A.5.
- Proposed changes to policy will be read and distributed one month before a vote to give all members of the H&I Subcommittee to review before voting at the next subcommittee meeting.
- Only H&I members qualified to vote (*see VIII.4 above*) can propose changes.

Public Relations Policy

To be of maximum service to the still-suffering addict, we must energetically seek to carry our message throughout our cities, towns, and villages. ... We must take vigorous steps to make our program widely known. The better and broader our public relations, the better we will be able to serve.

Tradition Eleven, *It Works: How and Why*

Purpose

As members of the Uncoast Area Public Relations Subcommittee,

- We clarify what services NA can and cannot provide to the community.
- We make NA members more aware of their role in NA's public image.
- We aim for the public to recognize NA as a positive and reliable organization.
- We develop valuable relationships with professionals and the public.

Handbook Clause

The *Public Relations Handbook* (NAWS, 2007) has been adopted by the Subcommittee and should therefore be considered the policy of the UNCOAST Area Public Relations Subcommittee unless otherwise stipulated in the following ASC approved policy. The PDF version is available at

http://www.na.org/admin/include/spaw2/uploads/pdf/handbooks/PR-Handbook_2010.pdf

Membership

Subcommittee Positions

Holders of positions in Public Relations

- Must have an NA sponsor, attend meetings regularly, work the 12 steps of NA, and have a clear NA message
- Must be able to meet transportation needs (All Public Relations Subcommittee Positions require transportation at some point)
- Must be able to meet communications needs (telephone, email, etc.)
- Have the willingness to give the time and resources to do the job
- Have the leadership ability to perform the duties of the Facilitator in that person's absence.
- Have a working knowledge of the 12 Steps, Traditions and Concepts of NA
- Have an awareness of the uses and risks of social networking sites, especially regarding the 12th Tradition
- Have a working knowledge of current ASC policy and procedures

- Have a working knowledge of the *Public Relations Handbook*
- Have a minimum one year clean time
- Have at least six months' active involvement with the subcommittee or equivalent
- Possess at least basic level computer skills¹

¹ This level of skills is sufficient to perform daily word processing tasks, such as, producing routine letters, memorandums, and informal reports. A person with this level of skills is able to use basic formatting, editing, printing functions, and understands the document page setup. This person is able to navigate web pages, conduct online searches, and use email.

Administrative Positions and Functions

The Facilitator (Chair)

- Meets all the qualifications for a Subcommittee Chair in ASC Policy VIII.B.9
- Has a working knowledge of the *Public Relations Handbook*
- Is the single point of accountability for all matter related to Public Relations in the Uncoast Area
- Reports to the Area Service Committee (ASC) both a written and oral report of the activities, plans, challenges, and budget at its regularly scheduled meetings
- Prepares an agenda for and presides over each subcommittee meeting
- Upholds the Traditions, the Concepts, and ASC Policy in all matters
- Submits annual budget to ASC in October
- Coordinates service events where PR is represented

The Co-facilitator (Vice-Chair)

- Is training to be the Facilitator the following term.
- Has the willingness to give the time and resources to do the job
- Has the leadership ability to perform the duties of the Facilitator in that person's absence.
- Has the knowledge, skills, and aptitudes to perform the duties of any vacant subcommittee positions

The Recording Secretary

- Keeps the records of the subcommittee, including minutes, presentations, activities, and literature rack locations
- Has the willingness to give the time and resources to do the job
- Has the leadership ability to perform the duties of the Facilitator in that person's absence.

Presentations coordinator

- Acts as liaison to the ASC Hospitals and Institutions subcommittee

- Coordinates presentations with other subcommittees and members with the appropriate knowledge, skills, and aptitudes for each presentation
- Has the willingness to give the time and resources to do the job

Literature Coordinator

- Coordinates literature distribution to all public literature racks in the Uncoast Area
- Tracks inventories
- Orders supplies within budgetary guidelines

Helpline Coordinator

- Acts as liaison between the helpline service and the subcommittee
- Maintains up-to-date records on people engaged in taking Helpline calls
- Provides the subcommittee with periodic evaluations of Helpline services

Training Coordinator

- Develops curriculum and workshops to raise awareness of Public Relations within the Uncoast Area membership
- Provides information training for members interested in service at the Area level
- Has a working knowledge of NAWS conference approved training materials

Elections

- Facilitator's term renews in accordance with ASC Policy VIII.C.9
- Subcommittee terms renew in January
- Subcommittee positions may be combined or divided according to needs
- Elections for vacant positions may be held at any time
- All addicts seeking a position in the Public Relations Subcommittee must attend the Subcommittee's regularly scheduled meeting (posted on www.uncoastna.org) to declare willingness to be nominated for the desired position.
- Subcommittee elections require a 4/5 majority of those present
- Any NA member who has attended two or more subcommittee meetings in the previous 12 months may vote.
- If any voting member objects to a voice vote, the vote will be by secret ballot

Panel Members

- Must have an NA sponsor, attend meetings regularly, work the 12 steps of NA, and have a clear NA message
- Must be able to meet transportation needs (All Public Relations Subcommittee Positions require transportation at some point)
- Have the willingness to give the time and resources to do the job
- Have a minimum six months clean time

Website Subcommittee Policy and Guidelines

Mission

The Mission of the Website Subcommittee is described in ASC Policy VI.C.5.

Subcommittee Positions

The Facilitator (Chair) qualifications are outlined in ASC Policy VI.B.9.

Holders of positions in the Website Subcommittee

- Must have an NA sponsor, attend meetings regularly, work the 12 steps of NA, and have a clear NA message
- Must be able to meet communications needs (telephone, email, Internet access, etc.)
- Have the willingness to give the time and resources to do the job
- Have a working knowledge of the 12 Steps, Traditions and Concepts of NA
- Have an awareness of the uses and risks of social networking sites, especially regarding the 12th Tradition
- Have a working knowledge of current ASC policy and procedures
- Have a minimum one year clean time
- Have at least six months' active involvement with the subcommittee or equivalent
- Possess at least basic level computer skills¹. Some duties require Intermediate to Expert computer skills.

Web Servant

- Maintains Area Website content and updates it at least once each month.
- Ensures that the Website hosting configuration remains functional
- Ensures that the Domain Name hosting and email configuration (MX record) are functional
- Lists the website with search engines
- Establishes and maintains reciprocal links with other official NA websites.
- Maintains a backup copy (archive) of the website content.
- Presents monthly reports at the Website Subcommittee meetings

¹ This level of skills is sufficient to perform daily word processing tasks, such as, producing routine letters, memorandums, and informal reports. A person with this level of skills is able to use basic formatting, editing, printing functions, and understands the document page setup. This person is able to navigate web pages, conduct online searches, and use email.

Email Servant

- Sets up & maintains email forwarding configurations and settings
- Ensures email forwarding accounts are functional

- Ensures the Area Secretary has a list of Uncoast email forwarding addresses
- Presents monthly reports at the Website subcommittee

Meeting List Servant

- Maintains the meeting list document on the website and used for printing.
- Updates meeting information for all official Uncoast meetings with the NAWS website
- Presents monthly reports at the Website subcommittee

Other Positions

There are many other services that the Website Subcommittee may provide to the Uncoast Area. At any time, the Subcommittee may create positions that provide a single point of accountability for such services, according to the needs of the Area and the resources available.

Elections

- Facilitator's (Chair's) term renews in accordance with ASC Policy VIII.C.9
- Subcommittee terms renew in January
- Subcommittee positions may be combined or divided according to needs
- Elections for vacant positions may be held at any time
- All addicts seeking a position in the Website Subcommittee must attend the Subcommittee's regularly scheduled meeting (posted on www.uncoastna.org) to declare willingness to be nominated for the desired position.
- Subcommittee elections require a 2/3 majority of those present
- Any NA member who has attended two or more subcommittee meetings in the previous 6 months may vote.
- If any voting member objects to a voice vote, the vote will be by secret ballot

Literature Subcommittee Policy and Guidelines

Mission : The Literature Subcommittee serves two primary purposes.

- Acquisition and distribution of NA literature to groups and subcommittees
- Participates in the development and approval of new NA literature

Acquisition of NA literature and Approved Ancillary Items (Ancillary items include literature racks, key tags, medallions, and special orders.)

All NA literature is acquired from an approved source (Florida RSO, NAWS, etc.).

Inventories are to be kept at the stocking levels determined through cooperation between the Treasurer and the Literature Chair.

All literature and ancillary items are acquired and distributed according to the guidelines of the Fellowship Intellectual Property Trust (http://www.na.org/admin/include/spaw2/uploads/pdf/legal-sales/2012_FIPT_Final.pdf).

Distribution of NA Literature and Approved Ancillary Items

NA literature is distributed at Area Service.

Literature orders must be received by the Literature Subcommittee (literature@uncoastna.org) no later than the Sunday before ASC.

Orders received during ASC will be delivered the following month at ASC.

Fiscal Integrity: All moneys collected (check, money order, or cash) are to be turned over to the Area Treasurer no later than the end of that month's ASC.

Membership

The Facilitator (Chair)

- Is elected by the groups according to the qualifications and processes described in the ASC Policy pertaining to a Subcommittee Chair
- Is responsible to turning over all funds received to the ASC Treasurer according to ASC Policy
- Is the single point of accountability for all matter related to Literature in the Uncoast Area
- Reports to the Area Service Committee (ASC) both a written and oral report of the activities, plans, challenges, and budget at its regularly scheduled meetings
- Prepares an agenda for and presides over each subcommittee meeting
- Upholds the Traditions, the Concepts, and ASC Policy in all matters
- Submits annual budget to ASC in October
- Coordinates literature distribution to all groups and subcommittees in the Uncoast Area
- Tracks inventories
- Orders supplies within budgetary guidelines
- Possesses at least basic level computer skills2

The Co-facilitator (Vice-Chair)

- Is training to be the Facilitator the following term.
- Has the willingness to give the time and resources to do the job
- Has the leadership ability to perform the duties of the Facilitator in that person's absence.

- Has the knowledge, skills, and aptitudes to perform the duties of any vacant subcommittee positions

Subcommittee Members

- There are no clean time or experience requirements for membership on the Literature Subcommittee
- Members are expected to be available at all ASC meetings and at other times as needed for processing orders