

# **Eastern (Sydney) Area Service Committee Policy Guidelines**

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### **Definitions**

The purpose of this section will be to consolidate all definitions contained elsewhere within this document as well as to introduce specific terms such as:

“Administrative Officers” means designated administrative officers to the EASC comprising the Chair, vice-Chair, Treasurer, vice-Treasurer, Secretary, Regional Committee Member (RCM) and Alternate Regional Committee Member (Alt-RCM).

“GSR” means a Group Service Representative representing a Narcotics Anonymous group within the Eastern Area (Sydney).

“Area Representative” means any of the Public Information (PI), Hospitals & Institutions (H&I), Activities or Phonenumber representatives.

“Members of the EASC” means Administrative Officers, Area Representatives and GSRs.

“Chair” or “Chairperson” means the duly appointed chairperson of the EASC.

“Trusted Servant” means any of the above.

## 1. Statement of Purpose

The Eastern Area Service Committee (EASC) has but one purpose - to assist the Groups in carrying the NA message of recovery in whatever ways possible. Toward this end, this is our pledge: that no addict seeking recovery need die without having had the chance to find a better way of life, from this day forward may we provide the necessary services.

## 2. Anonymity Statement

The basics of anonymity allows addicts to attend meetings without fear of legal or social repercussions. This is an important consideration for an addict thinking about going to his/her first meeting. Anonymity also supports an atmosphere of equality in meetings. It helps ensure that no individual's personality or circumstances will be considered more important than the message of recovery shared in NA.

We ask your help in maintaining our tradition of personal anonymity by not identifying our members by name or in full face photos as members of Narcotics Anonymous, or by describing details of their personal circumstances which could reveal their identities.

## 3. EASC Structure

Perhaps the best way to describe the Eastern Area Service Committee is as the "workhorse" of the service structure. Most of the hands-on work of delivering services to the Groups and the community occurs at the Area level.

NA Groups support meetings where addicts can share their recovery with one another. Area, working together with Metro, ensures that:

- Meetings lists showing where and when NA groups in the area hold their recovery meetings can help addicts and others find nearby meetings being held at times convenient to them.
- A Phonenumber service can help addicts seeking recovery find a meeting in their Area. It can also provide information about NA to interested community members.
- Social activities can help recovering addicts feel more comfortable in their local NA community and increase unity and camaraderie among Area members.

All of these services require a certain degree of organisation, the complexity of which could easily divert NA Groups from the week-in, week-out task of conducting Narcotics Anonymous meetings for their members. Most of these services also require more money and manpower than any single group could possibly muster. How do Groups stay focused on their primary purpose and still see that these other services are developed and maintained? In the words of NA's Ninth Tradition, they "*create service boards or committees directly responsible to those they serve*". And, as the service committee closest to home, the committee best situated to provide the most direct service to the Groups and the community is the Eastern Area Service Committee ("EASC").

It is the EASC that performs much of the "hands on work". The EASC uses subcommittees or representatives to more efficiently serve its member Groups and local community. These subcommittees are responsible to the EASC just as the EASC is directly responsible to its member Groups. The Area Representatives are:

- Public Information (PI)
- Hospitals and Institutions (H&I)
- Activities (events, including an annual Unity Day)
- Phonenumber
- Group Service Representatives: Any Group within the Eastern Area (Sydney) that meets regularly and follows the 12Steps and 12 Traditions of Narcotics Anonymous can become a member of the EASC and be represented at the EASC by a Group Service Representative ("GSR")

### **3.1 Area Service Meetings**

The EASC meets on the last Saturday of every month at 4pm either virtually or face to face, depending on restrictions.

### **3.2 Area Service Committee Contacts**

The chairperson can be contacted via email on Eastern Area Secretary <easternareasecretary@gmail.com>.

### **3.3 EASC Attendance**

- Our EASC meetings are open to any NA member.
- If any EASC administrative officer or representative misses two consecutive EASC meetings without notification of just cause, this will be considered grounds for removal.
- The Chair will contact any EASC administrative officer, representative or GSR that has missed two consecutive meetings to inform them of the EASC action taken.
- Refer to section 12 for the conditions under which an EASC officer may be removed from their position or voluntarily resign.

## **4. Financial Policies**

- EASC expenditure will not exceed EASC funds.
- EASC Treasurer will refrain from making cash reimbursements.
- The bank account will be operated on an electronic payment basis (i.e. not using paper cheques and cash withdrawals) and will only permit payments to third parties (including Metro and Region) to be authorised by two account signatories, namely the Treasurer and the Vice Treasurer.
- In the normal course of events, the Treasurer will initiate such transfers with the Vice Treasurer providing the secondary authorisation. In the absence of the Treasurer, the Chairperson and Vice-Treasurer are both additionally authorised to initiate transfers.
- The Treasurer and Chairperson will be the nominated Administrator of the EASC's bank account with the necessary authority to amend signatories and add beneficiaries as and when required.

- Where no official Treasurer has been appointed the EASC may temporarily appoint an interim Treasurer.
- It is expected that the Treasurer and vice-Treasurer will familiarise themselves with the reporting obligations and other recommended practices as set out in the Treasurer's Handbook from NAWS.

#### **4.1 EASC Finances**

The purpose of an EASC budget is to allocate fellowship money to the service bodies we have created so that they may effectively perform the duties we have assigned to them. In allocating this money it is always important to keep in mind the principles contained in the 7th Tradition "every NA group ought to be fully self-supporting, declining outside contributions" and the 11th Concept "NA funds are to be used to further our primary purpose, and must be managed responsibly. Each service element is responsible for the prudent management of all funds allocated to it. To this end, each service body must account fully and accurately each month to the EASC Treasurer in exchange for reimbursement.

EASC has specifically allocated a standing amount of **\$350** per month to be transferred to Metro, with the flow to Region, if any, to be approved by the EASC each month.

#### **4.2 EASC Financial Intent**

- Prudent Reserve: The prudent reserve of the EASC is set at a figure no less than four times the standing transfer to Metro, hence an amount of **\$1400**.
- These funds are intended to be used for payment of rent for the EASC meeting/subcommittee meetings and any ad hoc expenses.
- The prudent or "emergency" back-up money is available so that any subcommittee or member group may draw upon obtaining EASC approval.
- Secretary's Expenses: copies of the minutes and postage for any correspondence mandated by the EASC.
- Regional Committee Member (RCM) Travel: A reserve designed to help the RCM with expenses incurred in attending the two ARSC meetings outside Sydney (accommodation, non-flight travel and meals on a daily per-diem of **\$200** for Interstate travel to and from the ARSC by the RCM); capped at **\$400** in total (which covers the 2 days of the ARSC).
- Alternate RCM Travel: A reserve designed to help the Alt-RCM with expenses incurred in attending the two ARSC meetings outside Sydney (on the same terms and conditions as that applicable to the RCM), where the Alt-RCM attends in substitution or replacement for the RCM.
- Activities/unity Expenses: All expenses involved with putting on a function.

#### **4.3 Reimbursements**

- A receipt must be submitted for all reimbursements requested. For the avoidance of doubt, reimbursements may not be claimed for expenses other than for those covered by per diem allowances or otherwise specifically contemplated in 4.2.
- Request for reimbursements must only include charges immediately related to the duties of the Trusted Servant. This does not include local travel to NA meetings, restaurants, visiting friends etc.

- As a general principle, Trusted Servants are expected to make all reasonable efforts to conserve NA monies wherever possible.
- If the EASC Treasurer believes that a request for reimbursement is not prudent or customary, the Treasurer should ask for EASC approval by a majority of voting members before making a payment.

#### **4.4 Individual Group Finances**

All monies lodged by groups and paid from the 7th tradition funds should be deposited into the Westpac account in the name of Narcotics Anonymous EASC BSB 032-032 Account Number 420663. Monies are not to be handed in cash to the Treasurer.

### **5. Procedures**

#### **5.1 Description of Procedures**

- Any member of the EASC (comprising administrative officers, representatives and GSRs) attending may make proposals.
- Any member of NA may be recognised for discussion.
- Only GSRs may vote in elections or appointments (to the Executive and/or Subcommittees).
- Anyone wishing to address the EASC will raise their hand and they will be given the floor by the Chair in the order seen.
- Proposals are to be made during Old Business and New Business only.
- Reports are read aloud in the following order (the Chair will ask that all comments be held until each report has been given in its entirety):
  - Administrative Reports
  - Representative Reports
  - Ad Hoc Reports (if applicable)
  - GSR Reports
- Group Service Representative (GSR) Discussion is undertaken: Concerns of groups or participants, as well as any issues brought up in reports are raised.
- Regional Committee Member (RCM) Discussion is undertaken: The RCM brings to the EASC any information from the Regional Committee Meeting with the intention of educating EASC participants in relation to NA service.
- Old Business: Proposals are in order regarding business left over from previous meetings, including elections to fill vacancies.
- New Business: proposals regarding business that is new to this EASC.
- Input to agenda for next meeting
- Close with 12th Tradition.

## 6. EASC Minutes

To disseminate information in a timely manner, the EASC minutes shall be available to GSRs EASC officers within two (2) weeks of the EASC Meeting. The EASC Minutes include:

- Roll call
- GSR count
- Apologies
- Acceptance of previous minutes
- H&I Report
- Treasurer's Report
- PI Report
- Administrative Reports Discussion
- GSR Reports
- GSR Discussion
- RCM Report
- RCM Discussion
- Old Business (Motions and Results)
- New Business (Motions and Results)
- Agenda for next EASC
- Announcements

## 7. Written Reports

A written report prior to the meeting and/or a verbal report at the meeting must be given by each of the GSRs, administrative officers and representatives. However the Treasurer's report must be in writing prior to the meeting and hard copies thereof circulated at the meeting at the EASC's cost.

## 8. Nominations/Elections

At the EASC meeting, descriptions of requirements and responsibilities for each position will be made available. Regular elections for all trusted servants are held at the EASC during "Old Business". Elected positions are in effect at the close of the session.

### 8.1 Requirements for nomination

- The individual must be an NA member.
- The individual must either be present to accept the nomination or have a written letter to the EASC stating the position(s) desired and their qualifications.
- Any member of NA present at the elections may make nominations
- Only GSR's may vote in elections
- All nominees must have a willingness to serve and are required to make every effort to attend EASC Meetings
- If not nominated to serve, an individual may volunteer to serve

### 8.2 Requirement that positions be advertised

All administrative and representative positions including the position of RCM must be advertised for a month prior to any person being elected for the position. While

alternative chairpersons are groomed for chair positions, entry into the chair position is not automatic.

### **8.3 Term of Appointment**

All EASC Administrative Officers and Area Representatives are appointed for an initial term of two years. However, the current incumbent can, if willing, accept a nomination and be considered to be voted in again.

## **9. EASC Election Process**

A motion to open elections must be made, seconded and passed. The EASC Chairperson will state the position to be filled. The EASC Secretary will read the requirements and responsibilities for each position as defined in this policy guideline.

### **9.1 Nominations**

- The Chairperson will ask for nominations to the position, and then for volunteers who may wish to run for the position.
- The Secretary will record the nominations.

### **9.2 Qualifying the Nominees**

The Chairperson or Vice Chair will call on each nominee to respond to the following questions:

- Do you have a sponsor?
- Are you working the steps?
- Do you have a working knowledge of the 12 Traditions and are willing to further that knowledge?
- Are you aware of the requirements of the position? Do you fulfil these?
- Have you ever had trouble completing a service commitment? If so, why?
- Do you understand Consensus Based Decision-making process?
- Are your financial affairs in order? (For financial positions only.)
- The Chairperson or Vice Chair will recognise members who wish to question nominees
- The Chairperson or Vice Chair will ask for all nominees to leave the meeting
- The Chairperson or Vice Chair will call for a "Moment of Silence" to reflect on our primary purpose
- Voting will take place (see below)

### **9.3 Voting during nominations**

Voting is only used in elections and when a GSR calls for a secret ballot as they do not wish to discuss a matter in a public forum.

- There must be a quorum for elections to take place. This is at least 8 GSRs.
- Each GSR attending the EASC may vote in elections. Neither the chair nor the vice chair of the EASC may vote during elections. Votes will be by a show of hands or by secret ballot depending on circumstances
- A written ballot may be taken if requested by any participant
- Election is by a simple majority (51%+).
- If the vote is for Chair or Vice-Chair, the Secretary will chair the proceedings
- If the vote is tied, a moment of silence will be called and another vote taken



- If a second vote is tied, the Chairperson will cast the deciding vote
- The Chairperson will remind the EASC that in keeping with our traditions, anonymity will be maintained regarding all comments and votes. The Chairperson will call the nominees back into the EASC and thank them for their willingness to serve. The Chairperson will congratulate the member who was elected

Each individual member attending the EASC can only be the official GSR for one meeting.

#### **9.4 Quorum**

- A minimum of **8** GSRs need to be in attendance in order for the EASC to be deemed to be quorate and thereby able to vote on or approve any resolutions. In establishing the Quorum of GSR's, Area Representatives or Subcommittee Chairs who are also GSR's can be included in this number. This does not apply to Admin Committee Members unless they stand down from their position for the duration of the meeting to act as a GSR only.
- In respect of fund flow to ARSC, a sub-minimum of no less than **4** GSRs need to be in attendance for the EASC for the deemed quorate and thereby able to vote on and approve fund flow resolutions.

## **10. Consensus Based Decision Making**

The EASC has agreed to adopt a form of decision making by consensus. Consensus based decision making (CBDM) is a process whereby a decision made by agreement rather than by a vote, this is used to promote unity rather than division.

Very simply, when a decision needs to be made by the committee the issue is presented and the Chairperson will ask if there are any objections. If there are no objections then the decision is made by consensus and the next item of business can be attended to. If there is a disagreement between the members of the committee then the issue is discussed until consensus is reached. If the committee cannot reach consensus then the Chairperson can decide to continue the discussion at a later date. It is still open to any member of the committee to request that a formal vote be taken, although this should only be a last resort. CBDM is not used for the election of trusted servants. CBDM is explained in more detail below.

### **10.1 Principles for Consensus Based Decision Making**

- Consensus is reached when all members of the EASC present at a EASC meeting agree on a proposal.
- All members of the EASC are encouraged to contribute to the discussion of the proposal.
- All members of the EASC are entitled to be involved in the group that can reach consensus.
- Consensus is reached after the members of the EASC have discussed the proposal, the Chairperson has asked for any dissenting views, changes have been made accordingly, and the members of the EASC agree to implement the proposal.
- In the event that consensus cannot be reached, any member of the EASC can ask for the proposal to be held over until the next meeting of the EASC. If the proposal is urgent and consensus has not been reached, a vote by simple majority of GSRs can be used as a last resort at the option of the Chairperson.

- Observers can input their ideas to the discussion of a proposal at the discretion of the Chairperson but they are not part of the consensus group.

## 10.2 Options

Any member of the EASC can at any time during the discussion of a proposal request that one of the following options be exercised. An option will be exercised if the members of the EASC agree by consensus to do so.

These options are defined as follows:

- Options to change the proposal being discussed: During a discussion the original proposal can be changed several times over to reach a proposal favoured by all.
- Option to hold over the proposal until the next EASC meeting: In the event of more information being required, a need to adhere to time constraints or for any other reason, the EASC can agree by consensus to hold over a proposal until next meeting.
- Option to gag a proposal: Sometimes a proposal can become inappropriate for the EASC to discuss
- Option to send a proposal back to Groups: This option is used if the proposal warrants clarification by GSRs at the group level by group conscience
- Option to express dissenting views on a proposal: All Members of the EASC are encouraged to input their ideas to the EASC
- Option to dissolve a proposal: The option to dissolve a proposal is used when it is apparent that a proposal is no longer viable. Consensus is reached that the proposal is no longer viable then the proposal is removed from the agenda
- Option for more information on a proposal: Any member of the EASC who feels that they need more information in order to be able to continue discussion, or feels that they have factual information to contribute which is essential to the matter at hand, may raise a point of information
- Option to raise a point of order: Any member of the EASC who feels that the procedure being followed at the meeting is incorrect or inappropriate may raise a point of order.

The following option is available only to GSRs and may be exercised by a single GSR:

- Option to block consensus: A GSR who is strongly opposed to a proposal has the right to block that proposal. In this case the decision may, at the discretion of the Chairperson, be made by a simple majority vote of the GSRs present.

## 10.3 Voting

Voting is only used in elections (see 9.3 Voting during nominations above).

# 11 Roles of EASC Service Members

(EASC Positions Summary)

## 11.1 EASC Administrative officers

The EASC has the following administrative officers: a Chairperson, a Vice Chairperson, a Treasurer, a Vice Treasurer, a Secretary, one Regional Committee Member (RCM) and one Alternate Regional Committee Member (Alt-RCM).

These individuals are responsible for administering the general affairs of the entire area committee. Because of that, it's important that great care be taken in their selection. A substantial amount of clean time and personal maturity should be the first consideration, along with experience in the Steps, Traditions and Concepts of service. Our trusted servants should demonstrate the stability and personal sense of direction that serve as an example to others. They should be capable of serving without attempting to govern.

Significant area service background often makes more effective administrative officers. Experience both as a group service representative and an area representative or subcommittee member is helpful. Recent leadership experience as a subcommittee chairperson will prove invaluable. For more discussion of the role of leadership in NA services, see the section on Concept four in the Twelve Concepts for NA Service chapter which appears in the guide to local services.

With the aim of having a broad cross section of people involved in service positions, an administrative officer may hold only one EASC position at a time. It is however accepted that an individual may be both a GSR and area representative (Subcommittee Chair) of the EASC.

### **11.1.1 Chairperson**

The chairperson is responsible for conducting committee meetings, preparing the agenda and various other administrative duties. The chair's primary tools are a firm hand, a calm spirit and a clear mind. The chairperson can find additional help in books about business meetings, decision-making processes and volunteer organizations that are readily available at bookstores and libraries.

#### **Requirements**

- Willingness and desire to serve the position
- Time and resources necessary to fulfil the position
- Must have previous service experience
- Capable of conducting the EASC with a firm yet understanding hand
- General knowledge of EASC policies and procedures and familiarity with the NA service structure
- Understanding and practical experience of the 12 Steps, 12 Concepts and 12 Traditions of NA
- Five years clean time

#### **Responsibilities**

- Arranges agenda for all EASC meetings
- Opens the Committee
- Recognises members
- Understands consensus based decision making procedure and be able to facilitate discussion
- Impartiality
- May limit discussion
- Recognises all proposals

The responsibility of maintaining our spirit of unity through the 12 Concepts and 12 Traditions of our fellowship is shared by NA members at the committee meeting. The Chairperson of our committee has the added responsibility of ensuring that our Area Guidelines are followed during the meeting. Once the meeting is underway, only one matter and no other discussions will be before the committee at any one time.

In order to free the Chairperson to concentrate on these responsibilities, the Chairperson does not participate in the proposals or the discussions on the floor. If the Chairperson feels a burning desire to address any issue he/she must step down from the chair, turning it over to the Vice Chairperson. When the Chairperson has stepped down to comment on an issue on the floor or voice an opinion on a proposal, they cannot take back the chair until the issue is completed.

If the Chairperson feels direction is needed, he/she may entertain a proposal. Any time the Chairperson makes a decision, that decision may be appealed by any Member.

### **11.1.2 Vice Chairperson**

The Vice Chairperson is responsible in assisting the chairperson and to conduct EASC meetings in the Chairperson's absence.

#### **Requirements**

- Willingness and desire to serve the position
- Time and resources necessary to fulfil the position
- Understanding and practical experience with the 12 Steps, 12 Concepts and 12 Traditions of Narcotics Anonymous
- Three years clean time

#### **Responsibilities**

- Performs the duties of the EASC Chairperson if the EASC Chairperson is absent
- Understands CBDM procedures and be able to facilitate discussions impartially
- Performs the duties of any absent EASC Subcommittee Chairperson

### **11.1.3 Secretary**

#### **Requirements**

- Willingness and desire to serve the position
- Time and resources necessary to fulfil the position
- Previous service experience
  - A general knowledge of meeting format
  - Understanding and practical experience with the 12 Steps, 12 Concepts and 12 Traditions of Narcotics Anonymous
  - 2 years clean time

#### **Responsibilities**

- Types and distributes minutes within two weeks after the EASC to all GSRs, Area Representatives and Administrative Officers.
- Understands Consensus Based Decision making procedure
- Creates and maintains a list of ongoing and/or active policy motions.
- Maintains updated email list of all EASC participants.

#### **11.1.4 Treasurer**

##### **Requirements**

- Willingness and desire to serve the position
- Time and resources necessary to fulfil the position
- Previous service experience
  - A general knowledge of accounting principles and finance
  - Understanding and practical experience with the 12 Steps, 12 Concepts and 12 Traditions of Narcotics Anonymous
  - 5 years clean time

##### **Responsibilities**

- Maintains financial accounts; income, expenses, for all EASC activities
  - Reconciles all GSR fund flow reports with monthly bank statement
  - Produces treasurer's report and circulates draft to EASC prior to EASC meeting with finalised report containing approved decisions circulated thereafter
  - Works with the Activities Chair on EASC Funded Activities over \$100 to ensure that:
    - As part of the proposal for the Activity, that a budget is prepared of forecast income and expenses, and endorsed by the EASC
    - Funds are issued in accordance with the approved budget
    - Any unused funds are returned to the EASC within one week of the Activity being held
    - A summary of Income and Expenses is prepared and sent to the Administration Committee within one week of EASC Activities being held.

#### **11.1.5 Vice Treasurer**

##### **Requirements**

- Willingness and desire to serve the position
- Time and resources necessary to fulfil the position
- Previous service experience
  - A general knowledge of accounting principles and finance
  - Understanding and practical experience with the 12 Steps, 12 Concepts and 12 Tradition of Narcotics Anonymous
  - 3 years clean time

##### **Responsibilities**

Assist Treasurer with financial activities and reports to monthly EASC meetings when Treasurer is unable to attend.

#### **11.1.6 Regional Committee Member (RCM)**

##### **Requirements**

- Willingness and desire to serve the position
- Time and resources necessary to fulfil the position
- Previous service experience

- Understanding and practical experience with the 12 Steps, 12 Concepts and 12 Traditions of Narcotics Anonymous
- 2 years clean time
- Ability & willingness to travel interstate

### **Responsibilities**

- Attend Sydney Metro once a month, prepare a written report from EASC
- Report back to EASC from Metro
- Attend Australian Regional Service Committee, prepare a written report from EASC
- Report back to EASC from Region
- Responsible for reporting / updating meeting information to na.org.au and Metro Sydney PI Committee.
- Distributing new meeting lists to groups via EASC
- Outreach to meetings to encourage participation at Area

### **11.1.7 Alternate Regional Committee Member (Alt. RCM)**

#### **Requirements**

- Willingness and desire to serve the position
- Time and resources necessary to fulfil the position
- Previous service experience
  - Understanding and practical experience with the 12 Steps, 12 Concepts and 12 Traditions of Narcotics Anonymous
  - 1 year clean time
- Ability & willingness to travel interstate

#### **Responsibilities**

- Attends Sydney Metro and Australian Regional Service Committee when RCM is unavailable and reports back to EASC in RCM's absence
- May attend Australian Region Service Committee together with RCM
- Supports RCM in carrying out responsibilities

### **11.2 Area Representatives**

Note in all roles the Vice Chair responsibilities are to support and learn from the Chair and backup the Chair when they are absent.

#### **11.2.1 Hospitals and Institutions (H and I)**

#### **Requirements**

- Willingness and desire to serve the position
- Time and resources necessary to fulfil the position
- Previous service experience
  - Understanding and practical experience with the 12 Steps, 12 Concepts and 12 Traditions of Narcotics Anonymous
  - 1 year clean time (Chair)

- 6 months clean time (Vice Chair)

### **Responsibilities**

- Works with the Sydney Metro H&I Committee to co-ordinate outreach programmes to hospitals and institutions within Sydney.
- Reports to the EASC issues and developments that may have arisen in relation to such programmes.

#### 11.2.2 Public Information (PI)

### **Requirements**

- Willingness and desire to serve the position
- Time and resources necessary to fulfil the position
- Previous service experience
  - Understanding and practical experience with the 12 Steps, 12 Concepts and 12 Traditions of Narcotics Anonymous
  - 1 year clean time (Chair)
  - 6 months clean time (Vice Chair)
  - 6 months clean time (Members)

### **Responsibilities**

- Works with the Sydney Metro PI Committee & Chair to ensure that Public Information is readily available, accurate and complete.
- Reports back to EASC information and developments in relation to PI

#### 11.2.3 Phoneline

### **Requirements**

- Willingness and desire to serve the position
- Time and resources necessary to fulfil the position
- Previous service experience
  - Understanding and practical experience with the 12 Steps, 12 Concepts and 12 Traditions of Narcotics Anonymous
  - 1 year clean time (Chair)
  - 6 months clean time (Vice Chair)

### **Responsibilities**

- Works with the Sydney Metro Phoneline Committee & Chair to ensure that the Phoneline service is sufficiently supported and resourced to fulfil NA's primary mission – to assist the addict still suffering.
- Reports back to EASC information and developments in relation to the Phoneline service.

#### 11.2.4 Activities

### **Requirements**

- Willingness and desire to serve the position
- Time and resources necessary to fulfil the position
- Previous service experience

- Understanding and practical experience with the 12 Steps, 12 Concepts and 12 Traditions of Narcotics Anonymous
- 2 year clean time (Chair)
- 1 year clean time (Vice Chair)

### **Responsibilities**

- As and when decided by due process of the EASC, form a committee and direct a process through which social activities and events can be hosted within the Eastern Area (Sydney) so as to unify and uplift the community within NA and also encourage service at Area level.
- Ensure as part of the proposal for all Activities that a budget is prepared of forecast income and expenses, and endorsed by the EASC.
- Ensure that funds are requested from the Treasurer in accordance with the approved budget.
- Ensure that any unused funds are returned to the EASC within one week of the Activity being held.
- Ensure that a summary of Income and Expenses is prepared and sent to the Administration Committee within one week of EASC Activities being held. The Treasurer can assist to prepare this.
- Note that for EASC Funded Activities over \$100 the Treasurer must be involved and work with the Activities Chair to ensure the above financial responsibilities are met.

### 11.2.5 Policy

#### **Requirements**

- Willingness and desire to serve the position
- Time and resources necessary to fulfil the position
- Previous service experience
  - Understanding and practical experience with the 12 Steps, 12 Concepts and 12 Traditions of Narcotics Anonymous
  - Understanding and familiarity with the EASC Policy
  - 2 year clean time (Chair)
  - 1 year clean time (Vice Chair)

#### **Responsibilities**

- Provide advice as is required to interpret elements of the Policy during EASC discussions.
- As and when proposals are endorsed by the EASC, ensure that any changes are reflected in the Policy.
- Changes should be drafted and presented at the next EASC meeting for endorsement.
- An annual review of Policy should be undertaken, with recommended changes presented to the EASC for endorsement.

### **11.3 Group Service Representatives (GSRs)**

#### **Requirements**



- Willingness and desire to serve the position
- Time and resources necessary to fulfil the position
- Previous service experience
  - Understanding and practical experience with the 12 Steps, 12 Concepts and 12 Traditions of Narcotics Anonymous
  - 1 year clean time

### **Responsibilities**

- Attend EASC every month and submit a written report to the Secretary, via email, prior to the EASC.
- Report back to their group at the next group conscience.
- Monitor the integrity of funds flow from group funds to EASC.

## **12. Resignation/Removal of Trusted Servants**

12.1 Any member of the EASC may be removed from their position for non-compliance including, but not limited to:

- Loss of continuous clean time.
- Non-fulfilment of the duties of their position.
- Absence at two (2) consecutive meetings, or excessive absenteeism, unless an alternate or any member of the Administrative Committee is notified prior to the next meeting.

12.2 Any member of the EASC may resign by providing written notice to the EASC Chairperson thirty (30) days in advance of vacating a position.

## **13. Emergency Meetings**

From time to time it may be necessary for the EASC to hold emergency or extraordinary meetings in order to address urgent EASC related business. In such circumstances the Chair and Secretary will endeavour to contact all EASC trusted servants in advance of the emergency meeting.

## 14. The 12 Concepts of Narcotics Anonymous

### Twelve Concepts for NA Service

The Twelve Traditions of NA have guided our groups well in the conduct of their individual affairs, and they are the foundation for NA services. They have steered us away from many pitfalls that could have meant our collapse. Our various service units *serve*, for example, they do not govern; we stay out of public debate; we neither endorse nor oppose any of the many causes that our members may feel strongly about; our approach to addiction is a non-professional one; we are fully self-supporting. The traditions have provided our fellowship with essential guidance throughout its development, and they continue to be indispensable.

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

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

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

### 15. NA Service Structure in Australia

