

**SUN CITY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS (SCASCNA)**

Policy, Procedure and Guidelines

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***SUN CITY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS (SCASCNA)***

Policy, Procedure and Guidelines

A. ASC Name and Purpose

The name of this committee shall be the “Sun City Area Service Committee of Narcotics Anonymous” (SCASCNA). With our first NA meeting, the gift of Narcotics Anonymous recovery has been in Myrtle Beach, South Carolina since 1978. We have grown from one meeting to becoming part of the Carolina Region of NA, the first Carolina Area of NA. In 1986 we became known as the Sun City Area of NA (*see appendix: Sun City Area of NA History*).

The service area includes, but is not limited to, Horry County South Carolina. Area membership is open to any group that wishes to join the Sun City Area of Narcotics Anonymous. In addition, a group must meet the requirements of the definition of an NA group as defined in “A Guide to Local Services in Narcotics Anonymous.” The group must have met at least one time since the last SCASC meeting and be able to represent a group conscience. A member group of the SCASC is defined as follows: Any group willing to be represented by a GSR at all regularly scheduled meetings and special sessions of the SCASC.

All SCASC groups and Sub-committees, current or new, will meet monthly or as needed, to conduct Area business and must comply with the 12 steps, 12 Traditions and 12 Concepts of NA.

The purpose of this committee is to administer and coordinate the activities common to the welfare of the NA groups and Sub-committees within the boundaries of the Sun City Area, to support the needs of these groups and to foster unity. Also, the ASC serves as a link between the groups and the Carolina Region of NA. For the purpose of these guidelines, the term Narcotics Anonymous Groups shall be defined as stated in the currently approved *A Guide to Local Service in Narcotics Anonymous*. The Purpose of the ASC is to support the area, its groups and their primary purpose by associating a group with other groups locally, thereby helping a group deal with its day-to-day situations and needs. The SCASCNA supports the group conscience of the NA fellowship and will abide by the stated policies of the Carolina Region of Narcotics Anonymous (CRNA), The World Service Conference (WSC) and its service committees.

Everything that occurs in NA service must be motivated by a desire to successfully carry the message of recovery to the addict who still suffers. It is for this reason that we began this work. We must always remember that as individual members, groups and service committees we are not, and never should be, in competition with each other. Painfully, we have learned that internal strife cripples our fellowship and prevents us from providing the service necessary for growth.

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B. Participants

Voting members of the SCASCNA are the Group Service Representatives (GSR) or, in the absence of the GSR, the Alternate GSR. For the purpose of these guidelines, the terms GSR and ALT GSR are defined below, as stated in the currently approved NA Service Manual.

1. GSRs cannot hold another area position while serving as a voting member;
2. Voting members must be physically present at the ASC meeting in order to vote;
3. If a GSR (group service representative) misses two consecutive meetings, they will have lost voting rights until they attend two consecutive ASC meetings, at which time they will regain voting rights at the second ASC meeting.

* Non-voting members of the ASC are Elected officers, Sub-committee chairpersons and observers.

** Observers are NA members not addressed elsewhere in this policy.

*** Only NA members have the specific right to request the floor.

**** “Behind The Walls” group is exempt from ASC attendance policy.

C. New Area Groups

1. NA groups wanting to join the Sun City Area will be added to the meeting schedule at their first ASC by the SCANA Public Relations Sub-committee.
2. NA groups wanting to join the Sun City Area must have a representative attend two (2) consecutive ASC meetings in order to become a voting member. At the second meeting the GSR for that group will become a voting member and will be:
 - a) Provided a Home Group Starter Kit (NAWS item #9020) and an eight tier rack by the SCA Treasurer;
 - b) Provided with twenty-five keytags; (5) each for the following clean time recognition: welcome keytags, 30 day, 60 day, 90 day, and 6 month by the SCA Treasurer;
 - c) Directed to the World Service Office for registration.

D. ASC Officers and Sub-committee Chairs

ASC Officers

Chair, Co-Chair, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member, Alternate Regional Committee Member.

ASC Sub-committee Chairs

Hospitals & Institutions (H&I), Literature Review (LR), Policy, Procedure and Guidelines (PP&G), Public Relations (PR), Special Events (SE), and the Web Team (WT).

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E. ASC Business Procedures

All business conducted in Sun City ASC meetings shall be conducted utilizing Parliamentary Procedure (Robert's "Rules of Order") ("RRO") as outlined in A Guide to Local Services in NA. Running a meeting following this approach allows the ASC to arrive at a conscience while practicing spiritual principles. This is supported by the Second Tradition: "A surrender to group conscience means we allow our decisions to be shaped by a loving higher power" and also follows the Sixth Concept for service: "Group conscience is the spiritual means by which we invite a loving higher power to guide us." A Guide to Local Service in Narcotics Anonymous will be utilized when developing future policies, procedures, and guidelines.

1. The Area Chair (or in the event of the Area Chair's absence, the acting Chair, according to Page 8, Section I [Ranking of Officers]), will establish quorum for the sitting ASC after roll call and prior to conducting old business.
2. To conduct ASC business, a simple majority (or 51% quorum of area groups that are voting members) is required.
3. If quorum is not reached, no new or old business will be conducted except for all reports, collection of group donations, open forum and payment of the ASC priority expenses. The Treasurer's report will follow and the ASC meeting will be adjourned.
4. To change SCASCNA Policy, Procedures and Guidelines, two thirds (66%) quorum of area groups that are active participants with voting rights is required.
5. Members can have the following positions when voting: Those who are in favor of the adoption of the motion will vote Yes, those who are opposed to the adoption of the motion will vote No. An Abstention vote is not counted as a vote cast and is not used to calculate the total percentage of groups voting (only No votes and Yes votes are used in the total vote percentage).
6. All motions brought before the ASC require a simple majority (or 51%) except for ASC Policy changes which require a two thirds majority (66%).

F. Motions

Motions that are sent back to home groups for group conscience are: (a) Policy changes; (b) CAR; (c) Regional proposals; (d) ASC Expenditures of \$500 (five hundred) or greater and (e) when two or more home groups request that the motion be brought back to the home groups.

1. All motions with their respective intents are to be made in writing to the secretary using the ASC Motion form and will be archived in a reference binder.
2. Motions may only be submitted by SCASCNA Trusted Servants (GSR, AGSR (in the absence of the GSR), Sub-committee Chairs (or in their absence, the Vice-Chair). Note: Sub Committees may only submit motions pertaining to the function of their committee.

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F. Motions (Continued)

3. After a motion is read, the floor will be open for discussion on that motion utilizing “RRO”. If the motion being presented for consideration was made on the floor, the maker can accept or not accept (friendly) adjusted amendments (changes to the original motion) in addition to being able to table or withdraw the motion.
4. If the motion being presented for consideration was made by a Home Group, the GSR or Alt GSR has the ability to accept or not accept (friendly) adjusted amendments (changes to the original motions) in addition to being able to table or withdraw the motions as long as such action is fundamentally in line with that Home Group Conscience.
5. A motion can be tabled if a GSR states they need additional input from their home group or they believe the motion is not ready for a vote, and it is seconded by another GSR. The motion to Table is not debatable and must be voted on immediately. The tabled motion will be included in old business at the following ASC.
6. The name of the group from which the motion originates will not be published in the area minutes.
7. Motions may only be tabled two times.
8. Once a motion has been acted upon by the ASC body, the same motion cannot be reconsidered for a period of three months.

G. Financial

1. Special Events has a \$300 operating budget which facilitates the need for upfront expenditures in support of Sun City Area Special Events activities. Funds from the activity will be used to reimburse the Special Events operating budget.
2. All special events requiring seed money form the Area (over the \$300 Special Events operating budget) and/or requiring the expenditures of Area funds (except ASC reimbursement of Special Events operating budget) must be requested from the ASC two months prior to the event with a budget not to exceed itemized cost to the ASC for approval.
3. Activities should be fully self-supported, but the SCASCNA recognizes that not every NA member is financially able to donate or purchase a ticket. We achieve the ability to be inclusive with everyone attending (no addict turned away) by offsetting the cost of those who can't afford to pay with events having a donation basket at the door of the event, or by ensuring that cost in support of those who cannot afford to pay are part of the overall cost of the event and is reflected in the cost of each ticket sold, and/or suggested donation for the event, and/or fund raisers, and/or asking the area for a donation of funds.
4. All treasury disbursements will be paid by check upon presentation of receipts to the ASC Treasurer in accordance with the 11th concept.

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G. Financial (continued)

5. The treasurer's report will reconcile with the monthly statement from the bank.
6. Prudent Reserve is \$500, or at least one month's expenses of the ASC.
7. Quarterly: After all financial issues are dealt with, and after monthly bills are paid, any funds in the treasury over prudent reserve will be donated to the Carolina Region and NA World Services as follows: 75% to CRNA (Carolina Region) and 25% to WSO (World Services) in March/June/September/December.
8. The Regional donation will be sent quarterly regardless of the RCM's attendance at the Regional meeting.
9. When sending donations by mail, a receipt for the donation will be requested.
10. ASC Members attending Region on behalf of an ASC Sub-committee will be reimbursed by the ASC Treasurer for gas and lodging expenses if the distance traveled is 150 miles or more each way and must not exceed \$150 per day. For meetings less than 150 miles, the reimbursement will be for gas only, not to exceed \$100.00.
11. The Area will pay rent as needed for the following meetings: ASC, Special Events, PR, H&I, PP&G, Literature, Literature Review and the Web Team. The ASC will also pay the rent for any other special meetings involving Area concerns.
12. The ASC will pay for storage space which may be utilized by all Sub-committees within the Sun City area requiring its use.
13. Motions requesting reimbursement for non-budgeted items greater than \$500 must be submitted to the ASC in writing and discussed under new business at the monthly meeting. At that time, the motion will be tabled to Home Groups, according to the ASC Policy, to vote upon and a group conscience decision brought back to the ASC the following month at which time the group votes will be tallied.
14. Special Events is directed by the ASC to reserve and prepay the camp ground for the upcoming camp out utilizing funds generated from the current camp out.
15. Funds generated by Special Events are to be held in "restricted funds" within the ASC Treasury for thirteen (13) months after the event to be used exclusively to fund ASC expenses.
16. H&I has a \$150 operating account which is to be used to purchase items to support the Sub-committee.
17. PR has a monthly budgeted amount of \$170.00 to support their Sub-committee.
18. The ASC is responsible for paying the yearly insurance on space used for Activities.

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H. Meetings

1. The Sun City Area PR Sub-committee will provide groups, in accordance with Public Relations Policy and Procedures, with meeting schedules which are updated monthly.
2. A wheelchair accessible symbol will be included in the meeting schedules for those meetings that are handicap accessible.
3. No meeting can be removed from the meeting schedule before that concern is brought to the ASC.
4. All NA meetings are fully self-supporting with the 7th tradition basket accountability.
5. NA meetings cannot be held in places where the property owner is not known or permission is not granted.
6. The monthly Area Service Committee meetings will be conducted virtually each month regardless whether the meeting is also being held in-person or via hybrid.
7. An NA meeting that meets in the Sun City Area, but does not attend the ASC (not an active participant with voting rights), will continue to be listed in the meeting schedule if it is an NA meeting operating within the 12 Traditions of Narcotics Anonymous.

I. Ranking of ASC Officers and Sub-committee Chairs

Chair (officer), Co-Chair (officer)
Secretary (officer), Alternate Secretary (officer)
Treasurer (officer), Alternate Treasurer (officer)
Regional Committee Member (RCM) (officer)
Alternate Regional Committee Member (Alt RCM) (officer)
Policy, Procedure and Guidelines Chair (Sub-committee chair)

All ASC officers unable to make the ASC must contact the Secretary. If the Secretary is unavailable contact the ASC Alternate Secretary. If the Alt. Secretary is unavailable, contact the ASC Chair. When the Chair is unavailable to hold the ASC meeting, the following individuals, in order, will assume the position: Co-Chair, RCM, Policy, Procedure and Guidelines Chair then Secretary.

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J. Elections and Nominations of Officers and Sub-committee Chairs

To be elected an ASC Officer and ASC Sub-committee Chair, a simple majority vote of 51% or greater, is required.

Nominations are required for all Sub-Committee Chairs and ASC Officers except in the case where the Alternate or Co-ASC Officer Position served its first year and is in transition for the second year and therefore does not require a nomination. The transition is assumed by is not automatic and is subject to the approval of the ASC body.

Nominations need to be submitted by an NA Sun City Area Home Group and/or Sub-Committee (Sub-committees can only nominate chair positions which serve their Sub-Committee). Nominees must be present at the Area Service Committee meeting at which time a motion is made to accept the nomination, provide his or her service record and answer any questions from the group. However, nominees do not need to be present at the ASC meeting when voting takes place. If present, the nominee should leave the room while discussion and voting take place.

1. Regional Service Committee Positions: October – September

These positions include RCM, Alt. RCM, H&I Chair, PR Chair, Literature Chair and Policy, Procedure and Guidelines Chair. These positions, which are required to attend their respective Regional service committee meetings, will be announced in July, with nominations coming from the home groups and sub-committees in August, then back to home groups for voting in September and will begin serving in their position in October.

2. Area Service Committee Positions (elected officers): January – December

These positions include ASC Chair, Co-Chair, Secretary, Alt. Secretary, Treasurer, Alt. Treasurer, and Special Events Chair. Open ASC positions will be announced in October, with nominations coming from the home groups in November, then back to be voted on by home groups in December and will begin serving in their positions in January.

3. Irregular Process

If there is an open position, and no nominations from a Home Group and or Sub-committee, a nomination may be made by one of the GSRs present at the ASC meeting and seconded by another of the GSRs present. If the nominee accepts, the nominee will be appointed “acting” and the nomination will go back to the home groups to be voted on at the following ASC.

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J. Elections and Nomination of Officers and Sub-committee Chairs (continued)

4. Removal from Office

A service member of the ASC may be removed from their position for noncompliance. A two-thirds vote (66.6%) of area voting participants is required for removal. In the event of noncompliance, the ASC Secretary will send written notice to the service member involved. Noncompliance includes, but is not limited to, the following:

- a) Loss of clean time;
- b) Non-fulfillment of position duties;
- c) Misuse of funds and/or literature;
- d) Unexplained absences from ASC meetings.

After the 2nd meeting missed, if the trusted servant has not contacted the ASC Chair or Co-Chair, a volunteer from the ASC will contact the trusted servant and ask why they have been absent and if they are planning to continue their service commitment. If the person misses a 3rd consecutive ASC meeting, groups will be asked for nominations to fill that position.

K. Qualifications, Duties and Length of Service – Area Service Positions

1. Chair and Co-Chair Qualifications

- a) Minimum of two years continuous clean time for Chair;
- b) Minimum of one-year continuous clean time for Co-Chair;
- c) One year service-related work for an Area Service Committee of NA;
- d) Time and resources available to fulfill the duties of the position;
- e) Willingness and desire to serve;
- f) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA;
- g) Ability to demonstrate responsibility in their personal finances;
- h) Has an NA Sponsor and NA Home Group.

Chair and Co-Chair Duties

- a) Facilitates the ASC meeting within the 12 Traditions and 12 Concepts;
- b) The Chair is available to help resolve communication problems;
- c) The Chair notifies WSO of changes in trusted servant positions of the ASC;
- d) The Chair will state and put to vote all motions coming before the ASC during proceedings and announce the result of each vote;
- e) The Chair is responsible to recognize members or observers who wish to address the area floor;
- f) When in doubt, ask for help from the policy, procedure and guidelines chair or other qualified members;
- g) The Chair appoints all Ad Hoc committees;
- h) The Chair and the Co-Chair are co-signors on the ASC bank account;
- i) Notifies the area body when an officer is not present at the ASC;
- j) The Chair aids the sub-committee chairs as needed or by request;

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K. Qualifications, Duties and Length of Service – Area Service Positions (continued)

- k) In the absence of the ASC Chair, the Co-Chair assumes all duties of the ASC Chair;
- l) If a Sub-committee Chair position is vacant, the ASC Chair and/or Co-Chair will assume the responsibilities of that Chair person to ensure that the sub-committee's work is carried out;
- m) Stays informed of all Sub-committee activities.

Chair and Co-Chair Length of Service Commitment

One year commitment for Chair and two year recommended commitment for Co-Chair (one year as Co-Chair and one year as Chair). The transition is assumed but is not automatic, it is subject to the approval of the ASC body and does not require a nomination.

2. Secretary and Alternate Secretary Qualifications

- a) Minimum of one-year continuous clean time;
- b) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA;
- c) Has an NA Sponsor and NA Home Group;
- d) Has the ability to demonstrate responsibility in their personal finances;
- e) Has the time and resources available to fulfill the duties of the position;
- f) Has the willingness and desire to serve.

Secretary and Alternate Secretary Duties

- a) Takes minutes at ASC meeting and types them;
- b) Prints the minutes and distributes them by mail or email within 2 weeks following ASC meeting;
- c) Keeps updated lists of ASC Representatives with their addresses, email addresses and phone numbers;
- d) Notes in the minutes any officers absent from ASC meeting;
- e) Archives all minutes of ASC in a reference binder;
- f) Secretary is one of the co-signers on the bank account;
- g) The Area Secretary will maintain (3) three extra copies of the SCASCNA Guidelines in the archives.

Secretary and Alternate Secretary Length of Service Commitment

One year commitment for Secretary and two year recommended commitment for Alternate Secretary (one year as Alternate Secretary and one year as Secretary). The transition is assumed but is not automatic. The Alternate Secretary position is subject to the approval of the ASC body and does not require a nomination.

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K. Qualifications, Duties and Length of Service – Area Service Positions (continued)

3. Treasurer and Alternate Treasurer Qualifications

- a) Minimum of two years continuous clean time for both Treasurer and Alternate Treasurer;
- b) Must have a steady income;
- c) Must have the time and resources available to fulfill the duties of the position;
- d) Willingness and desire to serve;
- e) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA;
- f) Has fulfilled a commitment as a Home Group Treasurer;
- g) Ability to demonstrate responsibility in their personal finances;
- h) Has an NA Sponsor and NA Home Group.

Treasurer and Alternate Treasurer Duties

- a) Accepts and records all donations from home groups (and have that amount verified by another ASC member prior to leaving ASC meeting);
- b) Gives a financial report at each monthly ASC meeting, including copies of the most recent bank statements (without copies of checks), which is incorporated into the area minutes;
- c) Makes an annual report of all contributions/income and expenditures;
- d) Distributes funds and pays bills accordingly;
- e) Maintains a receipt book and writes receipts for all monies received as donations from home groups;
- f) Maintains ASC bank account and balances the checkbook monthly;
- g) The Treasurer is one of the co-signers on the ASC bank account;
- h) Insures that 4 signers are maintained on bank account signature cards. These signatures will consist of the current Chair, Co-Chair, Treasurer and Secretary;
- i) Has a key to the PO Box and distributes mail weekly;
- j) Treasurer should familiarize the Alternate Treasurer with all accounting procedures;
- k) Aids Sub-committee chairs as needed, or by request, and stays informed of Sub-committee activities;
- l) All checks should be written during the ASC meeting except in very extenuating circumstances;
- m) Upon request, the ASC Treasurer will set up and pay (with ASC funds) for virtual meeting platform accounts to be used by Sub-committees and the Area Service Committee to hold scheduled meetings remotely when necessary;
- n) The ASC Treasurer will open a mobile payment service account to collect 7th tradition funds donated to the ASC.

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K. Qualifications, Duties and Length of Service – Area Service Positions (continued)

Treasurer and Alternate Treasurer Length of Service Commitment

One year commitment for Treasurer and two year recommended commitment for Alternate Treasurer (one year as Alt. Treasurer and one year as Treasurer). The transition is assumed but is not automatic; it is subject to the approval of the ASC body and does not require a nomination.

ASC Positions with Regional Responsibilities

All Sub-committee Chairs & Alternate Chairs, RCM & Alternat RCM have regional Responsibilities. Sub-committee Chairs cannot act as, or hold, a GSR or Alternate GSR position.

4. Regional Committee Member and Alt. RCM Qualifications

- a) Minimum of three years continuous clean time for RCM and two years for Alternate RCM;
- b) Active member of Sun City Area;
- c) Should be working within the guidelines of the 12 Steps, 12 Traditions & 12 Concepts of NA;
- d) Must have one year experience as an Alternate RCM or Regional participant;
- e) Ability to demonstrate responsibility in their personal finances;
- f) Has an NA Sponsor and NA Home Group;
- g) Must have the time and resources available to fulfill the duties of the position.

Regional Committee Member and Alt. RCM Duties

- a) Communicates with the Regional Service Committee;
- b) Attends all the RSC meetings and provides a report to the RSC of activities within the Sun City Area along with an updated meeting list;
- c) Takes donation from the Area Service Committee to the Regional Service Committee;
- d) Attends all ASC meetings and gives a report as to what is going on with the Regional Service Committee and takes information back to groups for their Feedback/group conscience;
- e) Obtains copies of the CAR (Conference Agenda Report) and coordinates area participation for voting on the motions contained therein;
- f) Keeps informed of activities in the region and keeps the region informed of activities within the area;
- g) The RCM helps the Alternate RCM get acquainted with duties and responsibilities of the RCM and both try to combine trips to the Region as much as possible.

Regional Committee Member and Alt. RCM Length of Service Commitment

One-year commitment for RCM and two-year recommended commitment for the Alternate RCM (one year as Alt RCM and one year as RCM). The transition is assumed but is not automatic; it is subject to the approval of the ASC body and does not require a nomination.

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K. Qualifications, Duties and Length of Service – Area Service Positions (continued)

5. Sub-Committees

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

6. Sub-Committee Purpose and Responsibilities

- a) The purpose of Sub-committees is to plan and implement activities and deal with special matters that require much more effort than a monthly meeting.
- b) These Sub-committees are created by the ASC and are directly responsible to the ASC.
- c) The ASC will elect the Chair of each Sub-committee.
- d) The Sub-committee will elect their Co-Chair, Secretary and Treasurer.
- e) Each Sub-committee will determine the qualifications and duties of all trusted servant positions within the Sub-committee to be submitted for approval to the ASC.
- f) Each Sub-committee will develop (and update when necessary) their guidelines and submit them to the ASC for approval and inclusion in the SCASCNA PPG.
- g) Any major actions that may affect NA must be approved by the ASC before being carried out by the Sub-committee, in order to ensure that the NA Traditions are upheld.
- h) Each Sub-committee chair will submit a written report to the Areas Secretary at each ASC meeting (to be included in the areas minutes).
- i) Administrative functions can be handled within the Sub-committee (which includes planning, scheduling, Sub-committee meetings, typing reports etc.).
- j) Each Sub-committee will hold at least one regularly scheduled meeting per month to be announced to all home groups.
- k) Each Sub-committee chair will establish lines of communications with the appropriate RSC and WSC Sub-committee.
- l) Sub-committees will follow the handbook/ guide for their respective Sub-committee.
- m) Sub-committees will be represented at their respective RSC Sub-committee meetings as set forth in their Sub-committee chair duties.
- n) Sub-committees may only submit motions pertaining to the functions of their Sub-committee.

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K. Qualifications, Duties and Length of Service – Area Service Positions (continued)

ASC Sub-committees (continued)

7. Hospitals and Institutions Chairperson and Alt. Chairperson Qualifications

- a) Minimum of 2 years continuous clean time for H&I Chair and 2 years for Alternate H&I Chair;
- b) Must have the time and resources available to fulfill the duties of the position;
- c) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA;
- d) Has an understanding of the SCASCNA Policy, Procedures and Guidelines
- e) Has an NA Sponsor and NA Home Group;
- f) Willingness to serve.

Hospital and Institutions Chairperson and Alt. Chairperson Duties

- a) Maintains order in sub-committee meetings;
- b) Prepares an agenda for each sub-committee meeting;
- c) Ensures that the Traditions and Policies are upheld;
- d) Maintains communication of H&I sub-committee business to ASC by providing a written and oral report each month;
- e) Attends the Regional H&I meetings and presents a report of activities;
- f) Provides drafts of correspondence to facilities served by the sub-committee;
- g) Maintains meeting referral information to region (Carolina Regional Meeting Directory);
- h) Facilitates sub-committee meetings once a month.

**Hospital and Institutions Chairperson and Alternate Chairperson
Length of Service Commitment**

One-year commitment for H&I Chairperson and two-year recommended commitment for the Alternate Chairperson (one year as Alternate H&I Chairperson and one year as H&I Chairperson). The transition is assumed but is not automatic; it is subject to the approval of the ASC body and does not require a nomination.

8. Literature Chairperson and Alternate Chairperson Qualifications

- a) Minimum of 2 years continuous clean time for Literature Chairperson and Alternate Chairperson;
- b) Must have the time and resources available to fulfill the duties of the position;
- c) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA;
- d) An understanding of the SCASCNA Policy;
- e) Has an NA Sponsor and NA Home Group;
- f) Must have the willingness to serve.

***SUN CITY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS (SCASCNA)***

Policy, Procedure and Guidelines

K. Qualifications, Duties and Length of Service – Area Service Positions (continued)

ASC Sub-committees (continued)

Literature Chairperson and Alternate Chairperson Duties

- a) Submits verbal and written reports to the ASC each month;
- b) Facilitates Sub-committee meetings once a month;
- c) Maintains and distributes an inventory of NA Literature at all SCASC meetings sufficient to supply the needs of all NA groups and subcommittees in the area attending monthly meetings;
- d) Upon request, distributes a Welcome Package to new groups, donated by the SCASC
- e) Attends the Regional Literature Review Meetings presenting a report for the activities of the Sub-committee, when applicable.
- f) Coordinates Literature Review Process submitted by the World and Region

Literature Chairperson and Alternate Chairperson Length of Service Commitment

One year commitment for the Literature Chairperson and two-year recommended commitment for Alternate Literature Chairperson (one year as Alternate Literature Chairperson and one year as Chairperson). The transition is assumed but is not automatic, it is subject to the approval of the ASC body and requires a nomination.

9. Policy, Procedure and Guidelines Chairperson and Alt. Chairperson Qualifications

- a) Minimum of 2 years continuous clean time for PPG Chair and 1 year for Alternate PPG Chair;
- b) Must have the time and resources available to fulfill the duties of the position;
- c) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA;
- d) Has an understanding of the SCASCNA Policy;
- e) One-year experience as a GSR or PPG Sub-committee member;
- f) Has an NA Sponsor and NA Home Group;
- g) Willingness to serve.

Policy, Procedure and Guidelines Chairperson and Alternate Chairperson Duties

- a) Assists with policy information during ASC;
- b) Keeps ledger of all motions passed or failed at ASC;
- c) Reviews Sub-committee policy for compliance to the ASC;
- d) Submits verbal and written reports to the ASC each month;
- e) Reads duties and requirements for open positions;
- f) Attends the Regional PP&G meetings when required presenting a report of activities to the Sub-committee;
- g) Facilitates Sub-committee meetings once a month.

***SUN CITY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS (SCASCNA)***

Policy, Procedure and Guidelines

K. Qualifications, Duties and Length of Service – Area Service Positions (continued)

ASC Sub-committees (continued)

**Policy, Procedure and Guidelines Chairperson and Alternate Chairperson
Length of Service Commitment**

One year commitment for PPG Chair and two year recommended commitment for Alternate PPG Chair (one year as Alt. PPG Chair and one year as PPG Chair). The transition is assumed but is not automatic. The transition is subject to the approval of the ASC body and requires a nomination.

10. Public Relations Chairperson and Alternate Chairperson Qualifications

- a) Two years continuous clean time for Chair and one year for Alternate;
- b) Previous service experience at the Area level or within the PR Sub-committee;
- c) Ability to organize and give the committee direction and incentive;
- d) Willingness to give the time and resources necessary to fulfill the position;
- e) A working knowledge of the Twelve Traditions and Twelve Concepts of NA.

Public Relations Chairperson and Alternate Chairperson Duties

- a) Submits verbal and written reports to the ASC meeting each month;
- b) Facilitates PR Sub-committee meetings;
- c) To fulfill the responsibilities of all open positions within the PR Sub-committee;
- d) Try to attend all Regional PR meetings annually;
- e) Keep the ASC informed of all PR activities, events and needs by submitting a written report at every ASC meeting;
- f) Develop and stylize Sub-committee policies, as needed, in accordance with the Guide to Public Relations Handbook, Guide to Phonenumber, Guide to Local Service, Website Guidelines and Sun City Area Policy;
- g) Maintain open communication with the H&I chairperson;
- h) Holds Sub-committee meeting once a month.

**Public Relations Chairperson & Alternate Chairperson Length of Service
Commitment**

One year commitment for PR Chair and two year recommended commitment for Alternate PR Chair (one year as Alt. PR Chair and one year as PR Chair). The transition is assumed but is not automatic. The transition is subject to the approval of the ASC body and requires a nomination.

***SUN CITY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS (SCASCNA)***

Policy, Procedure and Guidelines

K. Qualifications, Duties and Length of Service – Area Service Positions (continued)

ASC Sub-committees (continued)

11. Special Events Chairperson and Alternate Chairperson Qualifications

- a) Minimum of 2 years continuous clean time for SE Chair and 1 year for Alternate SE Chair;
- b) Must have the time and resources available to fulfill the duties of the position;
- c) Should be working within the guidelines of the 12 Steps, 12 Traditions and 12 Concepts of NA;
- d) An understanding of the SCASCNA Policy;
- e) Ability to demonstrate responsibility in their personal finances;
- f) Has an NA Sponsor and NA Home Group;
- g) Must have the Willingness to serve.

Special Events Chairperson and Alternate Chairperson Duties

- a) Submits verbal and written reports at ASC meeting each month. This will include a report of an event along with a financial statement balance that reflects the itemized expenditure and income (donation or suggested cost);
- b) All area events that will request seed money funding from the Area (above-Special Events operating budget) and or require the expenditures of Area funds (except ASC reimbursement of Special Events operating budget) must be requested from the ASC two months prior to the event with a budgeted amount, not to exceed the itemized cost, to the ASC for approval;
- c) Special Events has a \$300 operating budget which facilitates the need for upfront expenditures in support of Sun City Area Special Events activities. Funds from the activity will be used to reimburse the Special Events operating budget. Activities should be fully self-supported, but the SCASCNA recognize that not every NA member is financially able to donate or purchase a ticket (no addict turned away);
- d) Returns funds to the area after an event has been hosted and bills have been paid;
- e) Attends all ASC meetings or arranges for representation of the committee to attend;
- f) Is responsible for the solicitation, implementation and coordination of activities for the Sun City Area fellowship;
- g) Coordinates Unity Day Event with World Services Unity Event when applicable;
- h) Coordinates Camp Out(s) when scheduled;
- i) Facilitates Sub-committee meeting once a month;
- j) Maintains and keeps inventory of all SCASC SE equipment and supplies that are stored. Access to the inventory is under lock and key with the SE Chair, ASC Chair and any other individual identified by the SCASC having keys.

***SUN CITY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS (SCASCNA)***

Policy, Procedure and Guidelines

K. Qualifications, Duties and Length of Service – Area Service Positions (continued)

ASC Sub-committees (continued)

**Special Events Chairperson and Alternate Chairperson
Length of Service Commitment**

One year commitment for SE Chair and two year recommended commitment for Alt SE Chair (one year as Alt SE Chair and one year as SE Chair). The transition is assumed but is not automatic. The Transition is subject to the approval of the ASC body and requires a nomination.

12. Web Team Chairperson and Alternate Chairperson Qualifications

- a) Two years continuous clean time for Chair and one year for Alternate Chairperson;
- b) Previous service experience at the Area level or within the PR Sub-committee;
- c) Ability to organize and give the committee direction and incentive;
- d) Must have, or acquire, the technical knowledge needed to maintain the content of the website;
- e) Willingness to provide the time and resources necessary to fulfill the position;
- f) A working knowledge of the Twelve Traditions and Twelve Concepts of NA.

Web Team Chairperson and Alternate Chairperson Duties

- a) Submits verbal and written reports to the ASC meeting each month;
- b) Facilitates Web Team Sub-committee meetings;
- c) To fulfill the responsibilities of all open positions within the Web Team Sub-committee;
- d) Try to attend the four (4) Regional Web Team meetings annually;
- e) Keep the ASC informed of all Sub-committee activities, events and needs by submitting a written report at every ASC meeting;
- f) Develop and stylize Web Team policies, as needed, in accordance with the Guide to Local Service, the Website Guidelines and the Sun City Area Policy;
- g) Holds Sub-committee meeting once a month.

**Web Team Chairperson & Alternate Chairperson Length of Service
Commitment**

One year commitment for Web Team Chair and two year recommended commitment for Alternate Web Team Chair (one year as Alt. Web Team Chair and one year as Web Team Chair). The transition is assumed but is not automatic. The transition is subject to the approval of the ASC body and requires a nomination.

***SUN CITY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS (SCASCNA)***

Policy, Procedure and Guidelines

K. Qualifications, Duties and Length of Service – Area Service Positions (continued)

ASC Sub-committees (continued)

13. Group Service Representative and Alternate GSR

- a) Each Home Group sets their own qualifications for their GSR;
- b) Should be working within the guidelines of the 12 Steps, 12 Traditions & 12 Concepts of NA;
- c) Understands the SCASCNA policy;
- d) Have a working knowledge of how the ASC is facilitated.

Duties of GSR and Alternate GSR

- a) Must carry the conscience of their home group;
- b) Should attend all ASC meetings and stay in attendance for the entire time;
- c) Must give written and verbal report on status of home group;
- d) Votes on all motions on the ASC floor;
- e) Brings home group monetary donation to the ASC to give to area treasurer.

L. Ad-Hoc Committee

The Chair of the Area Service Committee shall have the authority to appoint Ad-Hoc Committees (from available volunteers) for such special purposes as may be deemed necessary by the ASC to fulfill a particular function;

An Ad-Hoc Committee reports information to the ASC with suggestions regarding its created purpose. It is the decision of the ASC what steps will be taken next;

The purpose, membership and duration of existence of any such Ad-Hoc Committee will be specifically designated by the ASC at the time of the appointment.