



MARSCNA Policy

Approved August 2022

The name of this assembly shall be the Mid America Regional Service Committee of Narcotics Anonymous, hereafter referred to as “MARSCNA”.

The primary purpose of MARSCNA is through service to further the unity of the fellowship within our Region and other Regions by maintaining communication between the Areas represented and Narcotics Anonymous as a whole, in accordance with our Twelve Traditions.

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I. Spiritual Guidance

- A.** MARSCNA shall not make any motion or take any action that conflicts with the Twelve Traditions or the Twelve Concepts of Narcotics Anonymous.
- B.** MARSCNA shall be guided in all its actions by the following succession:
 - 1. A loving Higher Power.
 - 2. The Twelve Traditions of Narcotics Anonymous.
 - 3. The Twelve Concepts of Narcotics Anonymous.
 - 4. The current edition of these guidelines.
 - 5. Any Special rules of order MARSCNA may adopt.
 - 6. “Guide to Local Services in Narcotics Anonymous” or its successors.
 - 7. Fellowship Intellectual Property Trust (FIPT)
 - 8. The current publications of all conference approved Narcotics Anonymous handbooks.
 - 9. Past MARSCNA motions.
- C.** All business conducted at Regional Service Committee (RSC) takes effect at the close of that RSC.
- D.** All indoor regional activities shall be non-smoking, including all electronic cigarettes.
- E.** No Pets are allowed at any Mid-America Region event except where permitted by American Disability Act.

II. Membership

- A.** Any member of NA may attend and participate in discussion at the discretion of the Chair.
- B.** Any Regional Service Committee (RSC) officer, Regional Committee Member (RCM), Fellowship Development/Public Relations Facilitator, Workgroup Coordinator or Convention/Campout/Soul to Soul Chair can submit a motion to the RSC Floor. (The RSC Facilitator(s) are unbiased to the process and do not have the right to make motions).
- C.** Voting participants are the RCMs of the Areas of MARSCNA or their alternatives.
- D.** Seating of an Area:
 - 1. Purpose:
 - a. To provide the services necessary to carry the NA message of recovery so that the still suffering addict may find recovery through the fellowship of NA in the Mid America Region.
 - b. To serve as a link between groups and the MARSCNA.
 - 2. Requirement: To be recognized (seated) as an area by MARSCNA, an area must be a service body of autonomous groups independently represented which meets

regularly for the purpose of serving its members and groups. A newly seated area can vote immediately on all issues, with the exception of any old business.

E. Suspension of an Area:

1. Purpose:
 - a. An RCM cannot be removed by the MARSCNA. However, if there are problems, the MARSCNA may suspend an area's voting privileges to allow the area to resolve ~~the~~ said problems which may be affecting other areas, MARSCNA or NA as a whole.
2. Suspension shall consist of:
 - a. Suspension of voting privileges for two (2) consecutive RSC's.
 - b. Facilitator will initiate contact with RCM or other ASC officer to inform them of the suspension.
3. In order to support the efforts of the area in question, a duly appointed committee of no less than four (4) members of the MARSCNA consisting of a Regional Delegate/Alternate Delegate, two (2) RCM's and a member of the Executive Committee will attend the Area Service Committee (ASC) of said area prior to the convening of the next RSC.
4. After the suspension period, voting privileges may be reinstated if significant progress has been made in addressing the problems, as determined by the voting members of the MARSCNA.
5. If significant progress has not been made during the suspension period, as determined by the voting members of the MARSCNA, the suspension may be extended for not more than two (2) additional RSC's, or a motion to unseat may be entertained.

F. Unseating of an Area

1. Purpose: To provide the policy necessary to no longer recognize (unseat) an area at MARSCNA.
2. An area shall be notified by verbal and/or written communication, concerns about that area's representative prior to unseating the area.
3. The RCM, Alt. RCM, and mailing address, shall be notified by written communications, within ten (10) days of the concerns of MARSCNA about the area. The action will precede the suspension process of an area's voting privileges as described in "II. Membership, E. Suspension of an Area #2".
4. Requirements:
 - a. Having exhausted alternatives as described in "II. Membership, E. Suspension of an Area #2," the procedure to unseat an area will be entertained.
 - b. An area will be unseated by a consensus of the voting members of MARSCNA

III. Meetings

- A.** MARSCNA shall meet quarterly on the third Sunday of February, May, August and November unless otherwise designated by the RSC. RSC Sub-Committees and Workgroups will meet the previous Saturday.
- B.** The location of the meetings shall be designated by a consensus of the RCM's. In the event of an emergency, the Events Coordinator shall have a vote of confidence to move meetings to a suitable location.
- C.** The Mid America Regional Service Committee shall start at 9:00 am and end approximately 5:30 pm or at the discretion of the Regional Facilitator.

- D. In order to conduct business, a secretary or temporary secretary will need to be appointed to take notes for the minutes.

IV. Business Conduct

A. General

1. To aid areas and groups in their primary purpose to carry the message of Narcotics Anonymous.
2. All Regional trusted servants are accountable to the RSC each quarter.
3. In order to vote on any business, a simple majority of seated areas in MARSCNA must be present.
4. Elections and financial issues will be in old business.
5. Policy
 - a. Policy changes must go back to groups first. After consideration by the groups, a 2/3 majority of the seated areas in attendance is required to pass the policy change.
 - b. Secretary or Co-Secretary maintains policy changes/additions.
 - c. Policy to be printed or distributed electronically on demand.
 - d. As needed a workgroup may be formed that will review and make revision recommendations of the MARSCNA Policy/Guidelines Manual. They will submit recommendations to the MARSCNA.
6. To accomplish an expeditious forum, we will generally have:
 - a. Motions
 - b. Seconds
 - c. Discussion
 - d. Motions for discussion to cease
 - e. Vote to cease discussion
 - f. Read the Motion
 - g. Vote on the Motion

B. Voting

1. Vote results on all motions to be recorded by the Secretary and placed in the minutes.
 - a. An abstention vote is neutral, when abstentions override the outcome, the motion will be sent back to the maker, or the groups for additional consideration.
 - b. Elections will be carried out using a simple majority rule, by show of hands, either indicating “elected” or “not elected” for the member nominated to the floor.
2. All motions/items made at the RSC or motions/items sent back to the groups shall include financial impact statement, policy affected, and intent.
3. Voting Participants:
 - a. RCM’s are voting participants on the RSC floor.
 - b. All members are voting participants in workgroups/subcommittees unless otherwise defined by said workgroup or committee.

C. Removal of Officers

1. Voluntary: Notice shall be given in writing to the RSC Chair prior to the next RSC meeting.

2. Involuntary
 - a. Two (2) consecutive meetings missed.
 - b. Relapse during term of office
 - c. RSC retains the option to remove an officer of the RSC in the case of gross negligence or fraud, by a 2/3 majority vote.

V. Funds

- A. All funds collected from area contributions, or any other source are given to the Regional Treasurer who shall see that they are deposited in a checking account maintained for that purpose. The checking account shall have co-signers on it and require more than one signature.
- B. Designated co-signers shall include a minimum of three (3) MARSCNA officers.
- C. All expenses shall be paid by check or with debit card by the Treasurer or Co-Treasurer.
- D. All expenditures must be approved by the RSC.
- E. Yearly, all funds above prudent reserve not budgeted are forwarded to Plains States' Zonal Forum (PSZF) or Narcotics Anonymous World Services (NAWS).
- F. MARSCNA shall make funds available to assist the Regional Delegate (RD) and the Alternate Delegate (RDA) with designated expenses incurred due to attendance to the following:
 1. World Service Conference
 2. Plains States Zonal Forum
 3. Any other travel approved by the RSC
- G. Policy for the collection of funds owed to the Region:
 1. The Region shall set up an informal meeting between the debtor/debtors owing monies or property to the Region and a representative of the Region. The purpose of this meeting will be to remind the debtor/debtors that he/she/they still owe monies and or property and to try to resolve the issue amicably at that time: i.e. receive payment.
 2. If payment or property cannot be collected at this time, the representatives of the Region and the debtor/debtors responsible for the debt will write a promissory note that will indicate the time and amount for payments to the Region to eliminate the debt in a timely fashion. This note shall be one that is fair and equitable to both parties and should include interest to be figured at the going prime rate.
 3. If payment does not proceed as agreed by the debtor/debtors and the Region, the Region shall send the debtor/debtors a copy of the bill, the promissory note and a request for immediate remittance by the debtor. This shall be done by certified mail.
 4. Having done all the above, if the Region is still not receiving its monies and or properties, it shall file in a legal court for collection and monies.
 5. The Region does reserve the right to review each case individually to determine and act upon any extenuating circumstances the debtor/debtors may have brought before the Region, either in writing or verbally.
- H. Budgeting

Rent, insurance, website, phonline, and P.O. Box are priorities that are paid for first from available funds. All other requests for funds are to be submitted prior to the commencement of the RSC on Sunday. Distribution of funds remaining after above

mentioned are paid, and prudent reserve set aside, shall be decided by the RCM's. Convention, Campout, and Soul to Soul are free-standing committees financially.

- I. A budget line item of \$200.00 per quarter is available by request for area(s) needing MARSCNA meeting list printing.
- J. Prudent Reserve shall be set by the RSC as deems necessary at the first RSC of the fiscal year.
- K. Regional Subcommittees and workgroups submit their previous year's actual expenses.
- L. Regional Treasurer's duties concerning funds:
 - 1. The Regional Treasurer is accountable for all receiving and expenditures of the Regional funds and provides a report each RSC.
 - 2. That a checking account is maintained and all Regional funds be processed through this account.
 - 3. A prudent reserve is set aside to maintain working capital (to be used only by 2/3 of the quorum when necessary).
 - 4. The following are current policy expenditures and require no action at the RSC other than writing of checks: (Refer to "Budgeting I").
 - 5. That the Convention, Campout, and Soul to Soul committees each have their own checking account and will give detailed reports to the Region about inventories; cash on hand, registration, and any expenditure that occurs.

M. Audit Request

Two or more RCMs can request an audit at end of the fiscal year, by ad-hoc committee, consisting of three (3) to five (5) members. It must include the outgoing or current Treasurer and Treasury Oversight. A letter with the results shall be signed by the committee members. If there are any discrepancies, they shall be brought to the attention of the RSC. This letter shall be made a part of the treasurer records. The treasurer shall create an online access that can be logged into by the regional chair. The bank statements shall be available for any member of the Mid-America Region who wishes to view them at the business meeting on Sunday at each RSC.

N. Debit Cards

1. Regional Debit Card

Regional debit card expenses will only be used for pre-approved purchases.

- a. Regional expenditures will be approved by a simple majority vote of the RCMs at the RSC meeting.
- 2. Regional debit cards are the Treasurer's responsibility and will be for pre-approved purchases only.
- 3. Any unauthorized (non pre-approved) purchase is considered misuse of regional ~~or~~ funds. Misuse of RSC debit cards will result in repayment of that expenditure pending review.
- 4. No member shall have signatory rights of more than one RSC debit card at one time. RSC debit cards include RSC Treasurer, Convention, Campout, Soul to Soul, or any other subcommittee that may acquire a debit card.
- 8. All debit cards must be turned in at end of term.

VI. Elections

- A. Vacant positions will be taken back to areas at least one RSC before elections.
- B. All candidates should have the following:

1. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
 2. A willingness to serve along with time and resources to fulfill duties required.
 3. Suggested previous regional participation or attendance.
 4. Duty related skills as appropriate, i.e., Secretary or Treasurer.
- C.** All candidates will be expected to:
1. Facilitators are required to facilitate their committee meeting on Saturday. Oversee each position and give guidance and assistance in performing their respective positions and duties needed.
 2. Attend and be available during the entirety of the RSC business meeting on Sunday. Present a report to the RSC meeting with a copy to be given or emailed to the regional secretary for the minutes.
 3. Be the single point of accountability.
- D.** For specific requirements and responsibilities of trusted servants see “Section VIII. Subcommittees & Regional Trusted Servants”.
- E.** Election Schedule:
1. Officers and Regional Trusted Servants shall be elected in the May RSC.
 2. Standing Subcommittee facilitators shall be elected in the August RSC with the following exceptions: Convention is held in the February RSC, Soul to Soul is held in the November RSC.
 3. Standing Workgroups will be elected in their respective Standing Subcommittees in the August RSC.
 4. Should any position not be filled in its scheduled RSC, the election will be held over to the next RSC, and subsequent RSCs until the position is filled. If a trusted servant is elected in an RSC within half the time to the next scheduled election, the trusted servant’s term shall end per the election schedule. If a trusted servant is elected in the remaining time before the next scheduled election, then the trusted servant’s term shall be considered to be the remainder of the current term and the full term to follow.

VII. Officers

- A.** Purpose and Duties – The purpose and duties of the administrative officers of MARSCNA, (the Facilitator, Co-Facilitator, Secretary, Treasurer, Co-Treasurer, Regional Delegate and Alternate Delegate), shall be as stated in A Guide to Local Services in Narcotics Anonymous or its successors. No officer of the Mid America Region shall be an RCM or Alternate RCM.
- B.** Requirements for officer positions shall be as stated in MARSCNA “VIII. Sub-Committees & Regional Trusted Servants” and in A Guide to Local Services in Narcotics Anonymous or its successors.
- C.** MARSCNA officers shall receive \$55.00 per diem for meals while on MARSCNA approved trips.

VIII. Sub-committees & Regional Trusted Servants

A. Purpose and duties:

1. Sub-Committees shall perform duties in accordance with Regional policy and A Guide to Local Service in Narcotics Anonymous.
2. A copy of all sub-committee minutes are to be sent to each RCM and the Regional Archivist.
3. Standing sub-committees shall include (but are not limited to): Campout, Convention, Soul to Soul, Fellowship Development and Public Relations.
 - a. Standing workgroups shall include (but are not limited to):
 - i. Under Fellowship Development
 - 1) Events
 - 2) Newsletter
 - ii. Under Public Relations
 - 1) Hospital & Institutions
 - 2) Phonenumber
 - 3) Communications
 - 4) Webpage
4. Regional Trusted Servants shall be (but not limited to): Archivist, NAWS Contact Person, and PO Box Chair.

B. All Sub-committee chairs are elected in the Sub-Committee and approved by the RSC.

C. Tentative Schedule for RSC (Saturdays)

10:00 am – 12:00 pm	Fellowship Development (<i>Events, MAN, Soul to Soul</i>)
12:00 – 1:30 pm	lunch (<i>on own</i>)
1:30 – 3:30 pm	Convention/Campout
3:45 – 5:45 pm	Public Relations (<i>H&I, Web, Phonenumber, Communications</i>)
6:00 pm	Evening Activity – (<i>Speaker, Fundraiser, Fellowship</i>)

D. Any Sub-Committee or Workgroup without a Facilitator or Coordinator present at the RSC Sub-Committee meetings, the RSC officers are responsible to chair that Sub-Committee. The line of order shall be:

1. RSC Co-Facilitator
2. Alternate Delegate
3. Regional Delegate
4. Secretary
5. Treasurer

E. Temporary workgroups may be formed on the RSC floor with consensus of voting members or appointed by RSC Facilitator.

F. Convention Bids

1. Convention bids are to be reviewed in November on the RSC floor and location chosen.
 - a. Call for bids should be put out to the fellowship in August.
 - b. See addendum for convention bid guidelines.
 - c. Each bid presented should be valid at the time of presentation.

2. Make site recommendations at the November RSC. Bids should be secured eighteen (18) months in advance for forthcoming convention.
3. An officer of the RSC will sign convention contract.
4. To best serve the region as a whole, the convention (MARCNA) should move around geographically if possible.

RSC FACILITATOR and CO-FACILITATOR
(Officer)

Purpose

Facilitator of the business meeting of the Mid-America Region.

Duties

1. Facilitate Regional Service meeting and schedule meetings to accomplish that goal.
2. Follow this suggested order of business:
 - a. Open RSC with a moment of silence followed by the Serenity Prayer.
 - b. Call for all donations, proposals, and request for funds to be given to administrative officers.
 - c. Housekeeping announcements and treasurer's preliminary report.
 - d. Roll Call of RCM's, Subcommittee Chairs and Regional Officers (Roll Call to be taken after each pause in business throughout the meeting).
 - e. Minutes approved by the RCM's, after reading if necessary.
 - f. RCM's vote for approval for request of funds (note: some items may be moved to Old Business to allow for expanded discussion).
 - g. Area Reports (Allowing for questions pertaining to report given).
 - h. Officer Reports (Allowing for questions pertaining to report given).
 - i. Old Business includes all matters pending from areas and groups, elections and financial matters not acted on in the housekeeping portion of the meeting.
3. Contact other members when appropriate, to conduct or conclude business of the RSC.
4. Have available to members: agendas, motions forms, requests for fund forms, etc.

RSC Facilitator and Co-Facilitator Requirements

1. Minimum five (5) years continuous clean time.
2. Minimum of two (2) years Regional participation.
3. Two (2) year term length.
4. A general understanding of Parliamentary Procedure and Consensus Based Decision Making.
5. The ability to facilitate all discussions with a firm but gentle, spiritual approach.

REGIONAL DELEGATE and ALTERNATE DELEGATE

(Officers)

Purpose

Serves as the primary representative and contact between our local NA communities and other regions, zonal forums and NA World Services.

Duties

1. Report to the World Service Conference and the Plain States Zonal all pertinent Regional business.
2. Report to the Region all the WSC, NAWS and PSZF business in an informed and unbiased manner.
3. Conduct workshops/attend ASC meetings as needed or requested by areas for Regional, Zonal and WSC/NAWS business.

Regional Delegate (RD) Requirements

1. Minimum of five (5) years continuous clean time.
2. Minimum of two (2) years of Regional participation.

Alternate Delegate (AD) Requirements

1. Minimum of five (5) years continuous clean time.
2. Minimum of two (2) years of Regional participation.

SECRETARY and CO-SECRETARY

(Officers)

Purpose

Records and distributes minutes of RSC business meeting.

Duties

1. Record and distribute content of meeting within two (2) weeks following RSC.
2. Record the area votes on motions and other business.
3. Provide an attendance sheet for those members wanting minutes.
4. Included in the minutes can be the following sections: Opening, Announcements, Roll Calls, Area/Subcommittee/Officer Reports, Old and New Business and a section for items going back to areas and groups and adjournment.
5. Make available a copy of the minutes at the RSC for members not in attendance at the preceding meeting.
6. The recording of the RSC is for the secretary use only. All recordings will be destroyed or erased as the RSC minutes are approved.
7. All reports should be maintained and given to the Regional Archivist at the end of the term.
8. Responsible for the spare key to PO Box.

Requirements

- A. Minimum two (2) years continuous clean time.
- B. Participation in two (2) RSCs.
- C. Two (2) year term length.

TREASURER and CO-TREASURER
(Officers)

Purpose

Maintains financial records and handles all funds in and out of the MARSCNA.

Duties

- 1. Be the single point of accountability for all Regional funds (see Section V. "Funds" for further details).
- 2. Maintain an accurate record of Regional financial activities for the previous 36 months.

Treasurer Requirements

- 1. Minimum of five (5) years continuous clean time.
- 2. Minimum of two (2) years involvement at the Regional level.
- 3. Past experience with accounting, bookkeeping, and/or treasuries.
- 4. Two (2) year term length.

Co-Treasurer Requirements

- 1. Minimum of five (5) years continuous clean time.
- 2. Minimum of two (2) years involvement at the Regional level.
- 3. Past experience with accounting, bookkeeping, and/or treasuries.
- 4. Two (2) year term length.

TREASURY OVERSIGHT

Purpose

Ensure security of all treasuries within the region.

Duties

- 1. Electronically check all regional bank accounts monthly for checks and balances; report quarterly to region with general information and discrepancies if there is any; if any treasurer is found to have unwarranted discrepancy, they will be contacted by treasury oversight. If discrepancy cannot be resolved, a recommendation will be made to the RSC as to what action should be taken.

Qualifications

- 1. Five (5) years continues clean time.
- 2. Previous treasurer's experience
- 3. No signatory rights to any account within the region.
- 4. General bookkeeping knowledge.

ARCHIVIST
(Regional Trusted Servant)

Purpose

Collect, collate, catalog, display and store materials and memorabilia pertinent to the Mid-America Region.

Duties

Contact members, groups and areas to obtain copies of all materials and memorabilia pertaining to MARSCNA, it's sub-committees/workgroups and events that have been generated since the inception of the region.

1. Produce a quarterly report for the RSC, reporting new items received and the progress in organizing such items. This will be reported to the RSC at the Sunday business meeting with a written and/or digital copy given to the RSC Secretary to be put into the minutes.
2. With respect of all concerned, be sensitive of person's anonymity.
3. Accountable to the RSC body.

Items responsible for, physically and/or digitally:

MARSCNA:

1. Regional Chair materials, correspondence, etc.; legal items, court collections, etc.
2. Secretary reports, correspondence, Regional minutes.
3. Treasurer's reports, cancelled checks, etc., and logs
4. Regional Delegate and Alternate Delegate reports and correspondence, Conference Agenda Reports, conference material, Plains States Zonal forum reports and other materials.

All MARSCNA Sub-Committees/workgroups, Ad hoc committees, or special "one-time" functions:

1. Minutes
2. Fliers
3. Workshop materials
4. Correspondence
5. Financial reports
6. Other projects (such as developed documents, procedures, etc)
7. Memorabilia
8. Current and past issues of the Mid America Newsletter
9. Tapes, CD's, or DVD's containing speakers, workshops, or power point presentation.

Requirements

1. Three (3) years continuous clean time
2. A minimum of two (2) years of Regional participation.
3. Two (2) year term length.
4. It's helpful and desired, but not necessary to have knowledge of library science, archival systems and safe, economical storage practices.

CAMPOUT

Updated Feb. 2021

Purpose

1. Our primary purpose is to carry the message of recovery and to bring addicts together in a celebration of recovery through fun and fellowship.
2. To promote N.A. unity in Mid-America Region and around the World.

Guidelines

1. Designate site or sites for the following campout at the business meeting of the RSC prior (May RSC) to the regional campout. Dates of the event to be the weekend of/or before the 4th of July.
2. Ensure that all speakers and meetings carry a clear N.A. message.
3. All committee members shall be available throughout the campout.
4. Committee members shall mingle throughout campout to ensure a fun, safe and recovery based campout for all. Any concerns or issues that arise shall be addressed by committee consensus.
5. Committee members shall attend all meetings and have a written or digital report to be given to the committee secretary.
6. Committee will meet quarterly at the Saturday RSC meeting. Interim meeting can be scheduled as needed by the committee.
7. Committee members should have willingness to ask for help.

Financial

1. All checks will require two (2) signatures.
2. Signature card should not include couples or persons living at same residence.
3. The committee shall retain a minimum of \$2,500.00 at the conclusion of campout and upon payment of all debts. This is the working capital for the following year. Increases in this amount may be made as necessary by committee decision.
4. Funds above the working capital can be donated to the MARSCNA at the discretion of the committee.

Positions Requirements and Duties

Campout Chair

1. Five (5) years continuous clean time
2. Three (3) years of Campout Sub-Committee experience
3. Chair the Campout Committee meetings

Vice-chair

1. Five (5) years continuous clean time
2. Three (3) years of Campout Sub-Committee experience.
3. Chair the Campout Committee meetings if Chair not present.

4. Responsible for stepping into the chair role in absence of the chair. Will also step into other positions of the committee when that position is vacant.

Treasurer

1. Minimum of five (5) years continuous clean time.
2. Three (3) years past Campout Committee experience.
3. It is suggested that this person be financially secure, good at managing their finances.
4. Receive all funds from committee members for sales of merchandise, raffles, and auctions. Funds are recorded and a receipt is administered to person(s) when they are received.
5. Responsible for reimbursing committee members for authorized incurred expenses pertaining to the campout (receipts are needed).
6. Keep careful records of all transactions and report on the financial condition of the campout at each of the committee's meetings. Balance checkbook with the bank statements each month.
7. Have a written report for the committee at the quarterly Regional Service Committee meeting and this will be given to the Regional Service Committee Sunday (presented by the committee chair). In August, a year-end report is prepared for the Regional Service Committee meeting.

Programming

1. Minimum of two (2) years continuous clean time.
2. One (1) year of Regional involvement.
3. Develop pre-flier detailing dates and location of the campout.
4. Distribute pre-flier in printed and digital formats throughout the fellowship in a timely manner; including posting Regional Website.
5. Research and secure speakers for the campout.
6. Coordinate with the committee to develop a working schedule for the campout weekend.
7. Secure bids for entertainment and approve final decision through the committee.
8. Plan and schedule games, speakers, etc and develop a written program for distribution to the fellowship.
9. Develop a list of camping guidelines in conjunction with the site rules (as given to committee by the campsite host)
10. Develop final flier including guidelines and schedule.
11. Distribute final flier in printed and digital formats including posting on the Regional Website throughout the fellowship at or by the May RSC.

Fundraising/Merchandising

1. Minimum of two (2) years continuous clean time.
2. One (1) year of Regional involvement.
3. Responsible for setting up fundraisers with Areas/Groups in the region and attending those functions.
4. Attend other functions throughout the region for selling of merchandise to raise funds for the campout.

5. Responsible for finding merchandise and the best pricing available, bring information to the committee meeting to be voted on and be responsible for the ordering of merchandise.
6. The entire committee will determine the sale price of merchandise by calculating the total of invoice divided by the number of items and adding on for reasonable profit.
7. Upon sales of merchandise, keep track of funds to be turned into the campout treasurer at the quarterly meetings. Keep a running tally of the inventory of merchandise. This will be turned in on a written report to the committee at the meetings.
8. Responsible for the auctions at the regional campout and for the sales of merchandise at the campout.

Secretary

1. One (1) year of continuous clean time.
2. Keep accurate minutes of each sub-committee meeting.
3. Type and distribute copies to all members of the sub-committee in a timely manner.
4. At the quarterly meeting held at the RSC, coordinate the interim minutes with the minutes from the attending RSC with the treasurer's report to be given to the committee chair. This coordinated report will be presented at the Sunday RSC meeting each quarter.

Catering

1. One (1) year of continuous clean time.
2. Develop a menu for the meal served at the campout.
3. Coordinate prices for the supplies needed for the meal.
4. Make the time schedule for preparing and serving the meal at the campout.
5. Cost for the meal and supplies should be presented to the committee by the February RSC.
6. Responsible for purchasing of supplies and food items for the entire campout. Receipts and left over funds will be turned into the treasurer for recording.
7. Keep inventory of the supplies on hand and supplies left over after the campout. If some items can be returned for credit, then do so and return the funds to the treasurer.

CONVENTION

Guidelines and Duties:

1. Purpose

Our primary purpose is to carry the message and bring members together in a celebration of recovery.

2. General guidelines for all committee members and participants

- a) General working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
- b) Willingness to serve

c) Willingness to give time and effort to tasks given

Guidelines & Duties for Committee Members

A. Chair

1. Five (5) years clean time.
2. Three (3) years of Convention subcommittee experience.
3. Makes agenda for and chairs the Convention Committee meetings.
4. Secure meeting dates at the hotel (if free of charge). If alternate location needs to be secured, talk to committee and secure alternate location.
5. Present a verbal and written report at the Convention Committee meetings and turn in to the convention secretary for the minutes.
6. Oversee each position to make sure they are doing their respective duties.
7. In charge of getting convention items out of storage at February RSC and giving each subcommittee chair their respective things to bring to the convention. At May RSC, collect all things from the subcommittee chairs that belong in storage and return them to storage.
8. Get menus and prices for the meal options and bring them to the Convention Committee meeting for a vote.
9. Turn in numbers to the hotel for the meal options chosen by the deadline.
10. Set a meeting to go over all of the set-up for the Convention. This meeting needs to include the Chair, Co-Chair and all subcommittee chairs. Notes need to be taken by the secretary during this walk-through.
11. Attends each quarterly RSC meeting during their term and gives a report. Gives a written copy or email copy of report to Regional Secretary for RSC minutes. Also turns in treasurer's log as stated in the regions guidelines.
12. Acts as liaison to hotel during the convention on all issues that arise.
13. Signs all contracts for entertainment, merchandise, etc. for that year's convention.
14. Runs the Saturday night meeting.

B. Co-Chair

1. Four (4) years clean time.
2. Two (2) years of Convention subcommittee experience.
3. Chairs the Convention Committee meetings when the Chair is absent or is addressing an issue.
4. Helps the Chair with whatever needs done during the planning of the Convention and at the Convention.
5. Fulfills the duties of the Chair in their absence at the subcommittee level or RSC level.
6. Runs the Sunday morning meeting.

C. Secretary

1. Two (2) years clean time.
2. One (1) year of Convention subcommittee experience.

3. Take accurate minutes at each Convention Committee meeting.
4. Types and mails (either e-mail or postal service) the minutes within 2 weeks after each meeting.
5. Keep all minutes in a log and has available at each meeting.
6. Is responsible for the Memory Board. Takes possession of it at Feb RSC, sets up at the convention, takes down at convention and returns to storage in May at RSC.
7. Help out at the Convention in any form as designated by the Convention Chair or Co-Chair.

D. Assistant Secretary

1. One (1) year clean time.
2. In the secretary's absence, takes accurate minutes at that Convention Committee meeting and mails out.
3. Help out at the Convention in any form as designated by the Convention Chair or Co-Chair at the meetings or at the convention itself.

E. Treasurer

1. Five (5) years clean time.
2. Three (3) years of Convention subcommittee experience.
3. Former treasurer's experience.
4. Keep accurate records of all monies received and checks written in the form of a register/spreadsheet.
5. Have two (2) signatures on all checks written.
6. Give receipts for all monies received - designating general fund or a subcommittee.
7. Reconcile the monthly bank statements.
8. Pay bills and reimburse committee members for their expenses if any are incurred.
9. Turn in a financial statement monthly to the secretary for the minutes at all committee meetings.
10. Keep track of all funds at the Convention and if possible, make timely deposits.
11. At convention: pick up monies from subcommittees periodically to keep their cash on hand at a minimum.
12. At convention: be at auctions to collect monies and record auction prices.
13. At convention: pay entertainment and any other vendors as per contracts.
14. At convention: Collect donations Sunday morning from vendors as per contracts.
15. In May at regional subcommittee meeting, submit a complete log of financial activity to the Regional Service
16. Facilitate the signing of new signature cards in a timely manner.
17. Facilitate the transfer of the account to the next committee treasurer.

F. Assistant Treasurer

1. Four (4) years clean time.
2. One (1) year of Convention subcommittee experience.

3. Former treasurer's experience.
4. In the treasurer's absence, collect monies and make deposit after that Convention Committee meeting. Give report.
5. At convention: shadow treasurer for help in any duties that are needed.
6. Help out at the Convention in any form as designated by the Convention Chair, Co-Chair or Treasurer at the meetings or at the convention itself.

G. Arts & Graphics Chair

1. Two (2) years clean time.
2. One (1) year of Convention subcommittee experience.
3. Once a theme is decided upon by the committee, prepare the artwork for all types of printing for merchandise, banner, and flyers.
4. Provide the digital graphics to the Merchandising Chair, Registration Chair, and Programming Chair, or anyone else that may need it on the committee.
5. Present a written report at each Convention Committee meeting and give to the Secretary for the minutes.
6. Secure items from storage for banner hanging in February and return in May.
7. Secure the current years banners for the convention.
8. At convention: oversee and work with hotel to hang incoming banners in main meeting room.
9. Help with any other artwork needs for the convention (flyers, etc).
10. Help at the Convention in any form as designated by the Chair or Co-Chair.

H. Arts & Graphics Co-Chair

1. One (1) year clean time.
2. Help chair in preparing the artwork/or all the year's needs.
3. In the A&G Chair's absence, fulfill their duties.
4. At convention: help with the hanging of the banners.
5. At convention: help in any way as designated by the A & G Chair, Convention Chair or Co-Chair.

I. Entertainment

1. Two (2) years clean time.
2. One (1) year of Convention subcommittee experience.
3. Seek bids for entertainment and bring them before the committee for approval.
4. Present a written report at each Convention Committee meeting and give to the Secretary for the minutes.
5. Get signed contracts from the entertainment decided upon by the committee.
6. See to it that the "entertainment" has sufficient set-up time, tear down time and their needs are met.
7. Help out at the Convention in any form as designated by the Chair or Co-Chair.

J. Co-Entertainment

1. One (1) year clean time.
2. In the entertainment chair's absence, fulfill their duties.
3. Help seek bids for entertainment.
4. Help get signed contracts from the entertainment decided upon by the committee.
5. Assist the entertainment Chair with all the needs that the "entertainment" has at the convention.
6. Help out at the Convention in any form as designated by the Entertainment Chair, Chair or Co-Chair.

K. Fundraising

1. Five (5) years clean time.
2. Three (3) years of Convention subcommittee experience.
3. Set up fundraisers with Areas/Groups and attend them. Sell fundraising items at those functions and work with the group/area at those functions.
4. Receive items from storage in February from Chair and return all items to Chair for storage in May.
5. Secure items to raffle and auction at the fundraisers.
6. Secure raffle and auction items for the convention.
7. Present a written report at each Convention Committee meeting and give to the Secretary for the minutes.
8. Turn in all funds into the Treasurer from fundraising efforts as soon as possible.
9. Run the raffles and auctions at the Convention. Get an auctioneer for Friday and Saturday night.
10. Be available/ highly visible at the convention from the beginning of the convention Friday until after auction Saturday night.
11. Help out at the Convention in any form as designated by the Chair or Co-Chair

L. Co-Fundraising

1. Four (4) years clean time.
2. Two (2) years of Convention subcommittee experience.
3. In the fundraising chair's absence, fulfill their duties.
4. Help set up fundraisers with groups/areas and attend them. Sell fundraising items at those functions and work with the group/area at those functions.
5. Help secure items to raffle and auction at the fundraisers.
6. Help secure items to raffle and auction for the convention.
7. Turn in all funds to the Treasurer from fundraising efforts as soon as possible.
8. Help run the raffles and auctions at the Convention.
9. Help out at the Convention in any form as designated by the Chair or Co-Chair

M. Hospitality

1. Two (2) years clean time.
2. One (1) year of Convention subcommittee experience.
3. Present a written report at each Convention Committee meeting and give to the Secretary.

4. Send out a request to all Areas (Nov & Feb RSC) to fill times lots and bring food donations for the hospitality room.
5. Receive items from storage in February from Chair and return all items to Chair for storage in May.
6. Shop for food for the hospitality room.
7. Set up the hospitality room and schedule workers.
8. Make sure the hospitality room is stocked at all times. Make sure there is coffee at all times.
9. Clean up hospitality room throughout the weekend and upon completion of convention (leave it better than we found it if possible). Throwaway all trash, gather all food items that cannot be eaten and give to local shelter if they are perishable.

N. Co-Hospitality

1. One (1) year clean time.
2. In the Chair's absence, fulfill their duties.
3. Help shop for food for the hospitality room at the convention.
4. Help set up the hospitality room and schedule workers.
5. Make sure the hospitality room is stocked at all times and there is always coffee ready.
6. Help clean up hospitality room upon completion of convention. Leave it better than how we found it (if possible).
7. Help the Hospitality Chair, Chair or Co-Chair in any way designated during the convention.

O. Merchandising

1. Two (2) years of clean time.
2. One (1) year of Convention subcommittee experience.
3. Get prices on pre-registration merchandise items and items to sell in merchandise room; bring to the committee to be decided on and order them according to the timeline.
4. Get prices on merchandise for the registration packets, bring them to the Committee to be decided on, and order them according to the timeline.
5. Present a written report at each Convention Committee meeting and give to the Secretary.
6. Receive items from storage in February from chair and return in May to be put back in storage.
7. Inventory all items going into storage (May RSC). Inventory when you receive all items (Feb RSC).
8. Look for alternative vendors for the merchandise room for the convention and bring back to the committee for discussion and approval. Once approved, get contracts from vendors for the convention.
9. Run the Merchandise room at the Convention. Find some volunteers to help at the convention.
10. Ensure that all the merchandise room vendors are taken care of during the convention.
11. Turn funds into the treasurer in a timely manner at the convention.

P. Co-Merchandising

1. One (1) year of clean time.
2. In the merchandise chairs absence, fulfill their duties.
3. Help get prices on pre-registration items and items to sell at the Convention.
4. Help get prices on merchandise for the registration packets.
5. Help look for alternative vendors for the merchandise room.
6. Help run the Merchandise room at the Convention.
7. Turn funds into the treasurer in a timely manner at the convention.
8. Help the Programming chair, Chair or Co-Chair in any way designated at the convention.

Q. Programming

1. Three (3) years clean time.
2. One (1) year of Convention subcommittee experience.
3. Present a written report at each Convention Committee meeting and give to the Secretary
4. Send out a request to Region and World for speaker tapes. Placing the information in NAWS will give speakers an opportunity to send their tapes in.
5. Bring speaker recommendations to the committee for discussion and approval.
6. Work on workshop themes and find facilitators for those workshops.
7. Secure a taper. Get contract from the taper. Fulfill all needs for the taper prior to, during and concluding the convention.
8. Make room reservations for the speakers and taper, if needed.
9. Make a rough draft of where everything should be so during walk-through with hotel, it can be discussed.
10. Create and present the program to the committee for input and review. Have the final draft printed.
11. Secure transportation for the speakers.
12. Ensure each meeting has a format and readings in them.
13. Oversee all the workshops and main meetings to ensure all goes well.
14. Run the Friday night meeting.

R. Co-Programming

1. Two (2) years clean time.
2. Help work on workshop themes and find facilitators for those workshops.
3. Help secure a taper. Help with any needs the taper has.
4. Help make room reservations for the speakers and taper if needed.
5. Help with the draft of the program and any changes that need to be done.
6. Help secure transportation for the speakers.
7. Help oversee the workshops and main meetings.
8. Help the Programming chair, Chair or Co-Chair in any way designated at the convention.

S. Registration

1. Five (5) years of clean time.
2. Three (3) years of Convention subcommittee experience.
3. Present a written report at each Convention Committee meeting and give to the Secretary.
4. Secure a post office box.
5. Contact the city's Tourism Office where the convention is being held and ask for welcome packets.
6. Make a pre-registration flyer with all the information on it.
7. Mail out pre-registration flyers to all who attended the previous years' convention.
8. Keep an accurate account of all who pre-register and turn in final numbers for pre-registration merchandise to the Merchandise Chair to order items.
9. Design badge and get approval from committee. Once approved, have printed. Then fill out, laminate and punch hole in each badge.
10. Keep spreadsheet of all who pre-register with all their information on it. Update each month. Use at convention with original mailed in slips with you just in case.
11. Thursday night at the convention, put group together to put registration bags together for convention.
12. Register people at the convention. Help answer questions they have. Welcome them - you are the first line of communication with the convention!

T. Co-Registration

1. Four (4) years of clean time.
2. Two (2) years of Convention subcommittee experience.
3. Help form a pre-registration flyer.
4. Help mail out pre-registration forms to all who attended the previous years' convention.
5. Help fill out name tags and laminate them.
6. Help put the registration packets together.
7. Help register members at the Convention.
8. Help the Registration Chair, Chair and Co-Chair in any way designated at the convention.

U. General Member

1. 60 days clean time.
2. Attendance at two (2) consecutive Convention subcommittee meetings. If three consecutive meetings are missed, you must re-establish your membership.
3. Help with subcommittees during the year of planning in any way needed.
4. Help at the convention in any form as designated by the Chair and Co-chair.
5. If you are to be a money handler, you must have at least one year clean time.

FELLOWSHIP DEVELOPMENT

Our Purpose Statement for Fellowship Development Committee (FDC):

- To plan and provide services and support which facilitate the continuation and growth of Narcotics Anonymous throughout the Mid-America Region.
- Fellowship development provides support services to any NA member, group, service body, or NA community.
- The goal of any fellowship development effort is to communicate with and assist NA members, Groups, Areas, and Regions.
- The aim of the group is to further our primary purpose by developing and creating specific projects that will enable the region, its member areas and groups to better carry the NA message of recovery as well as enhance the growth and development of our fellowship.

The FDC shall perform all functions historically performed by the Outreach, Activities, and Literature Committees. It will utilize the most current local, region, and world approved service handbooks and materials that are written for those committees.

Responsibilities:

1. To become the resource and coordinating body for all Fellowship Development efforts, responding to any request for information within the Mid-America Region.
2. To maintain a close working relationship with other Fellowship Development committees within the Mid-America Region.
3. To maintain a close working relationship with other subcommittees within the Mid-America Region, being careful not to interfere with their responsibilities.

Duties:

1. Based on project need, create workgroups. Standing workgroups consist of Newsletter, Events and Soul to Soul.
2. Coordinate learning days throughout the Mid America Region.
3. Help mentor and educate trusted servants in the Mid America Region and at the RSC.
4. Cooperate and Collaborate with the Public Relations Committee.
5. Work jointly with each Area and Groups of the Mid America Region in terms of Fellowship Development.
6. Collect information about new/closed/struggling meetings throughout the Mid America Region. Communicating information to PR for purposes of meeting schedules, phonenumber, and website.
7. Promote re-involvement of isolated groups or groups not participating in the service structure.
8. Regional Service Meetings
 - a. Host quarterly Regional Service Meetings to be held on the Saturday of the weekend of the third (3rd) Sunday of February, May, August and November.
 - b. Responsible for securing the building, entertainment, and the speaker for Saturday night of the Regional Service Meetings if not already handled by fundraising committee. Make sure the rooms are set up for the Saturday and Sunday business meetings, coffee is ready,
 - c. Develop and send out a flier of the upcoming RSC weekend and have posted on regional website and social media.
9. General Service Assembly
 - a. Host the bi-yearly service assembly.
 - b. Responsible for securing a site for the service assembly, lock in weekend dates, plan and organize the itinerary for the weekend.

- c. Produce a flier to be distributed detailing the weekend event, dates, location, times, cost and directions. Also, have posted on regional website.

10. Literature

- a. Provide a forum for the free exchange of ideas and information amongst various areas to carry the written "Message of Recovery" to the still suffering addict.
- b. Create and co-ordinate new literature projects deemed necessary by the Committee.
 - i. Seek input from Members, Groups and Areas and compile, edit and review the material.
- c. Co-ordinate workshops for "review form" literature and distribute "approval form" literature.

12. Newsletter (M.A.N.)

- c. Produce the Mid America Regional newsletter (aka M.A.N.) which is published quarterly.
 - ii. The Newsletters page shall have the following disclaimer:
Note: The opinions and views shared in this publication do not necessarily reflect those of The M.A.N. staff, or NA as a whole.
Thank you, The Staff

Trusted Servants:

1. Facilitator

- a. Definition: The Facilitator is someone who helps a group of people understand their common objectives and assists them to plan to achieve them without taking a particular position in the discussion. Facilitator will try to assist the group in achieving a consensus on any disagreements that preexist or emerge in the meeting so that it has a strong basis for future action.
- b. Qualifications:
 - i. At least Three (3) years continuous clean time.
 - ii. Previous service experience at this level of service and in Fellowship Development.
 - iii. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Outreach Resource Information, and all other documents within the "Spiritual Guidance" Section of these guidelines.
 - iv. Willingness to serve, the time and initiative to commit for the length of time involved.
 - v. A general understanding of Consensus Based Decision Making.
 - vi. The ability to facilitate all discussions with a firm but gentle, spiritual approach.
 - vii. The ability to gather and distribute clear and adequate information from the coordinators for all projects/workgroups.
- c. Responsibilities:
 - i. Facilitate the FDC utilizing the basic facilitator's guide. (Found in the Addendum portion of the MARSCNA Policy).
 - ii. Arranges agendas for FDC meetings.
 - iii. Serve as the single point of accountability for the FDC.
 - iv. Attends all scheduled meetings of the RSC.

- v. Prepares a report for each RSC meeting, makes all motions on behalf of the committee and is the voice of the FDC at the RSC.
 - vi. Attends the Regional FDC meeting each time that committee meets.
 - vii. Seek out and greet new members to the RSC.
- d. Term Length:
- i. 2 years.
2. Co-Facilitator
- a. Qualifications:
- i. At least two (2) years continuous clean time.
 - ii. Previous service experience at this level of service and in Fellowship Development.
 - iii. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Outreach Resource Information, and all other documents within the “Spiritual Guidance” Section of these guidelines.
 - iv. Willingness to serve, the time and initiative to commit for the length of time involved.
 - v. A general understanding of Consensus Based Decision Making.
 - vi. The ability to facilitate all discussions with a firm but gentle, spiritual approach.
- b. Responsibilities:
- i. In absence of the Facilitator assumes all those responsibilities normally carried out by the Facilitator.
 - ii. Works closely with the Facilitator.
 - iii. Attends all scheduled meetings of the FDC and RSC.
 - iv. In absence of an elected trusted servant or coordinator assist Facilitator in ensuring the duties of that position are fulfilled.
 - v. Can assist with FDC Orientations.
 - vi. Seek out and greet new members to the RSC. Provide orientation packet.
- c. Term Length:
- i. Two (2) year commitment with willingness to serve as facilitator, in the “spirit of rotation”, upon election.
3. Secretary
- a. Qualifications:
- i. At least one (1) year continuous clean time.
 - ii. Six (6) months involvement in FDC.
 - iii. Access to computer with internet access.
 - iv. Ability to take precise and detailed notes.
- b. Responsibilities:
- i. Record minutes of each meeting of the FDC.
 - ii. Distribute minutes, in timely manner, to all members in attendance. Preferably the week following any meeting of the FDC.
 - iii. Provide attendance sheet at meeting.
 - iv. Distribute minutes of each meeting to all RCMs and all officers of the MARSCNA.
 - v. Keep all records and archives from your tenure in this position. At end of term, information should be committed to next Secretary or MARSCNA Archivist.

- vi. Attends all scheduled meetings of the FDC and RSC.
- c. Term Length:
 - i. 1 year

Workgroup Coordinator Qualifications and Responsibilities.

4. Events Coordinator

- a. Qualifications:
 - i. At least two (2) year continuous clean time.
 - ii. At least six (6) months involvement in FDC.
 - iii. Experience with prior regional events.
 - iv. Ability to plan and organize events.
- b. Responsibilities:
 - i. Plan and coordinate events throughout Mid America Region for FDC.
 - ii. Coordinate RSC weekend with facility.
 - iii. Plan Saturday evening activities for RSC weekends.
 - iv. Single Point of Accountability for all events of the FDC.
 - v. Be responsible with monies and turn in detailed reports to the FDC and RSC.
 - vi. Coordinate Regional Assembly.
 - vii. Attends all scheduled meetings of the FDC and RSC.
- c. Term Length:
 - i. 1 year

5. Newsletter Editor

- a. Qualifications:
 - i. At least three (3) year continuous clean time.
 - ii. At least six (6) months involvement in FDC.
 - iii. The ability, means, and dedication to fulfill the responsibilities of Newsletter Editor.
 - iv. An understanding of Newsletter publication, Microsoft Publisher or other publishing software, and the NA Newsletter handbook.
- b. Responsibilities:
 - i. Facilitate and coordinate the Newsletter Workgroup
 - ii. Publish the Mid-America Newsletter Quarterly, prior to each RSC. Submission deadlines should be the first of the month of February, May, August, and November.
 - iii. Collect content emailed through newsletter@marscna.net or other means, write filler, search archives for resubmissions, handle all layout, editing, and publishing. Publishing may include print, PDF, and JPG.
 - 1. Send digital copy to the Webservant and the electronic mailing list.
 - iv. Follow the guidelines of the NA Newsletter Handbook.
 - v. Attends all scheduled meetings of the FDC and RSC.
 - vi. Single Point of Accountability for the Mid America Newsletter
- c. Term Length:
 - i. 2 year

6. Newsletter Co-Editor

- a. Qualifications:
 - i. At least two (2) year continuous clean time.

- ii. At least six (6) months involvement in FDC.
 - iii. Meet remaining Editor requirements.
 - a) Responsibilities:
 - (i) Same as Editor
 - c. Term Length:
 - i. 2 year
- 7. Workgroup Coordinators (Based on Need for Specific Projects)
 - a. Qualifications
 - i. At least one (1) year continuous clean time. Also, may be determined based on need for project.
 - ii. At least six (6) months involvement in FDC.
 - iii. Demonstrated skill set or talent to specific needs of project.
 - iv. The ability to plan and organize a project.
 - b. Responsibilities
 - i. Facilitate and coordinate the specific workgroup.
 - ii. Develop a project plan. To include:
 - 1. Length of project.
 - 2. Goals and objectives.
 - 3. Financial Impact.
 - 4. Needed resources.
 - iii. Report to FDC all progress with specific project.
 - iv. Attends all scheduled meetings of the FDC and RSC.
 - v. Single Point of Accountability for the specific project.
 - c. Term Length
 - i. Until project is completed.

NAWS CONTACT PERSON
(Regional Trusted Servant)

Purpose

To insure better communication and accountability pertaining to our Group and Area meetings by maintaining accurate information about the groups and areas within our region.

Duties

1. Maintain up-to-date contact information for each RSC officer and sub-committee chair in the NAWS database.
2. In the absence of an area NAWS contact person, the regional NAWS contact person should update the NAWS database on that area's behalf. Updates include, but are not limited to, contact information for area trusted servants, group trusted servants, group addresses and meeting days and times.
3. This trusted servant should work with each RCM to determine which areas have a NAWS contact person and which areas do not.

Requirements (From NAWS May 2004)

"The main requirement to fulfill for the duties is that the person would need to be computer savvy, as there is mostly data entry involved. Once your Committee has identified someone for

this position you can have him or her contact us at webupdates@na.org. From there we will get them acclimated to the process of updating your Region's information in our database."

The information contained within the NAWS database is used to communicate with trusted servants. Also, group addresses and meeting times are used to update the meeting lists on <http://www.na.org>.

NAWS Contact Person

1. Three (3) years continuous clean time
2. A minimum of two (2) years of Regional participation
3. Two (2) year term length.
4. Refer to page 12 "NAWS Contact Person."

POST OFFICE CHAIR *(Regional Trusted Servants)*

Purpose

To check on mail and to forward mail as needed to keep the fellowship informed.

Duties

1. Willingness to check the P. O. Box once a week or more if needed.
2. Mail out fliers and other NA mail as needed, and take remaining fliers to RSC.
3. Make copies of fliers if needed.
4. Forward any material to designated persons.
5. Put packages for RCM, Secretary, RSC Sub-Committee facilitators and workgroup coordinators as needed
6. Mail out fliers if the event will be over before the next RSC. Conference Agenda Report goes to the RSC Archives.

Chair Requirements

1. Three (3) years continuous clean time
2. Two (2) years involvement with the RSC
3. One (1) year term
4. Must have ways and means to get to the Post Office Box.

Vice Chair Requirements

1. Three (3) years continuous clean time.
2. One (1) year involvement with the RSC.
3. One (1) year term, possible two (2) year commitment.
4. Must have the ways and means to get to the P. O. Box.

PUBLIC RELATIONS

Our Purpose Statement for Public Relations Committee (PRC):

“The Narcotics Anonymous message is “that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live.” Our relations with the public enable us to share this message broadly so that those who might benefit from our program of recovery can find us.

We perform public relations service to increase the awareness and credibility of the NA program. We share our message openly with the public at large, with prospective members, and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the fellowship. Establishing and maintaining a commitment to these relationships, can help us to further our primary purpose. The spiritual principles of our steps, traditions, and concepts guide us in pursuing our public relations aims and our efforts to enhance NA’s public image and reputation. These principles apply to our community and service efforts as well as to the personal behavior and attitude of individual NA members.”

– Public Relations Handbook

- To plan and provide services and support which facilitate the continuation and growth of Narcotics Anonymous throughout the Mid-America Region.
- Public Relations provides support services to any NA member, group, service body, or NA community.
- The goal of any Public Relations effort is to create a forum for local NA services in our communities.
- To communicate with outside entities and display a professional image of NA in our region.
- The aim of the group is to further our primary purpose by developing and creating specific projects that will enable the region, its member areas and groups to better carry the NA message of recovery through our Public Relations efforts.

The PRC shall perform all functions historically performed by the Public Information and Hospitals and Institutions Committees. It will utilize the most current local, region, and world approved service handbooks and materials that are written for those committees.

*“In order to achieve our spiritual aim,
Narcotics Anonymous must be known and respected.”
(Basic Text p. 74)*

Responsibilities

1. To become the resource and coordinating body for all Public Relations efforts, responding to any request for information within the Mid-America Region.
2. To maintain a close working relationship with other Public Relations committees within the Mid-America Region.
3. To maintain a close working relationship with other subcommittees within the Mid-America Region, being careful not to interfere with their responsibilities.
4. To coordinate and support planning, preparation, communication, and training for public relations efforts performed by our areas, groups, and members in accord with NA’s traditions and principles.

Duties

1. Based on project need, create workgroups. Standing workgroups consist of Hospitals & Institutions, Media, Phonenumber and Web.
2. Coordinate learning days throughout the Mid America Region.
3. Coordinate Public Relations events that service the Mid America Region. i.e. booths, flyer drives, public and professional presentations, etc. Creating workgroups as needed.
4. Help mentor and educate trusted servants in the Mid America Region and at the RSC.
5. Cooperate and Collaborate with the Fellowship Development Committee.
6. Work jointly with each Area and Groups of the Mid America Region in terms of Public Relations.
7. Collect information about new/closed/struggling meetings throughout the Mid America Region. Communicating information to FD for purposes of outreach and support. Using the information gathered for maintaining an accurate meeting list.
8. Hospitals & Institutions (H&I)
 - a. Assist areas in carrying NA's message into various correctional facilities and treatment facilities with the ultimate goal of reaching suffering addicts.
 - b. Assist areas in interacting with drug courts and addicts referred to NA through the criminal justice system with the aim of applying NA's principles to the influx of court-mandated addicts.
 - c. Assist areas in creating relationships with correctional facilities, criminal justice professionals, treatment facilities, and treatment professionals to ensure that NA's message is available to addicts.
 - d. Coordinate learning days for purposes of training new members and refreshing experienced members to go into the various facilities.
 - e. Create projects based on needs with respect to the resources available.
9. Media
 - a. Consists of all media printed and any public announcements.
 - b. Create projects based on needs with respect to the resources available.
10. Phonenumber
 - a. Maintain the Mid-America Region Phonenumber. 1-855-732-HOPE(4673)
 - i. Monitor and update using accurate information.
 1. Within a reasonable time frame.
11. Web
 - a. Maintain the Mid-America Region website. www.marscna.net
 - i. Monitor and update using accurate information.
 1. Within a 24-48 hour time frame.
 - b. Monitor the email accounts. Ensure information that is sent is updated on the website and disseminate messages to the appropriate trusted servant.
 - i. marscna@gmail.com
 - ii. info@marscna.net
 - c. Assign email accounts for trusted servants of the region.
 - i. All trusted servants assigned are responsible to check their email regularly.
 - ii. When replying to an email message sent to the respective trusted servant either:
 1. Reply all in the message
 2. Or "cc:" marscna@gmail.com
 - d. Follow the Mid-America Regional Guidelines for the web page. (See appendix)

Trusted Servants

1. Facilitator

- a. Definition: The Facilitator is someone who helps a group of people understand their common objectives and assists them to plan to achieve them without taking a particular position in the discussion. Facilitator will try to assist the group in achieving a consensus on any disagreements that preexist or emerge in the meeting so that it has a strong basis for future action.
- b. Qualifications
 - i. At least four (4) years continuous clean time.
 - ii. Previous service experience at this level of service and in Public Relations.
 - iii. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, the Public Relations Handbook, Hospitals & Institutions Handbook, and all other documents within the “Spiritual Guidance” Section of these guidelines.
 - iv. Willingness to serve, the time and initiative to commit for the length of time involved.
 - v. A general understanding of Consensus Based Decision Making.
 - vi. The ability to facilitate all discussions with a firm but gentle, spiritual approach.
 - vii. The ability to gather and distribute clear and adequate information from the coordinators for all projects/workgroups.
- c. Responsibilities
 - i. Facilitate the PRC utilizing the basic facilitator’s guide. (Found in the addendum portion of the MARSCNA Policy).
 - ii. Arranges times and agendas for PRC meetings.
 - iii. Serve as the single point of accountability for the PRC.
 - iv. Attends all scheduled meetings of the RSC.
 - v. Prepares a report for each RSC meeting, makes all motions on behalf of the committee and is the voice of the PRC at the RSC.
 - vi. Report all workgroup/project activity that falls under the guidance of the PRC to the RSC.
 - vii. Attends the Regional PRC meeting each time that committee meets.
- d. Term Length
 - i. 2 years.

2. Co-Facilitator

- a. Qualifications
 - i. At least two (2) years continuous clean time.
 - ii. Previous service experience at this level of service and in Public Relations.
 - iii. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, the Public Relations Handbook, Hospitals & Institutions Handbook, and all other documents within the “Spiritual Guidance” Section of these guidelines.
 - iv. Willingness to serve, the time and initiative to commit for the length of time involved.
 - v. A general understanding of Consensus Based Decision Making.

- vi. The ability to facilitate all discussions with a firm but gentle, spiritual approach.
 - b. Responsibilities
 - i. In absence of the Facilitator assumes all those responsibilities normally carried out by the Facilitator.
 - ii. Works closely with the Facilitator.
 - iii. Attends all scheduled meetings of the PRC and RSC.
 - iv. In absence of an elected trusted servant or coordinator assist Facilitator in ensuring the duties of that position are fulfilled.
 - v. Can assist with PRC Orientations.
 - c. Term Length
 - i. Two (2) year commitment with willingness to serve as facilitator, in the “spirit of rotation”, upon election.
3. Secretary
- a. Qualifications
 - i. At least one (1) year continuous clean time.
 - ii. Six (6) months involvement in PRC.
 - iii. Access to computer with internet access.
 - iv. Ability to take precise and detailed notes.
 - b. Responsibilities
 - i. Record minutes of each meeting of the PRC.
 - ii. Distribute minutes, in timely manner, to all members in attendance. Preferably the week following any meeting of the PRC.
 - iii. Provide attendance sheet at meeting.
 - iv. Distribute minutes of each meeting to all RCMs and all officers of the MARSCNA.
 - v. Keep all records and archives from your tenure in this position. Turn records over to next secretary or MARSCNA Archivist.
 - vi. Attends all scheduled meetings of the PRC and RSC.
 - c. Term Length
 - i. 1 year

Workgroup Coordinator Qualifications and Responsibilities.

4. H&I Coordinator
- a. Qualifications
 - i. At least three (3) year continuous clean time.
 - ii. At least six (6) months involvement in regional service.
 - iii. Prior involvement with H&I at the regional level.
 - iv. At least (1) one year experience of H&I service.
 - v. A working knowledge of the H&I Handbook and the Public Relations Handbook.
 - vi. Ability to facilitate workgroup.
 - b. Responsibilities
 - i. Facilitate and coordinate the H&I Workgroup
 - ii. Communicate all activity for the H&I workgroup to the PRC.
 - iii. Single point of accountability for H&I to the PRC.

- iv. Maintain a list of facilities and contacts for H&I; current, past, and potential.
 - v. Attends all scheduled meetings of the PRC and RSC.
 - c. Term Length
 - i. One (1) year term.
- 5. Phoneline Coordinator
 - a. Qualifications
 - i. At least two (2) year continuous clean time.
 - ii. At least six (6) months involvement in regional service.
 - iii. Experience with phoneline.
 - iv. A working knowledge of the Public Relations Handbook and a Guide to Phoneline Service.
 - b. Responsibilities
 - i. Facilitate and coordinate the Phoneline Workgroup.
 - ii. Be a contact for the phoneline to the company that carries the service for the region.
 - iii. Attends all scheduled meetings of the PRC and RSC.
 - iv. Single point of accountability for the Phoneline to the PRC.
 - c. Term Length
 - i. One (1) year term.
- 6. Presentations Facilitator
 - a. Qualifications
 - i. At least four (4) years continuous clean time
 - ii. At least three (3) years involvement in regional service
 - iii. At least 1 year involvement in NA professional presentations
 - b. Responsibilities
 - i. Facilitate Presentations Workgroup
 - ii. Coordinate Project Leaders
 - iii. Attend all scheduled meetings of the PRC and RSC
 - iv. Train replacement for position
 - c. Term Length
 - i. Two (2) year term.
- 7. Media Coordinator
 - a. Qualifications
 - i. At least two (2) year continuous clean time.
 - ii. At least six (6) months involvement in PRC.
 - iii. A working knowledge of the Public Relations Handbook.
 - iv. Experience with maintaining/creating meeting lists and other forms of publications/announcements for the basis of information.
 - b. Responsibilities
 - i. Facilitate and coordinate the Media workgroup.
 - ii. Single point of accountability for all printed and publicized media.
 - iii. Attends all scheduled meetings of the PRC and RSC.
 - c. Term Length
 - i. One (1) year term.

8. Web Coordinator

a. Qualifications

- i. At least four (4) years continuous clean time.
- ii. At least six (6) months involvement in PRC.
- iii. Experience with web design and maintenance.
- iv. A working knowledge of the Public Relations Handbook.

b. Responsibilities

- i. Facilitate and coordinate the web workgroup.
- ii. Follow the guidelines and policy for the website of the Mid America Region.
- iii. Function as Web Servant for the Mid America Region
 1. Maintain the regional webpage with help and feedback from the members of the workgroup.
- iv. Be the Single Point of Accountability for the website to the PRC.
- v. Attends all scheduled meetings of the PRC and RSC.

c. Term Length

- i. Two (2) year term.

9. Workgroup Coordinators – Based on Need for Specific Projects

a. Qualifications

- i. At least one (1) year continuous clean time. Also, may be determined based on need for project.
- ii. At least six (6) months involvement in PRC.
- iii. Demonstrated skill set or talent to specific needs of project.
- iv. The ability to plan and organize a project.

b. Responsibilities

- i. Facilitate and coordinate the specific workgroup.
- ii. Develop a project plan. To include:
 1. Length of project.
 2. Goals and objectives.
 3. Financial Impact.
 4. Needed resources.
- iii. Report to PRC all progress with specific project.
- iv. Attends all scheduled meetings of the PRC and RSC.
- v. Single Point of Accountability for the specific project.

c. Term Length

- i. Until project is completed.

SOUL TO SOUL
(Sub Committee)

Duties:

Host Annual Fall Spiritual Retreat for our Region.

Elected Positions:

Soul to Soul Chair

1. Two (2) years continuous clean time
1. Attendance at one (1) Soul To Soul

Vice-Chair

1. One (1) year continuous clean time
2. Attendance at one (1) Soul to Soul

Treasurer

1. Two (2) years continuous clean time
2. Attendance at one (1) Soul to Soul
3. Money handling experience at Group, Area, or Regional level

Location Selection:

These are the requirements for the facility to host the Soul to Soul Spiritual Retreat. Each year we request everyone to bring bids for the retreat site to the event for the closing committee meeting.

1. Minimum of 50 beds
2. Men and women separate bedding (this can be in same building)
3. Fire pit
4. Group activities (examples: hay rack, canoeing, archery, etc.)
5. Large room or mess hall
6. Full and equipped kitchen
7. Bathroom with showers (men and women's)
8. September or October dates

Guidelines for obtaining bids at all inclusive hotels for Mid America Region Convention of Narcotics Anonymous

General:

- *Meeting room for interim meeting (non-RSC months)
- Staff to accommodate convention of 300 to 500 people
- Registration – 4 tables in lobby or adjacent to entrance
- Merchandise – room with 15-20 tables (prime location)
- 24-hour Marathon meeting room with seating for 30-50 people
- Hospitality Suite – easy access to courtyard or other seating with first (1st) floor or handicap accessible
- (Availability to bring in food and coffee for hospitality room)
- *Fellowship area: 50 to 100 people (open 24 hrs. If possible)
- Conference space – 2 rooms to accommodate 150 people each (workshops)
- Auction – room with 3 tables easy access
- Friday night speaker – seating 200 to 400 people, dance floor, stage
- Saturday night speaker – seating 350 to 550 people, dance floor, stage
- Sunday morning speaker – seating 200 to 350 people
- Sunday closing committee meeting room

Rooms:

- Sleeping rooms 150 to 200 available with 50 to 75 room nights block (Friday 3 p.m. – Sun. 1 p.m.)
- Room rate available for Committee Thursday night
- Rate guaranteed after block met
- Maximum number allowed per room
- Number of rooms complimentary for every 50 rented

Food Services:

- Coffee; price per gallon or per person (lock in price) – 200 to 400 gallons over weekend
- Saturday night banquet price per person with 75 to 100 estimated
- Sunday morning breakfast price per person with 50 to 75 estimated

Are prices for room rental determined by food & beverage sales?

Is there a penalty for not making room block? (Sleeping rooms)

Availability & cost of AV (audio/video) equipment?

Set up/tear down fee?

Replace with cancellation clause

Location:

Name of Hotel:

Dates available:

NO Easter Weekend

Contact Person:

Can prices be guaranteed until after Regional weekend?

Person(s) obtaining the bid needs to attend RSC business meeting to present the bid. There may be questions and the hotel may need to be contacted while the meeting is taking place.

*Not deal breakers but great if they can accommodate

Basic Facilitation Guide

The Role of a Facilitator

The role of a facilitator is to help the body move through their intended agenda, reach decisions that all participants can support, and help ensure that these decisions are in harmony with the principles of the NA program. A facilitator will need to know several basic pieces of information to be effective:

- ❖ Have a clear understanding of the purpose of the gathering, whether it is a GSF meeting, Local Service Planning Assembly, etc.
- ❖ Have a general idea of the experience level of those attending. For a group of less experienced individuals more explanation of basic information may be needed, while more experienced members may be able to move more quickly through the set-up phase of a discussion.
- ❖ Have an awareness of any relevant resources, such as local guidelines, service handbooks, tradition, and concept essays etc., and make these available when required.

Setting Up a Discussion Session

Remind all participants of what the meeting is intended to accomplish, and how everyone will work together to achieve that aim:

- State the purpose of the meeting, review the agenda and ground rules, and remind everyone how much time is available for the meeting.
- Ask everyone for their help in facilitating discussions and following the ground rules for the meeting.

Key Techniques

There are some simple ideas for facilitators that can have a positive influence on a session:

- Make eye contact, smile, be enthusiastic
- Be who you are – let your own style come through
- Remember that communication isn't just the spoken word – for example, try to avoid "closed" body language such as crossing your arms or turning your back on your audience
- Remember that listening is a key part of successful facilitation

There are several techniques that a facilitator can employ to aid in their process. These can be broken down into three main areas:

1. Gathering information:

- Make sure everyone has a chance to participate so all the necessary information is available, remembering that some participants are shy so may need encouragement
- Try to keep the discussion focused on the topic and get to the root cause of any issues, asking for more details in order to gain clarity if needed

Key questions include:

- What have we tried before that works?
- What would happen next?
- Is that what you mean?

2. Organizing information:

- Group common thoughts and ideas together
- Avoid repetition, but don't lose the details
- Don't lose good ideas that are off topic – record these for use in the future

Key questions include:

- Are these ideas similar?
- What would happen if we tried these ideas together?
- Can anyone add anything to these ideas?

3. Connecting ideas:

- Rephrase ideas so they relate to the issue we are discussing
- Combine ideas to build solutions

Key questions include:

- How can we use that idea to help with our issue?
- What can we do today that will make a difference?
- Can we see some solutions or next steps emerging from our ideas?

Wrapping Up a Discussion Session

Summarize any solutions offered or decisions made, making sure everyone is clear on what has been decided and what will happen next.

If more information is going to be sought outside those in attendance, be sure that everyone knows who is responsible for this and when it will happen.

Remind everyone how important it is to involve ourselves in these discussions and how we are a part of the solution today.

Don't forget to thank everyone for coming and ensure everyone knows when and where the next meeting is.

Certificate of Insurance

Mid-America Region Service Committee of NA

PROCEDURE FOR CERTIFICATE OF INSURANCE

In order for the Certificate of Insurance to be issued, supply the insurance agency with the following information:

1. Name of the NA group this will be for -
2. Mailing and location address of NA group -
3. Name and mailing address of the facility requiring the certificate of insurance -
- 4. If this is for an event, please provide dates of the event and the location as to where it will be held.**

The certificate will be typed and mailed:

- To the group requesting the certificate
- To the facility requiring the certificate
- To the MARCNA Treasurer (policy kept on file and all certificates)

Agency contact information:

Alliance Agency, Inc.

(877) 249-6208 (*toll free*)

(620) 241-0213 (*local*)

(620) 241-8592 (*fax*)



Mid America Region Phonenumber Guidelines

November 2017
(855) 732-HOPE (4673)

INTRODUCTION: This Policy Guideline is intended to give clear guidance about how to manage and maintain the Mid-America Regional Phone-Line. It contains best practices, point of contact, general phone-line and information specific to our phone-line. Where specific practice and policy for a phone-line situation or event is not listed in this document, we defer to the Mid-America Regional Guidelines, Public Relations Handbook, PR Basics, A Guide To Local Services In Narcotics Anonymous, The Mid-America PR subcommittee, The Regional Service Committee and a Higher Power, in that order.

Our phone-line is an information line and NOT a hotline or crisis line. The mission and purpose of the phone-line is to provide timely and accurate information about Narcotics Anonymous in general and specifically where and when to find Narcotics Anonymous meetings in the Mid-America Region using a telephonic format. This information is made available to the general public and our membership inside and outside of the Mid-America Region.

HISTORY: Phone-line service began as discussion many years before fruition. At that time costs were prohibitive for a toll-free service. With the advent of relatively inexpensive internet answering services availability beginning in 2008, discussions moved toward action. After Motion # 052012-01 was ratified by the groups in 2012, construction began in 2013 and the Mid-America Phone-Line went “live” in early 2014.

PHONE-LINE FACILITATOR DUTIES:

Point of contact for phone-line logistics, “live-addict” volunteer recruiting and training, “live addict” volunteer shift assignments and update of phone-line information is the responsibility of the Phone-Line Facilitator. The facilitator is a conduit for information to and from the Mid-America Regional Public Relations Subcommittee. The facilitator will issue a written report to the Regional Service Committee through the Public Relations Subcommittee quarterly.

ADMINISTRATION AND LOGISTICS:

The Phone-Line Facilitator will be responsible for log-in and password information for the Answering Service, change that information when necessary and make that information immediately available to the 1) RSC Facilitator

- 2) RSC Treasurer
- 3) PR Coordinator

The phone-line currently utilizes an internet based answering service provider to provide toll-free telephonic meeting time and locations in the Mid-America Region. Regular review of this provider should be conducted by the PR subcommittee and Phone-Line Facilitator to ensure efficiency, feature availability and best use of funds. This service presently utilizes voice recordings (MP3) and typed scripts with text-to-voice technology.

1. UPDATES – NA Meeting location, day and time updates will be coordinated with the Mid-America Regional Meeting List Coordinator and occur not less than each RSC. Updates of “live-addict” volunteers and volunteer shifts will be reviewed not less than each RSC.
2. VOLUNTEER TRAINING – All “live-addict” volunteers shall have a minimum of ; one (1) year clean-time and active involvement in Narcotics Anonymous Service at the Regional, Area or Group Levels. All ‘live-addict” volunteers will be assigned shifts of three (3) hours minimum and volunteer length of service is assumed to be one (1) quarter (RSC to RSC) minimum. All volunteers will be trained before assuming shift duties.

Training will include but is not limited to attending presentations of Phone-Line training at the RSC weekend or direct/and or remote communication, by email and/or telephone, with the Phone-line Facilitator. Training will include mock phone calls and practical examples of phone-line do’s and don’ts. Present information includes excerpts from the PR Handbook, (855)732-HOPE and MID-AMERICA PHONELINE Powerpoint presentations. All “live-addict” phone-line volunteers serve at the pleasure of the Regional PR Sub-Committee and can be added or removed at the discretion of the Phone-line Facilitator.