

Albany-Rensselaer Area of Narcotics Anonymous

**Area Service Committee Policies and Procedures
V.3 2018**

Updated with all changes to ARANA ASC policy through August 2018

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Part I - Albany-Rensselaer Area Service Committee (ARASC)

Policies and Procedure

I. General

- A. The Albany-Rensselaer Area Service Committee (ARASC) of NA was formed 7/31/98. As of July 1998 the ASC joined ABCD Regional Service Committee (ABCDRSC).

II. Meetings

- A. ARASC Meetings take place monthly on the Last Thursday of the month. Meetings will not be combined in the months of November and December due to holidays. When a holiday falls on the designated Thursday, the meeting will be held the week preceding the regularly scheduled meeting. (PASSED 3/16)
- B. At the end of each calendar year the Area Chair will publish a meeting calendar for the upcoming year.

III. Service Guide

- A. A Guide to Local Services in Narcotic Anonymous (GTLs) will be used as the service guide for the ARASC until the next conference approved service guide is distributed.
- B. ARASC will accept the Twelve Concepts of Service to enhance existing policy and procedure.

IV. Post office Box & Storage Unit

- A. The ARASC will have a P.O. Box.
- B. Two of the ARASC's trusted servants (Chairperson, Vice-Chairperson, Treasurer, Alt-Treasurer and Secretary), as well a member of H & I, will have keys to the P.O. box, and will check the P.O. Box regularly. (2/10)
- C. ARASC shall maintain a storage unit paid yearly by ARASC for the purpose of storing the supplies of the ARASC and its subcommittees.
- D. Key holders of the storage unit can be ARASC Chairperson, ARASC Treasurer, Policy Chairperson, E&A Chairperson, H&I Chairperson, and PR Chairperson. There will be an extra key available to any ARASC trusted servant or subcommittee upon request. (PASSED 3/10) (AMMENDED 7/18)
- E. The ASC Treasurer will hold an additional key to the ASC storage unit. (PASSED 11/13)

V. Meeting Lists

- A. The ARASC will have meeting lists available for sale. (PASSED 4/02)

VI. Learning Days

- A. ARASC will conduct one learning day a year.
- B. ARASC will form an Ad-hoc Committee for this purpose. (PASSED 4/02)

VII. Website

- A. ARASC will establish and maintain an ARANA Website, to link to the Regional Website (PASSED 5/14)

VIII. New Groups

- A. New groups will be directed through the Regional Chairperson to World Service of NA for registration.
- B. Starter kits will consist of 3 white booklets, 5 IPs of numbers: 1, 2, 6, 7, 8, 9, 11, 12, 16, & 22.
- C. 1 group booklet, 5 welcome key tags and 2 each of the remaining keytags; a group treasurer's pad, a copy of NA Concepts Booklet, a set of group readings, and 10 meeting lists. (PASSED 4/02, 7/03)
- D. Starter kits will be provided to new groups following introduction of that group to the ASC body.

- E. Already existing groups requesting a starter kit need approval of the ASC body by majority vote. PASSED (7/03)
- F. It is suggested that each GSR, alternate GSR, or a member from their group be a member of an Area subcommittee.
- G. Any NA group that sends a GSR to ARASC meetings and wants to be a member of the ASC may be a member.

IX. Agenda- Policies and Procedure

A. Polices

- 1. In the announcement section of the ARASC the motions for the following month's agenda will be read.

B. Procedures

- 1. All motions, with the exception of time frame motions, need to be submitted at the previous ASC meeting to be included in the agenda for the next applicable months old business.
- 2. The ARASC Agenda for the next meeting will be emailed to groups. (PASSED 4/02) Minutes will be picked up at ARASC meetings.
- 3. ARASC meetings shall end after 3 hours. Any remaining business will be addressed in the following ARASC meeting. (PASSED 9/01)
- 4. The ARASC meetings will begin with the reading of the Service Prayer.
- 5. During group reports it will be asked if there are any reports rather than reading of all group names
- 6. Discussion of Pros and Cons of motions will be limited to 10 minutes.
- 7. Questions during ARASC Subcommittee Reports shall be limited to 5 minutes after the complete reading of the report by the chair-person or vice-chairperson of that subcommittee.
- 8. A final treasury report will be read in the announcement section of the ARASC meetings.
- 9. ARASC meeting will be closed with the Serenity Prayer.

X. Motions

- A. Motions affecting policy and procedures shall be dated in the policy packet. (PASSED 4/02)
- B. Motions to change the policy and procedure packet are 90-day motions to allow discussion at two area meetings. (PASSED 02/17)
- C. Pros and cons of motions will be discussed the month the motion is introduced on the floor of ARASC before bringing it back to groups, not the month it is voted on.
- D. Every motion brought to ARASC floor requires a second.
- E. A time frame motion is a motion that deals with a financial situation that will occur before the next ARASC. A time frame motion cannot change ARASC policy and procedure.
- F. Any new policy or procedure added to the Policy Packet shall contain the date, in the format (month/year) that corresponds to the ARASC meeting within which that new policy or procedure was passed. (PASSED 4/02)
- G. For motions affecting policy, a quorum of 25% of groups registered with the WSO is required.

XI. Financial Policies and Procedures

A. Policies

- 1. ARANA Treasurer shall pay expenses related to ARANA service upon approval of a majority of the GSRs upon receipt of service. (PASSED 11/17)
- 2. All subcommittees and ARASC trusted servants, who receive a revolving fund or expenses paid by area treasury, include in their monthly reports a detailed account of expenses and/or literature used for that month and exactly where it was used.
- 3. A yearly financial review will be conducted of the ARASC's financial records by a willing addict or addicts to be appointed by the chairperson and approved by the groups. (PASSED 4/02)

4. Two signatures are required on all ARASC checks. Signatories shall be Chairperson, Treasurer, Vice Chair, and Vice Treasurer. Treasurer will maintain the list of signatories with bank and remove names as positions are vacated. (PASSED 11/08)
5. All subcommittee chairpersons will receive their subcommittee meeting place rent from the ASC Treasurer quarterly and deliver payment to their meeting place point of contact. (PASSED 10/17)

B. Procedures

1. The ARASC will have a prudent reserve of \$1200. (PASSED 8/18)
2. Any excess over the total of the prudent reserve and the balance in the E&A revolving fund will be donated to ABCD region. (PASSED 12/13)
3. The money in the prudent reserve can only be spent by motion at the ARASC meeting.
4. All area events that will not request a suggested donation and will require the expenditures of ARASC funds must be approved by ARASC prior to event.
5. The ASC will pay on a monthly basis all ARASC Sub-committee rent. ARASC subcommittee shall not expend more than \$20/month in rent.
6. ARANA Chairperson will convene an ad hoc committee, ensuring there is subcommittee representation, at the October ASC meeting. This ad hoc committee will work with the ASC Treasurer to prepare the yearly budget for presentation to the ASC body at the January ASC meeting. (PASSED 5/18)

XII. Voting Policies and Procedures

A. Policies

1. All motions with the exception of those affecting policy and procedure shall be decided by a simple majority of "votes cast" (yes and no votes only- excluding abstentions) (PASSED 4/08)
2. Motion affecting procedures will be decided by simple majority of GSR's present (PASSED 4/08)
3. Motion affecting policy will be decided by two-thirds majority of GSR's present (PASSED 4/08)
4. If a majority of GSR's present abstain from voting the motion shall be tabled until the next ARASC meeting. A period of 15 minutes will be allowed for any questions and or clarifications. GSR's will be able to go back to their groups with a better understanding of the intent of the motion. The next vote on the motion will be final, and decided by "votes cast" (excluding abstentions). (PASSED 4/08)

B. Procedures

1. GSRs and alternate GSRs (when GSR is not present), or another group representative, are the only people to carry a vote at ARASC meetings. Each group carries only one vote. (PASSED 4/02) For the purposes of voting, each group representative can only represent one group. (PASSED 6/03)
2. If a vote on a motion results in abstention votes affecting the outcome of the motion, that motion will be tabled to the next ARASC. A period of 15 minutes will be allowed for any questions and/or clarifications. GSR's will be able to go back to their groups with a better understanding of the intent of that motion. The next vote on that motion is final.
3. No Area Trusted Servant shall carry a vote for any group, except the coffee maker. (PASSED 8/03)

XIII. Elections Policies and Procedures

A. Policies

1. Chairpersons and Co-chairpersons are elected by ARASC. Subcommittees will elect their own vice-chairpersons.
2. Nominees must be present at ARASC meeting when elections are held for that position. During elections nominees will be asked to leave the room during the vote only, but not during the discussion.
3. When two consecutive ARASC meetings are missed by any ARASC trusted servant (or their representative), subcommittee chairperson*(or representative), the position will be announced as open by the ARASC chairperson at the second missed meeting. (PASSED 4/02)(*1/07). Nominations for that

position will be taken at the next ARASC meeting.

4. All nominees for ARASC positions must attend at least one ARASC meetings prior to the month they are nominated. (PASSED 4/02)
5. All elections are sixty day motions except Coffee Maker, which shall be time frame motion.
6. Subcommittee Treasurers maintaining accounts containing NA funds will be elected by the ARASC (PASSED 03/09)

B. Procedures

1. Area trusted servants will be elected for a term of 1 year beginning with the month they are elected, as the positions(s) become available. (PASSED 4/02)
2. Each subcommittee chairperson is elected for a term of 1 year beginning with the month they are elected, as the position becomes available.
3. AGTLS suggestion will be followed that, "all ASC members and officers may succeed themselves in office, but in keeping with the 9th tradition and the principle of rotating leadership, it is recommended that no officer serve more than 2 consecutive times
4. For elections that include multiple candidates, for the same position, the group vote shall be one of the following: yea for an individual candidate, a no vote for none of the candidates or an abstention vote. If a candidate obtains the most votes, they will be declared the winner. If a no vote has the most votes, neither candidate will obtain the position and new nominations will be taken. If an abstention vote obtains the most votes, the procedure voting section will be followed. (PASSED 6/05)

XIV. ASC Trusted Servants

A. Chairperson

1. Requirements

- a. Minimum two years continuous abstinence from all drugs.
- b. One year service related work for the ARASC.

2. Responsibilities

- a. Chairs ARASC meetings according to Robert's Rules of Order (short form).
- b. Chairs ARASC meetings within the 12 Traditions of NA.
- c. Sets agenda for following month's meeting, informing secretary of any changes prior to mailing of next month's agenda. (Passed 6/00)
- d. Can vote at ARASC meetings only in case of a tie.
- e. Provides help to subcommittees as needed, or by request and stays informed of subcommittees activities.
- f. Is a member of ARASC Policy subcommittee.
- g. Is available to help solve communication problems.
- h. Is one of the co-signers of the ARASC bank account.
- i. Notifies WSO of changes in trusted servant positions of the ARASC, using the WSO form.
- j. Contacts trusted servants when a request of resignation becomes necessary per ARASC policy.
- k. Responsible for correspondence of ARASC as needed.
- l. Responsible for selecting and securing ARASC meeting place and time.
- m. Chairperson cannot be a motion maker or be a second on any ARASC motion. This ensures neutrality.

B. Vice-Chairperson

1. Requirements

- a. Minimum of one year continuous abstinence from all drugs.

2. Responsibilities

- a. Coordinate all subcommittee functions (assist subcommittees in absence of subcommittee chair)
- b. Performs the above listed responsibilities in the absence of the ARASC chairperson.
- c. Is one of the co-signers of the ARASC bank account.
- d. Vice-chairperson cannot be a motion maker or be a second on any ARASC motion. This ensures neutrality.

C. Treasurer

1. Requirements

- a. Minimum of one year current and continuous income. (PASSED 8/17)
- b. Minimum of five years continuous abstinence from all drugs. (PASSED 8/18)
- c. Prior experience handling NA funds. (PASSED 8/18)

2. Responsibilities

- a. Accepts and records all donations from groups.
- b. Makes a report of contributions and expenditures at every regular ARASC meeting.
- c. Makes an annual report of contributions, income and expenditures.
- d. Pays the rent for ARASC meetings (not to exceed \$20.00).
- e. Distributes funds and pays bills according to ARASC policy.
- f. Maintains a receipt book and receipts.
- g. Provides accurate balance up to the date of each ARASC meeting.
- h. Provides the secretary with a detailed treasurer's report, to be included in the monthly minutes.
- i. Maintains ARASC bank account and balances the checkbook monthly.
- j. Is one of the co-signers of the ARASC bank account.
- k. Maintains all existing revolving funds for subcommittees, and records each in a separate ledger.
- l. Reconcile and act as signatory for E&A checking account (PASSED 1/09)
- m. Hold additional key to lock on ASC storage unit

3. Policies and Procedures

- a. Literature will be purchased through WSO, whenever possible. (PASSED 4/02)
- b. The treasurer will make payment for H&I literature (PASSED 4/2002)
- c. The ARASC treasurer will maintain a revolving fund of the money collected from sale of meeting lists for the purchase of meeting lists.
- d. The treasurer shall maintain receipts for all expenditures for at least two (2) years. (PASSED 4/02)
- e. The treasurer will coordinate the handling of money for ARASC subcommittees. (PASSED 4/02)
- f. The treasurer must use generally accepted accounting principles (GAAP) for all record keeping. (PASSED 4/02)

D. Alternate Treasurer

1. Requirements

- a. Minimum of three years continuous abstinence from all drugs. (PASSED 8/18)
- b. Minimum of six months current and continuous income.
- c. Prior experience handling NA funds. (PASSED 8/18)

2. Responsibilities

- a. Assist the treasurer and perform the treasurer's duties in the treasurer's absence. (Passed

4/02)

- b. Is one of the co-signers of the ARASC bank account. (PASSED 6/00)

E. Secretary

1. Responsibilities

- a. Take minutes at ARASC and type minutes.
- b. Print minutes and pass them out at the following ARASC.
- c. Arranges the agenda for the ARASC meetings, according to AGTLS.
- d. Will send the agenda for the ARASC meetings to the groups after each ARASC meeting and be reimbursed for printing and mailing, at the next month's ARASC. (PASSED 4/02)
- e. Keep an updated list of GSR's addresses and phone numbers.
- f. Secretary will be reimbursed for printing, mailing and reasonable secretarial supplies at the next month's ARASC. (PASSED 4/02)
- g. Replenish the supply of GSR Welcome Packets at the beginning of each quarter to a total quantity of 10. (PASSED 7/18)

2. Procedures

- a. Flyers from ARASC functions will be included in the minutes.
- b. All motions are to be made in writing to the secretary.
- c. All motion forms will be submitted to the Policy subcommittee every month for reference. (PASSED 4/02)
- d. Voting tallies (specific numbers) from elections will not be included in the minutes.

F. Regional Committee Member (RCM)

1. Requirements

- a. Suggested minimum of 3 years continuous abstinence from all drugs.
- b. Service experience.
- c. Willingness to give the time and resources necessary for the duties.

2. Responsibilities

- a. As representative of ARASC, the RCM speaks for the members and groups within the ARASC at Regional meetings.
- b. Provides two-way communication between the ARASC and the rest of NA, particularly neighboring ASCs.
- c. RCM shall complete Report of Regional Meeting in a timely manner and forward to Secretary in time for inclusion in Agenda circulation as defined by Secretary Responsibilities.
- d. Procedures
- e. RCM will get group conscience on Regional motions. If the RCM or RCM alternate is not able to get a group conscience, than the RCM has the ARASC's group conscience. (PASSED 4/02)

G. Alternate RCM

1. Requirements (PASSED 4/02)

- a. Fill in for the RCM if they are absent or unable to complete their term of office.
- b. Two years continuous abstinence from all drugs.

H. Coffee Maker

- 1. The ARASC will have a coffee maker.
- 2. The coffee maker will provide receipts for expenditures and be reimbursed by ARASC treasurer

Part 2 – Subcommittee Policy and Procedures

I. General Policies and Procedures

A. General Policies

1. All subcommittees meet regularly at an established place and time (see also ARASC Policies and Procedures section, elections, financial). (PASSED 4/02)
2. Subcommittee chairs and co-chairs will not hold GSR or alternate GSR positions while serving as subcommittee chair or co-chair.
3. Each subcommittee with a revolving fund must define a clear and concise use and purpose of that fund. The use and purpose is to be included in that subcommittee's policy.
4. A revolving fund is a separate fund maintained by the ARASC Treasurer, which can be accessed by the chairperson or treasurer of the subcommittee after submitting a line item budget including expected expenses and income to the area floor*. The ARASC shall replenish the fund and the debit will be reflected in the next month's treasury report. Prior to replenishment of the fund, receipts shall be provided to the ARASC Treasurer. If receipts are not provided, the fund cannot be replenished with ARASC funds without motion and discussion. Any funds provided by the subcommittee to ARASC, become part of ARASC treasury and not part of the revolving fund. (PASSED 4/02) (*PASSED 8/08)
5. Each subcommittee will have a representative at ARASC until the meeting is closed.
6. Any subcommittee or ad-hoc committee putting on an event that requires funds from ASC must announce the event at 2(two) ASC meetings and support with flyers. (PASSED 1/08)
7. Area subcommittees wishing to hold an event in a space currently home to a regular meeting must attend the business meeting of that group where they will announce intentions to contact the building personnel – about using the space. Subcommittee must identify themselves to bldg. personnel as a separate entity and not part of the NA meeting already housed there. Event staff must respect the regular meeting – refrain from setting up for an event during a meeting and/or scheduling 30 minutes before or after. (PASSED 4/14)

B. General Procedures

1. Listing of upcoming subcommittee meetings should be placed at top of monthly reports for ease of location by the secretary. All subcommittee chairs are required to attend all regional subcommittee meetings related to their subcommittee.

II. Literature Subcommittee

A. Purpose and Goals

1. Literature Distribution Sub-committee is responsible for meeting lists and all NA literature to groups on the ARASC.
2. Assure new group registration and maintain group updates. All information is forwarded to NA World service, for the purpose of record keeping and registration. This is subject to change by 2/3 majority vote of members of this committee and are subject to approval of the ARASC.

B. Procedures for Literature Distribution Subcommittee of ARASC

1. Literature distribution subcommittee is responsible to ensure that literature orders and supplies are available at ARASC meetings.
2. Literature distribute on subcommittee is responsible to ensure that meeting lists inclusive of ARASC meetings are available and on sale at ARASC meetings. (PASSED 5/02)
3. Cash and money orders are the only forms of payments accepted for the purchase of literature. Money orders must be made out to Albany/Rensselaer Area of NA.
4. A fund of \$50.00, if needed, will be used to pay monthly administrative expenses of the subcommittee. Meeting list change forms and new meeting forms will be collected at ARASC meetings. Help Line subcommittee will be notified of new information and updates.
5. Meeting lists inclusive of ARASC meetings are sold at ARASC meetings and the money is kept separate from literature orders. The money collected is used to purchase more meeting lists as needed. (PASSED 5/02)
6. GSRs fill out Group Order Forms in duplicate and submit both copies when placing their group's order. Once the literature order and money have been verified and approved, one copy of the order form will be returned to the GSR for the group's records. (PASSED 10/02)
7. All orders for ARASC Subcommittees are submitted to the ARASC Literature Distribution Subcommittee Chairperson (PASSED 10/02)
8. Upon receipt of literature from WSO to Literature Subcommittee (Chairperson), literature will be available at the following ARASC meeting. Literature will be distributed at the end of the ARASC meeting or at the discretion of the Literature Subcommittee Chairperson. (PASSED 10/02)
9. GSRs/Subcommittees must sign for literature at the time of receipt. (PASSED 10/02)
10. Any literature not retrieved by a GSR/Group/Subcommittee within 9 months of its availability will be returned to the literature stock. The Literature Subcommittee is liable to attempt to contact that group's GSR a minimum of 2 times within that 9 month period. (PASSED 10/02)
11. Literature Subcommittee credit limit with the WSO is \$1800 (PASSED 2/14)

C. Trusted Servants

1. Chairperson

(a) Suggested Requirements

1. minimum of two years abstinence from all drugs
2. steady flow of income
3. prior service experience.

(b) Responsibilities

1. attend ARASC meetings and present report
2. take literature orders from GSRs following literature ordering procedures.

3. balance money taken in at ARASC: with literature orders sold plus meeting lists plus literature sold during month.
4. make NA World order from all literature orders.
5. hold subcommittee meeting after ARASC meeting. vi count literature, band IPs in groups of five, call NA World Service Office for any literature not received. vii keep track of back orders.
6. fill back orders when they arrive.
7. maintain and print the ARASC meeting list.
8. maintain and print the Group Order Forms in accordance with the World Literature price list, in order to reflect our actual cost. (Passed 10/03)

2. Vice Chairperson

(a) Suggested Requirements

1. one year continuous abstinence from all drugs.
2. steady flow of income.
3. willingness to serve.

(b) Responsibilities

1. attend ARASC meeting with Chairperson.
2. fill in for chairperson if he/she cannot attend and give a report.
3. assist in balancing money taken in with literature orders.
4. keep meeting list money separate from literature orders.
5. attend subcommittee meeting after ARASC meeting. Assist in counting literature before filing orders and band IPs in groups of five.
6. give chairperson any backorders.
7. pass out literature at ARASC meeting.

3. Secretary

(a) Suggested Requirements

1. six months continuous abstinence from all drugs.
2. willingness to serve.

(b) Responsibilities

1. attend ASC meetings (optional).
2. attend literature subcommittee meeting following ARASC meeting.
3. assist in counting literature before filling orders and band IPs in groups of five.
4. assist in filling literature orders, following literature ordering procedures.
5. record minutes at literature distribution subcommittee business meetings and gives a report.
6. distribute copies of report to committee members.
7. handle all correspondence as directed by chairperson.
8. maintain attendance records.

4. Treasurer

(a) Suggested Requirements

1. minimum of two years continuous abstinence from all drugs.
2. steady flow of income.
3. prior service experience.

(b) Responsibilities

1. keep records of all money spent in addition to literature orders.
2. keep record of all subcommittee orders and expenditures.
3. makes a monthly and annual report at Literature Distribution Subcommittee meeting.
4. pays the rent for subcommittee business meetings.
5. distributes funds and pays bills.
6. maintains a receipt book and receipts for Literature Distribution Subcommittee.
7. provides accurate balance up to date of each subcommittee meeting.

D. Voting Procedures

1. A member must attend two consecutive subcommittee meetings to vote.
2. Chairperson has not voting privileges at the Literature Distribution Subcommittee meetings.
3. In the event of a tie, the chairperson can exercise the right to break such a tie.

III. Hospitals and Institutions (H&I)

A. Purpose and Goals

Hospitals and Institutions (H&I) is a subcommittee of the ARASC and is directly responsible to that committee. The H&I subcommittee of the ARASC is made up of members of NA who believe in the following concept; "To assure that no addict in a hospital or institution seeking recovery need die without having had a chance to find a better way of life. From this day forward may we provide the necessary services." This concept should always be our primary concern. This will insure that when an addict who is housed in a correctional facility, hospital or recovery house reaches out for recovery, NA will be there. The H&I subcommittee initiates, coordinates and conducts all H&I meetings/presentations in the area, but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

Suggested qualifications and duties of H&I officers: In order to qualify for any of the following offices, H&I members shall come to the H&I meeting and inform the subcommittee of their desire to serve.

B. Trusted Servants

1. Chairperson

- a. Term of one year not to exceed two consecutive terms.
- b. Requires two years of uninterrupted clean time, plus a minimum of six months involvement in H&I subcommittee.
- c. Follows the monthly subcommittee agenda; to bring before the general meeting of the subcommittee matters that should be acted upon.
- d. Carries out policy and orders for the subcommittee.
- e. Appoints special subcommittee members when required.
- f. Represents the H&I subcommittee at the ARASC.
- g. Attends the regional H&I subcommittee meetings.
- h. Provide ARASC with a monetary amount of Literature order placed at that ARASC meeting.

2. Vice Chairperson

- a. Term of one year not to exceed two consecutive terms.
- b. One year clean time and six months experience in H&I subcommittee.
- c. Assumes the responsibilities of the chairperson in the event of the chair's absence.
- d. Instructs panel leader(s) in facility requirements, regulations and general rules covering H&I meetings/ presentations.
- e. Conducts orientation of new members of the panel during subcommittee meeting.

3. Panel Coordinator- (Passed 12/04)

- a. Term of one year not to exceed two consecutive terms.
- b. One year clean time and six months experience in H&I subcommittee.
- c. Maintains regular contact with the panel leaders.
- d. Keeps an open line of communication with the facilities

4. Secretary

- a. Term of one year not to exceed two consecutive terms.
- b. One year clean time.
- c. Takes minutes of all subcommittee meetings.
- d. Copies and distributes those minutes.
- e. Keeps record of all subcommittee members, including addresses and phone numbers.
- f. Maintains an updated list of all panel members.

- g. Maintains archives of the H&I subcommittee.
- h. Maintains H&I subcommittee guidelines.

5. Literature Coordinator

- a. Term of one year not to exceed two consecutive terms.
- b. One year clean time.
- c. Fills literature orders from the panel leaders.
- d. Keeps a continuing record of literature distributed to panel leaders.
- e. Makes a report at the regular H&I subcommittee meetings on literature distributed.
- f. Works with the chairperson to ensure that necessary literature is obtained from NAWS as per the H&I budget. (PASSED 08/17)
- g. Audits distribution records on an ongoing basis to ensure that requests for the literature from panel leaders are prudent.
- h. H&I literature purchases will be made directly from NAWS. (PASSED 08/17)

6. Member of the Panel

- a. Six months clean.
- b. Takes an active role in a meeting as a speaker and/or in whatever other acceptable capacity as may be requested by the panel leader.
- c. Familiarity with the H&I meeting/presentation format.
- d. Familiarity with subcommittee's and facilities rules.
- e. Be able to share a message of recovery in NA.

7. Panel Leader

- a. One year clean time, six months activity in H&I subcommittee.
- b. Communicates regularly with the vice chairperson/panel coordinator informing him/her of any problems with the meeting/presentation.
- c. Makes a report on the H&I meeting to the H&I subcommittee at each subcommittee meeting.
- d. Obtains literature for the meeting/presentation.
- e. Informs the vice chairperson/panel coordinator well in advance when unable to conduct a regularly scheduled meeting.
- f. May be removed from panel assignment because of absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.

C. Procedures

- 1. Literature will be carried in and out of all panel commitments.
- 2. Literature distribution in excess of \$30.00 per commitment will be determined by the subcommittee, though allotment from Area will still remain \$30.00 per filled commitment. (PASSED 7/02; increase to \$25 PASSED 10/08, increase to \$30 PASSED 5/14)
- 3. Panel leaders will make use of subcommittee resources to include H&I handbook, speaker list and panel format.
- 4. A fund of \$20.00, if needed, will be used to pay monthly administrative expenses of the subcommittee.

D. Policies

- 1. H&I members will be male at men facilities and female at women facilities.
- 2. Panel leaders are required to attend monthly subcommittee meetings. Absence from two consecutive monthly meetings, may result in loss of commitment, as per review of the H&I subcommittee.
- 3. NA members attending prior month's H&I subcommittee meeting and current panel leaders may vote at H&I subcommittee meetings.
- 4. The H&I subcommittee will conduct two learning days/workshops per year.
- 5. Require that all subcommittee members attend learning days/workshops.

IV. Policy Subcommittee

A. Chairperson

1. Responsibilities

- a. Chair Policy subcommittee meetings.
- b. Set agenda for meetings.
- c. Attend and give report at ARASC meetings.
- d. Be available upon request to attend other Area subcommittee and group meetings regarding policies and procedures.
- e. Keep in contact with Regional Policy subcommittee.
- f. Maintain ARASC archives.

2. Requirements

- a. Willingness to serve.
- b. One year suggested clean time.
- c. Service experience.
- d. Knowledge of steps and traditions, and ARASC Policies and Procedures.

B. Vice-Chairperson

1. Responsibilities

- a. Attend Policy meetings
- b. Attend ARASC meetings when Policy chair is unavailable.

2. Requirements

- a. Willingness to serve.
- b. Six months suggested clean time.

C. Secretary

1. Responsibilities

- a. Document all Policy subcommittee meetings
- b. Record updated policies and procedures on a monthly basis.

2. Requirements

- a. Willingness to serve.

D. Policies

1. ARASC will provide \$30.00 to Policy subcommittee for printing policy and procedure packet as needed to be distributed to ARASC groups.
2. Subcommittee will have printed copies of the policy packet made in the first quarter of every year. (PASSED 04/17)
3. Subcommittee will maintain updated policy packet on the ARANA website (PASSED 04/17)

V. Events and Activities (E&A)

The E&A subcommittee of the ARASC are members of NA whose goal is to provide a greater sense of community within the NA fellowship.

A. Chairperson

1. Suggested Requirements

- a. Willingness to serve.
- b. One year clean time.
- c. Prior E&A experience

2. Responsibilities:

- a. Attend ARASC and present report.
- b. Coordinate all ARASC events and activities.
- c. Communicate with ABCD Regional E&A Subcommittees on a monthly basis.
- d. One year commitment.
- e. Act as signatory for E&A checking account (PASSED 1/09)

B. Vice Chairperson

1. Suggested Requirements

- a. Willingness to serve.
- b. One year clean time.
- c. Prior E&A experience.

2. Responsibilities

- a. Attend area meetings if E&A Chair is unable.
- b. Helps coordinate and attend all area events and activities.
- c. In absence of chairperson communicate with regional E&A.
- d. One year commitment with the understanding that they could be nominated chairperson.
- e. Act as signatory for E&A checking account (PASSED 1/09)

C. Secretary

1. Suggested Requirements

- a. Willingness to serve.
- b. Six months clean time

2. Responsibilities:

- a. Document all E&A subcommittee meetings.
- b. Print and/or copy all E&A flyers for distribution.
- c. Keep attendance sheet and copy of policy.

D. Treasurer

1. Suggested Requirements

- a. Willingness to serve.
- b. Eighteen months clean time.
- c. Minimum of six months current and continuous employment.

2. Responsibilities

- a. Coordinate distribution of E&A funds with ARASC Treasure.
- b. To obtain receipts of money spent and forward them to ARASC Treasurer
- c. To present oral and written financial statement/report as needed.
- d. Act as signatory for E & A checking account (PASSED 1/09)
- e. Hold and maintain E & A debit card or checkbook (PASSED 1/09, AMENDED 1/18)
- f. All receipts will be turned into the ASC treasurer with two signatures confirming the appropriateness of the purchase.
- g. The debit card is not to, for any reason, be used at an ATM to withdraw cash.
- h. The debit card will be issued without a PIN number, this request should be made through the issuing Bank, this will prevent the ability for the card to be used to withdraw cash, as well as preventing the purchaser from getting 'cash back' at a time a purchase is made. (PASSED 1/18)

E. Creative Coordinator

1. Suggested Requirements

- a. Willingness to serve.

2. Responsibilities:

- a. Bring creative ideas for flyers, t-shirts, coffee mugs etc., to the E&A subcommittee
- b. Coordinate decorations for all events and activities.

F. Coffee Maker

1. Suggested Requirements

- a. Willingness to serve.

2. Responsibilities:

- a. Make coffee at all E&A functions.
- b. Keep an inventory of all coffee supplies and report to subcommittee.

G. Policies and Procedures

1. A revolving fund of \$800.00 will be maintained by the ARASC Treasurer. (Passed 10/03)
2. E&A should have ARASC confidence to choose flyer designs, t-shirt designs and functions to sponsor.
3. A double signature checking account will be maintained by ARASC treasurer with a nominal balance of \$25. The ARASC treasurer will transfer funds to this account from the revolving account via check or online transfer by request of the E&A treasurer to be used for event expenses. Cash raised at an event totaling the amount removed from the revolving fund shall be deposited as soon as possible and transferred back to the revolving fund. The checkbook will remain with the E&A treasurer and signatories shall be E&A chair, vice chair, & treasurer as well as ARANA treasurer. (PASSED 1/09)
4. A savings account will be maintained for the purpose of retaining funds for E&A special events, to be funded by E&A fundraising events and special event pre- registration. This account will be maintained by the ARASC treasurer who will transfer funds between this account and the E & A checking account when needed for event expenses upon request of the E&A treasurer. All revenue being held for another event shall be deposited in the account. A special event will be defined as an event that requires more funding than the revolving account balance or needed for extended periods.(PASSED 1/09)

5. The functions put on by the E&A subcommittee will be designed to enhance NA's primary purpose: to help the still sick and suffering addict.
6. Flyers announcing E&A functions should display the NA logo.
7. All trusted servants of E&A will attend a monthly subcommittee meetings. Absence from two consecutive meetings may result in loss of commitment.
8. E&A will put on two functions per year and may sponsor NA group functions.
9. E&A may conduct one learning day or workshop per year.
10. E&A will not fund a non E&A event.
11. In order for an event to be to be E&A sponsored, a proposal must be presented to E&A. If accepted it would then become an E&A event.
12. If a group/subcommittee proposal becomes an E&A event, a representative of that group/subcommittee should attend all E&A meetings until the event is completed.
13. Anyone handling moneys at an E&A function will be selected by the E&A subcommittee.
14. E&A members should attend all functions and share all responsibilities as assigned.
15. Suggested donations should be followed by all members of NA working or attending.
16. Voting members of the E&A be ARASC trusted servants,
17. GSR's or group representatives or
18. any member who has attended two previous meetings of the subcommittee.
19. E&A subcommittee members should rotate setup and cleanup duties.

VI. Public Relations (PR)

A. Purpose

To increase awareness and credibility of the NA program by sharing openly with the public at large, with prospective members and with professionals; to create and improve relationships with those outside the fellowship in order to help us further our primary purpose; and to practice the spiritual principles of our steps, traditions and concepts in guiding our efforts to enhance NA's public image and reputation.

B. Functions / Responsibilities

1. The basic function of the PR sub-committee is:
2. To open and maintain lines of communication and information:
3. Between NA and the public
4. Between the sub-committee and the ARANA
5. To respond to all requests for information in a timely and effective manner, following our traditions and guidelines.

C. Composition

This subcommittee will be made up of members of Narcotics Anonymous who have the willingness to serve and who meet the requirements set below. The organization of the sub-committee:

- Chairperson
- Vice – Chairperson
- Secretary
- Project Coordinators as needed
- General members
- General membership shall consist of all recovering persons expressing a commitment to work on this sub-committee.

D. Membership and Responsibilities

In all cases, members shall have the willingness and desire to serve and learn

E. Chairperson

1. Requirements

- a. 1 year commitment. Nominated and elected at ARANA
- b. A suggested minimum clean time requirement of 2-years continuous abstinence. Previous experience in public relations subcommittee, preferably as a member of the administrative committee. An understanding of the responsibilities of the office, administrative capabilities.

2. Responsibilities

- a. Arranges times and agendas for and presides at all sub-committee meetings, and is ultimately responsible for the functioning of the committee and the maintenance of files and records.
- b. Represents the sub-committee at the ARANA meetings to serve as its spokesperson.
- c. Work with and train the vice-chair to assume the responsibilities of the chairperson.
- d. Help with Project Coordinator's tasks in his/her absence.

F. Vice–Chairperson

1. Requirements

- a. 1 year commitment nominated and elected by the sub-committee members.
- b. Minimum clean time of 1-year continuous abstinence.
- c. Preferably some knowledge or experience with public relations

2. Responsibilities

- a. In the absence of the chairperson, he/she shall perform the duties and responsibilities of that position.
- b. Help chairperson fulfill project coordinator’s task in his/her absence.

G. Secretary

1. Requirements

- a. 1 year commitment nominated and elected by the Sub-committee members.
- b. Suggested minimum clean time requirement of 6-months continuous abstinence. NA secretarial experience and organizational abilities preferred.

2. Responsibilities

- a. Maintain accurate minutes for each committee meeting.
- b. Reads previous meeting’s minutes at beginning of next meeting. These minutes are to be accepted by the sub-committee.
- c. Maintains accurate contact list.

H. Project Coordinators

1. Requirements

- a. 6-month commitment. Nominated and elected by members of the sub- committee.
- b. Suggested minimum clean time requirement of 6 months continuous abstinence.
- c. It is preferred that individual will possess knowledge of and interest in the particular field in which public relations will be performed.

I. Agenda for Meetings

- Open with the Serenity Prayer
- Reading of the Twelve Traditions, 12 Concepts, and the Service Prayer
- Secretary’s reading of minutes from last meeting
- Chairpersons report
- Project coordinator reports
- Old business
- New business
- Announcements – (next meeting place and time)
- Closing prayer

J. Motions and Voting Procedures

1. Motions

- a. Motions may be presented to the floor by any voting committee member as part of old or new business.

2. Voting

- a. Voting members of the sub-committee shall be the – administrative committee, the chairperson, project coordinators and general members who have participated in at least the previous meeting.
- b. In the event of a tie, the chairperson will withdraw his/her vote to break such a tie.
- c. A simple majority of the voting members is required to pass a motion.

K. Training Sessions

1. Public Relations subcommittee will have training sessions at least annually, as required by the ARANA Chairperson, or as needed.
2. Training Session Format
3. Public relations training sessions should be in accordance with the NA PI Handbook.
4. Requirements and duties of public speakers
5. Speakers will have an approved outline to follow per the NA PI Handbook.
6. Trainers will have suggested minimum clean time requirement of 1 year continuous abstinence.
7. Requirements and duties of public speakers
8. Speakers will have an approved outline to follow per the PI Handbook.
9. Suggested clean time: 6 months.
10. Understanding and practical experience of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

L. Presentations

1. No one with less than six months clean time will be allowed to participate in a presentation.
2. A presentation shall include two (2) or more people who are qualified to do a presentation.
3. Participants must go on two presentations (real or mock) as an observer before they're allowed to speak at any presentation.
4. Under no circumstances is anyone to do a presentation alone.
5. All presentations must be discussed in advance, and strategies planned, no matter how simple the presentation.

M. Funds

1. Funds shall be issued or reimbursed by the ARANA as needed for rent or presentation supplies.

VII. Promise of Freedom Campout Subcommittee

A. Objective and Purpose

The Promise of Freedom Campout (POFC) is an Albany Rensselaer Area of Narcotics Anonymous (ARANA) subcommittee. The objective of this subcommittee is to provide services for, and oversight of, the annual event known as the Promise of Freedom Campout. The purpose of this event is to carry the message of recovery from addiction in a recreational setting that welcomes recovering addicts from the Albany Rensselaer Area and beyond. The Promise of Freedom Campout endorses the beliefs of Narcotics Anonymous and operates under the guidelines of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

The subcommittee stages an annual event with NA meetings, workshops, and fellowship that accompanies any gathering of recovering addicts. Trusted servants will seek to maintain an atmosphere that nurtures recovery throughout the event. Unless otherwise provided by the ARANA, the subcommittee shall have the authority to do all things necessary to carry out its business and affairs, while maintaining accountability to the ARANA groups. This policy document outlines the WHO and WHAT principles for the POFC subcommittee. Please refer to the 'Promise of Freedom Campout Procedures Manual' for the HOW portion of this subcommittee's function.

B. Assets and Revenue

The Promise of Freedom Campout Subcommittee and the Albany Rensselaer Area Service Committee (ARASC) maintain a cooperative relationship and share resources. The Promise of Freedom Campout will have a prudent reserve of \$4,000.00. Any excess over the prudent reserve at the closing of the campout will be donated to the ARASC. All properties of this subcommittee shall be kept in a storage unit. This subcommittee is responsible for generating sufficient revenue to continue the campout as an ongoing event through the prudent reserve, paid registrations, sales of merchandise and fundraising, if necessary.

The properties and assets of this subcommittee are dedicated to the celebration of recovery from the disease of addiction. No part of the net earnings, properties or assets of this subcommittee shall benefit any individual or group for any purpose other than the production of the campout event.

C. Accounts

1. The Promise of Freedom Campout committee will obtain a bank account.
2. Signatories on the bank account will be Chairperson, Vice Chairperson, Treasurer & Vice Treasurer
3. The responsibilities surrounding financial transactions and financial reporting shall be divided among the four signatories in accordance with appropriate segregation of duties. In the event, all four positions are not filled, specific delegations shall be left to the discretion of the committee provided the following requirements are met;
4. Online access to the bank account be assigned to only one trusted servant, this servant shall be responsible for all financial reporting, this trusted servant will not handle any funds. This servant shall obtain monthly bank statements and perform reconciliations, deliverable at each Area meeting,
5. The responsibility of handling of cash can be delegated to any of the trusted servants not responsible for financial reporting.
6. The POFC may elect to use PayPal to accept electronic payments;
7. The responsibility for handling electronic payments and transfers to the POFC checking account shall be assigned to a trusted servant not responsible for POFC financial reporting.
8. The POFC PayPal account shall use the same e-mail that is being used for registration to ensure the registration committee is aware of all electronic registrations for record keeping purposes.

9. Trusted servant assigned to financial reporting will deliver the full financial report at each monthly meeting of the ARASC including a photocopy of the current bank statement, regardless of activity.
10. Two signatures are required for all checks.
11. The Chair will maintain the list of signatories with the bank and remove or add names as positions are vacated or filled.

D. Budgets

The importance for making a budget for the campout needs to be emphasized. The POFC committee and its subcommittees will list all of the financial responsibilities needed for the campout. They should include campsite, insurance, registration packets, merchandise (T-Shirts) and any other expenses associated with making the campout a successful event. Each subcommittee will turn in to the POFC committee a projected budget for the entire year. The budgets will then be discussed with consideration for each individual subcommittee and then put to a vote by the entire committee. These budgets will be kept and turned over to the committee the following year.

E. Campsite

Location should be decided and voted upon one year prior to the event. The incumbent location should be maintained, if at all possible, to ensure a consistent experience year after year. A deposit will be paid to secure the location along with a written contract signed and approved. This will allow ample time to ensure flyers and information can be disbursed appropriately as well as securing the location. Only voting members may vote. However, all are welcome to come and voice their experience on any location being considered or on ones that should be considered.

F. Campout Registration Sales

Only the Executive Committee members and designated registration subcommittee members can sell campout pre-registrations, and then only with a fully completed registration form. All other pre-registration forms must be mailed to the POFC P.O. Box. Registrations on the day of the event can be paid in cash or by check (not encouraged and should not be posted). All registrations must be logged into a numbered receipt book maintained by the Treasurer.

G. Promise of Freedom Campout Subcommittee Meetings

All POFC subcommittee meetings will take place at a regularly scheduled time and place. The meetings will follow Robert's Rules of Order. They should be held in a central location of the Albany Rensselaer Area, allowing those wishing to participate the ability to do so.

Subcommittee meetings are to be held monthly until three months prior to the campout, at which time the meetings will be held bi-weekly. At one month prior, meetings will be held weekly. It is advisable to schedule two to three hours to conduct POFC subcommittee business.

The purpose of these meetings is to gather, share, and coordinate information regarding the upcoming campout and/or fundraisers. Special meetings may be called whenever the Chairperson deems necessary. Prior notice of two days must be given to all subcommittee members for special meetings. Special meeting times and location is at the Chairpersons discretion. The agenda for the subcommittee meeting will be set the month prior with help of the *timeline.

**Please refer to the POFC committee's procedure manual.*

1. Attendance

Any committee member who misses two consecutive meetings without notification to the Chairperson or Vice-Chairperson will forfeit their position and will be considered as having resigned at the next scheduled

meeting. Their position will be considered as open at that meeting. The trusted servant may send a member from their subcommittee to the committee meeting in their place. This would not constitute as an absence. It shall be up to the discretion of the committee to assign absences as excused or unexcused. All committee leaders and members are expected to be available and serve at the campout event.

2. Voting

To gain voting privileges, you must attend two consecutive meetings of the POFC committee. Voting privileges are forfeited if two consecutive scheduled meetings are missed. There must be a quorum in order to hold a vote. A quorum consists of 50% of the Campout Leaders (Chairperson carries a vote only in case of a tie).

II. POFC Subcommittee Leaders & Members

Executive Committee

Chairperson	Elected by ARANA
Vice-Chairperson	Elected by POFC Committee
Treasurer	Elected by ARANA
Vice-Treasurer	Elected by POFC Committee
Secretary	Elected by POFC Committee

Subcommittee Leaders

Merchandising Chair	Elected by POFC Committee
Registration Chair	Elected by POFC Committee
Programming Chair	Elected by POFC Committee
Food Front Chair	Elected by POFC Committee
Food Back Chair	Elected by POFC Committee
Facility Chair	Elected by POFC Committee
Hospitality Chair	Elected by POFC Committee
Beach Chair	Elected by POFC Committee
Entertainment Chair	Elected by POFC Committee
Parking Chair	Elected by POFC Committee

A. Subcommittee Members

1. Subcommittee Members maintain their membership by expressing a desire to serve and following the attendance guidelines as outlined in the attendance section.
2. All subcommittee leaders and members should review and understand this entire policy, and also review and understand the 'Promise of Freedom Campout Procedures Manual'.

B. Chairperson

1. The Chairperson is elected by majority vote by the ARANA for a one year term, not to exceed two consecutive terms.
2. Qualifications & Requirements

- a. Minimum of three (3) years of continuous clean time.
- b. A working knowledge of the Twelve Traditions & Twelve Concepts of Narcotics Anonymous.
- c. Leadership ability, communication skills, objectivity and impartiality.
- d. The ability to organize, coordinate and serve this committee.
- e. Willingness and desire to give the time and resources necessary to conduct the business of this committee.
- f. Suggested six months of previous involvement in the POFC committee.
- g. Ability to keep organized records.
- h. Have access to a computer and e-mail.

3. Responsibilities

- a. Chair the POFC committee meetings according to Robert's Rules of Order and delegate specific tasks to the committee and its subcommittees.
- b. Establish the monthly agenda following the timeline, bringing before the POFC committee matters that they should act upon.
- c. Shall be present at all POFC committee meetings, events and functions.
- d. Actively oversees each position to ensure their adherence to the campout timeline.
- e. Responsible for making sure all of the subcommittees know and understand their responsibilities.
- f. Ensure that the secretary informs all committee members of any sudden changes in meeting times and places.
- g. Prevent important decisions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
- h. Act as a signatory on bank account.
- i. Work with Treasurer and Subcommittee Chairs to prepare a budget for the overall campout.
- j. Sell campout pre-registrations making sure the registration forms are filled out completely, and then turns completed forms and money over to Treasurer within 48 hours.
- k. Following any event, shall immediately deposit all monies collected into the bank account, always accompanied by the Treasurer and/or another Trusted Servant,
- l. Responsible for bringing all flyers to the ARASC meeting two months prior to any event (per Area policy) and to generate enthusiasm for all projects planned.
- m. Make a monthly report to the ARASC on the status of campout and projects.
- n. Maintain POFC Committee archives that are to be given to the next Chairperson.

C. Vice-Chairperson

1. The Vice-Chairperson is elected by majority vote from within the POFC Committee for a one year term, not to exceed two consecutive terms.
2. Qualifications & Requirements
 - a. Minimum of two (2) years of continuous clean time.
 - b. A working knowledge of the Twelve Traditions & Twelve Concepts of Narcotics Anonymous.
 - c. Leadership ability, communication skills, objectivity and impartiality.
 - d. The ability to organize, coordinate and serve this committee.
 - e. Willingness and desire to give the time and resources necessary to conduct the business of this committee.
 - f. Suggested six months of previous involvement in the POFC Committee.
 - g. Ability to keep organized records.

- h. Have access to a computer and e-mail.

3. Responsibilities

- a. Assist Chairperson in overall coordination of the committee.
- b. Act as Chairperson in the absence of the Chairperson.
- c. Attend Area Service Committee meeting if Chairperson is unable.
- d. Learn the duties of the Chairperson for the automatic nomination of the Chairperson when the current Chair's term is over, or if the Chairperson is unable to perform his/her duties.
- e. Assume the responsibilities of the Chairperson, if the position becomes vacant, until a new Chairperson is approved by the ARANA groups.
- f. Perform any and all of the duties of the POFC Committee trusted servants positions that are vacant, with the help of the Chair.
- g. Assist Chairperson in the oversight of each subcommittee to ensure their adherence to the campout timeline.
- h. Shall be present at all POFC Committee meetings, events and functions.
- i. Act as a signatory for checking account.

D. Treasurer

1. The Treasurer is elected by majority vote from the ARANA for a one year term, not to exceed two consecutive terms.

2. Qualifications & Requirements

- a. Minimum of three (3) years of continuous clean time.
- b. Shall have financial stability in personal affairs.
- c. Working knowledge of basic financial practices and recordkeeping.
- d. A working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- e. Willingness and desire to give the time and resources necessary to conduct the business of this committee.
- f. Suggested six months of previous involvement in the POFC Committee.
- g. Ability to keep organized records.
- h. Have access to a computer and e-mail.

3. Responsibilities

- a. Shall maintain the bank accounts, keeping accurate records of income and expenses.
- b. The Treasurer will hold the check book and reconcile the bank account at the end of each month.
- c. The Treasurer will maintain the list of signatories with bank and remove or add names as positions are vacated or filled.
- d. Act as a signatory for checking account.
- e. Secure and maintain the Post Office Box.
- f. Shall check P.O. Box regularly each week for campout related business once registration opens.
- g. The Treasurer will deliver the full financial report at each monthly meeting of the ARASC including a photocopy of the current bank statement, regardless of activity.
- h. Shall be present at all POFC Committee meetings, events and functions.
- i. Sell campout pre-registrations making sure the registration form is filled out completely and deposits the money within 48 hours to the bank account.
- j. Maintain a numbered receipt book logging in all campout income and registrations, both before

and during the event.

- k. Will work the registration table along with the registration subcommittee. Only the Treasurer and designated subcommittee members can login campers in the receipt book.
- l. Work with Chair and Subcommittee Chairs to prepare a budget for the campout.
- m. Responsible for all financial records, including revenues from Registration, Merchandise, Vendor Fees and donations.
- n. Pay all expenses directly to vendors using a check whenever possible and advises the whole POFC Committee on cash supply, income and flow of expenditures.
- o. Reimburse committee members for approved expenditures accompanied with a receipt.
- p. Maintain all receipts for expenditures recording each one in a receipt log for the final campout expense report.
- q. Following any event, shall immediately deposit all monies collected into the bank account, always accompanied by the Chair and/or another Trusted Servant.
- r. Provide the Registration Chair with the completed registration forms at each POFC meeting, in order to send electronic confirmation letters in a timely manner.
- s. Go with Food Chair on main shopping trip on the Wednesday prior to the event.
- t. Have final report and all records at the first POFC meeting following the event to be presented to Area and archived.

E. Vice-Treasurer

- 1. The Vice-Treasurer is elected by majority vote from within POFC Committee for a one year term, not to exceed two consecutive terms.

1. Qualifications & Requirements

- a. Minimum of two (2) years of continuous clean time.
- b. Shall have financial stability in personal affairs.
- c. Working knowledge of basic financial practices and recordkeeping.
- d. A working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- e. Willingness and desire to give the time & resources necessary to conduct the business of this committee.
- f. Suggested six months of previous involvement in the POFC Committee.
- g. Ability to keep organized records.
- h. Have access to a computer and e-mail.

2. Responsibilities

- a. Assist Treasurer in overall coordination of accounts.
- b. Attend the ARASC meeting if Treasurer is unable.
- c. Learn the duties of the Treasurer for the automatic nomination of Treasurer when the current Treasurer's term is over, or if the Treasurer is unable to perform his/her duties.
- d. Assume the responsibilities of the Treasurer, if the position becomes vacant, until a new Treasurer is approved by the ARANA groups.
- e. Act as a signatory for the checking account.
- f. Sell campout pre-registrations making sure the registration form is filled out completely and deposits the money within 48 hours into the bank account.
- g. Will work the registration table along with the registration subcommittee. Only the Treasurer and designated subcommittee members can login campers in the receipt book.
- h. Shall be present at all POFC Committee meetings, events and function

F. Secretary

1. The Secretary is elected by majority vote from within POFC Committee for a one year term, not to exceed two consecutive terms.
2. Qualifications & Requirements
 - a. Minimum of one year of continuous clean time.
 - b. A working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
 - c. Willingness and desire to give the time and resources necessary to conduct the business of this committee.
 - d. Suggested six months of previous involvement in the POFC Committee.
 - e. Ability to keep organized records.
 - f. Have access to a computer and e-mail.
3. Responsibilities
 - a. Record the committee meeting and types the minutes using approved format.
 - b. E-mail the minutes to all POFC Committee members within 7 days of the next POFC Committee meeting for approval.
 - c. Prepare the agenda with help from the Chairperson for the next committee meeting and e-mails the agenda along with the minutes.
 - d. Read the previous meeting minutes at the start of each POFC committee meeting.
 - e. Maintain an accurate and up to date list of names, phone numbers and e-mail addresses for each POFC Committee member.
 - f. Shall contact all committee members by phone if a meeting time, location or event changes.
 - g. Shall be present at all POFC Committee meetings, events and functions.
 - h. Shall be reimbursed for printing, mailing and reasonable secretarial supplies at the next month's committee meeting.
 - i. Archive a complete set of the POFC meeting minutes following the campout to be kept for future reference and passed on to the following years Secretary.

G. Registration

1. Qualifications & Requirements
 - a. Minimum of one (1) year continuous clean time.
 - b. A working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
 - c. Willingness and desire to give the time and resources necessary to conduct the business of this committee.
 - d. Suggested six months of previous involvement in the POFC committee.
 - e. Ability to keep organized records.
 - f. Have access to a computer and email.
2. Responsibilities
 - a. Maintain accurate records of all activities of the subcommittee.
 - b. Shall be present at all POFC Committee meetings, including the event.
 - c. Submit a budget to the committee for the entire year using the previous year as a guideline.
 - d. Gather volunteers to assist with all matters of this committee.

- e. Prepare and print the registration flyer.
- f. Check region and world websites to make sure all information is up to date and correct
- g. Email announcement of open registration to everyone on the mailing list
- h. Decide what merchandise goes in the registration packet with the committee's final approval
- i. Along with the subcommittee members, to sell campout pre-registrations making sure the registration form is filled out completely and turns over all money to the treasurer within 48 hours.
- j. The registration subcommittee shall determine the hours of operation of the registration table.
- k. Funds collected at the end of each day shall be turned over to the treasurer to be deposited into the campout bank account
- l. Have the final report and all records at the closing POFC committee meetings following the event to be archived.

H. Programming

1. Qualifications & Requirements

- a. Minimum of one (1) year continuous clean time.
- b. A working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- c. Willingness and desire to give the time and resources necessary to conduct the business of this committee.
- d. Suggested six months of previous involvement in the POFC committee.
- e. Ability to keep organized records.
- f. Have access to a computer and email.

2. Responsibilities

- a. Maintain accurate records of all activities of the subcommittee.
- b. Shall be present at all POFC Committee meetings, including the event.
- c. Submit a budget to the committee for the entire year using the previous year as a guideline.
- d. Seek out and secure speakers for all workshops and main meetings. Approval of the POFC Committee is needed for main speakers only.
- e. Organize volunteers for marathon meetings on Friday and Saturday nights.
- f. Work with Facilities Chair on setup and location of chairs needed for all meetings.
- g. Make sure all meetings during the event start on time, are chairs, and have all readings.
- h. Have all speakers and back-ups secured by last meeting in April.
- i. Qualifications for speakers
- j. Workshops: Minimum of one (1) year continuous clean time.
- k. Main Speakers: Minimum of five (5) years continuous clean time.
- l. Marathon: Willingness to serve
- m. Prepares the programming schedule, keeping in mind meal times advised by Food Chair, for submission to committee for approval to adhere to the timeline of May.
- n. Add up all clean time and miles traveled prior to the clean time count down.
- o. Have final report for all records at the closing campout meeting to submit for archives.

I. Merchandising

1. Qualifications & Requirements

- a. Minimum of one (1) year continuous clean time.
- b. A working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- c. Willingness and desire to give the time and resources necessary to conduct the business of this committee.

- d. Suggested six months of previous involvement in the POFC committee.
- e. Ability to keep organized records.
- f. Have access to a computer and email.

2. Responsibilities

- a. Maintain accurate records of all activities of the subcommittee.
- b. Shall be present at all POFC Committee meetings, including the event.
- c. Submit a budget to the committee for the entire year using the previous year as a guideline.
- d. Gather volunteers to assist with all matters of this committee.
- e. Design flyers for all events for the committee's final approval.
- f. Gather and submit quotes for all t-shirts and merchandise for the committee's final approval
- g. Gather and submit t-shirt designs for the committee's final approval
- h. Order t-shirts and merchandise for campout auction
- i. Responsible for presale of t-shirts at meetings or events
- j. Sale of all merchandise at during the campout
- k. Shall determine the hours of operation at the merchandise table
- l. Host or gather a volunteer to host auction at campout
- m. Funds collected at the end of each day shall be turned over to the treasurer to be deposited in to the bank account by the treasurer.
- n. Take inventory of all merchandise at the end of the event and store in storage unit.
- o. Have a final report and all records at the closing meeting for archives.

J. Hospitality

1. Qualifications & Requirements

- a. Minimum of one (1) year continuous clean time.
- b. A working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- c. Willingness and desire to give the time and resources necessary to conduct the business of this committee.
- d. Suggested six months of previous involvement in the POFC committee.
- e. Ability to keep organized records.
- f. Have access to a computer and email.

2. Responsibilities

- a. Maintain accurate records of all activities of the subcommittee.
- b. Shall be present at all POFC Committee meetings, including the event.
- c. Submit a budget to the committee for the entire year using the previous year as a guideline.
- d. Gather volunteers to assist with all matters of this committee.
- e. Help maintain an atmosphere of recovery throughout the event.
- f. Make sure campers are enjoying the event, and that all reasonable needs are met.
- g. Have one or two volunteers at the registration table as greeters for the event.
- h. Setup and cleanup of previous year's banners in the dining hall.
- i. Coordinating the creation of the current year's banner.
- j. Assist with setup/cleanup of the facility.

K. Entertainment

1. Qualifications & Requirements

- a. Minimum of one (1) year continuous clean time.
- b. A working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

- c. Willingness and desire to give the time and resources necessary to conduct the business of this committee.
- d. Suggested six months of previous involvement in the POFC committee.
- e. Ability to keep organized records.
- f. Have access to a computer and email.

2. Responsibilities

- a. Maintain accurate records of all activities of the subcommittee.
- b. Shall be present at all POFC Committee meetings, including the event.
- c. Submit a budget to the committee for the entire year using the previous year as a guideline.
- d. Gather volunteers to assist with all matters of this committee.
- e. Ordering equipment rentals (Chairs, bounce house, etc)
- f. Setting up PA system for activities that require the PA system.
- g. Coordinate entertainment for Adults and Children for Friday and Saturday nights
- h. Maintain the bounce house, including setup and deflation for main meetings and making sure that there is a volunteer to watch children in the bounce house.
- i. Coordinate children's games and activities for Saturday.

L. Food – Front of the House

1. Qualifications & Requirements

- a. Minimum of one (1) year continuous clean time.
- b. A working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- c. Willingness and desire to give the time and resources necessary to conduct the business of this committee.
- d. Suggested six months of previous involvement in the POFC committee.
- e. Ability to keep organized records.
- f. Have access to a computer and email.

2. Responsibilities

- a. Maintain accurate records of all activities of the subcommittee.
- b. Shall be present at all POFC Committee meetings, including the event.
- c. Submit a budget to the committee for the entire year using the previous year as a guideline.
- d. Gather volunteers to assist in all matters within this subcommittee.
- e. Setup and break down of dining hall prior to and after the event.
- f. Sweep and mop dining hall
- g. Set up and put away tables
- h. Set up and put away steam tables / serving equipment
- i. Ensure "dining hall beverages" are available throughout the event, including the following
 - Coffee (including restocking of cream, sugar, and water stirring cups)
 - Iced tea (if bought in food budget)
 - Lemonade (if bought in food budget)
 - Water
- j. Ensure "dining hall snacks" are available throughout the event, including the following
 - Make your own peanut butter and jelly sandwich ingredients
 - Popcorn machine has popcorn made
 - Any other snacks bought for campers are stocked and available
- k. Prior to meals, clean and stock tables (salt/pepper shakers, napkins).
- l. After meals, clean tables, clean up serving area (serving dishes, utensils etc), sweep and mop.
- m. Gather volunteers for serving; make sure to give a guideline of portions per camper.

- n. Gather volunteers for dishwashing duties.
- o. Ensure a first aid kit is readily available for minor injuries.

M. Food – Back of the House

1. Qualifications & Requirements

- a. Minimum of one (1) year continuous clean time.
- b. A working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- c. Willingness and desire to give the time and resources necessary to conduct the business of this committee.
- d. Suggested six months of previous involvement in the POFC committee.
- e. Ability to keep organized records.
- f. Have access to a computer and email.

2. Responsibilities

- a. Maintain accurate records of all activities of the subcommittee.
- b. Shall be present at all POFC Committee meetings, including the event.
- c. Submit a budget to the committee for the entire year using the previous year as a guideline.
- d. Develop menu for the event (Friday dinner, Saturday breakfast, lunch and dinner, Sunday breakfast) for submission for approval by the POFC Committee by deadline listed on the timeline.
- e. Coordinate food shopping trip the Wednesday prior to the event with the help of the Treasurer (Meeting time, location, grocery lists, etc).
- f. Oversee or execute cooking of food during the event.
- g. Coordinate all volunteers and committee members designated for cooking and kitchen cleaning/maintenance.
- h. Kitchen setup and breakdown before and after the event
- i. Putting grills together / cleaning after the event and putting away in storage
- j. All kitchen equipment is thoroughly cleaned (mixers, ovens, stove, prep stations)
- k. Thoroughly sweep and mop kitchen
- l. Dishes are done and put away
- m. Leftover food from event is disposed of or donated

N. Facilities

1. Qualifications & Requirements

- a. Minimum of one (1) year continuous clean time.
- b. A working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- c. Willingness and desire to give the time and resources necessary to conduct the business of this committee.
- d. Suggested six months of previous involvement in the POFC committee.
- e. Ability to keep organized records.
- f. Have access to a computer and email.

a. Responsibilities

- a. Maintain accurate records of all activities of the subcommittee.
- b. Shall be present at all POFC Committee meetings, including the event.
- c. Submit a budget to the committee for the entire year using the previous year as a guideline.
- d. Follow and maintain, with full cooperation, the rules and regulations of the facility, POFC committee, as well as local and state law enforcement.
- e. Gather volunteers for setup/cleanup of the facility.

- f. Ensure the facility is ready upon arrival of campers, including the following:
- g. Bathrooms are cleaned and stocked with toilet paper and paper towels
- h. Cabins are swept, beds are put together (one (1) piece of plywood and one (1) mattress per bed)
- i. Turn on hot water heaters in the bathrooms
- j. All garbage cans have liners
- k. Pavilion is swept and picnic tables are out
- l. Chapel is swept (Church equipment is not ours to use during the event)
- m. Ensure the facility is maintained during the event, including the following:
 - Bathrooms are stocked with toilet paper and paper towels
 - All garbage cans are emptied and are replaced with new liners (excluding kitchen)
- n. Facility rules are followed and maintained
- o. Ensure the facility is returned to its original state after the event, including the following:
- p. Bathrooms are cleaned and stocked with toilet paper and paper towels
- q. Garbage cans are emptied and liners replaced (excluding kitchen)
- r. Walk through the entire camp grounds to ensure all garbage is cleaned up (empty cans/bottles, cigarette butts, personal belongings etc) from the point to the top of the parking lot.
- s. Have final report and all records at the closing POFC committee meetings following the event to be archived.

O. Parking Chair

1. Qualifications & Requirements

- a. Minimum of one (1) year continuous clean time.
- b. A working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- c. Willingness and desire to give the time and resources necessary to conduct the business of this committee.
- d. Suggested six months of previous involvement in the POFC committee.
- e. Ability to keep organized records.
- f. Have access to a computer and email.

2. Responsibilities

- a. Maintain accurate records of all activities of the subcommittee.
- b. Shall be present at all POFC Committee meetings, including the event.
- c. Submit a budget to the committee for the entire year using the previous year as a guideline.
- d. Follow and maintain, with full cooperation, the rules and regulations of the facility, POFC committee, as well as local and state law enforcement.
- e. Gather volunteers for setup/cleanup of the facility.
- f. To ensure that parking rules are followed (no parking zones, boat launch is clear of traffic, no cars past the registration table with the exception of trusted servants and those with handicaps).
- g. Have a subcommittee member assigned to the top of the hill and bottom of the hill for busy hours of traffic to ensure proper parking of cars (no crooked vehicles, no double parking).
- h. Assist campers with placement of RV's / Tents in the field.
- i. Make sure campers stay out of areas marked off weather permitting.
- j. Sandwich boards are placed out (Corner of Routes 4 and 43 at the light, at the end of Geyser rd).
- k. Road cones / road blocks are set out on Thursday to control parking (if necessary, no parking/next lot signs may be placed out).

P. Beach Chair

1. Qualifications & Requirements

- a. Minimum of one (1) year continuous clean time.
- b. A working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- c. Willingness and desire to give the time and resources necessary to conduct the business of this committee.
- d. Suggested six months of previous involvement in the POFC committee.
- e. Ability to keep organized records.
- f. Have access to a computer and email.

2. Responsibilities

- a. Maintain accurate records of all activities of the subcommittee.
- b. Shall be present at all POFC Committee meetings, including the event.
- c. Submit a budget to the committee for the entire year using the previous year as a guideline.
- d. Follow and maintain, with full cooperation, the rules and regulations of the facility, POFC committee, as well as local and state law enforcement.
- e. Gather volunteers for setup/cleanup of the facility.
- f. Secure lifeguards for Saturday – 10am to 6pm shift – must be special worker and not NA member.
- g. Setup and maintain the canoe and kayak station.
- h. Determine hours of operation for the canoes and kayaks.
- i. Life jackets are out and available.
- j. Every boater must wear a life jacket.
- k. Assist with setup and clean-up of the beach.

Addendum A - Financial Misconduct

In the event of financial misconduct, please refer to Narcotics Anonymous Bulletin #30, Theft of funds.

The ARANA ASC will deal with the mishandling of our funds in a responsible and spiritual manner:

- A. review situation to be completely sure money is missing, how much and by whom
- B. afford the person to present their point of view and offer amends(restitution)
- C. discuss legal options in the event person is unwilling to make restitution
- D. report situation in area minutes along with updated status of restitution until complete
- E. remove individual from position and refuse consideration for any future positions requiring the use of funds until they have made full restitution
- F. review our procedures regarding use of funds, ensure they are complete, and have been followed
- G. acknowledge the need to adhere more thoroughly to current procedures
- H. make changes as necessary to prevent future instances
- I. for further guidance we will refer to NA World Services Bulletin #30 "theft of NA funds" (PASSED 11/13)

Financial Misconduct was moved out of the main policy packet and included as Addendum 1. (PASSED 11/16)