

DASCNA GUIDELINES AND POLICY

STATEMENT OF PURPOSE

It is the purpose of DASCNA to serve and aid member groups in carrying the message of recovery to the still suffering addict. DASCNA shall stockpile and distribute literature, receive and dispense monies, plan and implement "CLEAN" events, and provide groups and members a place to discuss problems and seek resolutions so that they may better help the still suffering addict. The activities of DASCNA shall only be limited by, the Twelve Traditions and the **Twelve Concepts** of Narcotics Anonymous, and the ultimate authority of a loving Higher Power.

In accordance with our Ninth Tradition, the members of Narcotics Anonymous in the Dayton, Ohio Area has formed the Dayton Area Service Committee of Narcotics Anonymous (DASCNA). This committee is directly responsible to the member groups it serves, and is NOT an authoritative power. DASCNA consists of:

- A. **Administrative Body** - consisting of a Chairperson, Vice-Chair, Secretary, Vice Secretary, Treasurer and Vice-Treasurer.
- B. **Subcommittee Chairpersons** - consisting of Hospitals and Institutions (H&I), **Public Relations (PR)**, Literature, Activities, Phoneline, Convention, **Webmaster** and any Ad-Hoc Committees formed by DASCNA.
- C. **Group Service Representatives (GSR's)** - or their Alternates, elected by their respective groups.
- D. **Regional Committee Member (RCM)** - and alternate.
- E. **Policy Coordinator**

DASCNA MEETING FORMAT

1. Moment of Silence and **Service Prayer (in unison)**.
2. Read Twelve Traditions, Twelve Concepts, and the Service Prayer
3. Introduction of NEW GSR's finding out what group they represent
4. Roll Call
5. Secretary's Report
6. Treasurer's Report
7. Chairperson's Report
8. Regional Committee Member's (RCM) Report
9. Ad-Hoc Committee Report - *As Necessary*
10. Subcommittee Reports (H&I, **PR**, Phone, Literature, Convention, Activities, **Webmaster**)
11. Elections
12. Old Business
 - a) Unresolved issues still open for discussion
 - b) Motions taken back to groups for vote from group conscience.
 - c) Tabled motions from last Area Service Committee meeting (ASC).
13. New Business
 - a) Review Motions, Concerns and Issues from Members, Groups, and/or Subcommittees (Motions must have a 'second' and must be presented to Secretary in writing) (**Motions from Groups DO NOT NEED TO BE SECONDED**).
 - b) Open Discussion – *Questions to ASC that do not need to be submitted as a motion*
14. Group Reports shall be submitted to the Secretary in writing. Those GSR's who wish, can offer a brief oral report as well.
15. State time and place for next ASC.



- 16. **Motion to close.**
- 17. Close with Serenity Prayer.

ASC POSITIONS AND ELECTIONS

- 1. **All ASC nominations must be brought back to the Groups for their conscience before being voted on.**
- 2. Trusted servants will be elected by a majority vote of all ASC trusted servants and GSR's present.
- 3. Two-hatting (*) will be permitted while there is a lack of qualified, committed, and willing persons to fill trusted servant positions. Every TWO months, the practice of two-hatting will be reviewed at the ASC meeting. **(*Two-hatting is the practice of being allowed to serve in a 2nd position that is open or has been vacated until that position is filled.)**
- 4. DASCNA trusted servants are elected for one-year terms. The RCM Alternate, Vice-Chair, Vice-Secretary and Vice-Treasurer may move into the RCM, Chair, Secretary and Treasurer positions, respectively, upon the completion of the terms or in case of resignation of the RCM, Chair, Secretary or Treasurer. A vote of acclamation is **required. This does not bar other nominations for that position to which these nominations would be brought back to the Groups by GSR's for their vote. Placement into that position would then wait for the Groups conscience to come back the following month.**
- 5. The Convention Chair will hold their position for 2 years to coincide with DASCNA Convention, which is held every 2 years.
- 6. Elections will be staggered every six months. The newly elected trusted servant will be instructed on the duties of their position (by the ASC Administrative Body or the former Chair) and given one month to observe and allow for a smooth transition.

Schedule of Elections

<u>Election</u>	<u>Position</u>	<u>Term Begins</u>
January	PR Chair	February
January	Area Chair	February
January	Vice Chair	February
January	H&I Chair	February
February	Literature Chair	January
January	Secretary	February
February	Vice Secretary	January
January	Phoneline	February
January	Activities	February

<u>Election</u>	<u>Position</u>	<u>Term Begins</u>
July	Treasurer	August
July	Vice Treasurer	August
July	RCM	August
July	RCM Alt.	August
July	ASC Policy Coordinator	August
July	Convention Chair (every 2 years starting in Aug)	August
July	Webmaster	August

- 7. Vacant or soon-to-be vacant positions are required to be announced by the Chair and to be put in the minutes. This is so that GSR's may ask their groups for nominations.
- 8. Any person may nominate someone provided **the nominee meets the requirements and/or qualifications** of that position **as outlined in this policy.**



9. Nominations do not require a second.
10. Anyone nominated to a position and unable to be in attendance for the **nomination** may accept their nomination in writing, with a letter of acceptance being submitted to the ASC Chair specifying qualifications and willingness.
11. **All nominees must be present for the elections barring any unforeseen circumstances.**
12. Positions vacated early (such as unexpected resignation or emergency situations) may be filled after one month in accordance with DASCNA Guidelines (page 2, paragraph 2) after the vote is brought back to the groups for their nominations and conscience. The new trusted servant will finish the old term.
13. **ASC** trusted servants are responsible for providing a written report to the ASC Secretary each month.

RESIGNATION AND REMOVAL FROM OFFICE

1. Trusted servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the DASCNA Chair before or at the time of resignation.
2. ASC trusted servants not attending TWO consecutive ASC meetings will automatically be called up for a vote of confidence, at which time they can be removed from office by a majority vote of **GSR's** present. Circumstances regarding their absences will be considered. Request for the resignation of a trusted servant must be presented to the ASC in the form of a motion and be accompanied by an explanation.
3. **ASC servants may be removed from office by a majority vote of GSR's present, for any of the following reasons:**
 - a) Relapse
 - b) Excessive absence (TWO consecutive months) without notification or sending a report.
 - c) Neglect of duties.
 - d) Disregard for Group/Area conscience.
 - e) Any act of theft or violence in the ASC or towards committee members.
 - f) Misuse of funds.
 - g) Falsification of reports.
 - h) Repeated Tradition **and/or Concept** violations.
 - i) Any other actions considered **harmful to the ASC.**
4. If an ASC trusted servant is removed or resigns from his/her position, it is understood **that the standard "ASC Position and Election" policy applies.**
5. **The removed trusted servant will be notified by an ASC trusted servant within seven days. According to our 10th Concept, if the individual chooses to, he/she may petition for a redress of a personal issue at the next ASC meeting.**
6. The removal from office is not to be taken lightly and should be carefully considered before action is taken against any member. Let's not forget our 12th Tradition.

VOTING PROCEDURES

(*Voting Body = GSR or GSR Alt)

(*ASC Members = GSR, GSR Alt, Admin Body, Subcommittee Chairs, RCM)

(*ASC Trusted Servant = Admin Body, Subcommittee Chairs, RCM)

1. **The voting body of DASCNA will be made up of the groups GSR's or GSR Alternates in the absence of the GSR.**
2. All ASC members shall vote on administrative matters **(example: Area meeting time and location change)**. Only GSR's or GSR Alternates, in the absence of the GSR, may vote on motions affecting the groups.



3. Any GSR or GSR-Alternate not present at two (2) or more consecutive meetings loses his/her voting privileges for issues brought to the floor at the meetings missed. Prior to any voting in Old and New Business, a quorum of eligible GSR's will be taken.
4. Passages of motions that affect the groups require a simple majority of GSR's present, except motions that change or make policy.
5. Passages of motions that affect the ASC require a simple majority of ASC members present, except motions that change or make policy.
6. Motions that change or make policy must be taken back to the groups for a group conscience vote. These motions require a two-thirds (2/3) majority vote of the GSR's present.
7. In the case of a tie-vote on administrative issues, the Chair will have the deciding vote. If the Chair abstains, the motion is tabled.
8. In the case of a tie-vote on group issues, the issue will return to the groups for conscience and called for another vote the following month. If a tie remains, the motion is dissolved.
9. If a situation occurs such that there are more abstentions than the total "yes" or "no" votes, then the motion will be placed on the floor for further discussion or tabled. If a motion is carried over to the next ASC, it will be voted upon during Old Business.
10. Anyone determined to have a clear and undeniable conflict of interest may be declared ineligible to vote on the motion at hand by a majority vote of all ASC members present. Anyone can question a voting member's eligibility in the form of a motion and, if seconded, the motion will be voted on. A decision like this is not to be taken lightly and only applies to situations of job or monetary conflicts of interest. Again, let's not forget our 12th Tradition.
11. A GSR or GSR-Alternate carries the conscience of a group regarding ASC motions and will be allowed to vote the group's conscience that he/she represents. An individual GSR or GSR-Alternate will not be allowed to carry the conscience of more than one group to the ASC on motions affecting the groups. This allows for each group to be represented independently at the ASC.
12. Motions:
 - a) Anyone, with the exception of the Chair, may make a motion at the ASC.
 - b) All motions require a second, **except** those from the group's conscience.
 - c) Motion to Table, simple majority is required, is NOT debatable: One way of disposing a motion that is not ready for a vote is to table it. This is done by saying "*I move to table this motion until such-and-such a date/meeting*". This motion is not debatable; **if it is made and seconded, it is voted on immediately, if it fails**, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.
 - d) Motion to Remove from the Table, simple majority required, is not debatable: A motion that has been tabled can be taken up before the time originally set in motion to table. This is done by saying "*I move to remove from the table the motion to such-and-such*". If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.
13. A vote must occur if a motion is properly made

(FOR FURTHER REFERENCE ON THE PROCEDURES FOR MOTIONS, PLEASE SEE THE NA GUIDE TO LOCAL SERVICES **PARLIAMENTARY MOTIONS)**

ASC AND SUBCOMMITTEE BUDGETS

1. The **Administrative Body** shall establish an annual budget for the ASC.
2. ASC budget shall include:
 - a) Amount of monthly operating expenses for rent, supplies, stamps and copies of monthly minutes for groups.



- b) Disbursements to subcommittees.
- c) Quarterly donation to the Ohio Regional Committee.
- d) Any other miscellaneous expenses
3. Establish a prudent reserve to include two months operating expenses.
4. Within two months after elections, each subcommittee chair will present an annual budget to DASCNA for review and approval.
5. A special function chair (ad-hoc) will submit a budget when required or requested.
6. Subcommittee budget to include:
 - a) Monthly operating expenses
 - b) Planned activities and estimated cost
 - c) Miscellaneous expenses
 - d) Phone Bills

MISCELLANEOUS

1. DASCNA shall donate a starter kit to any new meeting upon request.
2. **10% of general funds will** be donated to Ohio Regional Subcommittee each quarter, **as long as DASCNA is in good financial standing.**
3. DASCNA shall establish a Literature office to make available NA approved literature for the Dayton Area.
4. Area Chairperson, Treasurer, and Literature Chair shall conduct monthly/quarterly inventory audits of the Literature Office. New Literature Chairs shall be audited monthly for the first 3 months. Quarterly audits will be conducted thereafter.
5. DASCNA holds a Convention every two years.
6. On opposite years of The Convention, DASCNA will hold Man to Man (Fathers Day weekend) and Woman to Woman speaker events.
7. **DASCNA will hold two activities in Xenia so show support to that part of our area; OCNA fundraiser in the spring and the H&I fundraiser in the fall.**
8. An Area inventory/review will be taken **every year in September.**
9. DASCNA has adopted the WSO guidelines concerning theft of NA funds. The ASC **can** attempt to recover losses legally as a final solution when necessary (WSO bulletin #30).

SERVICE POSITIONS AND RESPONSIBILITIES

Due to the nature of these positions, the ASC should carefully consider the person to be elected. Specifically regarding their; Honesty, integrity, maturity, and stability both in recovery and in personal finances.

Chair

1. Have a working knowledge of ASC Policy, the NA service structure, the Twelve Traditions and **Twelve Concepts.**
2. **Facilitate the** ASC meeting and keep an orderly flow of business in accordance with Roberts Rules of Order **as printed in our Guide To Local Service.**
3. Follow the agenda for the ASC meeting as set out in Policy.
4. Assist Area Treasurer and Literature Chair in conducting a monthly/quarterly inventory audit of the Literature Office. When a new Literature Chair is elected, monthly audits will be conducted for the first 3 months; quarterly audits will be conducted thereafter.
5. Ability to be a co-signer on ASC checking account and Literature checking account.
6. Previous ASC experience and minimum of two (2) years clean time.
7. Term begins in February.



Vice-Chair

1. Have a working knowledge of ASC Policy, the NA service structure, the Twelve Traditions and **Twelve Concepts**.
2. Perform duties of Chair in his/her absence.
3. Remain informed of all ASC activities and help coordinate these with respective trusted servants.
4. Review two-hatting every two months at the ASC.
5. Contact absent trusted servants after missing two consecutive months.
6. After one-year term as Vice-Chair, this individual may be elected to the position of Chair with a vote of affirmation from the ASC members present with no nomination required. If they have served less than a full term, a nomination to become Chair is required.
7. Previous ASC experience and a minimum of one (1) year clean time
8. Term begins in February.

Secretary

1. Have a working knowledge of ASC Policy, the NA service structure, the Twelve Traditions and **Twelve Concepts**.
2. Keep accurate minutes of each ASC meeting, including but not limited to, motions, nominations, votes, attendance, and all other pertinent information. The Secretary will also be responsible for copying and distributing minutes of each ASC meeting to each ASC member within two weeks following the meeting (copies may be mailed or sent electronically).
3. Maintain a complete set of ASC minutes to pass on to his/her successor.
4. **Maintain and update Lines of Communication as necessary.**
5. Maintain current mailing list of all ASC trusted servants to pass on to his/her successor.
6. When advances are required for operating expenses, the Treasurer will write a check. Once the funds are expended, the receipts and leftover cash, if any, are to be returned to the ASC Treasurer.
7. Maintain a motion log book.
8. Previous ASC experience desired and a minimum of one (1) year clean time.
9. Term begins in February.

Vice-Secretary

1. Have a working knowledge of ASC Policy, the NA service structure, the Twelve Traditions and **Twelve Concepts**.
2. Shall perform duties of the Secretary in Secretary's absence.
3. After one-year term as Vice-Secretary, this individual may be elected to the position of Secretary with a vote of affirmation from the ASC members present with no nomination required. If they have served less than a full term, a nomination to become Secretary is required.
4. Shall attend ASC meetings in support of the Secretary.
5. Shall provide clerical support to the Secretary in the typing and distribution of monthly meeting minutes.
6. When advances are required for operating expenses, the Treasurer will write a check. Once the funds are expended, the receipts and leftover cash, if any, are to be returned to the ASC Treasurer.
7. Previous ASC experience and a minimum of one (1) year clean time.
8. Term begins in February.

Treasurer



1. Have a working knowledge of ASC Policy, **Treasurer Policy**, the NA service structure, the Twelve Traditions and the **Twelve Concepts**.
2. Make a monthly written report of receipts and expenditures for inclusion in each set of monthly minutes.
3. Maintain ASC checking account for which two administrative members of the ASC shall have signature authority.
4. Maintain written records separate from checking account and keep informed of all Sub committees' use of ASC funds.
5. Is responsible for all ASC funds in his/her possession and shall promptly reimburse any losses or shortages.
6. The ASC shall provide the Treasurer with a Treasurer's Handbook to be passed on to his/her successor.
7. When advances are required for operating expenses, the Treasurer will write a check. Once the funds are expended, the receipts and leftover cash, if any, are to be returned to the ASC treasury.
8. Assist Area Chair and Literature Chair in conducting a monthly/quarterly inventory audit of the Literature Office. When a new Literature Chair is elected, monthly audits will be conducted for the first 3 months; quarterly audits will be conducted thereafter.
9. Maintain the ASC P.O. Box and pick up mail, distribute mail at the ASC, and pay all ASC bills.
10. Previous ASC experience and a minimum of two (2) years clean time.
11. Term begins in August.

(Treasurer Policy)

MISC. DUTIES

- 1.) Before reading of the Treasurer's Report the Chair will assign a trusted servant (Vice Treasurer, Vice Chair or RCM) to complete the DASCNA Treasurers Check List. (**dascna form 004-0109**) The Chair will confirm the DASCNA Treasurer Check List has been completed before the close of each Area meeting.
- 2.) The Monthly DASCNA Treasury Statement will be posted to the www.dascna.org website.

RECEIPT OF FUNDS

- 1.) Donations are encouraged to be in the form of a check or money order. (cash is always good.)
- 2.) All checks or money orders will be stamped for deposit only using the DASCNA bank stamp immediately upon receiving.
- 3.) A receipt shall be issued for all donations in person or by mail.
- 4.) All bank deposit slips will be attached to the Treasurer's Statement. (**dascna form 003-0109**) 5.)
A list of all donations will be recorded in a receipt book and listed on the Treasurer's Statement.
- 6.) All deposits are to be made the first business day of receiving them.
- 7.) The DASCNA Treasurer's Statement (**dascna form 003-0109**)
- 8.) An itemized copy of the Treasurer's Statement (**dascna form 003-0109**) shall be provided to the Area Secretary for inclusion in the Area Meeting Minutes.

DISBURSEMENT OF FUNDS

- 1.) The Area shall have a two of four-signature policy with the Treasurer, Vice Treasurer, Vice Chair and Chair. The Vice-Treasurer will only be allowed to sign checks if the Treasurer is absent from the ASC meeting.
- 2.) Checks are to be disbursed in proper numeric sequence.



- 3.) No one may, under and circumstances, endorse a check that is not fully written, that is, the check must contain the payee, amount and date.
- 4.) Once budgets are approved by the ASC, funds shall be disbursed as they are requested.
- 5.) When advances are requested and approved, the Treasurer will write a check. All receipts and any leftover cash are to be brought back to the ASC Treasurer. This leftover cash will be recorded and deposited along with any other deposits. A trusted servant that spends their own money for ASC approved expenditure may be reimbursed after turning in their receipts along with an expense statement (dascna form 002-0109) for the expenditure.
- 6.) The Treasurer will hand out an expense form (dascna form 002-0109) with each check that is dispersed. The Treasurer will make sure that receipts are returned with the form that matches the value of the check that was dispersed. Also, a ledger (dascna form 001-0109) will be used to track the expense forms to make sure they are all accounted for.
- 7.) It is the responsibility of the treasurer and the co-signer to insure that any payment is a legitimate expense of the Area. If there is any reason to believe that the area body has not approved an expense, DO NOT ISSUE OR ENDORSE THE CHECK until the question has been resolved.
- 8.) Any voided checks shall be clearly marked void and kept on file to prevent any missing check numbers.

TRAVEL EXPENSES

Travel expenses may be made available to RCM, RCM Alternate, and Subcommittee Chairs or their Vice-Chairs only.

1. If at all possible, ride sharing and room sharing are encouraged.
2. Travel expenses must be submitted in the form of a motion prior to the event.
3. Include in the motion the following:
 - a) Estimated fuel cost
 - b) Estimated room cost

RECEIPTS AND DOCUMENTATION

- 1.) A receipt or invoice for each check must be kept. Receipt or invoice should be clearly marked with corresponding check # and date of issue. Receipts or invoices shall be kept in an organized system, so as to facilitate an audit (i.e., NOT thrown in a box).
- 2.) Any error in documentation should be corrected by drawing a single line through the mistake, initials and the word ERROR written above the entry before entering the correct information.
- 3.) In the event the Area is audited by an outside agency, checks made payable to individual members will be inspected closely. Therefore, particular attention should be given to documenting these expenses.
 - a.) All requests for funding should be itemized (i.e., X amount of dollars for travel, X amount of dollars for lodging).
 - b.) All persons receiving funds are required to turn in receipts and itemized expense report to treasurer.
 - c.) All persons requesting reimbursement from the area are required to provide receipts and an expense statement (dascna form 002-0109) for all expenses. NO RECEIPT, NO REIMBURSEMENT!
 - d.) All persons requesting funds or reimbursement for attending an event (learning day, regional event, etc.) are requested to turn in a flyer or other proof of the actual occurrence of an event so that an outside auditing agency shall be able to verify that this was a legitimate N.A. event.
 - e.) It is the responsibility of both the treasurer and co-signer to verify that all expenses are



legitimate. If there are any doubts that any expense or portion of an expense is excessive, above that approved by the area, or not related to the actual approved expense, DO NOT issue or endorse the check until such questions are resolved.

AUDITING/COUNTER-BALANCES

1. The treasurer shall balance the books against the bank statement upon receiving each statement.
2. The vice-chair shall review the account activity on line including deposits and checks each month.
3. An ad-hoc auditing committee consisting of 5 members (the outgoing Treasurer, the incoming Treasurer, the incoming Chairperson, the incoming Vice-Chairperson, and the incoming ViceTreasurer) shall be appointed annually to audit the books. The ad-hoc auditing committee shall complete the following tasks in order to determine the status of the DASCNA Treasury. If any irregularities are found between annual audits or if a new treasurer is elected midterm, an audit committee shall be appointed at once. After an audit is completed, the new/incoming Treasurer shall change the online account password and give the new password to the appropriate trusted servants.
 - i. Validate the check register balance since the last audit by making sure all debits and credits add up accordingly and are logged correctly.
 - ii. Reconcile all bank statements (along with all cancelled checks and deposit records) against the check register. Balance the check register against each monthly bank statement to verify the account balance.
 - iii. Verify that all receipts written from the receipt book total what monies came in and that those monies equal the amounts deposited to the checking account.
 - iv. Verify that all disbursements of funds are accounted for with valid receipts & financial forms and were appropriate expenditures.
 - v. If applicable, verify that all expenses & income are accounted for on the general ledger.
4. All check stubs, bank statements, voided checks, from the previous and current month must be brought to the area each month.
5. A treasurer's report shall be given at each area meeting to include check number, payee and amount of any check written or donation received since last report, as well as a current balance and a full report on any discrepancies with bank statement.
6. DASCNA has formulated a Treasurer's Check List, which incorporates the checks and balances needed for our treasury. The Treasurer's Check List (**dascna form 004-0109**) will be completed at the ASC meeting, signed by all involved, and included in the minutes.

The Chair or Webmaster will print all online checks that have cleared the bank for the previous month. These will be incorporated into the Treasurer's Check List (**dascna form 004-0109**).

Vice Treasurer

1. Have a working knowledge of ASC Policy, **Treasurer Policy**, the NA service structure, the Twelve Traditions and the **Twelve Concepts**.
2. Shall perform the duties of the Treasurer in the Treasurer's absence.
3. After one-year term as Vice-Treasurer, this individual may be elected to the position of Treasurer with a vote of affirmation from the ASC members present with no nomination required. If they have served less than a full term, a nomination to become Treasurer is required.
4. Shall attend ASC meetings in support of the Treasurer.
5. Shall provide the Treasurer support in the collection and distribution of Area funds.
6. Assist the Treasurer, Area Chair and Literature Chair in conducting a monthly/quarterly inventory audit of the Literature Office.
7. A minimum of one (1) year clean time.



8. Term begins in August.

Literature Chair

1. Have a working knowledge of ASC Policy, the NA service structure, and the Twelve Traditions.
2. **Shall form an operating policy with subcommittee** (copy of which will be given to the **Area Secretary**) and hold committee meetings **Monthly**.
3. Maintain a stockpile of NA literature for sale and distribution to persons or groups who wish to purchase. Literature will also be available for purchase after the monthly ASC meetings at the Literature Office.
4. Provide and maintain for sale and distribution a current schedule of meetings in the Dayton Area.
5. Maintain current inventory of literature and cash on hand and submit a monthly report to ASC.
6. Maintain ASC archives and pass on to his/her successor.
7. The ASC shall provide the Literature Chair with a Literature Handbook to be passed on to his/her successor.
8. Assist Area Chair and Treasurer in conducting a monthly/quarterly inventory audit of the Literature Office. When a new Literature Chair is elected, monthly audits will be conducted for the first 3 months; quarterly audits will be conducted thereafter.
9. Previous ASC experience and a minimum of two (2) years clean time.
10. Term begins in February.

Activities Chair

1. Have a working knowledge of ASC Policy, the NA service structure, and the Twelve Traditions.
2. **Shall form an operating policy with subcommittee** (copy of which will be given to the **Area Secretary**) and hold committee meetings **Monthly**.
Within two months after elections, the chairperson will present a yearly budget to the ASC for review and approval. **This budget will include the 4 annual events plus funding for the Man 2 Man and Woman 2 Woman events as stated on this page, item number 7d.**
3. Plan and implement “clean” activities as directed by ASC. (Note: A tax-exempt certificate is to be given to the Activities Chair by the Area Treasurer for the purchase of supplies for each activity. The tax-exempt number is to be kept confidential.) Although this committee may be directed from time to time to raise funds, the primary purpose of this committee is to provide NA members with activities in the spirit of recovery. This is not a fund-raising committee.
4. Notify the Regional Vice Chair (holder of the Regional insurance policy) and the Regional Webmaster for inclusion of DASCNA activities on the Regional calendar in order to be covered under the Regional insurance and posted on the Regional Web Page at www.naohio.org. In accordance with Regional policy (paragraph 4.4.2), “only events registered with the Regional Vice Chairperson will be covered by the Regional insurance policy”. **This policy should be posted in a non-conspicuous place at each activity location.**
5. Help other trusted servants coordinate activities including, but not limited to, fund-raisers, dances, campouts, workshops, etc., and inform other areas of these activities via our RCM.
6. Although this committee may be directed from time to time to raise funds, the primary purpose of this committee is to provide NA members with activities in the spirit of recovery. This is not a fund-raising committee.



7. In addition to the four (4) annual Area activities conducted by the Activities' Subcommittee, the Activities' Subcommittee Chairperson shall coordinate the bi-annual Man-to-Man (June) and Woman-to-Woman (October) Workshops.
 - a. The Activities' Chairperson shall nominate to DASCNA one or more persons to be Chairpersons of each Workshop 11 months prior to the scheduled date of the Workshops. Nominations will also be accepted from the Fellowship.
 - b. The DASCNA GSR's shall elect the individuals to be Chairpersons of the Man-toMan and Woman-to-Woman Workshops the month following nominations.
 - c. The Workshops shall be held the off-year of the DASCNA Convention.
 - d. Funding in the amount equal to that of other Area funded activities shall be made available to the Workshop Chairpersons by DASCNA in support of the Workshops.
 - e. Workshop Chairpersons follow the guidelines of the Activities' Subcommittee in the performance of their responsibilities of planning and managing the Workshops.
 - f. The Man-to-Man and Woman-to-Woman Workshops **will not hold fundraisers but be funded by DASCNA through Activities** and shall be a scheduled one-day event.
 - g. Workshop Chairpersons shall have previous ASC experience and a minimum two (2) years clean time.
8. When planning ASC activities, refer to the Convention Subcommittee Handbook.
9. The ASC shall provide the Activities Chair with a Convention Subcommittee Handbook to be passed on to his/her successor.
10. Previous ASC experience and a minimum of two (2) years clean time.
11. Term begins in February.

Regional Committee Member (RCM)

1. Have a working knowledge of ASC Policy, the NA service structure, and the Twelve Traditions.
2. Attend ORSCNA meetings representing DASCNA's conscience and to act as a link between DASCNA and the other Ohio ASCs.
3. Prior to attending ORSCNA meetings, refer to the Travel Expenses section for guidance.
4. Shall work with the Activities Chair in gathering information for DASCNA about activities outside DASCNA and inform other areas of DASCNA activities.
5. Shall maintain a current mailing list of ORSCNA trusted servants and RCMs and provide the Area Secretary with this list along with copies of ORSCNA quarterly meeting minutes.
6. Shall preside over the monthly ASC meeting in the absence of both the Chair and Vice-Chair.
7. Previous ASC experience and a minimum of one (1) year clean time.
8. Term begins in August.

Regional Committee Member Alternate (RCM Alternate)

1. Have a working knowledge of ASC Policy, the NA service structure, and the Twelve Traditions.
2. Shall perform duties of RCM in RCM's absence.
3. After one-year term as RCM Alternate, the alternate may be elected to the position of RCM with a full term requires a nomination to become RCM.
4. Shall attend ORSCNA meetings with the RCM.
5. Prior to attending ORSCNA meetings, refer to the Travel Expenses section for guidance.
6. Previous ASC experience and a minimum of one (1) year clean time.
7. Term begins in August.

Public Relations



1. Have a working knowledge of ASC Policy, the NA service structure, and the Twelve Traditions.
2. Within two months after elections, the chair will present a yearly budget to the ASC for review and approval.
3. **Shall form an operating policy with subcommittee** (copy of which will be given to the Area Secretary) and hold committee meetings Monthly.
4. The ASC shall provide the PR Chair with a PR Handbook to be passed on to his/her successor.
5. It is suggested that the chair attend ORSCNA meetings for support.
6. Prior to attending ORSCNA meetings, refer to the Travel Expenses section for guidance.
7. Is directly responsible to the ASC and is to keep the ASC informed of all activities.
8. Previous ASC experience and a minimum of two (2) years clean time.
9. Term begins in August.

Phoneline

1. Have a working knowledge of ASC Policy, the NA service structure, and the Twelve Traditions.
2. Within two months after elections, the chair will present a yearly budget to DASCNA for review and approval.
3. **Shall form an operating policy with subcommittee** (copy of which will be given to the Area Secretary) and hold committee meetings Monthly.
4. Maintain a Phoneline Log to account for all calls received, including hang-ups and out-of-town calls. When responding to calls, emphasize: the only requirement for membership, our primary purpose, never endorse related facilities, non-professional, no opinion on outside issues, attraction rather than promotion, and anonymity.
5. Maintain a record of all expenditures and report monthly to the ASC.
6. Previous ASC experience and a minimum of two (2) years clean time.
7. Term begins in February.

Hospitals and Institutions

1. Have a working knowledge of ASC Policy, the NA service structure, and the Twelve Traditions.
2. Within two months after elections, the chair will present a yearly budget to the ASC for review and approval.
3. **Shall form an operating policy with subcommittee** (copy of which will be given to the Area Secretary) and hold committee meetings Monthly.
4. The ASC shall provide the H&I Chair with an H&I Handbook to be passed on to his/her successor.
5. It is suggested that the chair attend ORSCNA meetings for support.
6. Prior to attending ORSCNA meetings, refer to the Travel Expenses section for guidance.
7. Is directly responsible to the ASC and is to keep ASC informed of all activities.
8. Previous H&I experience and a minimum of two (2) years clean time.
9. Term begins in February.

Convention Subcommittee



1. Have a working knowledge of ASC Policy, the NA service structure, the Twelve Traditions, and the Dayton Area Convention Guidelines, dated April 1995.
2. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provide help when needed.
3. Helps resolve personality conflicts.
4. Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the convention.
5. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions.
6. Prevents important questions from being decided prematurely in order to foster understanding by the entire committee prior to action.
7. Allow the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
8. Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
9. Votes only to break a tie on issues brought before the Executive Committee.
10. Chairs the Convention Committee meetings as well as the Convention.
11. Is directly responsible to the ASC and keeps ASC informed of the Convention Committee's progress and all fund-raising activities associated with the convention via flyers and written report and **will provide a written report of fund flow and costs to DASCNA Area meeting monthly.**
12. In accordance with Regional policy, "only events registered with the Activities Chair prior to the event will be covered by the Regional insurance policy". This policy should be posted in a non-conspicuous place at each function.
13. Requires previous ASC experience, past Convention Committee member, and a minimum of five (5) years clean time.
14. Term begins two (2) years prior to Convention.

Policy Coordinator

1. Term of service is 1 year.
2. Suggested clean time requirement is 3 years.
3. Has a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous and parliamentary procedures.
4. Should be able to attend all ASC meetings.
5. Suggest previous Area or Regional policy experience.
6. Will be responsible for advice on all matters of Area policy at the ASC meeting.
7. Will reference policy at the ASC meeting when required.
8. Will work with the Webmaster to assure that the policy document remains updated on the website when policy is made or changed by Group conscience.
9. Will have current/updated policy available at all ASC meetings and print copies for ASC trusted servants as requested.
10. Will request funds for printing of policy.

Webmaster

Provide New Group and Group Update forms to groups as new groups are added and group changes occur. Also send these forms to the World Service Office (WSO) and periodically obtain an updated list of DASCNA groups from the WSO to ensure that changes are correctly entered.



Ad-Hoc Committees

1. May be formed or dissolved by the ASC as deemed necessary by majority vote of ASC members present.
2. Within two months after elections, when applicable, the chair will present a yearly budget to DASCNA for review and approval.
3. Is directly responsible to the ASC and shall keep ASC informed of all activities.
4. Previous ASC experience and one (1) year clean time; circumstances considered.

GSR and GSR Alternate

1. A GRS is the link between the Group and the NA service structure. The GSR is the voice of the Group at the Area level.
2. The GSR brings the Group input and suggestions to the ASC for discussion. The GSR takes notes of relevant matters, which come from the Area and Region so that they may carry the information back to the Groups. This is so that the Groups can be aware of Area and Regional business.
3. A GSR is a member elected by the Group to represent them. The member should have a willingness to serve and it is suggested to have one year of continuous clean time.
4. The Group GSR is responsible to their group and not the ASC.
5. The group determines the GSR duties and requirements.
6. Regular attendance at monthly ASC meetings is requested in order to maintain voting privileges. The GSR or their alternate must have attended 2 of the 3 previous meetings.

