



Greater Orlando Area Service Committee of Narcotics Anonymous

Procedural Guidelines

Last Updated 05/05/2023

GOASCNA Purpose

The purpose of an Area Service Committee is to be supportive of its groups and their primary purpose, by linking the groups within the area, by assisting groups with their basic needs and/or situations, and by encouraging the growth of the NA fellowship within the Greater Orlando Area.

**Greater Orlando Area
Service Committee of Narcotics Anonymous
Procedural Guidelines
(Updates through May 2023 ASC)**

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Addendums:

- Consensus Based Decision Making

Appendix: Archival Guidelines (no longer printed until needed - only available from website)

- (1) Literature Input & Review Subcommittee.
- (2) Activity Subcommittee (event checklist example)

I. General Committee Guidelines

The Greater Orlando Area Service Committee uses WSC approved A Guide to Local Services in NA handbook as its guidelines. Exceptions to those guidelines are below:

- A. All GOASCNA meetings are open to NA members,**
- B. All GOASCNA meetings are non-smoking,**
- C. Administrative Committee is to include:**
 - 1. Area Facilitator,
 - 2. Area Co-Facilitator,
 - 3. Regional Committee Members (First and Second),
 - 4. Treasurer,
 - 5. Alternate Treasurer,
 - 6. Secretary,
 - 7. Alternate Secretary,
 - 8. Literature Distributor,
 - 9. Alternate Literature Distributor, and,
 - 10. Guides (1 and 2).
- D. ASC Officers may not:**
 - 1. Be a GSR or Alternate GSR, excluding GOASCNA, Inc. Board Member at Large,
 - 1. Hold two positions on area level,
 - 2. Hold an elected position on the FRCNA convention committee,
 - 3. Hold an elected position on the WCNA convention committee.
- E. Removal of Officers:**
 - 1. Any ASC Officer may be removed from office by the ASC at any time by a 2/3-majority vote,
 - 2. Any ASC Officer who has two consecutive unexcused absences will be automatically resigned at the next ASC meeting,
 - 3. Any Leader or Co-Leader of an ASC Subcommittee or it's Sub-subcommittees who has two (2) consecutive unexcused absences will be automatically resigned at the next subcommittee or ASC meeting (whichever comes first).
- F. Absences**
 - 1. Absences may be excused by the Area Facilitator,
 - 2. Elected trusted servants must address the ASC prior to leaving early. Leaving early may be assessed as an absence at the discretion of the Facilitator.
- G. ASC Minutes**
 - 1. Will include current Greater Orlando Area Quick-Order Form,
 - 2. Will include GSR report forms,
 - 3. Will include all approved Activities checklists,
 - 4. Will report all open/filled work group committee positions,
 - 5. Will include complete Treasurer's report,
 - 6. Flyers or other items not pertaining to actual minutes will not be included in minutes, but will be passed out at ASC,
 - 7. Will be available on the GOASCNA Website.
 - 8. Will include topics discussed during open floor.
 - 9. Will not include any names or discussion that occurred
 - 10. All reports that are to be included in the minutes will be submitted to the Admin Committee via email at least one day prior to ASC or hand-delivered prior to the conclusion of ASC

H. Subcommittees may neither waive nor change their guidelines without the approval of the ASC.

I. Literature/Literature Distribution

1. Literature is disbursed ½ hour prior to and after the ASC meeting.
2. Four (4) new meeting starter kits, 2 in English and 2 in Spanish, will be kept on-hand for distribution when approved by group conscience. A new meeting starter kit is to include three (3) each of the following Information Pamphlets (IPs):
 - a) *Recovery Relapse Am I an Addict?*
 - b) *Just for Today,*
 - c) *Sponsorship,*
 - d) *One Addicts Experience,*
 - e) *Welcome to NA, and,*
 - f) *Five (5) White Booklets.*
 - g) *Three (3) of each key tag,*
 - h) *One (1) Group Booklet,*
 - i) *One (1) set of Reading Cards,*
 - j) *One (1) NA Way Magazine,*
 - k) *One (1) Literature Order Form,*
 - l) *One (1) New Group Registration Form,*
 - m) *One (1) New Group Checklist (things to consider),*
 - n) *One (1) Group Treasurer's Workbook EN-2110.*
 - o) *Two (2) EN-2201 An Introduction to NA Meetings;*
 - p) *Two (2) EN-2202 Group Business Meetings;*
 - q) *Two (2) EN-2203 Group Trusted Servants Roles & Responsibilities*
 - r) *Two (2) EN-2204 Disruptive & Violent Behavior;*
 - s) *Two (2) EN-2205 NA Groups & Medication;*
 - t) *Two (2) EN-2206 Principles and Leadership in NA Service*
 - u) *Two (2) EN-2207 Social Media*
3. All literature supplied to H&I and PR subcommittees will be stamped with the respective subcommittee name and the Phonenumber number.
4. The Greater Orlando Area will provide RCM(s) with all literature needed to represent the Greater Orlando Area at FRSCNA meetings and monthly meetings.
5. Three (3) Infinity Medallions will be kept on-hand.
6. Area Literature order will be placed within 10 days of the end of the Monthly Greater Orlando Area Meeting.
- 7) Addicts who are opening a new meeting and would like a New Group Starter Kit can obtain one by submitting a request in the following ways:
 - A) Contact Literature Distributor on the Greater Orlando website at www.orlandona.org and request a New Group Starter Kit in writing.
 - B) Attend an ASC meeting and make a verbal request for a New Group Starter Kit.
 - C) If for any reason, an addict is unable to submit a request as stated above, that addict can reach out to another addict to help request a New Group Starter Kit on behalf of the New Group.
 - D) All requests for a New Group Starter Kit will include the following information:
 - Name of group
 - Name of Area: Greater Orlando Area of Narcotics Anonymous.
 - Day(s) and time(s) the group will be meeting.
 - If the group will meet in person or hybrid: (In person and virtually). Include address and/or online login information.
 - Contact information of a home group member.

E) The Literature distributor will inform GOASCNA Webpage and PR/Phone line Subcommittees Leaders of all new groups requesting a New Group Starter Kit.

J. Meeting Lists

1. Current meetings lists are disbursed at the ASC meeting
2. Bids for the printing of meeting lists are to be solicited bi-annually with a minimum of three bids.
3. New meetings lists will be approved for final printing by the GOASCNA Facilitator.

K. Flyers

1. If a flyer displays one of the NA logos, a registered trademark symbol, (a small circled letter "R"), should appear to the right of the logo, as per WSO bulletin Internal Use of NA Intellectual Property.
2. All flyers or other items not pertaining to the actual monthly minutes will be passed out at ASC.
3. All flyers passed out at ASC or posted on the Greater Orlando Area website are submitted to the Area Co-Facilitator for review before distribution or posting.
 - a) *The Greater Orlando Area Co-Facilitator may delegate the responsibility of approving / disapproving the flyers submitted via the Greater Orlando Area website to the Greater Orlando Web Page Subcommittee yet remains the single point of accountability that all flyers meet the requirements set forth below.*
4. All Greater Orlando Area flyers must state "Greater Orlando Area".
5. All Greater Orlando Area flyers submitted and passed out at ASC must have the following information:
 - a) *Function (event) flyers:*
 - 1) Date,
 - 2) Time,
 - 3) Address, including City and State,
 - 4) Location or Facility,
 - 5) Disclaimer: "NA is not affiliated with this facility",
 - 6) Directions / Map (optional),
 - 7) Contact person,
 - 8) What the fundraising is being held for,
 - 9) One of the following Hearing-Impaired numbers:
 - 10) The Relay number for the Deaf, 1-800-955-8771, or,
 - 11) 711.
 - 12) Greater Orlando Area's Local Phonenumber: 407-425-5157,
 - 13) Greater Orlando Area's Toll-Free Phonenumber: 866-579-8333,
 - 14) Greater Orlando Area Web Page URL (Uniform Resource Locator):
www.orlandona.org,
 - 15) Does not advertise or make mention of any raffles or cash drawings.
 - b) *Meeting/Group Information flyers:*

- 1) Date,
 - 2) Time,
 - 3) Address, including City and State,
 - 4) Location of facility,
 - 5) Disclaimer: "NA is not affiliated with this facility",
 - 6) Directions / Map (optional),
 - 7) One of the following Hearing Impaired numbers:
 - (a) The Relay number for the Deaf, 1-800-955-8771, or,
 - (b) 711.
 - 8) Greater Orlando Area's Local Phonenumber: 407-425-5157,
 - 9) Greater Orlando Area's Toll-Free Phonenumber: 866-579-8333,
 - (a) Greater Orlando Area Web Page URL (Uniform Resource Locator):
www.orlandona.org.
- 2. All non-Greater-Orlando-Area NA flyers submitted and passed out at ASC must have the following information:**

a) Function (event) flyers:

- 1) Date
- 2) Time
- 3) Address, including City and State
- 4) Location or Facility
- 5) Disclaimer ("NA is not affiliated with this facility")
- 6) Directions / Map (optional)
- 7) Contact person
- 8) The area's respective Phonenumber(s) and their Webpage URL, if available.

b) Meeting/Group Information flyers:

- 1) Date
- 2) Time
- 3) Address, including City and State
- 4) Location or Facility
- 5) Disclaimer ("NA is not affiliated with this facility")
- 6) Directions / Map (optional)
- 7) The area's respective Phonenumber(s) and their Webpage URL, if available.

L. Area/Group Functions

1. **The Greater Orlando Area will annually celebrate its Anniversary in the month of February commemorating the founding of the Greater Orlando Area on February 11, 1982. This Anniversary will be an Area Event.**
2. **Any function to be held by the ASC at any facility in which a meeting is regularly held needs to contact the GSR or GSRs of that meeting place to alleviate any possible conflicts with the meeting and the potential function before the facility is secured for the function.**
3. **The Area Facilitator and Treasurer are to appoint a designated person for each function to sign receipts for Money collected at area functions.**
4. **Immediately following a scheduled activity, the Activity Leader, accompanied by the designated appointees, should go together to the closest location to purchase a money order made payable to GOASCNA.**
5. **The Activities Leader is authorized to make bank deposits in the Area bank account when funds are collected after an area activity.**
6. **It is recommended that all groups planning an activity have it pre-coordinated by the Area Activities Leader (Intent is to minimize timing conflicts and overlapping of events.) When the Area holds a function, an NA meeting is held, whenever possible and not cost prohibitive, a notice of such will be included on the flyers.**

M. Internet

1. The Webpage Subcommittee is to be the single point of accountability for all internet presence of GOASCNA

N. Schedule

1. The Greater Orlando Area Service Committee meeting for every May will be on the 1st Sunday of the Month.

O. Red Flags (or red cards)

1. Any member of the service body can raise a red flag, or a "red card", during any part of the service committee meeting, to point out that our principals, traditions or concepts are not being followed.
2. The normal order of business will be postponed until the red flag (or red card) is decided upon by the GSRs
3. Only the GSRs can validate the red flag (or red card); by following the normal consensus business procedures for "Handling of a Block".
4. In the event that this red flag (or red card) is validated by the GSR's, the activity or action taking place that is contrary to our principles, traditions or concepts will cease and desist.

P. Public Interactions For all trusted servants to be vigilant when replying to any emails from the public via the Greater Orlando Area webpage and not includes any personal business and / or professional insignia, position or credentials so as not to confuse the public.

Q. GOASCNA INC Tax-Exempt Certificate Usage

1. Upon taking the position, or soon thereafter (at least prior to any use of GOASCNA's Florida Department of Revenue Consumer's Certificate of Exemption), Subcommittee Leaders must be oriented by the GOASCNA Facilitator or Co-Facilitator as to the regulations, laws, and permitted use of the Tax Exemption Certificate. Excluding Literature Leader.

II. Nominations/Elections of Officers

A. Vote of Acclamation

1. For the election of Area Facilitator, second term Regional Committee Member and Subcommittee Leaders, a vote of acclamation is requested for the Area Co-Facilitator, first term Regional Committee Member and Subcommittee Co-Leader provided they have served for six months in the respective positions. If the "vote of acclamation" does not carry with a 3/4 majority vote, nominations are solicited, and elections are held.

B. General Elections

1. Nominations for Area positions are solicited in June. Nominations are to be closed at the July ASC and elections will be held. ASC elections are to remain in conjunction with RSC elections. In the event of an unexpected vacancy or new Area elected position opening up, the position will remain open for at least one month following the announcement.
2. The position is announced and an explanation of office is read from the Area Service Guidelines to establish requirements for each.
3. The Facilitator reads the Fourth Concept of NA Service:

- a) *“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”*
4. **Nominations are accepted.**
5. **After accepting nominations, the Facilitator will ask the floor if there are any further nominations.**
6. **Before the actual elections, each nominee should state, in person, their qualifications for serving the Fellowship. They should state their clean time, past service experience, if they have the time and resources to serve in the position, and why they want to serve.**
7. **Questions for the nominees will be accepted by the Facilitator, if appropriate.**
8. **Voting for elections will be conducted using Robert’s Rules which states an unopposed candidate must receive 80% yes to be elected, 2 or more candidates require 1 more than 50% yes to be elected .**
9. **Officers are to assume duties of the office at the end of business at the July ASC, except when filling a vacant position not a July (yearly) election position.**

III. Business Procedures / Consensus Based Decision Making

A. Participation in Consensus

1. **GSR’s are the only members that are counted towards Consensus.**
2. **A new group may be added to roll call by declaring its willingness to become a member of ASC. After 2 consecutive ASC attendances, a group will be added to the count towards consensus at the next, or third ASC attendance.**
3. **A group missing its 2nd consecutive ASC will not be counted for Consensus**
4. **A group missing its 6th consecutive ASC will be removed from roll call.**

B. Participation in Discussion

1. **All members attending ASC may participate in the discussion of the proposal. However, only GSR’s are counted toward Consensus.**
2. **All members should be aware of the discussion and not repeat concerns that have already been expressed.**
3. **Each member should be allowed to share at least one time during the discussion until all members have been heard, not allowing the discussion to turn into a debate.**
4. **It is important to provide each proposal sufficient time for discussion. Even proposals that are to be tabled to groups, need discussion to provide GSRs with as much information as possible to take back to the Home Groups.**
5. **Discussion continues until Consensus is reached or it is apparent that the proposal will not gain support.**

C. Recognition

1. **To be recognized on the floor, a raise of the hand is necessary.**

D. Proposals

1. **Proposals will be allowed by the following:**
 - a) *GSRs or their alternates in their absence*
 - b) *RCM 1 or RCM 2 in absence of RCM1*
 - c) *Co-Facilitator, Secretary, Treasurer, Guide, and Literature Distributor, when germane to their position*
 - d) *Subcommittee Leader or Co-Leader in their absence, when germane to their position*
2. **Each proposal shall be co-authored by another Trusted Servant.**
3. **New proposals shall be submitted prior to old business.**

4. **Proposals and Modifications must be submitted in writing to the Guide for review and prioritization. It should be clearly stated and contain purpose.**
 - a) *Proposals that pertain to the Procedural Guidelines of the ASC or its Subcommittees will identify the section(s) to be changed, amended, or added.*
 - b) *The proposal numbering will be the first 2 digits for the year, next 2 for the month and the next 2 for the order they came to the ASC floor to be heard. When the proposal affects the guidelines there will be an (P) following the numbers.*
5. **Proposals will be prioritized based upon time sensitivity.**
6. **The Treasurer will make recommendations on all money proposals.**

E. A brief overview of Consensus Based Decision Making and the use of the colored cards will be reviewed prior to the start of business.

F. Test for Consensus/Call for Consensus Procedure

1. **The Facilitator will test for Consensus/straw poll at the presentation of the proposal to find the degree of support and identify concerns. All GSRs and Elected Trusted Servants participate in the test for consensus/straw poll when a proposal is presented on the floor.**
2. **Following discussion and/or modification of the proposal, the Facilitator will call for consensus. Only GSRs participate in the call for consensus. See the definition of “test for consensus/straw poll” and “call for consensus” described below.**
3. **Each GSR will raise the following color-coded cards to show their support/concerns with the proposal.**
 - a) *Green – Assent – “I have heard the discussion and am prepared to support the proposal”. Counts towards consensus.*
 - b) *Yellow – Assent with Reservation – “I have mixed feelings about this proposal, but I am willing to allow it to pass.” Counts towards consensus.*
 - c) *Orange – Stand Aside – “I am against and/ or do not support this proposal.” Counts against consensus.*
 - d) *Red – Block – “I cannot support this, it is against our principles”. * Counts against consensus.*
4. **Consensus is achieved when 80% of the eligible members indicate Assent or Assent with Reservation.**
5. **At any time prior to consensus being reached, a GSR can request that the proposal be tabled to the groups for further discussion. The proposal shall be tabled to groups following this action, though further discussion at ASC could continue.**

G. Proposal Modification

1. **If consensus is not achieved and support is apparent, the proposal can be modified to address the concerns of the decision makers.**
2. **If consensus is not achieved, the Facilitator shall attempt to determine the concerns preventing consensus. Concerns of the stand asides shall be heard to determine if a proposal modification could relieve the concerns and move the proposal toward consensus.**
3. **If a proposal is tabled to groups for further discussion and returned to area for consensus, the proposal may still be modified to address the concerns of the groups in order to achieve consensus.**
4. **Only GSRs and elected trusted servants can modify a proposal.**
5. **In the event of multiple modifications, the GSR’s and elected trusted servants discuss until modification reaches consensus.**

H. Handling of a Block

1. Given that a proposal can be defeated by a sufficient number of Stand Aside's, the Block should be extremely rare.
2. In the event a member feels that a Block is warranted, the member will be given the opportunity to express which Tradition or Concept or Spiritual Principle fundamental to NA is violated by the proposal. A decision to "Block" must be supported by specific Traditions and/or Concepts.
3. The Facilitator can ask the Guide for their understanding concerning the justification for the block.
4. Following the justification for the block, all GSRs and Elected Trusted Servants will determine if the block is valid through the showing of the green (agreement with the Block) or red (disagreement with the block) cards. 80% of these voting members must agree that the block is valid.

IV. ASC Finances

- A. The GOASCNA year will run from June 1st to May 31st.
- B. No cash is to be accepted at ASC meetings.
- C. The prudent reserve is considered emergency funds and is to be used for budgeted items only.
- D. The prudent reserve will consist of:

1. Four (4) months operating expenses for admin & Subcommittees
2. Operating expenses include only essential expenses necessary for the operation of the committee as listed in the priority list item line J seen below.
3. In the event that any subcommittee is not represented for 90 days at the area meeting, remove that subcommittee's line items from prudent reserve calculations. Add sub-committee reserve calculation once presence is re-established at area meeting.

E. To hold monies in reserve before making donations to FRSC and NAWS:

1. Monies collected at ASC from groups to pay for literature ordered by the groups.
2. Non-budgeted monetary proposals approved at ASC.

F. A work group Committee consisting of the outgoing and newly elected administrative committees and interested GSRs is to be created at the time of election for the purposes of:

1. Evaluation of the Area's finances and inventory of its assets.
2. Updating the list of signers on the GOASCNA bank account.

G. All disbursements will be made through GOASCNA bank checking account which requires two signatures for each check. Or written approval by the Area Facilitator or Area Co-Facilitator for the electronic payments by the by the Treasurer. Electronic Payments may be approved for:

1. Payments for budgeted monthly services such as the Phonenumber .

2. **Payments to the RSO [Regional Service Office] for literature orders taken at previous month's ASC including the minutes.**

H. ASC officers who are allowed to sign checks drawn on the GOASCNA bank account, without exceptions or alternates, are:

1. Area Facilitator
2. Area Treasurer
3. Area Co-Facilitator

I. The Activities Leader is authorized to make bank deposits in the area bank account when funds are collected after an area activity. The deposit is to be done in a money order purchased directly following the area function at which they were collected.

J. The Priority List for ASC expenditures is as follows:

1. ASC Hall rental,
2. Phonenumber [phonenumber] expenses,
3. Literature (and shipping of same),
4. Meeting lists,
5. ASC Minutes (Printing and distribution of),
6. Subcommittees,
7. Work group Committees,
8. RSC Room:
 - a) *Area is to provide funds at the ASC prior to RSC with the submission of a printed hotel reservation/confirmation sheet which clearly reflects the total cost (and return the hotel check-out receipt at the next ASC) for up to four (4) room nights when the Regional Service Committee is held outside Greater Orlando area, and up to 2 room nights for Saturday night when RSC is in Orlando, [2 if there is a female and male RCM team]. Members attending Regional weekend are responsible for acquiring their own hotel room. RSC rooms shall be designated as a male and a female room both Friday and Saturday night with a maximum of four persons per room and in accordance with the following room priority list:*
 - 1) RCM 1,
 - 2) RCM 2,
 - 3) GOASCNA Subcommittee Leaders and Co-Leaders,
 - 4) GOASCNA members at large.
9. **Greater Orlando FRCNA program committee representatives shall be reimbursed for gas and tolls with receipts for travel outside Greater Orlando to the FRCNA Program Subcommittee meetings, and,**
10. **75% RSC Donation/25% WSC Donation.**

K. Any checks returned for insufficient funds will be covered, including bank charges, by the writer of the check and further payments must be by bank check or money order.

V. Officer Guidelines

A Facilitator

1. **Requirements**
 - a) *Minimum of three years continuous abstinence from all drugs*
 - b) *Service experience in one or more of the following*

- 1) Area Co-Facilitator
 - 2) Subcommittee Leader
 - 3) GSR
 - 4) Other officers of the ASC
- c) *Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts*
- 2. Duties and Responsibilities**
- a) *Directly responsible to the ASC body*
 - b) *Responsible for arranging agenda for ASC to include the service workers prayer at the beginning of the meeting.*
 - c) *Responsible to secure facility to hold monthly ASC*
 - d) *Presides over ASC*
 - e) *Organizes and maintains administrative documents generated by the ASC*
 - f) *Cosigner on the Area bank account*
 - g) *Authorized access to the Donate Button Account*
 - h) *Approve meeting lists for final printing*
 - i) *Prepare and submit a projected Administrative budget at the March ASC to commence on the new fiscal year beginning in June*
 - j) *Will hold a position as a board member for GOASCNA Inc. (as a board member personal information can be accessed by the public).*
 - k) *Point of Accountability for administrative body.*
 - l) *Point of accountability for the GOASCNA's Florida Department of Revenue Consumer's Certificate of Exemption ("Certificate").*
 - m) *Maintain Certificate and Admin Certificate Instruction Packet with GOASCNA's Administrative Documents.*
 - n) *In the absence of a vacating Subcommittee Leader or Subcommittee Co-Leader, orient each new Subcommittee Leader as to the regulations, laws, and permitted use of the Certificate.*
 - o) *Transfer "tax exemption folder" to incoming ASC Facilitator/Co-Facilitator and orient them as to the regulations, laws, and permitted use of the Certificate.*
 - p) *Transfer virtual meeting account login credentials and guidelines to the incoming ASC Facilitator/Co-Facilitator. Orient them on the successful use of these for hybrid virtual meetings.*

B. Co-Facilitator

1. Requirements

- a) *Minimum of three years continuous abstinence from all drugs*
- b) *Service experience in one or more of the following*
 - 1) Subcommittee Leader
 - 2) GSR
 - 3) Other officer of the ASC
- c) *Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts*

2. Duties and Responsibilities

- a) *Directly responsible to the Area Facilitator*
- b) *Performs the duties of the Facilitator in their absence*
- c) *Coordinates activities of subcommittees*
- d) *Cosigner on the Area bank account*
- e) *Authorized access to the Donate Button Account*
- f) *Will hold a position as a board member for GOASCNA Inc. (as a board member personal information can be accessed by the public)*
- g) *Maintain Certificate and Admin Certificate Instruction Packet with GOASCNA's Administrative Documents.*
- h) *Orient each new Subcommittee Leader as to the regulations, laws, and permitted use of the Certificate in the absence of an ASC Facilitator or exiting Subcommittee Leader.*

- i) *Transfer “tax exemption folder” to incoming ASC Facilitator/Co-Facilitator and orient them as to the regulations, laws, and permitted use of the Certificate in the absence of a vacating ASC Facilitator.*

C. Secretary

1. Requirements

- a) *Minimum of three years continuous abstinence from all drugs*
- b) *Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts*
- c) *One year active in the NA service structure*
- d) *General office or secretarial skills*
- e) *Has access to a computer and copier.*

2. Duties and Responsibilities

- a) *Directly responsible to the Area Facilitator*
- b) *Responsible for keeping an accurate record of each ASC meeting.*
- c) *Is responsible for submitting the area minutes to GOASCNA discussion group (aka Google Groups) within ten days of ASC:*
- d) *Is NOT a signer on the Area bank account.*
- e) *Responsible for printing of ASC stationary*
- f) *Will hold a position as a board member for GOASCNA Inc. (as a board member personal information can be accessed by the public).*

D. Alternate Secretary

1 Requirements

- a) *Minimum of three years continuous abstinence from all drugs*
- b) *Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts*
- c) *One year active in the NA service structure*
- d) *General office or secretarial skills*
- e) *Has access to a computer and copier.*

2 Duties and Responsibilities

- a) *Directly responsible to the Area Secretary*
- b) *Responsible for assisting the Area Secretary*
- c) *Is NOT a signer on the Area bank account.*

E. Treasurer

1 Requirements

- a) *Minimum of three years continuous abstinence from all drugs*
- b) *Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts*
- c) *Previous service as Treasurer on the Group level*
- d) *Bookkeeping experience*

2 Duties & Responsibilities

- a) *Uses WSC approved Treasurer’s handbook (Revised) as guidelines; exceptions to those guidelines are listed below:*
- b) *Directly responsible to the Area Facilitator*
- c) *Is a signer on the Area bank account*
- d) *Authorized access to the Donate Button Account*
- e) *Makes recommendations on all money proposals at ASC.*
- f) *Keeps an accurate record of all donations and literature monies and makes disbursements of funds.*
- g) *Monitor and transfer monies monthly from the Donate Button Account*
- h) *To be familiarized with all standing subcommittees’ approved budgets (i.e. Admin and subcommittees)*
- i) *Responsible for reporting financial status at every ASC meeting to include the following:*

- 1) Total donations received.
 - 2) Literature monies received.
 - 3) Expenses incurred by standing subcommittees (including budgeted and non-budgeted items)
 - 4) Current Operating Prudent Reserve
 - 5) Book balance as of current ASC
 - 6) Donations to other levels of NA service
- j) *Provide access of all subcommittees' bills to the appropriate Subcommittee Leader(s) prior to payment*
- k) *Provide access of the current bank statement at the ASC*
- l) *Within seven (7) calendar days of the ASC, the Treasurer and/or Alt. Treasurer will submit the Treasurer's Report to the Secretary and make deposit of monies collected at the ASC*
- m) *Provide an annual report at fiscal year-end to include the following:*
- 1) 1) Total year-to-date donations received and disbursed
 - 2) 2) Total year-to-date Literature monies received and disbursed
 - 3) 3) A comparison of budgets to actual expenditures by standing subcommittees.
 - 4) 4) A summary of non-budgeted monetary proposals approved at ASC
- n) *To attend the annual financial inventory*
- o) *Prepare a budget spreadsheet to be provided at February's ASC which includes: Actual spending from the previous year, the approved budget, current YTD spending, and projected spending for the rest of the Fiscal Year.*
- p) *Compile proposed budgets submitted by Subcommittee Leaders and Admin in March and prepare a proposal to approve the proposed FY Budget.*
- q) *Solicit and obtain a professional tax preparer. Provide the tax preparer with all required financial information necessary for tax reporting following the year-end financial report. Ensure the tax filing has been completed by end of ASC July business meeting. Send a copy of the tax filing to the Regional Service Office.*
- r) *Will hold a position as a board member for GOASCNA Inc. (as board member personal information can be accessed by the public).*
- s) *Completes Annual Corporation report to sunbiz.org with guidance of Facilitator.*
- t) *Will store admin documents on Hotmail cloud.*
- u) *Will define financial document retention to 7 years in cloud format.*

F Alternate Treasurer

1. Requirements

- a) *Minimum of three years continuous abstinence from all drugs*
- b) *Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts*
- c) *Previous service as Treasurer on the Group level*
- d) *Bookkeeping experience*

2. Duties & Responsibilities

- a) *Directly responsible to the Area Treasurer*
- b) *Assists the Treasurer in keeping an accurate record of all funds and makes disbursements of funds when appropriate*
- c) *Is NOT a signer on the Area bank account*

G. Literature Distributor

1 Requirements

- a) *Minimum of two years continuous abstinence from all drugs*
- b) *Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts*
- c) *Knowledge of purchasing and inventory*

2 Duties and Responsibilities

- a) *Directly responsible to the Area Facilitator*
- b) *Responsible for all acquisitions and disbursements of literature and meeting lists while keeping accurate record of those acquisitions and disbursements*

- c) *Responsible for maintaining the GOASCNA Literature Quick Order Form*
- d) *Submits a written report to the ASC which includes all transactions from the previous month and current inventory on hand*
- e) *Is NOT a cosigner on the Area bank account*
- f) *Required to communicate detailed accounting/inventory of funds and/or properties received on behalf of the GOASCNA within two business days of their receipt to the Area Treasurer.*

H. Alternate Literature Distributor

1 Requirements

- a) *Minimum of two years continuous abstinence from all drugs*
- b) *Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts*
- c) *Willingness and desire to learn purchasing and inventory*

2 Duties and Responsibilities

- a) *Directly responsible to the Literature Distributor*
- b) *Responsible for assisting the Literature Distributor*
- c) *Is NOT a cosigner on the Area bank account*

I Regional Committee Members (Two positions: RCM 1 and RCM 2)

1. RCM 1

a) Requirements

- 1) *Minimum of three years" continuous abstinence from all drugs*
- 2) *Previous GSR experience*
- 3) *Active for at least one year in the Greater Orlando ASC*
- 4) *Basic knowledge of GOASC, its activities, and the groups within the area*
- 5) *Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts*

g) Duties and Responsibilities

- 1) *Directly responsible to Greater Orlando ASC*
- 2) *Provides a clear understanding of all communication between the Greater Orlando ASC and the RSC when appropriate*
- 3) *Distributes flyers from Region in accordance to GOASCNA Guidelines under Section I. K. 5*
- 4) *Convey the Group conscience of the ASC to the RSC when appropriate*
- 5) *Attend Regional Area Support and Fellowship Development meeting on Saturday and RSC on Sunday*

2. RCM 2

a) Requirements

- 1) *Minimum of three years" continuous abstinence from all drugs*
- 2) *Previous GSR experience*
- 3) *Active for at least one year in the Greater Orlando ASC*
- 4) *Basic knowledge of GOASC, its activities, and the groups within the area*
- 5) *Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts*

b) Duties and Responsibilities

- 1) *Directly responsible to RCM 1*
- 2) *Assists the RCM 1*
- 3) *If the RCM 1 is unable to fulfill their term in office, the RCM 2 assumes the responsibility of the RCM 1 with regard to the FRSC meetings until such time as the vote of acclamation can be obtained at the GOASCNA or the position is filled by the election process at GOASCNA.*

c) Reason for Removal

- 1) *2 consecutive unexcused absences from GOASCNA meetings*
- 2) *2 consecutive unexcused absences from FRSCNA meetings*

J. Subcommittee Leader (Elected by ASC)

1. Requirements

- a) *Minimum of two years continuous abstinence from all drugs*

- b) *Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts*
 - c) *Willingness and desire to serve*
 - d) *Working knowledge of the purpose, direction, intent, and function of' the subcommittee.*
 - e) *Has six months' prior experience with that respective subcommittee*
- 2. Duties and Responsibilities**
- a) *Directly responsible to the Co-Facilitator*
 - b) *Submits a written report to the ASC on the progress of the sub-committee. **Must include a balance of their budget in their monthly report and utilize this information to come up with next years' budget.*
 - c) *Submit all subcommittee plans for approval of the ASC allowing enough time to go through proper channels.*
 - d) *Participate in the Area Service Awareness Day to promote awareness of the subcommittee within the fellowship.*
 - e) *Prepare and submit a projected subcommittee budget at the March ASC to commence on the new fiscal year beginning in June*
 - f) *Attend Area Support and Fellowship Development meetings, when possible, within the Florida Region.*
 - g) *Required to communicate detailed accounting/inventory of funds and/or properties received on behalf of GOASCNA within two business days of their receipt to the Area Treasurer.*
 - h) *Required to respond to phone and electronic communications in a timely manner within 72 hours (including GOASCNA webpage contact emails and Google group emails).*
 - i) *Must use a budget form provided on the new check request from, requiring to be specific about what line item any spending comes out of.*
 - j) *Check request form used for reimbursements must include receipts and are only paid at the following ASC except for times of an excused absence.*
 - k) *Any subcommittee of the Greater Orlando Area that wishes to put on an event or activity that could potentially negatively or adversely affect a group's status, reputation or good standing with their meeting place, must inform the affected group(s) before reserving or booking that meeting space.*

K. Subcommittee Co-Leader

1. Requirements

- a) *Minimum of two years continuous abstinence from all drugs*
- b) *Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts*
- c) *Willingness and desire to serve.*
- d) *Working knowledge of the purpose, direction, intent, and function of the subcommittee*
- e) *Has six months' prior experience with that respective subcommittee*

2. Duties and Responsibilities

- a) *Directly responsible to the Subcommittee Leader*
- b) *Assists the Subcommittee Leader with all duties.*
- c) *Coordinates activities within the subcommittees*
- d) *Attend Area Support and Fellowship Development meetings, when possible, within the Florida Region*

L. Guide I & II (Two Positions)

The purpose of the Guide is to consider any input that affects the Procedural Guidelines of the Greater Orlando Area and provide clarity to the Area. This clarity will consist of, but is not limited to; (1) Does the proposal conflict with the 12 Steps, Traditions or Concepts? (2) Does the proposal create or change established guidelines? (3) What impact will the proposal have on the Greater Orlando Area? (i.e., spiritual, financial, time, etc.)

1. Requirements

- a) *Minimum of two years continuous abstinence from all drugs*
- b) *Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts*
- c) *Willingness and desire to serve.*
- d) *Working knowledge of the purpose, direction, intent, and function of the position*
- e) *Working knowledge of Consensus Based Decision Making (CBDM) and parliamentary procedure.*

2. Duties and Responsibilities

- a) *Directly responsible to Facilitator*
- b) *Will maintain an up to date GOASCNA guidelines reflecting any additions, deletions and/or changes to guidelines as approved by GOASCNA.*
- c) *Will submit to GOASCNA periodic updates of changes as needed and will submit an updated and complete set of GOASCNA Guidelines once each year, preferably in August.*
- d) *Will provide recommendations to the Area Facilitator regarding interpretation of guidelines, when requested.*

M. GOASCNA Inc. Board Member “Member at Large”

1. Requirements

- a) *Minimum of three years continuous abstinence from all drugs*
- b) *Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts*
- c) *One year Active in the NA service structure*
- d) *Member of the Greater Orlando Area of NA*

2. Duties and Responsibilities

- a) *Directly responsible to the Area Facilitator (GOASCNA Inc. President)*
- b) *2-year commitment*
- c) *Must attend all Board meetings as the need arises, NOT required to attend ASC.*

VI. Activities Subcommittee

The Activities Subcommittee uses WSC approved "A Guide to Local Services in NA" as its guidelines. Exceptions to those guidelines are below.

A. Purpose

1. The primary purpose of the Greater Orlando Area Activities Subcommittee is to coordinate, plan, and implement activities that promote unity and create a greater sense of community.
2. The secondary purpose of the Greater Orlando Area Activities Subcommittee is to generate funds for the fellowship.
3. The Activities Subcommittee is directly responsible to the Greater Orlando Area of Narcotics Anonymous.

B. Responsibilities

1. To provide a calendar to the GSRs at each ASC that provides the following activities for up to 4 months in advance:
 - a) GOASCNA Activities Subcommittee events.
 - b) Greater Orlando Area groups events, when notified by the group of their event.
 - c) FL Region conventions and RSC's.
2. To provide a list of potential events for the upcoming year with the exception of:
 - a) An Area Event which is required to be held annually in February.
 - b) A Service Awareness Day shall be held annually to provide awareness of the Area subcommittees to the Fellowship.
3. To provide the ASC with a proposed Event Budget, for the ASC's approval, for every activity at least three (3) months prior to that activity. See Activities Appendix A.
 - a) To provide the ASC a monthly accounting of all funds received and disbursed, and assets held by the Activities Subcommittee.
 - b) To provide a recovery meeting at every Activities Subcommittee event, whenever possible and not cost prohibitive.

C. Meetings

1. Each meeting is to be well publicized thus encouraging all members to attend.
2. Meetings shall be held not less than once monthly at a time and place designated by the members.
3. Agenda
 - a) Opening prayer
 - b) Reading of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous
 - c) Acceptance of the minutes from the last meeting
 - d) Old Business
 - e) Subcommittee Elections
 - f) New Business
 - g) Closing Prayer

D. Membership

1. Qualifications
 - a) Be a member of Narcotics Anonymous
 - b) Have the personal time and abilities to perform the duties.
 - c) Have a willingness and desire to serve within the committee.
2. The subcommittee consists of the following
 - a) Leader
 - 1) Elected by ASC - see GOASCNA Subcommittee Leader guidelines.
 - b) Co-Leader
 - 1) Elected by ASC - see GOASCNA Subcommittee Co-Leader guideline.
 - c) Secretary

- 1) Minimum 6 months continuous abstinence from all drugs,
 - 2) Previous experience as a General Member of the subcommittee,
 - 3) Elected by the Activities Subcommittee.
- d) *Task Coordinators*
- 1) Any person with the desire to make the commitment to the activity,
 - 2) Previous experience as a General Member of the subcommittee,
 - 3) Appointed by the Activities Subcommittee Leader.
- e) *General Members*
- 1) Any addict with the desire to make the commitment to work within the committee and at Activities events.

E. Position Duties and Responsibilities

1. Leader

- a) *Arrange times and agenda for and preside over all subcommittee meetings.*
- b) *Responsible for and present at all events of the subcommittee*
 - 1) If unable to attend or assume responsibility, communicate this to the Co-Facilitator of ASC and Co-Leader of Activities Subcommittee
- c) *Represents the subcommittee at monthly Area Service Committee meetings.*
 - 1) If unable to attend, communicate this to the Co-Facilitator of ASC and Co-Leader of Activities Subcommittee.
 - 2) A monthly accounting of all funds received and disbursed, and all assets will be included in the Activities Leader's Subcommittee Report to the ASC each month.
 - 3) Responsible for preparing and maintaining monthly calendar of events.
- d) *Responsible for the handling and accounting of any funds given to or generated by this committee.*
- e) *Responsible for follow up with all Task Coordinators for all scheduled events.*
- f) *Share responsibility with the Co-Leader and train him/her to take over as Leader.*
- g) *Maintaining and overseeing all records and documents of the Activities Subcommittee.*

2. Co-Leader

- a) *Assist the Leader as necessary.*
- b) *Perform the duties of the Leader in his/her absence.*
- c) *Responsible for helping the Leader maintains a list of facilities and contacts for future events.*
- d) *Responsible for the inventory of all Activities Subcommittee's assets and supplies (such as: coffee, coffee pots, leftover sodas, sports equipment, audio components, electronics, cups, etc.)*
- e) *Make sure coffee, cups, sugar and artificial sweetener are provided at all events (where applicable) including ASC.*

3. Secretary

- a) *Record accurate minutes and attendance at each committee meeting.*

4. Task Coordinators

- a) *Responsible for specific duties pertaining to specific Activities events.*

5. General Members

- a) *Will provide input and assistance to the committee and/or events.*

F. Voting

1. Voting Members

- a) *A person who has attended two consecutive complete subcommittee meetings.*
- b) *Voting privileges will be forfeited if a member does not attend two consecutive complete subcommittee meetings.*
- c) *Voting privileges can be re-established by attending two consecutive complete subcommittee meetings.*

2. Voting Procedures

- a) *A simple majority of the voting members is required to pass a proposal.*

3. Proposals

- a) *Proposals may be brought to the floor by any voting member as a part of new business.*

G. Finances

1. **Individuals collecting monies hosted by GOASCNA Activities Subcommittee events must have a minimum of two years clean time.**

VII. Public Relations/Phoneline

The Public Relations and Phoneline subcommittee uses WSD approved *Public Relations Handbook*, and *A Guide to Line Service Handbook* as its guidelines. Exceptions to those guidelines are below:

Amendments: in the event the committee does not have a specific guideline pertaining to an issue in question, the committee will default back to the guidelines specified in the *Guide to Local Service*. Amendments being voted on to alter applicable group guidelines must be agreed upon by 80% of the subcommittee.

A. Purpose of Public Relations/Phoneline Subcommittee

1. **To strengthen our relations with the public and professionals, enabling us to erase the stigma of addiction and disseminate the message of recovery so that those who might benefit from our program know where Narcotics Anonymous can be found.**
2. **To increase the awareness and credibility of the NA program in the Greater Orlando Area.**
3. **To facilitate the operation of and maintenance of a functional Phoneline for those who are seeking us.**

B. Meetings

1. **Subcommittee meetings shall be held no less than once monthly at a time and place agreed upon by the Committee members, with the Leader having the final say. Refer to the meeting list for current time and location.**

C. Voting Privileges

1. **The Committee utilizes Consensus Based Decision Making for all decisions; therefore, all members present at any committee meeting may participate in the CBDM discussion. All Narcotics Anonymous members who attend a subcommittee meeting may participate in the decision-making process.**

D. Trusted Servants:

1. **Subcommittee Leader/Co-Leader positions are elected by the ASC.**
2. **Subcommittee trusted Servants are elected per ASC guidelines (by a simple majority vote at the subcommittee meeting.)**
 - a) *Secretary*
 - b) *Phoneline Coordinator I*
 - c) *Phoneline Coordinator II*
3. **In the case of a sudden vacancy, including relapse, the position will be filled by election vote at the following committee meeting.**
4. **Elected trusted servants must attend monthly subcommittee meetings. Two consecutive missed subcommittee meetings by an elected trusted servant will result in that trusted servant's position becoming vacant and open for election.**
5. **Elections within the Subcommittee are to be held when the position becomes open. In the spirit of rotation, no member should serve in the same position for more than one year. In the spirit of membership, each member serving a trusted servant position shall make every attempt possible to find a train their replacement in that position.**
 - a) *Public Relations/Phoneline Leader*

- 1) Requirements
 - (a) Minimum of two years continuous abstinence from all drugs.
 - (b) Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
 - (c) One-year prior experience with this subcommittee.
 - (d) Willingness, desire to serve and resources required to fulfill position.
 - 2) Duties & Responsibilities:
 - (a) Directly Responsible to the Co-Facilitator
 - (b) Submits a written report to the ASC on the progress of the subcommittee.
 - (c) Prepare and submit a projected subcommittee budget at the March ASC to commence on the new fiscal year beginning in June.
 - (d) Attend pertinent subcommittee meetings held within the Florida Region
- b) *Public Relations/Phoneline Co-Leader***
- 1) Requirements
 - (a) Minimum of two years continuous abstinence from all drugs.
 - (b) Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
 - (c) One-year prior experience with this subcommittee.
 - (d) Willingness, desire to serve and resources required to fulfill position.
 - 2) Duties & Responsibilities:
 - (a) Directly Responsible to the Subcommittee Leader
 - (b) Assists the Subcommittee Leader with all duties.
 - (c) Attend pertinent subcommittee meetings held within the Florida Region
 - (d) In the event of the secretary's absence, responsible to record subcommittee meeting minutes.
- c) *Phoneline Coordinator I***
- 1) Requirements
 - (a) Minimum of two years continuous abstinence from all drugs
 - (b) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
 - (c) Willingness, desire to serve and resources needed to fulfill position.
 - (d) Six months prior Phoneline Subcommittee experience and a minimum of six months experience as a Phoneline volunteer.
 - (e) Availability to the internet to manage call routing system.
 - 2) Duties & Responsibilities
 - (a) Organize Phoneline volunteer shifts by keeping and maintaining a rotation schedule for all shifts.
 - (b) Manage call routing data entry and paper distribution of pertinent information and schedule updates.
 - (c) Maintain contact with all cellphone carriers.
 - (d) Attend all Phoneline subcommittee meetings and functions.
 - (e) Bring report to subcommittee with any problems, concerns and data
 - (f) Responsible to give orientation to Phoneline volunteers.
 - (g) Schedule call routing training sessions with Phoneline Coordinator II
 - (h) Update all phone numbers for 12 step volunteers and ASC/subcommittee members' phone numbers quarterly

d) *Phoneline Coordinator II*

- 1) Requirements
 - (a) Minimum of two years continuous abstinence from all drugs
 - (b) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
 - (c) Willingness, desire to serve and resources needed to fulfill position
 - (d) Six months prior Phoneline Subcommittee experience and a minimum of six months experience as a Phoneline volunteer.
 - (e) Availability to the internet to manage call routing system.
- 2) Duties & Responsibilities
 - (a) Organize Phoneline volunteer shifts by keeping and maintaining a rotation schedule for all shifts.
 - (b) Manage call routing data entry and paper distribution of pertinent information and schedule updates.
 - (c) Maintain contact with all cellphone carriers.
 - (d) Attend all Phoneline subcommittee meetings and functions.
 - (e) Bring report to subcommittee with any problems, concerns and data
 - (f) Responsible to give orientation to Phoneline volunteers.
 - (g) Update all phone numbers for 12 step volunteers and ASC/subcommittee members' phone numbers quarterly

e) *Phoneline Volunteer*

- 1) Requirements
 - (a) Minimum of one-year continuous abstinence from all drugs.
 - (b) Working knowledge of the 12 Steps and 12 Traditions
 - (c) Willingness, desire to serve and resources needed to fulfill the position
 - (d) Attend a minimum of one subcommittee meeting before being a Phoneline volunteer, and receive an orientation from Phoneline Coordinators I and II
 - (e) Attend monthly subcommittee meeting
- 2) Duties & Responsibilities
 - (a) Responsible for answering calls during shift
 - (b) Follow the Do's and Don'ts when taking calls
 - (c) Keep all Phoneline materials readily available, such as meeting lists, 12 step volunteer list and Orlando NA website.
 - (d) Notify Phoneline Coordinators if there are any issues
 - (e) Keep a log of all phone calls received

f) *Secretary*

- 1) Requirements
 - (a) Minimum of one-year continuous abstinence from all drugs
 - (b) Willingness, desire to serve and resources needed to fulfill the position
 - (c) Working knowledge of the 12 steps
- 2) Duties & Responsibilities
 - (a) Record the minutes of all subcommittee meetings. In the event of the secretary's absence, duty falls on the Leader and Co-Leader
 - (b) Attend all subcommittee meetings
 - (c) Send all subcommittee meeting minutes to the Leader and Co-Leader for review prior to Area meeting (7-10 days after subcommittee meeting)

- g) Project Coordinator**
 - 1) Requirements
 - (a) Minimum of one-year continuous abstinence from all drugs
 - (b) Willingness, desire to serve and resources needed to fulfill the position
 - (c) Working knowledge of the 12 steps, 12 Traditions and 12 Concepts
 - (d) Minimum of six months participation in the subcommittee
 - 2) Duties & Responsibilities
 - (a) Develops a written action plan for subcommittee approval if necessary
 - (b) Obtains prior subcommittee approval for any and all projects, including any and all verbal or written contracts.
 - (c) Coordinates individuals required to do the project work
 - (d) Schedules and chairs project meetings as needed
 - (e) Serves as the single point of accountability for any related contacts responding to all inquiries in a timely manner
 - (f) Submits a written or verbal report at each subcommittee meeting
 - (g) Keeps accurate records so that information can be passed on to the next Project Coordinator.
- h) Presenters**
 - 1) Requirements:
 - (a) Minimum of two years continuous abstinence from all drugs
 - (b) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
 - (c) Willingness, desire to serve and resources needed to fulfill position
 - (d) Active member of GOASCNA Public Relations Subcommittee
 - (e) Understand personal anonymity
 - (f) Presentation training by the subcommittee
 - (g) Understanding of the *PR Handbook* and *PR Basics*
 - 2) Duties & Responsibilities
 - (a) Shall carry a clear, focused NA message with a thorough understanding of the *Public Relations Handbook*
 - (b) Shall dress appropriately (minimum business casual)
 - (c) Shall always be accompanied by at least one other qualified member. No member shall ever conduct a presentation alone
- i) Twelve Step Volunteers**
 - 1) Requirements
 - (a) Minimum of two years continuous abstinence from all drugs
 - (b) Active participant in Narcotics Anonymous
 - (c) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
 - (d) Willingness, desire to serve and resources needed to fulfill position
 - (e) Working knowledge of the Do's and Don'ts of Phoneline
 - 2) Duties & Responsibilities
 - (a) Respond promptly to the request for Twelve Step call

VIII. Hospitals and Institutions

The Hospitals and Institutions Subcommittee uses WSC approved "H&I Handbook" as its guidelines. Exceptions to those guidelines are below.

A. Purpose of H&I Subcommittee

1. **The H&I Subcommittee exists to carry the N.A. message of recovery from addiction to residents of facilities who are unable to attend regular N.A. meetings.**
 - a) *The purpose of an H&I meeting/presentation is to carry the message to addicts in hospitals and institutions who do not have full access to regular N.A. meetings. H&I meetings/presentations, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the N.A. program.*

B. Responsibilities

1. **The Greater Orlando H&I Subcommittee is a subcommittee of the Greater Orlando Area Service Committee (herein, GOASCNA) and is directly responsible to that committee. It is made up of members from Narcotics Anonymous groups in the Greater Orlando Area.**
2. **H&I facilities are defined as places which house either incarcerated persons who may be addicts or have a goal of helping addicts to live clean, as responsible and productive members of society. This is accomplished through the operation of panels, which visit facilities on a regular basis. These panels are usually made up of a panel leader and one to three panel members.**
3. **The H&I Subcommittee does not assume responsibility for any member in a facility when that meeting is conducted by anyone other than the H&I Subcommittee.**

C. Membership

1. **Administrative Committee**
 - a) *It is the responsibility of this committee to oversee the operations of the H&I Subcommittee.*
 - b) *Another responsibility is to be involved with Area activities to promote H&I.*
 - c) *This committee, as a whole, serves within the spirit of Tradition Two.*
2. **The Administrative Committee consists of:**
 - a) *Leader*
 - b) *Co-Leader*
 - c) *Secretary*
 - d) *Literature Distributor*
 - e) *Panel Coordinator I (Clearance Facilities)*
 - f) *Panel Coordinator II (Non-clearance Facilities)*
 - g) *Appointed Positions (No single individual can hold more than one administrative position at one time. As necessary, individuals may be appointed, by the Leader in agreement with the Co Leader, to administrative positions that fulfill a particular need.)*
3. **Elections**
 - a) *The H&I Subcommittee nominations for Leader and Co-Leader are brought to the GOASCNA.*
 - b) *All other administration positions are elected in June by the H&I subcommittee members.*
 - c) *Elections are to remain coordinated with GOASCNA elections.*
4. **Leader (Elected by GOASCNA)**
 - a) *Duties and Responsibilities*

- 1) See GOASCNA procedural guidelines Subcommittee Leader Guidelines.
- 2) Active participation in the GOASCNA's H&I Subcommittee.
- 3) Must not have any previous convictions of sexual offences on minors.
- 4) Establishes the agenda for the H&I Subcommittee meetings.
- 5) Presides over the H&I Subcommittee meetings
- 6) Responsible for providing (and/or delegating the responsibility to provide) all necessary forms for all subcommittee meetings.
- 7) Maintains the voting member list and roll call roster which includes the recording of excused and unexcused absences.
- 8) If the H&I Subcommittee Leader misses two consecutive H&I Subcommittee meetings, a recommendation for removal from office may be presented from the H&I Subcommittee at the next GOASCNA meeting.

5. Co-Leader (Elected by GOASCNA)

a) *Duties and Responsibilities*

- 1) See GOASCNA procedural guidelines Subcommittee Co-Leader Guidelines.
- 2) Active participation in the GOASCNA's H&I Subcommittee
- 3) Must not have any previous convictions of sexual offences on minors.
- 4) Must attend 2 consecutive sub-committee meetings prior to being elected.
- 5) Must attend all H&I Subcommittee meetings. Absences may be excused by Leader.
- 6) Assists the Leader in presiding over the H&I Subcommittee meeting.
- 7) Conducts Orientation for new H&I members.
- 8) In the absence of a Panel Coordinator, it is the responsibility of the Co-Leader to see that the meetings/presentations are conducted in accordance with the guidelines of the H&I Subcommittee and the rules of the facility. This person acts as a liaison between the facility and the H&I Subcommittee. This includes active facilities as well as the contact facilities.
- 9) If the Subcommittee Co-Leader misses two consecutive H&I Subcommittee meetings, a recommendation for removal from office may be presented from the H&I Subcommittee at the next GOASCNA meeting.

6. Secretary

a) *Requirements*

- 1) A minimum of one year of continuous abstinence from all drugs.
- 2) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- 3) Must attend 2 consecutive sub-committee meetings prior to being elected.
- 4) Elected by the H&I Subcommittee.
- 5) If the member is elected in June, this is a 12-month commitment. Otherwise, this position becomes open each year during annual nominations and elections in May and June, respectively.
- 6) Minimal clerical and computer skills, including the capacity to email all H&I-related forms and information to active members prior to the following subcommittee meeting.

b) *Duties and Responsibilities*

- 1) Keep an accurate set of typed minutes of all H&I Subcommittee meetings. A copy of the minutes should be emailed to all H&I members within 10 days following the subcommittee meeting.
- 2) Maintain the H&I Subcommittee's Facilities and Contact Information Sheet.
- 3) Keep a file of all correspondence and H&I Subcommittee reports for the last year on hand and archive the older records.
- 4) Train a successor to the secretary position, if applicable.
- 5) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Leader.

7. Literature Distributor

a) Requirements

- 1) A minimum of one year of continuous abstinence from all drugs.
- 2) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- 3) Elected by the H&I Subcommittee.
- 4) Must attend 2 consecutive sub-committee meetings prior to being elected.
- 5) If the member is elected in June, this is a twelve-month commitment. Otherwise, this position becomes open each year during annual nominations and elections in May and June, respectively.
- 6) Minimal accounting skills.

b) Duties and Responsibilities

- 1) Keep an accurate log of incoming and outgoing literature with respect to quantities and value.
- 2) Make a report at each H&I Subcommittee meeting.
- 3) Stamp all IPs, booklets, and other literature prior to distribution with H&I stamp that includes GOASCNA's Phonenumber number.
- 4) Fill literature orders at the subcommittee meeting per the H&I literature order form's recommendations. Keep a minimum of three panel leader starter kits on hand.
- 5) Provide reading cards and a subcommittee-approved meeting/presentation format to all new panel leaders.
- 6) Order H&I literature at Area. Ensure that it is picked up monthly and distributed at the subcommittee meeting along with GOASCNA's meeting lists.
- 7) Make a recommendation for the literature line item for the subcommittee's annual budget (in May) to the H&I Leader.
- 8) Train a successor to the literature distributor position, if applicable.
- 9) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by ASC Facilitator.

8. Panel Coordinator

a) Requirements

- 1) A minimum of one year of continuous abstinence from all drugs.
- 2) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- 3) Must not have any previous convictions of sexual offences on minors.
- 4) Must attend 2 consecutive sub-committee meetings prior to being elected.
- 5) Elected by the H&I Subcommittee.
- 6) If the member is elected in June, this is a twelve-month commitment. Otherwise, this position becomes open each year during annual nominations and elections in May and June, respectively.
- 7) Good communication skills.
- 8) Have a willingness to attend prospective facility presentations.
- 9) Duties and Responsibilities
 - 1) Maintain a record of all current meetings inclusive of address, phone number, contact person, rules, regulations, clearance forms, etc. of each facility wherever possible. Provide any contact updates to the secretary and/or Leader.
 - 2) It is the responsibility of the Panel Coordinator to see that the meetings/presentations are conducted in accordance with the guidelines' of the H&I Subcommittee and the rules of the facility. This person acts as a liaison between the facility and the H&I Subcommittee. This includes active facilities as well as the contact facilities.
 - 3) In the event of a Panel Leader's absence to the commitment/presentation, the Panel Coordinator will schedule a current/previous Panel Leader with the requirements that meet the commitment and maintain an updated list with availability.
 - 4) In the event of a potential month or two lag in the continuity of a commitment, the Coordinator may appoint an interim panel leader to continue a meeting

presentation on a month-to-month basis.

- 5) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Leader.

9. Panel Leader

a) Requirements

- 1) A minimum of one year of continuous abstinence from all drugs.
- 2) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- 3) Must not have any previous convictions of sexual offences on minors.
- 4) Two months of activity in H&I work, consisting of at least two consecutive H&I Subcommittee meetings and observe at least four meeting/presentations within the last two years.
- 5) Elected by the H&I Subcommittee.
- 6) A minimum six-month commitment, not to exceed 1 year without re-election.
- 7) Must attend an H&I orientation prior to election.

b) Duties and Responsibilities

- 1) Adheres to all facility rules, H&I Guidelines, and H&I Dos and Don'ts
- 2) Make a monthly written report at each H&I Subcommittee meeting or via electronic means if unable to attend the subcommittee meeting in person.
- 3) Utilize the subcommittee-approved meeting/presentation format.
- 4) Select the Presentation Leader, Panel Members, and Speakers. Panel leaders should inform each person of the H&I Dos and Don'ts and facility rules prior to fulfilling commitments.
- 5) Responsible for maintaining an adequate stock of literature that will be made available at facility commitments during the meeting/presentations only. No literature shall be left behind at any of the facilities that we take meetings/presentations into.
- 6) Must always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly. Any Panel Leader conducting themselves in an inappropriate manner, which could negatively affect NA either at their commitment, or at the H&I subcommittee, may be removed from their commitment by the Administrative members until the subcommittee re-elects the panel leader to the commitment.
- 7) May forfeit position if 3 meeting/presentations are missed in 3 months.
- 8) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by the Leader.

10. Panel Members

a) Requirements

- 1) A minimum of 90 days continuous abstinence from all drugs is required to attend a meeting/presentation; however, the member is not allowed to share.
- 2) A minimum of six months of continuous abstinence from all drugs is required to attend a meeting/presentation whereby the member is allowed to participate in any capacity that the panel leader requests.
- 3) Must not have any previous convictions of sexual offences on minors.
- 4) A one meeting/presentation commitment.

b) Duties and Responsibilities

- 1) Adhere to the rules of the facility in which, in fact, they are a guest.
- 2) Must always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.

D. Literature for Hospitals and Institutions

1. Only Narcotics Anonymous approved literature, CD's approved for sale by WSO, Reaching Out, and the N.A. Way magazines may be taken into a facility by members of the H&I Subcommittee. Literature or any of these other items will be stamped appropriately and distributed by the Literature Distributor, as set forth under the qualifications and responsibilities of that position.

2. **Only Conference-approved literature should be used in meetings/presentations; however, meeting lists may be taken into some facilities.**

E. Meetings

1. **Subcommittee meetings shall be held at least once monthly at a time and place designated by the Leader.**
2. **Any member of the H&I Subcommittee may request that the Leader call a special meeting of the committee.**
3. **No business meeting shall last for more than 1 ½ hours except by vote of the members present to extend this time limit.**
4. **Voting Membership**
 - a) *Subcommittee Co-Leader*
 - b) *Literature Distributor*
 - c) *Secretary*
 - d) *Panel Coordinators I & II*
 - e) *Panel Leaders*
 - f) *GOASCNA Facilitator*
 - g) *GOASCNA Co-facilitator*
 - h) *Any other member of Narcotics Anonymous at their second consecutive H&I Subcommittee meeting has voting member status until absent from two consecutive H&I Subcommittee meetings.*

F. Orientation

1. **Leader/Co-Leader are to give a brief orientation to potential panel leaders using the WSO's H&I Basics Services Pamphlet.**
2. **Panel Leader procedures at subcommittee meetings shall be discussed.**
3. **The current GOASCNA H&I Guidelines will be made available to all attendees and the Panel Leader section will be discussed in detail.**

IX Webpage

A. Purpose

1. **The primary purpose of the Greater Orlando Area Webpage Subcommittee is to coordinate, plan, and implement internet information for GOASCNA, via www.orlandona.org, and to further NA's primary purpose. It is directly responsible to the Greater Orlando Area of Narcotics Anonymous.**
2. **The Webpage Subcommittee uses WSC approved A Guide to Local Services in NA as its guidelines. Exceptions to those guidelines are below.**

B. Responsibilities

1. **The responsibilities of this subcommittee are prioritized as follows:**
 - a) *Meetings*
 - 1) *Webpage is to upload the current GOASCNA meeting list to orlandona.org in PDF format.*
 - 2) *Webpage is to update the orlandona.org online meetings.*
 - 3) *To act as NAWS A/R database, for groups, and GOASCNA, to maintain accurate information in NAWS database.*
2. **Implement ASC directives in a timely manner.**
 - a) *Webpage is to check all accounts for GOASCNA webpage's, reply and/or forward emails/information as needed (To appropriate Sub-committee, Admin Committee, GSR's) regularly, at least once a week.*
3. **Events**
 - a) *Webpage is to provide an accurate calendar of events on orlandona.org.*
 - b) *Webpage manages flyers submitted via the website, as follows:*

- 1) Webpage reviews all flyers submitted for posting to the website
- 2) Webpage posts those flyers that meet the criteria per the GOASCNA guidelines, I. General Committee Guidelines, K. flyers
- 3) Webpage communicates to the requester if flyer does not meet guideline requirements and cannot be posted
4. **Webpage is to upload the current GOASCNA meeting minutes to orlandona.org in PDF format**
5. **Guidelines**
 - a) *Webpage is to upload the current GOASCNA procedural guidelines to orlandona.org in PDF format.*
 - b) *Webpage is to upload the current "Changes Log" of the GOASCNA procedural guidelines to orlandona.org in PDF format.*
6. **Webpage is to manage the GOASCNA online mailing list. The mailing list is a listing of all emails from the GOASCNA contact list. (Please refer to the "Frequently Asked Questions" on the website, for more information.)**
7. **Webpage is to manage the GOASCNA newsletter mailing list. This mailing list is a subscription list of anyone wishing to receive announcements from orlandona.org. (Please refer to the "Frequently Asked Questions" on the website, for more information.)**

C. Meetings

1. **All meetings are to be held at regularly scheduled times and places. Each meeting is to be well publicized thus encouraging all members to attend.**
2. **Agenda for Meeting**
 - a) *Open with the Serenity Prayer*
 - b) *Read the Twelve Traditions of Narcotics Anonymous*
 - c) *Read the Twelve Concepts of Narcotics Anonymous*
 - d) *Read the minutes of the previous meeting*
 - e) *Old Business*
 - f) *Elections*
 - g) *New Business*
 - h) *Closing Prayer*
3. **The subcommittee consists of the following:**
 - a) *Leader (Elected by GOASCNA).*
 - b) *Co-Leader (Elected by GOASCNA)*
 - c) *Secretary (Elected by Webpage subcommittee).*
 - d) *NAWS Area Representative (AR) (Elected by Webpage subcommittee)*
 - e) *General Members.*

D. Membership

1. **Be a member of Narcotics Anonymous.**
2. **Have the personal time and abilities to perform the duties.**
3. **Have a willingness and desire to serve in the position.**
4. **Clean time and service experience.**
 - a) *Leader*
 - 1) See GOASCNA procedural guidelines Subcommittee Leader guidelines.
 - 2) Internet Access
 - 3) Ownership of a computer with minimum requirements, "1 GHz"
 - 4) of CPU speed and minimum of 4 gb of memory, ability to install software as needed on computer.
 - 5) Access to printer, and image scanner
 - b) *Co-Leader*

- 1) See GOASCNA procedural guidelines subcommittee vice- Leader guidelines.
 - 2) Internet Access
 - 3) Ownership of a computer with minimum requirements, "1 GHz"
 - 4) of CPU speed and minimum of 4 gb of memory, ability to install software as needed on computer.
- c) *Secretary*
- 1) Minimum 6 months continuous abstinence from all drugs
 - 2) Internet Access
 - 3) Access to printer, and image scanner
- d) *General Members*
- 1) Any recovering addict with the desire to make the commitment to work with the subcommittee.

E. Position Duties and Responsibilities

1. Leader

- a) *Arrange times and agenda for all subcommittee meetings.*
- 1) Facilitate subcommittee meetings.
 - 2) Responsible for and present at all functions of the subcommittee (i.e. Service Awareness Day)
 - 3) Represent the subcommittee at monthly Area Service Committee meetings.
 - 4) Participate in as many RSC weekends as possible.
 - 5) Responsible for the handling and accounting of any funds associated with this subcommittee.
 - 6) Provide a budget to GOASCNA by March ASC each year
 - 7) Budget will consist of:
 - (a) Domain name registration
 - (b) Website host
 - (c) Service Awareness Day
 - (d) Rent for meeting space.
 - (e) Administrative expenses
 - 8) Mentor the Co-Leader to assume the Leader's responsibilities

2. Co-Leader

- a) *Assist the Leader as necessary.*
- b) *Perform the duties of the Leader in the Leader's absence.*

3. NAWS Area Representative (AR)

- a) *Maintain NAWS database for GOASCNA.*

4. Secretary

- a) *Record the minutes and attendance at each subcommittee meeting*
- b) *Maintain a contact list of subcommittee members*

5. General Members

- a) *Provide input and assistance to the subcommittee.*

F. Voting and Elections

1. **A recovering addict who has attended two consecutive subcommittee meetings**
2. **Voting privileges will be forfeited if a member does not attend two consecutive subcommittee meetings**
3. **Voting privileges can be re-established by attending two consecutive subcommittee meetings**
4. **Proposals may be brought to the floor as a part of new business**
5. **A simple majority of the voting members is required to pass a proposal.**

G. GOASCNA Discussion Group

1. **The GOASCNA discussion group is intended for Greater Orlando Area business**
2. **It is important that all users respect all other members in this group**

3. **Anyone using profanity or posting personal attacks against another user will be removed from the GOASCNA discussion group until the next Area Service committee meeting, at which time a determination can be made for reinstatement by the groups.**
 - a) *If a member of the GOASCNA discussion group has been removed, they will receive an email. If the member wishes to be reinstated, they can attend the next Area Service Committee meeting and submit a proposal for reinstatement to be voted on by the groups.*

X.

Celebration of Unity Guidelines

Updated 7/3/2022.

Leader:

1. Secures meeting location
2. Organizes Subcommittees, delegates major tasks to specific Subcommittees
3. Stays informed of each Subcommittee's activities and provide help when needed.
4. Helps to resolve conflicts
5. Should have some experience in service with large events, the Subcommittees' functions and guidelines and have some understanding of budgets and contracts.
6. Monitors the fund flow, and overall Convention costs and helps organize the subcommittee budgets.
7. Signer on the Convention bank account. Co-signer on all check request forms.
8. Prepares a budget for the Executive Committee functions.
9. Prevents important questions from being decided prematurely, in order to foster understanding by the entire Convention Committee, prior to action.
10. Allows subcommittees to do their jobs while providing guidance and support.
Subcommittees should be given trust and encouragement to use their own judgment.
11. Prepares the agenda for the Convention Committee Meeting and Administrative Meeting.
12. Votes only to break a tie
13. Chairs the Convention Committee Meetings, as well as Chair for the Saturday night Main Speaker Meeting at the Convention.

14. Attends GOASCNA meetings and gives updated reports.

15. Co-signer on Convention Hotel Contract

Co-Leader:

1. Acts as Leader in the absence of the Leader

2. Personable and familiar with all Committee members to serve as liaison between the Subcommittees and the Executive Committee.

3. Works closely with the Leader to help delegate responsibilities to subcommittee Leaders.

4. Co-signer on the Convention bank account.

5. Chairs the Sun morning Main Speaker Meeting at the Convention.

Secretary:

1. Have service experience and good typing skills

2. Keeps minutes of all Executive Committee meetings, Convention Committee meetings and subcommittee reports.

3. Ensure that accurate minutes are distributed to the committee members.

4. Maintains a list of names, addresses, phone numbers and email addresses of all committee members for committee use.

5. Minutes are sent out five days after Convention Committee Meetings

6. Keeps extra set of minutes, updated after each Convention Committee for members who request a complete set.

7. Minutes are to be provided to Executive Committee Members & Committee Chairs first.

Alternate Secretary:

1. Assists Secretary in all duties and fills in when the Secretary is absent

2. The duties of the Secretary also apply to the Alt Secretary

Treasurer:

1. Demonstrates stability in the local community and in their personal finances. Has accounting or bookkeeping experience.

2. Works with the Leader, Co-Leader, and committee chairs to prepare a budget for the Convention.

3. Is responsible for monthly reconciliation of the COU account. The authorized signers on the account are as follows: COU Subcommittee Leader, COU Co-Leader, COU treasurer, COU alt treasurer, and the Co Leader of the area (GOASCNA Inc) and Leader of the area (GOASCNA).
4. Keeps accurate records of all financial transactions in regard to the convention budget. Maintains the general ledger.
5. Receipts are required for all transactions that involve Convention funds and must be provided to the treasurer for records.
6. Deposit slips and revenue summary are required and must be provided to the treasurer for all activities/events, merchandise, and registrations.
7. All funds should be counted by at least 2 members before being recorded.
8. Treasurer will provide a receipt for cash received.
9. Treasure will be responsible for reporting out monthly on the convention financials and budget review.
10. A final Treasurer's Report shall be provided, within two months, after the Convention to GOASCNA. The Convention Committee may have the report audited if needed.
11. The GOASCNA Treasurer or GSRs' may conduct a periodic review of all Convention Committee financial records. The records may be reviewed at random and without prior notification to the COU Treasurer.

Alternate Treasurer:

1. Assists Treasurer in all duties and acts in the capacity of the Treasurer when the Treasurer is absent.
2. The duties of the Treasurer also apply to the Alternate Treasurer.

EXECUTIVE COMMITTEE MEMBERS WILL HAVE:

1. Understanding of the 12 Steps, 12 Traditions and 12 Concepts of NA through application.
2. Five years clean time
3. Willingness, time and resources to serve
4. Ability to exercise patience and tolerance.

An Executive Committee Member will be automatically removed from their position for noncompliance, which includes:

- A. Relapse

B. Non-fulfillment of duties i.e., 3 unexcused absences.

C. Misappropriation of (NA) Convention funds.

Merchandise and graphics:

The purpose of this Subcommittee is to work closely with all other Subcommittees to provide promotional material needed for events before and during the Convention. To provide recovery related merchandise for sale and solicit any outside vendors.

1. Coordinates with Fund-raising Leader in a timely manner to provide flyers and tickets for upcoming events.
2. Is charged with introducing a new Convention theme and logo for the Convention.
3. Is responsible for designing & production of banners, programs, flyers, tickets, Convention posters and all Convention merchandise using the new Convention logo.
4. Be responsible for printing of all necessary Trusted Servant, Subcommittee and special worker badges.
5. Proposes to the committee types of merchandise to be sold at the convention.
6. Finds trusted servants, with a minimum of 2 years clean, to help with the sale of preconvention merchandise and help at the merchandise store during the convention.
7. Is responsible for the "Merchandise Store" at the convention
8. Works closely with Registration and Programming Subcommittees for the purchase of merchandise for registration and programming gifts and literature.
9. Merchandise Leader should keep accurate records of sales and inventory
10. Responsible for the storage of all Convention merchandise items. Provide a secure place for storage and the delivery of all receipts

Fund-raising/Entertainment:

The purpose of this Subcommittee is to help raise funds necessary to finance the convention. In Narcotics Anonymous, whenever we do need to raise funds, we do so from our own membership, to follow our 7th Tradition. In conjunction with fund-raising, this committee also provides entertainment at the convention.

1. Must make sure that all events are done within the Twelve Traditions of NA
2. All events must be approved by the Convention Committee before being carried out. Events

need to be planned far enough in advance to provide the fellowship with adequate information.

3. A list of all expenses must be presented for approval before each event. After the Convention Committee has approved the event, and the expenses, the Treasurer will issue the Fundraising Leader with a check for the amount approved. Expenses will include rent, refreshments, decorations, change, DJ, etc.
4. The Leader should stay in touch with the Area Activity Leader so as not to overlap activities.
5. Be responsible to deliver all money raised from the event to the Convention Treasurer within 72 hours after the event.
6. The Leader should attend all fund-raising events for support and for the collection of funds during the event.
7. In charge of planning and carrying out all entertainment events at the Convention.
8. All entertainment events should be planned, also taking into account the Programming and Hospitality committees, at the Convention.

Hotel and Hospitality:

The purpose of this Subcommittee is to secure a host hotel for the convention and to coordinate all hotel related functions of the Convention Committee. Coordinates with all other Subcommittees concerning the locations of meetings and other activities within the Convention hotel. This committee is also responsible for providing a warm welcome to all, while promoting a spirit of unity and celebration of recovery for the fellowship. This includes providing adequate meeting space to carry our message of recovery.

1. Using all information available, is responsible to project an estimated attendance figure for use by all other Subcommittees.
2. Submit three (3) possible Convention sites with dates to the Convention Committee.
3. Responsible for obtaining authorized signatures for any expenditures i.e., hotel services, coffee, rooms, etc. before and during the Convention.
4. Responsible for arranging and maintaining hospitality areas, to include beverages, snacks

and fruits.

5. Secures door greeters, Serenity keepers, and any other hospitality-related service resources to provide hospitality during the Convention.
6. Works to continually ensure that all Convention needs are provided for by the Host facility.
7. Works with all Convention Subcommittees to ensure adequate meeting space is available during the convention.
8. Acts as the first point of contact for public relations issues during the convention.

Registration:

The purpose of this Subcommittee is to register people for the convention. Check attendees into the convention and distribution of the registration packet.

1. Secure a post office box for attendees to mail in their completed Pre-registration and Registration forms.
2. Creates and distributes registration forms.
3. Registration Leader maintains registration form records and a ledger of all funds received which are deposited into the bank account
4. Works with the ASC's Web subcommittee to open a registration page on the Area website.
5. Assigns the contents to be included in the registration packet. Works closely with the Merchandise Subcommittee to ensure the assigned contents of the registration packets are included in the merchandise order.
6. Keep a record of all registrations, events, breakfast, lunch and banquet and activities ticket sales and comps.
7. Required to keep duplicate records of any and all items pertaining to registration.
8. The Subcommittee is responsible for preparing the registration packages for the Convention.
9. The committee will check attendees into the convention.

Marathon:

The purpose of this Subcommittee is to offer any convention registrant an open meeting in which he/she may participate throughout the convention.

Greater Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

1. Holds a continuous meeting from the opening of the convention until the closing of the convention.

2. Secures people to chair the Marathon meetings.

Programming:

The purpose of this Subcommittee is to plan all speakers and workshops, to also include chairs for the workshops and that the speakers promote a clean NA message of recovery. They must keep in mind the need for balance of workshops for newcomers, service minded persons and spiritual discussions.

1. Rent a P.O. Box and set up an email account in order to receive recordings

2. Responsible for selecting Leaders & Speakers for all meetings

3. In charge of all speaker meetings & workshops

4. Create the program for the Convention. Is responsible for meetings, workshops, and the topics.

6. Responsible for making sure the convention is in compliance with all ADA laws

7. Responsible for making sure that all meetings start and end on time

Alternate Language(s):

The purpose of this committee is to bring Unity and attract those to our celebration, who may have a language or cultural barrier from enjoying the convention.

1. Works closely with all committees to translate registration flyers, event flyers, programs, placards, and any information sent out to the fellowship

2. Will put on a minimum of 2 fundraising events prior to the convention in their language, to bring awareness and attraction to those who speak that language in our fellowship

3. Will work with programming committee to have a congruent program in the alternate language

4. Works with Registration and the Hotel and Hospitality committees to get an estimated attendance and the space needed in the hotel.

5. Is responsible for finding chairs and speakers, in the alternate language, for all workshops and meetings during the convention

6. Is responsible for soliciting any translation services needed before or during the convention

ALL OF THE SUBCOMMITTEE'S Leaders MUST DO THE FOLLOWING:

Greater Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

- A. Submit a budget.
- B. Required clean time is 2 years.
- C. Attend Convention Committee meetings.
- D. Hold a monthly Subcommittee meeting. The meeting should encourage participation from the fellowship.
- E. Submit a report at Convention Committee meeting.
- F. Cooperate with appropriate committees within the Convention Committee.
- G. Provide receipts for any and all reimbursed Convention expenses (NO RECEIPT - NO MONEY).
- H. Must follow all transactional and financial procedures set by Treasurer and Executive Committee.
- H. Receipts are required for all transactions that involve convention funds.
- I. Willingness, time and resources to serve.
- J. Understanding of the 12 Steps, 12 Traditions and 12 Concepts of N.A through application.
- K. Prior to being voted into a position, the member must have attended the COU committee meeting the previous month.

All Subcommittee Leaders and Co-Leaders will be automatically removed from their position for non-compliance, which includes.

- A. Relapse
- B. Nonfulfillment of duties – i.e., 3 unexcused absences.
- C. Misappropriation of (NA) Convention funds

A member will need to be present to at least two consecutive meetings, to have the ability to vote at any of the COU service meetings.

Acronyms

ASC (GOASCNA) Area Service Committee/ (Greater Orlando Area Service Committee of Narcotics Anonymous)

CBDM Consensus Based Decision Making

FRSC Florida Regional Service Committee

FRCNA Florida Regional Convention of Narcotics Anonymous

Greater Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

GSR Group Service Representative
GTLS Guide to Local Services
H&I Hospitals and Institutions
IP Information Pamphlet
PR Public Relations
RCM Regional Committee Member (replaces Area Service Rep)
RSO (FRSO)(Florida) Regional Service Office
RD Regional Delegate (replaces Regional Service Rep)
AD Alternate Delegate (replaces Regional Service Rep Alternate)
WSC World Service Committee
WSO World Service Office, Inc.