



***Middlesex
County Area
Service
Committee
Policy***

February 2011



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Glossary of Acronyms:

| Acronym | Definition |
|----------------|---|
| <i>CAR</i> | Conference Agenda Report |
| <i>GSR</i> | Group Service Representative |
| <i>GSRA</i> | Group Service Representative Alternate |
| <i>MARLCNA</i> | Mid-Atlantic Regional Learning Conference |
| <i>NA</i> | Narcotics Anonymous |
| <i>MCASC</i> | Middlesex County Area Service Committee |
| <i>NJRSC</i> | New Jersey Regional Service Conference |
| <i>RCM</i> | Regional Committee Member |
| <i>RCMA</i> | Regional Committee Member Alternate |
| <i>WSC</i> | World Service Conference |
| <i>NAWS</i> | Narcotics Anonymous World Service |



1. Definition and Purpose

The Middlesex County Area Service Committee (MCASC) is a group made up of elected representatives of NA groups, elected Area Officers, Sub-Committee representatives, and interested NA members.

MCASC meets the second Sunday of the month, or may call a special interest meeting as needed, for the expressed purpose of serving the specific needs of its member groups. It shall do so in accordance with the Twelve Traditions of Narcotics Anonymous. When procedure is not defined by the Twelve Traditions or elsewhere in MCASC policy, business shall be addressed in accordance with World Service Conference (WSC) approved handbooks and guidelines including *Twelve Concepts of NA Service*, *A Guide to Local Services in Narcotics Anonymous* and *A Guide to World Services in Narcotics Anonymous* and Roberts Rules of Order (newly revised).

The purpose of MCASC is to be supportive of its Area member groups in their primary purpose by associating a group with other groups locally. MCASC shall provide groups help in dealing with its day-to-day situations. MCASC shall serve as a link between its groups and other Areas throughout the New Jersey Regional Service Conference (NJRSC) of NA. The MCASC shall strive to foster unity.

2. Function of the MCASC

The function of the MCASC is as follows:

- Conduct a monthly business meeting.
- Maintain a steady distribution of NA literature to group trusted servants and subcommittees.
- Communicate and disseminate information to and from all member groups of the Area through their trusted servants.
- Ensure proper disbursement of funds in accordance with the Twelve Traditions and MCASC policy.
- Offer encouragement and support to all GSR's and the groups they represent.
- Provide a Regional Committee member (RCM) or active participant in the NJRSC.
- Set up subcommittees to carry out service functions.

3. Service Area

The service area shall include but not be limited to the geographic area, which has the approximate following boundaries:

- Middlesex County, New Jersey

4. Participants, Observers and Member Groups

4.1. Participants

This committee shall have two (2) classes of participants; that of voting participants, the other of non-voting participants. Only voting participants shall have voting rights. No person shall hold more than one voting membership. Participants have the right to put forth or object to motions and to second motions.



4.2. Voting Participants

The voting participants of this committee shall be Group Service Representatives (GSRs), or in their absence, Group Service Representative Alternates (GSRA's) or a proxy. A group's representative will have the right to vote once MCASC's attendance requirement has been met for one full month and is present at the opening roll call for the next consecutive MCASC meeting.

This policy holds for both new groups and groups which have petitioned the body to be re-activated after missing two (2) consecutive MCASC meetings. The MCASC Chairperson may vote only in the event of a tie. In order for the participant to be recognized they must be seated.

4.3. Non-voting Participants

The non-voting participants shall be:

- MCASC Chairperson (except in the case of a tie).
- MCASC officers.
- Subcommittee Chairpersons.

All motions made by non-voting participants must be seconded by a voting participant.

4.4. Observers

NA members not addressed elsewhere in the MCASC policy shall be classified as observers. Observers shall only have the specific right to request the floor. The Chairperson has the right to grant or deny such requests.

5. Definition of an MCASC Member Group

The definition of an MCASC member group is: *Any NA group willing to be represented by a GSR at all regularly scheduled MCASC meetings and to register as a member of the MCASC.*

Acceptance to the MCASC is subject to the recognition of the voting participants of the MCASC. The group must meet the requirements of the definition of an NA group as defined in World Service Conference (WSC) approved handbooks and guidelines including *Twelve Concepts of NA Service*, *A Guide to Local Services in Narcotics Anonymous* and *A Guide to World Services in Narcotics Anonymous*.

6. MCASC Group Attendance

A group will be considered as having attended an MCASC meeting when the following criteria are met:

- Presence at initial roll call.
- Presence at roll call following break.
- Having given a group report at the end of the MCASC meeting.

Note: It is the GSR's responsibility to immediately inform the MCASC Chairperson upon arrival if they are late or if there is an emergency requiring that they must leave. A GSR



may also exercise their right to ask the Chairperson to suspend the order of the day in order to give their group report first if there is a pressing matter to which they must attend.

7. MCASC Officers, Qualifications and Duties

7.1. Chairperson

7.1.1. Qualifications

- Minimum of three (3) years complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Knowledge of the rules governing MCASC business.
- Knowledge of Robert's Rules of Order.
- Previous service experience.

7.1.2 Duties

- To open the MCASC meeting at the appointed time.
- To call for attendance of voting members.
- To announce in proper sequence the business of the day in accordance with the agenda.
- To recognize participants or observers when they are entitled to the floor.
- To protect the MCASC from obvious frivolous or dilatory motions by refusing to recognize them.
- To state and put to a vote, all legitimate questions and or motions that arise in the course of proceedings except when directly related to the Chairperson, in which case, the Vice-Chairperson would proceed.
- To enforce and rule on questions subject to appeal, regarding the Twelve Traditions of NA, MCASC Policy, and Robert's Rules of Order.
- To expedite business fairly and impartially
- To respond to inquiries regarding procedural or factual information that is relevant to the business of the MCASC.
- To be cosignatory of the MCASC bank account.
- To prepare agendas for each session.
- To vote only in the case of a tie.
- To appoint an *Ad hoc* committee Chairperson when necessary.
- To conduct the general correspondence of the MCASC.
- To adjourn the MCASC meeting at the time voted upon by the body.
- To appoint a proxy to the NJRSC in the absence of the RCM and RCMA.
- To reschedule the MCASC meeting for the month of May, in lieu of Mother's Day.

7.1.3 Succession of Chairperson

- Vice-Chairperson
- Parliamentarian



- RCM (must differ duties to RCMA)
- RCMA
- Secretary
- Treasurer

7.2 Vice-Chairperson

7.2.1 Qualifications

- Minimum of three (3) years complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Knowledge of the rules governing MCASC business.
- Previous service experience.

7.2.2 Duties

- To serve as chairperson in the absence of the MCASC Chairperson.
- To coordinate function of subcommittees and remain familiar with the proceedings as a non-voting member.
- To assume chair of any or all subcommittees in the event of removal or resignation of said Chairperson(s). This shall be until the chairperson position is filled.
- To be cosignatory of the MCASC bank account.
- To act as treasurer in the absence of the treasurer.
- To visit any member group who has failed to attend two (2) consecutive MCASC meetings.
- To submit a written report regarding those groups that has failed to attend.
- To attend scheduled MARLCNA (Mid-Atlantic Regional Learning Conference) events in the absence of RCM or RCMA.

7.3 Secretary

7.3.1 Qualifications

- Minimum of one (1) year complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Knowledge of the rules governing MCASC business.
- Previous service experience.
- Ability to devote the time and resources necessary.

7.3.2 Duties

- To record proceedings at the MCASC.
- To maintain on file all MCASC and subcommittee reports.
- To maintain a post office (PO) box for MCASC business.
- To maintain a list of member groups and update as necessary.



- To type and mail minutes and agendas to GSR's, subcommittee Chairpersons and MCASC officers no later than two (2) weeks prior to the MCASC meeting.
- To record all vote tallies and enter them in the MCASC minutes, with the exception of election results.
- To keep all motion slips and group forms available.
- To maintain a current list of all MCASC officers and subcommittee Chairpersons and distribute them in the minutes with the date of term included.
- To distribute materials pertinent to the function of the MCASC (i.e. fliers, RCM reports, materials necessary for group conscience) in an appropriate, economical manner.
- To chair in accordance with the order of succession as prescribed in MCASC policy.

7.4 Parliamentarian

7.4.1 Qualifications

- A minimum of two (2) years complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA
- Knowledge of the rules governing MCASC business.
- Knowledge of Robert's Rules of Order.
- Previous service experience.

7.4.2 Duties

- To advise on MCASC policy as well as Robert's Rules of Order.
- To update MCASC policy as changes occur.
- To distribute copies of the MCASC policy:
 - Annually (February) to:
 - GSR's.
 - Committee Chairpersons.
 - MCASC officers.
 - To new groups as they join the MCASC.
- To have copies of all the subcommittee policies
- To chair in accordance with order of succession as prescribed in MCASC policy.

7.5 Treasurer

7.5.1 Qualifications

- A minimum of three (3) years complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Knowledge of the rules governing MCASC business.



- Previous service experience.
- Basic mathematical skills.
- Must have a job or consistent income.

7.5.2 Duties

- To be custodian of all MCASC funds.
- To be cosignatory of MCASC bank account.
- To include each month's up to date financial report when the secretary distributes that month's MCASC minutes. Current minutes will be e-mailed/mailed with secretary's report.
- To present a full oral financial report at each MCASC meeting.
- To provide the most recent bank statement with the monthly minutes before minutes can be approved.
- To deposit funds collected at the MCASC within five (5) working days of the MCASC meeting.
- To disburse funds necessary in accordance with the MCASC decisions when funds become available.
- To be the only member of the MCASC to collect and disburse funds unless otherwise provided for in MCASC policy.
- To ensure that all monies are accounted for by receipt.
- To maintain a prudent reserve as decided upon by the MCASC.
- To provide an annual treasury report at the February MCASC meeting.
- To chair in accordance with the order of succession as prescribed in MCASC policy.

7.6 Regional Committee Member (RCM)

7.6.1 Qualifications

- Minimum of three (3) years complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts on NA.
- Knowledge of the rules governing MCASC business.
- Previous service experience.
- The ability to attend all NJRSC meetings.

7.6.2 Duties

- To attend all regularly scheduled MCASC meetings, NJRSC meetings and special sessions.
- To act as a channel between MCASC and regional levels.
- To provide an accurate written report of all regional motions and issues of the previous NJRSC meeting.
- To provide an oral report at MCASC.
- To carry and present requested motions and group conscience motions at the NJRSC.



- To exercise judgment at the NJRSC on matters where group conscience is not available.
- To provide the MCASC Chairperson with additional items when necessary, allowing ample time for group conscience.
- To submit all new or updated information relevant to member group listings or meeting directories.
- To purchase and deliver state-wide meeting directories for MCASC.
- To make MCASC donations to regional treasurer and obtain a receipt.
- To call workshops in MCASC when necessary to provide discussion and understanding on fellowship issues.
- The RCM may accept regional nominations during the final three (3) months of their term.
- To attend scheduled MARLCNA (Mid-Atlantic Regional Learning Conference) events (or similar event). Expenses will be reimbursed through MCASC funds.
- To chair in accordance with the order of succession as prescribed in MCASC policy.

7.7 Regional Committee Member Alternate (RCMA)

7.7.1 Qualifications

- Minimum of two (2) years complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Knowledge of the rules governing MCASC business.
- Previous service experience.
- The ability to attend all NJRSC meetings.

7.7.2 Duties

- To serve as RCM in their absence.
- To attend all NJRSC and MCASC meetings.
- To work closely with the RCM and learn the duties required for that position.
- To attend scheduled MARLCNA (Mid-Atlantic Regional Learning Conference) events (or similar event), along with the RCM. Expenses will be reimbursed through MCASC funds.
- To chair in accordance with the order of the succession as prescribed in MCASC policy.

7.8 RCM Proxy

In the absence of the RCM and RCMA, the RCM Proxy would have all the privileges and responsibilities of the RCM. This would include carrying the conscience of the MCASC and to exercise his or her judgment to vote in the best interest of the MCASC.



The RCM Proxy would be one of the trusted servants in accordance with the order of succession as stated in the MCASC policy as follows: Chairperson, Vice-Chairperson, Parliamentarian, Secretary, and Treasurer.

8 Standing Non-Voting Participants of MCASC

8.1 Coffee Maker

The MCASC shall have two (2) coffee makers. This position shall be a non-voting participant of the MCASC.

The qualifications shall be membership in NA and a willingness to serve the MCASC. The term shall be for one (1) year.

8.1.1 Duties are as follows:

- Prepare coffee.
- Purchase supplies as needed.
- Clean-up the facility after MCASC meetings.
- Arrive at the facility early enough to allow adequate time to prepare for service workshop meetings.
- Present a receipt to the treasurer for reimbursement of expenses.

9 Standing Subcommittees

9.1 Current Standing Subcommittees

- Activities
- Hospitals & Institutions
- Literature Distribution
- Public Information
- Service Workshop
- Web Site
- Literature Review

9.2 Rules Governing Standing Committees

Section 1: The MCASC may establish subcommittees as necessary to perform certain duties. These standing committees shall be formed upon approval of the voting members of the MCASC. Standing Subcommittees may include but not be limited to; Administrative, Activities, Hospitals & Institutions, Literature Distribution, Public Information, Service Workshop, Web, Literature Review or any other committee deemed necessary to carry out the work of the MCASC. Each committee Chairperson is elected by the voting members of the MCASC. Subsequent officers of each subcommittee will be elected by the subcommittee membership.

Section 2: All standing subcommittees of the MCASC shall create and adopt guidelines consistent with, the Twelve Traditions of NA and the World Service Conference (WSC)



approved handbooks and guidelines including *Twelve Concepts of NA Service*, *A Guide to Local Services in Narcotics Anonymous* and *A Guide to World Services in Narcotics Anonymous*.

Section 3: The policies of each subcommittee must be reviewed and approved by the MCASC as a whole and need to be provided to the MCASC parliamentarian.

Section 4: Each standing subcommittee Chairperson (or in their absence, the Vice-Chairperson) shall submit a written report to the MCASC Secretary each month. This report will contain *work in progress*, a financial report and any other subcommittee activities.

Section 5: Each subcommittee Chairperson (or in their absence, the Vice-Chairperson) must attend corresponding regional subcommittee meetings. If they miss two (2) consecutive meetings they would have to be reaffirmed by the MCASC.

9.3 Qualifications for Subcommittee Chairperson

- Minimum of two (2) years complete abstinence from all mood and mind altering substances.
- Willingness to serve.
- Knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Ability to devote the time and resources necessary.
- Willingness to attend regional subcommittee meetings.
- Service experience (especially being involved with the respective subcommittee as a member)
- Ability to give a subcommittee direction.
- Must be familiar with sections 4 and 5 (see above) of *Rules Governing Standing Committees*.

9.4 WebSite Subcommittee

- The MCASC WebSite subcommittee must have a four (4) member group to respond to e-mail.

For other qualifications see individual subcommittee policies.

10 Elections, Conditions, Terms, Removal & Resignation of MCASC Trusted Servants

10.1 Elections Procedures

- All nominations will be taken.
- A member must be present to be nominated and elected to a position.
- At the time of the nomination each nominee shall state if he/she accepts the nomination.
- The MCASC Chairperson shall also ask for volunteers.
- At the time of closing of nominations and volunteers, each candidate must state their qualifications, such as: clean time, past service experience, etc.



- All candidates shall respond to pertinent questions by members of the body as necessary.
- All candidates shall leave the room for the voting procedure.
- Election results will not be published by number.
- Clean time shall be waived only in the absence of a qualified candidate.

10.2 Conditions of Election

Upon assuming the position of MCASC officer/ subcommittee Chairperson, the members must resign from any other currently held MCASC position.

10.3 Terms of MCASC Trusted Servants

- MCASC officers and subcommittee Chairpersons shall be elected to a term of one (1) year or until their successors is elected.
- Their term shall begin at the end of the MCASC meeting in which they are elected.

10.4 Removal of MCASC Trusted Servants

A trusted servant may be removed for non-compliance. A simple majority vote is required for removal. Non-compliance includes but is not limited to;

- Relapse.
- Non-fulfillment of duties.
- Absence of two (2) consecutive MCASC meetings.

10.5 Resignation of Trusted Servants

In the event of the resignation of an MCASC officer or subcommittee Chairperson, he/she would be allowed to complete the MCASC meeting to help maintain continuity and to aid in the smooth transition of duties, except when an objection raised and supported by a simple majority vote of the body.

10.6 Length of Service

No MCASC trusted servant shall hold the same position for more that two (2) consecutive terms.

11 Motions and Quorum

11.1 Amendments to Policy

To create or change MCASC policy, the following is required:

- A motion must be made and seconded at any MCASC meeting.
- All motions, including policy motions, will be voted on at the MCASC meeting they are first addressed at, unless an objection is made by the MCASC body that will table the motion back to the groups.
- The motion requires two-thirds (2/3) majority to pass.

11.2 Abstentions



Abstentions are a choice not to be present for the vote; they do not carry. If abstentions equal more than the prevailing vote (i.e. a minimum of 34% of the participants abstained) the motion does not carry. The vote may be tabled or resubmitted at the next MCASC meeting, or amended.

When abstentions out number pro/con votes on group conscience motions, the MCASC will table the vote more information can be supplied to the GSR's.

11.3 Group Conscience Motions

- All motions being sent back from the NJRSC as a group conscience motion will automatically be sent back to the groups of the MCASC.
- Any motions coming from the MCASC require a simple majority vote to be sent back to the groups of the MCASC
- The Chairperson of the MCASC will send back any motion that in their opinion directly affects all the groups. Exceptions to this are any motions that are frivolous, dilatory, or that violate the Twelve Traditions and Twelve Concepts of NA; these would be ruled out of order.

11.4 Quorum

- The MCASC shall require a *quorum* to conduct business. A quorum is defined as two-thirds (2/3) of the voting participants and half the officers in attendance.
- If a group is not represented at two (2) consecutive meetings it shall become an inactive member of the MCASC. Inactive members shall not be considered in determining quorum.
- To regain active status, the group must be represented at the MCASC and meet the requirements of a voting participant.
- Business shall be defined as any decisions or acts that affect the MCASC and member groups as a whole. Abstentions of participants do not affect quorum. To be recognized as part of quorum, a member must be seated.

12 Guidelines for MCASC Reports

12.1 GSR Report

12.1.1 Written Report Includes:

- Group information (i.e. name, time, day).
- Financial report.
- Attendance.
- Any special announcements.
- Group problems.
- GSR's address for mailing of the minutes.

12.1.2 Oral Report Restricted to:

- Special group announcements.
- Group problems.

12.1.3 Time limit: five (5) minutes



12.2 RCM Reports

12.2.1 Written Report Includes:

- Pertinent information.
- Regional or world issues discussed at regional conference.
- All motions addressed at the NJRSC and MCASC vote, where applicable.
- All group conscience issues needed for next NJRSC.
- Any NJRSC announcements.
- RCM's address and phone number.

12.2.2 Oral Report Restricted to:

- Motions up for group conscience.
- NJRSC announcements.
- Brief report of NJRSC business.

12.2.3 Report Time limit

- Ten (10) minutes for report.
- Ten (10) minutes for questions and answers.

12.3 Subcommittee Reports

12.3.1 Written Report Includes:

- All financial information.
- Attendance.
- Work in progress.
- Other subcommittee activity.
- Next meeting date, time, and location.
- Chairperson's phone number.

Note: The MCASC Literature Distribution Subcommittee shall make available upon request to all MCASC members, completed approved MCASC accounting forms, WSO packing slips and a monthly report.

12.3.2 Oral Report Restricted to:

- Brief description of how the committee is operating.
- Any pertinent announcements.
- Next meeting date, time, location.

12.3.3 Report Time limit

- Five (5) minutes for report.
- Ten (10) minutes for question and answer.

12.4 Treasurer Reports

12.4.1 Written Report Includes:

- Tabulation of all monies transacted since last report, broken down by group donations.



- Subcommittee allotment.
- Coffee expenses.
- Rent.
- NJRSC donations.
- Most recent bank statement.
- Ledger page.
- Reconciliation page.
- Other pertinent categories.
- Treasurer's phone number.

12.4.2 Oral Report Restricted to:

- Total donations.
- Expenditures.
- Balance.
- Significant transactions.

12.4.3 Report Time limit

- Five (5) minutes for report
- Ten (10) minutes for question and answer.

13 Financial Policy

13.1 General Area

- All financial transactions by any officer, sub committee, coffee maker, group or other participant of the MCASC that in any way affects the funds or MCASC funds flow or any of its services, shall be fully accounted for by printed receipt. Records shall be made available to any participant who requests it.
- The treasurer shall only disperse funds to MCASC members based upon MCASC policy budget or a motion on the floor.
- The MCASC shall maintain a \$755.00 prudent reserve.
- The MCASC shall maintain \$1,000.00 operational/reserve expenses (or as close as possible). This shall be based on the Treasurer's report immediately prior to the NJRSC.
- All funds in excess of \$1,000.00 shall be donated to the NJRSC unless otherwise specified by a simple majority vote of the MCASC. This shall be based on Treasurer's report immediately prior to the NJRSC.
- The MCASC shall rent a facility for subcommittee meetings at a cost of \$48.00 per month.
- The MCASC shall rent a facility for monthly MCASC meetings at a cost of \$50.00 per month.
- The MCASC shall purchase three thousand (3,000) state-wide meeting directories when available after each printing.
- The MCASC shall supply every member group with fifty (50) state-wide meeting directories each time that they are printed. All state-wide meeting directories



beyond this quota will be purchased through the MCASC literature distribution subcommittee at MCASC cost by the individual group, as needed.

- The MCASC shall account for all money from the sale of state-wide meeting directories separately.
- The MCASC shall supply all MCASC officers and their alternates (non Vice-Chairpersons) with five (5) new state-wide meeting directories upon each new printing.
- The MCASC shall establish a sinking fund with meeting directories.
- The MCASC shall allot \$100.00 per month for Secretary's expenses.
- The MCASC shall designate \$100.00 per month toward NJRSC Helpline costs.
- The MCASC shall make funds available for all MCASC trusted servants for trips involving mandatory or necessary MCASC business. Gas & tolls for travels over one-hundred (100) miles from their home will be reimbursed.
- The MCASC shall purchase a copy of the CAR. (Narcotics Anonymous World Services Conference Agenda Report) for each member group, the Administrative body and committees when made available.

13.2 Financial Policy-Specific

13.2.1 Literature Distribution

- The MCASC literature distribution subcommittee shall use MCASC-approved accounting forms for recording literature and funds handled by the committee.
- The MCASC literature distribution subcommittee shall provide new member groups \$30.00 in literature in the form of a "starter kit".
- Literature distribution will sell merchandise at a cost of 10% above the price of any item (rounded to the nearest \$0.05 increment). Any time World Service increases or decreases prices, either on a single item or all items, MCASC prices will change to reflect this.
- When placing orders, literature distribution may not spend more than \$100 over the amount of literature intake.
- Literature Distribution has a \$15 budget to cover cost of supplies.

13.2.2 Literature Review

The MCASC shall provide a revolving budget fund of up to \$50.00, for the MCASC literature review subcommittee.

13.2.3 Hospital and Institutions (H&I)

- The MCASC H&I subcommittee may receive up to \$300.00 per month, \$200.00 of which will go towards literature as determined necessary by the H&I subcommittee, and \$100.00 towards other expenditures.
- The H&I monthly literature report, given at the MCASC meeting, shall include literature received and literature used.

13.2.4 Public Information (PI)

The MCASC PI subcommittee shall receive \$100.00 per month in expenditures.

13.2.5 Activities



- The MCASC activities subcommittee shall maintain \$500.00 in *seed* money.
- Any requests from groups for seed money for group activities will go through the activities subcommittee.
- In the event that there are not enough funds in the activities account, the activities subcommittee will request extra funds needed from the MCASC.

14 Suggested Duties of GSR

14.1 Suggested Duties

- The MCASC shall make available, a list of suggested duties for all new GSR's and their alternates.

The following is a compilation of suggestions taken from approved NA literature for all new GSRs. The MCASC has no intention of dictating to the group or the individual on how to ultimately fulfill the commitment, however, as per MCASC policy, these guidelines are to be made available to those who are interested. In keeping with the second concept, the final responsibility and authority for NA services rests with the NA groups.

- Attend the ASC monthly meeting, including the area workshop meeting.
- Make donations to the ASC on behalf of the group.
- Purchase and pick up NA literature at the ASC on behalf of the group.
- Provide to the ASC a written and oral report concerning the represented groups' problems, announcements or any other pertinent information. The written report should include the groups' information, donation, attendance, special announcements and GSR's contact information for mailing of minutes. For more information, see section 12.1.
- Provide to the group a report on ASC business, which includes but is not limited to: announcements, open service positions, motions on the floor, motions voted on or any other pertinent information in order to keep group member informed about the area as a whole.
- Attend the annual GSR workshop hosted by the ASC or Region.
- Attend workshops, learning days and other NA-related events to further their knowledge.
- Chair the monthly group business meeting (as per group policy).
- Network with other GSRs to see *what does* and *what does not* work for them as a GSR.
- Work with and train the GSRA to enable a smooth transition when the GSR is absent or has completed their commitment.
- Have knowledge of the group policy and the ASC policy so that business can be conducted in an appropriate and timely manner.
- Have knowledge on how to conduct a business meeting.

14.2 Sample Business Meeting Format



A sample business meeting format is provided below. Again, this does not dictate how a group should conduct a business meeting, but is meant to serve as a suggested guideline.

- Open business meeting with a moment of silence, followed by the serenity prayer.
- Reports:
 - Chair
 - GSR
 - Treasurer
 - Discuss area donation and literature purchase.
- Old business: open commitments tabled from last month, any concerns that came up in last month's business meeting.
- New business: new commitments, new group members, anniversary.
- Area Business:
 - Open service positions, motions on the floor, motions from area, motions to area and announcements to area.
- Close meeting.

For more information regarding the GSR, GSRA, Area, Region, Traditions or Concepts, please refer to NA approved literature, including but not limited to: *A Guide to Local Service in NA*, *A Guide to World Service in NA*, *The Twelve Concepts of NA Service*, *The Group Booklet*, or any other available literature by NAWS.