

**KERN COUNTY AREA
SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS**

As of
2021

We establish Area Service Committee (referred to as ASC) guidelines in order to clarify our responsibilities and articulate clearly the ground rules each of us (who are privileged to serve) will observe and respect. Just as our Third Tradition reminds us, we are all equal members of Narcotics Anonymous. We put our expectations clearly in writing here so that each participant of the Kern County Area Service Committee can expect the same ground rules to apply whether we come as the newest member or the longtime service participant, a Group Service Representative (referred to as GSR), or any other trusted servant. These guidelines are intended to help us “be of” service and in developing them now or adjusting them in the future we should regularly look to our **Twelfth Concept**, which reminds us:

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose - to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

THE TWELVE CONCEPTS FOR NARCOTICS ANONYMOUS SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

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10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

KCNAASC MISSION STATEMENT

The Mission of the Kern County Narcotics Anonymous Area Service Committee (referred to as KCNAASC) is to provide services as a collective effort of the groups and its members in the KCNAASC, and to the community within the geographical boundaries of the area. All of the ASC's activities should be geared to enhance the service committees' ability to better serve the groups and help make the NA message of recovery more available to the addict who still suffers both within the groups and to the community at large. The groups in the Kern County Area have joined together in an expression of the **First Concept** which says, *"To fulfill our fellowship's primary purpose, the NA groups have joined together to create a service structure which develops, coordinates, and maintains services on behalf of NA as a whole."*

KCNAASC was established and continues to serve for the express purpose of helping to carry the NA message of recovery to the addict who still suffers.

- The KCNAASC is the joining together of representatives from every group and elected leadership, working together for the common welfare of NA in a unified effort to carry the message of recovery to the addict who still suffers both in the fellowship and in the greater community.
- The groups through their respective GSR's create and direct the ASC and its committees to perform services that are necessary or helpful to the groups and NA as a whole.
- The KCNAASC supports and participates in the work and services of the Central California Regional Service Committee (referred to as CCRSC) by sending informed Regional Committee Members (referred to as RCM's) and providing funds as designated by ASC policy.

KCNAASC BOUNDARIES DEFINED

The KCNAASC is a service body established by the member's groups within the Area. This committee serves the Kern County Area.

KCNAASC: HOW IT WORKS

The KCNAASC is a body made up of GSR's, elected officers, and Subcommittee Chairpersons within the Kern County Area. This body meets monthly for the express purpose of serving the specific needs of its member groups.

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The most important service that KCNAASC provides is that of group support. Whenever a group has a specific situation or need, which it has not been able to handle on its own, that group can come to the ASC for input, guidance, direction, or support. These situations are almost limitless in scope, but we have learned that we can get much accomplished when we work together.

The KCNAASC performs other functions that are of help to the groups. It can help groups to get started or give aid to floundering groups. Workshops or learning days may be conducted to train trusted servants. The area helps attract new members to the groups through its public relations efforts in the community. The point is that the ASC handles whatever functions are necessary or helpful to support the group's fulfillment of its primary purpose as stated in the Fifth Tradition.

The meetings of the ASC are an event; the joining together of representatives from every group and elected leadership to work together for the common welfare of NA in a unified effort to carry the message of recovery to the addict who still suffers. In order to provide these services, the KCNAASC needs the active participation of its GSR's, officers, and Subcommittee Chairpersons.

Groups support the ASC both financially and emotionally. It takes money to provide these services. It is each group's responsibility to offer this support. Some additional funds are provided through ancillary functions of the ASC. While these alternate courses of financial support may be helpful the bulk of the responsibility still falls on the groups. As the Area grows, the financial needs of the ASC also grow. In order to provide a full line of services, it requires a steady, reliable flow of money. If the stability of the financial support seems to falter or undergoes significant change, it is wise to investigate the causes and respond in a responsible and timely manner. The **Eleventh Concept** reads, "*NA funds are to be used to further our primary purpose, and must be managed responsibly.*"

The active participation of each GSR is essential for a successful ASC. Each GSR must keep their group informed and must represent that group's conscience in all ASC decisions. GSRs should evaluate each vote in terms of the needs of those they serve in the group and the needs of NA as a whole.

In addition, a GSR participates in helping to carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of subcommittee functions, and participation in subcommittee work are services which require much more effort than simply attending a monthly ASC meeting for an hour or two but it is the commitment we have taken.

In order to provide the leadership necessary to coordinate services, the ASC elect's officers yearly. Leadership and the ability to organize give the ASC the direction and focus needed to act on the groups' behalf. Each ASC sub-committee has its own mission but does the actual work to implement its work as directed by the ASC. This is best articulated in the **Third Concept**, "*The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.*" This delegation assumes accountability. If an element of the structure does not responsibly exercise its delegated authority we can look to the **Second Concept** which reminds us that, "*The final responsibility and authority for NA services rests with the NA groups.*"

The ASC works together to:

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- Support the common welfare of every group within the Area and promote the unity of the Fellowship.
- Create service boards or committees that are necessary and helpful, clearly defining their purpose, providing the necessary resources to carry out the task to keep them directly responsible.
- The ASC meeting is a forum where each committee can interact directly with representatives from the groups. It is here that those elected trusted servants receive support, direction, and approval. This is the single point of decision and accountability for each of the subcommittees and officers of the KCNAASC. Although members are selected to provide leadership for a specific subcommittee, they are directly accountable to KCNAASC and any responsibility placed in their safekeeping can be reallocated if not employed properly. The **Fifth Concept** guides us here: *“For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.”*

KCNAASC and its members acting collectively and individually are committed to providing the best possible service to our groups and the community at large. We strive to carry out NA’s primary purpose of “carrying the message of recovery from addiction.” We shall accomplish this by maintaining good communication between the groups, trusted servants, subcommittees, and our region. We also accomplish this by creating an atmosphere of credibility for the Fellowship in the communities we serve. The Twelve Steps, Twelve Traditions, and Twelve Concepts of NA shall act as the framework guiding all our efforts under the direction of a loving Higher Power.

In the execution of its responsibilities KCNAASC:

1. Establishes lines of communication between the groups within the area and the CCRSC.
2. Provides a stationary location and a consistent day and time where a monthly service meeting can be held.
3. Maintains a post office box within its geographic boundaries with a minimum of three (2) keys, which shall be in possession by KCNAASC Chairperson and Treasurer. Additional keys may be distributed to other Area level trusted servants at the discretion of the Chairperson with ASC concurrence.
4. Sends RCM representatives to each CCRSC meeting.
5. Establishes and maintains standing subcommittees directly accountable to the KCNAASC.
6. Records and distributes minutes of all business of the KCNAASC to all GSR’s, Alternate GSR’s, and ASC administrative body members.
7. Shall adopt a budget and maintain a prudent reserve.
8. Donates all the income above its working prudent reserve to the CCRSC and as prescribed by the Narcotics Anonymous World Service (referred to as NAWS).
9. ASC will take a Seventh Tradition.

GENERAL GUIDELINES OF THE KCNAASC

1. All ASC meetings are open to NA members which have a voice on the floor at the discretion of the Chairperson. If a group is absent at two (2) consecutive ASC meetings that group may be dropped from the roll call to be reinstated when a GSR is next present at the ASC meeting.
2. If a business item is raised that pertains to the work of an existing subcommittee and has not been addressed in that subcommittee, it may be referred to that subcommittee for consideration and/or recommendations at the discretion of the Chairperson. The ASC Chairperson will determine after hearing any relevant discussion whether the subcommittee needs to consider the motion in order for the area to be able to act in an informed manner.
3. All such contracts over \$500 are to be signed by the Activities Chairperson or Activities Vice Chairperson in the Chairperson's absence.
4. Resignation/Removal of Officers:
 - a) If a trusted servant can no longer serve in their position they should voluntarily resign in person at ASC or if not able to attend ASC, then such resignation should be made in writing. Advance notice prior to leaving office is greatly appreciated.
 - b) Any officer, subcommittee Chairperson, or other trusted servant elected by the ASC who has missed two (2) consecutive ASC meetings without prior notification to ASC will be considered to have automatically resigned their position. At the end of the second missed meeting the Chairperson will announce an opening in that position and remind participants to bring nominations to the next meeting.
 - c) For the purpose of these guidelines relapse results in an individual no longer meeting clean time requirements for the position and shall result in automatic removal from their position.
 - d) Misappropriation (disbursement of funds without the knowledge and/or consent of the area) or theft of Fellowship assets shall be grounds for automatic removal from office if found by ASC to have occurred. Furthermore, ASC retains the right to pursue all means at its disposal including legal action to have any monies involved returned or paid back to the area.
 - e) Removal from office for other reasons - The maker of such a motion must show cause, which may include:
 - Failure to perform duties
 - Inability to perform duties
 - Inability or unwillingness to comply with the Twelve Traditions, Twelve Concepts, or KCNAASC Guidelines.

The maker of the motion will have three (3) minutes to show cause and then the officer or subcommittee Chairperson in question has three (3) minutes to respond. Additional discussion is

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in order as long as the individual is present. Impeachment is in order without the presence of the individual involved as long as the Administrative Committee has attempted to contact the person in order to request their participation in advance of the proceedings.

- f) Any KCNAASC officer or subcommittee Chairperson resigning or removed from office prior to completing that term of office must wait a minimum of twelve (12) months to assume new KCNAASC Admin Committee. The only exception is when a resignation is to assume a position the member was newly elected to or other legitimate reason approved by KCNAASC.
 - g) Any KCNAASC officer or subcommittee Chairperson removed from office prior to completing that term of office must wait a minimum of twelve (12) months to assume new KCNAASC involvement with the exception of removal for misappropriation of theft of funds in which case the individual shall not be eligible to hold another position for five (5) years or until the funds have been completely repaid, whichever comes first. Such a person must also disclose their prior removal from office when standing for the new position.
5. It is the will of this body that changes to the guidelines should not be made casually or haphazardly. Changes to these guidelines shall require a vote by way of consensus based decision making (CBDM).
- If a policy is not serving the needs of the Area, it should be changed or modified. Motions to waive one part of the policy on a temporary basis should be rarities and only used to solve a critical or emergency situation that is time sensitive. A motion to waive or suspend policy shall require unanimous consent to pass.
 - To ensure care and consideration are exercised in new policies the Chairperson will read the **Fifth Concept** prior to any other discussion on a motion to amend, make, or waive policy. *“For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.”*
 - A person asked by anyone other than the group itself may participate but not be considered a voting participant and may not vote on ASC business.
6. Theft of NA funds and misappropriation of Fellowship assets will be resolved utilizing the Theft of NA Funds Policy. KCNAASC has adapted to this Policy to fulfill its duty of accountability and responsibility to its groups and the members of NA.

We utilize a process that is both responsible and spiritual taking steps of increasing severity should they prove necessary. First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken or misused, the ASC will then schedule a special meeting or designated time at a regular meeting of the area, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express his or her feelings and concerns. This allows everyone to give their input and may also allow a “defusing process” to occur. After all sides have been heard, a 20-minute break will take place to allow all present

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time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement will include regular payments at any interval acceptable to all involved. A legally binding document will be executed, which if utilizing legal advice. The cost of which will be added to the balance owed. If the restitution agreement is not adhered to, the Area may take legal action based on the restitution agreement.

A report on the status of the restitution agreement should be published in the ASC minutes until the agreement is satisfied. Protecting the identity of the person(s) involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he, she, or they may do further harm.

If the individual does not appear at the special meeting or designated discussion, the ASC will need to ensure that every effort to contact the person has been made. A Registered mail letter will be sent explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, the KCNAASC may proceed with legal action upon agreement by voting participants of the area. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried.

7. Once ASC's bills have been paid, any funds in excess of the established prudent reserve will be donated to the CCRSC and NAWS. The prudent reserve will be reviewed and adjusted if necessary in March of each year.
8. Each new GSR shall be provided a copy of the *KCNAASC Guidelines* and *GSR Checklist and Information Sheet*. The group should provide all other materials.
9. Ad Hoc committees may be formed by KCNAASC as needed. KCNAASC Chairperson may appoint the Ad Hoc Committee Chairperson. Ad Hoc committees are not subcommittees. They are appointed for special circumstances and as such have no vote at the KCNAASC. Members of the Ad Hoc committee may make proposals and are recognized by the Chairperson for reports and discussion.
10. Regular ASC meetings will be held once a month at a time and place established by ASC. The Chairperson may call special meetings of KCNAASC for a specified need or purpose. Special meetings are only to be called in an emergency to deal with an important problem, which cannot wait until regularly scheduled session.
11. In some circumstances the Chairperson may have to act on behalf of KCNAASC prior to the next KCNAASC meeting. In such cases the Chairperson must seek the advice and input of the

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Administrative Committee before making the decision. The KCNAASC recognizes that the Chairperson is a trusted servant who is sometimes called on to make decisions on behalf of KCNAASC, but expects the Chairperson to solicit the advice and counsel of the Administrative Committee first.

12. ASC will maintain a post office box, or other central mailing option, which will be the primary point of contact for ASC, its subcommittees, and officers. This shall be the mailing address for all subcommittees and officers of ASC. Groups may use this mailing address for Group Registrations, receipt of the *NA Way Magazine*, and other correspondence from NAWS, or other purposes if they so choose. ASC may also choose to establish a storage or other rental space if the needs of the area so dictate.
13. The following policy applies to new groups and meetings:
 - For a new meeting to be included on the meeting list a request should be made at ASC by someone prepared to answer general questions about the operation and conduct of the meeting. The new meeting shall then be included in the next printing unless a proposal is made and passed to not recognize the meeting.
 - Once the meeting has been recognized by ASC, that group will receive a starter kit, if requested.
 - All new groups are encouraged to register with the World Service Office after they have been in existence for ninety (90) days.
 - New groups will be seated at ASC with the same procedure except that the GSR or Alternate GSR of the group should make the request.
 - To remove a meeting from the meeting list a proposal should be made at ASC. To be removed from the meeting directory the meeting should be discontinued or not following the Twelve Traditions. This vote requires a vote by way of CBDM.
14. All committees of KCNAASC are open to any member of NA who may wish to attend. All NA members shall have a reasonable opportunity to be heard, but predefined voting membership (i.e. administrative) or requirements for voting participation (i.e. attendance requirements). Private homes or offices are not appropriate venues for open board and committee meetings.
15. The RCM's and subcommittee Chairpersons participating at the RSC meeting may request reimbursement for actual expenses incurred for participation at the RSC meeting up to any periodically established ASC travel allowance that may be in place.
16. The spirit and practice of the principle of rotation guides us in selecting new leadership, allowing other members to experience the privilege and honor of serving our Fellowship. Generally, our trusted servants are asked to serve one (1) term and then participate in other roles of carrying the message to the addict who still suffers and mentoring others in service by sharing their service experience with newer trusted servants. In this way we practice the principle of "giving it away in order to keep it." The most desirable course is for a member to participate for a term in a role that facilitates the learning of relevant skills, like a subcommittee Vice-Chairperson, first year RCM, and Vice Treasurer, following their election to serve a term in the leadership role. If rare cases where there is no member trained and ready to take over a leadership position the ASC may choose to elect the existing member to a second term. It is suggested the member serve no more than two (2) consecutive terms in the same position.

PROPOSALS AND CONSENSUS BASED DECISION MAKING PROCEDURES

One of the reasons we try to achieve consensus is it insures that we follow our Sixth Concept, “Group conscience is the spiritual means by which we invite a loving God to influence our decisions.” By carefully discussing and respectfully listening to all points of view we try to make sure this happens at ASC.

1. Any participant may bring proposals to KCNAASC. Participants should formulate clear proposals in advance with as much communication and collaboration as possible to facilitate the consensus-based decision making process. **Proposals must be in written form.** Facilitators (Chairperson or Vice-Chairperson) present the proposal to the Area. Vice-Chairperson then posts the proposal for review so all participants can clearly see it. Maker of the proposal speaks first to the intent.
2. Facilitator then opens up the floor first for clarifying questions about the proposal, not a debate on the proposal itself, but a brief question and answer session to be sure everyone understands the proposal.
3. Facilitator asks whether anyone has ideas or concerns about the proposal. These concerns are heard and addressed and the proposal may be altered.
4. Once all input has been heard and addressed, facilitator asks, “**Do we have consensus?**” Participants respond in one of four ways:
 - **Agree:** This means that the participant supports the proposal, all things considered.
 - **Disagree:** It is a statement that the participant does not support the proposal
 - **Abstain:** It is a statement that the participant will refrain from voting.
5. Procedure to determine if the participants have reached a consensus on a proposal:
 - The facilitator asks all participants to stand.
 - The facilitator asks those who agree to the proposal to sit down.
 - The facilitator asks each of those participants who remain standing if they disagreeing, or abstaining.
 - Facilitator then addresses those who remain standing in the order he/she feels is most appropriate.
 - The Secretary then records these results for this proposal.
6. Consensus Participants: Any NA member may participate in discussion at KCNAASC meetings, however, for the purpose of determining a consensus, participants shall be divided into Full, Limited, and Discussion-Only categories:
 - **Full Participant:** GSR’S, Alternate GSR’S (in absence of GSR) Voting Members. Voting members are those who have been to three consecutive meetings.

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- **Limited Participant:** Limited Participants consist of our Area Chair who votes only in the event of a tie.
 - **Discussion Only Participants:** These Participants may bring proposals to KCNAASC and participate in the discussion and development, but may not participate in a KCNAASC decision. If a voting member misses 2 consecutive meetings, they become a discussion only Participant, until they have attended three consecutive meetings again.
7. No ASC member will be permitted more than one vote in any decision, regardless of how many positions they hold or groups they represent.
 8. The order of succession for group representation at ASC shall be:
 - Group Service Representative (GSR)
 - Alternate GSR
 - A member of the group designated by the group

FINANCIAL RESPONSIBILITY: Handling of NA Funds Guidelines

The basis of this section is the Eleventh Concept which states, "NA funds are to be used to further our primary purpose, and must be managed responsibly." We believe that to manage our money responsibly we must have safeguards and financial controls in place to insure that the funds we are entrusted with are used to further our primary purpose. We also recognize we must trust that the people we have carefully selected to handle our money will do so responsibly. In this regard, we rely on the Fourth Concept essay on leadership to assist us in our selection efforts.

1. KCNAASC will establish three (3) ASC checking accounts. One shall be for all monies accumulated from group contributions and all other sources except from literature sales and activities. These monies shall be maintained and deposited in the KCNAASC checking account. Literature Subcommittee shall establish a checking account for the purpose of literature sales only. Activities shall establish a checking account for the purpose of handling funds for all activities that fall under KCNAASC.
2. KCNAASC will use a calendar year (April through March) for its fiscal year.
3. All disbursement shall be made by a check (whenever possible), issued by the Area Treasurer or Vice-Treasurer and cosigned by the Area Chairperson or Vice-Chairperson.
4. All deposits to ASC checking account shall be made within two (2) days following each ASC meeting.
5. All KCNAASC subcommittees shall establish cash handling procedures as part of their approved subcommittee guidelines.

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6. The ASC's checking account shall require a minimum of two (2) signatures on any check.
7. All expenditures from KCNAASC accounts will require one of the following documents to be presented to the Treasurer:
 - A bill from an approved vendor for regular monthly bills approved in the ASC budget.
 - An approved budget request form and subcommittee budget requests should be signed by the Subcommittee Chairperson and Subcommittee Vice-Chairperson.
 - A check request form for non-budget expenses. These should be accompanied by receipts even if ASC approves pre-payment of expenditures.
8. The signers for the KCNAASC checking account shall consist of the Area Treasurer, Area Vice-Treasurer, Area Chairperson, and Area Vice-Chairperson. Inter access for account review only will be available to all ASC officers. Any passwords should be changed following each election. The Area Chairperson and Area Treasurer will need to be Key Executive account holders.
9. The bank statements for the KCNAASC checking account will be accessed electronically, reviewed, reconciled, and maintained for the purpose of record keeping by the Area Treasurer and reported to the area each month. These records will be available to any ASC officer immediately upon request.
10. The ASC checking account will be audited annually for the preceding fiscal year with a report to be prepared by an Ad Hoc Committee chaired by the Area Vice-Chairperson and presented at the April ASC.
11. KCNAASC shall utilize the following spending guidelines and pay expenses as prioritized below:
 - Payment of ASC debts or expenses within the Fellowship of Narcotics Anonymous.
 - Payments of ASC debts or expenses outside the Fellowship of Narcotics Anonymous.
 - Approved budgets of ASC subcommittee.
 - All other expenses approved by ASC.
12. The Area Treasurer along with the Administrative Committee is responsible for insuring that KCNAASC complies with all federal, state, and local laws and tax regulations.
13. The Area Treasurer shall reconcile the area checking account monthly, submit a written monthly statement itemizing all income and expenses from the preceding month, and provide all current fund balances. A copy of the most recent bank statement will be attached to the Treasurer's report. Admin Committee will audit the bank reconciliation each month.
14. The Treasurer shall also submit an annual financial statement for the preceding year at the March ASC meeting summarizing all income and expenses from the previous fiscal year.
15. The Area Treasurer shall provide a receipt for all donations made to Area.
16. KCNAASC shall adopt a budget for the coming fiscal year at the January ASC meeting.

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17. A prudent reserve will be established at the January ASC for the coming fiscal year. The prudent reserve will equal either \$1,500.00 or two (2) months total budgeted expenses, whichever is greater.
18. All subcommittees excluding Activities shall prepare a budget for the next fiscal year. They each will assess their projected needs and submit said budget to KCNAASC at the January meeting for review by the administrative officers and for inclusion in the proposed annual budget that will be presented to KCNAASC in February. Activities Budget must be received by March ASC.
19. If a subcommittee is in need of funds over the budgeted amount, a written proposal must be submitted to KCNAASC one (1) month in advance.
20. The Area Treasurer shall review the KCNAASC finances each month the CCRSC meets to determine the amount of funds available over the prudent reserve (excess funds) in the KCNAASC checking account that might be able to be donated.
21. All funds above the prudent reserve shall be divided and donated as follows: 50% to CCRSC and 50% to NAWS.
22. KCNAASC will make a monthly donation of \$100.00 to CCRSC, if at prudent reserve.
23. KCNAASC may encumber funds up to \$2,000.00 for planned future specific needs or expenditures.
24. The Area Chairperson and the Area Treasurer are given a vote of confidence to jointly deal with any expense issues that might arise in between ASC meeting provided that such expenditure cannot wait to be dealt with at the area meeting.

ELECTION OF ASC OFFICERS

In selecting trusted servants, we have a spiritual responsibility. If we place someone in a service position that does not have working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts, then we bear responsibility if this member is unable to perform their responsibilities in a manner consistent with our principles. The tragedies of service can be avoided by working our programs, being responsible in electing members to positions of trust, and requiring accountability. Over-commitment, resentments, disservice, and return to using are the tragedies of service, which occur when a service body ignores or abdicates its responsibility in the **Fourth Concept**: *“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”*

1. An election is announced at the December ASC three months prior to the election so that nominations may be solicited from each group within the area. Nominees must be present for nominations and elections. Nominations are accepted at the January ASC and again at the February ASC. Nominations are then closed, unless there are open positions. Any new nominations for open positions that may occur, will be sent back to the groups for further consideration before election is held for that positions. Annual elections are held at the March ASC for all officers and subcommittee

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chairpersons. The new trusted servants will serve a fourteen (14) month term from April of the year they are elected until May of the following year unless they are filling a vacant position.

2. April and May will be considered the transition months as the outgoing officers and chairpersons are responsible to train the incoming officers and chairs.
3. Prior to the start of any election the Chairperson will read the following, “As we prepare to select trusted servants to help this body carry the message, the participants of this body are reminded of the **Fourth Concept** of NA Service which says, “*Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.*”
An explanation of the position is then read from the Area Service Committee Guidelines before nominations are opened to establish each position’s responsibilities.
4. Nominations are opened and accepted from all ASC participants and nominations require a second. At the time of nominations, each nominee should state, in person, their qualifications for serving the fellowship as a whole in this position (state clean time, past service experience, any previous failures to complete a service commitment, any previous misappropriation of fellowship assets and why they can serve and want to serve the fellowship).
5. After all of the nominees have stated their qualifications members of the ASC may ask the nominees questions related to the qualifications and ability to serve. Following this, nominees will be asked to leave the room in order for the area to make a decision at which time the area may simply vote or may engage in any relevant discussion at the discretion of the Chairperson.
6. Election will require a simple majority using consensus based decision making. If the vote fails, the election is sent back to the groups for further consideration and/or nominations.
7. This procedure is repeated until all elections are concluded.

Members may serve only one ASC position at a time. Ad-Hoc or temporary assignments shall not be considered a conflict. Upon election, officers and Subcommittee Chairpersons shall resign as GSR’s, if applicable. Their group then elects a new representative, thus ensuring all groups equality of representation.

All ASC subcommittees elect their own Vice-Chairpersons, Secretaries, and Treasurers. These election results will be included in the subcommittee’s next report to ASC.

TRUSTED SERVANTS

“For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” (Second Tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking

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recovery. This section lists many of the basic responsibilities for those members who serve as a KCANA trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (Third Concept). We trust our trusted servants.

All nominees for all positions must meet these qualifications; Leadership skills, good communication skills, organization skills, and a spirit that encourages the growth of others, working knowledge of the ASC Guidelines, Twelve Traditions, and the Twelve Concepts of service of NA. Must have a sponsor. Must present a history of completed NA Service positions

CHAIRPERSON

Qualifications: The Chairperson will have a minimum of three (3) years continuous clean time, at least two (2) years area service experience. The person must have an income, and shall not have any outstanding judgments, liens, or financial obligation that could jeopardize the KCNAASC bank account.

It is the duty of the Chairperson to:

1. Prepares written agenda and calendar for the KCNAASC meetings and bring the meeting to order at the appointed time.
2. Presides over all KCNAASC meeting with fairness and impartiality as guided by the Twelve Traditions and the Twelve Concepts of NA and **as outlined by the “Guide to Local Service”**
3. Direct the KCNAASC Secretary in all Correspondence.
4. Prepares the Vice Chair in the event of the Chairpersons absence.
5. Co-signs the KCNAASC bank account. Must be a key executor of Checking account.
6. Assume the duties of the Treasurer, when necessary, if the Vice-Treasurer and Vice-Chairperson are not available.
7. Holds a key to the post office box and assure that the mailbox is checked at least once each week and that correspondence is promptly passed on to the appropriate committee.
8. Insures that procedures are consistent with the adopted guidelines of the area.
9. Appoints Ad-Hoc Committee Chairpersons and members as needed.
10. Submits a written report of monthly activities.
11. Recognizes members or observers who are entitled to the floor.
12. Reviews the checking account monthly reconciliation reports provided by the Treasurer.
13. Working knowledge of Twelve Traditions, Twelve Concepts, Area Guidelines, and A Guide to Local Services in NA
14. Demonstrated ability to run a business meeting using consensus-based decision making.

VICE-CHAIRPERSON

Qualifications: The Vice-Chairperson will have a minimum of three (3) years continuous clean time. One (1) year area service experience. The person must have an income, and shall not have any outstanding judgments, liens, or financial obligations that could jeopardize the KCNAASC bank account.

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It is the duty of the Vice-Chairperson to:

1. Serves as the Chairperson in the absence of the Chairperson.
2. Co-signs KCNAASC bank account.
3. Submits a written report of monthly activities.
4. Assists the Chairperson in any duties as may be mutually agreed upon, learning from the Chairperson those duties inherent in the Chairpersons position.
5. Attend monthly ASC.
6. Review bank reconciliations and monthly bank statements at each monthly ASC.
7. Facilitate Sub-committee meetings in the absence of both the Chair and Vice-Chair.
8. Help the Chairperson facilitate KCNAASC meetings by the use of consensus based decision making as outlined in these guidelines.

SECRETARY

Qualifications: The Secretary will have a minimum of one (1) year continuous clean time, Six months a service experience. This person must be computer literate, be able to use word processing programs to create minutes and have the ability to use the Internet.

It is the duty of the Secretary to:

1. Keep accurate minutes of ASC meeting.
2. Types and distributes copies of the minutes to all Officers and Consensus Participant no later than ten (10) days following ASC meeting. Print copy of minutes to be taken to ASC.
3. Performs the roll call at all ASC meetings Ensures that the Area and of its related Sub-Committees are registered with the World Service Office.
4. Have on hand at each meeting a list of ASC participants to include their name, positions, phone number, address or email.
5. Maintains the area archives.
6. Notifies ASC participants of any special meetings called.
7. Maintains the Area Meeting Directory and updates it every month as needed.

ALTERNATE SECRETARY

Qualifications: The Alternate Secretary will have a minimum of one (1) year continuous clean time Six (6) months service experience. This person must be computer literate, be able to use word processing programs to create minutes and have the ability to use the Internet.

It is the duty of the Alternate Secretary to:

1. Learn to perform all Area Secretary Duties listed in ASC guidelines.
2. Attend monthly ASC
3. Perform all duties of the Secretary in the Secretary's absence.

TREASURER

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Qualifications: The Treasurer will have a minimum of four (4) years of continuous clean time, Two (2) years area service experience. This person must have an income, and shall not have any outstanding judgments, liens, or financial obligations that could jeopardize the KCNAASC bank account.

It is the duty of the Treasurer to:

1. Be the custodian of the KCNAASC funds.
2. Co-Signer on the KCNAASC bank account.
3. Keeps a record of all contributions and disbursements and submits a written report to the Area which must include a monthly reconciliation of the checking account, ~~and~~ a copy of the most recent bank statement, and expense/donation lists.
4. Accepts contributions from groups and disburses funds as directed by KCNAASC.
5. Follows the Financial Responsibility section of these guidelines for the handling of NA funds.
6. Balances the Area checking account monthly and submits for approval.
7. Shall maintain treasury archives of all checking statements, canceled checks, deposits, registers and reports.
8. Deposits all donations within five (3) business days of receipt.
9. Shall maintain a prudent reserve as set by the Area.
10. Prepare Year End Financial report for KCNAASC in February.

Some qualities to consider when electing a Treasurer are: accountability, trustworthiness, knowledge of how to balance/use a checking account and good organizational skills.

VICE-TREASURER

Qualifications: The Vice-Treasurer will have a minimum of four (4) years continuous clean time, Eighteen (18) months area service experience. The person must have an income, and not have any outstanding judgments, liens, or financial obligations that could jeopardize the KCNAASC bank account.

It is the duty of the Vice-Treasurer to:

1. Learn and follow all Area financial procedures.
2. Demonstrate ability to perform basic bookkeeping functions.
3. Learn to perform all Area Treasurer Duties listed in ASC guidelines.
4. Attend monthly ASC.
5. Co-signer on Area checking account.
6. Performs all duties of the Treasurer in the Treasurer's absence.
7. Follows the Financial Responsibility section of these guidelines for the handling of NA funds.

REGIONAL COMMITTEE MEMBER

Qualifications: The RCM will have a minimum of three (3) years continuous clean time. The RCM must also have at least two (2) years in Area service experience and the willingness to give the time and resources to do the job. This is a two (2) year term with each RCM elected in alternating years. If both RCM positions

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are filled during the same year, the RCM 2 position will be a three (3) year commitment. Must be able to work for the common good of the fellowship placing principles before personalities at all times.

It is the duty of the RCM to:

1. Represent the conscience of the ASC at the regional level.

Provide the Area with a report of the regional meeting and activities of concern in the Fellowship as a whole. The primary responsibility is to work for the good of NA and as a liaison between the KCNAASC and CCRSC. The RCM represents the group conscience of

- the ASC at a Regional level. In order to accomplish this, the RCM's must become informed of issues from Area, Regional and World levels of NA service.
2. Attend all Regional Service Conferences and takes an active part in the decisions, which affect the Region, always cognizant of the Area's conscience. The position of the RCM is immensely important, for the RCM is the Area's link to the rest of the fellowship and its link to the Area.
3. Both RCM and Alternate RCM must attend all meetings of KCNAASC and the RSC, including all GSR Assemblies.
4. Prepare a written report to the RSC on ASC's progress, projects, and dilemmas.
5. Prepare a written report to ASC of the RSC meetings.
6. Shall be well informed on all agenda items of the WSC Conference Agenda Report each year to disseminate this information to the groups.
7. Responsible to plan and coordinate a workshop to discuss the issues presented in the Conference Agenda Report in advance of the WSC. This workshop will seek to assist the GSR's to be more prepared for participation with the Regional Assembly and any member of NA may participate at this CAR workshop.

ADMINISTRATIVE COMMITTEE

The Administrative Committee coordinates the service that are offered to the member Groups through the ASC. The responsibilities may include but are not limited to: group outreach, research on ASC business, legal or tax issues, finding resolution for controversies, mediating disputes and conducting periodic audits of ASC assets. The members who are elected to serve on this committee are trusted servants who have usually served their home group and area and have gained the experience necessary to qualify them for these positions of trust. *The members of the Administrative Committee are the ASC Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, and Regional Committee Members.*

Once a year, usually not long after the Area Inventory, the Administrative Committee along with a few GSR's appointed by the Chairperson should review the guidelines of the ASC and develop recommended changes if it is found that they would better serve the Area at its present stage of development, maturity and level of service provided.

LITERATURE STORE

MISSION STATEMENT It shall be the primary purpose of this literature store to maintain at all times sufficient literature to meet the needs of all meeting groups or individuals in the need of literature. The literature store shall function under KCNAASC.

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NAME - The name of the Store shall be the KCNA LITERATURE STORE.

PURPOSE - To function as an on hand literature store for KCNAASC Members and groups. Store operation is only available during the time of area.

MEMBERSHIP - All members may volunteer.

OFFICERS

Inventory Control

Qualifications: The Inventory Control will have a minimum of three (3) years continuous clean time. One (1) year prior service with KCNAASC. He/She shall adhere to the KCNA money handling procedures.

Duties

1. Show up to ASC 30 minutes early to prepare for orders.
2. Keep count of on hand inventory.
3. Order Literature each month. Get ahold of treasurer for reimbursement.
4. Count literature order when received to confirm quantities. Contact WSO with any discrepancies.
5. Keep records of any back orders, or orders that may have been left by a group.

Cashier

Qualifications: The Store Cashier will have a minimum of three (3) years continuous clean time. One (1) year prior service with KCNAASC. He/She shall adhere to the KCNA money handling procedures.

Duties

1. Shall attend ASC Meetings.
2. Input orders and verify totals when receiving payments for orders.
3. Count cash and verify total of all orders match cash received.
4. Prepare payments for deposit.
5. Send records of quantities sold to Inventory Control person.

STORE OPERATIONS

The Maximum Total Asset Value of the KCNA Literature Store shall be \$ 2000.00 dollars. Every month funds in excess of the maximum total asset value shall be transferred to KCNAASC as a donation to further our primary purpose. All back orders will be ready for pick up at ASC the following month. Back orders will be held for two months. On the third month the back order will be returned to stock and the funds will be donated to KCNAASC in the group's name.

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SUBCOMMITTEES

Just as groups create an ASC to help them fulfill their primary purpose, the ASC creates sub-committees to do the actual work involved in delivering direct services for the purpose of carrying the message to the addict who still suffers. Our use of sub-committees based on the 9th Tradition, the creation of “service boards or committees directly responsible to those they serve.”

The Subcommittees of the KNAASC are Activities, Public Relations, and Literature but may be changed by ASC to best meet the needs of the Area.

All Subcommittee Chairs are elected by ASC. All KCNAASC Subcommittee Chairs will have a minimum of two (2) years continuous clean time, One-year area service experience. It is also recommended that the person have one (1) experience in the subcommittee for which they are nominated.

All checking accounts that are maintained by any Subcommittees will adhere to the same guidelines in the Financial Responsibility section in this document.

It is the duty of each Subcommittee Chair or Representative to:

1. Attend and provide written reports of all monthly activities meetings and events at each ASC meeting.
2. Announce and hold regularly scheduled Subcommittee meetings.
3. Submits annual budgets for approval to ASC, one year in advance.
4. Elect at Sub-Committee level.
5. All Subcommittee Guidelines are submitted in writing and approved by the KCNAASC. Updates, amendments or changes to guidelines are also presented and approved by the Area.

ACTIVITIES COMMITTEE

The purpose of the Activities Subcommittee is to provide the fellowship in KCNAASC with recovery oriented events and activities, the funds generated through the Activities Subcommittee belong to the KCNAASC and are to be used to support the KCNAASC needs. Activities shall maintain a prudent reserve listed in activities guidelines

PUBLIC RELATIONS COMMITTEE

The purpose of the Public Relations Subcommittee is to combine and coordinate efforts to reach the addict who still suffers, and improve NA’s reputation as a viable program of recovery in our community. It shall coordinate all committee duties in accordance with the will of the Area and by following the *Hospital and Institutions, and Public Relations Handbooks*.

LITERATURE COMMITTEE

The purpose of the Literature Subcommittee is to provide NA approved literature for purchase by the KCNAASC member groups and the ASC. This is accomplished by collecting orders at the monthly ASC meeting from the member groups and KCNA subcommittees to purchase from Narcotics Anonymous World Service (NAWS) in order to keep cost down for the member groups. All orders will be available at the next KCNAASC monthly meeting. All money generated is reconciled by the Literature Committee.

AD-HOC COMMITTEE

Ad-Hoc Subcommittee is appointed by the chair for a specific purpose, are disbanded once the purpose is achieved and a final report is submitted to ASC. Ad-Hoc Chairs do not have a vote at the ASC.

GUIDELINES FOR AREA SERVICE INVENTORY

"NA ought never be organized, but we may create service boards or committees directly responsible to those they serve."

KCNAASC exists to carry the message of recovery in accordance with the principles of this tradition. Service committees, like individuals, often vary in personality. Some grow and thrive, while others struggle to survive, and some even fail. As individual members, we are advised to use our Fourth Step as a tool of recovery. Similarly, a service inventory might help the ASC keep things on track. As individuals take their own inventories even when things are going well, an Area should also review itself periodically. An ASC service inventory, much like an individual inventory, should reflect both the strengths and weaknesses of its services and trusted servants, its growing pains, suggestions for improvement and its adherence to the Twelve Traditions of NA. Emphasis should be given overall to how the KCNAASC is performing its responsibilities to the Area it serves. This inventory will be done at least once a year in the month of August (utilizing the Area Planning tool provided in the *Planning Basics Handbook* or inventory process described in *A Guide to Local Service*), but may be scheduled at other times if it is desirable to re-focus the Area on its mission. Other topics may be included that address issues the groups, the Area, the Region or NA as a whole is facing at the discretion of the ASC. The chairperson or a past trusted servant designated by the chair shall preside over the inventory session(s).

AREA SERVICE COMMITTEE MEETING FORMAT

1. Opening Prayer
2. Read Twelve Traditions, Twelve Concepts, Mission Statement

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3. Roll Call (Group Service Representatives, Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, **RCM**, **Alternate RCM**, Standing Subcommittee Chairpersons, Ad-Hoc Committee Chairpersons)
4. Secretary's Report (*The Secretary will note any changes that are needed for the previous minutes and then move for the minutes to be accepted, with or without changes*)
5. Administrative Committee Report (Vice-Chairperson)
6. RCM Report
7. Subcommittee's Reports (Activities, Public Relations, Literature)
8. Read and discuss the Concept that coincides with the numeric month of the year (i.e.: First Concept = January, Second Concept = February, etc.).
9. Ad-Hoc Committee's or Other Special Reports (if applicable)
10. Group Reports
11. Treasurer Report (*Treasurer will go over financial report answering any questions, note any changes and then move for the report to be accepted, with or without corrections*)
12. Old Business
13. Elections (if needed)
14. New Business
15. Group problem(s) sharing sessions.
16. Review business of the day
17. Plans for next meeting are discussed
 - a. Next meeting Issue Forum topic announced and Chair may appoint a presenter for it.
 - b. Ensure no conflict with Holiday or major NA Functions.
 - c. Review of items referred to Groups and Nominations necessary for the next meeting.
18. Closing Prayer