

GUIDELINES

SOUTH KING COUNTY NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE

Revised 12/23

ARTICLE A PURPOSE AND SCOPE

- Section 1 The purpose of the South King County Area Service Committee is to be supportive of the South King County NA Group in carrying out their primary purpose. They assist the Groups by associating them with one another. The Area also helps the Groups deal with its day-to-day problems and needs.
- Section 2 The SKCASC meetings will be run according to the Roberts Rules of Order revised, set forth in the "NA Guide to Local Service" (pgs. 104-110), excluding voting procedures. The Area Chair will be allowed to circumvent stated procedure, with the body's consent, if it is deemed to go against NA Traditions or NA Concepts.

ARTICLE B NOMINATIONS, ELECTIONS, AND VOTING

- Section 1 The South King County Area Service Committee quorum is the GSR's present at the time of a vote.
- Section 2 Voting on all South King County Area Service Committee motions will be done on a one group/one vote system, with the South King County Area Chairperson or Acting South King County Area Chairperson vote only to break a tie.
- Section 3 Voting procedure is defined as simple majority when counting only the Yes's and the No's. Votes to abstain are not counted.
- Section 4 All motions must be made or seconded by a GSR.
- Section 5 The South King County Area Service Committee will regularly elect officers to serve as members of the Administrative Committee, and to coordinate its services. The Administrative Committee is comprised of the Chairperson, Vice Chairperson, Secretary, Treasurer, Treasure Trainee, Regional Committee Member #1 (RCM #1, voting member) and RCM #2.
- Section 6 A simple majority vote is necessary for election. All nominees must be present. Elected area trusted servants and Admin can be a voting GSR and vote on any matter or motion except those directly affecting their position. (This matter to be determined by acting chair.) Exclusion being admin chair to this. Admin chair cannot also be a voting GSR.
- Section 7 All Area trusted servant positions are one year. See timeline for election dates.
- Section 8 No member shall be eligible to serve for more than two (2) consecutive terms in the same position.

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- Section 9 Any Area Trusted Servant may be removed from office for non-compliance after due notification. A simple majority vote is necessary for removal from office. Non-compliance includes, but is not limited to:
- a. Loss of abstinence
 - b. Non fulfillment of duties of the position
 - c. Non-attendance of 2 out of last 3 SKCNA ASC meetings requires written warning of non-compliance. Non-attendance of 3 SKCNA ASC meetings consecutively requires removal from service position. 3 terms of non-compliance in a 365 day period will result in removal from service position.
- Section 10 Elections for an Officer or Subcommittee Chairperson who has resigned, or been removed from office, shall be held at the following South King County Area Service Committee meeting. The Chairperson shall appoint an interim to fill the vacancy until the election.
- Section 11 An Ad-hoc committee is a committee created for a specific, short term defined purpose. The chair of this committee is not an elected position, they are appointed by the South King County Area Chairperson. They can be removed for non-fulfillment of duties as well as loss of abstinence.
- Section 12 Retreat subcommittee Chairs are elected as defined by their position in Section E. Once elected, they must be confirmed at the following South King County Area Service Committee. The South King County Area Vice Chair will fill in for any non-confirmed Subcommittee Chair until such time as one can be confirmed.
- Section 13 Area Admin, Subcommittee Chairs and Retreat Chairs cannot hold another Admin Subcommittee Chair or Retreat Chair position. Liaison positions can be held by any member regardless of Area level position.

ARTICLE C OPERATING PROCEDURES

- Section 1 All moneys accumulated from Group contributions and other Narcotics Anonymous sources shall be maintained in a bank account general fund, subject to dispersal for payment obligations. All checks require signatures of two signers of the bank account. The signers will be the SKCA Treasurer, Chairperson, Vice Chairperson and Treasurer Trainee.
- Section 1A All Area Service Subcommittees are required to turn over funds, from events or fundraising, to the Area Treasurer as soon as possible (not to exceed 72 hours) for deposit in the Area account. Area Treasurer is required to be available and issue receipt.
- Section 2 The South King County Area Service Committee Treasury is to be audited twice a year, See Timeline. Audit is to be done by the SKCA Admin.

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- Section 3 A prudent reserve of two thousand (2000) dollars will be kept by the South King County Area Service Committee in the general fund.
- Section 4 At the close of the ASC meeting, any funds not obligated shall be maintained in the South King County Area Service Committee Treasurer in a separate accounting. All those funds, including the 7% Group donation to World and the 7% Group donation to Region, shall be dispersed to the appropriate bodies monthly.
- Section 5 All motions for new money expenditures will require a majority vote. All motions over \$100 are to be referred to groups.
- Section 6 Events involving the SKCA and one or more other areas of Narcotics Anonymous shall be conducted using the following "Joint Venture Guidelines":
- a. We ask that regularly scheduled event meeting times not conflict with South King County Area Service Committee meetings.
 - b. The signers on the bank account will be the Event Chair, Event Vice Chair, and Event Treasurer.
 - c. Any proceeds above the following year's startup cost or any debts incurred are divided equally between the participating areas.
 - d. Should the South King County Area Service Committee have any questions or concerns, the Chairperson and the RCM 1 or 2 may meet with the event's Executive Committee to discuss the concerns and try to correct the perceived problem.
 - e. In case of irreconcilable differences, the South King County Area Service Committee may vote to withdraw support from the event. Once support is withdrawn from an event, it shall remain withdrawn until the close of the event for the given year. Support for the event for the following year may be restored by a new vote of the South King County Area Service Committee.
 - f. Should support be withdrawn, any seed money will stay with the event, and the South King County Area will not share in any proceeds or debts incurred.
 - g. No 50/50 raffles will occur.
- Section 7 Yearly, the SKCANA will conduct an inventory of all service positions. The inventory will be conducted per Timeline.
- Section 8 The Administrative Committee will meet prior to the December South King County Area Service Committee meeting to set the following year's meeting schedule.
- Section 9 The SKCA Accounting will be divided and managed as follows:
- a. \$2000.00 maximum cash prudent reserve (General Fund),
 - b. \$4500.00 Literature reserve (\$3500.00 stock on hand and \$1000.00 cash)
 - c. \$2000.00 Activities (\$1500.00 cash reserve and \$500.00 petty cash entrusted to Activities Admin).

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- d. A separate accounting will be kept, with no determined balance, for the South King County Retreats and WNIRSC donation.
- e. Travel expenses for RCM #1 and RCM #2 to RSC will be limited to \$250.00.
- f. The C&E Liaison travel expenses will be limited to \$150.00.
- g. The secretary is allotted up to \$350 per month for expenses incurred when complying with his or her duties and responsibilities such as the creation of agendas, GSR welcome packages, making copies of items requested by GSRs and making copies of area guidelines to give to GSRs during the yearly update process.
- h. The H&I committee's literature budget is \$300.00.
- i. The PR Committee's Operating Budget is \$200.00.
- j. The Treasurer is allocated \$50 monthly for expenses.
- k. All other subcommittees not already addressed above are allocated \$25 monthly for expenses.

- Section 10 An Emergency Budget Condition exists when the amount of the Area prudent reserve falls below one-half of the maximum cash prudent reserve (general fund). Under such condition NO money motions will be entertained. Also, under such condition, the H&I and PR committees will be limited to a maximum of one-half their normal monthly budget.
- Section 11 Surplus Winter Winner Merchandise that is provided to SKCANA will be given to Activities to become part of their general inventory.
- Section 12 Minutes are posted and distributed within 10 days of the ASC.
- Section 13 Travel costs to all subs day will be provided to the participants upon approval of motion. This reimbursement will not impact their normal monthly budget.
- Section 14 Written reports are the only form of reports acceptable at the ASC. Reading of a previously written report is considered the standard operating procedure. Verbal reports with no written reports are not accepted.
- Section 15 At the end of an Area event or retreat wrap-up meeting all funds over that groups next years established seed money will be transferred to the area account.

ARTICLE D AMENDMENTS TO GUIDELINES

- Section 1 A proposal to change the guidelines must be submitted in writing at the South King County Area Service Committee meeting and then referred back to the Groups for approval. A simple majority is necessary for an amendment to pass.
- Section 2 Amendments to the guidelines take effect at the close of business.

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- Section 3 When updating the Guidelines, the procedure shall be to incorporate the past major motions into the guidelines. Then, copies will be distributed to Group Service Representatives, Administrative Committee members and Subcommittee Chairpersons. A cover letter will be attached which explains the changes in the following manner:
1. The motion that has caused the changes to the guidelines
 2. The location of the changes.
 3. The exact nature of the changes.
 4. An explanation of any re-wording that was necessary to make the changes fit into the guidelines in a concise and coherent manner consistent with the rest of the wording. If after review the GSR's do not offer objections and/or additions of changes to the guidelines, they shall be considered current and accurate. AREA GUIDELINES to be printed and distributed as such to all appropriate ASC members.
- Section 4 The updated guidelines will go back to the groups for confirmation a minimum of once a year.

ARTICLE E

QUALIFICATIONS AND DUTIES OF SOUTH KING COUNTY AREA SERVICE COMMITTEE OFFICERS

SECTION 1: CHAIR

PURPOSE: To facilitate the South King County Area Meeting on behalf of the groups.

QUALIFICATIONS:

1. Five years suggested uninterrupted clean time.
2. One year area elected experience with the South King County Area Service Committee.
3. Working Knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
4. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
5. Familiarity with "A Guide to Local Services in NA".

DUTIES:

1. Conducts the monthly SKCASC meeting.
2. Is responsible for all correspondence and maintains South King County Area Service Committee archives.
3. Is a co-signer on the South King County Area Service Committee bank account.
4. Is responsible for scheduling the year's SKCASC meetings (with the ADMIN committee). The ADMIN committee will meet in December to schedule the next year's meetings or to discuss Area operating procedures as needed.
5. Appoints a Group Service Representative Mentor to new GSRs as needed.
6. Ensures that Article C Operating Procedures are followed.

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7. Provides a written report, including monthly budget expenditures, to the South King County Area Service Committee.
8. Assists the Treasurer in his/her effort to collect on NSF checks.
9. Finds a member from outside the SKCANA to facilitate the SKCANA annual inventory, and attends the SKCANA inventory. The Inventory is to be held in May.
10. Is a keyholder for the ASC meeting place. The key shall not be passed to anyone else.
11. Coordinates with the Treasurer to pay for the ASC's physical and/or virtual meeting place.

SECTION 2: VICE-CHAIR

PURPOSE:

QUALIFICATIONS:

1. Four years minimum uninterrupted clean time.
2. Six months involvement with the South King County Area Service Committee.
3. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
4. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
5. Familiarity with "A Guide to Local Services in NA".

DUTIES:

1. Is a co-signer on the South King County Area Service Committee bank account.
2. Facilitates subcommittee meetings when there is no Chairperson for a particular subcommittee.
3. Attends the monthly South King County Area Service Committee meeting and assists the Chair in his/her duties.
4. Performs the Chair's duties in his/her absence.
5. Provides a written report, including monthly budgeted expenditures, to the South King County Area Service Committee.
6. Attends the annual South King County Area Service Committee NA inventory.
7. Attends South King County Area Service Committee NA Administrative committee meetings as called by the Chair.
8. Learns Chair's duties and responsibilities.
9. Is a keyholder for the ASC meeting place. The key shall not be passed to anyone else.
10. Be knowledgeable of performing a group inventory and facilitate/coordinate group inventories when asked.

SECTION 3: SECRETARY

QUALIFICATIONS:

PURPOSE:

1. Two year minimum uninterrupted clean time.

DUTIES:

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1. Attends the monthly South King County Area Service Committee meeting and keeps accurate minutes of that meeting. Minutes will include Admin. Member, Subcommittee and Group reports; Roll Call sheet; and old and new business.
2. Mails or otherwise distributes minutes to GSRs, subcommittee chairs, Admin. Members, within 10 days of the South King County Area Service Committee.
3. Assembles and distributes "new Group Service Representative" packets. Packets will include South King County Area Service Committee Guidelines, Major Motions, motion forms, group report form, literature order form, World Service Office group update form.
4. Keeps minutes of the previous six months' meeting available for South King County Area Service Committee reference.
5. Maintains South King County Area Service Committee Guidelines and Major Motions. Updates Major Motions annually. These will be provided to Admin Committee members and GSRs. They will be added to GSR packets.
6. Provided a written report, including money expenditures, to the South King County Area Service Committee.
7. Reads old and new business portion of the minutes of the last Area Service Committee at the current Area Service Committee. Submits these to the ASC for approval.
8. Attends the annual SKCANA inventory.
9. Attends SKCANA Administrative committee meetings as called by the Chair.
10. Prepares a written AGENDA for that meeting. This AGENDA should include: Opening Prayer; Reading of the 12 Traditions and 12 Concepts; Introductions; Reading/Approval of previous minutes (old and new business only); a call for reports from ADMIN members, Sub-committees, Ad-hoc committees, Joint Ventures, and others as appropriate; group reports; sharing session; break; old/new business; announcements and closing.
11. Print meeting schedules to be dropped off to Literature for distribution day. In total 400, 250 for H&I every month and 150 upfront for meetings, recurring as needed.

SECTION 3A: SECRETARY TRAINEE

PURPOSE: To learn the duties and responsibilities of the Secretary.

QUALIFICATIONS:

1. One year uninterrupted clean time.

DUTIES:

1. Attends monthly ASC meeting and assist Secretary.
2. Assist Secretary in compiling and distributing monthly Service Committee Minutes.

SECTION 4: TREASURER

PURPOSE: To maintain the treasury reporting and bank account of the South King County Area

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QUALIFICATIONS:

1. Five years minimum uninterrupted clean time.
2. One year prior involvement with the South King County Area of Narcotics Anonymous.
3. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
5. Familiarity with "A Guide to Local Services in NA".

DUTIES:

1. To maintain and utilize the Area bank account in accordance with Article C Operating Procedures.
2. Attends each South King County Area Service Committee meeting and reports on all budgets, expenditures and contributions on the Treasurer's report form
3. Makes deposits to the South King County Area NA bank account within two days of the South King County Area Service Committee meeting.
4. Arrives early to each South King County Area Service Committee meeting and provides a monthly written Treasurer's report to the Area.
5. Tracks the balances, incomes and expense of each subcommittee meeting and updates the committees with this information in the monthly report to Area.
6. Is a co-signer on the South King County Area Service Committee bank account.
7. Issues receipts for all monies received.
8. Follows up on "NSF" checks with individuals or groups as required.
9. Maintains and reports all subcommittee reserves.
10. Attends the annual South King County NA Area Service Committee inventory.
11. Attends South King County Area Service Committee NA Administrative committee meetings as called by the Chair.
12. Advises the Chair with regard to account status during South King County Area Service Committee business session so as to avoid entering into Emergency Budget Conditions.
13. Trains Treasure Trainee.
14. Maintains a working knowledge of NA's literature pertaining to the treasuring or handling of NA funds.
15. Attends bi annual South King County Area audits.
16. Prior treasurer transfers all account control information, both physical and digital, to the new Treasurer upon election.
17. Maintain the Area P. O. Box per the Timeline (Article G).
18. Coordinates with the Chair to pay for the ASC's physical and/or virtual meeting place.

SECTION 4A: TREASURER TRAINEE

PURPOSE: To learn the duties and responsibilities of the Treasurer and facilitate the transactions at the South King County Area Service Committee.

QUALIFICATIONS:

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1. Four years minimum uninterrupted clean time.
2. 6 months prior involvement with the South King County Area of Narcotics Anonymous.
3. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
5. Familiarity with "A Guide to Local Services in NA".

DUTIES:

1. Arrives early to each SKCASC meeting.
2. Counts and issue receipts for all funds transacted at the SKCASC and reconciles with the Treasurer.
3. Maintains a working knowledge of NA's literature pertaining to the treasurer or handling of NA funds.
4. Attends bi annual SKCNA audit.
5. Learns the duties, practices and responsibility of the Treasurer.
6. Is a co-signer on the South King County Area Service Committee bank account.

SECTION 5: REGIONAL COMMITTEE MEMBER #1 (RSC voting member)

PURPOSE: To be the primary communication link between SKASC and other areas and the region.

QUALIFICATIONS:

1. Five years minimum uninterrupted clean time.
2. Three years involvement with the South King County Area Service Committee.
3. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
5. Familiarity with a "A Guide to Local Services in NA".

DUTIES:

1. Attends all South King County Area Service Committee monthly meetings and all WNIRSC meetings.
2. Votes for all the South King County Area of Narcotics Anonymous at RSC meetings.
3. Provides a written report to the South King County Area Service Committee that describes what occurred at the RSC. This will include any motions referred back to the Area and any other pertinent business.
4. Provides a written report to WNIRSC on the form requested by the RSC.
5. Puts on "new Group Service Representative" and "A Guide to Local Services in NA" workshops 45 minutes prior to the South King County Area Service Committee meeting.
6. Supports South King County Area of Narcotics Anonymous groups and subcommittee meetings, upon request.
7. Attends the annual South King County Area of Narcotics Anonymous inventory.
8. Attends South King County Area of Narcotics Anonymous Administrative committee meetings as called by the Chair.

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9. Facilitates the distribution and education of the information provided biannually in the CAR and the CAT.

SECTION 6: REGIONAL COMMITTEE MEMBER #2 (RCM2)

QUALIFICATIONS:

1. Five years suggested uninterrupted clean time.
2. Three year involvement with the South King County Area Service Committee.
3. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
5. Familiarity with "A Guide to Local Services in NA".

DUTIES:

1. Attends all monthly South King County Area Service Committee meetings.
2. Attends WNIRSC meetings.
3. Assists Regional Committee Member #1 in his/her duties.
4. Attends the annual South King County Area of Narcotics Anonymous inventory.
5. Attends South King County Area of Narcotics Anonymous Administrative committee meetings as called by the Chair.
6. To attend, over their term, a wide variety of business meetings to gain a deeper understanding of the area conscious.
7. Puts on "new Group Service Representative" and "A Guide to Local Services in NA" workshops 45 minutes prior to the South King County Area Service Committee meeting.

SECTION 7: SKCNA FACEBOOK GROUP

PURPOSE:

The purpose is to communicate SKCNA and WNIRNA related information to SKCNA members via Facebook. The SKCNA Facebook Group is to be used as a broadcast medium, not a discussion forum.

QUALIFICATIONS:

1. The Facebook Group will consist of the current SKCNA Admin members; Chair, Vice Chair, Secretary, Treasure, Treasure Trainee, RCM1 and RCM 2. The Admin shall appoint up to two members from the Admin to be the SKCNA Group Coordinators at every Feb ASC for a 6-month duration.

DUTIES:

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1. The SKCNA Facebook Group Coordinators shall be responsible for monitoring the SKCNA Facebook Group weekly or more as needed, including posting approved requested information and approved requested fliers.
2. The SKCNA Admin should routinely review content of the SKCNA Facebook Group to ensure accuracy and proper execution of guidelines, actively watching to help each other follow NA traditions and Facebook procedures and best practices.
3. The SKCNA Facebook Group Coordinators will not allow comments.

****The SKCNA Facebook Group Coordinators will also adhere to the following guidelines:**

POSTING:

1. Any members of SKCNA Facebook page can request the SKCNA Facebook Group Coordinators to post, if approved by the Coordinators, information regarding SKCNA NA events, workshops or meetings, and open service positions for SKCNA and/or WNIRNA. SKCNA events are first priority, however, WNINA, PCANA, and Seattle events should also be included in the group's events. Strongly suggest that if you or your group requests a post for an event that you do it at least 30 days prior to the event and then request a reminder post 1 week before the event and then one more request 24-48 hours before the event. The Coordinators will not do this unless the request is made
2. When posting to the SKCNA Facebook Group, the SKCNA Facebook Group Coordinators will not post pictures and will not allow members of the Facebook page to post picture. The SKCNA Facebook Group Coordinators will keep photos restricted to NA approved artwork.
3. The SKCNA Facebook Group Coordinators will not post last names, phone numbers, personal addresses and will not allow members of the SKCNA Facebook Group page to do so either
4. The SKCNA Facebook Group Coordinators will not allow posts regarding "birthdays" or other sentimental content. The purpose of this group is a broadcast medium for SKCNA, not a discussion forum.
5. Any members of SKCNA Facebook page can request the SKCNA Facebook Group Coordinators to post, if approved by the Coordinators, information regarding new and existing literature and/or where to find it.
6. The SKCNA Facebook Group Coordinators will try as often as opportunity presents itself to post links to the SKCNA website () so additional information is being made accessible to members.

PRIVACY SETTINGS:

1. Group Privacy Settings must always be set to "Secret". (Only members can find the group and see posts.) This setting ensures that member list is not visible to anyone not a member of the group.
2. Ensure "Only Admins can post to the Group" is selected under "Posting Permissions at all times. (This setting ensures individuals may not post to the SKCNA Facebook Group news feed.)

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3. Ensure "Any member can add or approve members" is selected under "Membership Approval" at all times. (This setting allows new members to be added autonomously. Any member may choose to leave the group if they do not wish to be a member.)
4. These settings make it impossible to externally "tag" the group or its posts, which would violate anonymity. Internal "tagging" of current members is acceptable because it helps the exchange of information if the admin is unavailable or unable to answer questions and it does not violate anonymity when used within the group.

ARTICLE F

JOB DESCRIPTIONS

SOUTH KING COUNTY AREA SERVICE COMMITTEE Subcommittee Chairpersons

ACTIVITIES CHAIRPERSON:

Purpose of this committee is to organize and facilitate the recovery oriented events for the South King County Area of Narcotics Anonymous

Requirements

1. Suggested 2 (two) years clean.
2. Basic understanding of the 12 Steps, 12 Traditions and 12 Concepts.
3. One year previous experience with Activities.
4. One year commitment.

Duties

1. Oversee all South King County Area Activities and Functions (unless excused prior to event).
2. Attends all South King County Area Activities Subcommittee meetings and facilitates them.
3. Attends each South King County Area Service Committee and provide them with information and flyers and a written report.
4. Attends each Regional "All Subcommittee Day" quarterlies, and be the communication link between our Area and other Areas of the WNIR.
5. Attends the annual SKCA Inventory.
6. Provides a full financial accounting with receipts and records to the Area Activities Treasurer and the South King County Area Treasurer.
7. To abide by the current Activities approved guidelines.

H & I CHAIRPERSON

PURPOSE: The H & I committee provides presentation of the NA message to addicts inside hospitals and institutions.

Requirements

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1. Suggested 2 (two) years clean.
2. Basic understanding of the 12 Steps, 12 Traditions and 12 Concepts.
3. Previous experience with Hospitals & Institutions.
4. One year commitment.

Duties

1. Attends all SKCA H & I subcommittee meetings and facilitates the meeting.
2. Attends each South King County Area Service Committee and provides them with a written report.
3. Attends each Regional "All Subcommittee Day" quarterlies, and be the communication link between our Area and other Areas of the WNIR.
4. Oversees all of the current H & I meetings within the geographic South King County Area.
5. To abide by the current H & I approved guidelines.

HELPLINE CHAIRPERSON

PURPOSE: To maintain and facilitate the answering of a phone service as a resource to the addict and as a frontline contact point to the community.

Requirements

1. 2 (two) years clean.
2. Basic understanding of the 12 Steps, 12 Traditions and 12 Concepts.
3. 6 months previous experience with a Phonenumber Committee.
4. One year commitment.

Duties

1. Attends all SKCA Helpline subcommittee meetings and facilitates them.
2. Attends each South King County Area Service Committee and provide them with a written report.
3. Attends each Regional "All Subcommittee Day" quarterlies, and is the communication link between our Area and other Areas of the WNIR.
4. Attends the annual South King County Area Inventory.
5. Maintain an up-to-date Twelve Step Phone Volunteer list and a Carrier Volunteer list and checks on the activity of the phone service.
6. Becomes the contact person for the phone service.
7. Complies with all additional requirements per the Helpline guidelines.

LITERATURE CHAIRPERSON:

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PURPOSE: To purchase and distribute literature on the behalf of South King County Area Service Committee

Requirements

1. 4 (four) years clean.
2. Basic understanding of the 12 Steps, 12 Traditions and 12 Concepts.
3. Previous experience with a Literature Committee.
4. One year commitment.
5. Ability to legally transport the literature to and from SKCASC.

Duties

1. Attends all South King County Area Literature subcommittee meetings and facilitates them.
2. Attends each South King County Area Service Committee and provide them with a written report.
3. Attends each Regional "All Subcommittee Day" quarterly, and be the communication link between our Area and other Areas of the WNIR.
4. Attends the annual South King County Area Inventory.
5. Provides and sells literature monthly to South King County Area at a predetermined time and location, which is to be announced at the prior South King County Area Service Committee meeting.
6. Replenishes literature stock by ordering from NAWS.
7. Provides an accurate inventory of stock and sales in the monthly report.
8. Makes sure the inventory on hand and inventory ordered should not exceed \$4,500.00 value.
9. To be a key holder for the South King County Area Service Committee meeting place as well as the SKCA Storage Unit. Keys shall not be passed to others.

PUBLIC RELATIONS CHAIRPERSON

PURPOSE: To act as a resource to professionals and the general public regarding Narcotics Anonymous.

Requirements

1. 2 (two) years clean.
2. Basic understanding of the 12 Steps, 12 Traditions and 12 Concepts.
3. Previous experience with Public Relations.
4. One year commitment.

Duties

1. Attends all South King County Area Public Relations subcommittee meetings and facilitates them.

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2. Attends each South King County Area Service Committee and provides them with a written report.
3. Attends each Regional "All Subcommittee Day" quarterlies, and be the communication link between our Area and other Areas of the WNIR.
4. Attends the annual South King County Area Inventory.
5. To abide by the current PR approved guidelines.
6. To be a key holder for the SKCA Storage Unit.

SASS CHAIRPERSON

PURPOSE: To facilitate South King County Area SASS retreats, a Women's only event.

Requirements

1. 2 (two) years clean.
2. Basic understanding of the 12 Steps, 12 Traditions and 12 Concepts.
3. Previous experience with SASS.
4. The Chair will be elected on the month following the previous year's event. The Chair will then go to Area and be confirmed by a vote of the GSR's. If the confirmation vote fails, the Vice Chair of Area will take over the committee until such a time as a chair is confirmed at Area.

Duties

1. Attends all SASS Retreat Subcommittee meetings and facilitate them.
2. Attends each South King County Area Service Committee from April to the month following the Event and provides them a written report.
3. Complies with all additional requirements per the SASS guidelines.
4. Attends the annual South King County Area Inventory.
5. Provides a full financial accounting (including contracts) with receipts and records to the SKCA Treasurer.
6. Gets insurance binder for the event by contacting the C&E Insurance Coordinator at WNIRCNA.com.

MENS RETREAT CHAIRPERSON

PURPOSE: To facilitate SKC area Men's retreat, a Men's only event.

Requirements

1. 2 (two) years clean.
2. Basic understanding of the 12 Steps, 12 Traditions and 12 Concepts.
3. Previous experience with Men's Retreat.

GUIDELINES

SOUTH KING COUNTY NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE

Revised 12/23

4. The Chair will be elected on Saturday of the previous year's event. The Chair will then go to Area and be confirmed by a vote of the GSR's. If the confirmation vote fails, the Vice Chair of Area will take over the committee until such a time as a chair is confirmed at Area.

Duties

1. Attends all SKC Men's Retreat Subcommittee meetings and facilitates them.
2. Attends each SKCASC and provide them with information, flyers and a written report from September to the month following the event.
3. Complies with all additional requirements per the Men's Retreat guidelines.
4. Attends the annual South King County Area Inventory.
5. Provides a full financial accounting (including contracts) with receipts and records to the SKCA Treasurer.
6. Gets insurance binder for the event by contacting the C&E Insurance Coordinator at WNIRCNA.com.

DAY OF THE DINOSAUR CHAIR

PURPOSE: To hold an annual fundraiser for WNIRCA (convention) that showcases recovery of 20 years or more

Requirements

1. 3 (three) years suggested uninterrupted clean time.
2. No previous SKCA experience required.
3. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
4. The Chair will be elected per subcommittee guidelines. The Chair will then go to Area and be confirmed by a vote of the GSR's. If the confirmation vote fails, the Vice Chair of Area will take over the committee until such a time as a Chair is confirmed by Area.

Duties

1. Oversees all DOD Subcommittee meetings and functions.
2. Attends all DOD Subcommittee meetings and facilitates them.
3. Attends each SKCASC and provide them with information, flyers and a written report.
4. Complies with all additional requirements per the DOD guidelines.
5. Attends the annual South King County Area Inventory.
6. Provides a full financial accounting (including contracts) with receipts and records to the SKCA Treasurer.
7. Gets insurance binder for the event by contacting the C&E Insurance Coordinator at WNIRCNA.com.

CONVENTIONS AND EVENTS REPRESENTATIVE

GUIDELINES

SOUTH KING COUNTY NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE

Revised 12/23

PURPOSE: To be the communication tool between the SKCNA committee and the Regional C & E Body.

Requirements

1. Suggested 5 (five) years clean.
2. 1 (one) year previous SKCA experience.
3. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
4. One year commitment.
5. Availability of transportation to the quarterly C & E meeting.

Duties

1. Attends every C & E and SKCANA committee meeting.
2. Accepts and completes tasks assigned by the C & E committee.
3. Attends all C & E hosted events and assist host committee as available.
4. Provide a written report to C & E regarding South King County Area ideas and concerns.
5. Provide a written report to SKCA regarding the activities and discussion at the C & E meeting.
6. To maintain knowledge of the C & E guidelines.

WINTER WINNERS LIAISON

PURPOSE: To be the communication tool between the SKCA committee and the WW committee.

Requirements

1. Suggested 3 (three) years clean.
2. 1 year previous WW experience preferred, not required.
3. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.
4. One year commitment.

Duties

1. Attends all SKCA and WW meetings.
2. Attends all WW hosted events and assist host committee as available.
3. Provide a written report to WW regarding SKCA ideas and concerns.
4. Provide a written report to SKCA regarding the activities and discussion at the WW meeting, and provides Event Treasurer's report along with bank statements.
5. Maintains knowledge of the WW guidelines.

WEB SERVICES CHAIR

PURPOSE: To maintain and facilitate the Web services as a resource to the addict and as a frontline contact point to the community.

GUIDELINES

SOUTH KING COUNTY NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE

Revised 12/23

Requirements

1. 1 (one) year commitment.
2. Suggested 1 (one) year clean.
3. Familiarity with all internet and website related NAWS handbooks and bulletins.
4. Basic understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
5. Must have a familiarity with the most common computer software programs available.

Duties

1. Attends each SKCASC meeting and provides them with a written report.
2. Attends each Regional "All Subcommittee Day" quarterly, and be the communication link between our Area and other Areas of the WNIR.
3. Regularly manages the South King County Area website.
4. Check website email and respond within 48 hours.
5. Maintain knowledge of the Web Services Guidelines.
6. Keep all usernames and passwords for the SKCANA website account. SKCANA Chair and Vice Chair will be notified of all current passwords by formal report upon election or any change.
7. Maintain website domain hosting, as required (see Article G Timeline).

Article G- Timeline

Month	Type	Description
January	Admin	Conduct Audit of Area Treasury
February	Election	Area Service Committee Chairperson
	Election	Area Service Committee Vice-Chairperson
	Election	Winter Winners Liaison
	Admin	Report results of Area Treasury Audit
March	Winter Winners	Final financial report for the event
April		
May	Election	Area Web Servant
	Admin	Hold Area Inventory
June		
July	Election	Area Service Committee Treasurer
	Election	Area Service Committee Treasurer Trainee
	Admin	Conduct Audit of Area Treasury

GUIDELINES

SOUTH KING COUNTY NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE

Revised 12/23

August	Election	Public Relations Subcommittee Chairperson
	Election	Hospitals and Institutions Subcommittee Chairperson
	Admin	Report results of Area Treasury Audit
	Admin	Present past major motions and amended ASC Guidelines
September	Election	Activities Subcommittee Chairperson
	Election	Regional Committee Member 1 (RCM 1)
	Election	Regional Committee Member 2 (RCM 2)
October	Election	Area Service Committee Secretary
	Election	Area Service Committee Secretary Trainee
	Web Services	Renew Area Website Hosting
November	Election	Helpline Subcommittee Chairperson
	Election	Literature Subcommittee Chairperson
December	Election	Conventions and Events Committee Liaison
	Admin	Renew Area PO Box for 1 year