GUIDELINES OF WASHINGTON COUNTY NARCOTICS ANONYMOUS

**version approved Dec 12, 2021**

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**Mission Statement**

*The primary purpose of Washington County Narcotics Anonymous (WCNA) shall be to serve and to support the groups and services common to the welfare of Narcotics Anonymous, by communicating the needs and problems and organizing ourselves so that we may better carry the message to the addict who still suffers. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.*

**Section 1 - PURPOSE OF WASHINTON COUNTY NARCOTICS ANONYMOUS (WCNA)**

*Our purpose is based on NA’s 5th tradition, “Each group has but one primary purpose—to carry the message to the addict who still suffers,” and the 12th step,” we tried to carry the message to the addict who still suffers”. Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery— that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live.*

*Washington County Narcotics Anonymous is the point of decision for our combined groups, and it is directly accountable to them in its actions, “The final responsibility and authority for NA Services rests with the NA Groups.” (2nd Concept)*

1.1. The name of this assembly shall be Washington County Narcotics Anonymous, hereafter referred to as WCNA.

1.2. The geographical boundaries of WCNA are the exterior boundaries of Washington County. Oregon. However, exceptions may be made if a group outside of Washington County desires to become a member of WCNA.

1.3. The purpose of WCNA is to support the Area groups in accordance with the Concepts and Traditions of Narcotics Anonymous.

1.4. The ASC receives its authority from the NA groups of the WCNA Area. The ASC shall be directly responsibility to the groups of the WCNA in all its actions. “ASC” is defined as the Area Service Committee (of WCNA)

1.5 The ASC, and its officers and subcommittees shall not make any decision, pass any proposal, or take any actions that conflict with the 12-traditions, 12-concepts, and 12- steps of Narcotics Anonymous.

**Section 2 – MEMBERSHIP & COMMITTEE MEMBERS**

*Although anyone can be a member of Narcotics Anonymous as long as they have a “desire to stop using” (3rd Tradition), the Area Service Committee is established by the groups as a means to express the group’s conscience on issues that affect other groups, the WCNA and NA as a whole. Therefore, membership in the ASC is limited to those trusted servants selected by the groups to represent them. However, any interested member may attend the ASC.*

2.1 Any Narcotics Anonymous member or interested person may attend the ASC meeting.

2.2 Voting and decision making at the ASC shall be restricted to Group Service Representatives (GSRs) or group designees of WCNA registered groups, and to other ASC members as permitted by these guidelines.

2.3 The members of the ASC are all ASC Executive Committee members, Permanent Sub-Committee Chairs, Treasurer in Training, GSRs or group designates.

2.4 The Executive Committee members of the ASC are the Chairperson, Vice-Chairperson, Secretary, Treasurer, Regional Committee Member, Alternate Regional Committee Member, and Archivist. These members shall perform their duties as described by these guidelines and by A Guide to Local Services in NA.

**Section 3 – AREA SERVICE COMMITTEE MEETINGS**

*The ASC is a resource for groups to seek input on a variety of service-related issues and support for their group. The open forum sharing session provides a way to discuss issues in an informal setting. Ideally, this helps to achieve consensus when decisions need to be made in the business portion of the ASC meeting. It is also an opportunity for any committee member to receive information on service related issues that they would like guidance on. Area Committees shall establish times and places to meet that accommodate the needs of the groups and other trusted servants.*

3.1 The ASC shall meet in regular session at a time and location previously selected by the ASC.

3.2 Workshops, Learning Days, or any other major WCNA events will be established and approved by the ASC.

3.3 All permanent sub-committee meetings (Hospital and Institutions, Public Relations, Activities, Steppin’ Outdoors) shall meet monthly with the time and place to be scheduled by the respective sub-committee chairperson in cooperation with other groups sub-committee members.

3.4 WCNA shall include introduction and welcomes to the new trusted servants at the beginning of the ASC.

**Section 4 - DECISION MAKING**

*As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God’s*

*will is expressed through our group conscience (2nd Tradition). One of the reasons we try to achieve consensus is it ensures that we follow our 9th Concept, “All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.” By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the ASC. We believe that when a decision is so important it needs to go back to groups for a group conscience, only the groups should participate in that decision. When a decision goes back to groups for guidance, any ASC committee member can participate in their home groups conscience ensuring that their voice is heard through their GSR.*

4.1 All proposals and decisions, including the bi-annual CAR motions contained in the Conference Agenda Report (CAR), with the exception of elections, will be considered using consensus-based decision-making. For the ASC purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the ASC. If at the end of discussion, the ASC has not reached agreement those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, even after the proposal has been amended, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, no action shall be taken.

4.2 All participating members at the ASC shall have an equal voice in all discussions.

4.3 Any member of WCNA may make a proposal and shall have an equal voice in discussions~~.~~

4.4 All proposals must be submitted to the Chairperson in writing to ensure accuracy. The Secretary will keep a copy of all passed or failed proposals.

4.5 Proposals may be amended or withdrawn at any time prior to decision.

4.6 Elections will be decided by a simple majority of the GSR’s present at the ASC.

4.7 For all decisions regarding WCNA proposals, elections, and CAR motions, ¼ of all Area registered groups must be present at the ASC.

4.8 The order of succession for GSRs at the ASC shall be:

 a) Group Service Representative (GSR)

 b) Alternate GSR

 c) A member of the group designated by the group

4.9 The Chairperson or Acting Chairperson shall act as a neutral party and refrain from active debate on all proposals.

4.10 The ASC shall hold no votes on proposals that were sent to groups if the proposal was not properly included in the previous month’s minutes.

4.11 CAR motion support shall be decided by consensus at the designated planning workshop.

4.12 Any proposal to change the area guidelines must refer to the section and line item of the guidelines to be changed.

**Section 5 – ELECTIONS**

*In our election process we use the 4TH concept, “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”*

5.1 Elections shall be held annually at the December ASC for all ASC positions. Nominations will be held at the November ASC and Service Resumes need to be submitted to the Secretary for inclusion in the minutes.

5.2 All ASC board members are elected for a term of one year.

5.3 No WCNA member shall hold more than one ASC position except where a member of the ASC (Chair, Vice-Chair, Secretary, Treasurer) may temporarily fill the vacant position until an election can be held and the position filled.

5.4 No ASC Sub-Committee chair shall chair more than one ASC sub-committee; however, they may be a member of another sub-committee.

5.5 The ASC Chair may appoint an interim committee member should a vacancy occur prior to elections.

5.6 No member shall be allowed to serve as a Group Service Representative (GSR) and Area officer simultaneously, furthermore it is suggested that no GSR serve as a permanent Sub-Committee chair while serving as GSR.

5.7 No Area Officer shall be eligible to serve more than two consecutive full terms in the same ASC office.

5.8 An ASC Trusted Servant may be removed from their office for non-compliance only after the person has been notified by either email and phone call from the ASC Chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a proposal to be removed from office is present and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the proposal, an email or phone call will not be required. Non-compliance includes but is not limited to:

1. Loss of abstinence from drugs
2. Failing to perform the duties of the position
3. Three consecutively missed ASC meetings
4. Misappropriation of NA funds

5.9 All nominees for an ASC service position will submit a service resume for review by the GSR’s and/or groups.

**Section 6 – SUBCOMMITTEES**

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

6.1 The ASC may establish subcommittees to meet the needs of WCNA Groups. These sub-committees shall perform their duties as described by these guidelines, ASC approved subcommittee guidelines, A Guide to Local Services in NA, Twelve Concepts of Narcotics Anonymous for Service, and any sub-committee handbooks approved by the World Service Conference of Narcotics Anonymous.

6.2 Permanent sub-committees shall be formed by approval of the voting members of the ASC. The permanent sub-committees shall include the following:

1. Hospitals and Institutions (H & I)
2. Public Relations (PR)
3. Literature
4. Activities
5. GSR Trainer
6. Steppin’ Outdoors

6.3 The ASC Chairperson may appoint special sub-committees, or they may be formed by an approved proposal of the voting members of the ASC. These special subcommittees include but are not limited to the following:

1. Ad-hoc (specific situation)
2. Select (usually research)

6.4 All sub-committee Chairpersons shall attend and submit an email report to the secretary of ASC and present a verbal report at the ASC meeting. All sub-committees must reserve and announce meeting times and places at least one month in advance, in time to announce each meeting at the preceding ASC.

6.5 Coordinators of the Hospital and Institutions, Activities, Public Relations services should select representatives to represent their service at the Regional conferences.

**Section 7 - FINANCIAL RESPONSIBILITY**

*The basis of this section is the 11th 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 ensure that the funds we are entrusted with are used to further our primary purpose. We also recognize that it is impossible to protect all our money in every circumstance, so we must trust that the people we have carefully selected to handle our money will do so responsibly.*

7.1 WCNA will establish checking accounts as needed to effectively manage all funds.

7.2 WCNA fiscal year will be from July 1st to June 30th.

7.3 All monies accumulated from group contributions, literature sales, activities and all other sources shall be maintained and deposited in the appropriate WCNA checking account.

7.4 All disbursements shall be made by a check issued but not signed by the WCNA Treasurer following receipt of an approved check request or budget request form.

7.5 Whenever WCNA funds in excess of $100 are expected to be received, (such as a dance or banquet) two trusted servants should be present to receive the money.

7.6 The checking accounts shall require a minimum of two signatures on any check in excess of $200. Checks must have “Two Signatures Required in Excess of $200” preprinted on the checks.

7.7 The authorized signers for the WCNA checking accounts shall be the ASC Chairperson, ASC Vice-Chairperson and the ASC Secretary.

7.8 All bank statements for WCNA are to be mailed to the WCNA PO Box

7.9 The ASC Treasurer shall make available any accounting records as soon as practical upon request.

7.10 A prudent reserve shall be maintained in the main account at all times. The prudent reserve shall be set each month as being the sum of the next two months budgeted expenses. (Activities budget and prudent reserve is established separately)

7.11 The WCNA checking account will be audited annually by a licensed tax preparer during the preparation of the WCNA tax return in August.

7.12 The Treasurer shall utilize the following spending guidelines and pay expenses as prioritized below:

a) Payment of WCNA debts or expenses outside the fellowship of Narcotics Anonymous.

b) Payment of WCNA debts or expenses within the fellowship of Narcotics Anonymous.

c) Approved WCNA budget items.

d) All other expenses.

7.13 The Treasurer shall reconcile all accounts monthly and submit a written monthly statement itemizing all income and expenses from the preceding month and providing all current balances. The Treasurer shall also submit an annual financial statement for the preceding year at the June planning conference summarizing all income and expenses from the previous fiscal year.

7.14 The Treasurer shall provide a receipt for all donations made to the Area.

7.15 The WCNA shall adopt a proposed budget for the coming fiscal year at the June ASC meeting.

* 1. The Treasurer shall review the WCNA financial records after all bills have been paid in January, April, July and October to determine the amount of excess funds available for Regional and World donations. Excess funds are those funds available after the prudent reserve is established and bills are paid.

7.17 All excess funds shall be passed on to Region and World in January, April, July and October. Fifty percent to the Pacific Cascade Region of Narcotics Anonymous and fifty percent to Narcotics Anonymous World Services.

7.18 All receipts or unspent monies must be turned in to the Treasurer within 30 days of the receipt of funds. The Treasurer shall report to the ASC on any outstanding balances.

7.19 Any person handling cash for NA Activities must have 2 years clean time.

7.20 The ASC will budget for minimum quarterly donations of $50 each to Region and World.

7.21 Activities checking account will maintain a minim balance of $500. Activities operating budget will be visited annually during ASC’s yearly budget approvals at the end of each fiscal year. All funds over the $500 minimum balance will be deposited in the WCNA account.

**Section 8 - 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.” (2nd tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a WCNA 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.” (3rd Concept). We trust our trusted servants.*

8.1 All ASC trusted servants should meet these minimum requirements.

a. Working knowledge of the Twelve Steps

b. Working knowledge of the Twelve Traditions

c. Working knowledge of the Twelve Concepts

d. Working knowledge of WCNA Guidelines

e. Have an NA sponsor

f. Have a general knowledge of consensus-based decision-making

g. Must attend monthly ASC meetings

h. Provide a verbal report of monthly activities at the ASC

i. Provide an electronic copy of the monthly report to the ASC Secretary for inclusion in minutes

8.2 Chairperson

a. Have a demonstrated ability to run a business meeting using consensus-based decision-making

b. Facilitates the monthly ASC meeting

c. Prepares agendas for ASC meetings

d. Coordinate annual guideline review for presentation at November ASC

e. Minimum 3 years NA service experience with at least one year serving on the ASC

f. Minimum 3 years continuous clean time.

g. Shall not serve as Chair or Vice Chair of any standing subcommittee

8.3 Vice-Chairperson

a. Fills in when ASC Chairperson is absent

b. Attends monthly ASC meetings

c. Minimum of 2 years NA service experience with at least 1 year serving on the ASC

d. Minimum of 2 years clean

e. Shall not serve as Chair or Vice Chair of any standing subcommittee

8.4 Treasurer

a. Demonstrated ability to perform basic bookkeeping functions

b. Perform all Treasurer duties as listed in section 7 – Financial Responsibility

1. Maintain possession of primary PO Box key and check for new mail monthly and distribute as appropriate

d. Prepares financial records in July for submission to tax preparer in August

e. Minimum of 2 years NA service experience~~.~~

f. Minimum 3 years continuous clean time

8.5 Treasurer in Training

a. Demonstrated ability to perform basic bookkeeping functions

b. Capable of performing all Treasurer duties in the Treasurer’s absence

c. Minimum of 1 year NA service experience

d. Minimum of 2 years continuous clean time

8.6 Secretary

a. Demonstrated ability to take accurate notes

b. Shall provide a written report of the activities and decisions of the ASC to all GSRs within 1 week following the meeting

c. Maintain an up-to-date list of ASC members and GSR e-mail addresses and phone numbers

d. Provide an electronic copy of all minutes to the PR Web Servant for archiving on the Area website

e. Maintain possession of the second PO Box key

f. Must have access to a personal computer with Internet access.

g. Maintain possession of all corporate records and updates records anytime officer positions change

h. Sign and file Annual Report for corporation in September. Must include:

1. the name of the corporation;
2. the street address of its principal office;
3. the date of its last preceding annual meeting;
4. the names and addresses of all the officers and directors, and the date at which the term of office of each expires.

i. Minimum of 1 year NA service experience.

j. Minimum of 2 years continuous clean time.

8.7 Secretary in Training

a. Demonstrated ability to take accurate notes

b. Capable of performing all Secretary duties in the Secretary’s absence

c. Minimum 6 months continuous clean time

8.8 Regional Committee Member

a. Ability to clearly communicate information orally and in writing from Region and World Services

b. Attend and represent WCNA at the Regional Service Committee meetings

c. Have a general knowledge of all areas of service being provided by WCNA

d. Facilitate the biannual CAR workshop for WCNA in March

e. Represent WCNA at regional service committee meetings if necessary

f. Minimum 3 years NA service experience with at least one year serving on the ASC

g. Minimum 3 years continuous clean time

8.9 Alternate Regional Committee Member

a. Ability to clearly communicate information orally and in writing from Regional and World Services

b. Capable of fulfilling the duties of the RCM in the RCM’s absence

c. Have a general knowledge of all areas of service being provided by WCNA

d. Represent WCNA at regional service committee meetings if necessary

e. Minimum of 2 years NA service experience with at least one year serving on the ASC

f. Minimum 2 years continuous clean time

8.10 Archivist

a. Responsible for keeping Area Guidelines up to date as revisions are approved by the groups

b. Keep a Change Log of all Area Guideline changes. – See Appendix A

c. Email the Guidelines as revised to the PR subcommittee for inclusion on the Website

d. Have a thorough working knowledge of WCNA Guidelines

8.11 Hospital & Institutions Chair

a. Working knowledge H&I Guidelines and current approved H&I Handbook

b. Coordination with the PR Chair on approaching new service commitment facilities

c. Coordinate H&I services for WCNA

d. Minimum of 1-year service experience with WCNA H&I

e. Minimum 2 years continuous clean time

8.12 Public Relations Chair

a. Working knowledge of PR Guidelines and current WSO approved Public Relations handbook

b. Coordinate PR services for WCNA

c. Has Schedules printed monthly

d. Minimum of 1-year service experience with WCNA PR

e. Minimum of 2 years continuous clean time

8.13 Literature Service Chair

a. Coordinate Literature distribution to the groups of the Area

b. Coordinate the ordering of literature and payment of invoices to World with the ASC Treasurer

1. Be responsible for the collection of funds from the groups and transfer to the Treasurer in a timely manner

d. Only sells Literature at the ASC unless there is a legitimate emergency need.

e. Be able to transport and store ASC literature

f. Minimum of 1 year of NA service experience

g. Minimum of 3 years continuous clean time

8.14 Literature Service Vice-Chair

a. Help order literature and possess computer skills

b. Assist in taking inventory of ASC literature

c. Help pull literature orders at ASC

d. Help restock literature

e. Keep record of literature finances

f. Be able to transport and store ASC literature

g. Minimum of 2 years continuous clean time

8.15 Activities Chair

a. Coordinate Activities for WCNA

b. Perform duties as described in WCNA Activities Guidelines

c. Provide a written financial report of all activities within 30 days of the completion of the activity

d. Provide a monthly written financial report for all Activities expenses and income to the ASC

e. Minimum of 1-year service experience with WCNA Activities

f. Minimum of 2 years continuous clean time

8.16 GSR Trainer Chair

a. Coordinate GSR training services for the WCNA

b. Minimum 1 year NA service experience

c. Minimum 2 years continuous clean time

8.17 Steppin’ Outdoors chairperson

1. Perform duties as described in WCNA Steppin Outdoors Guidelines

b. Provide a written financial report of all events within 30 days of the completion of the activity

c. Provide a monthly written financial report for all Steppin Outdoors expenses and income to the ASC

 d. Minimum of 1-year service experience with Steppin Outdoors Subcommittee

1. Min of 5 years clean time

8.18 All service position guidelines are recommended minimum requirements for serving in that position. These guidelines may be waived at the discretion of the ASC.

**Section 9 – EXTENTUATING CIRCUMSTANCES**

*“The expression of the individual conscience to the group is the foundation of group conscience. Without it, we block the guidance of a loving God, our ultimate authority. When a position supported by many of us is challenged by a few of us, our service boards and committees should always treat such input with great respect and careful consideration. The information and insights offered by the few may save us from dangerous mistakes; they may even lead us to new, previously undreamt-of horizons of service, where we might fulfill our fellowship’s primary purpose more effectively than ever. For the sake of our fellowship, and for the sake of our members yet to come, our groups, service boards, and committees must always carefully consider all viewpoints in their decision-making processes.”. (9th Concept)*

9.1 In the event of a cataclysm, pandemic, epidemic or other unforeseen event that may prevent members from meeting safely in person for ASC, WCNA may temporarily suspend or modify the ASC meeting location and platform to accommodate the safety of our members

9.2 Potential meeting platforms may include virtual platforms such as Zoom, etc.

9.3 Depending on the severity of the event this may be a temporary solution until a consensus can be reached for a permanent solution

**WCNA CALENDAR**

**MONTHLY TASKS**

* Retrieve monthly schedules
* Pay phone line monthly bill
* Check PO Box
* Pay for literature order
* Project plans updates
* GSR Orientation
* Service Orientation
* Ongoing Service/Subcommittee reports
* Group issues

**JANUARY - ASC**

* Region/World Donation
* Reminder to return Annual Area Inventory survey at the February ASC
* Announce Regional Assembly 3rd weekend in January

**FEBRAURY - ASC**

* Collect Annual Area Inventory survey questionnaire and tally results for March ASC.
* Review and talk through the agenda for the Annual Area Inventory Survey next month and make sure all the ASC members understand their roles.
* Make a list of all of the current services. Part of the Area Inventory process will involve reviewing these services and asking, “Are there ways we could be performing these services better?”
* Pay annual P.O Box rental

**MARCH – ASC**

* Review the Area Inventory survey data for issues and add any additional issues
* Prioritize issues
* Brainstorm solutions
* Clarify and prioritize solutions as potential project plans
* Announce Regional Learning Day 3rd weekend in April
* Conference Agenda Report (CAR) motions workshop (odd years)

**APRIL - ASC**

* Region/World Donation
* Announce Regional Learning Day 3rd weekend in April
* Conference Agenda Report (CAR) motions (odd years)
* Announce budget requests need submitting in May (including potential projects) showing itemized break downs for requested funds

**MAY - ASC**

* Budget requests need to be submitted showing itemized break downs for requested funds

**JUNE - ASC**

* Present, discuss & approve project plans one by one
* Present, discuss & approve budget
* June 30th fiscal year ends
* Announce Regional Assembly 3rd weekend in July

**JULY - ASC**

* Region/World Donation
* July 1st Fiscal year begins
* Prepare Monthly envelopes of receipts/check copies/bank statements/other records for tax preparer
* Regional Elections
* Announce Regional Assembly 3rd weekend in July
* Pay annual Website fees

**AUGUST - ASC**

* Submit financial records to tax preparer

**SEPTEMBER - ASC**

* Describe election process which happens at December ASC and nominations at November ASC
* File Annual report on or before October 3rd and pay filing fee ($50)

**OCTOBER - ASC**

* Region/World Donation
* Announce Annual guideline review
* Announce November nominations and which trusted servant positions have reached their term limits.

**NOVEMBER - ASC**

* Present Annual guideline review results
* Nominations for Service positions - Service Resume must be turned in for inclusion in minutes

**DECEMBER - ASC**

* Evaluate project progress/discuss Annual Area Inventory survey
* Distribute an Annual Area Inventory survey to groups, trusted servants, and interested members to gather information. Announce it will be collected at February ASC to tally results for the ASC in March.
* ASC Elections
* Announce Regional Assembly 3rd weekend in January
* Pay Annual Insurance policy
* Create minutes to change signers on bank account.

**Glossary**

**Conference Agenda Report (CAR) Workshop**

The NA World Service Conference (WSC) is a bi-annual service meeting made up of the Regional Delegates of the seated Regions of the world and the members of the NA World Board. Prior to this meeting, the WSC publishes the Conference Agenda Report (CAR) for distribution to the fellowship. The CAR contains the motions and proposals to be up for decision at the WSC meeting. CAR workshops are held at the Area and Region levels to acquaint the membership with the decisions to be made and to gather a group conscience to be carried by the regional delegate to the WSC.

**Consensus Based Decision Making**

Consensus Based Decision Making is a process of using consensus for decision making, rather than basing decisions on majority voting. Consensus is a group process where the input of everyone is carefully considered and an outcome is crafted that best meets the needs of the group. It is a process of synthesizing the wisdom of all the participants into the best decision possible at the time. Consensus is based on faith, that each person has some part of the truth and no one has all of it. When you consent to a decision, you are giving your permission to the group to go ahead with the decision. You may disagree with the decision, but based on listening to everyone else’s input, all the individuals agree to let the decision go forward, because the decision is the best one the entire group can achieve at the current time. Consensus needs four ingredients – a group of people willing to work together, a problem or issue that requires a decision by the group, trust that there is a solution and perseverance to find the truth.

The heart of consensus is a cooperative intent, where the members are willing to work together to find the solution that meets the needs of the group. The cooperative nature of consensus is a different mindset from the competitive nature of majority voting. In a consensus process the members come together to find or create the best solutions by working together. Key attributes to successful participation include humility, willingness to listen to other and see their perspectives, and willingness to share your own ideas but not insist that they are the best ones. The consensus process is a search for the very best solution, whatever the problem.

Consensus is not unanimous agreement. Participants may consent to a decision they disagree with, but recognize that it meets the needs of the group and therefore give permission to move forward.

**Group Conscience**

Group conscience reflects a collective awareness of, understanding of, and surrender to spiritual principles. The conscience of a group takes shape and is revealed when its member takes the time to talk to each other about their personal needs, the needs of the group, and the needs of NA as a whole. Each member draws upon his or her relationship with a Higher Power when sharing with the group. As members listen carefully to each other and consult their personal understanding of a loving God, something happens: Solutions to problems become apparent, solutions that take into consideration the needs of everyone concerned. In developing a group conscience, a clear mutual understanding of consensus arises.

Group conscience is not fixed and inflexible. Group conscience is a process that may work differently under differing circumstances. It’s not reasonable to expect that today’s solution to the group’s needs will always be sufficient for every group at every time. The principles involved in group conscience are always the same, but the times and conditions our conscience guides us through are constantly changing, requiring our conscience to tell us different things in different settings.

A surrender to group conscience means we allow our fellowship to be shaped by a loving Higher Power.

**Narcotics Anonymous World Services (NAWS)**

See World Service Office (WSO)

**Public Relations (PR)**

The Narcotics Anonymous message is “that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live.” Our relations with the public enable us to share this message broadly so that those who might benefit from our program of recovery can find us. We perform public relations service to increase the awareness and credibility of the NA program. We share our message openly with the public at large, with prospective members, and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the fellowship. Establishing and maintaining a commitment to these relationships, can help us to further our primary purpose.

The spiritual principles of our steps, traditions, and concepts guide us in pursuing our public relations aims and our efforts to enhance NA’s public image and reputation. These principles apply to our community and service efforts as well as to the personal behavior and attitude of individual NA members.

**Subcommittees**

A subcommittee is a service that the membership has decided is a basic service to be provided by the ASC to support the groups of the Area and NA as a whole. These services shall be coordinated by a service coordinator elected by the membership to serve on the ASC. Examples of routine or subcommittees include:

• Hospitals and Institutions

• Activities

• Public Relations

• Literature

• GSR Trainer

* Steppin’ Outdoors

**Subcommittee Chairperson**

A subcommittee Chair is a member selected by the groups of the Area to coordinate the delivery of a routine or essential service to the Area. The subcommittee Chairperson is a member of the ASC is the single point of accountability to the ASC for the delivery of that service. The subcommittee Chairperson will work with trusted servants to ensure that the services are provided in accordance with the strategic plan.

**World Service Conference (WSC)**

The NA World Service Conference (WSC) is a bi-annual service meeting made up of the Regional Delegates of the seated Regions of the world and the members of the NA World Board. This service conference has the executive right to make decisions for the entire NA Fellowship. This includes electing members to serve on the World Board, approving all new NA Literature, service material and making policy decisions that affect the fellowship including the organizational structure. This responsibility has been executed as recently as the late 90's when the World Service Conference voted to re-structure the NA Service structure including the removal of the Board of Trustees, Board of Directors and several other World Service level committees (Public Information, Hospitals & Institutions, Literature and Translations) replacing them with a single board elected by the conference.

**World Service Office (WSO)**

The WSC through the World Board is responsible for the NA World Service Office. This office handles the production of all approved literature, provides resources for projects approved by the WSC and also provides limited services to the fellowship as a whole. The office also administers the legal responsibilities of the fellowship with respect to copyrights, intellectual property and accounting.

**Appendix A – Change Log**

1. June 30, 2019 Sec 4.3 – Eliminated “and decisions”
2. June 30, 2019 Sec 6.1 – Eliminated “from time to time”
3. June 30 2019 Sec 6.5 – Eliminated “and Literature”
4. Aug 11, 2019 Sec 1.4 – Added “”ASC” is defined as the Area Service Committee (of WCNA)”
5. Aug 11, 2019 Sec 2.2 – Added “of WCNA registered groups”
6. Aug 11, 2019 Sec 2.4 – Added “and Archivist”
7. Aug 11, 2019 Sec 8.2, 8.3 – Added “g. Shall not serve as Chair or Vice Chair of any standing subcommittee”
8. Aug 11, 2019 Sec 8.10 – Added

“Archivist

Responsible for keeping Area Guidelines up to date as revisions are approved by the groups

Keep a Change Log of all Area Guideline changes – see Appendix A

Email the Guidelines as revised to the PR subcommittee for inclusion on the Website”

1. Aug 11, 2019 Sec 8.17 – Added

 “c. Perform duties as described in WCNA Steppin Outdoors Guidelines

 d. Provide a written financial report of all events within 30 days of the completion of the activity

 e. Provide a monthly written financial report for all Steppin Outdoors expenses and income to the ASC

 f. Minimum of 1 year service experience with Steppin Outdoor Subcommittee”

10) Aug 11, 2019 Calendar/September – Changed “LSB” to “ASC”

11) Sept 25, 2019 Sec 8.10 – Added

 “d. Have a thorough, working knowledge of WCNA Guidelines”

12) Sept 25, 2019 Sec. 8.17 – Re-ordered for consistency and elimination of redundancy

 “a. Perform duties as described in WCNA Steppin Outdoors Guidelines

b. Provide a written financial report of all events within 30 days of the completion of the activity.

c. Provide a monthly written financial report for all Steppin Outdoors expenses and income to the ASC

d. Minimum of 1-year service experience with Steppin Outdoors Subcommittee

 e. Min of 5 years clean time

13) Nov 2, 2021 Sec 9.1, 9.2, 9.3 – Added