

Greater Philadelphia
Regional Service Committee



Clean Sheet Policy

(approved 5/2017)

5th Concept:

For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

This body shall be known as the Greater Philadelphia Region Newsletter Committee of Narcotics Anonymous and operate as a subcommittee of the Greater Philadelphia Region of Narcotics Anonymous.

"God, grant us the knowledge that we may write according to Your Divine precepts. Instill in us a sense of your will and grant us a bond of selflessness that this may truly be your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction."

PURPOSE: To publish a bi-monthly newsletter that will support individuals, groups and Areas with our primary purpose, which is to carry the message to the addict who still suffers, while providing a forum to encourage the growth of the Fellowship. Additionally it is imperative to practice our 1st Tradition by promoting unity through communication.

The duties of the Newsletter committee include the following:

1. Publishing a newsletter called "The Greater Philadelphia Regional Cleansheet" every other month.
2. Providing a disclaimer stating that the nature of the material includes expressions of NA members that do not necessarily reflect those of NA as a whole.
3. Soliciting as many articles, stories, poems, etc. from this region.
4. Providing a dependable way to complete and to distribute each issue in a timely manner.

Subcommittee Membership:

Area Newsletter Chairs have automatic standing in committee to represent their Area. Areas without Newsletter Chairs may delegate a Rep to represent their Area. All members of the Greater

Philadelphia Region can be members of the Clean Sheet Subcommittee. Additionally if there is no Area representation it is suggested that the Area RCM be given information to take back to their Area.

A. Chairperson:

1. Attends all regional service committee meetings, or sends a representative of the committee when unable to attend.
2. Presides over Sub-Committee meetings with a firm but understanding hand in the same manner as the Regional Chairperson.
3. Establishes lines of communications with the appropriate WSC/NAWS, Inc personnel and other Areas and Regions.
4. Maintains sensitivity to the needs of the groups, areas, local community, the region and NA as a whole.
5. Forms a working membership within the Sub-Committee.
6. Performs administrative duties such as typing, copying, files etc. (unless subcommittee has a secretary)
7. Attends all Joint Administrative Committee meetings.
8. Prepares bi monthly committee reports as well as works with JAC and the RSC Treasurer to produce annual unified budgets.
9. Serves as point of contact on subcommittee credit account with GPRS, Inc.

Chairperson Qualifications:

A suggested minimum of three (3) years of continuous clean time.

2. Prior NA service experience on an Area or Regional Sub-Committee.
3. Time and resources to fulfill the commitment.
4. Good working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and Guide to Local Services.
5. Good organizational and communication skills needed to chair meetings and submit reports.
6. Must NOT be an active Regional Committee Member.

REPORT TURNED INTO THE REGIONAL SECRETARY WILL INCLUDE:

1. All Sub-Committee activities since the last regional meeting.
2. Status of the current Regional Service Committee directives.
3. Current financials, updates of budget items, expenses and receipts, activities.
4. Motions for initiation, finalization, and /or implementation of projects and other activities.
5. Motion for disbursement of non budgetary items.
6. Discussion of plans, ideas and outside experiences within the Sub-Committee.
7. A schedule of upcoming Sub-Committee activities, meetings and events usually accompanied by flyers.
8. Brief summary of the WSC/NAWS, Inc work-in-progress, activities, etc
(Pertaining to the individual subcommittee).

Co-Chairperson:

Assists Chairperson with line items 1-9 listed above.

(See A. Chairperson)

Qualifications: (See lines 1-6 of Chairperson)

Secretary:

Maintains Contact list of all voting members of Subcommittee.

Prepares meeting agenda at the direction of the Chairperson.

Keeps minutes of all meetings.

Qualifications: It is suggested that the Secretary have a minimum of (1) year continuous clean time along with a willingness to serve.

Knowledge of the 12 Traditions as they apply to our Newsletter is helpful.

Regional & Area Events Editor:

A) Responsible for updating Subcommittee with Area and Regional Events that need to be published in Newsletter.

B) Maintains effective communication with all Areas to promote unity through ought the Greater Philadelphia Region.

C) Solicits for flyers of events in Region

D) Maintains communication with Regional Events Page for updates on events in Region

E) Keep accurate up to date information on all activities posted on web page.

Qualifications: It is suggested that the Regional & Area Events Editor have a minimum of (1) year continuous clean time, knowledge of the 12 traditions and 12 Concepts for NA service, a willingness to serve, along with good communication skills.

Greater Philadelphia Regional Clean Sheet Editing Policy:

The Twelve Traditions of N.A. serve as the basic guidelines for editing the Greater Philadelphia Regional Clean Sheet Newsletter. We have no opinions on outside issues, we are not affiliated with any other organizations, we remain anonymous in print, and we are non-professional. All the principles contained in the traditions must be studied carefully and followed to the letter. The Clean Sheet may receive a good deal of input that is not usable or needs to be changed before it is used. The job of the editor is to make those decisions and changes before anything is printed. Group discussions and proof reading sessions help, because this responsibility is then shared by a number of people, and a better group conscience is obtained. We will always edit out any profanity. Whether or not our newsletter gets distributed outside of N.A., our newsletter represents the public image of our fellowship and The Greater Philadelphia Region. This basic courtesy is essential if we are to be viewed as a respectable recovery program. The language of N .A. recovery should be used. Our steps and traditions are worded to keep the focus of our program on addiction and recovery not on specific drugs. We are addicts and our disease is addiction. Alcohol is often arbitrarily separated from other drugs in the speaking and writing of some N.A. members. This practice should not be reinforced in our printed word. For us, such a distinction is artificial, and contributes to a lack of understanding of our First Step.

These changes are in keeping with the accepted language in all of our Conference approved literature, and are intended to help us keep the N.A. principles of recovery clearly in focus. Grammatical and structural errors, misspellings and faulty information will be corrected. Some newsletter editors are well versed in technical matters, and some are not. Our rule of thumb is to do our best with the resources at our disposal. The clearer the newsletter the better, but perfection is not always possible. The most important concern is that a clear message of N .A. recovery_ comes through that is consistent with the Twelve Traditions and N.A. philosophy.

Some input you receive will be controversial. If the controversy is over an issue, of course the article should not be printed. If the controversy is over some issue within N.A., the committee should discuss among itself whether the articles should be printed. If solutions are offered, and the tone of the article is positive and helpful, controversy may be healthy. If, however, the writer seems to be using the newsletter to simply vent hostility or as a forum for promoting self

will, such articles may do more harm than good. A rule of thumb: the newsletter should carry the message, not the disease. If the subject matter can be refocused to promote unity, the committee has the right to change the tone of the article.

All submissions should be accompanied by a release form. Submissions should be sent to rsc.cleansheet@gmail.com, mailed directly to the RSO at **150 Monument Rd Suite 207-0026 Bala Cynwyd, PA 19004** attention Clean Sheet, or given to Area Newsletter Chairs or Area RCM's. We will also accept submissions at our Subcommittee Meetings

Clean Sheet Subcommittee Meetings:

The Clean Sheet Subcommittee shall meet the 1st Saturday of the month at 11:00am (**Roxborough Memorial Hospital 5800 Ridge Avenue Philadelphia, PA 19128**) (Auditorium)

12 Concepts of NA 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.
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.