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VISION

All of the efforts of Narcotics Anonymous (NA) are inspired by the primary purpose of our groups. Upon this common ground, we stand committed. Our vision is that:

- Every addict in the Northwest Area (NWA) has the chance to experience our message and find the opportunity for a new way of life.
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service.
- The NWA service bodies work together in a spirit of unity and cooperation to support the groups in carrying the message of recovery.
- Trusted servants are provided with the guidance to develop effective leadership in our fellowship.
- The NWA service bodies be the conduit of communication and information to all levels of service.

Our vision is our reference point, inspiring all that we do. Honesty, trust and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

PURPOSE

The primary purpose of the Northwest Area Service Committee (NASC) is to oversee and facilitate the coordination of activities common to the welfare of the NA groups within the NWA.

MISSION

Our mission is to further the primary purpose of NA as stated in our literature; support the needs of NA groups within the NWA and the community; and to serve as the link between these groups and the Greater Philadelphia Regional Service Committee (GPRSC).

GENERAL POLICIES

- A. The Northwest Area Service Committee (NASC) meeting will be held on the 3rd Saturday of each month. This meeting is composed of the administrative body, other area trusted servant positions as elected by the group service representatives (GSRs), including area subcommittee chairpersons, regional service representatives, area coordinators, liaisons as well as other subcommittee members and members of the Northwest Area and Narcotics Anonymous as a whole.
- B. The area meeting will start at 11 AM and end at 2 PM. The area meeting will not be canceled except in the event of a natural disaster, facility closing, excessive inclement weather, or act of God. The area meeting can only be postponed by one week and must carry group consensus which is represented by a majority vote of the GSRs in attendance.
- C. All subcommittee meetings will be held on the 3rd Saturday of each month immediately preceding area service. These meetings start at 10 AM and ending at 11 AM unless there is a valid reason.
- D. If a home group has a concern or a motion it wants to be considered, the concern or motion must be submitted in writing by the home group GSR so that it can be included in the area service minutes.
- E. Literature for GSRs will be distributed at the Literature Coordinator's discretion.
- F. All subcommittee chairpersons will submit a written and verbal report at all area service meetings.
- G. The area service chairperson is authorized to issue verbal warnings to anyone disrupting a meeting. Disruption after a warning will result in that person not being recognized for the remainder of the meeting. The disruptive person does not forfeit the right to vote.
- H. At the beginning of every odd year, the area service committee will host a GSR workshop on the responsibilities of a "trusted servant". All members of

home groups are welcome for better communications within the Northwest Area.

- I. The Unity subcommittee activities will be presented to the area body to be voted on.
- J. All GSRs arriving after the area service meeting has begun, should wait to be recognized during the 2nd roll call.
- K. If the NWA balance exceeds \$1,000 the area service body will donate \$500 to our regional service committee. If the NWA balance does not exceed \$1,000 the area service body will donate \$200 to our regional service committee to adhere to the 2nd Concept and support that body on a consistent basis.
- L. Area service minutes should be sent out no later than 14 days after the area service meeting.
- M. During the NASC meeting, the area secretary will only read the old and new business from the previous NASC meeting.
- N. New Group Criteria
 - 1. A public relations presentation has been conducted or offered to the facility by the Northwest Area (NWA) Public Relations Subcommittee.
 - 2. The group has been in existence for at least three (3) months.
 - 3. A representative from that group has attended two (2) consecutive area service meetings.
 - 4. The group requests formal recognition by NWA Service Committee during New Business of area service meeting informing the area of the following:
 - a. Meeting day
 - b. Meeting location
 - c. Meeting time
 - d. Point of contact for area information
 - 5. After the group has been in existence for three (3) months, the meeting information will be submitted to the NWA Meeting List Regional Representative for addition to the regional website meeting list and for inclusion in the next printing of the regional meeting list.

6. A group starter kit that includes literature costing no more than \$50 will be made available to the new group. This will consist of a Basic Text, IPs, key tags and meeting lists.
7. When possible, any starter funds will be reimbursed to the area once the group is stable.

ELECTIONS

- A. The area chairperson will announce positions that are open in October each year with nominations scheduled to be held in November.
- B. Area service elections will be held in December each year.
- C. A member can be nominated for up to two (2) subcommittee chairperson positions if a conflict doesn't exist; however, the member can only be elected to hold one (1) of those positions.
- D. No individual is permitted to hold two (2) positions at the same time at area service unless there is a shortage of area group participants.
- E. All trusted servants of the area service committee and subcommittees must be committed to Narcotics Anonymous (NA), surrender to the principles of NA, have a home group in the Northwest Area and have a sponsor. This is a requirement for all elections.
- F. All trusted servants of the administrative body serve for a term of two (2) years beginning in January following election. These positions are: area chairperson, area co-chairperson, secretary, assistant secretary, treasurer, assistant treasurer, regional chair member, alternate regional chair member and area policy chairperson. Administrative body elections will be held in December of each odd year.
- G. Nominated subcommittee chairpersons will be elected by a vote of confidence from the GSRs. All trusted servants elected as chairperson of a subcommittee serve for a term of one (1) year beginning January following election. Subcommittee chairperson elections will be held in December of each year.

- H. Any member of Northwest Area may nominate a qualified individual for a trusted servant position.
- I. Members must be present to be nominated for area service positions and must also be present to be voted into the position.
- J. There will be no more than four (4) nominees and/or volunteers for each position.
- K. The 4th Concept must be read before elections for all positions in the NWA service body.
- L. Responsibilities for the position will be read before nominations are taken for each position by the area policy chairperson. In the absence of the area policy chairperson, the area co-chairperson will read the responsibilities. In the absence of the area co-chairperson, the area secretary will read the responsibilities.
- M. After nominations are made, the following questions will be asked of each nominee with the answers recorded in the area minutes.
 - 1. What is your clean date?
 - 2. Do you have a sponsor and belong to a home group in the Northwest area? What is the name of your home group?
 - 3. What service have you been involved in the past?
 - 4. Are you willing and able to complete the full term of office?
- N. Nominees will be elected by a majority vote of GSRs in attendance at area service meeting.
- O. The area chairperson or another member of the administrative body will contact any area trusted servant who misses two (2) consecutive meetings of area service or regional service, if applicable, to ask if the trusted servant is still willing and able to complete the term of office and, if so, to reiterate the duties and responsibilities of the position.

MOTIONS/VOTING

- A. The area service secretary will read all motions before they are called to vote.
- B. Motions will be read and voted on in the order in which they were received.
- C. All motions coming from area service subcommittees or home groups must be voted on by GSRs and include a specific intent. These motions do not need to be seconded before being put to a vote.
- D. All other motions made on the floor at area service must be seconded by a GSR immediately. If not seconded, the motion dies and will not be put to a vote.
- E. All motions coming from a home group must be voted on at area service or be sent back to the home group for clarification.
- F. An abstention vote from a GSR during the area service meeting is considered a neutral vote. The area service chairperson will break the tie.
- G. Any motions regarding policy must be sent to the home groups for review, questions and clarifications, if needed. GSR's will vote reflecting their group's conscience at the area service meeting.
- H. Policy motions require a simple majority vote by the GSRs in attendance (50% plus one (1)) to pass or fail.
- I. The voting members at the area service are the GSRs, alternate GSRs or their proxies.

- J. Each home group has one vote on each motion to be cast by either the GSR or their alternate. The GSR will vote “in favor” or “opposed” to a motion or may abstain from casting a vote either way.
- K. The author of the motion must be present at the time of the vote for it to be considered by the GSRs.
- L. The author of the motion is the only person who can clarify, amend or withdraw a motion.
- M. Once a motion has been read and clarified, if needed, no more than two (2) pro and two (2) con positions will be allowed, unless further discussion is needed as decided by the area chairperson.
- N. All policies voted on stand for 6 months. However, once a decision has been made and confirmed, it cannot be revisited for 6 months.
- O. The area service secretary will maintain all motions and dispositions.
- P. During the absence of the area service chairperson, the area service co-chairperson or the area service policy chairperson, in that order, will oversee the area service meeting.
- Q. When a vacated trusted servant position is filled in the middle of the term, the position will be announced and re-opened during the next scheduled election.
- R. Items brought to the floor during “Reports” or “Old Business” and home group concerns that require further discussion will become agenda items and will be discussed as a part of “New Business”.
- S. Phone line, Meeting List and Web/Technology subcommittees meet under the umbrella of Public Relations although the reports are given separately to the area service body.

FINANCIAL POLICIES AND PROCEDURES

- A. Area service follows a disbursements priority list consisting of the following in this order: area service meeting rent, H&I subcommittee literature, RSC donations and area service literature costs.
- B. Motions for priority disbursement amounts must be submitted to the area service secretary on a motion form before the area service treasurer's closing report.
- C. Motions for disbursements other than priority amounts from a subcommittee, GSR or other member must be submitted to the area service secretary on a motion form and will be read, seconded and voted on before the area service treasurer's closing report.
- D. Money motions must include a clear breakdown of the amounts and purpose of the requested funds within the "Intent" section of the form.
- E. When three (3) signers are not present at area service meeting, checks should be issued within the next seven (7) days.
- F. The NWA only accepts donations which are defined as free contributions.
- G. Reimbursements
 - 1. Amounts to be considered for reimbursement must be stated in the administrative or subcommittee report.
 - 2. These distribution amounts must be submitted in writing as a money motion.
 - 3. These distribution amounts can be tabled or rescinded when they prevent priority area disbursements from being made or when the intent has been drawn into question.

- H. Receipts must be submitted to the area service treasurer before the area service treasurer's closing report.
- I. The area service co-chairperson is authorized to handle area service financial business in the absence of either the treasurer, assistant treasurer or the area service chairperson.
- J. Theft Policies and Procedures

The following Accountability Statement is based on the 5th Concept of Narcotics Anonymous Service.

“When we give our trusted servants responsibility for a particular service task, we hold them accountable for the authority we have delegated to them.”

1. If you are appointed or elected as a trusted servant and you steal, misappropriate or misuse property and/or money, you can be criminally and/or civilly prosecuted if restitution is not made.
2. If you are appointed or elected as a trusted servant and you steal, misappropriate or misuse property and/or money, your service commitment will be terminated even if restitution is made.
3. Further it is agreed that, if your service commitment is terminated for any of the reasons mentioned above, you will not be able to serve in any capacity on the area service committee or any area service subcommittee for a period of five (5) years.
4. Restitution must be made in accordance with the conscience of the area service committee to preclude prosecution.

GRIEVANCE PROCEDURES

A. Purpose

In keeping with the spiritual principles of the Tenth Concept, the Northwest Area Service Committee (NASC) will address all personal grievances according to the guidelines outlined in the following paragraphs.

B. ASC and other Area Grievances

All grievances filed against the NASC or one of the NASC's subcommittees or trusted servants are to be resolved in the following manner:

1. All grievances must be filed in writing to the Policy Subcommittee Chairperson of the NASC within sixty (60) days of the incident for which redress is being sought.
2. The written notice should include the following:
 - a. A short concise statement of the facts pertaining to the offense and the redress wanted. This must include specific events and actions.
 - b. The remedy sought and the basis for the remedy must be specific.

C. If the grievance is not properly filed, it will be deemed out of order. Any aggrieved party may seek assistance from the Policy Subcommittee of the Northwest Area in drafting a proper written grievance. Any grievance that is unclear shall be deemed out of order.

D. Once a written grievance has been presented in new business and the individual is present, the NASC will form an arbitration panel consisting of five (5) members to hear the grievance.

E. The arbitration panel will consist of:

1. One (1) member designated by and representing each of the following:
 - a. The administrative committee of the NASC (Chairperson, Co-chairperson, Secretary and Treasurer).
 - b. The NASC Group Services Representatives (GSRs)

- c. The subcommittee of the aggrieved individual (i.e. Hospital & Institutions, Public Relations, etc.)
 2. The NASC Regional Committee Member (RCM)
 3. The fifth (5th) member shall be chosen from the fellowship as a whole and by the other four (4) appointees. If the four (4) cannot agree on the 5th member within seven (7) days, the 5th member shall be chosen by the NASC Chairperson. If the NASC Chairperson is the aggrieved individual then the NASC Co-Chairperson shall act in their place. The 5th individual shall serve as the Panel Chairperson.
- F. The arbitration panel shall hold a hearing within thirty (30) days after its formation to fully investigate the dispute. The panel shall have the power to mandate the attendance of all witnesses related to the dispute and to direct the production of any relevant documentation, correspondence or records. Upon request, if deemed reasonable, the panel shall act in the interest of the aggrieved party in mandating witnesses and securing documents. Audio recordings shall be made of the hearing that will be transcribed into minutes to present the:
1. Grievance issue
 2. Finding of the facts
 3. Summary statement
 4. Conclusion
- G. The findings of a majority (3) of the panel members shall be binding. The findings shall be made available to the GSRs within ten (10) days of the hearing and shall be formally presented at the next NASC Meeting as an Ad-hoc Committee report during Old Business. The report is to be included in the NASC Meeting minutes. All findings of fact presented and questions asked must be relevant to the specific grievance only.
- H. If the aggrieved party chooses to take further action (i.e. legal or criminal, if warranted), copies of all documentation, witness statements and the minutes shall be released to the individual upon written and reasonable notification. All documents shall be archived and held by the NASC Secretary for a period of two (2) years. In order to protect the anonymity of our members, if the aggrieved party chooses to take legal action and requests copies, they shall be redacted to remove names.

- I. In order to protect the Northwest Area of NA, the fellowship of NA as a whole and the aggrieved party, release statements (reviewed by Greater Philadelphia Regional Service Committee legal counsel) agreeing to the proceedings shall be signed by panel members, witnesses, the NASC Chairperson and the aggrieved individual prior to the hearing.

TRUSTED SERVANTS QUALIFICATIONS AND DESCRIPTIONS

Northwest Area (NWA) trusted servants do not govern, but must be trusted to effectively serve with some working knowledge of the 12 steps, 12 traditions and 12 concepts. Removal from a service position may occur immediately if, a trusted servant fails to comply with the theft policy; two consecutive meetings are missed without contacting the Northwest Area Service chair or co-chair; and/or as a result of relapse.

Administrative Body

Chairperson: The primary tools for the Northwest Area Service chair are a firm hand, a calm spirit and a clear mind.

Clean time requirement: 2 years

Length of service: 2 years

Duties and Responsibilities:

- ✓ Conducts NASC meetings and performs various administrative duties such as, preparing the agenda format, facilitating workshops, using additional references and short term rules of order.
- ✓ Determines when it becomes necessary to extend the NASC meeting beyond 2 PM.
- ✓ Contacts any home group whose group service representative (GSR) or alternate GSR has missed two consecutive NASC meetings.

Co-chairperson: The Northwest Area Service co-chairperson assists the chairperson in conducting NASC meetings and also conducts the NASC meetings during the chairpersons' absence.

Clean time requirement: 2 years

Length of service: 2 years

Duties and Responsibilities:

- ✓ Coordinates the NWA subcommittees and keeps in regular contact with the chairperson of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. When disputes arise within a subcommittee or between subcommittees, the co-chairperson helps to find solutions to them.
- ✓ Works closely with the NWA treasurer on the NASC checking account.

Secretary:

Clean time requirement: 2 years

Length of service: 2 years

Duties and Responsibilities:

- ✓ Take clear, accurate minutes of NASC meetings and distribute these minutes to all committee Group Service Representatives (GSRs) and subcommittee chairpersons and NASC participants within a reasonable period of time.
- ✓ Record the current motions that the NASC has passed regarding the activities of administrative officers and subcommittees in the monthly minutes.
- ✓ Maintain an updated list and phone directory of all GSRs and subcommittee chairs. With the permission of the NASC, copies of these lists should be submitted once or twice a year to the World Service Office (WSO). These lists will make it possible for the WSO to provide groups, subcommittees and administrative officers with current information pertinent to their area of service.

Assistant Secretary:

Clean time requirement: 2 years

Length of service: 2 years

Duties and Responsibilities:

- ✓ Sits in during the absence of the secretary and carries out the responsibilities of the secretary as described above.

Treasurer: The treasurer must have a legal source of income. He/she should have good managing skills of their personal finances, inspire the trust of the NASC, and have experience in business, accounting, bookkeeping, or as a group treasurer.

Clean time requirement: 2 years

Length of service: 2 years

Duties and Responsibilities:

- ✓ Receives and records contributions from NWA groups and administers the NWA checking account.
- ✓ Responsible for securing 3 proper signatures on all checks and bank cards. The NWA Treasurer, Assistant Treasurer and NWA Chair are the authorized signatures required.
- ✓ Handles all cash contributions (with receipts) and copies for official records.
- ✓ Maintains a NWA PO Box for the purpose of receiving all correspondence for our committees.

Assistant Treasurer:

Clean time requirement: 2 years

Length of service: 2 years

Duties and Responsibilities:

- ✓ Sits in during the absence of the treasurer and carries out the responsibilities of the treasurer as described above.

Policy Chair:

Clean time requirement: 5 years

Length of service: 2 years

Duties and Responsibilities:

- ✓ Uses the 12 concepts as the subject to delegate authority and to develop and maintain guidelines for the NWA policy.
- ✓ Updates the NWA policy to reflect motions passed at NASC meetings.
- ✓ Reads the duties and responsibilities for each service position before nominations are taken for the position.
- ✓ Must attend the Greater Philadelphia Regional Service Committee (GPRSC) meeting.

Regional Chair Member (RCM):

Clean time requirement: 5 years

Length of service: 2 years

Duties and Responsibilities:

- ✓ Keeps in touch with the larger world of NA by providing information on activities and functions being sponsored by the GPRSC.
- ✓ Communicates relevant reports to subcommittees and important issues being discussed at various levels of service.
- ✓ Carefully study the reports, manuals and resources between the NWA and the GPRSC in order to serve the needs and concerns the GPRSC should address.

Alternate Regional Chair Member:

Clean time requirement: 3 years

Length of service: 2 years

Duties and Responsibilities:

- ✓ Assists the RCM, often attending regional committee meetings during RCM's absence.
- ✓ Carries out the duties of the RCM as described above.

Subcommittee Chairpersons

Hospitals and Institutions ((H&I) Chairperson:

Clean time requirement: 2 years

Length of service: 1 year

Duties and Responsibilities:

- ✓ Conducts the monthly subcommittee meeting which serves as a resource in carrying the message of recovery to those unable to attend NA meetings.
- ✓ Uses the H&I handbook to develop policy for NWA projects and events which help members get a better understanding of the H&I purpose.
- ✓ Must attend the monthly scheduled GPRSC meeting as well as the monthly scheduled NASC meeting.

Public Relations (PR) Chairperson:

Clean time requirement: 3 years

Length of service: 1 year

Duties and Responsibilities:

- ✓ Conducts the monthly subcommittee meetings which serve as an interface to the efforts of public information and reach out to the NA fellowship and the community.
- ✓ Must attend the monthly scheduled GPRSC meeting as well as the monthly scheduled NASC meeting.

** The Phone Line, Meeting List and Web/technology representatives meet under the umbrella of the Public Relations subcommittee yet the representative's reports are given separately at the NASC.*

Unity Chairperson:

Clean time requirement: 2 years

Length of service: 1 year

Duties and Responsibilities:

- ✓ Conducts the monthly subcommittee meeting for preparation of activities which may include dances, picnics, camp outs, and special speaker meetings.
- ✓ Organizes activities to promote unity among members with the NA fellowship.
- ✓ Must attend the monthly scheduled GPRSC meeting as well as the monthly scheduled NASC meeting.

Newsletter Chairperson:

Clean time requirement: 2 years

Length of service: 1 year

Duties and Responsibilities:

- ✓ Conducts the monthly subcommittee meeting
- ✓ Gathers and publishes local, area, and regional NA activities, events and articles.
- ✓ Must attend the monthly scheduled GPRSC meeting as well as the monthly scheduled NASC meeting.

Regional Representatives

Phone Line Representative:

Clean time requirement: 1 year

Length of service: 1 year

Duties and Responsibilities:

- ✓ Attends training given by the GPRSC prior to participation and is required to attend refresher training periodically.
- ✓ Must attend the monthly scheduled GPRSC meeting as well as the monthly scheduled NASC meeting.

Meeting List Representative:

Clean time requirement: 1 year

Length of service: 1 year

Duties and Responsibilities:

- ✓ Gathers information (day, time, location, etc.) for NWA meeting listings and submits any changes or new NWA meetings to the GPRSC.
- ✓ Must attend the monthly scheduled GPRSC meeting as well as the monthly scheduled NASC meeting.

Web/Technology Representative

Clean time requirement: 1 year

Length of service: 1 year

Duties and Responsibilities

- ✓ Must attend the monthly scheduled GPRSC meeting as well as the monthly scheduled NASC meeting.

Convention Representative:

Clean time requirement: 2 years

Length of service: runs concurrent with the Greater Philadelphia Region Convention of NA (GPRCNA).

Duties and Responsibilities:

- ✓ Serves as a link for all communications between the GPRCNA and the NWA
- ✓ Must attend the monthly scheduled GPRCNA committee meeting as well as any other committees within the infrastructure of the convention committee. Must also attend the monthly scheduled NASC meeting.

**Nominations and elections for the NWA convention representative and alternate's service term take place in conjunction with GPRCNA.*

Alternate Convention Representative:

Clean time requirement: 2 years

Length of service: runs concurrent with GPRCNA

Duties and Responsibilities:

- ✓ Elected and nominated in the same manner as the Convention representative
- ✓ Acts as the convention representative during the absence of the convention representative.

Other Trusted Servants

Literature Coordinator: The literature coordinator must have a legal source of income. He/she should have good managing skills of their personal finances and have some experience in accounting/bookkeeping.

Clean time requirement: 2 years

Length of service: 1 year

Duties and Responsibilities:

- ✓ Supplies and maintains a stock of NA books, pamphlets, and NA items such as key tags and medallions that can be purchased by local groups at the monthly NASC meeting.
- ✓ The literature coordinator is responsible to submit a money motion to the NASC for necessary literature purchases.
- ✓ Monies collected from group purchases of literature are retained by the literature coordinator and are accounted for during the literature report.

Liaison:

Clean time requirement: 2 years

Length of service: 2 years

Duties and Responsibilities:

- ✓ Is the single point of contact between the NWA and the facility where the NASC meeting is held.
- ✓ Maintains a rapport with the facility.
- ✓ Assists and accompanies the NWA Public Relations chairperson with presentations to the facility.
- ✓ Addresses and follows up on all NASC and/or facility concerns.

**At the request of the current facility the Liaison acts in the interests of all NA groups that use the facility.*