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APPROVED

THE PURPOSE AND FUNCTION OF THE SERVICE UNITS OF NARCOTICS ANONYMOUS (NA)

The primary purpose of an NA Group is “to carry the message to the addict who still suffers” by providing a setting for identification and recovery where and addict can come for help if they have a desire to stop using.

The purpose of an Area Service Committee (ASC) is to be supportive to the NA Group and its primary purpose by associating the Group with the other groups locally and by helping the group deal with its day to day problems and needs.

The purpose of the Regional Service Committee (RSC) is to be supportive of it’s Area and Groups and their primary purpose by linking together it’s Areas and Groups within the Region; by help Areas and Groups deal with their basic problems and needs; and by encouraging the growth of the fellowship.

The purpose of the World Board is to ensure the continuation and growth of NA by seeking new and better ways to carry the message to the addict who still suffers; by seeking to ensure the maintenance of the Twelve Traditions; and by dealing with those issues, both within and outside the fellowship, which affects its continuation and growth.

The purpose of the World Service Office (WSO) is to serve as a center for communication and information for the fellowship of NA; its services, Groups, and Members. The WSO achieves this purpose by maintaining correspondence with NA Groups and Service Committees; by publishing and distributing NA literature, and by maintaining the archives and files of NA.

The purpose of the World Service Conference (WSC) is to be supportive of the fellowship as a whole, and to define and implement the policies of NA. The WSC does this by joining Members, Groups, Areas, and Regions of NA into a united fellowship; by dealing with the problems and needs of the fellowship; and by actively encouraging the primary purpose and growth of NA.

TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

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

Twelve Traditions reprinted for adaptation by permission of AA World Services, Inc.

Twelve Concepts for 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
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 process.
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 process.
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.

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The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service.
Published by Alcoholics Anonymous World Services, Inc and have evolved specific to the needs of Narcotics Anonymous

Parliamentary Short Form – Robert’s Rules of Order

The basic concept of parliamentary procedure, especially as listed in Robert’s Rules is that a discussion can occur in a large meeting with a great number of participation and that each can be treated fairly. The process of discussion and decision making should follow rules of order that are observed by all, known to each member and equally enforced.

- 1. POINT OF ORDER:** When a member thinks that the rules of the ASC are being violated, he can make a “Point of Order” which is simply to obtain recognition from the chair and ask from the chair a determination as to whether or not the procedure that a member feels is pertinent is being violated. A “Point of Order” is not a method or procedure to dispute the accuracy of something that another member has stated. The “Point of Order” is a tool used only to keep the ASC working on the subject that the ASC is supposed to be working on at the time and in accordance with the guidelines.
- 2. POINT OF INFORMATION:** This is a request directed to the chair to respond to or have another member respond to a point (one point) that would provide additional information on the subject being considered but is not a matter related to a parliamentary procedure. If the point is raised while another member has the floor and is speaking, the chair will ask the member who correctly has the floor if he/she will yield to a “Point of Information”, the member has the right not to yield. If the member does yield, the member raising the point is required to raise the issue in the form of a question directed at the chairperson, but the chairperson usually allows the member who correctly has the floor to answer. A “Point of Information” is not used to create a discussion between 2 members. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.
- 3. PARLIAMENTARY INQUIRY:** This is a question directed to the chairperson to obtain information on a matter of parliamentary procedure or guidelines as they apply to the business being considered. It is the duty of the chair to answer such a question when it may assist a member to make an appropriate motion, raise a proper point of order or understand the parliamentary situation or effect of a motion. The chair is not obligated to answer hypothetical questions.
- 4. POINT OF PERSONAL PRIVILEGE:** This is a device that permits a request or main motion relating to the rights and privileges of the assembly or as of its members to be brought up for immediate consideration because of its urgency. This is a manner of correcting problems affecting the privileges of all members (it’s too noisy and we can’t hear) or affecting an individual (I have to use the bathroom and don’t want to miss the vote while I’m gone). It is not a device to interrupt a speaker or obtain the floor to give an opinion, extend debate, debate in general, or argue a point made by the current speaker or previous speaker. There are motions that arise from the statement and acceptance of a “Point of Personal Privilege”, but these are acceptable only after the chair has accepted the member’s personal privilege as having merit on the discussion at hand.
- 5. CALL FOR A VOTE:** This is not made while another member is speaking or has the floor. It DOES require a second, is not debatable, and requires a vote in order to end debate and force an immediate vote on the matter.

The Area Service Committee

The Area Service Committee (ASC) is the “workhorse” of the service structure; ASC’s are ultimately responsible to the NA Groups they serve. Most of the hands on work of delivering NA services to the groups in the Susquehanna Area occur through the Susquehanna Area Service Committee (SASC). These services include:

- Hospitals and Institutions meetings to reach institutionalized addicts in need of what we have to offer.
- Public Relations and Outreach to provide schedules, communication, support for groups, presentations, directories, announcements, and other efforts to help direct people to NA.
- Phone line services to help addicts find meetings and other help
- NA Literature provided for groups and individuals
- Special Events provides activities for addicts to increase unity and make connections between area and members.

The delivery of these services requires a certain degree of organization. Because the primary purpose of the NA Group is to carry the message to the Addict who still suffers, there needs to be, according to the ninth tradition, “a committee, directly responsible to those they serve” created to deliver these services. Hence, the SASC was created to serve the NA Groups in the Susquehanna Area.

Each NA Group in an Area sends Group Service Representatives (GSR’s) to serve on the ASC. While maintaining final responsibility and authority for the groups’ decisions, the groups delegate authority in the GSR’s and through them, in the ASC, for the necessary work to get done.

- 1) In addition, to the GSR’s, according to the “A Guide to Local Services” certain Administrative Officers and Subcommittee can be established to carry out the duties of the ASC and to adopt the “A Guide to Local Service” for use by the Susquehanna Area establishing new policy. SASC has created and will hold regular yearly elections for the following positions:
 - ❖ Chairperson
 - ❖ Vice Chairperson
 - ❖ Secretary
 - ❖ Treasurer
 - ❖ Alternate Treasurer
 - ❖ Regional Committee Member (RCM)
 - ❖ Alternate Regional Committee Member (Alt RCM)
 - ❖ Subcommittee Chairperson

The Fourth Concept states “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.” Within this concept are spelled out certain attributes to look for in our trusted servants. They include : 1) Willingness “to expend their time and energy in the diligent service of others” 2) Knowledge and understanding of the 12 Steps, 12 Traditions, and 12 Concepts including the spiritual principles of these including but not limited to Honesty, Open Mindedness, Willingness, Integrity, and Humility. 3) Communication and Organizational Skills. The concept

further states that “In some positions trusted servants need specific skills in order to act as effective leaders” and the following are the qualifications and duties of your Administrative Officers.

Administrative Officers

➤ **SASC Chairperson**

- ❖ Suggested 2 years clean time
- ❖ One year commitment
- ❖ Responsible for conducting committee meetings
- ❖ Preparing Agenda ASC meeting
- ❖ SASC Chairperson must report to the PR Subcommittee if the GSR of any home group has been absent from 3 or more consecutive SASC meetings. (10/03)
- ❖ SASC Chairperson is able to call an emergency meeting, if necessary, with one week notice.
- ❖ SASC Chairperson is responsible to see that the guidelines are updated every two years (11/03).
- ❖ As SASC Guidelines are written, when elected SASC Chairperson cannot be a GSR of a home group (10/03)
- ❖ Various Administrative duties as directed by ASC.
- ❖ ASC Chairperson will have no opinion on issues before the ASC.

➤ **SASC Vice Chairperson**

- ❖ Suggested 1 year clean time
- ❖ Two year commitment (1 year as Vice Chair , and 1 year as Chairperson *if elected*)
- ❖ Assists Subcommittees in dispute resolution
- ❖ Works with Subcommittees in preparation of subcommittee guidelines and budget proposals.
- ❖ Assists SASC Chairperson in managing committee meetings.
- ❖ Conducts ASC meetings in absence of Chairperson
- ❖ SASC Vice Chairperson must attend a minimum of three Subcommittee meetings per month.
- ❖ When a Subcommittee has no Chairperson or Vice Chairperson, the SASC Vice Chairperson steps in and assumes that position until it can be filled.
- ❖ SASC Vice Chairperson must give a written report, which includes the status of each subcommittee attended that month. This report will appear in the SASC minutes.
- ❖ Assumes the duties of the secretary in his/her absence. (11/03)
- ❖ As SASC Guidelines are written, when elected SASC Vice Chairperson cannot be a GSR of a home group.
- ❖ As directed by ASC
- ❖ ASC Chairperson will have no opinion on issues before the ASC
- ❖ The names of the indigent / newcomer packages for conventions will be handled and drawn by the executive body.

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➤ **SASC Secretary**

- ❖ Suggested 1 year clean time
- ❖ One year commitment
- ❖ Handles all committee’s paperwork
- ❖ Takes clear, accurate minutes of Area Committee Meetings
- ❖ Regularly updates log of ASC policy actions
- ❖ Distributes updated versions of policy actions to all area committee participants
- ❖ Keeps updated list all participants addresses
- ❖ Secretary will make minutes available at next ASC meeting (10/06)
- ❖ SASC Secretary will update and retype SASC guidelines when necessary.
- ❖ New meetings: Name, Time, and Address will be added to the SASC minutes under the heading “New Meetings”.
- ❖ ~~Maintains the Susquehanna Area Archives (08/09)~~
- ❖ ~~Provide requested items from storage/Archives to any member within (7) seven days at-eost.~~

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- ❖ As directed by ASC
- SASC Treasurer
- ❖ 3 year clean time requirement
 - ❖ One year commitment
 - ❖ Experience in business, accounting, bookkeeping, or as a successful group treasurer is very helpful.
 - ❖ Should be gainfully employed (11/03)
 - ❖ Accept and verify Literature revenue from the Literature Order Form (11/03)
 - ❖ Receives all contributions from Groups. No cash will be submitted to the Treasurer for literature or donations. (08/09)
 - ❖ Administers the ASC checking account
 - ❖ Pays ASC rent, ASC storage rent, reimburses administrative officers and subcommittee chairpersons for their budgeted expenses. (11/03)
 - ❖ Reports the financial condition of ASC at each meeting.
 - ❖ SASC Treasurer will not reimburse money without a receipt.
 - ❖ SASC Treasurer will only accept checks for the exact amount.
 - ❖ SASC Treasurer will deposit all checks and monies within 2-3 working days of ASC (3/03)
 - ❖ Reconcile bank statements each month (08/09)
 - ❖ Prepares an annual budget for the ASC
 - ❖ As directed by ASC
- SASC Alternate Treasurer
- ❖ Suggested 2 year clean time (11/03)
 - ❖ Two year commitment (1 year as Alternate and 1 year as Treasurer *if elected*)
 - ❖ Experience in business, accounting, bookkeeping, or as a successful group treasurer is very helpful.
 - ❖ Assists Treasurer in monthly duties (see Treasurer Duties)
 - ❖ Conducts all duties of Treasurer in the absence of Treasurer
 - ❖ As directed by ASC.
- Regional Committee Member (RCM)
- ❖ Suggested 3 year clean time
 - ❖ 1 year commitment
 - ❖ Should be familiar with the fundamentals of service in our fellowship, published service manuals, and bulletins put out by WSO.
 - ❖ Serves as contact between NA regional and local services.
 - ❖ Should study the reports from ASC for the purpose of passing our ASC's experience to others at RSC.
 - ❖ Helps to coordinated services forums throughout the region.
 - ❖ RCM's keep the ASC in touch with the Region by providing information on activities, and functions throughout the region, reports relevant to subcommittee affairs, and important information issues being discussed at various levels of service.
 - ❖ RCM must attend all RSC meetings
 - ❖ RCM must provide SASC with regional schedule as soon as possible after RSC.
 - ❖ As directed by ASC.
- Regional Committee Member II (RCM II)
- ❖ Suggested 3 year clean time
 - ❖ Two years commitment (1 year as RCM II and 1 year as RCM *if elected*)
 - ❖ Should be familiar with the fundamentals of service in our fellowship, published service manuals, and bulletins put out by WSO
 - ❖ Serves as contact between NA region and local services.
 - ❖ Should study the reports from ASC to be able to pass our ASC's experience to others at RSC.
 - ❖ Helps to coordinated services forums throughout the region.

- ❖ RCM's keep the ASC in touch with the Region by providing information on activities, and functions throughout the region, reports relevant to subcommittee affairs, and important information issues being discussed at various levels of service.
 - ❖ Conducts the duties of RCM in the absence of RCM (see all duties of RCM)
 - ❖ As directed by ASC
- **Mentor**
- ❖ Suggested 3 years minimum clean time requirement
 - ❖ 1 year previous experience as a GSR
 - ❖ Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service
 - ❖ Prior experience with a Regional Committee meeting.
 - ❖ Should be working steps with a sponsor.
- **Responsibilities include:**
 - ❖ Mentor will provide to new GSR's a copy of the Area Policy which outlines GSR responsibilities, Budget information, voting procedures and other operating procedures as they pertain to the ASC.
 - ❖ If the homegroup has not equipped its' GSR with a "Guide to Local Services", new GSR's should include one in the next literature order. This will be property of the homegroup and should be passed to each new GSR. We refer to the "Guide to Local Services" in matters not covered in the *Susquehanna Area Policy: Handbook for Trusted Servants*.
 - ❖ Mentor will explain quorum, voting, motions, budget, and how policy is formed. The mentor will focus on conveying the importance of attending all ASC meetings from beginning to end. (Voting takes place at the end and GSR's must be present to get a true group conscience.)
 - ❖ It is important that the GSR understands what it means to carry the Group Conscience. Personal opinions and beliefs have no place here. Personal opinions and beliefs will be carried at the homegroup level during its group conscience.
 - ❖ GSR's responsibilities include attending Regional meetings (off months are optional) and should be present at all Learning Days facilitated by the ASC. Regional Learning Days and workshops are great places to gain experience, strength, and hope from other Areas.
 - ❖ Mentor will explain the importance of taking notes during the ASC in order to properly report back to its homegroup the operations, motions and other business conducted at the ASC meeting. Communication is the sole responsibility of the GSR.

As stated previously, the principles that underlie all SASC delivery of services to the NA groups in the Susquehanna Area are the Twelve Traditions and the Twelve Concepts. There is a need for some additional policies and guidelines that must be in place in order for our ASC meetings to run smoothly. The monthly meeting is the event at which the Area Service Committee, ACTING AS A BODY, hears from the GSR's about the groups they represent. Administrative Officers and Subcommittee Chairpersons present progress or status reports and the Area's business is conducted. This meeting is open to anyone. The meeting is run according to the sample "Robert's Rules of Order". SASC has adopted certain policies in order to efficiently and effectively conduct these meetings. The following are those policies:

Budget:

- 1) Prudent Reserve is \$3000 (09/17). All funds over \$3000 will be donated to Region.
- 2) SASC Administrative Officers who should be on the SASC bank account (if they meet the bank requirements) are the current SASC Chairperson, Vice Chairperson, Treasurer, and Vice Treasurer.
- 3) There is no vote necessary for usual expenses not to exceed \$25.00 (with receipts) for administrative Committee expenses (i.e. coffee, bank service charges, etc.).

- 4) The established budget for the secretary is \$80.00 a month. This is for the printing, copying, and mailing of the minutes each month. This budget is to be reviewed annually. (11/03)
- 5) All financial information is to be supplied to the Treasurer at the beginning of the SASC meeting (checks needed, receipts being turned in, GSR literature forms w/ group donation, etc). Cut off time for literature orders to be accepted by the Treasurer is 7:30p.m. Any literature order turned in after 7:30 p.m. will not be accepted, processed or filled.
- 6) Deposits of funds collected at ASC must be deposited in the ASC bank account within 2-3 working days of ASC meeting. (03/03)
- 7) There is no vote necessary for the Treasurer to write checks to restock literature to the quota established by the Literature Subcommittee, unless doing so would put ASC funds under the prudent reserve. (10/03)
- 8) Automatic renewal of the ASC Post Office Box without GSR Approval every September.(10/03)
- 9) Hospitals & Institutions will have a budget of \$175.00 monthly with a break-down of \$150.00 for literature and \$25.00 for mailings and copies. (04/13)
- 10) Public Relations will have a budget of \$125.00 (08/17) monthly for flyers, literature racks, IP's or other NA literature.
- 11) The CAR report will be purchased when available by the Literature Committee for each group.
- 12) The RCM will be reimbursed for attending MARLCNA annually; travel expenses, entrance fees, and lodging for one night. (01/07)
- 13) The Susquehanna ASC will donate five (5) Basic Text Books to three (3) facilities on behalf of H&I. The facilities are CARC, HCDC, and the Women's Jail. The cost as it is now would be \$195.00. This donation will be on an annual basis. (02/02)

Voting:

- 1) "Robert's Rules of Order" adopted by SASC, provides the basis for procedure that is not otherwise detailed in these guidelines. ("A Guide to Local Service" pgs 107-114)
- 2) Every main motion must be presented in writing and contain the name of the group/subcommittee proposing and seconding the motion. As does any amendment to the motion.
- 3) There shall be a limit on the number of speakers on any motion. No more than three in favor and three in opposition.
- 4) No member may speak on a motion more than once, unless all others, desiring to speak on the matter have exercised their opportunity.
- 5) There shall be a limit on debate by any member. No individual may speak longer than three minutes on a motion for each time recognized by the chair.
- 6) 50% of voting GSR's would need to be present at ASC in order for a vote that would change policy to take place. (10/03)
- 7) If no voting GSR / ALT is present for 2 consecutive months, the group is not counted toward quorum. Once a voting member shows for that group, voting is allowed and the group counted toward quorum for that month. (01/14)
- 8) Any person choosing to serve in an elected position must be present at SASC to state qualifications and to be voted upon by the GSR's. (10/03)
- 9) Any person being voted into an Administrative Officer's or Subcommittee Chairperson's position, must leave the room while the vote takes place, regardless of the number of people running for that position.
- 10) All GSR's and Administrative Officers should stay until SASC meeting is over.
- 11) Nominations and Elections are split into two separate months. Nominations will be in June and then elections would be in July of each year in order to allow groups to review the nominations before voting. This will allow a true group conscious.
- 12) New groups may vote at SASC the month following their joining SASC (03/97)

- 13) Any motion tabled more than twice is dead and in order for that motion to be considered, it must be resubmitted.
- 14) Final guidelines must be approved by GSR's

Group Service Representative (GSR)

- 1) GSR's should remain at SASC from beginning to end.
- 2) GSR's may also hold elected positions, except that of Chair or Vice Chairperson. However, they may not hold more than one elected position while still a GSR. Holding more than one position of any type should be avoided whenever possible. It is suggested that each GSR be a member of at least one subcommittee. (10/03)
- 3) Only a GSR or GSR Alternate may vote. However, anyone may participate in discussion of issues.
- 4) All new groups shall receive a "Welcome Pack" including a "Basic Text", a "It Works How and Why", a "Just For Today", "A Guide to Local Service", a set of readings and five of the following IP's "Welcome to NA", "Am I An Addict", "Sponsorship", "Triangle of Self Obsession", and "Self Acceptance" (11/03)
- 5) Each Group should get a copy of SASC's GSR Handbook whenever needed. This will be provided by the SASC.

Miscellaneous Policies and Guidelines:

1. SASC should start promptly at 7pm and end promptly at 9pm. Extensions must be granted through motion and voting procedure.
2. When Susquehanna Literature orders new schedules printed, they include World and Regional internet addresses somewhere on the cover.
3. To show on meeting lists, all homegroups needing support to be underlined. (10/10)

The SASC has established the following Subcommittees and has assigned specific duties to all Subcommittee Chairperson as follows:

Subcommittees and Their Responsibilities:

- 1) **Hospitals and Institutions** – Responsible for taking meetings into institutions and hospitals where access to outside meetings is limited.
- 2) **Literature** – Responsible for making sure literature is available at SASC for groups and certain Subcommittees.
- 3) **Public Relations** – Responsible for getting information about NA to the public, To serve as communication and support to isolated, struggling, or new groups and to update the SASC meeting schedules.
- 4) **Phone Line** – Responsible to fill positions on the regional hot line so that addicts can find meetings and other NA services.
- 5) **Special Events** – Responsible for events, i.e. dances, picnics, dinners, as well as helping facilitate workshops, hold "Holiday and Anniversary Events" annually, etc.
- 6) **AD HOC Committees** – This is a temporary committee which can be formed for the purpose of accomplishing any number of tasks, such as updating guidelines.
- 7) Each Subcommittee Chairperson will keep, update, and provide to SASC specific guidelines, annually, for the committee they serve to be submitted to GSR's for approval. Approved guidelines will be submitted to the Secretary to copy for each home group.
- 8) Each Subcommittee Chairperson will submit a written report to SASC detailing the specifics of what is going on in that Subcommittee.
- 9) Each Subcommittee Chairperson will be responsible for calling, arranging agenda for and conducting monthly meetings.

- 10) All Subcommittees must request approval from SASC before conducting activity, even routine activities, if they involve funds over \$20.00
- 11) It is suggested that Subcommittee Chairpersons have a minimum of two years clean.
- 12) Each Subcommittee Chairperson or Vice Chairperson must attend Region Service Committee Meetings (RSC)
- 13) Each Subcommittee Chairperson is responsible for maintaining Subcommittee files and archives.
- 14) Subcommittee Chairperson is responsible to make sure archives are passed to the succeeding chairperson.
- 15) A Subcommittee Chairperson may present a motion at SASC from their Subcommittee, which must be seconded by a GSR or another Subcommittee Chairperson.
- 16) In order for a person to become a Subcommittee Chairperson that person must have six months prior service experience.
- 17) Subcommittee Chairpersons must be voted into position by ASC. All other Subcommittee positions will be voted on by the Subcommittee.
- 18) Subcommittees will meet at Area Service each month at 6pm.
- 19) Any SASC Administrative Officer missing more than three consecutive meetings will be asked to resign.
- 20) Updated subcommittee guidelines shall be completed annually and submitted to the Secretary to copy and distribute to each home group.

These committees help provide services to the NA Groups in our area. These Subcommittees are delegated authority and are provided with a budget to carry out their mission. The general duties can be found in more detail in your "A Guide to Local Service" pages 53-59