

1 **The United East County Area Service Committee is bound by the following**
2 **documents, in order of precedence:**

- 3 I. Guide to the United East County Area Service Committee of Narcotics Anonymous
- 4 II. A Guide to Local Services in Narcotics Anonymous
- 5 III. Twelve Concepts for NA Service

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8 **I. PURPOSE**

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10 The purpose of this Area Service Committee (ASC) is to serve the needs of its member
11 groups under the Twelve Traditions of Narcotics Anonymous. Some specific examples of
12 this are:

- 13 A. Provide service guides for area service positions;
- 14 B. Represent the groups at the regional level;
- 15 C. Provide information of regional and world affairs, as well as area and group affairs;
- 16 D. Solve or attempt to solve any controversial issues within our area or issues in
17 question at the request of the group or people involved;
- 18 E. Whenever a group has a specific situation or need, which it has not been able to
19 handle on its own, it can come to the ASC for help;
- 20 F. Keep a stock of literature for its groups to purchase;
- 21 G. Give aid to groups in need;
- 22 H. Help groups get started;
- 23 I. Hold learning days to inform trusted servants and other members;
- 24 J. Make recommendations to groups or individuals regarding the Twelve Traditions;
- 25 K. Make all final decisions on all projects initiated by its subcommittees;
- 26 L. Hold activities;
- 27 M. Keep an area bank account;
- 28 N. Keep a permanent mailing address;
- 29 O. Will have an operating capital of \$1500.00.

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32 **II. MEMBERSHIP**

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34 The members of the ASC are:

- 35 A. The committee shall consist of voting and non-voting members, for the purpose of
36 motions only. No member shall hold a position as both a voting and a non-voting
37 member.
- 38 B. **VOTING MEMBERS:** The voting members of the committee shall be the GSR or
39 in his or her absence, the GSR-Alternate of each fully participating group within the
40 area.
- 41 C. **NON-VOTING MEMBERS:** The non-voting members shall be the ASC officers;
42 chairpersons or representatives of the subcommittees, and other trusted servants
43 elected by the UEC ASC. The right of a non-voting member to introduce main
44 motions shall be limited to motions regarding that member's area of service.
- 45 D. **OBSERVERS:** NA members not addressed elsewhere in these guidelines shall be
46 classed as observers. NA members only shall have the specific right to request the
47 floor for purpose of debate.

48 **III. VOTING PROCEDURES**

49 **A. QUORUM**

- 50 1. Fifty one percent of groups represented by GSRs at the United East County
51 Area Service Committee shall constitute quorum. The required percentage will
52 be comprised from the groups listed in the current UEC ASC Meeting minutes.
53 2. Quorum must be established prior to voting on new or old business.
54 3. There are three ways to vote:
55 a) YES - your group agrees.
56 b) NO - your group does not agree.
57 c) ABSTENTION - is a vote of indecision needing more information. (Be
58 advised that abstentions are counted in the total vote.)
59 4. If a group goes unrepresented by a GSR or alt. for 3 consecutive months
60 that group should be removed from the front of the a A.S.C. minutes.
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62 **B. MOTIONS**

- 63 1. All main motions must be written and submitted to the secretary prior to new
64 business.
65 2. Motions may be made by:
66 a) Secretary and Treasurer of the ASC only concerning their area of
67 service, does not require a second.
68 b) Subcommittee Chairs, and Other Trusted Servants of the ASC, only
69 concerning their area of service, does not require a second.
70 c) GSRs or GSR Alternates concerning all areas of business, all motions
71 require a second by a GSR or GSR Alternate.
72 3. All motions will be read by the Secretary, and then re-read prior to the vote.
73 4. All seconded motions will be open for discussion, as well as all motions
74 made by the Secretary, Treasurer, Subcommittee Chairs and Other Trusted
75 Servants of the ASC.
76 5. Before any new motions can be considered for funds, all monies/checks for
77 rents for Area and Subcommittees, past due expenditures, flyers and other
78 supplies that have been already purchased, must be written out first and
79 foremost each and every month.
80 6. All motions require a two-third majority of yes votes to pass except for
81 motions to adjourn or motions to table, which require a simple majority.
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83 **C. SPECIAL VOTES**

84 **1. ELECTION OF ASC TRUSTED SERVANTS**

- 85 a) Nominations of ASC Trusted Servants will be held at the regular June
86 meeting. Final nominations, qualification, and election of ASC Trusted
87 Servants will be held at the regular July meeting.
88 b) The following committee members are elected annually from among
89 the GSRs and other participants of the UEC ASC:
90 (1) Administrative Committee: Chairperson, Vice Chairperson,
91 Secretary, Treasurer, RCM and RCM alternate.
92 (2) Subcommittee Chairpersons: Policy, Literature Review,
93 Hospital & Institutions, Activities, Public Information, Outreach
and T-Shirt Committee.

94 (3) Other Trusted Servants: RSO Representative, Literature Sales
95 Coordinator, Convention Committee Liaison, and Website
96 Liaison.

97 c) Nominations from the floor may be made by any member of the Area,
98 and no second is required.

99 d) Election to all Area Service positions requires a simple majority vote.

100 e) Although Trusted Servants don't have to be present to be nominated,
101 they must be present to be elected.

102 f) All nominees will qualify themselves with:

103 (1) Their clean time;

104 (2) Their reason for running for the position;

105 (3) Their previous service commitments completed.

106 g) No trusted servant may serve more than two consecutive terms in the
107 same position.

108 h) GSRs, Administrative Committees members, Subcommittee Chairs
109 and other Trusted Servants (as listed above) will resign their positions
110 when elected to any new Area position.

111 i) All Subcommittee Chairs and Vice Chairs will have one year minimum
112 clean time.

113 j) All Subcommittee Chairs will have served or been serving as a GSR
114 prior to election.

115 k) A new chair for any Subcommittee, Administrative Committee
116 member, or other Trusted Servant will be elected by the ASC at the
117 second or subsequent meetings following their resignation or removal.

118 2. EMERGENCY MEETINGS

119 a) If new business merits, an emergency meeting will be called within
120 fourteen days. The Chairperson will notify all GSRs by mail, phone or in
121 person within seven days.

122 b) All motions require a unanimous vote except for motions to table or
123 adjourn which require a simple majority. All motions to table will be for a
124 specified period of time.

125 3. CONFERENCE AGENDA MEETINGS

126 a) The Conference Agenda meeting will be held where announced at the
127 ASC by the Policy Subcommittee.

128 b) This meeting will be held prior to the Regional Assembly.

129 D. REMOVAL OF TRUSTED SERVANTS

130 1. Relapse shall constitute resignation from office.

131 2. Theft of money shall constitute resignation from office.

132 3. Failure of an ASC elected Trusted Servant to attend two consecutive ASC
133 meetings without prior notice to the Chair; or non-fulfillment of their duties. This
134 requires a vote of confidence during new business of the next regularly
135 scheduled ASC meeting. If the majority votes in favor of removal, then that
136 person is considered removed from office.

137 E. AMENDMENTS TO THESE GUIDELINES

138 1. Proposed changes to these guidelines may be submitted in writing to the
139 ASC regularly scheduled meeting in January, May and September.

- 140 2. All proposed guideline changes will be taken back to the groups for one
141 month review, and then brought back to the ASC for vote.
142 3. The Policy Subcommittee will reprint the Guidelines once a year, in the
143 month of March, and add amendments to the back of the Guidelines twice a
144 year, in July and November.
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146 147 **IV. ASC MEETING FORMAT**

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149 1. All ASC meetings will start promptly at 6:00pm on the fourth Tuesday of each
150 month, at a specified address, unless otherwise specified by the acting Chairperson.
151 2. Trusted Servant/GSR sign-in.
152 3. Open with a moment of silence for the addict who still suffers followed by the
153 Serenity Prayer.
154 4. Reading of the Twelve Traditions.
155 5. Reading of the Purpose of the ASC (See section 1, page 3 of these guidelines.)
156 6. Reading of the Twelve Concepts for NA Service.
157 7. Establish quorum.
158 8. Approval and amendment of the minutes of the last ASC meeting.
159 9. GSR reports.
160 10. Treasurer's report.
161 11. RCM/Alternate report.
162 12. Subcommittee reports:
163 a) Activities
164 b) Outreach
165 c) Policy
166 d) Literature Review
167 e) Hospitals & Institutions
168 f) Public Information
169 g) T-Shirt/Merchandising
170 h) Ad Hoc
171 13. Other Trusted Servant's reports:
172 a) RSO Representative
173 b) Literature Sales Coordinator
174 c) Convention Committee Liaison
175 d) Website Liaison
176 14. Open Forum (15 minutes).
177 15. Old Business.
178 16. New Business.
179 a) Automatic \$50.00 donation to be made to Region, and all money over and
180 above the operating capital to be donated to the Region.
181 17. Announcements.
182 18. Seventh Tradition.
183 19. Close meetings with serenity prayer.
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187 **V. ASC ADMINISTRATIVE COMMITTEE**

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189 **A. CHAIRPERSON**

190 **1. Minimum Requirements:**

- 191 a) Two years continuous clean time.
- 192 b) Will have served one term as GSR.
- 193 c) Will have served on the Administrative Committee or a subcommittee
- 194 for a minimum of one year.
- 195 d) A working knowledge of the Twelve Steps and Twelve Traditions of
- 196 Narcotics Anonymous and these guidelines.

197 **2. Responsibilities:**

- 198 a) Conducts regular Area business.
- 199 b) Leads and keeps order at ASC meetings by following these
- 200 guidelines and Robert's Rules of Order.
- 201 c) Is one of the three co-signers of the Area bank account.
- 202 d) Keeps one of two copies of the Area files and archives.
- 203 e) Expresses no opinion on any issue at the ASC meetings.
- 204 f) Special correspondence:
 - 205 (1) Pass on information or copies of incoming correspondence to
 - 206 the Area.
 - 207 (2) Draft letters as necessary to be voted on at the Area
 - 208 meetings.
- 209 g) Holds one of three keys to the Area Post Office box.
- 210 h) Prudently amend format of meeting, with majority vote.

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213 **B. VICE CHAIRPERSON**

214 **1. Minimum Requirements:**

- 215 a) One year continuous clean time.
- 216 b) Will have served one term as GSR.
- 217 c) Will have experience serving on a subcommittee.
- 218 d) A working knowledge of the Twelve Steps and Twelve Traditions of
- 219 Narcotics Anonymous and these guidelines.

220 **2. Responsibilities:**

- 221 a) Serves as the Chairperson in the Chairperson's absence.
- 222 b) Is one of the three co-signers of the Area bank account.
- 223 c) Coordinates all Area subcommittees by maintaining ongoing regular
- 224 communication with each subcommittee chairperson, and by acting as a
- 225 resource for the subcommittees. The Vice Chairperson will attend at
- 226 least one different subcommittee meeting per month, with the intent of
- 227 attending all subcommittees by the end of their term.
- 228 d) Serves as Chairperson on all Area Ad Hoc subcommittees.
- 229 e) Serves as Secretary or Treasurer in the event of absence or
- 230 resignation or removal from office of that member.
- 231 f) Vice Chair expresses no opinion on issues at the ASC.
- 232 g) Will run for the position of Chairperson.
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C. SECRETARY

1. Minimum Requirements:

- a) One year continuous clean time.**
- b) Will have served as GSR.**
- c) Secretary may not be elected from any other position of the Administrative Committee.**
- d) A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and these guidelines.**

2. Responsibilities:

- a) Takes minutes at all regular and special Area meetings.**
- b) Types, copies and mails Area minutes to NA members attending UEC ASC, based on meeting attendance sign-in sheets, 10 days after the Area meeting.**
- c) Keeps one of two copies of Area files and archives.**
- d) Provides copies of archives to any member at cost when required.**
- e) Holds one of three keys to Area Post Office box.**
- f) Collects mail weekly. Distributes or mails it to the appropriate Trusted Servant as soon as it is picked up. Packages and purchases will be picked up by the Treasurer.**
- g) Types and distributes correspondence drafted by the Chairperson and RCM.**
- h) Keeps updated records of motions and activities of ASC.**
- i) Will have an operating capital of \$125.00**
- j) Will submit monthly expense report in ASC minutes.**

D. TREASURER

1. Minimum Requirements:

- a) Two years continuous clean time.**
- b) Will have served one term as a group treasurer.**
- c) Will have served as a GSR.**
- d) A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and these guidelines.**
- e) Must be employed or have a source of income.**
- f) Will have a personal checking account.**

2. Responsibilities:

- a) Follow the NA Treasurer's Handbook.**
- b) Maintain Area bank account.**
- c) Is one of three co-signers of the Area bank account.**
- d) Collects, records, maintains and distributes all Area funds.**
- e) Is one of two representatives for the purchase of literature at the Area discount from the RSO (Regional Service Office) or the WSO (World Service Office).**
- f) Holds one of three keys to the Area Post Office box.**

- g) Collects special and bulk literature purchases from the Area Post Office box.
- h) Provides written financial reports at each ASC meeting, as well as an annual report at the first ASC meeting of the year.
- i) Gives receipts for monies collected.

E. REGIONAL COMMITTEE MEMBER (RCM)

1. Minimum Requirements:

- a) Three years continuous clean time.
- b) A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and these guidelines.
- c) Will have served one full term as GSR.

2. Responsibilities:

- a) Serve a two-year term of office.
- b) There will be two RCMs serving at one time; one elected in even numbered years, and one elected in odd numbered years.
- c) The senior attending RCM shall carry the vote for United East County at the RSC meetings.
- d) An RCM can only serve one term consecutively.
- e) Attend all regular and special ASC and RSC meetings.
- f) Carry the Area donations and Area group conscience to the Region.
- g) Share and vote the Area's group conscience at the regional level.
- h) Take notes at the regional meeting and bring this news back to the Area, including what motions were made, discussion of said motions, elections, other Areas' news, etc., and turn in a written report to the UEC ASC's Secretary.
- i) The senior RCM shall work with the newly elected RCM in order to acquaint them with their duties.
- j) Will work with and attend Policy Subcommittee meetings on the World Service Conference Agenda Report.
- k) The two RCMs shall work together to attend each meeting of the area at least once during each year.
- l) Registers new groups with the RSC.

VI. ASC SUBCOMMITTEES

A. GENERAL PURPOSE AND RESPONSIBILITIES OF AN AREA SUBCOMMITTEE

1. The function of an Area subcommittee is to provide services to the Area and its member groups in order to help further our primary purpose, to carry the message to the addict who still suffers. Subcommittees are bound to the service guidelines of Narcotics Anonymous as a whole and the Twelve Traditions of NA. Each Area subcommittee is directly responsible to the Area Service Committee and its member groups.
2. DOs AND DON'Ts

- 328 a) NA functions must not be scheduled around events sponsored by
329 other fellowships or organizations.
330 b) No discounts will be given by the subcommittees to any other
331 fellowship, organization or outside enterprise.
332 c) Area events should try to be coordinated with regional events.
333 d) All projects, although initiated by the subcommittees, must be
334 approved by the ASC.
335 e) Will hold regular meetings at a specified time and place.
336 f) Will be represented with a written report by the subcommittee
337 chairperson, including financial where applicable, or in his or her
338 absence a subcommittee member, at all ASC monthly meetings.
339 g) All members representing subcommittees should stay for the full
340 length of the ASC meeting.
341 h) All subcommittees with operating capital will give excess funds to
342 area treasurer. All other subcommittees will give all monies to area
343 treasurer.
344 i) In order to gain a true group conscience, all subcommittees will make
345 every effort to have a cross-section of the Area groups in their
346 membership.
347 j) All subcommittees will do everything possible to make any member of
348 NA welcome at subcommittee meetings.
349 k) All subcommittees and their events should be open and made
350 available to the participation of the entire fellowship.
351 l) All subcommittees will ensure that flyers, announcements, and/or
352 tickets for all events will be made available at the ASC meeting a
353 minimum of one month prior to the event.
354 m) All subcommittees will give an annual report at the ASC meeting one
355 month prior to the elections.
356 n) All subcommittees will pay rent for their meeting places.
357 o) Subcommittees will be reimbursed up to \$10.00 rent per meeting per
358 month. Committees holding more than one meeting per month will be
359 reimbursed for each meeting held up to four meetings a month.
360 p) All Trusted Servants will work with the Policy Subcommittee on
361 providing one learning day per year.

362 ***NOTE:** From the Temporary Working Guide to the Service Structure: A word to the wise.
363 "Committees are notorious for getting lost in their own dust as they stumble down the road of
364 uncertain destiny."
365

366 **B. POLICY SUBCOMMITTEE**

367 **1. Purpose and Responsibilities**

- 368 a) The Policy Subcommittee never dictates to the Area or its member
369 groups. It may only make recommendations regarding proposals
370 presented by the Area and its members.
371 b) The Policy Subcommittee only acts on special situations or
372 controversial issues when instructed by the ASC.
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- c) The Policy Subcommittee, when instructed by the Area may make recommendations to groups on how to solve controversial issues.
- d) Provide service guides to GSRs and other Area trusted servants.
- e) The Policy Subcommittee provides for the understanding and application of these guidelines, the Guide to Local Service and the Twelve Traditions of Narcotics Anonymous.
- f) Will hold at least one learning day per year.
- g) Holds meeting at least once a month or more as needed to implement changes to these guidelines as directed by the ASC.
- h) Regarding the World Service Conference Agenda Report, the Policy Subcommittee will:
 - (1) Request copies of the WSC (World Service Conference) Agenda Report from the RSO (Regional Service Office) in January and distribute them among subcommittee members.
 - (2) Help committee members study and familiarize themselves with the Conference Agenda Report.
 - (3) Photocopy motions to be voted on for use at group conscience meetings.
 - (4) Committee members make themselves available to GSRs every two years for the purpose of holding annual group conscience meetings to vote on motions contained within the Conference Agenda Report.
 - (5) The Policy Subcommittee will conduct the Area Conference Agenda meeting as explained in these guidelines.
 - (6) The Policy Subcommittee will attend and support the Regional Conference Agenda Meeting.
- i) Subcommittee Chair will attend Regional Policy meetings.

C. HOSPITALS AND INSTITUTIONS SUBCOMMITTEE

- 1. Purpose and Responsibilities:
 - a) Attend and report to the Area on Area and Regional H&I subcommittee meetings.
 - b) Will obtain and distribute NA literature to Area H&I facilities that cannot provide literature for themselves.
 - c) Will follow the Guide to the United East County Area Service Committee of Narcotics Anonymous, H&I handbook and Regional H&I guidelines.
 - d) Circulates sign-up lists for H&I meetings.
 - e) Help provide Area support to Regional H&I events.
 - f) Will work with Policy Subcommittee to provide one learning day per year.
 - g) Will have an operating capital of \$250.00.

D. LITERATURE REVIEW SUBCOMMITTEE

- 1. Purpose and Responsibilities:

- a) The Literature Review Subcommittee will give input on all new literature.
- b) Will follow the current handbook for literature committees.
- c) Will provide a representative to attend the Regional literature review subcommittee meetings and will maintain communication with the World literature review committee.
- d) Vice Chair of literature review can make motions concerning committee business in the absence of the Chair.

E. ACTIVITIES SUBCOMMITTEE

1. Purpose and Responsibilities:

- a) Plan dances, picnics, camp-outs and other functions.
- b) Will work with the Policy Subcommittee to provide one learning day per year.
- c) Will ensure flyers, announcements, and/or tickets for all events will be made available at the ASC meeting a minimum of one month prior to the event.
- d) All Area Activities Subcommittee members selling tickets for Regional events will accept financial responsibility for all tickets distributed to them.
- e) Will provide a representative to attend the Regional activities subcommittee meetings.
- f) Will report to the Area on all Regional activities.
- g) Activities Chair will have served on the East County Activities Subcommittee.
- h) Will maintain an operating capital of \$2000.00, using a checking account.

F. OUTREACH SUBCOMMITTEE

1. Purpose and Responsibilities:

- a) Provide support to a new group.
- b) Make announcements and flyers and provide information about new meetings and meetings needing support to more established groups.
- c) Will provide a representative to attend the Regional outreach subcommittee meetings and report to the Area.
- d) Help groups find meeting locations, keeping in mind members with additional needs.
- e) Will provide new groups with a group starter kit consisting of:
 - (1) Meeting schedules;
 - (2) UEC ASC literature order forms;
 - (3) Treasurer's Handbook;
 - (4) The Group booklet;
 - (5) White booklet;
 - (6) Two each of the following IPs: #1, 5, 6, 7, 8, 9, 11, 12, 13, 14, 16, 19, 22 and 24;

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(7) NA group registration form.

(8) Group Readings.

f) Group starter kits will only be provided to the secretary of a new group, for that group, only if the secretary meets a minimum clean time requirement of one year.

g) Will help groups provide for members with additional needs.

h) Provide GSR orientation.

i) Will produce three UEC NA schedules annually in April, August, and December, three thousand schedules per printing.

j) Will work on WSO registration of groups as in the Regional Outreach guidelines to the Area guidelines.

k) Will maintain an operating capital of \$20.00.

G. AD HOC SUBCOMMITTEES

1. Purpose and Responsibilities:

a) Ad Hoc subcommittees are formed for specific purposes, and when that purpose is met, the subcommittee folds.

b) All Ad Hoc subcommittees will be chaired by the Vice Chair of the ASC.

c) Membership will consist of at least three members appointed by the ASC Chair and any other interested members.

H. PUBLIC INFORMATION SUBCOMMITTEE

1. Purpose and Responsibilities:

a) To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.

b) To carry the message in accordance with the Twelve Traditions of Narcotics Anonymous.

c) To maintain a close working relationship with the Regional PI and other subcommittees throughout the Area assuring all requests for information are referred to appropriate subcommittees in accordance with the Twelve Traditions of Narcotics Anonymous. (Refer to Area/World PI guidelines.)

d) Has working capital of \$75.00.

I. T-SHIRT/MERCHANDISE SUBCOMMITTEE

1. Purpose and Responsibilities:

a) To acquire and sell NA approved T-shirts and merchandise to NA.

b) Chair will maintain accountability of the subcommittee for all monies.

c) Will give written monthly financial reports at ASC meeting and turn sales tax over to the RSO representative.

d) All written receipts will be kept for purchases.

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- e) Subcommittee will be responsible for changing logo as needed. All artwork will be submitted by the fellowship and approved by the ASC. All designs approved will include "UEC" or "United East County". All artwork will be kept and resubmitted.
 - f) T-shirt/Merchandise Subcommittee will have an operating capital of \$1500.00.
 - g) Will maintain a checking account requiring two signatures.
2. Minimum Requirements:
- a) This subcommittee is open to all members.
 - b) To be a voting member, you need to attend three consecutive meetings.
 - c) Subcommittee members responsible for selling T-shirts must have a minimum of one-year continuous clean time and a source of income.
 - d) Chair of T-shirt/Merchandise Subcommittee must have served on UEC T-shirt/Merchandise subcommittee.
 - e) Two members of the UEC T-shirt committee shall be allowed to attend all UEC functions at no cost.

VII. OTHER ASC TRUSTED SERVANTS

A. RSO REPRESENTATIVE

1. Minimum Requirements:

- a) Two years minimum clean time.
- b) A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and these guidelines.
- c) Will have served or presently be serving as a GSR.
- d) Will have experience serving on a subcommittee.

2. Purpose and Responsibilities:

- a) Will attend all RSO meetings.
- b) Will be willing to serve as member of the Board of Directors.
- c) Must attend ASC meeting and submit a written report. In his or her absence will appoint a representative.
- d) Will encourage Area support to the RSO by circulation of announcements and flyers, workshops, and other means.
- e) When elected to the Board of Directors, the RSO Representative will give up their Area position and a new RSO Representative will be elected.

B. RSO REPRESENTATIVE ALTERNATE

1. Minimum Requirements:

- a) One year clean time

2. Purpose and Responsibilities:

- a) Attend RSO meetings in the absence of RSO Representative.

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C. LITERATURE SALES COORDINATOR

1. Minimum Requirements:

- a) Two years continuous clean time.
- b) A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and these guidelines.
- c) Will have served or presently be serving as a GSR.
- d) Have basic math skills and ability to maintain financial records.
- e) Will be employed or have a source of income.

2. Purpose and Responsibilities:

- a) There will be a Literature Sales Coordinator and a Literature Sales Coordinator Alternate with the expectation that the Literature Sales Coordinator Alternate become the Literature Sales Coordinator the following year upon election.
- b) Provide literature and related material available through the World Service Office for Area groups and its members.
- c) Will follow the current handbook for NA literature committees.
- d) Will maintain communication with the Regional Sales manager and will maintain correspondence with the World Literature committee.
- e) Will distribute schedules to Area groups.
- f) Will maintain 3 reports of each transaction: (1) Order form, (2) Balance sheet, and (3) Inventory sheet.
- g) A written receipt will be given for all transactions.
- h) Must attend ASC meetings and submit a written report. In his or her absence, he or she will appoint a representative.
- i) Give quarterly inventory reports to the Treasurer.
- j) Give annual report to the Secretary and financial inventory report and annual financial report to the Treasurer at the ASC meeting one month prior to the elections.
- k) Has working capital of \$1,500.00.
- l) Will make literature available for purchase only at the monthly ASC meetings in a manner not disruptive to the meeting.
- m) The Literature Sales Coordinator Alternate will assist the Literature Sales Coordinator as needed.

D. CONVENTION COMMITTEE LIAISON

1. Minimum Requirements:

- a) One year minimum clean time.
- b) A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and these guidelines.
- c) Regularly attend meetings in the UEC.

2. Purpose and Responsibilities:

- a) Will attend all Convention Committee meetings.
- b) Will attend the UEC ASC meeting.

607 c) Will share Convention Committee information with UEC and give a
608 written monthly report.

609 d) Will share ideas and suggestions of UEC with the Convention Committee.

610 **E. REGIONAL WEBSITE COMMITTEE LIAISON**

611 **1. Minimum Requirements:**

612 a) One year consecutive clean time

613 b) Working knowledge of the Twelve Steps and Twelve Traditions
614 of Narcotics Anonymous.

615 c) Working knowledge of the guidelines for the United East County (UEC)
616 Area Service Committee (ASC) of Narcotics Anonymous

617 **2. Purpose and Responsibilities:**

618 a) Attend all Regional Website Committee meetings

619 b) Attend the UEC ASC monthly meetings

620 c) Share Regional Website Committee information with the ASC

621 d) Submit a written monthly report (activities and finances) to the ASC

622 e) Share ideas and suggestions of the UEC ASC with the Regional Website
623 Committee

624 f) Be committed to improve and maintain the quality and security of the
625 Regional Website

626 g) Participate in scheduled East County NA functions such as Learning Day
627 and CAR workshops
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