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Section I

Basic Rules of Order and Standard Operating Procedures

This section is intended as a thumbnail sketch to facilitate the function of ASC meetings.

ASC statement of Purpose is to be read at all ASC meetings.

"The Tidewater Area Service Committee of Narcotics Anonymous exists to provide the support necessary for groups of NA members to work together for their common good. GSR's are the lifeline that binds the groups together in the performance of our primary purpose. In the spirit of the Fellowship, we individuals seek help from one another to deal with living situations; just so, groups can find help from other groups in fulfilling their primary purpose of carrying the message of recovery to the addict who still suffers.

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. We are not and should never be in competition with each other. We work separately and together for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the service necessary for growth.

Placing our common welfare above individual interests, we work together in an atmosphere of mutual respect. Decisions are made based on the statement of a loving Higher Power as expressed in our Group Conscience. These principles are the ties that bind us together - as long as they remain stronger than those that would tear us apart, all will be well. "

- TASCNA shall meet in regular session on the second Sunday of each month from 2pm until 5pm. The meetings shall be held in a neutral place selected by the ASC. A neutral place is defined as a place that rents space as a business and at fair market value and has no affiliation with any other group or organization that may also rent space from the same landlord (*Dec. 1987, Feb. 1997, et al*)
- A quorum of 51% of active groups on the Secretary's roster is required to conduct business.
- If a group has not been represented at the ASC meeting for three consecutive months it shall be dropped from the roster as an active group on that third month and not be counted in the number needed to make quorum. As soon as that group sends a GSR they are considered active and must be counted towards the number needed for quorum.
- If quorum is not met for two consecutive months business will be conducted on the third month regardless of whether or not there is quorum. INTENT: To conduct business. (*Aug. 2000*)
- In the absence of the chair or the vice-chair that the policy chair steps up to the chair position. In the case where there is no vice-chair or policy chair then the RCM or Alt-RCM or secretary steps up to the chair position. Ascension is in the order listed MEW: To make sure that in the absence of the chair or vice chair that the ASC meeting has leadership so the ASC meeting can be held. (*Aug. 2000*) ASC can hold emergency meeting as deemed necessary by the chairperson. Absence of the chair or vice chair that the ASC meeting has leadership so the ASC meeting can be held (*Aug. 2000*)
- ASC can hold emergency meeting as deemed necessary by the chairperson
- Pertinent items for the agenda may be brought to the chairperson before the opening of ASC (*July 1987*)
- The "Twelve Concepts to NA Service" and the 12 Traditions are to be read at the beginning of each ASC meeting. INTENT: The TASCNA body can read and hear the Concepts on service work, leadership, and our "primary purpose" for participating in the Area Service Committee. (*Sept. 1995*)

- LV 1 • All items for the ASC agenda should be submitted in writing or by phone within 24 hours of the beginning of the Area meeting. A tentative agenda will be distributed with the minutes. Pertinent items for the agenda may be brought to the chairperson before the opening of ASC and any such additions will be announced at the beginning of the meeting.
- LV 2 • The Tidewater Area Service Committee consists of the following: Chairperson, Vice Chairperson, Secretary, Asst. Secretary, Treasurer, Asst. Treasurer, Regional Committee Member (RCM), Alternate RCM, Group Service Representatives, Alternate GSR's, and Policy Chair. H&I - Literature - ~~PR~~ Subcommittee Chairpersons, ~~as well as other positions voted on by the ASC (June 1987)~~ *Subcommittees under TASCNA / 8/9/2020* *all show to include all*
- LV 3 • The ASC is to purchase a Conference Agenda Report for the RCM and the Alt RCM (Oct 1992)
- LV 4 • The ASC Chairperson, Vice-Chairperson, and Policy Chairperson are to be provided with the published handbooks for each TASCNA subcommittee. *INTENT* These positions need to be aware of and understand the responsibilities and policies of the subcommittees so these officers can better serve the addict in this area (Oct 1992) ** Add email + hardy copy, provide admnment^s and be reimburs^{ed}*
- LV 5 • The ASC chairperson or Vice-Chairperson can spend up to \$50.00 of an emergency fund if deemed necessary. *INTENT*: So that they may be better able to handle an emergency funding situation that may occur between TASCNA meetings. (Nov 1992)
- LV 6 • Subcommittee request for ~~funds~~ *funds* are to be addressed during the time of the committee reports. If the ASC Chairperson thinks that the request is too controversial or time consuming at the time of report, he/she may postpone the request to New Business. *INTENT*: To save time and avoid duplication of discussion. (April 2/9/20) *INTENT*
- LV 7 • Minutes should include a tally of votes for each motion, except for election votes.
- LV 8 • Once a quorum is met and the ASC meeting begins, a loss of quorum will prevent any further action from being initiated. If action has already been initiated, business will cease after that action is completed *INTENT*: To allow business to take place without unnecessary delays. (May 1992)
- LV 9 • New groups joining the ASC and are represented by a GSR will be added to the quorum of that meeting and be allowed to vote immediately. (Nov 1991)
- LV 10 • Secretary's minutes will include the attendance record of the Executive Committee members and the subcommittee chairs ~~and should show number of meetings attended, and number of months in that position.~~ (May 2005) *2/9/20*

Section 2

Guidelines of Tidewater Area Service Committee of Narcotics Anonymous

Article I Name and Service Area

Known as the Tidewater Area Service Committee of Narcotics Anonymous, TASCNA serves groups in the cities of Norfolk, Virginia Beach, Portsmouth and Suffolk of Virginia as well as in Currituck County, Albemarle County and the Outer Banks of North Carolina (Northeastern North Carolina).

Article II Purpose

The Tidewater Area Service Committee of Narcotics Anonymous exists to provide support necessary for groups of NA members to work together for their common good. Good Service Representatives (GSR's) are the links that bind the groups together in the performance of our primary purpose. In the spirit of the Fellowship, we individuals seek help from one another to deal with living situations; just so groups can find help from one another in fulfilling their primary purpose of carrying the message to the addict who still suffers. Everything that occurs in the course of NA service must be motivated by the desire to carry the message of recovery to the addict who still suffers. We are not and should not ever be in competition with each other. We work separately and together for the common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the service necessary for growth placing our common welfare above individual interests, we work together in an atmosphere of mutual respect. Decisions are made on the expression of a loving Higher Power, as expressed in our group conscience. These principals are the ties that bind us together- as long as they would remain stronger than those that would tear us apart, all will be well.

Article III Membership

- Section 1. General membership in the ASC shall be open to all addicts.
Section 2. Voting membership in the ASC shall be open only to a group designee as described in Article VI Section 2. (Voting)
Section 3. Any addict may attend the ASC meeting.

Article IV Officers of the ASC

The officers of the ASC shall be a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Budget Committee Chairperson, Area Service Representative, Policy Subcommittee Chairperson and VRCC (Virginia Regional Convention Committee) Director, Alternate VRCC Director as well as all subcommittee chairpersons, Group Service Representative and Alternate Group Service Representatives. These officers shall perform their duties as described by these guidelines, TASCNA Policy and by the Temporary Working Guide to Service approved by the World Service Committee of the Fellowship of Narcotics Anonymous.

Article V Area Meeting

- Section 1. The ASC shall meet in regular session on the second Sunday of each month at a time and location previously selected as a neutral place by the ASC.
- Section 2. All subcommittee meetings and functions shall meet at a time and place to be scheduled by the respective subcommittee chairperson in cooperation with other subcommittee members.

Article VI Spiritual Guidance

- Section 1. The ASC, its Officers and Subcommittees, shall not make any motion or take any action that conflicts with the 12 Traditions and 12 Concepts of Narcotics Anonymous.
- Section 2. The ASC shall comply in all of its actions with the following documents in order of priority as listed below:
- The 12 Traditions and 12 Concepts of Narcotics Anonymous.
 - The TASCNA Guidelines and Policy Manual.
 - Any special rules of order the ASC may adopt.
 - The Temporary Working Guild to Service Structure and approved handbooks.

Article VII Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall be utilized to expedite the business of the ASC in cases to which they are applicable and in which they are not in conflict with the 12 Traditions and the 12 Concepts of Narcotics Anonymous, these Guidelines and any special rules the Tidewater Area Service Committee of Narcotics Anonymous may adopt.

Article VIII Policy Manual Guidelines

- Section 1. The ASC Guidelines and Policy Manual (Area Archives) shall be reviewed annually. The ASC Policy Chairperson shall coordinate this review.
- Section 2. As amendments are approved, pen and ink changes may be made to these Guidelines until the next annual review. The Policy Chairperson shall maintain a current copy of the ASC Guidelines as amended at all times.
- Section 3. The ASC Policy Chairperson shall provide a copy of these guidelines and the ASC Assistant Secretary shall provide upon request the previous three (3) months of the ASC minutes to all new GSR's.
- Section 4. Orientation for new GSR's and Alternate GSR's shall be provided as needed at the conclusions of each regular ASC meeting.

Article IX Voting

Motions and Voting General Information

- When a motion is made, it is to be submitted to the secretary in writing prior to being recognized on the floor. *(Sept 1985)*
- Simple majority vote is to be used on Regional motions only. *(April 1988)*
- All motions presented in ASC will include a written intent. *(1988)*
- If 20% of the GSR's present request that a motion on the floor be sent back for Home Group conscience then that motion is to be tabled until the next ASC meeting. Discussion on this motion would then be limited to 5 minutes. INTENT: This allows the GSR's to better serve their home groups. *(June 1992)*
- Motion referred to the Policy Committee from the ASC floor must be represented at the next Policy Committee meeting by the individual or the home group bringing the motion in order for the motion to be discussed fully in committee. IATTENT: The originator of the motion can provide additional information and other clarification of that motion at the time of discussion in committee. *(Sept. 1994)*
- A motion presented by group conscience does not need to be seconded or discussed at ASC. *(April 1987)*
- If 25% or more of the voting members present abstain from the vote, discussion is re-opened on the motion until it can be passed or defeated with less than 25% abstentions. *(1987)*
- If a motion referred to subcommittee is not brought back to the GSR's *after 3 months* it will automatically be placed on the agenda under old business. IATTENT: Prevent loss of valid, motions. *(Feb. 1997)*
- Minutes should include a tally of votes for each motion, except for election votes *(Feb 1988)*
- Require 2/3 of *all* votes cast to pass a motion. *(July 1987)*
- An abstention vote is not counted as being one of the votes cast. *(July 1987)*

Section 1: Voting on all ASC motions and elections shall be done by a one-group/ one-vote system

Section 2: The required order of succession for ASC voting members shall be:

1. Group Service Representative (GSR).
2. Alternate GSR (A GSR).
3. A member of the group designed by the group.

Section 3: A quorum of 51% of groups currently active with the Secretary's Active Group Roll must be present to conduct business.

Section 4: A group will no longer be considered on the Secretary's Active Group Roll if its designee is absent for three (3) consecutive ASC meetings.

Section 5: A quorum must be present to vote on any motions or to hold any elections.

Section 6: Motions require a specific percentage of votes cast to pass.

1. Motions requiring 2/3 votes to pass are:
 - a. General Motions before the ASC.
 - b. Suspend the Rules of Order (Rules regarding parliamentary procedures. Guidelines as a whole cannot be suspending.)
 - c. Motion to suspend the Orders of the Day (TASCNA Agenda).
 - d. Remove from Office.
 - e. Guidelines Amendment
 - f. Motion to close nominations.
2. Motions requiring 51% (simple majority) are:

- a. Motion to Adjourn.
- b. Motion to correct minutes.
- c. Motion to approve minutes.
- d. Motion to "table" or to postpone to a certain time.
- e. Motion to amend a pending motion.
- f. Motion to amend an amendment to a pending motion.
- g. Motion on Regional questions.
- h. ASC Officer Elections.
- i. Subcommittee Chairperson Confirmations.
- j. Motion to Appeal Chairperson's Decision/Ruling. (~~Cross-reference these simple majority items to~~
- k. ~~Section 8, Part c.)~~

- Section 7: If 20% of the GSR's present request a motion on the floor were sent back for home group consensus, that motion is postponed until the next ASC.
- Section 8: Abstentions:

Abstentions are not counted toward the percentage of votes necessary to pass a motion. If more than 25% of the voting members present abstain from the vote, discussion on the Motion is reopened until the motion can be passed or defeated with less than 25%
- Section 9: Abstention Votes:

Abstention votes increase simple majority motions to needing 2/3 of the vote to pass. Section 9. In the case of a tie vote on any motion requiring a simple majority vote the Chairperson shall cast the deciding vote. In the absence of the Chairperson, the Vice-Chairperson shall cast the deciding vote.
- Section 10: The Chairperson and Vice-Chairperson shall act as a neutral party and refrain from active debate on all motions.
- Section 11: Any individual member of Narcotics Anonymous may make a motion or nomination and participate in discussion. These motions need a second from the membership. Group motions and nominations do not need to be seconded.
- Section 12: Motions may be amended or withdrawn at any time prior to voting.
- Section 13: All motions are to be presented to the Chairperson in writing 24 hours prior to the start of the ASC meeting. The "24 hour" rule may be waived at the discretion of the Chairperson.
- Section 14: The Secretary will keep a copy of passed and failed motions.
- Section 15: Only one motion can be discussed on the floor at any given time.
- Section 16: Improper motions are those that are purposely meant to obstruct or delay business proceedings, OR present practically the same question as a motion previously decided upon at the same session, OR that conflicts with a motion already adopted and reviewed by the ASC, OR that otherwise conflicts with the 12 Traditions and 12 Concepts of Narcotics Anonymous.

Section 3

ASC Elections

Definition: Information and procedures governing ASC elections of administrative officers and subcommittees chairperson

Article I Elections

- Section 1: All ASC officers are elected for a term of one year
1. Candidates must be present at the ASC to accept nominations.
 2. Nominations can be accepted from the floor
 3. Home group nominations due not need to be seconded.
 4. Any NA member who meets the recommended qualifications can be a nominee for an ASC position.
- Section 2: No ASC officer can be a subcommittee chairperson during their term. No ASC member can hold more than one ASC position including subcommittee chairmanship with the exception of the VRCC Director who may hold an additional position either as an ASC Officer or subcommittee chairperson.
- Voting for Administrative Committee positions will be paper ballot when there is more than one nominee for a position. These positions are Chair, Vice-Chair, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, RCM, Alternate RCM, Policy Chairperson, VRCC Director, and alternate VRCC
- Director. Terms for these positions shall run concurrently.
- Election of subcommittee chairpersons for Literature, Public Information, Phone line, H&I, Convention Committee Special Events, and any other standing committees will be held within the respective subcommittee. The date of these elections will be announced at the ASC meeting one month prior to the ASC meeting in which the position is to be filled.
- Section 3: Once a subcommittee chairperson-elect is presented to the ASC, the ASC chairperson will ask for any objections from the body (the GSR's). If there are no objections the new subcommittee chairperson is considered confirmed by the body. INTENT: to establish a standard procedure for the confirmation of newly elected subcommittee chairpersons.
- Section 4: An ASC Subcommittee Chairperson may be a member of another subcommittee.
- Section 5: No member shall be allowed to serve as a Group Service Representative and ASC Officer simultaneously.
- Section 6: No ASC Officer shall serve more than two consecutive terms in the same position. It is recommended that ASC subcommittees adopt the same policy.
- Section 7: The Alternate RCM shall succeed the RCM and the ASC Vice-Chairperson shall succeed the ASC Chairperson automatically when the RCM or ASC Chairperson position is vacated.

- Section 8: An ASC Officer or Subcommittee Chairperson may be removed from their office for non-compliance. A 2/3 vote is required for removal from office.
- Non-compliance includes but is not limited to: Loss of abstinence from drugs
- Falling to perform the duties of the position
- Falling to attend two consecutive ASC meetings without contacting the ASC Chairperson or Secretary.
- Section 9: An ASC Officer may resign by providing written notice to the ASC Chairperson at least two weeks in advance of the upcoming regular meeting of the ASC
- Section 10: Suggested clean time for ASC officers and Subcommittee Chairpersons is two years. Each nominee must have a working knowledge of the 12 steps and 12 traditions and a willingness to serve. Other suggested requirements shall be specific to the person
- Section 11: Elections are to be held three months before the end of each term allowing time for each Officer Elect to become familiar with their position and duties. Elections will be held in May and all terms will begin in July. When there is only one nominee for a position the election will be postponed for one month, which allows the GSR's to discuss additional candidates with their home groups. The election will be held the following month regardless of the number of nominees. (Except Annual Elections- this will help avoid delays when enough notice has been given for annual elections) When an election is held over for one month due to there being no nominees or only one nominee and that nominee does not attend the next ASC meeting then any nominee will be accepted. The ASC will still be allowed to question, make comments on, and vote on that single nominee. (*Sept. 1989, Aug. 1991, July 1996, Aug. 1996, et al*)
- Section 12: Nomination procedures include the reading of the job descriptions and an opportunity for the nominees to qualify themselves. Members may question the nominees. Nominees are asked to leave the room, and subsequent discussion is limited to two brief pro and two brief con comments for each nominee. Should any member suggest cause to disqualify a nominee, the Chairperson shall investigate. If necessary the Chairperson may call for a recess of the ASC in order to investigate the possible cause for disqualification. Once the meeting has reconvened the Chairperson may ask a nominee to withdraw or refute the disqualification. There shall be a moment of silence prior to voting. Voting will be by paper ballot when there is more than a single nominee for a given position.
- Section 13: Resignation of either the Chairperson or RCM prior to the completion of their term requires the Vice Chairperson or Alternate RCM to assume the duties of the vacated position. At annual election these Officers would continue in their positions since they were supposed to ascend to that position as per TASCNA policy. In all other positions vacated prior to term's end the GSR's may decide to hold a Special Election to complete the vacated term (not an additional year), if not, it is the responsibility of the Chairperson to select a trusted servant to complete the vacated term. (May 1993, et al)
- Section 14: The GSR's shall decide special Elections. Nominees procedures shall be described in Article VII (Elections), Section I I

Section 4

ASC Job Description for Officers and Subcommittee Chairpersons

Definitions:

ASC Officers - The Officers of the ASC shall be a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Policy Committee, Alternate Area Service Representative, Virginia Region Convention Committee (VRCC) Director and A VRCC Alternate Director.

Subcommittee Chairperson - The standing subcommittees of the ASC are: Hospitals and Institutions (H&I), Public Information (PI), Phone line, Literature, Newsletter, Special Events, and Budget.

Group Service Representative - These Home groups elected trusted servants serve as the links between the individuals groups and the rest of Narcotics Anonymous and are the foundation of the NA Service Structure. As active members of the ASC they are responsible to act in the best interests of NA as a whole as well as advocate the needs and issues of their respective Home groups. Alternate GSR's can be elected to substitute for an absent GSR at group and ASC meetings.

ASC Officers

Chairperson: Suggested requirements are as follows, Policy of July 1987 except when otherwise dated

1. Two years clean time. Policy of Nov. 1992, Sub committees
2. Posses a working knowledge of the 12 step and 12 Traditions of Narcotics Anonymous, TASCNA policies, the TWIG, the 12 Concept to NA Service and the Guide to Service in NA.
3. Have prior TASCNA service work experience as a GSR, ASC Officer or Subcommittee Chairperson
4. Have a willingness to serve in this position.

Job Description: Policy of July 1987 except where otherwise dated.

1. Opens and conducts all ASC meetings.
2. Calls emergency ASC meeting as allowed by policy. *Policy of April 1987. Rules of Order* Is a signatory on the TASCNA checking account.
3. Acts as the liaison between the ASC and the rental agent for the meeting place.
4. Receives all agenda items in writing or by phone at least 24 hours prior to the next regular ASC meeting. Policy of Nov. 1987. Rules of Order
5. Prepares an agenda from the above mentioned items, form previous minutes and standard operating procedures
6. Distributes the agenda at ASC meeting
7. See that the ASC meting follows the agenda but allows for item to be submitted from Committee chairperson, the ASR, and the Alternate ASR at the time of the area meeting shall keep copies of all subcommittee handbooks as resource materials for working with
8. Subcommittees Policy of Oct. 1992. SOP
9. Breaks all tie votes on ASC motions

10. Has no opinion on issues being discussed at the ASC meeting Should the chairperson have the need to discuss the issue in question, then he/she can temporary step down from the chairperson position to express him/her self and resume the chair at the next ASC meeting
11. Makes sure that the meeting place is cleaned and secured after each ASC meeting and that the rent and other debts are paid.
12. Insure that the ASC is directly responsible to the groups in its area
13. Is responsible for notifying all persons concerned should a meeting date be changed unexpectedly Policy of Dec. 1986, Rules of Order
14. Appoints ad hoc committee chairpersons. Policy of Aug. 1987, Subcommittees attends the quarterly Budget Committee meeting. Policy of March 1988, Appendix #4 attends the Policy Committee as a member, Policy of Nov. 1982, Subcommittees, Cross-Reference to Policy of June 1987, SOP
15. Conducts the new GSR orientation (*Policy of Nov 1999*)
16. Informs GSR's whenever any ASC or subcommittee trusted servant misses 2 consecutive ASC meetings. Contacts that trusted servant to find the reason for the absences. Reports findings to the next ASC meeting. INTENT: To hold these trusted servants accountable and to give the GSR's the option of removal. (*June 1991 and Dec. 1997*)
17. Has a one-year commitment usually after serving one year as Vice-Chairperson of the ASC

Vice-Chairperson: Suggested requirements are as follows: Policy of July 1987 except where otherwise dated:

1. Two year clean time, Policy of Nov 1997 Subcommittees
2. Posses a working knowledge of the 12 step and 12 traditions of NA Narcotics Anonymous Have Prior TASCNA service work experience as a GSR, ASC Officer or Subcommittee Chairperson
3. Have a willingness to serve in this position

Job Description: *Policy of July 1987 except where otherwise dated*

1. Substitutes for the ASC Chairperson when he/she is unavailable to open and/or conduct the ASC meeting
2. Attends the monthly area Service committee business meeting
3. Assumes the position of ASC Chairperson if the Chairperson is unable to complete his/her term of office
4. Coordinates the activities of all subcommittees of the ASC
5. Is the parliamentarian for the ASC meetings. This means that the ASC Vice-Chairperson is very knowledgeable of the rules, procedures and policies of TASCNA
6. Is a signatory on the TASCNA checking account.
7. Keeps copies of all subcommittee handbooks as resource materials for working with the committees. *Policy of Oct. 1992, SOP*
8. At the end of each ASC meeting, assists the Literature Committee with reconciling orders and payments received thereby verifying the amount of money being subcommittees to the treasurer at the time. *Policy of Feb 1995, Subcommittees*
9. Participates in the quarterly audits of the Literature Committee and the ASC Treasury Attends the Policy of Committee as a member
10. Chairperson of Budget Committee meetings. (*Policy Oct. 1998*)
11. Meets quarterly audit of the ASC treasury
12. Reviews the TASCNA budget: April, July and October of each year
13. Conducts quarterly audit of the ASC
14. Conducts a yearly audit of the literature committee or as needed
15. Works very closely with ASC treasurer
16. Submits a quarterly report
17. The ASC Vice-Chairperson is to appoint an as hoc committee each June for the purpose of conducting an area inventory and to bring the results back to the full body of the ASC. This committee is to be comprised of sub-committee chairpersons and other interested parties. INTENT: To make sure that all sub-chairpersons are responsible to those they serve. (*March 1994*)
18. Serves for one (1) year in this position prior to assuming the position of ASC Chairperson.

Secretary: Suggested requirements are a follows:

1. Two years clean time.
2. Poses a working knowledge of the 12 step and 12 traditions of Narcotics Anonymous.
3. Have a willingness to serve in this position.

Job Description:

1. Takes accurate minutes at each ASC meeting
2. Types and mails minutes to all ASC members within fourteen days after each ASC meeting
3. Must keep all motion forms, subcommittee reports, types and hand written notes as well as flyers and other correspondence for later reference
4. Sends out WSO registrations
5. Keeps the ASC group roster updates
6. Checks the contents of the TASCNA post office box each month
7. Lists individual group donations to the ASC by group name and dollar amount, which makes this information a part of the minutes
8. Include tally of votes for each motion in the minutes except those related to elections
9. Does neither paraphrase nor change any report which has been presented to TASCNA
10. Minutes will contain each subcommittee's report reprinted in its original language
11. Attends the quarterly budget committee meeting
12. Attends the Policy committee meeting as a member
13. Keeps and maintains the area laptop (Policy Jan 2000.)
14. Motions requiring group conscience are to be list at the end of the ASC minutes (Oct. 1991)
15. Serves for one year in this position

Assistant Secretary: Suggested requirements are as follows:

1. Two year clean time
2. Posses a working knowledge of the 12 step and 12 tradition of NA
3. Have a willingness to serve
4. Serves a one tear term prior to moving into secretary position

Job Description:

1. Assist the ASC Secretary in any way he/she needs help
2. Attends the monthly ASC meeting
3. Substitutes for the secretary when he/she is unable to attend the ASC meeting
4. Assists the Literature committee at the end of each ASC meeting with reconciling orders and payments received during the meeting thereby verifying the amount of money being submitted to the treasurer at that time
5. Attends the quarterly Budget Committee meeting in the absence of the ASC secretary
6. Attends the Policy Committee as a member

Treasurer: Suggested requirements are as follows:

1. Two years clean time
2. Posses a working knowledge of the 12 step and 12 tradition of NA
3. Have a willingness to serve this position

Job Description:

1. Maintains the TASCNA checking account, pays all of the ASC's bills, and reconciles the monthly bank statement
2. Attends the monthly ASC meeting and provides monthly reports to the ASC meeting

3. Is the sole point of contact for the Area for initiating contracts and agreements with outside agencies and enterprises. Convention sub committee is the only exception. (*See Archived Motions -May 2007*)
4. Keeps records of all receipts
5. Gives a year end report to the ASC meeting in July
6. Is a signatory on the TASCNA checking account
7. Attends the quarterly Budget Committee meeting
8. Attends the Policy Committee as a member
9. That all records regarding Treasurer's bank records and receipts are kept for 5 years
10. Serves a one year commitment

Assistant Treasurer: Suggested requirements are as follows:

1. Two years clean time
2. Posses a working knowledge of the 12 steps and 12 traditions of NA
3. Have knowledge of working a checking account accurately
4. Have a willingness to serve

Job Description:

1. Along with the treasurer maintains the TASCNA checking account, pays al the bills, and reconciles the monthly bank statement
2. Attends the monthly ASC meeting in the absence of the treasurer and provides monthly reports at the ASC meeting
3. Along with the treasurer keeps records of all receipts
4. Attends the quarterly budget meeting
5. Attends the monthly policy meeting as a member
6. Assists the treasurer with his or her position
7. Serves a one year commitment before taking the treasurer's position

Policy Chairperson: Suggested requirements are as follows:

1. Two years clean time
2. Possess a working knowledge of the 12 steps and 12 traditions of NA, TASCNA policies and the Chairperson
3. Have prior TASCNA service work experience as a GSR, ASC Officer or Subcommittee Chairperson
4. Have a willingness to serve in this position

Job Description:

1. Attends all ASC meetings
2. Is an active member of the Administrative Committee (all ASC Officers)
3. Schedules and conducts all Policy Committee meeting
4. Provides the ASC with information and Intent on issues and motions before the ASC.
5. Forwards appropriate motions from the committee to the GSR's for their review
6. Records the intent of a motion in the Policy Manual
7. Is available to the GSR's and others to answer question about TASCNA policy during and between ASC meeting
8. Keep copies of all subcommittee handbooks are resource materials for working with the committee
9. Updates the Policy Manual as needed
10. Ensure that all ASC Officers and Home groups have a copy of the Policy Manual
11. Is responsible for reviewing TASCNA policy when directed by the GSR's
12. Attends the quarterly Budget Committee business meeting
13. In the absence of the ASC Chair and/or Vice-Chair, then the policy steps up to the chair position
14. Record the intent of a passed motion in the Policy Manual. This provides readers with an awareness of the issues, which were supporting that motion. (Mar. 1993)
15. Has a one-year commitment

Regional Committee Member (RCM): Suggested requirements are as follows:

1. Two years clean time
2. Posses a working knowledge of the 12 step and 12 traditions of NA, TASCNA policies, and the Guide to local service
3. Have prior TASCNA service work experience as a GSR, ASC Officer or Subcommittee Chairperson or committee member
4. Have a willingness to serve in this position
5. Have the personal resources necessary to fulfill job description

(This position requires travel, meals, and overnight stays)

Job Description:

1. Must be able to attend the monthly meetings of the ASC and the bi-monthly meetings of the RSC
2. Serves as a messenger between the ASC and the RSC
3. Provides home groups with information regarding regional and world policies as well as published WSC communications
4. Visits home groups, which are not represented by a GSR and are not reported on at the ASC. INTENT: form a link of communication between the group and the ASC and invites the group's participation
5. Attends the quarterly Budget Committee meeting
6. Attends the Policy Committee as a member
7. Provides the ASC with written monthly reports and the RSC with bi-monthly written reports
8. Presents workshops on the yearly Conference Agenda Report (CAR) and assists home groups with their participation with the CAR by being available to answer their question
9. In the absence of the ASC chair, vice-chair or policy chair, then the ASR steps up to the chair position.
10. Acts as a contact between the ASC and the home groups. (*Feb. 1987*)
11. When a group is not represented at the ASC meeting for 2 consecutive months, the RCM or
12. Alternate RCM will contact the GSR to determine if there is a need for ASC assistance. If a group is not represented for 3 months, the RCM or Alternate RCM will attend the group's business meeting in order to notify the group members that their group has not been represented at the ASC and to offer assistance.
13. Serves a one year commitment

Alternate Regional Committee Member: Suggested requirements are as follows:

1. Two years clean time
2. Posses a working knowledge of the 12 step and 12 traditions of NA, TASCNA policies, and the Guide to local service
3. Have prior TASCNA service work experience as a GSR, ASC Officer or Subcommittee Chairperson or committee member
4. Have a willingness to serve in this position
5. Have the personal resources necessary to fulfill job description

(This position requires travel, meals, and overnight stays)

Job Description:

1. Must be able to attend monthly ASC business meetings and the Quarterly meetings of the RSC
2. Serves as a messenger between the ASC and the RSC maintains all voting privileges at the RSC in the absence of the RCM
3. Provides home groups with information regarding regional and world policies as well as published WSC communications
4. Provides the ASC with "written" monthly reports and the RSC with bi-monthly written reports in the absence of the RCM or by request of the RCM.
5. Assists the RCM in presenting workshops
6. Must be able to attend the ASC and RSC meetings as scheduled
7. Assists the RCM in all other responsibilities not heretofore mentioned

8. Attends the quarterly Budget Committee business meeting in the absence of the RCM
9. Attends the Policy Committee as a member
10. Acts as a contact between the ASC and the home groups. (*Feb. 1987*)
11. When a group is not represented at the ASC meeting for 2 consecutive months, the RCM or Alternate RCM will contact the GSR to determine if there is a need for ASC assistance. If a group is not represented for three months, the RCM or Alternate RCM will attend the group's business meeting in order to notify the group members that their group has not been represented at the ASC and to offer assistance.
12. Serves a one-year commitment in this position prior to assuming the position of Regional Committee Member.

Virginia Region Convention Committee Director:

1. Two years clean time
2. Have a working knowledge of the 12 step and 12 tradition
3. Have prior experience as GSR for TASCNA, ASC Officer or subcommittee chair or member
4. Have a willingness to serve

Job Description:

1. Must be able to attend the monthly meetings of the VRCC, and the monthly ASC meeting. Serves as a messenger between the VRCC and the ASC and maintains all voting privileges at the VRCC meetings
2. Provides the ASC body with all information regarding VRCC
3. Provides the ASC with written monthly reports about the VRCC

Virginia Region Convention Committee Alternate Director:

1. Two years clean time
2. Have a working knowledge of the 12 step and 12 tradition
3. Have prior experience as GSR for TASCNA, ASC Officer or subcommittee chair or member
4. Have a willingness to serve
5. Have the personal resources to fulfill job descriptions

Job Description:

1. Must be able to attend ASC meetings and Bi-monthly meetings of the VRCC
2. Serves as a messenger between the ASC and the VRCC, maintains all voting privileges at the VRCC in the absence of the VRCC director
3. Provides the area with information regarding the VRCC
4. Provides the ASC with written reports and the VRCC with bi-monthly reports in the absence of the VRCC director
5. Must be able to attend the ASC and the VRCC meetings as scheduled
6. Assists the VRCC Director in all other responsibilities not mentioned therefore
7. Attends the quarterly budget meeting in the absence of the VRCC Director
8. Attends the monthly policy meeting as a member
9. Serves a one year commitment in this position prior to assuming the position of the VRCC Director

ASC Subcommittee Chairpersons

Hospitals and Institutions: Suggested requirements are as follows.

1. Two (2) years clean time
2. Possess a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous
3. Possess a working knowledge of the H&I Handbook
4. Have a willingness to serve in this position

Job Description:

1. Schedules and conducts all H&I business meetings
2. Attends the monthly Area Service Committee business meeting.
3. Submits a monthly report to be included in the ASC minutes.
4. Submits a monthly written report to the ASC Chairperson.
5. Submits a bi-monthly report to the ASR for the RSC meeting.
6. Maintains contact and provides support to all H&I members who are "carrying" an institutional meeting.
7. Insures that the H&I Committee is directly responsible to the ASC.
8. Requests and receives money on behalf of the committee for H&I expenses.
9. Is a member of the Policy Committee.
10. Must attend the monthly Policy Committee and the quarterly Budget Committee meetings.
11. Serves for one year (1) in this position.

Public Information: Suggested requirements are as follows.

1. Two (2) years clean time
2. Possess a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous
3. Possess a working knowledge of the H&I Handbook
4. Have a willingness to serve in this position

Job Description:

1. Schedules and conducts all PI business meetings
2. Attends the monthly Area Service Committee business meeting.
3. Submits a monthly report to be included in the ASC minutes.
4. Submits a monthly written report to the ASC vice-Chairperson.
5. Submits a bi-monthly report to the ASR for the RSC meeting.
6. Serves as the primary contact to the public for TASCNA.
7. Insures that the PI Committee is directly responsible to the ASC.
8. Requests and receives money on behalf of the committee for PI expenses.
9. Is a member of the Policy Committee.
10. Must attend the monthly Policy Committee and the quarterly Budget Committee meetings.
11. Serves for one year (1) in this position.

Literature: Suggested requirements are as follows:

1. Two (2) years clean time
2. Possess a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous
Possess a working knowledge of the Literature Handbook
3. Have access to the use of a telephone.
4. Have a willingness to serve in this position.

Job Description:

1. Schedules and conducts all Literature business meetings
2. Attends the monthly Area Service Committee business meeting.
3. Orders WSC approved literature and the Regional newsletter for the area's groups and subcommittees.
4. Responsible for the accuracy of all transactions and financial records.
5. Is a signatory to the TASCNA checking account.
6. Submits a monthly report to be included in the ASC minutes.
7. Submits a monthly written report to the ASC vice-Chairperson.
8. Submits a bi-monthly report to the ASR for the RSC meeting.
9. Must attend the monthly Policy Committee and the quarterly Budget Committee meetings.
10. Serves for one year (1) in this position.

Literature Vice Chair (Note: This position was created Oct. 2006 to help keep a continuity of service when the Literature chair steps down.) Suggested requirements are as follows:

1. Two (2) years clean time.
2. Possess a working knowledge of 12 Steps and 12 Traditions of NA.
3. Have access to use of a telephone.
4. Have a willingness to serve in this position.

Job Description:

1. Attends all Literature business meetings.
2. Attends the monthly ASC meetings and works with the Literature chair in the Literature room.
3. Works with the Lit chair to order approved literature and the Regional newsletter for the area's group and subcommittees.
4. Becomes familiar with the accurate recording of all transactions and financial records.
5. Becomes familiar with the creation of all necessary monthly reports for the Lit. Subcommittee.
6. Becomes familiar with the Literature handbook.
7. Attends the monthly Policy Committee meeting and the quarterly Budget Committee meeting.
8. Serves for one year in this position before taking the Literature Chair position.

Phone Line: Suggested requirements are as follows.

1. Two (2) years clean time
2. Possess a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous
3. Possess a working knowledge of the Phone Line Handbook.
4. Have the personal time available to commit to this position.
5. Possess a working knowledge of how to handle 12 Step calls.
6. Possess as ability to relate to the public and a variety of callers
7. Have access to an available telephone.
8. Have a willingness to serve in this position.

Job Description:

1. Schedules and conducts all Phone Line business meetings
2. Attends the monthly Area Service Committee business meeting.
3. Submits a monthly report to be included in the ASC minutes.
4. Submits a monthly written report to the ASC vice-Chairperson.
5. Submits a bi-monthly report to the ASR for the RSC meeting.
6. Coordinates communications with answering service providers.
7. Organizes and schedules volunteers for training and service.
8. Is a member of the Policy Committee.
9. Must attend the monthly Policy Committee and the quarterly Budget Committee meetings.
10. Serves for one year (1) in this position.

Newsletter: Suggested requirements are as follows.

1. Two (2) years clean time
2. Possess a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous
3. Possess a working knowledge of the Newsletter Handbook
4. Have a willingness to serve in this position

Job Description:

1. Schedules and conducts all Newsletter business meetings
2. Attends the monthly Area Service Committee business meeting.
3. Submits a monthly report to be included in the ASC minutes.
4. Submits a monthly written report to the ASC vice-Chairperson.
5. Submits a bi-monthly report to the ASR for the RSC meeting.
6. Acts as editor for the area's newsletter.
7. Is a member of the Policy Committee.
8. Must attend the monthly Policy Committee and the quarterly Budget Committee meetings.
9. Serves for one year (1) in this position.

Special Events: Suggested requirements are as follows.

1. Two (2) years clean time
2. Possess a working knowledge of the 12 Steps, the 12 Traditions, and concepts of Narcotics Anonymous, A Guide to Local Service and the TASCNA Policy Manual.
3. Previous ASC experience
4. Have a willingness to serve in this position

Job Description:

1. Schedules and conducts all Special Events business meetings
2. Attends the monthly Area Service Committee business meeting.
3. Submits a monthly report to be included in the ASC minutes.
4. Provides copies of Special Events meeting minutes to the ASC vice-Chairperson.
5. Is a member of the Policy Committee and the Budget Committee.
6. Must attend the monthly Policy Committee and the quarterly Budget Committee meetings.
7. Serves for one year (1) in this position.

ASC Subcommittee Chairpersons

Hospitals and Institutions: Suggested requirements are as follows.

1. Two (2) years clean time
2. Possess a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous
3. Possess a working knowledge of the H&I Handbook
5. Have a willingness to serve in this position

Job Description:

1. Schedules and conducts all H&I business meetings
2. Attends the monthly Area Service Committee business meeting.
3. Submits a monthly report to be included in the ASC minutes.
4. Submits a monthly written report to the ASC Chairperson.
5. Submits a bi-monthly report to the ASR for the RSC meeting.
6. Maintains contact and provides support to all H&I members who are "carrying" an institutional meeting.
7. Insures that the H&I Committee is directly responsible to the ASC.
8. Requests and receives money on behalf of the committee for H&I expenses.
9. Is a member of the Policy Committee.
10. Must attend the monthly Policy Committee and the quarterly Budget Committee meetings.
11. Serves for one (1) year in this position.

Public Information: Suggested requirements are as follows.

1. Two (2) years clean time
2. Possess a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous
3. Possess a working knowledge of the H&I Handbook
5. Have a willingness to serve in this position

Job Description:

1. Schedules and conducts all PI business meetings
2. Attends the monthly Area Service Committee business meeting.
3. Submits a monthly report to be included in the ASC minutes.
4. Submits a monthly written report to the ASC vice-Chairperson.
5. Submits a bi-monthly report to the ASR for the RSC meeting.
6. Serves as the primary contact to the public for TASCNA.
7. Insures that the PI Committee is directly responsible to the ASC.
8. Requests and receives money on behalf of the committee for PI expenses.
9. Is a member of the Policy Committee.
10. Must attend the monthly Policy Committee and the quarterly Budget Committee meetings.
11. Serves for one year (1) in this position.

Literature: Suggested requirements are as follows.

1. Two (2) years clean time
2. Possess a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous
3. Possess a working knowledge of the Literature Handbook
4. Have access to the use of a telephone.
5. Have a willingness to serve in this position.

Job Description:

1. Schedules and conducts all Literature business meetings
2. Attends the monthly Area Service Committee business meeting.
3. Orders WSC approved literature and the Regional newsletter for the area's groups and subcommittees.
4. Responsible for the accuracy of all transactions and financial records.
5. Is a signatory to the TASCNA checking account.
6. Submits a monthly report to be included in the ASC minutes.
7. Submits a monthly written report to the ASC vice-Chairperson.

8. Submits a bi-monthly report to the ASR for the RSC meeting.
9. Must attend the monthly Policy Committee and the quarterly Budget Committee meetings.
10. Serves for one year (1) in this position.

Literature Vice-Chair (Note: This position was created Oct. 2006 to help keep a continuity of service when the Literature chair steps down.) Suggested requirements are as follows:

1. Two (2) years clean time.
2. Possess a working knowledge of 12 Steps and 12 Traditions of NA.
3. Have access to use of a telephone.
4. Have a willingness to serve in this position.

Job Description:

1. Attends all Literature business meetings.
2. Attends the monthly ASC meetings and works with the Literature chair in the Literature room.
3. Works with the Lit chair to order approved literature and the Regional newsletter for the area's group and subcommittees.
4. Becomes familiar with the accurate recording of all transactions and financial records.
5. Becomes familiar with the creation of all necessary monthly reports for the Lit sub-committee.
6. Becomes familiar with the Literature handbook.
7. Attends the monthly Policy Committee meeting and the quarterly Budget Committee meeting.
8. Serves for one year in this position before taking the Literature Chair position.

Phone Line: Suggested requirements are as follows.

1. Two (2) years clean time
2. Possess a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous
3. Possess a working knowledge of the Phone Line Handbook
4. Have the personal time available to commit to this position.
5. Possess a working knowledge of how to handle 12 Step calls.
6. Possess an ability to relate to the public and a variety of callers
7. Have access to an available telephone.
8. Have a willingness to serve in this position.

Job Description:

1. Schedules and conducts all Phone Line business meetings
2. Attends the monthly Area Service Committee business meeting.
3. Submits a monthly report to be included in the ASC minutes.
4. Submits a monthly written report to the ASC vice-Chairperson.
5. Submits a bi-monthly report to the ASR for the RSC meeting.
6. Coordinates communications with answering service providers.
7. Organizes and schedules volunteers for training and service.
8. Is a member of the Policy Committee.
9. Must attend the monthly Policy Committee and the quarterly Budget Committee meetings.
10. Serves for one year (1) in this position.

Newsletter: Suggested requirements are as follows.

1. Two (2) years clean time
2. Possess a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous
3. Possess a working knowledge of the Newsletter Handbook
4. Have a willingness to serve in this position

Job Description:

1. Schedules and conducts all Newsletter business meetings
2. Attends the monthly Area Service Committee business meeting.
3. Submits a monthly report to be included in the ASC minutes.
4. Submits a monthly written report to the ASC vice-Chairperson.
5. Submits a bi-monthly report to the ASR for the RSC meeting.
6. Acts as editor for the area's newsletter.
7. Is a member of the Policy Committee.
8. Must attend the monthly Policy Committee and the quarterly Budget Committee meetings.

9. Serves for one year (1) in this position.

Special Events: Suggested requirements are as follows.

1. Two (2) years clean time
2. Possess a working knowledge of the 12 Steps, the 12 Traditions, and concepts of Narcotics Anonymous, A Guide to Local Service and the TASCNA Policy Manual.
3. Previous ASC experience
4. Have a willingness to serve in this position

Job Description:

1. Schedules and conducts all Special Events business meetings
2. Attends the monthly Area Service Committee business meeting.
3. Submits a monthly report to be included in the ASC minutes.
4. Provides copies of Special Events meeting minutes to the ASC vice-Chairperson.
5. Is a member of the Policy Committee and the Budget Committee.
6. Must attend the monthly Policy Committee and the quarterly Budget Committee meetings.
7. Serves for one year (1) in this position.
5. Have a willingness to serve in this position

6. Job Job Description:

Schedules and conducts all Newsletter business meetings

1. Attends the monthly Area Service Committee business meeting.
2. Submits a monthly report to be included in the ASC minutes.
3. Submits a monthly written report to the ASC vice-Chairperson.
4. Submits a bi-monthly report to the ASR for the RSC meeting.
5. Acts as editor for the area's newsletter.
6. Is a member of the Policy Committee.
7. Must attend the monthly Policy Committee and the quarterly Budget Committee meetings.
8. Serves for one year (1) in this position

Special Events: Suggested requirements are as follows.

1. Two (2) years clean time
2. Possess a working knowledge of the 12 Steps, the 12 Traditions, and concepts of Narcotics Anonymous, A Guide to Local Service and the TASCNA Policy Manual.
3. Previous ASC experience
3. Have a willingness to serve in this position

Job Job Description:
Schedules and conducts all Special Events business meetings

1. Attends the monthly Area Service Committee business meeting.
2. Submits a monthly report to be included in the ASC minutes.
3. Provides copies of Special Events meeting minutes to the ASC vice-Chairperson
4. Is a member of the Policy Committee and the Budget Committee.
5. Must attend the monthly Policy Committee and the quarterly Budget Committee meetings.
6. Serves for one year (1) in this position.

Section 5

Subcommittees

(Information, descriptions, and procedures of subcommittees and ad-hoc committees. The words "sub-committee" and "committee" are used interchangeably)

- Section 1: The ASC may establish subcommittees to carry on the work of the ASC. It is recommended that subcommittees perform their duties as described by these Guidelines. ASC Policy, the Temporary Working Guide to Service in Narcotics Anonymous, and any subcommittees handbooks approved by the World Service Committee of Narcotics Anonymous.
- Section 2: Standing subcommittees shall be formed by the approval of the voting members of the ASC.
- These subcommittees may include the following:
1. Hospitals and Institutions (H&I)
 2. Public Information (PI)
 3. Literature
 4. Special Events
 5. Policy (which is a part of the ASC Administrative Committee)
 6. Newsletter
 7. Phone Line
 8. Budget
- Section 3: The ASC Chairperson may appoint special subcommittees and ad hoc committees or they may be formed by an approved motion of the voting members of the ASC.
- Section 4: All subcommittees' chairpersons shall submit a written report to the ASC Secretary at each ASC meeting. A copy of their monthly minutes shall be submitted to the ASC Vice-Chairperson.
- Section 5: At the inception of these subcommittees, a Chairperson shall be appointed by the ASC Chairperson or elected by the voting members of the ASC. Subsequent officers of each subcommittee shall be elected by the subcommittee membership.

General Subcommittee Information

1. Subcommittee Chairpersons are members of the Policy Committee. (*Dec. 1991*)
2. There is a one-year commitment for all subcommittee chairpersons: (*Oct. 1991*)
3. It is suggested that all subcommittee chairperson and administrative committee members (a.k.a. ASC officers) have 2 years clean time when accepting a position RTTENT: Clean time requirements are the same for all positions except GSR& (*Nov 1992*)
4. When a subcommittee chairperson fails to attend 2 consecutive ASC meetings, the ASC Vice Chairperson will assume that position until the problem is resolved INTENT: To ensure subcommittee presentation at the ASC, to keep the sub-committee functioning and to provide accountability to the ASC. (*Feb. 1993*)
5. All subcommittee chairpersons or vice-chairpersons must attend budget meetings INTENT: To uniform this portion of the job descriptions for subcommittee chairpersons and vice-chairpersons. (*Feb 1993*)

6. No subcommittee officers or members are to receive funds directly from home groups. *(Feb. 1993)*
7. ASC approval is required for any subcommittee activity not already stated in that committee's job description. *(Jan. 1991)*
8. Subcommittee Chairpersons are to be reimbursed for Regional registration. INTENT: Through reimbursements these funds can be used for other matters during months that RSC is not meeting. *(June 1993)*
9. 9 Subcommittee chairpersons or designees are no longer required to attend the RSC meetings but it is suggested that they attend RTMW: This relieves the ASC of being responsible for registration payments of the subcommittee representatives. *(Aug 1997)*
10. 10 Sub committees and the ASR must turn in written reports. The ASR report must include a financial report. *(Nov. 1984) (Cross reference to Policy of Sept. 1987. Subcommittees)*
11. ASC subcommittees must provide a copy of their monthly minutes to the ASC Vice-Chairperson. *(1987)*
12. Subcommittee request for funds are to be addressed during the time of the committee reports. If the ASC Chairperson: thinks that the request is too controversial or time consuming at the time of report, he/she may postpone the request to New Business. INTENT: To save time and avoid duplication of discussion. *(April 1992)*
13. Subcommittee funds are to be turned into the ASC Treasurer monthly with written report AU expenditures will be paid for with a TASCNA check made out directly to the vendor. Both treasurer and subcommittee chairperson will retain a copy of each voucher submitted *(April 1988)*
14. Subcommittees who order directly from the WSO will be provided a check from the ASC Treasurer made out to the WSO. *(Oct 1987)*
15. The ASC Chairperson and one other member of the Administrative Committee (ASC Officers) are to audit the books of any subcommittee which stocks literature whenever a new subcommittee chairperson is elected or as deemed necessary by the ASC. *(Jan. 1988)*
16. The ASC Chairperson is to conduct an orientation I review meeting at the end of the ASC meetings in order to familiarize new ASC members with policies and procedures (Amended Oct 1998 formerly responsibility of Policy Chair) *(Feb. 1991)*
17. The Newsletter Committee may open an expense account with a prudent reserve at a bank of its choice. INTENT: To cover operating expenses and to provide expeditious handling of financial support of the newsletter. *(Mar. 1992)*

H&I General Information

1. At every H&I meeting an announcement will be made that anyone holding drugs or paraphernalia must leave the meeting because they are endangering the existence of the meeting and the fellowship of NA as a whole. He/she is welcome to return after disposing of the items.
2. Requests for institutional meetings go directly to H&I. *(Nov 1982)*
3. If H&I decide to close a meeting a written report must be sent to the administrator of the facility at least two (2) week prior to the closing date.
4. The H&I chairperson must send a written report to the RSC Bi-monthly meeting.
5. To increase H&I literature funding from \$200/mo to \$300/mo INTENT: To better carry the message to the addict who still suffer. *(Aug. 2000)*

Literature General Information

1. The responsibility for printing and distributing the meeting lists is given to the Literature Committee.
2. ASC directs the Literature Chairperson to purchase and maintain an inventory of A Guide to Local Service; and is to be displayed at each ASC meeting. *(Nov. 1987)*
3. All groups are to order the Regional Newsletter through the ASC Literature Committee. The Literature Committee is responsible for filling these requests. *(May 1987)*
4. The Literature Chairperson will provide a receipt for all monies received and will maintain copies of all order forms sent to the WSO. *(Jan. 1988)*
5. The Literature Committee chairperson is to submit an inventory report at the time of their report to the ASC meeting. *(Jan. 1992)*
6. The Literature Committee bank account is required to have the ASC Vice Chairperson's signature on the account INTENT: Provide a system for checks and balances and to protect the subcommittee and the ASC as suggested by the WSO. *(Sept. 1992)*
7. The Literature Committee is to reduce the current 10% surcharge on all sales to a 5% surcharge. There will be no surcharge on literature provided to the subcommittees. INTENT: This will provide more literature for the Area as a whole and still cover the committee's expenses. *(Dec. 1992)*
8. The Literature Chairperson is to be a signatory to the TASCNA checking account on area literature orders to WSO only. INTENT: For continuous accountability of Literature Funds, this will not delay the shipping and receiving of orders (Cross reference to Policy of Dec. 1990. Subcommittees) *(Mar. 1992)*
9. After each ASC meeting either the ASC Vice-Chairperson or the ASC Assistant Secretary is to assist the Literature Committee with reconciling orders placed and money received as well as verify the amounts of cash and checks prior to the money being submitted to the ASC treasurer. *(Feb. 1995)*
10. The Literature Committee bank account is required to have the ASC Vice Chairperson's signature on the account. INTENT: Provide a system for checks and balances and to protect the subcommittee and the ASC as suggested by the WSO. *(Sept. 1992)*
11. Add new job description of Vice-Chair Literature to Policy Manual *(June 2007)*

PI General Information

1. The Hotline (Phone Line) comes under the PI Committee. *(June 1982)*
2. GSR's are responsible for getting people on the Hotline. *(Nov 1983)*
3. PI Committee is to send a written report to RSC with the ASR. *(Moo 1983)*
4. A beeper (pager) system is approved for the Phone line Committee *(Mar. 1992)*
5. All current and new phone line volunteers must attend at least one orientation before being place on the phone line. *(Sept 1991)*
6. Change ordering meeting lists from every 2 mths. to every 3 mths. (which equals 4 times a year) INTENT: To better able manage waste re: meeting lists *(Sept. 2007)*

Policy Committee General Information

1. The Policy Committee must write a job description and qualifications for any newly created ASC position before the position can be filled *(Feb. 1988)*
2. By definition, ASC is the Policy committee. *(Nov. 1982)* *(Cross reference to Policy of June 1987, SOP)*

Special Events General Information

3. Established a Special Events Subcommittee. INTENT: To enhance communication and avoid conflict groups regarding special events and to enable the ASC to sponsor special events such as annual fund raiser to benefit WSC as outline in A Guide to Local Service (*June 1988*)
4. The Special Events Committee is to accrue an escrow account of \$380:89-\$500.00. These funds are to be raised by the committee, to be used as seed money for approved events and are to be replenished to the committee after each event. (*Sept. 1989- changed March 2007*)
5. The Special Events Committee does not have to obtain ASC approval for each individual function they wish to sponsor as long as accountability is maintained in their monthly reports to the ASC. INTENT: To free the committee from time consuming procedures and allow its trusted servants to produce needed area NA functions in a timely manner. (*Mar 1992*)

Ad hoc Committee General Information

1. Area ad hoc committee is defined as "a subcommittee formed for a specific purpose and continues to function as long as the need or purpose exists." (*Sept 1984*)
2. Ad hoc committees should submit a written monthly report to ASC. (*Sept 1984*)
3. The ad hoc committee chairperson is appointed by the ASC chairperson the committee chairperson then forms and directs the committee. (*Sept 1984*)
4. Ad Hoc Committees are to be given clear directions and goals. GSR's are to be allowed sufficient time to inform their groups about the appointment of an ad hoc committee. INTENT: this effort maintains the spirit of Tradition 2 by allowed all groups and individual addicts a "group conscience" and a chance to serve on the committee. (*Sept 1995*)

Section 6

Budget and Finances

TASCNA Budget Guidelines

1. A budget outline will be provided to each committee chairperson. Subcommittees will submit their proposed annual budget to the Budget Committee by the deadline established by the Budget Committee based on the previous year's expenses.
2. The ASC Budget proposal developed by the Budget Committee is based on projected income from donations and is not to include income generated by fund-raisers or conventions.
3. Spending priorities will be as follows:
 - a. Payment or installment toward outstanding debts outside the Fellowship.
 - b. Payments or installment toward outstanding debts within the Fellowship.
 - c. Prudent reserve.
 - d. H&I Literature (always funded at 100%)
 - e. Payment of approved program items up to 100% of 1/12 of the annual budget plus any accrued from previous months.

When projected expenses exceed projected income, then (a), (b), and (d) are to be paid in full. Any remaining funds are to be divided proportionately within item (e).

For Example:

1. The budget Committee will meet as required to develop a proposed annual budget to be presented at the June

ASA meeting for GSR approval. The annual budget will be effective as of the August ASC meeting. This provides the new Administrative committees with an established financial plan at the beginning of the new terms.

2. The Budget Committee will review the budget and spending patterns every 3 months to determine if any adjustments are required. In addition to budgeted donations to the RSC any surplus funds can be forwarded to the Region as a result of these reviews.
3. In the event that additional funds are requested for special projects, these requests should be submitted to the Budget Committee. The budget and spending patterns will be reviewed and a report will be made to the ASC as to whether the funds are available. The ASC would retain the authority to approve or disapprove the request.
4. The budget proposed from the budget committee will be a "balanced" budget not greater than the average income from group donations over the past 6 months. (2/97)
5. Subcommittee rents, ASC rent, P.O. Box, meeting lists and phone line beepers are classified as "outside debts" for our budget guidelines. INTENT: Continue to insure 100% funding of debts outside the fellowship. (3/97)

Budget and Finances General Information

General

- A bounced check fee will not be charges against the group who issued the check but that group will not be able to write checks to TASCNA for a period of three (3) months after the check has been returned form the bank. (Nov. 1991)
- Donations will be asked for, not priced, at ASC sponsored events. (Sept. 1982)
- Only the GSR's are to obtain money form ASC for group assistance. (Oct. 1984)
- Bank statements are to be mailed to the TASCNA P.O. Box. The ASR is responsible for getting them from the mailbox to the treasurer.
- All advanced requests for the funds from the ASC must be submitted to the treasurer in writing. Receipts must be provided to document that funds were spent according to the approved request. (Oct. 1987)
- The Literature Chairperson is to be a signatory to the TASCNA checking account on area literature orders to WSO only. INTENT: For continuous accountability of Literature Funds, this will not delay the shipping and receiving of orders (Cross reference to Policy of Dec. 1990. Subcommittees) (Mar. 1992)
- All records regarding Treasurer's bank records and receipts are kept for five years then anything past be discarded. (Jan. 2001)
- The treasurer or asst. treasurer will mail as many of the outside expenses as possible directly to any and all organizations and facilities for services rendered. INTENT: To reduce to potential for lost checks. (Dec. 1997)
- To create a Tidewater Area website. The domain would be TASCNA.com cost = \$9.00/yr. hosting \$76.56 which is \$3.19/mth. INTENT to carry the message, another resource to communicate more effectively (Feb. 2007)

Reimbursement

- Secretary's expenses are automatically paid each month without ASC approval. Expenses must be in writing. (Sept. 1985)
- ASC will pay the RCM and the Alternate RCM registration fees for the RSC. This is to include food and lodging and not to exceed the budgeted amount. (March 1986)
- Authorized out-of-pocket expenses are to be reimbursed only upon presentation of a receipt to the ASC Treasurer. (Oct. 1987)
- RCM/Alt. RCM expenses will increase from \$10 to \$20/per person (May 2007)

Subcommittee

- ASC gives money to the sub-committees on a case-by-case basis. (Dec. 1986)
- Budgeted subcommittee funds must be used within 30 days or they will be re-designated to the regional donation. Extending circumstances will be handled by the ASC Vice Chairperson, Chairperson or Policy Chairperson in this order of responsibility. INTENT: Unused area funds need to be returned to the ASC Treasury as soon as possible so they can be used in another way. (Aug. 1991)

- Literature expenses = \$60/yr. INTENT: Materials or supplies *(Oct. 2007)*
- Outer Banks phone line to increase from \$25/mth to \$34/mth. *(Oct. 2007)*

Audit and Accountability

The ASC is to perform quarterly audits of the ASC treasury accounts and books during the Budget Committee meetings by the Budget Chairperson, the ASC Treasurer and one other member of the ASC Officers and GSR's. INTENT: This insures that budgeted allocations are met, that a system of accountability is in place and practiced, and that transition from the outgoing treasurer to the in-coming treasurer is smooth. *(Jan 1993)*

- The ASC is to perform quarterly audits of the Literature Committee during the Budget Committee meetings by the ASC vice-chairperson, the literature Committee Chairperson and one other member of the ASC Officers and GSR's. INTENT: This provides accountability of monetary transaction within the committee. *(Jan. 1993)*
- All ASC funds are counted and verified by both the Treasurer and the Asst. Treasurer. (In the event that one or both are not available that one or more other ASC officers are appointed to do so. That is total of "all" ASC funds be reported to the ASC secretary or the ASC asst. Secretary before they leave the ASC meeting and that the total is included in the minutes under "ASC deposit". This deposit is within forty-eight hours and the night depository. That the treasurer and/or asst. treasurer make the deposit together or that another ASC offer/s is appointed to do so if the treasurer and/or asst treasurer are unable to do so. That "all" financial transaction stop between the last 20 and 30 minutes of ASC to allow our treasurer the time to count the money they are to deposit. INTENT: To insure that ASC funds are handled prudently and responsibility and to help keep our trusted servants accountable to those they serve, and to help protect ASC funds. *(Sept.1997)*
- The Area Treasurer shall be the sole point of contact for the area for initiating contracts and agreements with outside agencies and enterprises. The Convention sub-committee shall be the only exception to this policy. INTENT: To help protect the Area from any possible financial problems. AMENDED: The subcommittees can do the research but information is to be brought to the Treasurer. *(May 2007)*

Section 7

ASC Funds and Fundraising

Definitions:

Funds- A supply of money collected as the result of holding donations and promotional (set price) events for the purpose of providing financial support to TASCNA's primary purpose of "carrying the message of recovery to the still suffering addict."

Fundraising- Events or activities such as learning workshops, dances, boat trips, sports functions, and picnics which are designed and implemented for the specific purpose of collecting money for TASCNA's primary purpose.

Funds

Section 1: All monies accumulated from group contributions and other Narcotics Anonymous sources are to be deposited shall be reported in the TASCNA general fund bank account. All disbursements shall be made by the ASC Treasurer.

Section 2. All ASC funds collected during the ASC meeting shall be counted and a total amount to be deposited shall be reported to the ASC Secretary before the close of business. The Treasurer and Asst. Treasurer shall go to the bank together and deposit the ASC collection using the money bag and the night depository at the end of each ASC meeting. In the event that 1 or both of the Treasurers is unavailable to make the deposit the Chair will appoint another trusted servant/s to make the deposit. All financial transaction will cease within the last 20 to 30 minutes of the ASC meeting to allow the Treasurers enough time to do the job they are asked to do. The Treasurer, Asst. Treasurer or another appointed trusted servant would retrieve the deposit bag from the bank before the next ASC meeting.

Section 3. Any and all TASCNA checking accounts shall require a minimum of two (2) signatures to release any deposited monies. The signatures for the TASCNA accounts shall consist of the ASC Treasurer, Asst. Treasurer, ASC Chairperson, ASC Vice-Chairperson and the Literature Committee Chairperson. (Note: the Literature Committee Chairperson will only cosign checks for literature orders and supplies.

- Section 4. The ASC Treasurer shall maintain all bank statements for TASCNA BANK accounts for the purpose of record keeping and reconciled monthly.
- Section 5. The treasury shall maintain a revolving fund for clerical expenses, subcommittee expenses, building and P.O. Box rental fees, and regional donations according to an approved quarterly budget.
- Section 6. The TASCNA budget shall be reviewed at a time and place designated by the ASC Budget Committee Chairperson. All ASC Officers are to attend.
- Section 7. ASC Chairperson may appoint acting ASC Treasurer in the even the Treasurer is absent or the position is vacant.
- Section 8. A prudent reserve will be maintained in the TASCNA general account consisting of a dollar amount equal to one month's operating expenses in accordance with the WSO Treasurer's Handbook. This amount would be maintained in the treasury at all times and would be deducted before contributions or other optional expenses are met. Any month in which TASCNA does not receive an amount equal to one month's budgeted items the percentage process will be followed. The one exception would be any item voted on separate from the budget at the ASC meeting (Sept. 1987, June 1990)
- Section 9. The ASC Treasury shall be audited annually for the preceding year and a financial statement reflecting all area assets and accounts shall be prepared by the ASC Budget Committee Chairperson and presented to the July ASC meeting. All audits shall be coordinated by the ASC Budget Committee Chairperson with at least (1) additional ASC Officer other than the treasurer present. Quarterly audits of the ASC Treasury and the Literature Committee are also the responsibility of the ASC Budget Committee Chairperson.
- Section 10. TASCNA Shall utilize the following non-deficit spending guidelines and pay expenses in the order of priority as listed below:
 Payment of ASC debts or expenses outside the fellowship of Narcotics Anonymous.
 Payment of ASC debts and expenses within the fellowship of Narcotics Anonymous including group emergency requests for the literature and monthly rent.
 Clerical expenses.
 Approved budget items of the ASC Subcommittees and Officers.
 Expenses approved for the Regional registrations and donations.
 All other expenses approved by the ASC.
- Section 11. All reimbursements must be documented by a show of receipt and be approved by the voting members of the ASC outside of regularly budgeted allocations. The Literature Subcommittee's purchases are reviewed separately.

TASCNA Fundraising Guidelines *(Policy of April 1995)*

"Every NA group ought to be fully self-supporting, declining outside contributions. " (Tradition 7)

- 1.) The motivation for holding a fundraising activity must first be examined to ensure its consistency with the NA's spiritual principals.
- 2.) Fundraising activities at an NA meeting are not usually appropriate because they may detract from our primary purpose and can present an inaccurate impression of the NA message, especially in the eyes of a newcomer or visitor.
- 3.) In order to follow the guidance of our traditions, a fundraising event should be planned and held by and for NA members.
- 4.) In order to conform to the ideals of the 7d' Traditions, donations from non-members should not be accepted.
- 5.) Since there are often times when we sponsor activities where there is a fixed charge for full participation, the term "donation" should not be associated with these types of fees. In this way, we are not confusing contributions with assessed charges for activities.

- 6.) It must be determined whether the local NA community is willing and large enough to support the event.
- 7.) All aspects of the fundraising event should be consistent with our goal of encouraging recovery from addiction. We should avoid hosting events which might encourage gambling, appear to offer something for nothing, or award prizes that are not recovery-oriented or that otherwise may be seen as inappropriate. (A prize of NA literature or tickets to a convention versus audio equipment or a vacation package) Finally it may also be helpful to consider whether raffles, especially cash raffles or lotteries, appeal more to the spirit of self-interest than the spirit of voluntary support implicit in our 7th Tradition.

Section 8

TASCNA Special Events Committee Guidelines

Name: Special Events Subcommittee of Tidewater Area Service Committee of N.A.

- A. This sub-committee was formed by and is directly responsible to Tidewater Area Service Committee of NA.
- B. The Special Events Committee is to accrue an escrow account of \$380.00 \$500.00. These funds are to be raised by the committee, to be used as seed money for approved events and are to be replenished to the committee after each event. *(Sept 1989 amended Feb. 2007)*
- C. The Special Events Committee does not have to obtain ASC approval for each individual function they wish to sponsor as long as accountability is maintained in their monthly reports to the ASC. INTENT: To free the committee from time consuming procedures and allow its trusted servants to produce needed area NA functions in a timely manner. *(Mar 1992)*

Statement of Purpose: The purpose of this subcommittee is to plan events in the Tidewater Area or Fellowship that promote unity and offer celebrations of recovery.

I. Functions and Responsibilities:

- A. To maintain accountability of all events in a monthly report to ASC.
- B. To maintain a budget for all activities.
- C. Coordinate the timing of our Area activities so as to minimize conflicts with other events.
- D. To report all expenditures and income to TASCNA as outlined in these guidelines.
- E. Special Events will not have more than four (4) activities per year.
 1. An annual fundraiser of ASC to benefit WSC as outlined in Guide to Local Service
 2. A free activity for the fellowship.
- F. Submit written monthly report to Area Vice-Chair.

II. Meeting and Membership:

- A. Special events will hold regularly scheduled monthly meetings with the time and place publicized at ASC.
 1. Additional meetings will be called for by the committee chair as needed.
- B. Anyone attending the special events will have a vote.

III. Funding:

- A. Special Events will be given \$300.00 seed money to finance planned events. These funds are expected to be reimbursed through proceeds from the event. Losses may be reimbursed on special approval from the GSR's.
- B. Records of all income and expenditures will be kept and made available for review on request of the ASC

and for quarterly review by the budget committee.

- C. All income received will be deposited back to the TASCNA account within 48 hours.

Regarding unused materials; perishables should be distributed among the fellowship as determined by the committee (and the sponsoring home group). Non-perishables should be kept to use at future activities.

IV. Spiritual Guidance:

- A. The Special Events subcommittee shall not make any motion or take any action that Conflict with the current TASCNA policy manual or the Twelve Traditions of NA.
- B. The Special Events subcommittee shall comply with the following in this priority.
 - 1. Current TASCNA policies
 - 2. Current publication of these special event guidelines.
 - 3. The 12 traditions and concepts of NA.
 - 4. A Guide to Local Service.
 - 5. The current publications of all pertinent NA handbooks.
- C. In order to maintain compliance with our traditions, functions must be planned and held by and for NA members.
- D. All aspects of Special Events functions should be consistent with the principles of recovery.
- E. Any items given away will be recovery oriented.

V. Guidelines for working with home groups:

- A. Home groups seeking assistance for an event should contact Special Events. Special Events will then work with the home group to develop the proposal.
- B. Special Events should present all home group requests to ASC with a recommendation
- C. For acceptance or rejection. The proposal should be presented at least 3 months prior to
- D. The activities planned date, so as to give Special Events and ASC adequate time to
- E. Review feasibility.
- F. Expenditures that the Special Events subcommittee incurs in this activity are expected to be reimbursed through the activities proceeds.
- G. Special Events will keep a detailed report of the expenditures for the event.

VI. Sub-committee Trusted Servants:

- A. The sub-committee trusted servants would consist of a Chair, Co-chair, Secretary, and Treasurer.
- B. Trusted servants have the responsibility to let the sub-committee know if they are unable to attend the business meeting.
- C. The chairperson shall be elected at the regular Special Events meeting for a 1 yr. term. This shall be in accordance with and accountable to TASCNA guidelines and policies.

Section 9

Media Contact Guidelines for the TASCNA Public Information Committee

1. All contacts from the media should be referred to the PI Chairperson or a designated committee member.
2. Either the PI chairperson or the designated committee member should meet with the reporter or media representative and determine the following audience?
 - a. What is the proposed audience?
 - b. Is the media local or national?
 - c. What is the nature of the media? For example, is it a talk show or news show format? Is it to be a "local interest" segment on the 6:00 news? Is it for the printed media?
 - d. What deadlines are involved and what are the schedules, if any?
 - e. What is the focus of the interview? What is the story line or topic? (This helps in deciding who will be best for the interview)
3. If the contact is national or international, the following persons should be notified in the following order of availability:
 - a. The World Service PI Chairperson or Vice Chairperson.
 - b. The World Service Conference Chairperson or Vice-Chairperson.
 - c. The World Service PI Coordinator.
 - d. The WSO Administrative Assistant.
 - e. The WSO Board of Trustees member assigned to the WSO PI Committee.
 - f. World Service Board of Trustees.
 - g. The Board of Trustees member closest to where the media contact is being made.
4. If the contact is local all of the following should be contacted:
 - a. The PI Chairperson (if initial contact by the media was made with someone else.)
 - b. The ASC Chairperson
 - c. The Regional PI Chairperson or Vice chairperson.
 - d. The Peninsula ASC PI Chairperson needs to be notified but he/she does not have to participate.
5. If we say "NO":
 - a. Call the media representative and advise them of our decision.
 - b. Send him/her a thank you letter for the interview opportunity with the explanations as to why we are not to accept the offer at this time. Include our anonymity statement, a copy of our 12 Traditions, and any literature that may be helpful in providing an understanding of our primary purpose.
6. If we say "YES":
 - a. Let the media representative know by telephone that we will participate in an interview and that he/she can expect to receive a confirmation letter with NA literature and our requirements according to Traditions.
 - b. Include with the confirmation letter our anonymity statement, a copy of our 12 Traditions and local demographic information on our NA area such as the number, kind and location of meetings by city.
 - c. Send (a) and (b) to the media representative, the executive producer of the event, the PI member coordinating the interview (this person will be known as the "PI Coordinator" in these Guidelines), and the NA member who has agreed to be interviewed.
 - d. Extra copies of the anonymity statement should be sent if there would be a camera and/or audio crew involved.
7. The following points should be considered in selecting the NA member who would do the interview.

- a. Suggest one (1) year clean time.
 - b. Have a working knowledge of the 12 Traditions of NA.
 - c. That person is not doing the interview for personal gain.
 - d. Need someone who will not express any opinion on outside issues. (No comment on the "War on Drugs", crack in the projects, etc.)
 - e. Need someone who can appreciate the significance of the interview for his/herself, the Fellowship, and the media audience.
 - f. The interviewee should be someone who is an active member of the PI Committee, if possible.
 - g. The anonymity of the interviewee must be maintained within the Fellowship as well as outside the Fellowship.
 - h. We have a responsibility to avoid putting someone in a situation that he/ she does not feel capable of handling.
8. At this time, the PI coordinator should arrange for the interviewee to meet with the media contact. During this first meeting, the PI Chairperson or the PI coordinator should also be present.
 9. The PI coordinator should submit written reports to the PI Coordinator from initial media contact to conclusion of the interview.
 10. At the meeting with the reporter or the media contact a written agreement should be obtained noting:
 - a. If the interview is recorded in any way, TASCNA reserves the right to preview the interview prior to its release.
 - b. The media agrees to adhere to our Traditions and the anonymity statement.
 11. Schedule the interview. If possible, advise our PI Committee, the Regional PI Chairperson and the ASC Chairperson before the interview is held.
 12. The PI Coordinator and/ or the PI Chairperson should be present at the time of the interview. The interviewee may have his/her support person ready.
 13. Once the interview is completed, the PI coordinator needs to schedule a preview time of the interview for his/herself, the PI Chairperson, the ASA Chairperson, the Regional PI chairperson, the Regional PI Chairperson and/or Vice Chairperson and the interviewee.
 14. If the interview is unacceptable:
 - a. Do not sign any release documents with the media contact regarding the interview.
 - b. Forward as letter thanking the media contact for the interview opportunity and give specific reasons as to why the interview cannot be approved for the public viewing.
 15. If the interview is acceptable:
 - a. Notify the media representative.
 - b. Sign appropriate releases.
 16. The PI coordinator should file a written report with the PI Committee concerning the outcome of the interview remembering to protect the anonymity of the interviewee.
 17. A letter of thanks should be sent to the PI coordinator to:
 - a. The media executive producer.
 - b. The media producer.
 - c. The reporter or media representative.
 - d. The interviewee.

Section 10

Archived Motions

- ASC will subscribe to the regional newsletter. (*Feb. 1982*)
- ACS to adopt Tidewater Clean Times as the name of the TASCNA newsletter (*April 1988*)
- Increase phone line contribution to \$30.00 (*July 1991*)
- Provide NA Group Starter Kits at no cost to new home groups. The Literature Subcommittee will absorb the cost. INTENT: TO help new home groups get basic literature, WSO registration form and other information they need to get started. (*May 1993*)
- TASCNA Guidelines to Service approved and adopted. (See appendix #3) (*Nov. 1994*)
- TASCNA creates a new position, Alternate VRCC Director. INTENT: To ensure TASCNA's participation at the VRCC business meetings. (*Oct. 1995*)
- Make sure that all left over posters from Poster Day are reused even though phone numbers get changed. INTENT: Save money (*Dec. 1996*)
- To have all non-urgent home groups reports is submitted in writing instead of being done orally. INTENT: To speed up that part of ASC service, which will allow time to address new and or old business. (*Feb. 1997*)
- All TASCNA subcommittees meetings are held at a neutral public place INTENT: for the free flow of ideas. (*Feb. 1997*)
- Bank statements are to be retrieved from the P.O Box and given to the treasurer.
- Convention or Regional site bids on behalf of TASCNA must be previously approved by the ASC. TASCNA Budget Guidelines approved and adopted (*June 1988*)
- ASC will have a Vice-Chairperson (*Sept. 1982*)
- Minutes are to be read by each ASC member and not by the ASC Secretary (*Sept. 1985*)
- All addicts are welcome to attend NA functions. Special needs groups must conform to WSC guidelines. (*March 1986*)
- The VRCC Director is to be reimbursed \$35.00 for attending the VRCC business meetings held at the Regional Service Committee. (*Oct. 1991*)
- ASC to use commercial printers for all printing needs. Reimbursements for these expenses require a receipt or bill of sale. (*Feb. 1992*)
- Include the phone number of a group's contact person on the area's meeting list INTENT: This will assist newcomers, visitors, other addicts, and the beeper carriers in finding rides to meetings and in handling 12step calls. (*Dec. 1992*)
- That TASCNA form an Alt-Treasurer's position to assist the Treasurer and fill in when the Treasurer is absent. (*March 1997*)
- The treasurer or asst. treasurer will mail, as many of the outside expenses are possible directly to any and all organizations and facilities for services rendered. INTENT: To reduce to potential for lost checks. (*Dec. 1997*)
- That a 24 hr. help line/pager be established. (*Sept 1998*)
- Eliminate the Budget committee chairperson and leave the responsibility under the job description of the vice chairperson (*Oct. 1998*)

- To have an annual area convention (*Jan. 1999*)
- Approval of advance of already budgeted funds of \$50 to cover secretaries expenses. (*Sept. 1999*)
- For the policy chair to get a \$25.00 advance for the copying of manuals. (*Oct. 1999*)
- The Tidewater Area purchases a laptop computer to help make the secretary's position more efficient and which could be utilized by all of the TASCNA. INTENT: All ongoing information can be passed on without the problem of software/hardware compatibility, the database for the mailing list could be maintained and passed on, the same database could be used for making of mailing labels, and attendance records could be maintained on the computer. This would greatly ease the transition of the secretary's duties from one person to the next. (*Dec. 1999*)
- To purchase and maintain a copy of Robert's Rules of Order. INTENT: To help maintain order. (*Jan. 2000*)
- ASC to initiate and maintain a phone line according to ASC guidelines. INTENT: To carry the message of recovery to the addict who still suffers by investigating available phone line services. • ASC to design Policy Committee procedures. (*Sept 1984*)
- The Policy Committee is charged with development of all policy regarding the used of the laptop computer. (*Aug 2000*)
- Budget committee chair position was deleted in October 1998 and those responsibilities were delegated to the ASC vice- chair.
- That the emergency budget committee meeting only address the review of TASCNA books. INTENT: to keep TASCNA in compliance and not exclude anyone from discussion on other issues. (*Dec. 1999*)
- To keep 40% seed monies from TACNA conventions in reserve each year until after the 40% monies come in the following year. INTENT: As a prudent reserve to protect against possible fund shortages for the convention. (*Oct. 2006*)
- Increase Special Events seed money from \$300 to \$500. INTENT: To assist Special Events in hosting and finding in accordance with the rise in prices for supplies and other needs to serve the fellowship of NA. (*March 2007*)
- Create new position at the Area level of Literature vice-chair. INTENT: To promote continuity of service by allowing an addict to become familiar with the management of the Area's literature needs before stepping into the role of Literature chair. (*Oct. 2006*)
- The Area Treasurer shall be the sole point of contact for the Area for initiating contracts and agreements with outside agencies and enterprises. The Convention sub-committee shall be the only exception to this policy. INTENT: To help protect the Area from any possible financial problems. AMENDED: The sub-committee can do the research but information is to be brought to the Treasurer. (*May 2007*)