

Rock River Area Group Services Policies & Procedures

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Twelve Steps of Narcotics Anonymous

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

The Twelve Traditions of Narcotics Anonymous

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

The Twelve Concepts of NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

The Service Workers Prayer - "God, grant us knowledge that we may serve according you Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours-in order that no addict, anywhere, need die from the horrors of addiction."

I STATEMENT OF PURPOSE

The purpose of the Rock River Area Group Services (RRAGS) Committee is to be supportive of its member groups and their primary purpose. RRAGS accomplishes this task by linking the groups within the area, helping groups deal with their basic situations and needs, providing services as directed by its member groups, providing services within its communities, and by encouraging the growth of the fellowship of Narcotics Anonymous.

II HISTORY

In November of 1982 several groups in Rockford, Illinois, a group in Freeport, Illinois, and groups in Beloit, Janesville, Fort Atkinson, and Milton, Wisconsin formed an area service committee known as Southern Wisconsin and Northern Illinois (SWANI). In March of 1983 the name was changed to Rock River Area General Services (RRAGS). In February of 1986 the name was changed to Rock River Area Group Services, thereby remaining RRAGS.

III STRUCTURE

- A RRAGS is composed of Trusted Servants, Subcommittees, and a Convention Committee to fulfill the services directed by its member groups.
- B Trusted Servants of Area:
- C Facilitator, Co-Facilitator, Regional committee member(RCM), Regional committee member Alternate(RCMA), Treasurer, Treasurer Alternate, Secretary, Secretary Alternate, Literature Stockpile Person, Literature Stockpile Person Alternate, Subcommittee Chairpersons of the Area, Convention Chairperson.
- D Subcommittees of Area
- E Function, Literature Review, Public Information, Hospitals and Institutions, Policy and Procedure, Convention, Digital Information, Outreach, Spiritual Retreat, Archives.
- F Officers of Convention
- G Chairperson, Vice-Chairperson, Treasurer, Vice-Treasurer, Secretary.
- H Subcommittees of Convention
- I Registration, Merchandise, Arts and Graphics, Hotels and Hospitality, Program, Funding and Entertainment, Serenity Keepers.

IV MEETINGS

- A RRAGS will meet on the first Sunday of the month, unless otherwise directed by its member groups.
- B RRAGS will have an annual Inventory Audit each January, coordinated by the Area Vice-Chairperson.
- C Area Subcommittees will meet from Noon till 1:00pm, they are also free to meet any other times in order to maintain their function and responsibilities.
- D Area Committee meeting will start at 1:00pm and adjourn at 3:30pm, any business that is not completed will be priority at the next Area meeting.
- E Treasurers and Literature Stockpile Persons will be available from Noon till end of the Area meeting.
- F The Area will rotate among its member groups that can reserve a location for a year. These locations need to be reviewed in May and the Policy and Procedure Subcommittee will present the rotation for approval at the June Area meeting. The meeting rotation can be found in Addendum B.

- G An alternative site will be chosen if the group's representative is not present at the Area meeting one month in advance of their group's rotation to verify site.
- H Convention Committee and its Subcommittees will meet at least monthly and inform the Area of when and where they meet.
- I The Area and Convention Committee meetings are to be non-smoking.
- J Cellular phones and pagers are to be off or silent during Area and Convention Committee meetings.

V AREA MEETING FORMAT

- A Open with a moment of silence and the "We" version of the Serenity Prayer.
- B Volunteer to read the Twelve Traditions of NA, volunteer to read Service Worker's Prayer and volunteer to read the Twelve Concepts for NA Service.
- C Welcome newcomers to the Area meeting
- D Take roll call of Trusted Servants and GSRs.
- E Recognize new groups
- F Explain voting procedures
- G Review minutes from last Area meeting (requires ASC approval)
- H Chairperson's Report
- I Vice-Chairperson's Report
- J Secretaries' Report
- K Treasurers' Report (requires ASC approval, take Seventh Tradition)
- L Area Delegates' Report
- M Function Subcommittee Report
- N Literature Review Subcommittee Report
- O Hospitals and Institutions Subcommittee Report
- P Public Information Subcommittee Report
- Q Policy and Procedure Subcommittee Report
- R Convention Committee Report
- S Outreach Subcommittee Report
- T Archives Subcommittee Report
- U Any Ad Hoc Subcommittee Reports
- V Literature Stockpile Persons' Report
- W 10 minute break, followed by 15 minute open forum.
- X Old Business (pending business from last Area meeting, elections)
- Y New Business (group/new motions, concerns)
- Z Group Reports
- AA Announcements (next Area meeting site)
- BB Close with Twelfth Tradition of NA and group hug.

VI MAILING ADDRESS AND HELPLINE PHONE NUMBER

Rock River Area Group Services (RRAGS) of Narcotics Anonymous
 Rock River Convention of Narcotics Anonymous (RRCNA)
 P.O. box 17156
 Rockford, Illinois 61110
 815-965-5959 24 hour helpline, collect calls accepted.
<http://www.rockriverna.org> which points to <http://www.rragсна.org>

VII MINUTES

- A The Area minutes will include the following:
- B Date / Place / Hosting group name
- C Attendance
- D Time meeting began
- E Trusted Servant reports
- F Subcommittee reports
- G Convention Committee report
- H Old business
- I New business
- J Group reports
- K Next Area meeting site with map / flyer
- L Treasurer's report is distributed at the Area meeting, but will be mailed as part of the minutes to those Groups or Trusted Servants not present.
- M Trusted Servants, Subcommittee Chairpersons, and GSRs are to have reports written legibly or typed on approved forms and given to the Secretary by the end of the Area meeting.
- N Minutes will be mailed to all Trusted Servants, Subcommittee Chairpersons, Group Service Representatives (GSRs), Convention Chairperson, Regional Service Committee and those requesting them within 20 days after the Area meeting.

VIII ATTENDANCE

- A The Area meeting is open to any NA member.
- B All Trusted Servants, Subcommittee Chairpersons, and Convention Committee Chairperson or Vice-Chairperson are required to attend and report at the Area meeting. If unable to attend, they are to contact the Area Chairperson, Area Vice-Chairperson, or Area Delegates as to reason why unable to attend.
- C Failure to notify the Area of absences for two consecutive meetings is considered an act of resignation.
- D GSRs or Alternate GSRs should attend all Area meetings.

IX MEMBERSHIP

To become a recognized member group of RRAGS, you must send a representative to ask for all privileges; voting and otherwise. The Group must be approved by a majority of RRAGS member groups. Voting privileges become effective at the following Area meeting, while introduction of a new group to the Area meeting schedule takes effect after 90 days of group activity.

X PARTICIPATION / VOTING

- A Recognized Groups have voting privileges through their Group Service Representative.
- B Only GSRs or the Alternate, acting in place of the GSR, will have voting privileges, no matter what other positions they hold unless they are the current facilitator of the ASC..
- C No Trusted Servant or Subcommittee Chairperson of the Area can have voting privileges unless they are a GSR or the Alternate, acting in place of the GSR, unless that GSR or Alternate is the current facilitator of the ASC.
- D GSRs, Subcommittee Chairpersons of the Area, Trusted Servants of the Area, and Convention Chairperson can make and second motions, with the exception of the Area Chairperson, who can only entertain motions.

- E In case of a tie vote the Area Chairperson may cast the deciding vote.
- F Any NA member present may bring up issues and / or participate in discussion at the Area meeting, once the Area Chairperson recognizes them.
- G That Quorum is 1 more than ½ of the active voting groups:
 - 1 That quorum is established at the beginning of the meeting.
 - 2 That quorum is require for any motion to be voted on – except approval of minutes and treasurers' report
 - 3 If there is not a quorum, the only business that can take place is financial housekeeping that does not require a vote.
 - 4 That all groups in the ASC are considered active voting members until:
 - a They ask to be a non-reporting group.
 - b The group's second consecutive absence.
 - 5 That a group will be considered active again, when they come back to the ASC.

XI FUNCTIONS

- A RRAGS to have annual functions as follows:
 - 1 February – Valentines function
 - 2 March – St. Patrick's Day function
 - 3 Summer – Picnic
 - 4 October – Halloween function
 - 5 November – Gratitude Dinner
 - 6 Convention known as Rock River Convention of Narcotics Anonymous (RRCNA).
- B Any other function needs Area approval prior to planning of activity.
- C Member Groups are encouraged to host Area functions.
- D Admission fee for dances not to exceed \$5, when applicable, however no addict will be turned away.
- E The DJ name not to be on the flyer of the function.
- F That the word "fundraiser" not be used on any function flyer.
- G Poster containing "Responsibility Statement" to be used at all functions.

XII FINANCIAL

- A Area will maintain one bank account with Federal ID number.
- B Area expenditures will not exceed Area funds.
- C All financial statements will be sent to the Treasurer's home address.
- D Area will have a checking account that requires two signatures.
- E The signers of the checking account will be the Area Chairperson, Vice-Chairperson, Secretary, and Regional committee member.
- F All donations to the Area are to be given to the Area Treasurer and a receipt will be written.
- G A receipt must accompany all requests for reimbursements, this can be hand written, and present it to the Treasurers. If the Treasurers believe that a request is not prudent or customary, the Treasurers should ask the Area for approval before issuing a check.
- H Deposits are to be made within seven days after the Area meeting.
- I All checks issued must have a dollar amount applied.
- J Area to purchase Public Information and Hospital & Institutions approved literature stockpiles.
- K All merchandise needs Area approval.
- L No credit extended with merchandise.
- M Area literature stockpile and pricing needs to be approved by the Area.
- N Area Subcommittees provide financial reports of expenditures and income when applicable.

- O Area to purchase Conference Agenda Reports (CAR), when available, for member groups, Regional committee member / Alternate, and five extra for sales purposes.
- P Groups that receive a CAR and do not participate will be financially responsible for the price of the CAR.
- Q Area Treasurer's report to include; bank statement, accurately completed reconciliation statement, beginning balance, income, expenses, ending balance, and prudent reserve total. Copies are to be distributed at each meeting to all Trusted Servants, Subcommittee Chairpersons, and GSRs.
- R Area to have an annual audit in May. Audit to include all Area transactions. It is to be chaired by the Treasurer and Alternate Treasurer. They are to have copies of the report for the June Area meeting. This report needs Area approval.
- S All individuals that handle RRAGS and RRCNA funds, other than Trusted Servants of the Area, Subcommittee Chairpersons of the Area, Officers of the Convention Committee, and Subcommittee Chairpersons of the Convention, must be an NA member and meet one year of continuous clean time.
- T Working Reserves are as follows; each Subcommittee \$20; Secretary \$30; Treasurer \$20; Literature Stockpile \$20; Delegate \$20.
- U Area Delegate and Alternate are allowed a \$30 per Diem each for attendance to our Regional Conference or any other approved travel. Sub-committee chairs (Function, Literature Review, Public Information, Hospitals & Institutions, Policy & Procedure, Outreach, Spiritual Retreat, Archives) are allowed \$30 per Diem for attending the Saturday Regional Sub-committee meetings.
- V The Area has established working reserves and funds for specific use. The following process needs to be followed when using reserves / funds:
 - 1 Working Reserves
 - a Are to be given in advance and are replenished upon collection of receipts. Subcommittee working reserves can only be made out to the Chairperson.
 - b Must be signed for, archived by the Treasurers (on approved form), and returned to the Area at the end of the recipient's term of office.
 - 2 Funds
 - a Must have Area approval by a majority of voting members for access.
 - b An itemized budget must be presented to the Area before the funds can be used.
- W The Area has established budgets for its Trusted Servants and Subcommittee Chairs. The approved budget for each fiscal year will be in **Addendum A**. The Following process needs to be followed when acquiring / using budgeted funds.
 - 1 The Area Trusted Servant or Area Subcommittee Chair must present an itemized budget to the Area that:
 - a Is monthly for one year from August to August. If an annual budget is not itemized by month it will be averaged over 12 months. (See also Duties of Area by Position and General Subcommittee Guidelines.)
 - b Is approved by the Area
 - 2 Budgeted Funds may be obtained by turning in a receipt for a budgeted expense to the Treasurer.
 - 3 If budgeted funds are required before an expenditure, the Area Trusted Servant or Area Subcommittee Chair can request said funds by:
 - a Requesting said funds from the Area during their report and:
 - b Turning their request in to the Treasurer.
 - 4 Requests for funds in excess of any given months budget require approval from the ASC.
- X RRAGS has established a \$1,000.00 General Working Reserve.

- Y To replenish the General Working Reserve at the end of each month if funds are available.
- Z Literature Availability:
 - 1 Groups are required to place and pay for their literature order one month in advance.
 - 2 Subcommittees are required to place their literature order one month in advance with funds deducted from their respective budgets during the month the order is placed.
 - 3 The check for literature is sent by the treasurer to the WRSO by mail after the literature deposit is made.
 - 4 An emergency Literature Stockpile will be maintained with the following:
 - a (5) Hard Cover Basic Texts
 - b (2) Soft Cover Basic Texts
 - c (2) Step Working Guides
 - d (2) It Works: How and Why
 - e (50) White Books
 - f (50 ea.) Welcome, 30-day, multiple-year key tags
 - g (25 ea.) 60-day, 90-day, 6-month, 9-month, 1-year, and 18-month key tags
 - h (2 ea.) 1-year to 15-year coins
 - i (1 ea.) 16-year to 30-year coins
 - j (1) infinity coin

XIII MOTIONS

- A Motions from a Subcommittee or a Group require no second.
- B Trusted Servant and Subcommittee motions are to be presented at the end of their report.
- C At any time in the motion process only a Group Representative can ask that the motion go back to the Groups for conscience. If the request is carried, by majority, the motion process ceases and the issue is postponed until the next Area meeting, when the conscience will be collected. If the request is defeated the motion process continues.
- D Any Motion to change clean time requirements for any Area Trusted Servant, Area Subcommittee Position, Convention Trusted Servant or Convention Subcommittee Position automatically goes back to groups after discussion of the motion.
- E All votes tallied at the Area meeting be counted from those present and voting either yes or no.
- F All policy motions require a 2/3s voting yes, all other motions require a majority count to be carried.
- G The Area follows the "WSC Rules of Order".
- H Motions that fail can only be introduced 3 times within a calendar year. (Policy chairperson is responsible for keeping a list of failed motions)

XIV ELECTIONS

- A Trusted Servants of the Area, Subcommittee Chairpersons of the Area, Convention Committee Officers, and Convention Committee Subcommittee Chairpersons are to be elected by the Area. Trusted Servants of the Area and Subcommittee Chairpersons of the Area are held in June during old business. Convention Committee Officers and Subcommittee Chairpersons elections are to be announced one month in advance of when elections are being held, also to be in old business. This is based on the previous Committee's completion of their business. Elected positions are in effect at the close of the meeting.
- B Any vacant Area Trusted Servant, Area Subcommittee Chairperson, Convention Officer, or Convention Subcommittee Chairperson position is sent to groups before election of said position.
- C All positions are for one-year terms, except alternate positions, which are two-year terms, one year as alternate, and upon approval of the Area, the second year as Trusted Servant.

- D Terms are to be June to June for the Area positions.
- E No individual can hold the same position for more than two consecutive full terms.
- F To be a nominee or volunteer for an Area or Convention position one of the following must be done:
 - 1 Must meet clean time requirements as of the date of election.
 - 2 Be present and accept nomination.
 - 3 Be present and volunteer.
 - 4 If unable to attend the Area meeting, send a written statement of desired position and qualifications of said position.
- G Election procedure
 - 1 The Area Chairperson will state the position to be filled and the Policy Chairperson will read the requirements and duties.
 - 2 The Area Chairperson will open nominations and recognize those who wish to make nominations. Those nominated need to accept nomination.
 - 3 The Area Chairperson will read any statements sent from those not present.
 - 4 After all nominations are made the Area Chairperson will ask for volunteers.
 - 5 The Secretary will record nominations and volunteers in the order they were made.
 - 6 The Area Chairperson will close nomination and volunteer process.
 - 7 The Area Chairperson will ask nominees / volunteer to state their qualifications in the order of record.
 - 8 The Area Chairperson will open the floor for questions and/or concerns of each nominee / volunteer.
 - 9 The Area Chairperson will ask the nominees / volunteers to leave the meeting room.
 - 10 The Area Chairperson will open the floor for concerns towards the nominees/ volunteers.
 - 11 If applicable, the area chairperson can call nominees / volunteers back to the floor to address any concerns.
 - 12 The Area Chairperson and Vice-Chairperson will count the votes. If the position is for the Area Chairperson or Vice-Chairperson then the Regional committee member and Regional committee member Alternate will count the votes.
 - 13 The person with the majority of the votes will be elected. If the vote is a tie, a second vote will be taken on the persons that are tied. If there are more than two candidates and none get a majority, then the candidate with the least amount of votes is removed from the ballot and a new round of voting begins until we have a selection.
 - 14 The Area Chairperson will remind the Area that in keeping within our Traditions, anonymity needs to be maintained regarding votes.
 - 15 The Area Chairperson will then ask the nominees to come back to the meeting and thank them for their willingness to serve and congratulate the person who was elected.

XV REMOVAL OF INDIVIDUAL FROM ELECTED POSITIONS

- A Removal of Trusted Servants of Area, Subcommittee Chairpersons of Area, Convention Committee Officers, and Convention Committee Subcommittee Chairpersons is determined by Group Conscience of the Area. It can be implemented for the following reasons:
 - 1 Relapse
 - 2 Failure to fulfill requirements or carry out duties of the Area policies.
 - 3 Misappropriation of working reserves or funds.

XVI GENERAL DUTIES AND REQUIREMENTS TO SERVE AS TRUSTED SERVANTS OF AREA BY POSITION

A Common to all Trusted Servant / Officers

- 1 The individual must be a NA member.
- 2 Meet continuous clean time requirements as of the date of elections.
- 3 Willingness and desire to serve the position.
- 4 Time and resources necessary to fulfill the position.
- 5 Previous service experience.
- 6 Understanding and practical experience of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

B Chairperson / Three years continuous clean time.

- 1 To prepare agenda for and preside over Area meetings.
- 2 Attend and report any activities not reflected by any other Area Trusted Servant and submit a written report to the Area Secretary.
- 3 Responsible for Area Committee's archives.
- 4 Initiate all necessary correspondence.
- 5 Co-signer of Area checking account.
- 6 Assures the policies and the procedures of the Area are adhered to in all matters.
- 7 Assures Traditions are upheld in all endeavors.
- 8 Capable of conducting the Area meeting with a firm yet understanding hand.
- 9 General knowledge of the WSC Rules of Order.

C Vice-Chairperson / Two years continuous clean time.

- 1 Coordinates the Area's Subcommittees functions.
- 2 Attend Area meetings and submit a written report to the Area Secretary.
- 3 In the absence of the Chairperson, they will perform the duties of the Chairperson.
- 4 In the absence of a Subcommittee Chairperson, they will preside over that Subcommittee.
- 5 Co-signer of the Area checking account.
- 6 Supports any Subcommittee that requests it.
- 7 Schedules and coordinates the January Annual Inventory Audit. (format on page #52)

D Treasurer / Three years continuous clean time.

- 1 Maintains accurate records of all Area's money transactions.
- 2 Attend and distributes Treasurers' report at the Area meeting.
- 3 Ability to balance the Area's checkbook accurately.
- 4 Ensures that all deposits are made within seven days of the Area meeting.
- 5 Chairperson of the annual financial audit.
- 6 Ability to follow set procedures in recording Area transactions.
- 7 To pick up mail and distribute to appropriate Trusted Servants, Groups, and Subcommittees.
- 8 Keep accurate records on the monthly Trusted Servant / Subcommittee Chair Budget expenditures and:
 - a Notify Area at least 1 month in advance of a large expenditure coming up, how much and for what.
 - b List in the Monthly Treasurer's report, the monthly Budget Expenditures and from what Trusted Servant / Subcommittee.
 - c Keep a running total of budgeted money used, available funds, etc. for each Trusted Servant / Subcommittee Chair; to be published with Treasurer's report.

E Treasurer Alternate / Two years continuous clean time.

- 1 Assists and learns all Treasurers' activities.
- 2 Attend Area meetings.

- 3 Co-Chairperson of the annual audit.
 - 4 Capable of conducting the Treasurer's duties when necessary.
- F Secretary / Two years continuous clean time.
- 1 Keeps accurate minutes of each Area meeting.
 - 2 Attend Area meetings, submits report, and collects all reports.
 - 3 Types and distributes minutes to each Area Trusted Servants, Subcommittee Chairpersons, GSRs, and any individual who request them.
 - 4 Co-signer of the Area checking account.
 - 5 Maintains the Area phone / mailing / e-mail list.
 - 6 Ability to follow set procedures in recording Area minutes.
- G Secretary Alternate / One year continuous clean time.
- 1 Assists and learns all of the Secretaries' activities.
 - 2 Attend Area meeting.
 - 3 Capable of conducting the Secretary's duties when necessary.
- H Regional committee member / Three years continuous clean time.
- 1 Carry the conscience of the Area to our Regional Service Committee and to bring the conscience of the RSC to the Area.
 - 2 Attend and report to the Area all ongoing activities of the RSC and submit a written report to the Area Secretary.
 - 3 Attend and report to the RSC all ongoing activities of the Area and submit a written report to the RSC Secretary.
 - 4 Participate in one or more Subcommittees at the Region.
 - 5 Co-signer of the Area checking account.
 - 6 Initiates all necessary correspondence.
 - 7 Assures accountability of funds.
 - 8 Plans and presides over the annual Conference Agenda Report review and conscience collection.
- I Alternate Regional committee member / Two years continuous clean time.
- 1 Assists and learns all Delegates' activities.
 - 2 Attend Area meeting.
 - 3 Attends RSC meeting.
 - 4 Participate in one or more Subcommittees at the Region.
 - 5 Capable of conducting the Delegate's duties when necessary.
- J Literature Stockpile Person / Two years continuous clean time.
- 1 Handles, distributes, and orders all Area literature needs.
 - 2 Attend and reports all literature transactions at the Area meeting and submits written report to the Area Secretary.
 - 3 Provides the Area with financial reports of literature sales and purchases.
 - 4 Has literature available at Area meetings from Noon till 1:30 pm.
- K Literature Stockpile Person Alternate / One year continuous clean time.
- 1 Assists and learns all Literature Stockpile Person's activities.
 - 2 Attend Area meeting.
 - 3 Capable of conducting the Literature Stockpile Person's duties when necessary.

**XVII GENERAL DUTIES AND REQUIREMENTS TO SERVE AS SUBCOMMITTEE
CHAIRPERSONS OF AREA BY POSITION**

- A Common to all Subcommittee Chairpersons
- 1 The individual must be a NA member.
 - 2 Meet continuous clean time requirements as of the date of elections.

- 3 Willingness and desire to serve the position.
 - 4 Time and resources necessary to fulfill the position.
 - 5 Previous service experience.
 - 6 Understanding and practical experience of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
 - 7 To prepare agenda for and preside over Subcommittee meetings.
 - 8 Attend and reports to the Area all ongoing activities of the Subcommittee and submits a written report to the Area Secretary.
 - 9 Carry the conscience of the Subcommittee to the Area and bring the conscience of the Area to the Subcommittee.
 - 10 Responsible for archives.
 - 11 Initiates all necessary correspondence.
 - 12 Provides the Area with financial reports, including expenditures, income, and receipts.
 - 13 Attends as many learning days and workshops as possible.
 - 14 Assures Traditions are upheld in all endeavors.
 - 15 Ability to organize and give the Subcommittee direction and incentive.
- B Functions Subcommittee / Two years continuous clean time.**
- 1 To plan Area functions.
 - 2 To select site, entertainment, and recovery activity for each function.
 - 3 To present a budget to the Area for each function.
 - 4 To present a financial report to the Area from each function.
- C Literature Review Subcommittee / One year continuous clean time.**
- 1 To coordinate the creation, development, and revision of literature for the Fellowship of Narcotics Anonymous.
- D Public Information Subcommittee / Two years continuous clean time.**
- 1 To respond to all requests outside of the Fellowship for information on Narcotics Anonymous and RRAGS.
 - 2 To maintain all services for our Area's phone line.
 - 3 To produce, revise, and maintain our Area's meeting directory.
 - 4 To pick up area mail and have it the ASC.
- E Hospitals and Institutions Subcommittee / Two years continuous clean time.**
- 1 To carry the message of Narcotics Anonymous Recovery to individuals who are housed in hospitals, treatment centers, and institutions.
 - 2 To maintain contact and coordinate services with all institutions RRAGS currently serves.
- F Policy and Procedures Subcommittee / Two years continuous clean time.**
- 1 To review and maintain archives of the policies and procedures adopted by RRAGS.
 - 2 To maintain policy package as directed by member groups of RRAGS.
- G Outreach Subcommittee / One year continuous clean time.**
- 1 To work with PR, H&I or any other RRAGS Subcommittee whose responsibilities may overlap with Outreach.
 - 2 To report back to RRAGS ASC any concerns from groups that may be geographically isolated, may be isolated by things like personal choice, language, or cultural differences; regarding their needs, ability, or desire to participate in the ASC.
 - 3 May conduct "Meetings on Wheels" to carry the message to members medically incapacitated or otherwise shut in, as needed or requested.
- H Digital Information Subcommittee / One year continuous clean time.**
- 1 To maintain the Area Website so as to further our primary purpose and to foster communication amongst the membership, our member groups of RRAGS and RRAGS subcommittees.

- 2 To assist any Trusted Servant, Subcommittee, Convention Committee Officer or Subcommittee, and Group in Digital content, updates and usage.
- I Spiritual Retreat Subcommittee / Two year continuous clean time.
 - 1 To plan the annual Spiritual Retreat as directed by its member groups.
 - 2 To present a budget for the Spiritual Retreat.
 - 3 To present a financial report to the Area; this includes expenditures, income, and receipts on approved form.
 - 4 Report to the RRAGS Committee, on a timely basis, all actions and needs of this Subcommittee.
- J Archives Subcommittee / Two years continuous clean time.
 - 1 To research, preserve, and continue an archive of Literature, Minutes, Newsletters, and the like.
- K Any Ad Hoc Subcommittee / Two years continuous clean time.

XVIII GENERAL DUTIES AND REQUIREMENTS TO SERVE AS TRUSTED SERVANTS OF CONVENTION COMMITTEE BY OFFICER POSITION

- A Common to all Convention Officers
 - 1 Meet the continuous clean time requirement.
 - 2 Have worked all twelve steps of Narcotic Anonymous with an NA Sponsor.
 - 3 To prepare agenda for and preside over Subcommittee meetings.
 - 4 Attends as many learning days and workshops as possible.
- B Chairperson / Five years continuous clean time.
 - 1 To prepare agenda for and preside over Convention meetings.
 - 2 Attend and report any activities not reflected by any other Convention Officer and submit a written report to the Convention Secretary.
 - 3 Attend Area meetings and submit a written report to the Area Secretary.
 - 4 Responsible for Convention Committee's archives.
 - 5 To take inventory of all items and archives received from all Convention Subcommittees and turn the inventory over to the next Chairperson.
 - 6 Initiate all necessary correspondence.
 - 7 Co-signer of Convention checking account.
 - 8 Assures the policies and the procedures of the Area and Convention are adhered to in all matters.
 - 9 Assures Traditions are upheld in all endeavors.
 - 10 Capable of conducting the Convention meeting with a firm yet understanding hand.
 - 11 General knowledge of the WSC Rules of Order.
- C Vice-Chairperson / Four years of continuous clean time.
 - 1 Coordinates the Convention's Subcommittee functions.
 - 2 Attend Convention meetings and submit a written report to the Convention Secretary.
 - 3 In the absence of the Chairperson, they will perform the duties of the Chairperson.
 - 4 In the absence of a Subcommittee Chairperson, they will preside over that Subcommittee.
 - 5 Co-signer of the Convention checking account.
 - 6 Supports any Convention Subcommittee that requests it.
 - 7 Responsible for distributing/ mailing of flyers for Convention.
 - 8 Responsible to inform treatment centers in writing of Convention and its activities.
 - 9 Works closely with Area Public Information Subcommittee on requests outside the Fellowship and phone line services and with the Area Digital Information Subcommittee for postings and online registrations.
- D Treasurer / Five years of continuous clean time.

- 1 Maintains accurate records of all the Convention Committee's transactions.
 - 2 Attends and distributes Treasurers' report at the Convention meeting.
 - 3 Ability to balance the Convention's checkbook accurately.
 - 4 Ensures that all deposits are made within seven days of the Convention meeting.
 - 5 Ability to follow set procedures in recording the Convention's transactions.
 - 6 Prepares and distributes a final financial report, which includes all year's expenditures and income, to the Area at the close of each year's convention.
- E Vice-Treasurer / Four years of continuous clean time.
- 1 Assists in all Treasurers' activities.
 - 2 Attends Convention meeting.
 - 3 Capable of conducting the Treasurer's duties when necessary.
 - 4 Required to be a participating member of the Convention Registration Subcommittee.
- F Secretary / Two years of continuous clean time.
- 1 Keep accurate minutes of each Convention meeting.
 - 2 Attends Convention meetings, submits report, and collects all reports.
 - 3 Types and distributes minutes to each Convention Officer, Convention Subcommittee Chairperson, and any individual who request them.
 - 4 Co-signer of the Convention checking account.
 - 5 Maintains the Convention phone / mailing / e-mail list.
 - 6 Ability to follow set procedures in recording Convention minutes.

XIX GENERAL DUTIES AND REQUIREMENTS TO SERVE AS CONVENTION SUBCOMMITTEE CHAIRPERSONS BY POSITION

- A Common to All Convention Subcommittees
- 1 Meet the continuous clean time requirement as of date of election.
 - 2 Have worked all twelve steps of Narcotic Anonymous with an NA Sponsor.
 - 3 To prepare agenda for and preside over Subcommittee meetings.
 - 4 Attends and reports to the Convention Committee all ongoing activities of the Subcommittee and submits a written report to the Convention Secretary.
 - 5 Carry the conscience of the Subcommittee to the Convention Committee and bring the conscience of the Convention Committee to the Subcommittee.
 - 6 Responsible for archives.
 - 7 Initiates all necessary correspondence.
 - 8 Provides the Convention Committee with financial reports, including expenditures, income, and receipts.
 - 9 Attends as many learning days and workshops as possible.
 - 10 Assures Traditions are upheld in all endeavors.
 - 11 Ability to organize and give the Subcommittee direction and incentive.
 - 12 Elect a Subcommittee Vice-Chairperson - To be elected by the specific Subcommittee after the election of a Chairperson / One year of continuous clean time. Duties are the same as an Area Subcommittee Vice-Chairperson.
 - 13 Elect a Subcommittee Secretary - To be elected by the specific Subcommittee after the election of a Chairperson / Six months of continuous clean time. Duties are the same as an Area Subcommittee Secretary.
- B Registration / Three years of continuous clean time.
- 1 Determines contents of registration package (must include a RRAGS meeting directory and pre-registration for next year's Convention).
 - 2 Responsible for distributing registration packages at Convention.
 - 3 Responsible for accurate accounting of registrations prior to and during Convention.

- 4 Responsible to send out confirmations for pre-registrations.
 - 5 Make registration available at all Convention functions.
- C Merchandise / Three years of continuous clean time.
- 1 Responsible to select vendors for all products.
 - 2 Presents ideas for products.
 - 3 Presents designs for products.
 - 4 Sell merchandise at Convention and functions.
 - 5 Prepares store for Convention.
 - 6 Collects all auction items and prepare area for auction on Saturday evening (the floating Hugger and Serenity Keeper T-shirts to be included)
 - 7 Responsible for selecting other vendors during the Convention (all vendors are required to donate a percentage of their sales during the Convention).
- D Arts and Graphics / Two years of continuous clean time.
- 1 Responsible for artwork for Convention activities and products.
 - 2 Designs and produces all posters, flyers, tickets, and banner for the Convention.
- E Hotels and Hospitality / Two years of continuous clean time.
- 1 Responsible for seeking hosting hotel of Convention.
 - 2 Responsible for negotiating of room space and food services with hotel.
 - 3 Responsible for room distribution for Convention needs.
 - 4 Responsible for transportation to hotel.
 - 5 Responsible for hospitality prior to and during Convention.
 - 6 Responsible for sales of refreshments prior to and during Convention.
 - 7 Selects volunteers for Huggers during the Convention.
 - 8 Designs Hugger T-shirt.
- F Program / Two years of continuous clean time.
- 1 Selects speakers, workshops, workshop speakers, and meeting topics prior to and during the Convention.
 - 2 Prepares workshop agenda, time length, and format.
 - 3 Arranges travel and room accommodations for all main speakers.
 - 4 Send out confirmations for all speakers and workshop participants.
 - 5 Selects taping company.
- G Funding and Entertainment / Two years of continuous clean time.
- 1 Plan all Convention Committee functions to generate funds for Convention expenditures.
 - 2 To select entertainment for Convention on Friday and Saturday evenings.
 - 3 To select sites, entertainment, and recovery activity for functions prior to Convention.
 - 4 To present a financial report to the Convention Committee for each function this includes expenditures, income and receipts.
 - 5 To be responsible for decorating, collecting money (one year clean time required), and cleaning for each function.
- H Serenity Keepers / Two years of continuous clean time.
- 1 Responsible for security and communication within the hotel during the Convention.
 - 2 Selects individuals willing to volunteer.
 - 3 Responsible for walkie-talkies.
 - 4 Designs T-shirt for Serenity Keepers.

RRCNA CONVENTION COMMITTEE GUIDELINES

XX PURPOSE

The purpose of the Rock River Convention of Narcotics Anonymous (RRCNA) is to organize and hold a convention.

XXI DUTIES AND RESPONSIBILITIES

- A To select site (within RRAGS boundary) and date of annual convention.
- B To select site, entertainment, and recovery activity for functions.
- C To have workshops (1 year of continuous clean time to participate) and marathon meetings (90 days of continuous clean time to chair) on specific NA recovery topics.
- D To have Friday-evening, Saturday-afternoon, Saturday-evening and Sunday-morning main speakers meeting format. (5 years of continuous clean time required for main speakers)
- E To have a State and Clean time countdown on Saturday evening in conjunction with the speaker meeting conducted by Programming Subcommittee.
- F To have a Saturday evening banquet and Sunday morning brunch.
- G To provide a complete convention package (registration, travel, room, and meals) to Friday-night, Saturday-night, and Sunday-morning speakers.
- H To have a NA auction on Saturday evening following the speaker meeting conducted by Merchandise Subcommittee and attended by Treasurer and Vice Treasurer..
- I To donate a NA gift at each banquet table on Saturday evening. NA Gift ideas selected by Programming Subcommittee and presented to Convention Committee for approval.
- J To have entertainment on Friday and Saturday evenings following speaker meeting.
- K RRCNA Convention is to be open to host Midwest Zonal Forum if requested.
- L Report to the RRAGS Committee, on a timely basis, all actions and needs of this Committee.

XXII MEETINGS - The Convention Committee will meet on the Friday evening before the scheduled Sunday Area meeting. (In addition to General Subcommittee Guidelines.)

XXIII MEMBERS - Elected Officers and Subcommittee Chairs will have voting privileges, except for the Chairperson. (In addition to General Subcommittee Guidelines.)

XXIV FINANCIAL

- A Convention Committee will maintain one bank account with a Federal ID number.
- B Convention expenditures will not exceed Convention funds.
- C All financial statements will be sent to the Treasurer's home address.
- D Convention Committee will have a checking account that requires two signatures.
- E The signers of the checking account will be the Convention Chairperson, Vice-Chairperson, and Secretary.
- F A receipt must accompany all requests for reimbursements, this can be hand written, and presented to the Treasurers. If the Treasurers believe that a request is not prudent or customary, the Treasurers should ask the Convention Committee for approval before issuing a check.
- G Deposits are to be made within seven days after the Convention Committee meeting.
- H All checks issued must have a dollar amount applied.
- I All merchandise needs Convention Committee approval.
- J No credit extended with merchandise.
- K Convention Subcommittees provide financial budgets, with reports of expenditures and income when applicable.

- L It is required that Carbon or duplicate copies of all receipts for all RRCNA transactions involving money (I.E. Registrations, banquets, hugger T-shirts, Serenity T-shirts, and any and all Merchandise sold).
- M Convention Treasurer's report to include; bank statement, accurately completed reconciliation statement, beginning balance, income, expenses, ending balance. Copies are to be distributed at each meeting to all Convention Officers and Subcommittee Chairs. Copies are made available to the Area.
- N Convention Committee to present a final financial report to the Area which includes all Convention Committee transactions. This report needs Area approval.
- O Convention Committee to make a donation to the Area upon closure of the financial books in 12 monthly installments. \$7500.00 plus any newcomer donations and pre-registration funds are to be retained as seed money for the upcoming convention. This needs to be approved by the Convention Committee and Area Committee.
- P Convention Committee will fund the printing of the Convention Edition of the Area meeting schedule.

XXV MEETING FORMAT

- A Open with a moment of silence followed by the "WE" version of the Serenity Prayer.
- B Volunteer to read the Twelve Traditions of NA and volunteer to read the Service Prayer and volunteer to read the Twelve Concepts for NA Service.
- C Take roll call of Officers and Subcommittee Chairs.
- D Explain voting procedures.
- E Welcome newcomers.
- F Review minutes from last Committee meeting (requires Committee approval).
- G Chairperson's Report.
- H Vice-Chairperson's Report.
- I Secretary's Report.
- J Treasurer's Report (requires Committee approval, take Seventh Tradition).
- K Registration Subcommittee Report.
- L Merchandise Subcommittee Report.
- M Hotel and Hospitality Subcommittee Report.
- N Art and Graphic Subcommittee Report.
- O Funding and Entertainment Subcommittee Report.
- P Program Subcommittee Report.
- Q Serenity Keepers Subcommittee Report.
- R Convention Information Subcommittee Report.
- S Old Business (pending business from last Committee meetings)
- T New Business (new motions, concerns)
- U Announcements (next Committee meeting site)
- V Close with the Twelve Tradition of NA and group hug.

XXVI RRAGS GENERAL SUBCOMMITTEE GUIDELINES for: Convention Committee, Spiritual Retreat, Functions, Literature Review, Public Relations, Hospitals & Institutions, Policy & Procedure, Digital Information, Outreach and Ad Hoc.

XXVII MEETINGS

- A The RRAGS subcommittees will meet one (1) hour before and at the same location as the regularly scheduled Area Service Committee meeting.

- B Any other meeting may be scheduled as the need arises in order to maintain its duties and responsibilities. These meetings need to be announced at the Area meeting.
- C The Subcommittees follows all policies of RRAGS.

XXVIII MEMBERS

- A All meetings are open to any interested members of Narcotics Anonymous.
- B The RRAGS Subcommittees should consist of one (1) or more addicts from each member group.
- C Any member of the Rock River Area attending a Subcommittee two (2) consecutive meetings will have voting privileges.

XXIX MOTIONS and VOTING PROCEDURES

- A Motions can only be made and seconded by active voting members of the Subcommittee, with the exception of the Chairperson, who may only entertain motions.
- B All votes tallied at this Subcommittee meeting be counted from those present and voting either yes or no.
- C All policy motions require a 2/3s voting yes, all other motions require a majority count to be carried. Motions passed are then sent to Area.

XXX REQUIREMENTS TO SERVE AS SUBCOMMITTEE TRUSTED SERVANT

- A The Chair of a subcommittee is elected at the ASC. The following apply to Vice-Chairpersons and Secretaries of subcommittees:
 - 1 The individual must be a NA member.
 - 2 Meet continuous clean time requirements as of date of election.
 - 3 Willingness and desire to serve the position.
 - 4 Time and resources necessary to fulfill the position.
 - 5 Understanding and practical experience of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

XXXI DUTIES OF SUBCOMMITTEE TRUSTED SERVANTS BY POSITION:

- A **Chairperson - To be elected within the Area Service Committee for a one year term**
 - 1 To prepare agenda for and preside over the Function Subcommittee meeting.
 - 2 Attend and reports to the Area all ongoing activities of this Subcommittee and submits a written report to the Area Secretary.
 - 3 Carry the conscience of this Subcommittee to the Area and bring the conscience of the Area to this Subcommittee.
 - 4 Responsible for archives.
 - 5 Initiates all necessary correspondence.
 - 6 Provides the Area with financial reports, including expenditures, income, and receipts.
 - 7 Attends as many learning days and workshops as possible.
 - 8 Assures Traditions are upheld in all endeavors.
 - 9 Ability to organize and give this Subcommittee incentive.
- B **Vice-Chairperson - To be elected for a one year term by this Subcommittee after the election of a Chairperson / One year of continuous clean time** (except convention committee).
 - 1 Attend Subcommittee meetings and is voting member.
 - 2 Assists and learns all activities of this Subcommittee.
 - 3 Ability to carry out responsibilities delegated by the Chairperson.
- C **Secretary - To be elected for a one year term by this Subcommittee after the election of a Chairperson / Six months of continuous clean time** (except convention committee).
 - 1 Attend Subcommittee meetings and is voting member.

- 2 Keep accurate minutes of each Subcommittee meeting.
- 3 Types and distributes minutes to each active member of this Subcommittee and any individual who request them.
- 4 Maintains the active member phone / mailing / e-mail listing.
- 5 Ability to follow set procedures in recording Subcommittee minutes.

XXXII MEETING FORMAT

- A Open with a moment of silence followed by the "WE" version of the Serenity Prayer.
- B Explain voting procedures.
- C Chairperson's report.
- D Vice-Chairperson's report.
- E Secretary's report.
- F Old business.
- G New business.
- H Close with the Twelve Tradition.

FUNCTION SUBCOMMITTEE GUIDELINES

XXXIII PURPOSE

The purpose of the Rock River Area Function Subcommittee is to coordinate the social, entertainment, and recovery functions directed by its member groups.

XXXIV DUTIES and RESPONSIBILITES

- A To plan Area functions as directed by its member groups.
- B To select sites, entertainment, and recovery activity for functions.
- C To present a budget for each function.
- D To present a financial report to the Area for each function in which includes expenditures, income, and receipts on approved form.
- E To be responsible for decorating, collecting money (One year clean time required), sales of refreshments, and cleaning for each function.
- F Report to the RRAGS Committee, on a timely basis, all actions and needs of this Subcommittee.

XXXV OTHER IDEAS FROM 2005 AD HOC COMMITTEE

- A Negotiate more favorable rates at hotels, community centers, i.e. by committing to multiple dates.
- B Enforce rules for responsible behavior. If necessary people who do not comply WILL be asked to leave the function without a refund.
- C Accept one auction item in lieu of one admission.

LITERATURE REVIEW SUBCOMMITTEE GUIDELINES

XXXVI PURPOSE

The purpose of the Rock River Area Literature Review Subcommittee is to coordinate the creation, development, and revision of literature for the Fellowship of Narcotics Anonymous.

XXXVII DUTIES AND RESPONSIBILITIES

- A To work on literature, based on Fellowship input, prior to presentation for World Services approval.
- B To create, develop, and revise literature for the Fellowship of Narcotics Anonymous.
- C Report to the RRAGS Committee, on a timely basis, all actions and needs of this Subcommittee.

PUBLIC RELATIONS SUBCOMMITTEE GUIDELINES

XXXVIII PURPOSE

The purpose of the Rock River Area Public Relations (PR) Subcommittee is to inform the public that Narcotics Anonymous exists and that it offers recovery from drug addiction and information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Steps and Traditions of Narcotics Anonymous.

XXXIX DUTIES AND RESPONSIBILITIES

- A To open and maintain lines of communication between:
 - 1 Narcotics Anonymous and the public;
 - 2 RRAGS PR Subcommittee and Rock River Area Group Services Committee, Regional PR Subcommittee, and Narcotics Anonymous World Services utilizing their resources and providing assistance as requested.
- B Respond to all requests for information in a timely and effective manner.
- C Insure that those requests are handled at the appropriate level of service.
- D To have a close working relationship with RRAGS Hospital and Institutions Subcommittee, thereby insuring that all requests for information are referred to and carried out by the appropriate Subcommittee.
- E To refer any public relation requests, which are outside the boundaries of the RRAGS PR Subcommittee to the appropriate Region, Area, or Group
- F Report to the RRAGS Committee, on a timely basis, all actions and needs of this Subcommittee.
- G To respond or assist to any concerns towards the Fellowship of Narcotics Anonymous.
- H Pick up RRAGS mail and distribute to the proper Trusted Servants, Subcommittees, or Convention Committee.
- I To produce, revise, and maintain RRAGS meeting directories.
- J To be responsible for and maintain communication with our Helpline Answering Service and supply them with updated Twelve Step list, meeting directories, and flyers of functions.
 - 1 All contacts and responsibilities of the Helpline fall within our Public Relations Subcommittee.
 - 2 List should be updated quarterly.
 - 3 **The requirements for serving on the Helpline are;**
 - a You must be a member of Narcotics Anonymous.
 - b You must have one year of continuous clean time.
 - c You must have resources and willingness to serve.
 - d You must read and understand our Phone line Response Information Package.
 - e If a member relapses, their name is taken off the list.
 - f If a member refuses to take a call, their name is taken off the list.
 - g If a member changes their contact time or phone number, it is their responsibility to contact the Public Relations Subcommittee.
 - 4 **Helpline Instructions:**
 - a Answer the call as soon as possible, this is most important.
 - b Contact a member on the list as soon as someone calls in.
 - c Try to have women call women and men call men. If not possible anyone on the list will do.
 - d Try to have someone from the same city return the call. If not possible anyone on the list will do.

- e Tell caller to let you know if they do not receive a return call within ½ hour.
- f Please do not give detailed information about Narcotics Anonymous. Let our members explain the program. Inform them that you are the answering service and you'll have a member return their call.

XL PUBLIC RELATIONS LITERATURE STOCKPILE

- A (1) Basic Text (soft cover);
- B (1) It Works: How and Why (soft cover);
- C (1) Just For Today (soft cover).
- D Informational Pamphlets:
 - 1 (50) – IP#1 Who, What, How, and Why;
 - 2 (50) - The Group;
 - 3 (250) - Am I An Addict;
 - 4 (150) - IP#13 For Young Addicts, By Young Addicts
 - 5 (150) - IP #27, For the Parents or Guardians
 - 6 (50) - For The Newcomer;
 - 7 (50) - Welcome To NA;
 - 8 (150) - NA: A Resource In Your Community.
- E (50) White Booklets.
- F (100) Helpline Posters.
- G (500) RRAGS meeting directories.

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES

XLI PURPOSE

The purpose of the Rock River Area Hospital and Institutions Subcommittee is to carry the message of Narcotics Anonymous to those that are housed in a hospital, treatment center, or institutional setting. The Subcommittee maintains contact and coordinates services with all facilities RRAGS currently serves.

XLII DUTIES AND RESPONSIBILITIES

- A To hold Narcotics Anonymous orientations or meetings in hospitals, treatment centers, and institutions that RRAGS currently serves.
- B Respond to all requests for information in a timely and effective manner.
- C To have a close working relationship with RRAGS Public Information Subcommittee, thereby insuring that all requests for information are referred to and carried out by the appropriate Subcommittee.
- D Report to the RRAGS Committee, on a timely basis, all actions and needs of this Subcommittee.

XLIII ADDITIONAL DUTIES of SUBCOMMITTEE TRUSTED SERVANTS BY POSITION

- A Chairperson also:
 - 1 Maintains accurate listing of facilities, their policies and procedures and the contact staff.
 - 2 Maintains accurate listing of Subcommittee contacts and Panel persons
- B Vice-Chairperson is also the literature stockpile / distribution person for this subcommittee.
- C Contact Person – To be elected for a one year term by this Subcommittee after the election of a Chairperson / One year of continuous clean time / must meet requirements of facility.
 - 1 Liaison between the H&I Subcommittee and the facility.
 - 2 Attend Subcommittee meetings and submits written report and is voting member.
 - 3 Participant in orientation/meetings within facilities.

- 4 Responsible to ensure that orientations/meetings are conducted in accordance with the policies and procedures of the H&I Subcommittee and the individual facility.
 - 5 Responsible to schedule approved panel members for individual facility. This should be done at least one month in advance.
- D Panel Member
- 1 To be elected by this Subcommittee after they have:
 - a Observed three orientations.
 - b Have 90 days of continuous clean time
 - c Meet the requirements of the facility
 - 2 Participant in orientation/meeting within facilities
 - 3 Attend Subcommittee meetings and is voting member.
 - 4 Responsible to follow policies and procedures of this Subcommittee's formats.
 - 5 Responsible to follow policies and procedures of the facility

XLIV MEMBERS

All Contact and Panel members of this Subcommittee are members. (In addition to General Subcommittee Guidelines.)

XLV ORIENTATION / MEETING FORMAT

- A Introduce self and welcome everyone to the Narcotics Anonymous orientation/meeting.
- B Open with a moment of silence and the Serenity Prayer.
- C Invite all those attending to introduce themselves. (Optional)
- D Briefly explain that this is a Hospital and Institutions orientation/meeting to let clients know what Narcotics Anonymous is and that we are not authorities of NA, we are recovering addicts carrying the message of recovery.
- E Ask clients to read (or panel members)
- F Who Is An Addict?
- G What Is The NA Program?
- H Why Are We Here?
- I How It Works.
- J Twelve Traditions (Optional)
- K Panel members to start meeting with topic related to NA recovery.
- L Sharing (panel members and clients)
- M Question and answer session. (Optional)
- N Read Just For Today.
- O Close with the "WE" version of the Serenity Prayer and group hug.

XLVI LITERATURE STOCKPILE

- A 20 booklets of Behind the Walls.
- B 200 each of the Informational Pamphlets: For Those In Treatment; Sponsorship; Am I An Addict; For The Newcomer; Welcome To NA; Staying Clean On The Outside; Recovery And Relapse; Just For Today.
- C 200 White Booklets.
- D 500 RRAGS meeting directories.
- E 10 ea. Soft cover Basic Texts, It works: How & Why, Step working guides and Just for Today.

POLICY AND PROCEDURE SUBCOMMITTEE GUIDELINES

XLVII PURPOSE

The purpose of the Rock River Area Policy and Procedure Subcommittee is to maintain, review, and update all policies and procedures adopted by RRAGS. It also assists its member groups with any policy and procedure questions.

XLVIII DUTIES AND RESPONSIBILITIES

- A To be responsible for and maintain the Rock River Area Group Services Policy Package.
- B To maintain, review, and update RRAGS policies and procedures as directed by its member groups.
- C To maintain the list of the failed motions for a rolling calendar year.
- D To assist any Trusted Servant, Subcommittee, Convention Committee Officer or Subcommittee, and Group in policy and procedure issues.
- E Insure that requests are addressed in an appropriate and timely manner.
- F Report to the RRAGS Committee, on a timely basis, all actions and needs of this Subcommittee.

DIGITAL INFORMATION SUBCOMMITTEE GUIDELINES

XLIX PURPOSE

The primary purpose of the RRAGS' Area Digital Information Subcommittee is to carry the message to addicts by informing the public that NA exists in the Rock River Area and that NA offers a method of recovery from the disease of addiction through various digital mediums, namely RRAGS website. The Secondary purpose of the RRAGS' Area Digital Information Subcommittee is to improve communication among RRAGS subcommittees, RRAGS and its member groups and RRAGS' member groups and their members.

L DUTIES AND RESPONSIBILITIES

- A To be responsible for and maintain the Rock River Area Group Services Web Site.
- B To maintain, review, and update RRAGS Web Site as directed by its member groups.
- C To maintain the list of RRAGS e-mail accounts per position and forward them to their respected trusted servant.
- D To assist any Trusted Servant, Subcommittee, Convention Committee Officer or Subcommittee, and Group in website content, update, and usage.
- E Insure that requests are addressed in an appropriate and timely manner.
- F Report to the RRAGS Committee, on a timely basis, all actions and needs of this Subcommittee.

LI DUTIES of SUBCOMMITTEE TRUSTED SERVANTS by POSITION – (In addition to General Subcommittee Guidelines)

- A Chairperson:
 - 1 Familiarity with or desire to learn website maintenance and construction
 - 2 Access to a computer with internet access.
 - 3 Working knowledge of Sections A, B and C of the Handbook for NA Newsletters
- B Vice-Chairperson:
 - 1 Familiarity with or desire to learn website maintenance and construction
 - 2 Access to a computer with internet access.
- C Secretary:
 - 1 Familiarity with or desire to learn website maintenance and construction
 - 2 Access to a computer with internet access.

LII CONTENT

(All content will strive to better carry the message of recovery, facilitate inter-group communication, subcommittee communication, and encourage member participation, all while preserving anonymity.)

- A Meeting List
 - 1 Updated after every ASC meeting.
 - 2 Include maps to every Group Meeting Place
 - 3 Schedule of ASC Rotation
- B Function List
 - 1 Updated after every ASC meeting
 - 2 To include all Area Functions, Member Group Functions, and Links to Regional Functions.
- C Email Accounts
 - 1 E-mail contact information will be posted for the general membership to be able to reach any and all trusted servants.
 - 2 E-mail Accounts and passwords will be created and maintained for all trusted servants of Area in such a manner as to preserve anonymity.
 - 3 Centrally located place for mass distribution of ASC communications.
- D Lit Stockpile order forms
 - 1 Form mail will be created and maintained so that individuals and groups can place their Literature orders in advance through the website.
 - 2 Links will be made to WSO for information regarding Literature not carried by the ASC
- E ASC Minutes
 - 1 Minutes can be posted to the website pre-approval (labeled as such) for download prior to ASC.
 - 2 If approved (labeled as such) they can be posted for 1 year as a central digital archive.
- F Policy and Procedure.
 - 1 An updated copy of RRAGS ASC Policy and Procedure to be available in .pdf format for download from the website.
 - 2 Links to WSC rules of order on NA.org
- G Literature Review Subcommittee
 - 1 Links to the CAR (conference agenda report)
 - 2 Updates on Current material being reviewed by subcommittee.
- H H & I
 - 1 H&I Guidelines
 - 2 Requirements to serve H&I
 - 3 Listing of current H&I commitments (not to include names of panel members)
- I Convention Committee (RRCNA)
 - 1 Schedule of RRCNA meetings.
 - 2 Schedule of RRCNA functions.
 - 3 Contact information for registration submission.
 - 4 Contact information for speaker tape/cd submission.
 - 5 Posting of RRCNA minutes.
 - 6 Forms for submission of artwork and themes for upcoming conventions.
- J Links
 - 1 Links to Region, World, Other Areas.
 - 2 Helpline info.
- K Future Content
 - 1 To be decided by RRAGS ASC

SPIRITUAL RETREAT SUBCOMMITTEE GUIDELINES

LIII PURPOSE

The purpose of the Rock River Area Spiritual Retreat Subcommittee is to coordinate the annual Spiritual Retreat. II.

LIV DUTIES and RESPONSIBILITIES

- A To plan the annual Spiritual Retreat as directed by its member groups.
- B To select the date, site, entertainment, and recovery activity.
- C To present a budget for the Spiritual Retreat.
- D To present a financial report to the Area; this includes expenditures, income, and receipts on approved form.
- E To be responsible for decorating, collecting money (One year clean time required), sales of refreshments, and cleaning for the Spiritual Retreat.
- F Report to the RRAGS Committee, on a timely basis, all actions and needs of this Subcommittee.

OUTREACH SUBCOMMITTEE GUIDELINES

LV PURPOSE

The main purpose of Outreach is to overcome the isolation that hinders the growth and survival of our groups. The focus tends to be on groups that are geographically isolated, but may also include assistance to groups isolated by such things as personal choice, language, cultural differences or location.

LVI DUTIES and RESPONSIBILITIES

- A To support groups as directed by the ASC.
- B To work with Public Relations, Hospitals & Institutions, or any other RRAGS Subcommittee who's responsibilities may overlap with Outreach.
- C To maintain contact with groups not attending RRAGS ASC
- D To report back to RRAGS ASC any concerns that groups have regarding their ability, needs and desire to participate in the ASC.
- E Insure that requests are addressed in an appropriate and timely manner.
- F Report to the RRAGS ASC, on a timely basis, all actions and needs of this Subcommittee.

ARCHIVES SUBCOMMITTEE GUIDELINES

LVII PURPOSE

For researching, preserving, and continuing an archive of Literature, Minutes, Newsletters, and the like.

LVIII DUTIES and RESPONSIBILITIES

- A To research and obtain archival material
- B Preserve what archival material can be obtained
- C Works with Digital Information Subcommittee to electronically host and preserve as much material to the website as possible.

ADDENDUM A

AREA SERVICE COMMITTEE BUDGETS For Fiscal Budget

Committee Budgets	Monthly Budget	Annual Budget	Notations
Secretary	\$35.00	\$420.00	1
Treasurer	\$21.25	\$255.00	1
Regional Committee Members	\$200.00	\$2,400.00	2
Literature Stockpile	\$30.00	\$360.00	1
Functions – General	\$20.00	240.00	1
February Function - Valentines	November	\$400.00	3
Summer Function - Picnic	March	\$400.00	3
October Function	July	\$400.00	3
Gratitude Dinner Function	September	\$400.00	3
Literature Review	\$5.00	\$60.00	1
Hospitals & Institutions	\$108.34	\$1,300.00	1
Public Relations	\$416.67	\$5,000.00	1
Policy & Procedure	\$8.00	\$96.00	1
Digital Information	Changes	\$248.30	4
Outreach	\$18.42	\$221.00	1
Archives	\$5.00	\$60.00	1
Spiritual Retreat	Changes	\$1,000.00	5
TOTALS	\$1,997.68		

A Notations

- 1 These Budgets are an average of annual usage and unused funds do not carry over.
- 2 These Budgets do not normally get used every other month and roll over to the next on a two month rotation. After two months they start over.
- 3 These Budgets are \$400 annually, not replenished until 3 months prior to their event and the remainder carries over each month until the ASC before the event.
- 4 This Budget has a March budget of \$128.35 for hosting, one of our domain name renewals, and normal expenses, a \$19.95 January Budget for one of our domain renewals and normal expenses and the remainder of the months is \$10.00 for normal expenses.
- 5 The Spiritual Retreat has an annual budget of \$1,000.00 the remainder each month carries over to the next month. However, if unused by the ASC before the event those funds do not carry over to the next calendar years budget. Additionally, the Spiritual Retreat takes in pre-registrations similar to the convention and those funds get added to the budget and carry over unless they go unused by the ASC before the event.

B Requests for funds in excess of any given months budget for any trusted servant or subcommittee chair have to be approved by the ASC.

C All other financial policies and procedures still apply.

ADDENDUM B

ROCK RIVER AREA GROUP SERVICES

AREA SERVICE COMMITTEE MEETING ROTATION

2009 – 2010

Revised 12/06/09

August 30, 2009 - West Side Family, Rockford, IL 326 College Ave.

October 4, 2009 - The Group, Rockford, IL 3223 N. Main St.

November 1, 2009 - Reality Check, Sterling, IL 2300 W. Le Fevre

December 6, 2009 90 in 90, Machesney Park, IL 2106 B Harlem Rd.

January 3, 2010 Freedom to Grow, Rockford, IL 4430 Manchester Dr.

February 7, 2010 A Way Out Group, Dekalb, IL 615 1st St

March 14, 2010 West Side Family, Rockford, IL 326 College Ave.

March 28, 2010 - 90 in 90, Machesney Park, IL 2106 B Harlem Rd.

May 2, 2010 - The Group, Rockford, IL 3223 N. Main St.

June 6, 2010 - 90 in 90, Machesney Park, IL 2106 B Harlem Rd.

July 4, 2010 (Independence Day)

September 1, 2009 (Labor Day)

November ?, 2009 (D.S.T. ends)

January 1, 2010 (New Years Day)

March ?, 2010 (D.S.T. starts)

May 2, 2010 (R.R.C.N.A. elections)

June 6, 2010 (R.R.A.G.S. elections)