

## **GUIDELINES AND RESPONSIBILITIES OF THE STATEN ISLAND EVENTS AND ACTIVITIES COMMITTEE**

### **A. PURPOSE**

The purpose of the E&A Committee is to put on activities and fund-raisers to provide a greater sense of community for the NA Fellowship of Staten Island and produce additional area funds to help the SIASC and its groups fulfill their primary purpose, the carrying of the NA message to the addict who still suffers.

### **B. FUNCTION**

1. Puts on activities that encourage unity and fellowship within the Staten Island area while conforming to NA principles and reflecting our primary purpose to carry the message to the addict who still suffers.
2. Puts on activities that raise funds to help the SIASC provide the services required by the groups of the Staten Island area and the addict who still suffers.
3. Provide an annual questionnaire to the groups, through the SIASC, to determine what types of activities to put on and to aid the E&A committee itself in the production of its calendar.

### **C. DEFINITIONS**

1. **SIASC Support:** Two-thirds (2/3) approval of the SIASC's GSR's at the Session to which the event or activity is presented.
2. **Activity:** This is an event sponsored by the SIASC. Activities include, but are not limited to, workshops learning days, dances, sporting events, (e.g. basketball and softball tournaments), talent and comedy shows, marathon meetings, plays, picnics, camp outs and boat rides.
3. **Fund-raiser:** Any activity sponsored by the SIASC which has as one of its stated purposes, the raising of funds for either the SIASC or NA as a whole. All proceeds, in excess of costs are to be considered funds to be deposited and credited to the SIASC general account.

**GUIDELINES AND RESPONSIBILITIES OF THE STATEN ISLAND AREA  
EVENTS AND ACTIVITIES COMMITTEE**

**D. FINANCIAL POLICY**

1. **ACTIVITIES:** A financial report in writing must be made by the next SIASC reports day or at the time of the presentation of funds to the SIASC.

2. **REVOLVING FUND:** To seed activities sponsored by SIASC and held in SIASC's general account. The revolving fund will be in the amount of ~~\$1,500.00~~ <sup>2,000.00</sup>. This reserve will be established and maintained by funds earned from the E & A committee's fund raisers. This amount is subject SIASC approval and can be changed with a simple majority vote. Once established the amount of this reserve may be changed only with the approval of any activity which will significantly the activities revolving fund or cost the SIASC funds which could be better utilized by the area in fulfilling it's primary purpose.

3. **CASH MANAGEMENT:**

- E & A committee and its sub-committees should utilize checks and money orders for payment of all purchases and vendor payments.
- Hourly pick-up of funds at activity by any two of the following: Activities treasurer, Activities Assistant treasurer, SIASC Assistant treasurer, Chairperson and E & A Vice Chairperson.
- Deposit slip receipt to be prepared by any two of the following: SIASC Assistant treasurer, E & A treasurer, E & A Assistant treasurer, SIASC treasurer, E & A Chairperson, E & A Vice Chairperson.

4. **MISCELLANEOUS:**

- No more compensation in the form of merchandise, free admittance, food, and beverages to trusted servants and volunteers.
- In the event that a committee member or person working on a committee does not have the money for tickets, etc... that person or persons must inform the E & A committee prior to the event. This is in keeping with the spirit of giving back freely as it has been given to us.
- Every effort should be made to take of the funds entrusted members of NA who have volunteered or been elected to positions on the E & A Committee.

**GUIDELINES AND RESPONSIBILITIES OF THE STATEN ISLAND AREA  
EVENTS AND ACTIVITIES COMMITTEE**

**E. ACTIVITIES PLANNING**

1. E & A Committee must provide a current six month calendar of events to be updated at every SIASC reports day.
2. E & A will request approval from the SIASC at least ~~90~~<sup>60</sup> days in advance for any fund raiser it proposes to hold.
3. E & A will request approval from the SIASC at least 60 days in advance for any activity other than a fund raiser that it proposes to hold.
4. E & A will hold at least 3 events annually :
  - Spiritual Breakfast
  - Picnic (Free Event)
  - Gratitude Dance

3/10  
Changed  
To 60 days

**F. PARTICIPANTS**

1. Consists of a chairperson (elected by the SIASC), vice-chairperson, treasurer, assistant chairperson, and a secretary (each elected by the E & A committee, the treasurer to be approved by the SIASC), the SIASC assistant treasurer, subcommittee chairpersons, other SIASC committee representatives (H&I and PI), general members, group representatives and other elected positions as deemed necessary by the E & A committee.
2. Attendance at 2 consecutive committee meetings is required by non-elected members in order to be termed an active member with the right to vote. Upon missing 2 consecutive meetings a non-elected member will be deemed inactive and will not have the right to vote until they have attended 2 consecutive meetings again.

**G. REQUIREMENTS AND RESPONSIBILITIES OF OFFICERS**

1. **CHAIRPERSON** (one year position)

**Requirements:**

- Two years NA clean time
- Prior E & A Committee experience
- Ability to organize and give the E & A Committee motivation and direction.

**Responsibilities:**

- Helps to organize and coordinates all SIASC approved activities.
- Serves as a liaison between Greater New York Regional Events and E & A committee and the SIASC by attending regional E & A meetings. Provides SIASC activities calendar to the region and other areas.
- Chairs E & A Committee meetings.
- Votes in case of tie.

**GUIDELINES AND RESPONSIBILITIES OF THE STATEN ISLAND AREA  
EVENTS AND ACTIVITIES COMMITTEE**

2. **VICE-CHAIRPERSON** (one year position)

**Requirements:**

- One year NA clean time
- Prior service experience, preferably on the E & A committee
- Ability to assume the responsibilities of the chairperson in the chairperson's absence.

**Responsibilities:**

- Attends all E & A subcommittee meetings
- Carries out duties delegated by the chairperson or the committee
- Voting member

3. **SECRETARY** (one year position)

**Requirements**

- 6 months NA clean time
- Good note taking skills

**Responsibilities**

- Records the minutes of each E & A committee meeting
- Provides typed copies of the minutes by the next meeting
- Voting member

4. **TREASURER** (one year position)

**Requirements:**

- 2 years NA clean time
- Prior service experience
- Good accounting skills
- Approval of SIASC

**Responsibilities:**

- Attend all E & A meetings
- Receive funds
- Disburse funds
- Deliver proceeds of events to SIASC treasurer within 72 hours of event.
- Produce financial reports
- Maintain financial records of E & A committee (e.g. receipts, disbursements etc.)
- Voting member

## GUIDELINES AND RESPONSIBILITIES OF THE STATEN ISLAND AREA EVENTS AND ACTIVITIES COMMITTEE

### 5. STATEMENT OF ACCOUNTABILITY AND RESPONSIBILITY:

- The E & A Committee should keep the 5<sup>th</sup> Tradition in mind as it carries out its responsibilities ... That our **PRIMARY PURPOSE** is to carry the message to the addict who still suffers. This tradition should influence all its decisions and actions. A lack of integrity, that is failure to adhere to spiritual principles of our Steps, Traditions and Concepts, severely impairs the SIASC's ability to fulfill our **PRIMARY PURPOSE** and damages the unity and common welfare of Staten Island Area groups.
- The Concepts of NA service can be used as valuable tools to help the E & A committee conduct its business responsibly and to keep it accountable both to the Area and the member groups it serves.
- THE THIRD CONCEPT cautions us to choose our trusted servants carefully. *"We can not responsibly delegate authority to those who are fundamentally incapable of administering that authority or to those who are not willing to account fully for their actions."*
- THE FIFTH CONCEPT helps us to clearly define to each participant and to the committee as a whole what their responsibilities are and who is to be held accountable in carrying out my responsibilities.
- THE EIGHTH CONCEPT describes the importance of effective two-way communication in creating the atmosphere of trust necessary for us to properly delegate authority and its corresponding accountability.
- THE ELEVENTH CONCEPT states forcefully that *"our service bodies by accepting those contributions, our committees make a commitment to use those funds to carry the NA message and to manage them responsibly"*.
- THE TWELFTH CONCEPT reminds us that *"selfless service is an essentially spiritual endeavor. Open, honest and straightforward communications nurture the spirit of service in our fellowship"*.

**GUIDELINES AND RESPONSIBILITIES OF THE STATEN ISLAND AREA EVENTS  
AND ACTIVITIES COMMITTEE**

5. **ASSISTANT TREASURER** (one year position)

**Requirements**

- 1 year NA clean time
- Good accounting skills

**Responsibilities:**

- Attends all E & A subcommittee meetings
- Carry out duties delegated by the Treasurer and/ or Chairperson.
- Ability to assume the responsibilities of the treasurer in the treasurer's absence.
- Voting member

6. **MERCHANDISE SUBCOMMITTEE:**

- Responsible for purchase, inventory, storage and sale of all merchandise handled by the E & A committee.
- Works with E & A Treasurer and assistant SIASC Treasurer to produce the Inventory sheet.
- Works with the E & A committee to develop budgets of items to be ordered, purchased and sold and provides a detailed summary of all financial costs, including all costs, revenues and vendors from which items are purchased. Bill of sales and receipts are required to be presented to the E & A treasurer for all expenses.
- Working with the E & A Committee to provide a storage site for all inventory.
- NA clean time 2 years for Chairperson
- Has a vote

7. **PLANNING SUBCOMMITTEE:**

- Responsible in conjunction with other E & A subcommittees for the logistical planning of each planned activity. Produces an assignment sheet listing all duties, functions and volunteers and a volunteer worksheet for attendees to assign up at each event.
- Works with representatives of other SIASC Committees in coordinating events which involve the other committees, such as workshops.
- Works with other SIASC Committees to provide tables for the committees to encourage participation and distribute information to activity attendees.
- Responsible for production for all Graphics to be used for each activity, this includes flyers, poster etc.

## **GUIDELINES AND RESPONSIBILITIES OF THE STATEN ISLAND AREA EVENTS AND ACTIVITIES COMMITTEE**

### **7. PLANNING SUBCOMMITTEE (cont'd)**

- Responsible for finding locations for all activities. Work with SIASC PI Committee to make all presentations to facilities which the committee would like to use unless the facility has been previously used.
- Works with the E & A Committee in developing the calendar of activities.
- Responsible for selecting speakers (with E & A Committee approval) where needed and maintaining a speaker tape library.
- Responsible for providing notices to all NA publications, such as NA POST, the NA WAY, all other appropriate venues of upcoming activities.
- 1 year NA clean time requirement for chairperson
- Has a vote

### **8. DECORATIONS SUBCOMMITTEE.**

- Responsible for purchasing, hanging and removing streamers, air tanks, balloons, twelve and twelve and other NA related materials necessary to help in directing to, and to adorn all events and activities put on by E&A Committee.
- 1 year NA clean time requirement for chairperson
- Has a vote

### **9. SERENITY KEEPERS SUBCOMMITTEE**

- Responsible for keeping an atmosphere of recovery in and about all events and activities.
- Responsible for providing a sense of security to treasurer (or officer acting in that capacity) when funds are being dropped or removed from collection locations during events and activities due to excessive amounts at given locations.
- Responsible for checking all emergency exits and their working order.
- Responsible for notifying all officers of the locations of emergency exits so that they might assist in directing participants of all events to safety in case of emergency.
- Responsible for maintaining a sense of security at the entrance to all fund raisers.

**GUIDELINES AND RESPONSIBILITIES OF THE STATEN ISLAND AREA EVENTS  
AND ACTIVITIES COMMITTEE**

9. SERENITY KEEPERS SUBCOMMITTEE (cont'd)

- 1 year NA clean time requirement for chairperson.
- Has a vote.

10. HOSPITALITY SUBCOMMITTEE

- Responsible for coordinating and overseeing the set-up and clean up of all events and activities.
- Responsible for the preparation and purchasing of food and utensils and the storage of food, utensils, and serving materials for all events and activities.
- Responsible for handing out of food trays and the collection of food trays for all events and activities.
- Responsible for assisting other SIASC subcommittee's when they have events that require the serving of and purchasing and preparation of food .
- 1 year NA clean time requirement for the chairperson.
- Has a vote



[HOME](#)   [Anniversaries](#)   [Meeting List](#)   [Announcements](#)   [Policy](#)   [Minutes](#)   [Agenda](#)  
[Page](#)

## Homebound Policy—February 2002

Clean Time Requirement

**Chair**      **2 years**

**Co-chair**      **1 year**

**Secretary**      **90 days**

**In order for any member to vote for or against policy change, they must attend at least two Homebound meetings.**

**Trusted servants who miss two or more consecutive Homebound Meetings without valid excuse may be asked to step down by the Homebound committee.**

### Responsibilities of Each Commitment

**Chair:**      To get in touch with other members informing them of the time and place of a meeting, who the meeting is for, the length of the meeting (One hour) Directions on how to get to a meeting. Letting all members know that we all meet together before entering a persons home or facility. Show up once a month at Area Service, Even though we only report on report's month. It is the Chair's responsibility to give the Homebound report. It is the Chair's responsibility to account for the \$50.00 revolving fund money to the penny, showing proof by keeping receipts. The Chair will set up a once a month Homebound committee meeting (which is presently held on the 3<sup>rd</sup> Sunday at 3pm at 103 Targee Street) The Chair should also have the key to gain access. The term of chair is One Year.

**Co-chair:**      The responsibility of the Co-chair is basically, to show up and observe the Chair,

take part in Homebound meetings, show up at Area Service along with Chair once a month. If by any reason the Chair cannot attend Area Service then it's the Co-chairs' responsibility to fulfill the Chair's responsibility at Area Service and give Homebound's report. The term for the Co-chair is also One Year.

**Secretary:** The responsibility of the Secretary is to attend all Homebound committee meetings, write or take the minutes which takes place at the Homebound meeting. Presents a report to the Homebound Chair, so the Homebound Chair can present report to Area Service. Keep track of all Homebound meetings ' reports and minutes of Homebound meetings that are held once a month. Keep track of Homebound policy for future references. Keep copies of reports sent to Area Service and copies of Homebound's once a month meeting. Partake in taking meetings to members who request meetings when unable to. Term for Secretary is also One Year.

### **Conduct of Homebound Meetings**

1. When taking a meeting to someone it is agreed, that all members are to meet together before entering a person's home or facility.
2. Meetings should not exceed One Hour
3. Format of Homebound meeting - We Open with Serenity Prayer followed by the readings, Chair Introduction about Homebound Committee is simply to let the person know that we provide meetings for people who are unable to attend meetings. Keeping in touch with our 5<sup>th</sup> Tradition. (KISS) (Don't need a big introduction because meeting is only one hour.
4. We go around the room sharing, letting everyone who wants to share, share for a least 5 to 7 minutes. We try not to let the person who we are bringing the meeting to , share first. (Intent so that the meeting doesn't take on that person's personality)
5. We close meeting with reading of Just for Today and we ask the person whom we brought the meeting to close with the Serenity Prayer.
6. If a member has attended at least three Homebound meetings, then they qualify to take a Homebound meeting to members requesting a meeting.
7. All Homebound Chair commitments start and end in December (Exm. – If a member is voted in for the Homebound Chair, then the members term would start in December and end the following December 31, fulfilling the one year term.

**Homebound Policy—February 20**  
**Clean Time Requirement**

Chair	2 years
Co-chair	1 year
Secretary	90 days

**In order for any member to vote for or against policy change, they must attend at least two Homebound meetings.**

**Trusted servants who miss two or more consecutive Homebound Meetings without valid excuse may be asked to step down by the Homebound committee.**

**Responsibilities of Each Commitment**

- Chair:** To get in touch with other members informing them of the time and place of a meeting, who the meeting is for, the length of the meeting (One hour) Directions on how to get to a meeting. Letting all members know that we all meet together before entering a persons home or facility. Show up once a month at Area Service, Even though we only report on report's month. It is the Chair's responsibility to give the Homebound report. It is the Chair's responsibility to account for the \$50.00 revolving fund money to the penny, showing proof by keeping receipts. The Chair will set up a once a month Homebound committee meeting (which is presently held on the 3<sup>rd</sup> Sunday at 3pm at 103 Targee Street) The Chair should also have the key to gain access. The term of chair is One Year.
- Co-chair:** The responsibility of the Co-chair is basically, to show up and observe the Chair, take part in Homebound meetings, show up at Area Service along with Chair once a month. If by any reason the Chair cannot attend Area Service then it's the Co-chairs' responsibility to fulfill the Chair's responsibility at Area Service and give Homebound's report. The term for the Co-chair is also One Year.
- Secretary:** The responsibility of the Secretary is to attend all Homebound committee meetings, write or take the minutes which takes place at the Homebound meeting. Presents a report to the Homebound Chair, so the Homebound Chair can present report to Area Service. Keep track of all Homebound meetings ' reports and minutes of Homebound meetings that are held once a month. Keep track of Homebound policy for future references. Keep copies of reports sent to Area Service and copies of Homebounds' once a month meeting. Partake in taking meetings to members who request meetings when unable to. Term for Secretary is also One Year.

**Conduct of Homebound Meetings**

1. When taking a meeting to someone it is agreed, that all members are to meet together before entering a person's home or facility.
2. Meetings should not exceed One Hour
3. Format of Homebound meeting - We Open with Serenity Prayer followed by the readings, Chair Introduction about Homebound Committee is simply to let the person know that we provide meetings for people who are unable to attend meetings. Keeping in touch with our 5<sup>th</sup> Tradition. (KISS) (Don't need a big introduction because meeting is only one hour.)
4. We go around the room sharing, letting everyone who wants to share, share for a least 5 to 7 minutes. We try not to let the person who we are bringing the meeting to , share first. (Intent so that the meeting doesn't take on that person's personality)
5. We close meeting with reading of Just for Today and we ask the person whom we brought the meeting to close with the Serenity Prayer.
6. If a member has attended at least three Homebound meetings, then they qualify to take a Homebound meeting to members requesting a meeting.
7. All Homebound Chair commitments start and end in December (Exm. – If a member is voted in for the Homebound Chair, then the members term would start in December and end the following December 31, fulfilling the one year term.

[HOME](#)

## Literature Management Committee Policy

**Commitments:** Consists of Sub Committee Chair and Assistant Chair.

Additional Assistants are welcome.

Clean time requirement for Chair is One year.

Clean time requirement for Assistant is One year.

**Sub Committee Ordering:**

*5/11/09 Increased to <sup>\$</sup>1,550.00*

There is a cap of ~~\$1050.00~~ per month order from the Regional

Office. Records will be kept of literature purchased, back orders,

And any credits or debits for a period of two years. Checks are

Requisitioned at the Steering Committee as invoices are provided.

Any additional printings are also requisitioned at the Steering

Committee with receipts.

**Prices:**

Prices have been set by the SIASC Steering Committee, and reflect

A mark up to afford shipping costs. Prices are raised when the

Region raises them. There is no additional mark up to the nearest

Nickel.

**Storage:**

The literature is stored in the locker where the SIASC meets, it

Is kept locked.

**Group Payment:**

The literature is paid in accordance with the SIASC order form

(See Prices) Cash is not accepted. Money orders ~~or personal~~ <sup>3/11/10</sup>  
~~checks~~ will be used for payment. ~~Only a money order will be~~  
~~accepted for three months if a group bounces a personal check.~~

**Group Ordering:** As mentioned in payment the groups will pay via money order or  
Personal check. Prior to conducting business the order form will  
Be submitted by the General Service Rep. To the Literature  
Distribution desk. Orders must be submitted no later than <sup>7:30</sup>~~5:30~~pm  
So the Sub Committee can finish business before Area Service  
Closes. The Literature Distribution Committee will then pull the  
Order while Area business is conducted. Notations will be made  
On the order form for back orders, and a new order form will be  
Included for next month along with a receipt. If there is a  
Discrepancy between the prices and the calculations of the GSR,  
It will be noted on the order form receipt. If the discrepancy is  
Severe, the GSR will be contacted during Area Service. If there  
Is a large discrepancy and the GSR for the group is not at Area  
Service, the order will be held until the following month when the  
Error can be resolved. All checks and money orders will be  
submitted by the Literature Distribution Committee to the Area  
Treasury prior to closing of Area Service. All literature will be  
Distributed at the end of SIASC Meeting.

**Starter Kits:** A Starter Kit of \$25.00 will be provided to any new group at the  
Area Service Meeting. There will be no reordering of literature  
until the \$25.00 debt is resolved.

H&I Literature: H&I will only purchase Staten Island Meeting Lists from the  
SIASC.

## STATEN ISLAND AREA SPEAKERS EXCHANGE SUB-COMMITTEE POLICY

1. The SIASC Speaker Exchange committee begins at 8:00 PM and end at 9:00 PM
2. Clean time requirements for all elected trusted servant(s)' positions shall be as follows:  
  
Speaker Exchange Chair two (2) years Speaker Exchange Vice-Chair two (2) years, Speaker Exchange Area Coordinator two (2) years and Speaker Exchange Secretary one (1) year.
3. All nominees for elected trusted servant positions (Chair, Vice-Chair, Area Coordinator and Secretary) must have one (1) year or more Speaker Exchange experience.
4. Speaker Exchange representative should not represent more than one (1) group at a time.
5. Speaker Exchange representatives should have ninety (90) days N.A. clean time.
6. It is suggested that a Speaker Exchange representative's commitment be for one (1) year.
7. Representatives should attend Speaker Exchange meetings to exchange with other Speaker Exchange representatives. **"There are to be no phone exchanges or illegal exchanges."** (Illegal exchanges will be defined as: exchanges that have been past under the table without the knowledge of the other Speaker Exchange representatives present).
8. Elected trusted servants that miss two (2) or more consecutive required commitments should be asked to step down.
9. The Speaker Exchange Secretary is required to mail the minutes to Speaker Exchange representatives within seven (7) days, following our monthly meeting held the first Tuesday of the month. The Speaker Exchange Secretary should receive funds at the end of the Speaker Exchange meeting to assist with the mailing of the minutes to the representatives.



**STATEN ISLAND AREA SPEAKERS EXCHANGE SUB-COMMITTEE POLICY**

10. Only Speaker Exchange representatives receives minutes of the SIASC Speaker Exchange business meeting.
11. All exchanges are to be made at the end of our business meeting. All Speaker Exchange representatives should attend the entire meeting in order to make exchanges.
12. The Speaker Exchange Chair, Vice-Chair and Area Coordinator are required to attend the Regional Outreach meeting that is held every month at the RSO Regional exchanges. Staten Island Area Speaker Exchange will bring the names of groups to the Regional Outreach meeting for Regional Speaker Exchange, and not more than two (2) exchanges are to be brought back to this body each month. The policy will be practiced for at least six (6) months.
13. Elected trusted servants may only serve two (2) consecutive terms.

**EFFECTIVE JUNE 2, 2009**

**STATEN ISLAND AREA SPEAKERS EXCHANGE SUB-COMMITTEE OF  
NARCOTICS ANONYMOUS**

**RESPONSIBILITIES AND GUIDELINES**

**A. OBJECTIVE:**

To exchange speakers throughout the area and beyond in an effort to encourage members to share their experience, strength and hope to the still sick and suffering addicts in and out of the rooms. These services are provided by men and women representing the groups they serve.

**B. DEFINITION:**

The Speaker Exchange sub-committee of SIASC is a group of men and women, members of Narcotics Anonymous who represent their respective groups rather than themselves. This in turn helps us to further carry out the fifth tradition, "Each group has but one primary purpose; to carry the message to the addict who still suffers."

**C. COMMITTEE FUNCTIONS:**

- 1) To act as a source and coordinator in reaching out to members and groups.
- 2) Through providing Speaker Exchange speaking and/or Speaker Exchange presentation commitments.
- 3) Conduct orientations for new members and representatives.
- 4) Serve as a communications link between SIASC groups, SIASC sub-committees and to encourage Regional and World level participation.
- 5) To assist struggling groups to participate more at the Area level; with suggestions and ideas, giving way to more informed group and Area conscience.
- 6) To prepare policy and guidelines for the Speaker Exchange committee; to be included in SIASC policy package

**D. COMMITTEE GOALS:**

**To provide a link to the N.A. fellowship by:**

- 1) Identifying needs.
- 2) Providing information.
- 3) Assisting in the communications efforts.
- 4) To continuously strive to serve with love.

**EFFECTIVE JUNE 2, 2009**

**STATEN ISLAND AREA SPEAKERS EXCHANGE SUB-COMMITTEE OF**  
**NARCOTICS ANONYMOUS**

**E. COMMITTEE STRUCTURE:**

(Responsibilities and Requirements of Trusted Servants)

**1) CHAIRPERSON**

- a) Two (2) years N.A. clean time
- b) Working knowledge of the 12 Steps and 12 Traditions, and 12 Concepts of N.A. as they relate to service
- c) Prior Speaker Exchange experience (if possible)

**RESPONSIBILITIES**

- a) Keep an atmosphere of recovery in the meeting
- b) Maintains a communications link between the Speaker Exchange Committee and SIASC by giving monthly report.
- c) Attend all Speaker Exchange sub-committee meetings.
- d) Communicate with the Regional Speaker Exchange sub-committee.
- e) Attends SIASC steering committee every month

**2) VICE-CHAIR:**

- 1) Two (2) years N.A. clean time.
- 2) Working knowledge of the 12 Steps and 12 Traditions of and 12 Concepts as they relate to service.
- 3) Prior Speaker Exchange experience (if possible).

**RESPONSIBILITIES**

- a) Helps the chairperson maintain an atmosphere of recovery.
- b) Acts as chairperson in the chairperson's absence.
- c) attends all Speaker Exchange meetings (area, region)
- d) If the trusted servant's position of chairperson should become vacant, serves as the chair until SIASC elects another nominee or yourself.

**3) SECRETARY:**

- 1) One (1) years N.A. clean time.
- 2) Prior service experience with good note taking/typing skills.
- 3) Prior Speaker Exchange experience.

**STATEN ISLAND AREA SPEAKERS EXCHANGE SUB-COMMITTEE OF**  
**NARCOTICS ANONYMOUS**

**RESPONSIBILITIES:**

- a) Takes accurate set of minutes at each monthly meeting.
- b) Maintains an ongoing file of all polices and minutes.
- c) Distributes the monthly minutes through the mail.

**4) AREA COORDINATOR:**

- 1) Two (2) years N.A. clean time.
- 2) Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts as they relate to N.A. service.
- 3) Prior Speaker Exchange experience (if possible).

**RESPONSIBILITIES:**

- a) Attend Regional Speaker Exchange meetings.
- b) Exchange and except commitments at the Regional Exchange and bring them back to the Speaker Exchange sub-committee for distribution
- c) Report to the Area Speaker Exchange sub-committee the progress of Regional Speaker Exchange.

**5) SPEAKER EXCHANGE REPRESENTATIVE:**

**REQUIREMENTS:**

- 1) **Should** have ninety (90) days N.A. clean time.
- 2) **Should** and **must** have knowledge of their group's different policies for speakers and/or Speaker Exchange presentations commitments and provide this information to any group which accepts to send a member representing their group.
- 3) **Should** attend monthly Speaker Exchange meetings with other reps. and exchange speaking and or Speaker Exchange commitments with respective group's.
- 4) Representatives **should** inform their respective group of incoming and outgoing speaking commitment, should be members to be placed on the group's calendar.
- 5) Representative **should** be aware that any member wanting a speaking and/or Speaker Exchange presentation commitment, should be member of the group they are representing. (check your group's policy.)

**STATEN ISLAND AREA SPEAKERS EXCHANGE SUB-COMMITTEE OF**  
**NARCOTICS ANONYMOUS**

- 6) Representative **should** make certain that the chairperson of the group, be made aware of the incoming speakers arrival on the groups exchange day.
- 7) If possible, Speaker Exchange representative **should** be at the meeting to greet the incoming speaker and/or Speaker Exchange.

**TYPICAL AGENDA:**

- 1) Open meeting with a moment of silence and the Serenity Prayer:  
Read the 12 Traditions, Service Prayer; 12 Concepts; Guidelines and Responsibilities.
- 2) Take Roll Call
- 3) Introduction of representatives (new)
- 4) Orientation of new representatives
- 5) Address any old business (good/bad exchanges)
- 6) Participate in exchanges to meetings
- 7) Meeting closed with Serenity Prayer

# ***Staten Island Area Web Site Operating Policy***

## ***I. General Principles A.***

The Twelve Traditions of **Narcotics Anonymous** Will Always Be the Final Word in All Matters Pertaining to this Web Site.

This Web site is an instrument of an official service body of **Narcotics Anonymous**. As such, it is completely bound by the *Twelve Traditions* of **Narcotics Anonymous**.

## ***B. This Web Site is the Property of the Groups of the Staten Island Area of Narcotics Anonymous***

In all matters pertaining to the operation of this Web site, the final decision is ultimately up to the groups. They may appoint trusted servants to run and design the site, but the groups have the right to supersede any decisions made by these servants.

That being said, it is impossible to run a Web site without allowing the caretakers of the Web site a great deal of latitude and autonomy. It is expected that the groups will carefully choose these servants, and allow them this freedom. It is also expected that these trusted servants will always keep in mind that they are caretakers of a public trust.

## **C. All Materials Used in this Web Site Must be Completely Free and Clear of Any Claims Outside of the *Staten Island Area* of **Narcotics Anonymous**.**

This means that all images, code (HTML/JavaScript/PHP/Perl, etc.,) and content (text, etc.) must either belong to the *Staten Island Area* of **Narcotics Anonymous**, or the SIASC should have complete and perpetual rights to display and/or use this material.

Absolutely nothing is to be posted unless it is known to pass the above test. In addition, the *SIA* Web site cannot be used for any purpose other than to directly serve the groups of the *Staten Island Area* of **Narcotics Anonymous**. All work done by trusted servants on this Web site, or by outside enterprises (contractors, designers, etc.,) is considered the property of the groups of the Greater New York Region of **Narcotics Anonymous**.

Any code and/or content that are not explicitly the property of the *SIA* **MUST** be properly licensed, or permission to display must be explicitly received and verified.

The provenance of all materials used in this site must be established. This means that we can't just be satisfied that an image is OK because "So-and-so says it is," we must ensure that the image has been received from an appropriate source.

**D. The Authors of This Site Are considered to be the *SIA* of **Narcotics Anonymous**.**

No individual or entity can take credit for this site. All work is considered to be done as a donation, or paid work is considered wholly owned by the *SIA*.

To be absolutely specific: There can be no links to this site from any entity other than the *Staten Island Area* of NA, claiming authorship.

Of course, we cannot, and should not attempt to, control links to our site from other sites, which may include rehabilitation centers, Web standards bodies, search engines, etc. However, we must insist that no claims be made upon this Web site of authorship, endorsement or ownership, as per the Twelve Traditions of **Narcotics Anonymous**.

**E. The Site Privacy Policy must be treated as a *SIA* policy. The privacy policy of this web site must be considered a Area Policy, and should be subjected to review and ratification by the groups of the *Staten Island Area* (as represented via their trusted servants in the existing service structure of the Area Service Committee.) It cannot be changed by the subcommittee alone, as it affects all visitors. No individual can take credit for this site outside of NA**

This site is a tool to serve its owners: The Groups of the *Staten Island Area of Narcotics Anonymous*. In order to reduce the risk of Tradition violation or loss of primary focus, it is our strict policy that no individual, whether an addict member of NA, or an outside contractor, hired to provide services and/or content, may claim authorship of this site. Of course, within NA, we may discuss the roles that individuals and/or outside entities play in the construction and maintenance of this site, but no indication of this should go beyond NA.

To make it perfectly clear: no entity outside *SIASC* may claim ownership or endorsement of this site, and no indication should ever be placed on this site that establishes claims of authorship, ownership or endorsement.

**B.** Any Major Changes in the Site **MUST** be ratified by the Groups of the *Staten Island Area* (as represented via their trusted servants in the existing service structure of the Area Service Committee.)

Of course, smaller changes, such as maintenance, bug fixing; basic site changes, administering the calendar and meeting list are considered the standard "day to day" duty of the subcommittee responsible for maintenance of the site.

Major changes are changes that affect things such as (including but not limited to):

- Changing the hosting environment.
- Changing the overall "look and feel" of the site.
- Changing the format of the printable meeting lists or significant changes in the searchable meeting list.
- Anything else the groups decide. This is, after all, **THEIR** property.

**C.** No major changes should be made to the site without first obtaining the approval of the Groups of the *Staten Island Area* (as represented via their trusted servants in the existing service structure of the Area Service Committee,) or should only be made at the behest of the Groups of the *Staten Island Area* (as represented via their trusted servants in the existing service structure of the Area Service Committee.) To put it simply: The Webmaster cannot make major changes to the site without approval, or unless they are directed by the groups of the *Staten Island*



*Area* to make major changes.

Remember that this is the property of the groups of the *Staten Island Area*. The Webmaster has considerable authority to make changes or to refuse to make changes, but they must always abide by the wishes of the groups of the *Staten Island Area* (as represented via their trusted servants in the existing service structure of the Area Service Committee.)

The groups of the *Staten Island Area* (as represented via their trusted servants in the existing service structure of the SIASC) will determine the mechanism for making decisions about this site. That mechanism is beyond this policy. However, this policy does state that the persons running the site **MUST** respect and abide by that mechanism, regardless of their personal opinions and/or beliefs.

## II. TRUSTED SERVANTS ROLES, REQUIREMENTS, AND RESPONSIBILITIES

- A. Webmaster – Two year clean time required with a working knowledge of the Traditions & concepts. Experience in computer work necessary.

Length of commitment – 1 year

Responsibilities – To maintain Website according to procedure manual.

Follow direction from groups of Staten Island Area.

To maintain payment to keep site current via revolving fund (\$50) from the SIASC.

To get paper for printing

- B. Assistant Webmaster – 1 year clean time requirement with knowledge of the Traditions.

1. Length of commitment – 1 year

2. Responsibilities – To take direction from and help Webmaster maintain the website.

**3. Follow direction from the groups of Staten Island.**

**4. To fulfill all responsibilities listed above (II.A) in the event the webmaster is unable to carry out required tasks.**

# ***PROCEDURE MANUAL FOR STATEN ISLAND AREA WEBSITE COMMITTEE***

## ***1. Passwords and Access***

The Web site uses several passwords and network access points. These need to be cataloged, stored and changed regularly. These are the principal means of accessing the assets represented by this Web site, and are critical. They are also extremely sensitive. These passwords should be carefully guarded and only persons with a justifiable need to know should be given these passwords. In addition, anyone given these passwords is not to pass them on to any other party, except by explicit consent of the groups of the Greater New York Region (as represented via their trusted servants in the existing service structure of the Area Service Committee.)

This policy will describe, exact detail, which persons have access to which passwords. Any change from this policy must be approved by the groups of the *Staten Island Area* (as represented via their trusted servants in the existing service structure of the Area Service Committee.)

***1. Passwords*** The following passwords are covered by this policy:

**I. Web Server FTP Access** this is the principal manner in which the Web server is accessed. This is how files are sent to the server for display, and how multiple webmasters may share files.

**II. Web Server SSH/Telnet** this is a "command line" access to the Web server. Using this access, the webmaster may manipulate server settings, change access permissions to files and control repetitive timed events (such as a nightly "indexing" for the search engine.)

**III. Domain Name Administration** This is the "control panel" for access to the registered domain names for the site. It may be something other than a simple password, but it should be all of the information necessary to make changes to all of the domain names controlled by the Greater New York Region.

**IV. Mail Server Administrator (Postmaster Account)** The ISP will allow us to establish 25 POP (email) accounts, and an unlimited number of forwarders and aliases (will redirect to other accounts.) These are all controlled by a postmaster account. The password for this account should not be changed without approval of the groups of SIASC.

**V. master Administrator.** The administrator that has full access to all functions of the Web site, including control of all users and other administrators.

**VI. Individual Administrators as Assigned by the Master Administrator.** The master administrator has the ability to assign other administrators and control their access rights. These can be the ASC calendar and/or meeting list administrators, or various site function administrators. Each of these administrators has the right to change their own password and not have that password known by the Master Administrator, but the Master Administrator may change this password at their discretion.

The Master Administrator is responsible for keeping close track of the individual administrators, and ensuring that they are assigned correctly.

The Master Administrator shall only reveal a new password for an individual administrator to duly appointed representatives of the ASC or service entity to whom that administrator is assigned.

The encrypted password archive should be stored on some persistent media, such as a CD-R. It should be stored with instructions for decrypting, ***BUT SHOULD NOT INCLUDE THE ARCHIVE PASSWORD.***

The archive password should be printed on a sheet of paper, and then all electronic copies should be deleted.

The archive itself should be given to one officer of the ***SIA*** and the password should be given to another. Each should be sealed in an envelope that will indicate tampering.

The ***SIA*** is responsible for determining the persons to whom the escrow is given, and should determine procedures for auditing the escrow.

***II. Changing Passwords*** should be changed, at minimum, once per year, and the escrow updated accordingly. The passwords may also be changed at the discretion of the Web site Subcommittee or the ***SIA***.

Whenever passwords are changed, the escrow (II.D.2.i) must also be updated, the GNY must be notified that the passwords have been changed, and the new escrow must be presented to the GNY members responsible for the storage.

Whenever one password is changed, all passwords must be changed. This prevents out of date escrows from being used to access Web assets

***III. Password Composition*** Passwords should be a minimum of six (6) characters in length, and should not be repeated, unless it is required that they be the same (for example, the FTP and SSH passwords must often be the same.) E. Recording Changes

Changes made to the Web site structure and HTML/PHP code should always have a note entered on the Web Site Changes page.

### ***F. Accessibility and Compliance***

All pages on this site should validate as W3C compliant, and should be accessible as per Section 508 standards

### ***G. External Links***

All links to pages not on the same domain as this site (i.e. Not part of the SIA site,) should be opened in a new page. Links to pages within this site should be resolved by replacing the current page with the new page.

Great care should be taken when linking to other sites. In most cases, we should not link to external sites, but there are some cases in which it is best we do so. For example, we may do so in order to refer visitors to the NAWS site, the Adobe Reader site, or some standards sites. An external link may easily be construed as an endorsement, so we should be extremely careful to keep the Traditions in mind at all times.

### ***H. "Badging"***

This site should not display any "badges," which are icons displayed in order to indicate compliance with standards, or use of certain software. Badges are endorsements, pure and simple. We cannot endorse any outside enterprise, even nonprofit standards bodies. In any case, a badge should not be required in order to comply with a standard. We can be W3C-compliant without displaying the W3C badge.

We should also not license any software or content that requires a badge or outside link. If we cannot negotiate a deal that allows us to use the content without the endorsement, then we cannot use the content. This is not negotiable. No badges or outside endorsements are allowed. The only exception is that, in some cases, we may have to have a "non-live" (i.e. not functioning as a link) URL or bibliographical reference to an external source to provide credit of authorship, as long as we are given clear and unambiguous permission to use the content.

### ***I. External Site Disclaimer***

Every page of the site will have a disclaimer displayed, indicating that links to

**Staten Island  
Hospitals & Institutions  
Sub- Subcommittee**

**Policy) Purpose:**

The S.I. H&I Committee is a Sub-Committee of the S.I. Area Service Committee( S.I.A.S.C.). It initiates, coordinates and conducts all S.I. N.A. H&I meetings\presentations and activities with in the area.

**1)Definition:**

The H&I Sub-Committee is a group of men & women: members of N.A. who believe in the concept: " To ensure that no addict in a hospital or institution seeking recovery need ever die without having a chance to find a better way of life. From this day forward may we provide the necessary services." This concept should always be our primary concern. This will insure that when an addict who is housed in a Correctional Facility, Hospital or Recovery House reaches out for recovery, N.A. will be there.

**B) Functions**

- 1)Conduct monthly business meetings.
- 2)Serves as a distribution point for Literature, Meetings and reports these transactions to S. I. A.S.C.
- 3)Selects members who are to conduct H&I meetings.
- 4)In cooperation with P.I. makes all initial contact with facilities.
- 5)Prepares H&I policies and guidelines for the H&I Sub-Committee and S.I.A.S.C. approval.
- 6)Serves as a communications link between S.I. H&I meetings, presentations and H&I Sub-Committee at Regional and World levels

**C)Committee Consists** of a Chair, Vice-Chair, Secretary, Literature Coordinator, Assistant Literature Coordinator, ( Optional P.I. Liaison, E&A Liaison ), H&I Group Representatives, and other members of N.A. who wish to be involved and meet clean time requirements.

**D)Forming the Committee**

- 1)All persons interested in H&I Service are invited to the regular monthly meeting of the H&I Sub-Committee through announcements made at meetings.
- 2)The H&I Committee Chair will be elected by S.I.A.S.C. according to election procedures outlining S.I.A.S.C. guidelines.( I.E. The H&I Sub-Committee will nominate a candidate for Chair who must be presented to S.I.A.S.C. one month prior to annual election.).
- 3)The Vice - Chair, Secretary, Literature Coordinator, Assistant Literature Coordinator, Meeting Chair & Co-Chair will be elected from the ranks of the H&I Committee Members.
- 4)H&I Group Representatives are chosen by their respective Home Groups.

### **E) Requirements and Responsibilities of Officers**

The following outline of officers responsibilities is only a summary. Officers will often be called upon to do a lot more than these guidelines describe. The success or failure of a Committee depends upon the dedications and leadership of it's Officers.

#### **1) Chairperson**

##### **Requirements:**

- a) 2 Years N.A., clean time.
- b) 1 Year H&I service
- c) Ability to organize and give the Committee direction and motivation.
- d) Working knowledge of 12 Steps, 12 Traditions, 12 Concepts and H&I Guidelines of N.A.

##### **Responsibilities:**

- aa) Keeps order in the meeting,
- bb) Keeps discussion brief and on the topic.
- cc) Ensures upholding of 12 Traditions and 12 Concepts.
- dd) Maintain a communication link between H&I Committee and S.I.A.S.C. by giving report on Reports Day to S.I.A.S.C.

#### **2) Vice - Chair**

##### **Requirements:**

- a) 2 Years N.A. clean.
- b) 1 Year H&I service
- c) Working knowledge of 12 Steps, 12 Traditions, 12 Concepts and H&I Guidelines of N.A.

##### **Responsibilities**

- aa) Helps Chair run an orderly meeting.
- bb) Acts as Chair in Chair's absence. Attend H&I Sub-Committee meetings.
- cc) If office if Chair becomes vacant, serve as Chair until a new Chair is elected by ASC.

#### **3) Secretary**

##### **Requirements:**

- a) 1 Year N.A. clean
- b) 6 Months H&I experience
- c) Prior service experience with good note taking and typing skills.

##### **Responsibilities:**

- aa) Takes an accurate set of minutes at each monthly H&I committee meeting makes copies and distributes them to each Committee member. Attends all H&I Sub-Committee meetings.
- bb) Keep an updated list of all presentations\ meetings with day, time, facility or institution , Chairpersons and Vice Chairpersons.
- cc) Keeps records of address, Phone # & attendance of officers and all committee members at SIASC H&I meetings.

## General Membership Of H&I Committee

### 1) Literature Coordinator

#### Requirements:

- a) 1 Years N.A. clean time required
- b) 6 Months H&I service

#### Requirements:

aa) It is the responsibility of the Literature Coordinator to distribute N.A. Conference - approved literature and any other items the Sub-Committee uses in carrying the message, such as copies of Reaching Out and the N.A. Way, to the Chairs or Vice-Chairs. To assure accountability, a complete record of all transactions must be kept, and a report given at regular Sub-committee meetings. This person should always be aware of the amount of Literature being distributed so the Chair's literature request remain prudent and the Sub-Committee can fairly distribute the literature without exceeding its budget. Regular audits should be done to ensure that the literature outlays are responsible and accounted for.

bb) Must attend all Sub-Committee meetings.

### 5) Literature Assistant

#### Requirements:

- a) 6 months N.A. Clean

#### Requirements:

aa) Assists Literature Coordinator in distributing and stamping literature.

### To Chair a meeting

- 1) 1 (one) year N.A. Clean time
- 2) Must have a H & I Learning Day
- 3) Must have 12 consecutive weeks H&I environment and attend 3 consecutive H & I Subcommittee meetings.
- 4) Chair has overall responsibility to insure the continuity and flow of meeting.
- 5) It is the responsibility of chair to train Co chair

### To Co Chair a meeting

- 1) 6 (six) months N.A. Clean time
- 2) Must have a learning day
- 3) In absence of the chair it is OK for the Co chair to Chair meeting if Co chair has 6 months clean and 3 months continuous H&I service.

**Exceptions:** Mica, AK Prison, Elizabeth Ann Nursing (1 Year required)

Chair and Co chair are responsible to make monthly business meetings.

If the Chair or Co chair with required clean time has to bring meeting in alone it should be at the individuals discretion to take the meeting in.

*\* If a committee member is forced to resign said member will be bared from seeking election for 6 months*



## **Speaker Requirements**

### **Detox\ Rehab\ Camelot\ Project Hospitality**

1) 6 months N.A Clean time

### **Mica\ Prison\ Elizabeth Ann**

1 a) 1 year N. A. Clean time.

2) Clear N.A. language should be used in all meetings \ presentations

3) Identify themselves as addicts

4) Willingness to share their experience, strength and hope.

5) All speakers should follow the policies and guidelines of SIASC and H & I Subcommittee

## **Attendance Policy**

### **Chairperson:**

That the SIAH&I Chairperson during their one year term of service to the SIAH&I Subcommittee attend at least nine out of twelve of all the following committee meetings, the SIAH&I Subcommittee, SIASC, and Regional H&I Subcommittee. If the aforementioned requirements aren't being fulfilled It is the opinion of the SIAH&I Subcommittee as a whole, that the SIA H&I Chairperson will be expected to resign. If for any reason the SIAH&I Chairperson displays an unwillingness to resign then we as a committee are responsible to report our findings to the SIASC Steering Committee who will review our findings and initiate the necessary action as it pertains to this situation.

If the SIA H&I Chairperson misses two consecutive SIASC or Regional H&I Subcommittee as a whole, that the SIA H&I Chairperson will be expected to resign, If for any reason the SIAH&I Chairperson displays an unwillingness to resign, then we as a committee are responsible to report our findings to the SIASC Steering committee who will review our findings and initiate the necessary action as it pertains to this situation.

To ensure that no negative patterns of attendance are created without being accountable. Also to ensure that the membership of SIA Narcotics Anonymous along with the members of the SIAH&I Subcommittee are kept well informed of all pertinent Area, SIAH&I, and Regional H&I business. To ensure that the attendance policy as it pertains to the SIA H&I Chairperson is equal to that of the general membership of the SIAH&I Subcommittee ( Chairs, Co Chairs, Secretary & Literature Management), creating equal accountability to the SIAH&I Subcommittee as a whole. Let us also be reminded of the following spiritual principles of this fellowship as they pertain to service, dedication and selfless service.

### **Vice Chair Person**

That the SIAH&I Vice Chair Person attend the monthly Regional H&I Subcommittee meeting. In keeping with the Apprentice system ( training position) P 3 Temporary Working Guide to Service.

That the SIAH&I Vice Chair Person during their one year term of service to the SIAH&I Subcommittee attend at least nine out of twelve of all the following committee meetings, the SIAH&I Subcommittee, SIASC, and Regional H&I Subcommittee. If the aforementioned

requirements aren't being fulfilled It is the opinion of the SIAH&I Subcommittee as a whole, that the SIA H&I Chairperson will be expected to resign.

If the SIAH&I Vice Chair Person misses two consecutive SIASC or Regional H&I Subcommittee as a whole, that the SIA H&I Chairperson will be expected to resign.

### **General Membership**

If Chair or Co-Chair miss two consecutive business meetings or 3 consecutive presentations(without getting a fill in) they will be expected to resign or will be removed. Chair & Co Chair should be expected to attend 9 out of 12 H&I meetings during their one year term of service or they will be expected to resign or will be removed. If the Secretary or Literature Management Chair & co chair should be expected to attend 9 out of 12 business meetings or two consecutive business meetings they will be expected to resign or will be removed

### **Business and voting**

In order to conduct business at least 51 % of meetings is needed  
H&I Sub committee meeting start at 7:30 P.M. and ends at 9:30 P.M.  
To change or waive policy requires 2/3 majority.  
Subcommittee meeting is on 3rd Tuesday of month, Special meetings can only be called by the committee itself.  
To follow agenda and that any new business be added to next month's business.  
Set aside at least 1/2 hour to clarify and discuss policy.

### **Voting Policy**

Anyone who Chairs or Co- Chairs an H & I Meeting can vote. Secretary and Literature Management can vote.

Only 2 cons followed by 2 pros on any motion.

### **Correctional Facility Policy**

Women Speakers not allowed at Arthur Kill Prison and Camelot

Only current member of the Sub committee can maintain permanent clearance

N.A. members will not be present or participate in any way in graduation ceremony. This includes Camelot.

Meeting starts at 7:00 P.M. on certificate day.

### **Election Policy**

Commitments run for 1 year when elected

No one can serve more that 2 years in a row at any one facility.

### **Sharing policy**

All clients allowed to share during last 15 minutes of meeting. At all facilities except ATC (1/2 hour)and Jail(1 hour) where sharing time will remain as before.

Phone # given out at individual's discretion(except at jail)

*This serves only as a guideline for our subcommittee, if a problem arises that is not covered in this policy you are to refer to the H& I Handbook. When in doubt never take anything upon yourself call the H&I Chair or Co Chair to find out what is necessary.*



**STATEN ISLAND AREA  
STEERING COMMITTEE  
POLICY & GUIDELINES**

**TABLE OF CONTENTS**

<b>PURPOSE</b>	<b>PAGE 1</b>
<b>MEMBERS</b>	<b>PAGE 1</b>
<b>HOW WE CONDUCT BUSINESS</b>	<b>PAGE 1</b>
<b>OFFICERS AND RESPONSIBILITIES</b>	<b>PAGE 2</b>
<b>CHAIR PERON REQUIREMENTS</b>	<b>PAGE 2</b>
<b>VICE CHAIR REQUIREMENTS</b>	<b>PAGE 2</b>
<b>SECRETARY REQUIREMENTS</b>	<b>PAGE 2</b>
<b>CORRESPONDING SECRETARY REQUIREMENTS</b>	<b>PAGE 3</b>
<b>TREASURER REQUIREMENTS</b>	<b>PAGE 3</b>
<b>ASSISTANT TREASURER REQUIREMENTS</b>	<b>PAGE 3</b>
<b>REGIONAL COMMITTEE MEMBER</b>	<b>PAGE 3</b>
<b>ALTERNATE REGIONAL COMMITTEE MEMBER</b>	<b>PAGE 4</b>
<b>POLICY CHAIR</b>	<b>PAGE 4</b>

## **1. Purpose**

The Steering Committee (SC) facilitates the operation of the Staten Island Area Service Committee (SIASC). It also helps to facilitate communication within the NA service structure and provides necessary support, in conjunction with SIASC policy.

## **2. Members**

The SC consists of the ASD Chair, Vice Chair, RCM, Secretary, Treasurer, Alternate RCM, corresponding Secretary, Assistant Treasurer, and Policy Committee Chair.

## **3. How We Conduct Business**

The SC holds a meeting one week prior to the ASC meeting ( the first Tuesday of the month at 7:00 PM ). The committee pays a monthly rent donation from the treasury. The meeting is attended by all members of the SC. All members are voting members, except the Policy Chair: and the Area Chair, who only votes to break a tie.

The SC meeting format is as follows:

- A moment of silence
- The Serenity Prayer
- Reading of the 12 Traditions

We proceed to review last month's minutes ( read by the Secretary), paying careful attention to the outcome of the voting, and noting of prior month's discussion, agenda, questions and answers, pros and cons, etc. This is to further ensure accuracy. Corrections are noted, If any, to be addressed at the ASC meeting.

As a group , we read, review and discuss the next month's agenda: such as but not limited to:

- Elections
- Nominations
- Motions
- We may be apprised of subcommittee's possible concerns.

All motions on the agenda are read, and reviewed by the committee. The validity of a motion may be questioned. The Area Chair can rule as needed, the call of " out of order", on the basis of certain determining factors ( i.e. intent, or lack of intent, personal attacks, etc.), with a majority vote of the committee.

Attendance is recorded by the Secretary and noted in that month's minutes.

The treasurer's report is also reviewed. Any relevant issues are discussed. Anyone may attend the SC meeting as a silent observer. If they request to be recognized, or the Area

Chair or committee members feel recognition would enlighten the body, they may request to be recognized. If there is an objection from any member of the SC, the Area Chair will request a vote from all SC members to recognize the individual.

The SC meeting also serves as a first point of review for any flyers generated in Staten Island Area to be distributed. Subcommittees must bring flyers to the SC meeting for approval, and to be placed on the agenda for the ASC to be reviewed by the area.

Motions to be placed on "New Business" on the agenda, may be submitted at the SC meeting. For a motion to be considered, it must be submitted on or prior to the agenda meeting.

? Steering

#### 4. Officers And Responsibilities

The officers of the SC are elected yearly, and should not serve for more than two consecutive terms. Officers of the SC cannot hold the following positions: GSR, Alt. GSR, Subcommittee chair or Subcommittee vice chair, while serving on the SC. The SC is elected by the GSR's and should have pre service experience. All members of the SC are to attend the SC meeting and ASC meeting. If a member is not able to attend, they should notify the Area Chair, and submit any reports due. If such elected officers do not attend two consecutive ASC meetings, they will be expected to resign. Extenuating circumstances will be considered.

##### A) CHAIRPERSON

Requirements: 2 years clean time (term July to June)

Responsibilities: Arrange an agenda for and preside over the monthly ASC meetings. The Chair Person should be capable of conducting a business meeting in an orderly manner. They are responsible for correspondence, proofreading the minutes, and the Chair Person should be one of the signers of the ASC bank account. The Chair Person should hold a monthly steering committee meeting in preparation for the ASC meeting. Any pertinent issues affecting the area should be addressed. The Chair Person may act as a representative for the ASC when necessary..

##### B) VICE-CHAIR

Requirements: 1 year clean time (term July to June)

Responsibilities: Assist in coordinating Subcommittee functions when necessary. In absence of the Chair Person, the Vice Chair Person shall perform the duties of the Chair. The Vice Chair shall also assist the Chair in performance of any duties as delegated to ensure the most effective handling of any matters. The Vice Chair should be a co-signer of the ASC's bank account. The Vice Chair shall also fill in for absent Subcommittee Chairs.

takes over when chair is not here or steps down  
Chair is then voted in & then vice is nominated then voted on

##### C) RECORDING SECRETARY

Requirements: 1 year clean time and a visible means of support (January to December)

Responsibilities: The secretary keeps accurate minutes of each ASC meeting. The minutes and agenda should be typed, verified by the Chair person prior to Secretary making copies and copies to be distributed no later than 2 weeks after

the ASC meeting, with a copy sent to the WSO. The secretary is responsible for maintaining area files and archives. The Secretary is also responsible for arrangements to utilize the archives. The Secretary is responsible for maintaining key and retrieving the mail prior to SC meeting, and ASC meeting, Maintains a \$200.00 revolving fund for expenses, the typewriter and tape recorder. Secretary reads minutes, takes corrections from floor( of ASC), and incorporates corrections in next month's minutes.

**D)CORRESPONDING SECRETARY**

**Requirements:** 6 months clean time (term January to December)

**Responsibilities:** Assist the Secretary in taking, typing, mailing and distributing copies of the minutes. In the absence of the Secretary, the corresponding secretary shall perform the duties of the Secretary.

**E)TREASURER**

**Requirements:** 2 Years clean time Visible means of Support (term January to December)

**Responsibilities:** Shall present a report of contributions and expenditures at every meeting. This will be included in the minutes and available at the meeting. The Treasurer should be one of the co-signers of the ASC bank account. The Treasurer should make an annual report itemizing a total of all expenditures for the subcommittees and miscellaneous expenses, a total of donations and literature sales should be provided. This should be completed by the November ASC meeting. The Treasurer should use this to prepare a prudent reserve ( three months average operating expense) and operating expense to be set for the next year, also in November the treasurer is responsible for balancing the checking account and related affairs. The treasurer is responsible for all financial affairs of the ASC checking account, for maintenance of the treasury archives( balance sheets, receipts, bank statement). The treasurer is responsible to maintain \$20.00 petty cash, and for updating bank signature cards as members of the body change. The treasurer replenishes the revolving funds upon receipts of expenditures. He or She pays ASC expenses, such as rent, and mailbox rental fee.

**F) ASSISTANT TREASURER**

**Requirements:** 1 Year Clean time, Visible means of Support (term January to December)

**Responsibilities:** To assist the Treasurer in the reporting on the treasury, and other responsibilities as delegated by the Treasurer, in the learning process. In the absence of the Treasurer, they should perform the duties of the treasurer, they should perform the duties of the Treasurer.

**G) REGIONAL COMMITTEE MEMBER**

**Requirements:** 3 years clean time, Prior area or regional experience ( Term ( January – December)

**Responsibilities:** The primary responsibility of the ASR is to work for the good of NA providing two way communication between the area and

the rest of NA particularly with neighboring ASC's. They represent the group conscience of the ASC at the regional level, and provide the area with the Greater New York Regional Treasurer's Report and agenda for RSC, in time for the groups to vote and return that vote to the ASC. In the event the regional motions are not available in time for the group vote, the ASR will get the conscience of all those members present at the ASC meeting. The RCM attends all SC, ASC and RSC meetings. The RCM may serve on ASC and RSC subcommittees but not as a chairperson or vice chairperson. The RCM must attend workshops and committees dealing with the annual World Service Conference Agenda Report (CAR). The RCM will list the area Sub committees for the RSC. He or She must have the willingness to give the time and resources necessary.

**H) ALTERNATE RCM**

Requirements:

2 YEARS CLEAN TIME ~~RCM~~ RCM

Responsibilities: The Alternate RCM works in concert with the ASR,

becoming familiar with the job, attending all SC, ASC and RSC meetings, and filling in for the RCM if he/she is absent.

**I) POLICY CHAIR**

Requirements: 2 years clean time, prior regional or area service experience, working knowledge of 12&12, The guide to local service and parliamentary procedure, as per Roberts rules of order.

Responsibilities: The policy chair brings a knowledge of policies and procedures of the area to assist the committee. They have a full voice at the SC meeting but not a vote. ( see Policy Committee Policy for other Responsibilities)

Term Jan - Dec

7:30 Cut-off for Quorum

7:30 Cut-off for Literature Orders



**THE GREATER NEW YORK REGIONAL  
PUBLIC INFORMATION COMMITTEE  
GUIDELINES**

**A. PURPOSE**

- 1. To open & maintain lines of communication between the public & Narcotics Anonymous so that the message of recovery from addiction is readily available to all addicts.**
- 2. To initiate & coordinate public information actions within the fellowship, ensuring unity & clarity in all PI activities. This includes possible participation in & support of, learning days/ workshops & group presentations.**
- 3. To carry this message in accordance with the Twelve Traditions & Twelve Concepts of Narcotics Anonymous.**

**B. FUNCTIONS/RESPONSIBILITIES**

- 1. To act as the resource & coordinating body for regional & area PI efforts.**
- 2. To maintain a close working relationship with H&I, Helpline Outreach & other committees throughout the region, thereby ensuring that all request for information are referred to & carried out by the appropriate PI and/or H&I committees.**
- 3. To respond to any PI request which is outside the jurisdiction of area PI committees as defined in the Public Information Guide Book: "Any Public Information services other than those carried out at the World level shall be initiated & performed by a PI subcommittee of an established ASC or if an ASC is unavailable an RSC." Any such committee shall be responsible for creating its own guidelines, which shall be approved by its repective ASC or RSC.**

4. Members, group & areas may form PI committees to do the the actual of PI services as outlined in the PI Guide. GNYRPIC serves as a support structure of experience with regard to PI ~~work within the region as published material/prior side on~~ on established NA policy, as it pertains to carrying the message to the addict who still suffers. GNYRPIC may do the actual work of PI services as outlined above, until such time that individual area PI committees are established within that region.
5. To respond to media requests originating within our region, according to the Media Contingency Plan outline in the PI Guide:

**World- National Media Outlets(contacts,etc.)syndicated outside the specific geographical region. Examples: Good Morning America, 60 Minutes, 20/20, Time, Newsweek, NY Times, LA Times, Chicago Tribune, Washington Post, Westinghouse, CNN, Hearst Syndicate, NBC, CBS, ABC, etc.**

**Multi-Regional- Originating or syndicated within a particular geographical region. Examples: St. Louis Dispatch, Daily News, Orange County Register.**

**Area- Daily or weekly newspapers or magazines primarily serving the area, local TV cable & radio stations.**

### **C. Description of Regional Public Information Committee**

**The committee shall consist of a chairperson, vice-chairperson, secretary, area chairs &/or vice-chairs, Regional Helpline & H&I liaisons, & other elected or appointed committee chairs &/or coordinators. All meetings are open to interested members of NA.**

### **ADMINISTRATIVE COMMITTEE**

**The administrative committee of the GNYRSC-PI will consist of the Chair, Vice Chair , Secretary and those necessary to complete the work. This sub-committee will be responsible & empowered to perform any administrative functions necessary between**

regularly scheduled PI meetings.

**These Sub-Committees as needed:**

**1. REGIONAL MEDIA SUB-COMMITTEE**

This sub-committee will research & coordinate Regional PI efforts as they pertain to radio & television & print industry. Chair elected within the Regional PI committee.

**2. REGIONAL CONFERENCE, WORKSHOP & LEARNING DAY SUB-COMMITTEE**

This sub-committee will research & coordinate Regional PI efforts as they pertain to conferences, workshops, & learning days. Chair elected within the Regional PI committee.

**3. REGIONAL MOBILE SERVICES SUB-COMMITTEE**

This sub-committee will be available as a source to all areas to aid with presentations. Chair elected within the Regional PI committee.

**4. REGIONAL LITERATURE SUB-COMMITTEE**

This sub-committee will coordinate all NA literature & posters of the Regional PI committee. Chair elected within the Regional PI committee.

**5. REGIONAL POLICY COMMITTEE**

This sub-committee will coordinate internal policy & guidelines & attend regional policy committee meetings as required. Chair elected within the Regional PI committee.

**6. HIPIC- (HOSPITALS&INSTITUTIONS/PUBLIC INFORMATION COMMITTEE)**

This committee will be responsible for the coordination of free packages to the regional convention for institutionalized members, or those otherwise unable to attend. HIPIC will consist of 3 members of Regional H&I plus 3 members of Regional PI plus one member of the convention corp. They will elect their own leader & adapt their own policies as needed.

**Other Elected Positions**

- 1. HOPITALS & INSTITUTIONS LIAISON**
- 2. HELPLINE LIAISON**
- 3. OUTREACH LIAISON**

#### **4. VOICEMAIL COORDINATOR**

**Other possible subcommittees/liaisons as needed: e.g. Medical Services, Government Services, Education Services.**

#### **D. VOTING PROCEDURES**

- 1. All matters before this committee shall be decided by 2/3 group conscience of the voting members present. A quorum shall be 2/3 of the average of the participating areas. A participating area is defined as any area present at the current meeting or any of the previous 2 meetings. To have any vote, a quorum must be present.**

**EXAMPLE: In January 6 areas were present. In February 8 areas were present, currently (March) there are 4 areas present  $6+8+4$  averages to 6 participating areas per month. 2/3 of this number will be a quorum for the current month's vote.  $2/3 \times 6$  would be 4. Any vote taken on that day would need 4 participating areas to make a quorum.**

- 2. To be considered a voting member of the G.N.Y.R.P.I. an individual (other than an area PI Chair or elected representative) must attend 3 consecutive meetings. Area PI chairs automatically vote on all issues. In the absence of an area chair the Vice-Chair or designated representative can vote.  
- all voting members (in attendance or not) should receive minutes.**

#### **3. THERE ARE 2 VOTING PROCEDURES:**

- A. the voting procedure for matters affecting areas: only area chairs or rep. (one vote per area).**
- B. in all other matters, all voting members of the committee have a vote.**

#### **E. REQUIREMENTS & DUTIES**

**All voting members of this committee shall have:**

- Personal time & abilities to perform their duties.**
- Willingness & desire to serve in the position.**
- Clean time & service experience as stated herein.**

- **Understanding & practical experience of the 12 Steps, 12 Traditions, and 12 Concepts.**
- **Clean time throughout term of office or participation.**
- **All voting servants of this committee shall be selected from voting members of the PI committee & must be present at the time of office.**

### **CHAIRPERSON**

#### **Requirements:**

- **2 years clean time.**
- **previous service experience at area &/or regional level in PI.**
- **ability to organize; give the committee direction & incentive & delegate responsibilities.**
- **ability to keep accurate records of funds.**

#### **Duties:**

- **arrange times & agendas for meetings.**
- **initiates all necessary correspondence, including communication between areas, regions, & WSC-PI.**
- **keep RSC informed of all ongoing PI activities.**
- **reports to RSC any plans for major PI projects or expenditure & is ultimately responsible for files, records, & overall functioning of the committee.**
- **attends all RSC meetings.**
- **reports balance to committee.**
- **issue funds as directed by committee.**

### **VICE-CHAIRPERSON**

#### **Requirements:**

- **2 years clean time.**
- **1 year prior service experience at an area &/or regional level, in PI.**
- **ability to assume responsibilities in the chairperson's absence.**

#### **Duties:**

- **to work closely with & assist in all duties of the committee.**
- **carry out responsibilities delegated by the chair &/or the committee.**
- **attends all RSC meetings.**
- **issue funds as directed by committee.**

*When Chair leaves Vice Chair Takes over  
After Chair is voted in Then Vice Chair is nominated*

## **SECRETARY**

### **Requirements:**

- 1 year clean time.
- prior service experience at area or regional level, preferably with secretarial skills.
- ability to develop written material in a clear concise manner.

### **Duties:**

- records minutes of each meeting.
- distributes copies of those minutes to committee members within 2 weeks of each meeting.
- handles all correspondence as directed by chair or committee.
- maintain files & records of communication, including a list of activities & contacts to be passed on to subsequent committee members.
- mails notice of upcoming meetings to all members of the committee.

## **SUB-COMMITTEE CHAIRS**

- 1 year clean time requirement
- minimum of 1 year PI experience.

**These guidelines or any portion thereof, maybe waived or amended at anytime by two-thirds (2/3) vote of the voting members of this committee & are subject to the approval of the GNYRSC of Narcotics Anonymous.**