

# **AREA L.E.G.S. – LAKE ERIE GENERAL SERVICES**

## **POLICY SUBCOMMITTEE GUIDELINES rev 1/16/21**

### **PURPOSE**

- A. To provide input and information to be utilized at the Area’s conscience process for the understanding and application of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.**
- B. To do whatever is required to revise current Area L.E.G.S. Guidelines and procedures as necessary so that they may fall into accordance with parliamentary procedures and the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.**
- C. To provide the Service Committees within the Area with documented past actions and recommendations for new procedures when applicable.**
- D. To be supportive to all the Service Committees of Area L.E.G.S.**

### **QUALIFICATIONS AND DUTIES**

#### **CHAIRPERSON – Nominated and voted in at the Area Service Committee**

- A. Two (2) years clean time
- B. Active involvement in Narcotics Anonymous
- C. Knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and knowledge of Procedures for conducting Area L.E.G.S. business

#### **VICE-CHAIRPERSON - Nominated and voted in at the Area Service Committee**

- A. One (1) year clean time
- B. Active involvement in Narcotics Anonymous
- C. Knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts

#### **SECRETARY – Nominated and voted in at the Policy Subcommittee**

- A. Six (6) months clean time
- B. Active involvement in Narcotics Anonymous
- C. Ability to develop written material in a clear and concise manner

### **FUNCTIONS**

- A. When the Area Service Committee makes a request, this Subcommittee shall collect and analyze input regarding all Guidelines and Procedures. Any Guidelines and the recommended revision to the Guideline (with the revisions highlighted) will be placed on the legsna.org website for review**

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by the Area. The revisions will be open for input until the following policy meeting. The revisions will then be put on the Area floor at the next ASC meeting for approval.

- B. When requested by the Area Service Committee, the Policy Subcommittee will collect and analyze input regarding issues of concern where no past procedures or guidelines have been developed. This input may be gathered from all available resources this would include other Areas, Regions, NA members and Service Committees throughout the fellowship of Narcotics Anonymous. The Policy subcommittee will then recommend further study or develop new procedures and guidelines for these situations as deemed appropriate. Any new procedures will be placed on the legsna.org website for review. Any new guidelines or procedures will be open for input on the Area website (legsna.org) until the following policy meeting. The recommendation will then be put on the Area floor at the next ASC meeting for approval.**

### **GUIDELINES**

- A. A majority of voting members within the Policy Subcommittee is needed to pass a motion, In the event of a tie, the Chairperson will break the tie.**
- B. All motions made at the Policy Subcommittee meeting must be written and have second. Motions maybe directed by Area L.E.G.S. to the Policy Subcommittee and do not require a second.**
- C. All business will be put on the agenda in the order it is presented to the Policy Subcommittee, except for motions that are referred from Area L.E.G.S. (see Area L.E.G.S. procedure # 14)**
- D. Discussions on the floor of the Policy Subcommittee meeting be limited to 3 pros and 3 cons then move to the next order of business (9/25/2010)**
- E. The Policy Subcommittee Chairperson may be allowed to have a “Call Meeting”, as needed to expedite Policy Subcommittee business. At such time, a seven (7) day notice will be given to the Area Service body.**
- F. The Policy Subcommittee has an operating budget of fifty dollars (\$50.00) to be taken from the Area’s General Fund**
- G. According to the Area L.E.G.S. Treasurer’s guidelines the Policy Subcommittee must audit the Treasury Records two (2) times per year. (when a treasurer is elected in December and mid-term in June)**

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**H. The Policy Subcommittee shall organize a team of NA members to perform audits of the receipts, sales, purchase orders and expenses of the Literature Subcommittee. This audit will take place in November. Rev 1/6/2021**

### **“Procedures for Conducting an Audit of the Treasurer”**

#### **Part 1: Items need from Treasurer to perform audit**

1. Receipts for all deposits
2. Check register
3. Check book with duplicates of checks written
4. Bank statements

#### **Part 2: Examination of documents**

1. Proof of deposit-compare treasurer’s report, bank statement and deposits receipts
2. Compare check numbers of paid checks on statement to check book duplicates and treasurer’s report.
3. Examine check number sequence for identification of voided and missing check numbers.
4. Check the status of all checks that have been written to reconcile if they have been paid or are outstanding. 5. Check our IRS tax exempt status and last tax filing status