

AREA L.E.G.S. [LAKE ERIE GENERAL SERVICES®]

POLICY SUBCOMMITTEE GUIDELINES

QUALIFICATIONS AND DUTIES:

Chairperson – Nominated and voted in by 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 the Procedures for conducting Area L.E.G.S. Business.

Vice-Chairperson – Nominated and voted in by the Area Service Committee.

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

Secretary – Nominated and voted in by 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.

Description –

The Policy Subcommittee is formed by and directly responsible to the Area Service Committee.

Purpose –

- A. 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.
- B. 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.
- 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.

Function –

- A. When the Area Service Committee makes a request, this Subcommittee shall collect and analyze input regarding procedures in the past. This input shall be analyzed and complied with the objective of providing information

POLICY SUBCOMMITTEE GUIDELINES

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proficiency and productivity of past procedures. Also, the Policy Subcommittee will then recommend changes or modifications that could improve the procedure. These recommendations will be presented to the entire voting body for Area 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 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 for these situations as deemed appropriate.

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 relating to the Policy Subcommittee must be personally be submitted and seconded at the Policy Subcommittee meeting or directed by Area L.E.G.S. to the Policy Subcommittee.
- C. All business will be put on the agenda in the order it is presented to the Policy Subcommittee.
- D. The Policy Subcommittee Chairperson may be allowed to have “call” meetings as needed to expedite Policy Subcommittee business. At such time a seven (7) day notice will be given to the Area Service body.
- E. The Policy Subcommittee shall receive an operating budget of fifty dollars (\$50.00) to be taken from the Area’s General Fund.
- F. According to the Area L.E.G.S Treasurer’s guidelines the Policy Subcommittee must audit the Treasury Record three (3) times per fiscal year. [See Treasurer’s guidelines for required time frame].
- G. The Policy Subcommittee shall organize a team of NA members to perform audits of the receipts, sales, purchase order and expense of the Literature Subcommittee.