

NA by Phone Area Policy
Ratified January 11, 2020

Purpose

The purpose of the NA by Phone Area Service Committee is to unite and serve the common needs of the groups listed at the NAByPhone.org and will serve at the direction of the participating groups therein.

A.S.C. Voting

Consensus Based Decision Making (*CBDM*) is the means by which the NA by Phone Area governs itself. The voting threshold is 66%.

All GSR's, Sub-Committee Chairpersons and Area Officers, excluding the A.S.C. Chairperson, may vote.

(Enacted 5/11/19, Review 04/2021): A minimum of three group GSRs must be in attendance at the area meeting to conduct business. This number of three will be reviewed in six months.

Voting Procedures

Candidates for Area Officers may be volunteers or nominations submitted by the GSR's. Nominations shall be held one month before elections. All candidates must be present at both meetings. All candidates must be available to qualify themselves for the respective positions at the nomination meeting (*state clean time, past service experience, why they can serve, and why they want to serve the fellowship*).

Upon election, the officer (*Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, Web Servant and Subcommittee Chairpersons*) shall resign as GSR of their Group and a new GSR shall be elected from the Group. No person may hold two positions simultaneously.

The Vice Chairperson shall automatically be a nominee for the position of Chairperson if willing to serve.

Terms of Office shall begin at the close of the meeting elections are held and end after the outgoing officer has given the incoming officer a one-on-one status of position consultation during the month following election.

Removal from Office

Any officer may be removed from their position by a consensus vote of non-compliance by the voting members of the Area. Non-compliance includes but is not limited to:

- A. Loss of abstinence.
- B. Non-fulfillment of the duties of their office.
- C. Missing three consecutive meetings. Upon any officer missing two consecutive meetings without contacting Area Chairperson, they shall be contacted by the Chairperson for explanation. In the case of the Chairperson failing to appear, the Vice Chair shall contact the Chairperson.
- D. Any misuse or misappropriation of NA funds calls for immediate resignation of office.

Any officer may resign by giving the Chairperson notification by email at least two weeks in advance of the next Area meeting. If the Chairperson is resigning, they must notify the Vice Chairperson by email.

Procedure for Replacement

In the case of the Chairperson, the Vice Chairperson shall take the position. All other positions shall go through the established voting procedures to hold office until the next regularly scheduled annual election.

Recommendations for Area Officers

All officers are to serve a one-year elected term of office not to exceed two consecutive elected years. All elected officers shall have a sponsor and working knowledge of the 12 Steps and 12 Traditions. Acquiring knowledge of the 12 Concepts is recommended. All elected officers must have the ability to send and receive emails and text messages.

A.S.C. Chairperson

Qualifications:

1. Three years clean time with experience at the A.S.C. level.
2. Organizational skills.
3. Excellent communication skills.
4. Good mediation skills.

Duties and Responsibilities:

1. Conduct all A.S.C. meetings.
2. Follow A.S.C. guidelines.
3. Prepare the agenda.
4. Keep meeting on track.
5. Remain neutral during A.S.C. meetings.

A.S.C. Vice-Chairperson

Qualifications:

1. Two years clean time.
2. Organizational skills.
3. Excellent communication skills.
4. Good mediation skills.

Duties and Responsibilities:

1. Provide co-ordination of the area sub-committees.
2. Conduct A.S.C meetings in the Chairperson's absence.

A.S.C. Secretary

Qualifications:

1. Two years clean time with experience as a secretary.
2. Good organizational skills.
3. Access to a computer.
4. Excellent communication skills.

Duties and Responsibilities:

1. Handle all A.S.C. paperwork.
2. Take clear and accurate minutes of A.S.C. meetings.
3. Distribute minutes to all committee participants within a reasonable period of time after each meeting. (*Enacted 11/10/18*): Send out unapproved minutes within 10 days of area meeting.
4. Regularly update all Area policy actions.
5. Possess copies of most recent A.S.C. guidelines.
6. Provide copies of most recent A.S.C. guidelines to new GSR's.
7. Keep an updated list of all home groups and A.S.C. participant contact information.
8. Assume the position of Vice-Chair or Chairperson in their absence.
9. Create email accounts as needed.

Web Servant

(Effective 01/09/21 Title changed from Web Master to Web Servant)

Qualifications:

1. One-year clean time.
2. Good organizational skills.
3. Ownership of a computer.
4. Must be technology/computer savvy.
5. Must have formal training in web design.

Duties and Responsibilities:

1. Maintain and update Area website at A.S.C. direction.

Treasurer

Qualifications:

1. Four years clean time.
2. Have a regular income or be financially secure.
3. Be good with handling money and record-keeping.
4. Good organizational skills.
5. Access to a computer.
6. Possess excellent communication skills.
7. Must have a bank account in good standing.

Duties and Responsibilities:

1. Open a PayPal account.
2. Keeps track of all funds and prepares monthly reports for A.S.C.
3. Follows A.S.C. direction.

Vice Treasurer and Finance Subcommittee Chair

(Effective 03/13/21 creation of a new Area Officer)

Term of Office

Two Years – One year as Vice Treasurer, one year as Treasurer

Qualifications:

1. Three years clean time.
2. Have a regular income or be financially secure.
3. Be good with handling money and record-keeping.
4. Good organizational skills.
5. Access to a computer.
6. Possess excellent communication skills.
7. Must have a bank account in good standing.

Duties and Responsibilities:

1. Chair the Finance Subcommittee on the 3rd Saturday of each month.
2. Keep track of all funds and prepare a monthly summary report for Area Finance Subcommittee and A.S.C. if necessary.
3. Follows A.S.C. direction.
4. Work with Treasurer to ensure an efficient and timely transfer of PayPal account and funds near or around October.

Sub-Committees

Sub-Committees shall be created as needed including

- ❖ Finance
- ❖ Outreach
- ❖ Policy
- ❖ Special Events