



## **STATEN ISLAND AREA NA February 2024**

### **STEERING COMMITTEE POLICY & GUIDELINES**

#### **1. PURPOSE**

The Steering Committee (SC) facilitates the operation of the 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 SIASC Chair, Vice Chair, RCM, Secretary, Treasurer, Alternate RCM, Assistant Treasurer, Policy Committee, Chair Technology Committee Chair (2023)

#### **3. HOW WE CONDUCT BUSINESS**

The SC holds a meeting one week prior to the ASC meeting the first Tuesday of the month at 7PM VIRTUAL ONLY (ZOOM ID# 873 9476 7292) The meeting is attended by all members of the SC. All members are voting members, except the Policy Chair. Technology Chair and the Area Chair, who only votes to break a tie.

**The SC meeting format is as follows:**

- A moment of silence
- The Service Prayer- Revised 9/18
- Reading of the 12 Traditions
- Attendance is recorded by the Secretary and noted in that month's minutes.
- We proceed to review last month's minutes (read by the Secretary), paying careful attention to the outcome of the voting, and noting 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.
- Minutes will not be read at ASC meetings unless there is a discrepancy.
- Treasurer report is read and reviewed
- As a group, we read, review and discuss the next month's agenda; such as, but not limited to: Elections, Nominations and Motions.
- We may be apprised of any sub-committee's possible concerns.
- Motions to be placed on "New Business" on the agenda, must be submitted at the SC meeting. For a motion to be considered, it must be submitted on or prior to the agenda meeting.
- All motions brought to the Steering Committee to be put on the agenda, are read and reviewed by the committee.
- Motions are to be brought to the Steering Committee meeting by a member in order to be put on the agenda for Area. 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.
- 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 flier generated in the Staten Island Area to be distributed. Sub-Committees and anyone who wants to circulate a flier must bring the flyers to the SC meeting for approval.

#### 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, Sub-Committee Chair, or Sub-Committee 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.

Steering committee members are responsible for dealing with issues arising from a vacant subcommittee chair ( ie- Vacant E&A chair- Chair will create an AD HOC to put on a policy event such as the free picnic) added 4/2024.

#### 1. CHAIRPERSON

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

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

2. VICE-CHAIR

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

Responsibilities: Assist in coordinating Sub-Committee functions when necessary. In absence of the Chairperson, the Vice Chairperson 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.

Vice chair not be required to fill vacant subcommittee chair ( 4/2024)

3. AREA SECRETARY Revised 5/14/18

Requirements: 1 year clean time (term January to December)

Responsibilities: The Secretary keeps accurate minutes of each ASC meeting. The secretary is responsible for taking, typing minutes and assures the minutes are placed on the Staten Island Area Web site one week after the ASC meeting by working in coordination with the Technology Chair. The minutes and agenda should be typed and verified by the Chairperson prior to Area Service meeting and placed on Area Web site no later than one week after the ASC meeting, with The Secretary is responsible for maintaining all Area files and archives. The Secretary is also responsible for arrangements to utilize the archives. The secretary takes any corrections from the floor of ASC, and incorporates the corrections in next month's minutes.

4. 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 sub committees 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 to maintain \$20.00 revolving fund, 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 expenses, such as rent, storage and Regional donations

5. ASSISTANT TREASURER

Requirements: 2 years 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.

6. REGIONAL COMMITTEE MEMBER

Requirements: 2 years clean time, prior Area or Regional experience (term January to December)

Responsibilities: The primary responsibility of the RCM is to work for the good of NA providing 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 the 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 to vote, the RCM 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 sub committees 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.

7. ALTERNATE RCM

Requirements: 2 years clean time (term January to December)

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

8. 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.

9. TECHNOLOGY CHAIR

Requirements: 3 Years clean time Term January to December.

Must have basic computer skills, knowledge of website function, Understanding of print coordination.

Organized and reliable as many of the duties are time sensitive.

Responsibilities: To serve as a liaison for the hybrid ASC meetings.

Meeting lists coordinator ( Area , region and app)

Update website and social media with information as needed.

Maintain all subcommittee email passwords and drive accounts.

## AREA SERVICE COMMITTEE FORMAT

This is the standing format that SIASC uses to conduct business ASC Meetings

- Opening Prayer (serenity prayer)
- Service Prayer
- Reading of the 12 Traditions
- Reading of the 12 Concepts
- Decorum Statement
- Reading Purpose of an SIASC
- At this time the Area Service Chair can address the committee.
- Selection from SIASC Policy
- Recognition of new groups
- Roll Call ( Quorum = average attendance last 3 ASC meetings)

**SECOND ROLL CALL MUST BE AT 7:30**

- Discuss previous months' minutes by the Secretary for corrections.

The Secretary will request amendments from the floor to the published minutes and then the chair must ask for a motion to accept the minutes as published or a motion to accept the minutes as amended. A second is required.

- Correction to minutes / Approval ( Motion to accept as written)
- Treasurer report

The Treasurer will read the current month's financial activity and give the overall state of financial affairs. The chair must ask for a motion to have the report accepted as is or as amended, whichever is appropriate. A second is required.

- RCM Regional Committee Member (RCM)

Completed RCM reports shall be read and submitted to the secretary by close of business for inclusion in the

minutes, as necessary.

- Sub Committee Reports: All reports should be read in Alphabetical order.
  - Events and Activities
  - Hospitals & Institutions,
  - Literature Management
  - Policy
  - Public Relations
  - Technology
  - Ad-Hoc Committees
- **Second Roll MUST HAPPEN BY 7:30**  
Quorum = Average of last 3 ASC meetings.
- Old Business: Motions are in order regarding business left over from previous meetings.
- Elections
- New Business: Motions are in order regarding business that is new to this committee.
- Announcements (for the good of N.A.)
  
- Open Discussion / Open Forum: Open Forum and/or Open Discussion is held at the end of each SIASC meeting for any concerns ASC members may have. There will be a sheet to sign by 7:30 if you want to be recognized to participate in either forum or discussion.
- Closing Prayer



## **NA SERVICE PRAYER**

God grant us the knowledge that we may work according to 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 truly be your work not ours- in order that no addict anywhere need die from the horrors of addiction.

# The Twelve Traditions of NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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 nonprofessional, 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.

(over)

Understanding these Traditions comes slowly over a period of time. We pick up information as we talk to members and visit various groups. It usually isn't until we get involved with service that someone points out that "personal recovery depends on NA unity," and that unity depends on how well we follow our Traditions. The Twelve Traditions of NA are not negotiable. They are the guidelines that keep our Fellowship alive and free.

By following these guidelines in our dealings with others, and society at large, we avoid many problems. That is not to say that our Traditions eliminate all problems. We still have to face difficulties as they arise: communication problems, differences of opinion, internal controversies, and troubles with individuals and groups outside the Fellowship. However, when we apply these principles, we avoid some of the pitfalls.

Many of our problems are like those that our predecessors had to face. Their hard won experience gave birth to the Traditions, and our own experience has shown that these principles are just as valid today as they were when these Traditions were formulated. Our Traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work.

Twelve Traditions reprinted for adaptation by permission of AA World Services, Inc.

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## Twelve Concepts for 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.

## DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is underway, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

## **PURPOSE of SIASC**

### **Purpose of ASC**

**The purpose of this committee shall be to administer and coordinate the activities common to the welfare of Narcotics Anonymous groups within the boundaries of Staten Island Area, to support the needs of these groups, to serve as a link between these groups and the Greater New York Regional Service Committee of Narcotics Anonymous and to foster unity. For the purpose of these guidelines, the term “Narcotics Anonymous group” shall be defined as stated in the approved service manual of Narcotics Anonymous.**