

# CENTRAL SASKATCHEWAN AREA OF NARCOTICS ANONYMOUS



## GUIDELINES

Approved Oct 2022

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## **1. Vision**

**1.1.** All efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground, we stand committed. Our vision is that one day:

- Every addict in the Central Saskatchewan Area has the chance to experience our message and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- The CSANA service bodies work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Central Saskatchewan Narcotics Anonymous has recognition and respect as a viable program of recovery;
- Become a model of experience for trusted servants;
- Ensure trusted servants are provided with guidance in order to develop effective leadership in our fellowship.
- Be a conduit of communication and information to all levels of service.

Our vision is our reference point. Honesty, trust, and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

## **2. Name and Service Area**

**2.1.** In keeping with the World Service Conference (WSC) of Narcotics Anonymous (NA) Guidelines, the name of this committee will be the Central Saskatchewan Area Service Committee (CSASC) of Narcotics Anonymous.

**2.2.** The service area of this committee will include all points north of Yorkton, Davidson, and Leader.

**2.3.** This Area is part of the AL-SASK Region of Narcotics Anonymous and is therefore a member of the AL-SASK Regional Service Committee.

## **3. Purpose and Mission**

### **3.1. Purpose**

The primary purpose of this committee is to oversee and facilitate the coordination of activities common to the welfare of the NA groups within the Central Saskatchewan area.

### **3.2. Mission**

Our mission is to further the primary purpose of NA as stated in our literature; support the needs of NA groups within the Central Saskatchewan Area and the community; to service as the link between these groups and the AL-SASK Regional Service Committee.

### **3.3. To Operate in accordance with:**

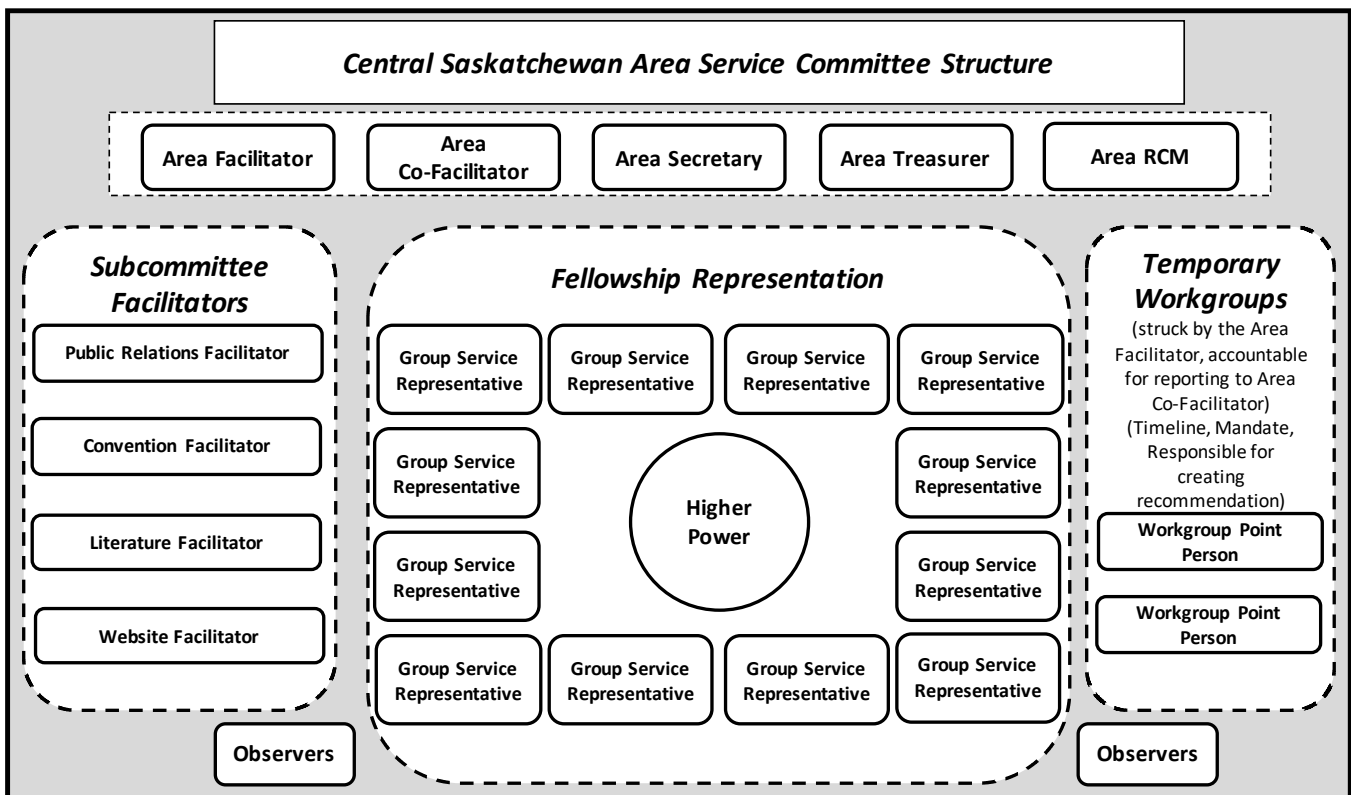
**3.3.1.** The Twelve Traditions of Narcotics Anonymous

- 3.3.2. The Twelve Concepts of Narcotics Anonymous
- 3.3.3. The CSANA guidelines
- 3.3.4. *A Guide to Local Service* Narcotics Anonymous
- 3.3.5. Relevant World Service Conference (WSC) approved literature
- 3.3.6. Service System models for discussion

## 4. Functions

- 4.1. This body shall maintain a post office box
- 4.2. This body shall maintain a phone line
- 4.3. This body shall be responsible for maintaining an accurate list of area meetings
- 4.4. This body shall host an annual convention
- 4.5. This body shall delegate responsibility to sub-committees and individuals to fulfill these functions
- 4.6. This body shall elect administrative officers to facilitate these functions

## 5. Structure



## **6. Ratification of new NA groups**

### **6.1. Active NA groups**

When two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group. There are six points based on our Traditions which describe an NA group. An active group, as laid out in the Group Booklet Revised, is defined as any NA group in which:

- 6.1.1.** All member of a group are addicts, and all addicts are eligible for membership.
- 6.1.2.** As a group, they are self-supporting.
- 6.1.3.** As a group, their single goal is to help addicts recover through application of the Twelve Steps of Narcotics Anonymous.
- 6.1.4.** As a group, they have no affiliation outside Narcotics Anonymous.
- 6.1.5.** As a group, they express no opinion on outside issues.
- 6.1.6.** As a group, their public relations policy is based on attraction rather than promotion.

### **6.2. Steps for Ratification:**

- 6.2.1.** Must register with World Service Office (WSO) Inc.
- 6.2.2.** Has an elected GSR or GSR Alternate that is either present at the ASC or requests ratification by the ASC in writing.
- 6.2.3.** Have been a regular meeting for a period of at least 90 days immediately preceding application to the ASC for ratification.
- 6.2.4.** Meets the criteria of an Active NA group (Section 6.1).
- 6.2.5.** Once a group or meeting has been ratified by the ASC, it will be approved for publication in the CSANA meeting list.
- 6.2.6.** Any new group to the Central Saskatchewan Area of Narcotics Anonymous will be entitled to a Group Starter Kit from the literature committee or reimbursement for a Group Starter Kit from ASC after ratification.

## **7. Participation**

### **7.1. Participants**

- 7.1.1.** This Committee will be comprised of voting and non-voting members.
- 7.1.2.** Voting participants of the Area Service Committee will be the Group Service Representations (GSRs), or their Alternates.
- 7.1.3.** Non-voting participants will be the Area Officers which include the Facilitator, Co-Facilitator, Secretary, Treasurer, Regional Committee Members (RCMs), and all Subcommittee facilitators of their designates.
- 7.1.4.** Any voting participant, non-voting participant, or observer may introduce discussion topics and participate in discussions if recognized by the Facilitator.
- 7.1.5.** All NA members present can participate in Consensus Based Decision Making (CBDM) discussions.
- 7.1.6.** Only members with a position at the ASC (GSRs, GSR-Alternates, and Officers) can take part in determining consensus, removal of officers, and elections.
- 7.1.7.** Each participating, voting member will have one vote.
- 7.1.8.** After fulfilling their duties, a subcommittee representative who is also an elected GSR or GSR-Alternate will be allowed to serve as a voting participant.

## **7.2. Observers**

- 7.2.1.** Any NA member not addressed elsewhere in this document will be classified as observers.
- 7.2.2.** Observers have the right to request the floor.
- 7.2.3.** The Facilitator(s) has the exclusive right to grant or deny such requests.

## **8. Service Meetings**

- 8.1.** The Central Saskatchewan Area meeting will be held on the second Saturday of each month at 11:30AM at Cornerstone Church at 315 Lenore Dr., unless otherwise determined by the Committee, and will run for a maximum of three hours. In order to extend the meeting past the time limit, a 2/3 majority vote must be held.
  - 8.1.1.** The Agenda of the Day can be amended as necessary by the Facilitator at any given time to meet the needs of the body.
  - 8.1.2.** The Area Treasurer will be responsible for paying the rent for the meeting place.
- 8.2.** Special meetings may be called by the Facilitator, or by any voting member of the ASC.
  - 8.2.1.** The purpose of the meeting will be stated in writing or by E-mail.
  - 8.2.2.** No business other than that which is stated will be conducted.
  - 8.2.3.** At least one week's notice prior to the meeting will be given.

## **9. Decision Making**

Pertaining to decision making, The Seventh Concept is one way of putting the principle of group conscience to work in the service environment. This concept suggests that each service body should encourage all its members to participate in the decision-making process. By bringing their different perspective together, we give our service bodies the opportunity to develop a fully informed, balanced group conscience leading to sound, sensitive service decisions.

NA service is a team effort. Our service representatives are responsible to the CSANA Groups. The full participation of each member of CSANA is of great value to the collective conscience of the whole.

It is easy to discuss things with those who agree with us. But in recovery we've learned that our own best thinking may not necessarily offer us the best possible guidance. We have been taught that, before making significant decisions, we should check our judgment and motives against the ideas of others. Our experience has shown us that the ideas of those who disagree with us are often the ones we need most to hear. The Ninth Concept puts this aspect of our recovery experience to work in the service environment. When making decisions, our groups, service boards, and committees should actively seek out all available viewpoints.

An effective group conscience is a fully informed group conscience. The Ninth Concept is one tool we use to help ensure that our group conscient is as well-informed as it can possibly be. In any discussion, it is tempting to ignore dissenting members, especially if the vast majority of members think alike. Yet it is often the lone voice, offering new information or a unique perspective on things that saves us from hasty or misinformed decisions. In Narcotics Anonymous, we are encouraged to respect that lone voice, to protect it, even to seek it out, for without it, our service decisions would undoubtedly suffer.

Concept Nine also encourages us, individually, to frankly speak our minds in discussions of service issues, even when most other members think differently. This concept is not telling us to become perpetual nay-sayers, objecting to anything agreed to by the majority. It does say, however, that we are responsible to share our thoughts and our conscience with our fellow members, carefully explaining our position and listening with equal care to the positions of others. When we show the courage necessary to speak our mind, while also showing respect for one another, we can be confident that we act in the best interests of the CSANA groups. By insisting on thorough discussion of important issues, the worst we can do is take a little of each other's time; at best, we protect the fellowship from the consequences of a hasty or misinformed decision.

- Excerpts from Concept 7 and Concept 9 (Amended)

## 10. The CSASC Consensus Process

Consensus refers to the consent of the group, or, in other words, the willingness to move forward with a decision on the part of all members of a group, rather than a majority or select group of representations. The word "consensus" derives from the Latin word cum, meaning "with" or "together with," and sentire, meaning to "think" or "feel." The root of "consensus," therefore, quite literally means "to think and feel together." Consensus is based on the belief that each person has some part of the truth and no person has all of it. The consensus process is what a group goes through to reach an agreement or decision. It is how we manifest the idea "what we cannot do alone we can do tougher" in a service setting. As it is stated in the Sixth Concept "The development of a group conscience is an indispensable part of the decision-making process in Narcotics Anonymous; however, group conscience is not itself a decision-making mechanism."

Developing a collective conscience provides us with the spiritual guidance we need for making informed service decisions. We may pray or meditate together, we share with one another, we consider our traditions, and we seek direction from a Higher Power. Our groups, service boards, and committees often use the vote as a rough tool for translating that spiritual guidance into clear, decisive terms. Sometimes, however, no vote is needed; following thoughtful, attentive discussion, it is perfectly apparent what our collective conscience would have us do in a given service situation. Just as we seek the strongest possible spiritual unity in Narcotics Anonymous, so in our decision-making we seek unanimity, not merely a majority vote. The more care we take in our considerations, the more likely we are to arrive at unanimity, and no vote will be needed to help us translate our group conscience into a collective decision. This consensus process serves to do just this.

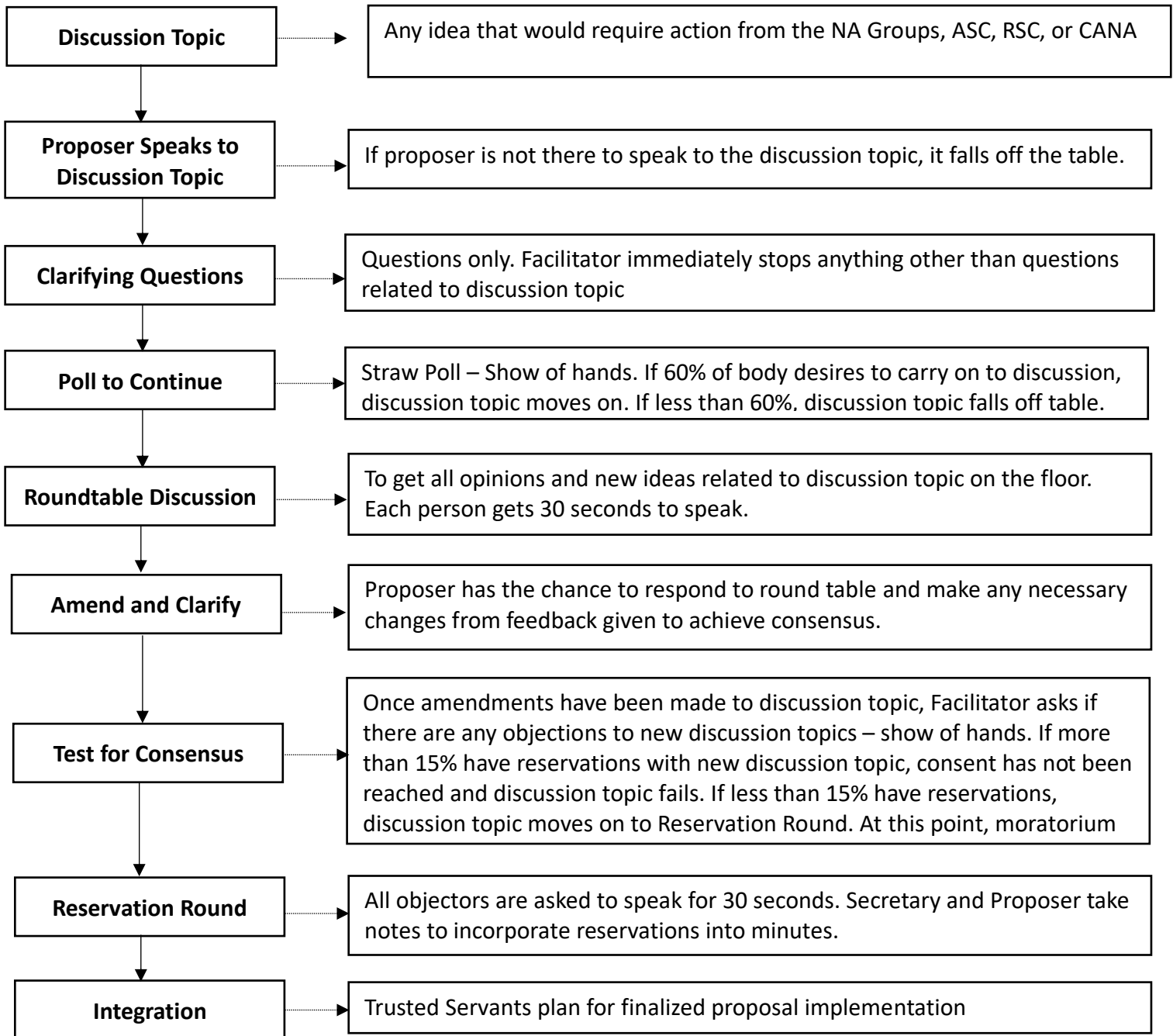
Rather than a strict consensus process, which typically allows a lone dissenter to block a proposal, CSASC utilizes a model of consensus-based decision making (CBDM). Based on a respect for all persons involved in the decision being considered, this model does not necessarily mean the final decision is unanimous. Our Ninth Concept reminds us "...to carefully consider all viewpoints in our decision-making processes." Our commitment to a consensus-based process before a formal decision often means the body comes to a higher-quality decision. What is more, participants are more likely to implement decisions they accept, and consensus makes acceptance more likely. Our history reflects that only decisions that serve the CSANA Fellowship are actually embraced, accepted, and used by the CSANA Fellowship.

While consensus building requires hearing and respecting all points of view, it does not necessarily mean the discussion phase of decision-making becomes a kind of "sharing session" where all participants speak about how they feel. It is about finding the common group that every participant can support, even when that common group is not exactly as every participant may desire. Adequate discussion takes time and requires commitments from each participant. Skilled facilitation encourages the group to focus on the issues at hand and leads the group towards consensus. The benefits or results of this process are; a greater understanding



of the proposals, agreement among participants to move forward, and, if needed, the modification of the proposals being considered. As the group moves into a decision, a facilitator will ask if there are any reservations. If there are, the group can discuss those objections by topic and then move to a decision.

# CSASC Consensus Process Model



## **11. Proposals**

- 11.1.** Any discussion topic carried or defeated at the monthly ASC meeting returned to the table as a new discussion topic within a six-month period will not be entertained and will be ruled as out-of-order by the Facilitator.
- 11.2.** An appeal to revisit discussion topics may be presented in the form of a grievance presented to the Area by a GSR. (Moved orientation, 11.1.1 to 11.2)

## **12. Amendment of the Guidelines**

- 12.1.** Amendments must be done via discussion topics at the ASC
- 12.2.** Guidelines changes need to go back to home groups for discussion and approval.
- 12.3.** Secretary is responsible for keeping the guideline log up to date.
- 12.4.** The CSANA Guidelines must be delivered via E-mail to all groups as it is updated, and drafts are approved.

## **13. CSASC Officers**

The six (6) Officers of the CSASC will be:

- 13.1.** Facilitator
- 13.2.** Co-Facilitator
- 13.3.** Secretary
- 13.4.** Treasurer
- 13.5.** Regional Committee Member
- 13.6.** Regional Committee Member Alternate

These individuals are responsible for administering the general affairs of the entire area committee. Because of that, it is important that great care be taken in their selection. A substantial amount of clean time and personal maturity should be the first consideration, along with experience in the Steps, Traditions, and Concepts of Service. Our Trusted Servants should demonstrate the stability and personal sense of direction that serve as an example to others. They should be capable of serving without attempting to govern. Significant area serve background often makes for more effective officers. Experience both as a group service representative and an area subcommittee member is helpful. Recent leadership experience as a subcommittee facilitator will prove invaluable. For more discussion of the role of leadership in NA services, see the essay on Concept Four in the chapter in the Twelve Concepts for NA Service.

- *Guide to Local Services pg. 47-48 (Amended)*

## 14. Election of Officers

- 14.1. CSASC officers are elected through a two-month election process with nominations and intent in one month, and elections taking place the following month.
- 14.2. No Member shall be eligible to serve more than two (2) regular consecutive terms in the same position.
- 14.3. CSASC Officers and Subcommittee Officers shall be nominated and elected as follow:

Position	Clean time requirements	Nominations	Elections
Facilitator (Exec)	Two (2) years	November	December
Co-Facilitator (Exec)	Eighteen (18) months	November	December
Secretary (Exec)	Eighteen (18) months	March	April
Treasurer (Exec)	Three (3) years	January	February
RCM (Exec)	Two (2) years	January (Even year)	February
RCM-Alt (Exec)	Eighteen (18) months	January (Even year)	February
Public Relations	Eighteen (18) months	October	November
Convention	Three (3) years	May	June
Literature	Three (3) years	April	May
Outreach	Eighteen (18) months	September	October
H&I	Eighteen (18) months	September	October

- 14.4. The officers are to be elected for a one-year term, with the exception of the RCMs, who serve two-year terms.
- 14.5. The term of office will commence at the start of the next regular ASC meeting
- 14.6. NA members will not hold more than one executive position at a time.
  - 14.6.1. Upon election, if a conflict of positions exists, the Officer will resign from existing service positions.

### 14.7. Nominations:

- 14.7.1. Any member of the Central Saskatchewan Area of Narcotics Anonymous may nominate a qualified individual for an executive position.
  - 14.7.1.1. The clean time guidelines should be followed whenever possible as outlined in section 14.2.
  - 14.7.1.2. The groups may decide during the intent process, using Consensus Process, to waive these qualification and requirements to allow a candidate to stand for election.
  - 14.7.1.3. NA Members are not eligible to serve more than two consecutive terms in the same position.
  - 14.7.1.4. All nominees must be present (or available by phone) on the date of nomination to be nominated.

### 14.8. Nominees Intent:

- 14.8.1. Intent to stand for each executive position must be given verbally by the individual at the ASC meeting at which they were nominated.
- 14.8.2. GSRs will be given the opportunity for directions directly relating to the qualifications of the nominee (see Appendix B for required nomination questions)

### 14.9. Election procedure:

- 14.9.1.** Elections will be held by secret ballot and recorded as a passed or denied result in the minutes.
- 14.9.2.** Voting Procedure:
  - 14.9.2.1.** If there are two (2) nominees, a 51% vote will secure a position.
  - 14.9.2.2.** If three (3) or more people are nominated for the same position, they will be reduced to a single nominee by popular vote
  - 14.9.2.3.** A single nominee will undergo a vote of confidence requiring a 2/3 majority.
  - 14.9.2.4.** A vote of non-confidence results in the position becoming an interim position; interim election procedure is then followed.

#### **14.10. Interim Positions:**

- 14.10.1.** Interim elections will follow the procedure outlined in 14.3 through 14.7.
- 14.10.2.** Interim positions are subject to the original schedule
- 14.10.3.** Nomination, intent and election may occur during the same meeting for interim positions.

### **15. Removal of Elected Officers**

- 15.1.** All ASC Elected Officers will be removed from office for non-compliance only after the person has been notified by letter, email, phone call, or in person from the ASC Facilitator or Co-Facilitator.
- 15.2.** Non-compliance that results in immediate removal includes:
  - 15.2.1.** Loss of abstinence from drugs
  - 15.2.2.** Failing to perform the duties of their position as outlined in section X.
  - 15.2.3.** Misappropriation or theft of NA funds or NA materials
  - 15.2.4.** Acts of physical violence during the meeting
  - 15.2.5.** Three consecutively missed ASC meetings without accountability.
- 15.3.** An ASC Officer will be removed by a 2/3 majority vote for non-compliance defined as:
  - 15.3.1.** Failure to submit a written report for two consecutive ASC meetings as defined in Duties and Responsibilities.
  - 15.3.2.** Inability to meet the outlined qualifications or perform duties as defined in roles and responsibilities.
- 15.4.** ASC trusted servants who are removed from their elected positions will not be allowed to stand for another ASC position for six-months following their removal.

### **16. Roles, Duties, and Responsibilities of Trusted Servants**

Personal background and professional or educational qualities, though helpful, do not necessarily make for effective leadership. When selecting trusted servants, after all, it is the whole person we trust, not just their skills. And one of the first things we look for when selecting trusted servants is humility. Being asked to lead, to serve, to accept responsibility, is a humbling experience for a recovering addict. Through continuing to work the Twelve Steps, our Trusted Servants have come to know not only their assets but also their defects and their limitations. Knowing that, they have agreed to serve our

fellowship to the best of their ability, with God's help. Good NA leaders do not think they have to do everything themselves; they ask for help, advice, and direction on a regular basis. Our fellowship's leaders ought not be dictators or order-givers; they are our servants. Able leadership in the spirit of service does not drive by arrogant mandate, demanding conformity; it leads by example, inviting respect. And nothing invites us to respect our Trusted Servants more than clear evidence of their humility.

*- Excerpt from Guide to Local Services: 4<sup>th</sup> Concept*

**16.1.** It is recommended that all ASC Trusted Servants possess the following qualifications:

**16.1.1.** Have the willingness and desire to serve.

**16.1.2.** Have a working understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

**16.1.3.** Have read the Guide to Local Services Handbook and the CSANA ASC Guideline document.

**16.1.4.** Have an understanding of the roles and responsibilities of the position.

**16.1.5.** Have the time and resources to be an active participant.

**16.2.** All ASC Trusted Servants are required to:

**16.2.1.** Attend all ASC meetings.

**16.2.1.1.** Sub-Committee chairs shall be considered present if an alternate representative is sent with a report.

**16.2.2.** Make written monthly reports to ASC on the status of all proposed, current, or completed plans.

**16.2.3.** Submit their completed written monthly reports via email to the ASC Secretary one (1) week before ASC.

**16.2.4.** Ensure that the Traditions and Concepts are upheld in all matters

**16.2.5.** Use their assigned CSANA email for all electronic communications. Personal emails are not to be used for CSASC communications.

### **16.3. Group Service Representative (GSR) and Their Alternates (GSA-Alt)**

GSRs bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the Area Service Committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities.

As participants in the Area Service Committee, GSRs need to be well informed concerning the affairs of the committee. They study the reports of the committee's officers and subcommittee facilitators. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions, which form the group conscience of the entire committee.

*-Excerpt from Guide to Local Services p.35 (Amended)*

The ASC does not determine how the GSRs operate, however, there are the following general recommendations as to their roles and duties:

- 16.3.1.** To discuss the progress and needs of their Group with members and trusted servants of other groups at ASC meetings.
- 16.3.2.** Submit a GSR report at CSANA ASC each month
- 16.3.3.** Deliver home group contributions to the CSANA Treasurer at ASC meetings
- 16.3.4.** Deliver payments to and pickup orders from the Literature Officer

#### **16.4. ASC Facilitator**

The ASC Facilitator is responsible for guiding the group to reach consent through the Consensus Process, cultivating an atmosphere of respect, and various other administrative duties. The Facilitators primary tools are the Consensus Process Model, which appears earlier in this document, a firm hand, a calm spirit, and a clear mind. *Excerpt from GLS – pg 48 (Amended)*

It is the duty of the ASC Facilitator to:

- 16.4.1.** Open the meeting at the appointed time by calling the meeting to order.
- 16.4.2.** Prepare the agenda for the meeting and ensure the meeting proceeds accordingly.
- 16.4.3.** Recognize members and observers who are entitled to speak.
- 16.4.4.** Address discussion topics and obtain consensus by discussion, straw polls, and votes as necessary or required.
- 16.4.5.** Ensure discussion topics are in agreement with the guidelines outlined in this document.
- 16.4.6.** Ensure the author of a qualifying discussion topic has the opportunity to speak to the discussion topic before group discussion begins.
- 16.4.7.** Ensure business is done in a timely manner while also ensuring that the rights of members and observers are upheld.
- 16.4.8.** Decide on the order of discussion topics, subject to appeal.
  - 16.4.8.1.** If deemed necessary, the Facilitator will submit such a question to the assembly for decision.
- 16.4.9.** Adjourn the meeting when:
  - 16.4.9.1.** The agenda has been complete and there is no other business to address,
  - 16.4.9.2.** The time for the meeting has ended,
  - 16.4.9.3.** The body consents to adjourn, or
  - 16.4.9.4.** There is an emergency affecting the safety of those in attendance.
- 16.4.10.** Be a co-signer for all CSANA committee bank accounts.
- 16.4.11.** Ensure the Committee and subcommittee finances are audited annually in January.
- 16.4.12.** Ensure that decisions made by the ASC body are communicated to the appropriate committee, subcommittee, or workgroup.
- 16.4.13.** Conduct the meeting with impartiality and fairness.
- 16.4.14.** Appoint all workgroups.

#### **16.5. ASC Co-Facilitator**

The primary responsibility of the ASC Co-Facilitator is the coordination of the area subcommittees. The Co-Facilitator keeps in regular touch with the facilitators of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC Co-Facilitator helps find solutions to them. The Co-Facilitator works closely with subcommittee chairs when they prepare their annual reports and budget proposals. The Co-Facilitator is also responsible to assist the ASC Facilitator in

conducting area committee meetings. The Co-Facilitator pays close attention to people's body language and reactions so that they body may come to a more complete proposal, embodying all viewpoints, and to conduct ASC meetings him or herself in the chairperson's absence.

- *Guide to Local Services – p.48 (Amended)*

It is the duty of the ASC Co-Facilitator to:

- 16.5.1.** In the absence of the Facilitator, act as the Facilitator and complete all Facilitator duties as listed in 16.3.
- 16.5.2.** Be a co-signer for all CSANA committee bank accounts
- 16.5.3.** Act as an advisor to the Facilitator regarding the consensus process of CSANA guidelines.
- 16.5.4.** In the absence of an elected Facilitator and Co-Facilitator for a subcommittee, act as the Facilitator for that subcommittee until such a time as the Facilitator or Co-Facilitator has been elected.

## **16.6. ASC Secretary**

It is the duty of the ASC Secretary to:

- 16.6.1.** Keep a record of the proceedings of the Committee meetings
- 16.6.2.** Distribute the agenda for each ASC meeting with the help of the Facilitator (Appendix A)
- 16.6.3.** The ASC Secretary will be responsible for distributing the following:
  - 16.6.3.1.** The previous ASC meeting minutes at least fourteen (14) days before the next ASC meeting
  - 16.6.3.2.** The ASC meeting agenda, 48 hours prior to the next ASC meeting.
- 16.6.4.** Add all subcommittee and executive reports to the report of each meeting.
- 16.6.5.** Count ballots with a Facilitator-appointed observer and report outcome of elections of officers and subcommittee members.
- 16.6.6.** Maintain a living record of the Guidelines and make amendments as directed by the ASC body.
  - 16.6.6.1.** This living record will be kept in the form of a Guideline log and an updated Guideline log needs to be attached to the ASC Agenda monthly.
- 16.6.7.** Conduct any correspondence of the committee that may be assigned.
- 16.6.8.** In the Absence of the Facilitator, Co-Facilitator, and RCM, call the meeting to order and facilitate until the immediate election of a Facilitator for that meeting.
- 16.6.9.** To upkeep the Group email list
  - 16.6.9.1.** Ensure each ratified CSANA group has a group email.
  - 16.6.9.2.** Document and assign email passcodes for all ASC and CSANA Group emails as required.
- 16.6.10.** To hold the mailbox key and ensure mail is picked up monthly and distributed at each ASC meeting.

## **16.7. ASC Treasurer**



It is the duty of the ASC Treasurer to:

- 16.7.1.** Be a custodian of the CSASC and subcommittee's funds.
- 16.7.2.** Be a co-signer for all CSASC bank accounts
- 16.7.3.** Make a full financial report at each regular ASC meeting
- 16.7.4.** Have books available for auditing at any time.
- 16.7.5.** At end of term, submit books for auditing.
- 16.7.6.** Disburse funds as necessary in accordance with CSASC direction.
- 16.7.7.** In the absence of a Treasurer for a subcommittee, act as the Treasurer for that subcommittee until such time as a Treasurer has been elected.

#### **16.8. ASC Regional Committee Members**

It is the duty of the Regional Committee Members to:

- 16.8.1.** Represent the Committee at each AL-SASK Regional Service Committee (RSC) meeting.
  - 16.8.2.** Make a report to the CSASC at each regular meeting covering the business of the previous RSC meeting.
  - 16.8.3.** Provide the Facilitator with additional agenda items, if appropriate, for the next regular meeting of the AL-SASK RSC two weeks prior to the ASC that precedes that meeting.
  - 16.8.4.** In the absence of the Facilitator and Co-Facilitator, to serve as Facilitator.
- 16.9.** The Central Saskatchewan Area Service Committee (CSASC) shall elect Sub-committee Chairpersons to perform the services deemed necessary to best fulfill our primary purpose. These persons shall be directly accountable to this body.
- 16.10.** The Sub-committee Chairpersons responsibilities shall include but not be limited to the following:
- 16.10.1.** To attend all Area Service Committee Meetings
  - 16.10.2.** To submit written reports, including specific financial statements, if applicable, at all Area Service Committee meetings.
  - 16.10.3.** To preserve area sub-committee archives\*
  - 16.10.4.** To establish and maintain a regular sub-committee meeting
- 16.11.** The Sub-committee's responsibilities shall include but not be limited to the following:
- 16.11.1.** To develop Sub-committee guidelines consistent with CSASC Guidelines and relevant World Service Conference of Narcotics Anonymous Approved Literature.
  - 16.11.2.** To operate in accordance with these guidelines.
  - 16.11.3.** To perform the service and administrative functions deemed necessary to fulfill the Sub-committee's purpose.
  - 16.11.4.** Sub-committees handling Narcotics Anonymous funds shall provide receipts for expenses and income.
- 16.12.** The Central Saskatchewan Area Service Committee (CSASC) may delegate responsibilities to individuals to perform functions deemed necessary by this body. These individuals shall be directly accountable to the CSASC.
- 16.13.** The Public Relations Committee shall have an annual \$2000 operating balance and will be divided as follows:
- 16.13.1.** Outreach: \$1200 per year. Monies to be disbursed upon submission of gas receipts and reports from the Outreach Chair.

**16.13.2. The Hospitals and Institutions Committee: \$500 per year.**

**16.13.3. Public Information: \$300 per year.**

**16.14. Literature Subcommittee Guidelines:**

**16.14.1. Literature Assets**

**16.14.1.1.** The literature subcommittee is responsible for the safe and secure storage of all literature assets

**16.14.1.2.** The literature subcommittee is permitted to maintain a reasonable amount of stock of frequently purchased items. All specialty items will be ordered as needed.

**16.14.1.3.** The literature subcommittee is responsible to provide monthly reporting on assets sold and purchased to ensure transparency and accountability.

**16.14.1.4.** All assets sold will be tracked via receipts and ongoing inventory tracking

**16.14.2.** The literature subcommittee will complete a yearly asset audit in January in cooperation with one GSR and one Admin member.

**16.15.** Central Saskatchewan Area of Narcotics Anonymous Convention Committee has a seed of \$3000.00

## **17. Fund Flow and Financial Responsibility**

### **17.1. Income**

**17.1.1. Group Contributions and Subcommittee/Workgroup Contributions**

**17.1.1.1.** All monthly Group Contributions and Subcommittee/Workgroup Contributions are to be recorded by the ASC Treasurer at the time of receipt.

**17.1.1.2.** A written, numbered receipt will be provided to the Group Representative or Subcommittee/Workgroup Representative for their records.

### **17.2. Bill Payments**

**17.2.1.** All bills pertaining to the operations of CSANA ASC will be paid in full by the ASC Treasurers as they come due.

**17.2.1.1.** If monthly income is insufficient to pay bills in full, the Prudent Reserve will be used to cover any financial shortfall.

### **17.3. Prudent Reserve**

**17.3.1.** The CSANA ASC Prudent Reserve (Savings Account) will not exceed \$1000.00.

**17.3.1.1.** The Prudent Reserve is a contingency fund only to be used in the event of an operating income shortfall including any emergency expenses as deemed necessary by the CSANA ASC.

**17.3.2.** In the event that funds have been withdrawn from the Prudent Reserve, any funds in excess of the operating costs in subsequent months will first be used to replenish the Prudent Reserve to the maximum of \$1000.00.

### **17.4. Contributions**

**17.4.1.** The ASC Treasurer will record as a contribution 10% of its net monthly income to the RSC as an ongoing practice.

**17.4.1.1.** This recorded amount will be accumulated then paid to the RSC every three (3) months in conjunction with the RSC meeting.

**17.4.1.1.1.** The ASC, upon reaching consensus, may increase the contribution based on any funds available in excess of the monthly operating expenses.

**17.4.1.2.** In the event of a monthly negative net income, the contributions recorded will be \$0.00 for that recording period.

### **17.5. Bank Accounts**

**17.5.1.** The Central Saskatchewan Area of Narcotics Anonymous shall maintain two (2) bank accounts, each with three (3) signing authorities: an operating account and a Literature Account

**17.5.1.1.** Payments from the operating account must be signed by two of any of the following positions: ASC Facilitator, ASC Co-facilitator, Treasurer, and RCM.

**17.5.1.2.** Payments from the literature bank account must be signed by two (2) of any of the following positions: Literature Chair, ASC Facilitator, ASC Co-facilitator, Treasurer, and RCM

**17.5.1.3.** Any additional bank accounts opened (e.g., convention account) must have a member of the ASC Administrative committee (Facilitator, Co-facilitator, or Treasurer) as one of the signers on the account.

**17.5.2.** The ASC Treasurer is responsible for reporting and maintaining the function of the operating account.

**17.5.3.** The Literature Chair is responsible for reporting and maintaining the function of the literature account.

### **17.6. Assets (moved to 17.6)**

**17.6.1.** Any assets acquired by the Central Saskatchewan Area of Narcotics Anonymous are the property of the body. This includes but is not limited to literature and convention assets.

**17.6.2.** Literature Assets

**17.6.2.1.** The literature subcommittee is responsible for the safe and secure storage of all literature assets

**17.6.2.2.** The literature subcommittee is permitted to maintain a reasonable amount of stock of frequently purchased items. All specialty items will be ordered as needed.

**17.6.2.3.** The literature subcommittee is responsible to provide monthly reporting on assets sold and purchased to ensure transparency and accountability.

**17.6.2.4.** The literature subcommittee will complete a yearly asset audit in January in cooperation with one GSR and one Admin member. (suggested adding to audit section) 1.9

**17.6.2.5.** All assets sold will be tracked via receipts and ongoing inventory tracking

### **17.7. Reimbursement**

**17.7.1.** Reimbursement for approved ASC or Subcommittee member's travel expenses shall be upon request of Officers, Subcommittee Facilitators, GSRs or their Alternates. Receipts must be provided for all claimed expenses. See Appendix C for a breakdown of eligible expenses.

### **17.8. Misappropriation of NA funds**

**17.8.1.** In the event of known theft or misappropriation of any Central Saskatchewan Area funds, the following six-point procedure will be implemented:

**17.8.1.1.** The individual(s) involved will be invited to meet with the Central Saskatchewan Area Service Committee for the purpose of discussing the matter and clarifying the issue.

- 17.8.1.2.** A payment plan will be developed between the individual(s) and the CSANA ASC or delegate of the CSANA Administrative Committee.
- 17.8.1.3.** If a payment is not received according to the terms and timelines of the payment plan, a letter requesting payment will be sent to the individual(s) from the CSANA Administrative Committee.
- 17.8.1.4.** If payment is still not forthcoming legal action will be implemented at the CSANA Administrative committee's discretion
- 17.8.1.5.** The CSANA Administrative committee shall conduct an internal investigation regarding the incident and present its findings to the CSANA ASC with recommendations to prevent future occurrences.

**17.9. CSANA Subcommittee audit procedures:**

- 17.9.1.** Auditors of any CSANA subcommittees shall consist of three (3) or four (4) persons selected from the following pool: current person responsible, incoming person responsible, a GSR or ALT, a Sub-Committee chair and an admin person.
- 17.9.2.** The CSANA Treasurer reports and statements shall be audited within two (2) weeks of ratification of a new Treasurer.
- 17.9.3.** The CSANA Literature assets and finances are to be audited yearly, or any time the chair position changes.

**18. Grievance Procedure**

The Tenth Concept is our fellowship's guarantee of respect for the individual trusted servant. This concept may seem self-evident, but our belief in the principle involved is so strong that we want to say it loudly and clearly. Narcotics Anonymous is a spiritual society, with high ideals for who we treat each other. Our members, however, are only human, and sometimes we mistreat one another. The Tenth Concept is our spiritual society's promise that if one of us is wronged in the service environment, the aggrieved trusted servant may ask that the wrong be made right.

The Tenth Concept's guarantee of the right to appeal for redress of a personal grievance is designed, in part, to protect those who exercise their Ninth Concept responsibility to speak their mind in service discussions. Together, the Ninth and Tenth Concepts support an atmosphere in which our members feel free to express themselves frankly on matters at hand. This open atmosphere is essential in developing an effective group conscience. If, after having demonstrated the courage of their convictions, individuals become the subject of reprisals initiated by those who have disagreed with them, the Tenth Concept allows them to petition the appropriate service body for redress of their grievance. Thus, the respect of our service structure for the rights of the individual NA member is guaranteed. In a fellowship such as ours, whose success is based upon mutual support and cooperation, that kind of respect for the individual is indispensable.

*- Excerpt from Concept 10*

- 18.1.** The first item of new business at all regularly scheduled monthly meetings will be Grievances.
- 18.2.** Procedure for filing a Grievance
  - 18.2.1.** To be heard, a grievance must:
    - 18.2.1.1.** Be written and forwarded via email to the ASC Facilitator two weeks prior to the ASC meeting.
    - 18.2.1.2.** Clearly state the problem.

**18.2.1.3.** Propose a resolution.

**18.3.** Discussion

**18.3.1.** Voting and Non-voting participants will discuss and attempt to resolve their grievance.

**18.3.2.** A time limit to discuss grievance will be set by the Facilitator, subject to appeal.

**18.4.** Grievance Escalations

**18.4.1.** In the case that the aggrieved party is unsatisfied with the resolution of their grievance, they may choose to have their grievance revisited using the following procedure:

**18.4.1.1.** The aggrieved will send an email, within one week of the conclusion of their original grievance, to the ASC Facilitator requesting a grievance escalation take place.

**18.4.1.2.** This grievance escalation email is to include:

**18.4.1.2.1.** A written copy of their original grievance as outlined in Section 19.1.1

**18.4.1.2.2.** A written copy of what the resolution was for their original grievance.

**18.4.1.2.3.** A written copy of why they are unsatisfied with the resolution.

**18.4.1.2.4.** The emails addresses of the two Officers and one member as outlined in 19.1.4.6.

**18.5.** Follow-Up

**18.5.1.1.** Once the ASC Facilitator has received an email for grievance escalation, the following procedure will be used to come to resolution:

**18.5.1.1.1.** All grievance escalation discussions are to take place at the CSANA ASC meeting location unless otherwise communicated.

**18.5.1.1.2.** The ASC Facilitator will set a time for the special meeting to occur within two weeks of receiving the grievance escalation request.

**18.6.** Special Meeting

**18.6.1.** The grievance escalation special meeting will be conducted once.

**18.6.2.** This special meeting will be facilitated by the ASC Facilitator until a resolution is reached.

**18.6.3.** The participants of the grievance escalation special meeting will be the aggrieved, ASC Facilitator, ASC Co-Facilitator, two ASC Executives or subcommittee Officers of the aggrieveds choosing, the Facilitator or Co-Facilitator of the respective committee of the aggrieveds, and one member of the aggrieveds choosing.

**18.6.4.** The ASC Facilitator will invite the participants via email.

**18.6.5.** Only the invited participants will take part in the CSANA Consensus Process.

**18.6.6.** Once the resolution has been reached by consensus, the ASC Facilitator will report the following summary to the ASC:

**18.6.6.1.** The date the grievance escalation was received by the ASC Facilitator

**18.6.6.2.** The nature of the reason the email was sent, excluding name of the aggrieved.

**18.6.6.3.** The nature of the original grievance excluding names.

**18.6.6.4.** The date and time this special meeting took place.

**18.6.6.5.** The resolution reached at this special meeting.

**18.7.** Grievances with ASC Officers

**18.7.1.** If there is a grievance with any ASC Officers, the same process will be followed except that a neutral subcommittee Facilitator will follow up with the aggrieved.

**18.7.1.1.** When a grievance that involved any of the ASC Officers is received by the ASC Facilitator, they will forward the email to one of the subcommittee Facilitators to conduct the follow-up.

**18.7.1.1.1.** The Subcommittee Facilitators will be asked to conduct the follow-up of the grievance escalation in the following order:

**18.7.1.1.1.1.** Public Relations

**18.7.1.1.1.2.** Convention

**18.7.1.1.1.3.** Literature

## Appendix A: CSANASC Meeting Agenda

### Central Saskatchewan Area of Narcotics Anonymous

#### Meeting Agenda

[ month, day, year]

Meeting opened at:

Twelve Traditions read by:

Twelve Concepts read by:

New GSR Welcome

Admin Reports:

Position	Present/Absent	Written/Verbal
Facilitator		
Co-Facilitator		
Secretary		
Treasurer		
RCM		
RCM Alt		

Group Reports:

Group	Present/Absent	Written/Verbal
Eagles Nest		
Circle of Hope		
The Journey Continues		
Easy Does It		
A New Hope		
Just for Today		
Forward Bound		
On the Mend		
Safe Passage to Recovery		
SWAT		
The Freedom Group		
Freedom (PA)		
Sharing Recovery (North Battleford)		
Serenity (PA)		
Recovery Rocks		
The Living Room		
Never Alone (PA)		

Sub-Committee Reports:

Position	Present/Absent	Written/Verbal
Literature Chair		
Outreach Chair		
Public Information Chair		
Hospitals and Institutions Chair		
Convention Chair		

**Adopt previous minutes:**

**5-minute break**

**Old Business:**

**Nominations:**

<b>Position</b>	<b>Nominee(s)</b>	<b>Made By</b>	<b>Seconded By</b>

**Elections:**

<b>Position</b>	<b>Nominee</b>	<b>Made By</b>	<b>Seconded By</b>	<b>Result</b>

**Grievances:**

**New Business/Issue Discussion Topics:**

**5-minute break**

**Proposals:**

**Announcements:**

**Seventh Tradition:**

**Meeting closed at:**

**ACTION ITEMS:**

**ITEMS TO BRING BACK TO GROUPS/DISCUSS AT NEXT AREA:**

**NEXT MEETING WILL BE HELD [MONTH, DAY, YEAR] @ 10AM**



## **Appendix B: Nomination Questions**

- 1) How long have you been clean?
- 2) Do you have an NA sponsor?
- 3) Do you have an NA homegroup that you attend regularly?
- 4) Do you work the 12 steps of NA as part of your recovery?
- 5) Do you have a working knowledge of the NA Traditions and Concepts?
- 6) What special skills and/or experience can you bring to this position?
- 7) Why do you want this position of service?
- 8) Do you have the time and the resources to fulfill this position?
- 9) Have you ever not fulfilled and/or been asked to step down from a service position?
- 10) Are you familiar with all the roles and duties of the position you are being nominated for?
- 11) Can you commit to the time frame expected for this position?
- 12) Are you standing in any other service position at this time?
- 13) Have you ever misappropriated or stolen NA funds?

## **Appendix C: Eligible Expenses for CSANASC Reimbursement**

All expense claims must be accompanied by receipts for each claimed item (one for each gas expenditure, meal, etc.)

1. 13 cents a kilometer, receipted for gas or other travel, if traveling alone
2. 10 cents a kilometer, receipted for gas or other travel, if traveling with another participant
3. 9 cents a kilometer, receipted for gas or other travel, if traveling with two other participants
4. 8 cents a kilometer, receipted for gas or other travel, if traveling with three other participants
5. Maximum of \$10.00 for Breakfast receipted
6. Maximum of \$15.00 for Lunch receipted
7. Maximum of \$20.00 for Supper receipted
8. Supper the evening before will not be reimbursed if Travel is less than 500 Kilometers.
9. Lunch the day before will not be reimbursed if travel is less than 800 Kilometers.
10. Lunch the day the meeting ends will not be reimbursed if travel is less than 300 kilometers.
11. Supper the day the meeting ends will not be reimbursed if travel is less than 800 kilometers.
12. Reimbursement for shared hotel accommodation or ½ shared accommodation upon submission of receipts.
13. Accommodation shall be eligible for reimbursement in order to facilitate safe travel of participants prior to and following the meeting.

## Appendix D: CSANACC Guidelines

### CENTRAL SASKATCHEWAN AREA OF NARCOTICS ANONYMOUS CONVENTION COMMITTEE

#### POLICIES & GUIDELINES

Created May 2017

**NAME:** This body shall be known as the – Central Saskatchewan Area of Narcotics Anonymous Convention Committee. Hereafter known as **CSANACC**.

**PURPOSE:** The purpose of **CSANACC** is to hold conventions in April every year which brings our membership together in the celebration of recovery. Our conventions should always conform to the principals of N.A. and reflect our primary purpose and follow our area Guidelines.

**PLANNING COMMITTEE:** The planning of a convention is a tremendous responsibility which requires significant dedication and effort. The planning committee of CSANACC consists of the following:

#### **EXECUTIVE COMMITTEE:**

- Chair
- Vice Chair
- Secretary
- Treasurer

#### **PANELS**

- Merchandising
- Food Services
- Registration
- Programing
- Entertainment
- Fundraising

#### **ORGANIZATIONAL STRUCTURE OF CSANACC**

- The **CSANACC** Chair is elected by the CSANA Area Service Committee and has autonomy to select the executive committee by election.
- The executive committee has autonomy to select the panel leaders by election. The panel leaders have the same autonomy to select trusted servants to serve their committees by election or appointment.

**NOTE: COMMUNICATION FLOW:** It is important that panels keep communication happening between them and that the panel leaders invite ideas from the fellowship. It is also important to recognize that the final point of responsibility and accountability rest with the CSANACC Chair. Therefore, it is important that they be kept advised of all plans and be given updates as soon as possible.

**ELECTIONS/APPOINTMENTS:** The selection process should always take into consideration the 4<sup>th</sup> concept – *Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.*

Some leadership qualities to consider are: Humility, honesty, open mindedness, knowledge of the 12 traditions, communication skills, knowledge of the 12 concepts, clean time requirements, past service experience attendance, responsibility, accountability, organizational skills, other skills required.

**CSANACC ORGANIZATIONAL FLOW:** Our 12<sup>th</sup> concept states – *in keeping with the spiritual nature of narcotics anonymous, our service structure should always be one of service, never of government.* Accordingly, there must always be a two-way flow of information and support.

The Chair is elected by CSANA Area Service Committee by holding nominations at the May ASC, and elections during June ASC, and holds the position until May of the following year.

The executive committee, and panels are chosen by election and the trusted servants are chosen by CSANACC members. In turn the trusted servants report to their Panel leaders, who report to the executive committee and the convention chair. The chair then reports back to the CSANA ASC, who then reports to the fellowship. In this way, we ensure that working together our conventions will always conform to the principles of N.A. and will reflect our primary purpose, as well as meet our area guidelines.

#### **VOTING PROCEDURES AND MEETING FORMAT**

\*Vote Procedures and meeting format are at the discretion of the chair and their committee (*but it is suggested that the format include the serenity prayer, the 12 traditions, the 12 concepts of NA service, as this sets a tone of spirituality under which to conduct ourselves during the meeting.*)

#### **ART WORK & THEME**

- Theme should be selected by committee consensus by November at the latest.
- Art should be selected by committee consensus by January at the latest. A release form should be signed by the artist releasing all claim to said imagery as per **WSO's Intellectual Properties Bulletin #1**, which states "*Whenever an NA group, service board, or committee has an artist create original artwork, drawings, designs, or screens using any NA trademark, the NA body should always be sure the artist signs a document releasing to the NA body his or her rights to the artwork, including the original rendering.*" And either the capital letter "R" or a "TM" should be placed inside a small circle to the right of all NA trademarks every time any of them are used. By doing so, we are showing that these logos are legally owned or registered trademarks. This is one way in which we help preserve the fellowship's legal right to ownership of its trademarks.
- The committee may delegate the creation of a banner of the logo to any willing member of the fellowship under the terms the banner then becomes property of CSANA when the convention ends.

## **EXECUTIVE COMMITTEE RESPONSIBILITIES**

**Chair:** Qualifications: **3 years' clean time** - *1-year service experience preferred*

- To exercise the administrative and managerial duties of CSANACC
- Elected by CSANA ASC

### **Chairperson Responsibilities Before Convention:**

- Has election of executive and panel members within 4 months of being elected by the CSANA ASC in June.
- Along with the committee members selects a location for the convention.
- Along with the committee members establishes ticket prices for the convention.
- Selects times and location for CSANACC meetings.
- Prepares agenda for CSANACC meetings and chairs them. (agendas include) serenity prayer, 12 traditions, 12 concepts, chair and vice chairs report, treasurer's report, secretaries report, sub-committee reports, old business, new business, recap from treasurer, closing prayer. **(all reports are to be made in writing)**
- Works with treasurer to assist other committee members prepare and submit budgets for their committees.
- Stays informed of all activities concerning the various committees.
- Allows committees to do their jobs while providing guidance and assistance.
- Along with the treasurer monitors the cash flow and overall convention costs, and prepares budget to be presented to the area body on or before December ASC.
- Makes a monthly written report to CSANA ASC on the progress of CSANACC and keeps a legible, detailed log of all their activities as they relate to the convention. i.e.: who, what, where, why, how. This log will be turned over to the next Convention Committee.
- Use area approved Email for all convention communication.
- Must have continued abstinence during term of office.

### **Responsibilities During Convention:**

- Chairs the convention (follow the convention format)
- Is available to provide guidance.
- Assist with cash deposits when necessary.
- Readily available to fulfill whatever duties are required during convention.

### **Responsibilities After Convention:**

- Sets time and place for and attends the CSANACC treasurer's audit.
- Makes final written report to CSANA ASC by the end of their term, the following May ASC.
- Ensures that the CSANACC materials are complete and ensures that all written records from all committees including files and log books are turned over to the incoming chair.

**Vice Chair:** Qualifications: **2-year clean time** - *1-year service experience preferred*

### **Responsibilities Before Convention:**

- Represents CSANACC at groups and panel meetings when possible.

- Assumes responsibility for chair's duties if chair is unavailable or unable to do so.
- Assumes role of absent panels if necessary.
- Keeps in close contact with the chair and takes direction from him/her.
- Keeps a running log of all activities as vice chair.

**Responsibilities During Convention:**

- As mentioned above.
- Assist in Cash Deposits whenever necessary.
- Readily available to fulfill whatever duties are required during convention.

**Responsibilities After Convention:**

- Attends treasurer's audit and final CSANACC meeting.

**Treasurer:** Qualifications: **3 years' clean time** – *1-year previous service experience preferred*

**Responsibilities Before the Convention:**

- Makes deposits into the CSANA bank Account when funds exceed more than \$500 cash, unless the committee decides to maintain their own account.  
In which case said account requires **3** signing authorities, the ***convention chair, treasurer, and a member of the ASC executive body***. The chair person must request the seed money from the area body, open the account, offer detailed monthly reporting on the status of the account to the ASC body, and close the account on the previously assigned closing date of the last day of the month the convention occurs on, at which time all funds are deposited back into the CSANA ASC bank account.
- Works with the chair and CSANACC to put together budget to present to CSANA ASC for approval by December ASC at the latest. (*December allows for revision of said budget if not approved by the area body*)
- Works with chair to monitor cash flow and overall costs of the convention.
- Keeps a legible, detailed log of all CSANACC financial transactions using a treasurer's log book.
- Ensures that all funds collected and paid out have proper receipts.
- Prepares and submits written financial reports at CSANACC meetings.

**Responsibilities During Convention:**

- Responsible for handling and recording all incoming cash along with convention chair. Maintaining a float throughout the convention.
- Keeps track of all tickets used for raffles, canteen, and any other tickets that will be used.
- Records all merchandise to be sold and its prices.
- Periodically makes deposits in the bank along another member of executive committee.

**Responsibilities After The Convention:**

- After final accounting notify chair to set a date and place for audit.
- Prepare and deliver a final written report to CSANACC and CSANA ASC.
- Attends final CSANACC meeting.

**Secretary:** Qualifications: *6 months service experience preferred*

**Responsibilities Before Convention:**

- Take accurate minutes at CSANACC meetings.
- Files and organizes executive and panel reports.
- Ensures the previous minutes are available for next CSANACC meeting.
- Maintains a list of names and phone numbers of committee members (for committee use only)
- Other duties as required by convention committee.

**Responsibilities After Convention:**

- Prepares a final written report and hands over files at final CSANACC meeting.
- Attends treasurer's audit and final CSANACC meeting.

**PANELS:** Panel leaders: **1-year clean time preferred** - *6 months' previous service experience preferred*

**Overall Responsibilities**

- Stays informed of what is going on by maintaining effective communications with their trusted servants and other panels and executive members by phone and or attending meetings.
- Exercises administrative/managerial duties for their trusted servants.
- Puts together an overall budget for their committee and submits it to CSANACC Chair and Treasurer for approval at the earliest possible time.
- Organizes their respective trusted servants and delegates tasks to those servants.
- Works with chair to help resolve any personality conflicts that may arise in the course of being of service.
- Allows trusted servants to do their jobs while providing guidance and assistance.
- Prepare written, legible, detailed reports for CSANACC. meetings.
- Gives or gets receipts for all financial transactions.
- Keeps an ongoing legible, detailed log of all their panel activities i.e.: who, what, where, why, how. This log is to be handed over at the last CSANACC meeting and given to the next convention committee.
- Panel members may belong to more than one sub-committee depending on committee size.
- All panel leaders must take part in Treasurer's final audit.

**MERCHANDISING PANEL RESPONSIBILITES**

**Before Convention:**

- Pricing, purchasing and printing of t-shirts and other merchandise. Needs approval from CSANACC. This task needs to be completed no later than 3 months prior to the convention.
- Select and purchase gifts for speakers.

- Arrange for literature to be available at the convention.
- Sale of t-shirts and other merchandise in raffles (in conjunction with treasurer and chair)
- Arrange for taping of speakers.
- Prepares a log for keeping track of sales of merchandise at convention.

**During Convention:**

- Sale of T-shirts and other merchandise at merchandise table.
- Works in conjunction with Fundraising Panel on auctions and raffles

**After Convention:**

- Submit a legible, detailed, final written report to CSANACC.

**FOOD SERVICE PANEL RESPONSIBILITIES**

**Before Convention:**

- Plans and arranges for Saturday banquet – as per committee approval. Needs to be done by January, provided the committee is up and running.
- Plans and arranges for a Sunday breakfast same as above.
- Plans and arranges and stores supplies for canteen at fundraising events as well as convention weekend. Needs CSANACC approval.
- Purchases supplies for canteen. Provide proper invoices/receipts to treasurer for all purchases.
- Orientation of canteen volunteers.

**During Convention:**

- Ensures that supplies are reordered if necessary. Same as above.
- That the canteen is being run according to protocol.

**After Convention:**

- Provide receipts to purchasers for cash received and turn cash and receipts over to treasurer.
- Submits a legible, detailed, written final report to CSANACC.

**REGISTRATION PANEL RESPONSIBILITIES**

**Before Convention:**

- Plans and organizes registration sales for the convention, important to have pre-registrations early on. (*Early Bird Tickets may be sold immediately after the budget is approved by the area body*)
- Keeps an accurate record of registration sales – registration log.
- Purchases tickets for canteen, raffle, and auctions, etc...
- Contacts institutions (*ie Calder Center and MACSI center*) and deliver letters of invitation to attend our convention free of charge, in hopes their clients will keep coming back...we should give the institutions 2 months' notice before the event and follow up with a phone call a week before the event to possibly confirm numbers.

**During the Convention:**



- Sets up a table for registration, canteen and tickets sales. Tickets to be different colours for each function and first and last numbers sold recorded.
- Works with the chair and treasurer to track and record funds.

**After Convention:**

- Submits a legible, detailed written final report to CSANACC.

**PROGRAMMING PANEL RESPONSIBILITIES**

**Before Convention:**

- Chooses speakers for the convention. January at the latest, providing the committee is up and running.
- Contacts Speakers for the Convention January at the latest provided the convention committee is up and running
- Plans for workshops and ensures that needed supplies are gotten. March at the latest. Providing the Convention Committee is up and running.
- Plans the format for Marathon Meetings and arranges to have chairs. Prior to convention start.

**During the Convention:**

- Works with the chair to ensure time frames are followed.

**After Convention:**

- Submits a legible, detailed, written final report to CSANACC.

**ENTERTAINMENT PANEL RESPONSIBILITIES**

**Before Convention:**

- Plan and arranges for entertainment for Friday and Saturday of convention. Pending committee consensus.
- Sets up a Decorating/planning committee for the convention

**During Convention:**

- Works with committee to facilitate entertainment during the convention.

**After Convention:**

- Submits a legible, detailed, written report to CSANACC.

**FUNDRAISING PANEL RESPONSIBILITIES**

**Before convention:**

- Plans and arranges with groups, ways and means for raising funds through Draws / raffles of merchandise or registrations. **CSANA does not endorse gambling for money i.e. – 50/50 and casino games.**
- Plans and organizes Fund Raising activities throughout the year. Accurate records of fundraisers must be kept and turned over to Treasurer.

- Contacts members of the fellowship for donations of merchandise for Convention fundraising. Donations must be recorded.
- Plans and organizes raffles & auctions at Convention.

**During Convention:**

- Auction of merchandise. Oversee raffles. Maintain an accurate record of sales and turn over cash and records to treasurer.

**After Convention:**

- Prepare a final legible, detailed, written report to CSANACC.

## Appendix E: Policy Log

<b>Policy #</b>	<b>Date</b>	<b>Original Proposal</b>	<b>Original Policy</b>	<b>New Policy</b>
Appendix A	January 11, 2020	Add break to agenda between “Adopt previous minutes” and “old business” and another break after “New Business/IDT”. Also to add a “New GSR Welcome” after reading the 12 concepts.	No concrete breaks existed	Scheduled breaks exist.
16.15	October 22, 2022	Convention seed money increased from \$1500 to \$3000.	16.15 did not exist	Central Saskatchewan Area of Narcotics Anonymous Convention Committee has a seed of \$3000.00.
Appendix A: CSANASC Meeting Agenda	October 22, 2022	Remove Web Admin from the agenda template as the position falls under Public Information	Web admin was a position that fell under sub-committees	Web admin position no longer exists as a subcommittee and falls under PI report.