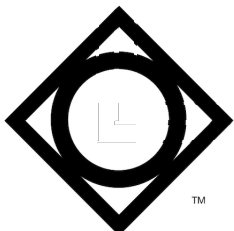


NAR-ANON FAMILY GROUPS'
GUIDE TO REGIONAL SERVICES
CENTRAL CALIFORNIA REGION

Approved 7/14/2018



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PREAMBLE

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction.

As a twelve step program – we offer our help by sharing our experience, strength, and hope.

We carry the message of hope by letting others know that they are not alone; by practicing the Twelve Steps of Nar-Anon; and by changing our own attitudes.

We will respect your anonymity.

Our program is not a religious one, but a spiritual way of life.

MISSION STATEMENT

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a Twelve Step Program, we offer our help by sharing our experience, strength, and hope.

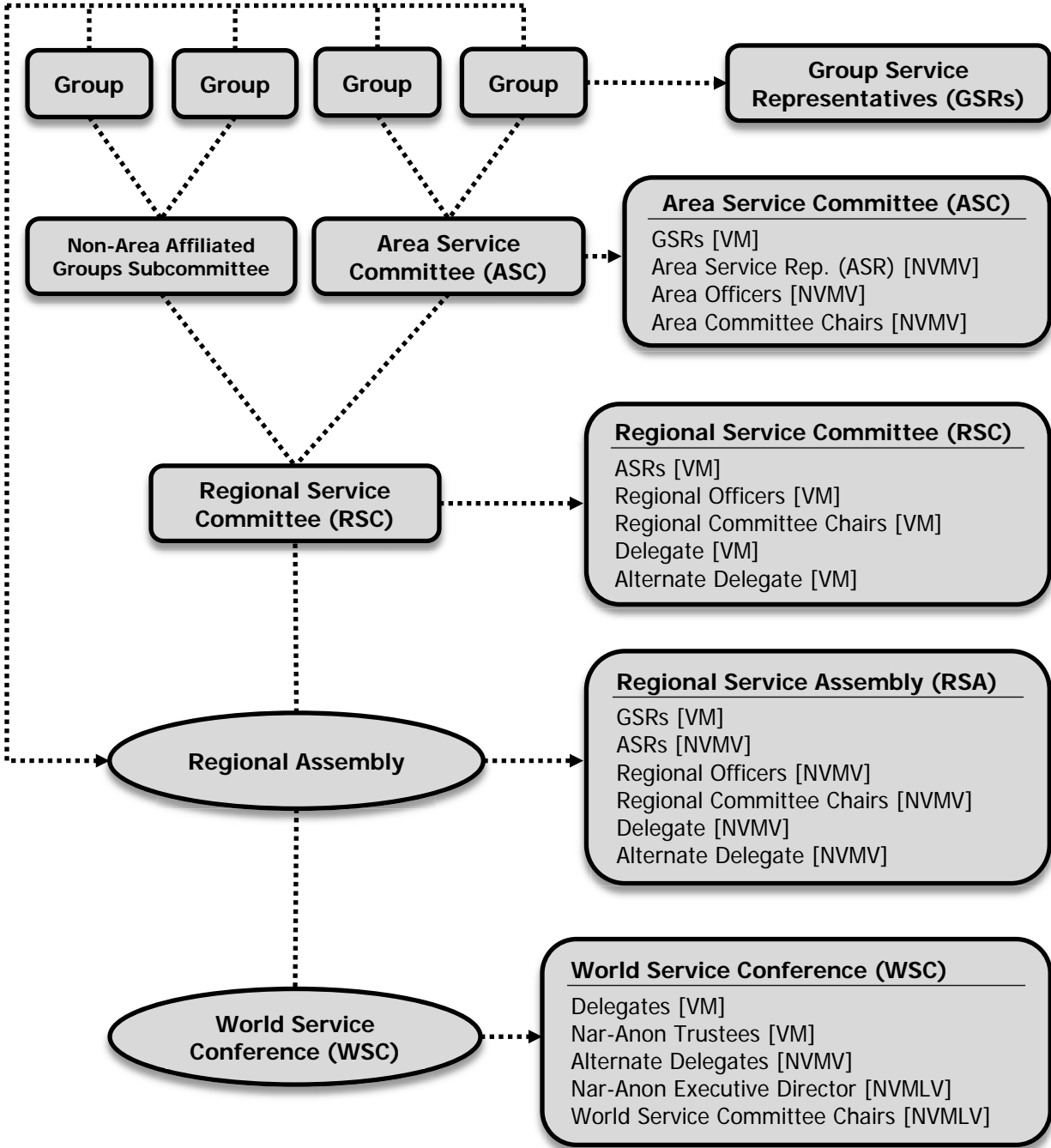
VISION STATEMENT

We will carry the message of hope throughout the world to those affected by the addiction of someone near to them.

We do this by:

- Letting them know they are no longer alone.
- Practicing the Twelve Steps of Nar-Anon.
- Encouraging growth through service.
- Making information available through outreach encompassing public information, hospitals, institutions, and websites; and
- Changing our own attitudes.

NAR-ANON SERVICE STRUCTURE



Key

[VM] – Voting Member with Voice
 [NVMV] – Non-Voting Member with Voice
 [NVMLV] – Non-Voting Member with Limited Voice

Introduction

The *Central California Guide to Regional Services* (CCGRS) is guided by the Nar-Anon Family Groups *Guide to Local Services* (GLS) and *Guide to World Services* (GWS). Where there are differences, the GRS supersedes the GLS and GWS.

The purpose of the CCGRS is to guide regional trusted servants in service elements of this region that make it distinct and unique from other regions. The GLS and GWS are the main guiding documents for the region and the CCGRS is meant to work in conjunction with and not replace the GLS and GWS. As the GLS and GWS are modified by the Conference, the Regional Service Committee (RSC) shall revisit the CCGRS to assure it is in agreement with the principles and direction of the GLS and GWS.

The CCGRS can be modified by a two-thirds majority vote of the assembly. Spelling, grammatical, and formatting changes that do not change intent of the document can be made at the direction of the RSC with notification to the RSA as an agenda item.

Group Structure

Organizing a group should be kept simple. Officers are elected by group conscience to serve for a period decided by the group, often from two to six months. Regular rotation of service in positions throughout the fellowship gives members the privilege of serving. Officers are trusted but servants, as they do not govern. Groups need a meeting leader, sometimes called a chair or secretary. A group may also need a member to act as secretary. The secretary often acts as treasurer until the group is large enough to divide duties among other members. Each group also needs a group service representative who participates in the wider service organization of Nar-Anon.

Group Service Representatives (GSR)

The GSR is a vital link in continuing the functioning, growth, and unity of the worldwide Nar-Anon fellowship. It is suggested that GSRs are elected by their groups for a two-year term for consistency of rotation with the area and region; however, group conscience will determine the actual length of service.

GSRs should be members with experience and continuity in the Nar-Anon program and an understanding of the Twelve Traditions and Twelve Concepts of Service. It is suggested that each group have an alternate GSR.

GSR

Duties:

- Becomes familiar with the Nar-Anon Guides for Local, Regional, and World Services
- Attends ASC meetings and RSAs, then reports information to the group
- Votes their group's conscience at ASC meetings and RSA
- Completes and submits the GSR registration form to the Regional Service Committee (RSC) secretary (a sample form is found at the end of the GLS - <http://www.nar-anon.org/service-literature/>)
- Brings group's viewpoint on any situation or problem to area meetings or RSA
- Reads regional *Take Back to Meeting Information and Announcements* during announcements period at group meetings. It is suggested announcements are made over three consecutive weeks. A hard copy might be left in the meeting notebook, in case the GSR and alternate GSR are not in attendance.

When a GSR is elected to be an ASC officer, RSC officer, delegate, or alternate delegate they no longer serve as GSR.

Alternate GSR

Duties:

- Becomes familiar with the Nar-Anon Guides for Local, Regional, and World Services
- Perform GSR's duties in GSR's absence
- Attend RSA and area meetings
- May serve on one or more RSA or RSC subcommittees, and may serve as chair
- Should be willing to become GSR at the end of the current GSR's term

When an Alternate GSR is elected to be an ASC officer, RSC officer, delegate, or alternate delegate they no longer serve as Alternate GSR.

Substitute GSR

A Substitute GSR provides their group with a voice and a vote at an ASC meeting or RSA for which they are registered. This is consistent with one vote per group. The Substitute GSR will report back to the group as the GSR would. Only the process of registration, utilizing the *Area Service Committee and Regional Service Assembly Registration Form* found in back of the GRS, authorizes the Substitute GSR. Authorization for substitution is only valid for one ASC or RSA.

Healthy Meetings

Every group may be a little different from another. Groups choose which pieces of Conference Approved Literature (CAL) are read at their meetings. Groups decide the number of meetings held per week and how long meetings last. Each group is autonomous but still has a responsibility to work within Nar-Anon guidelines. Imagine that all Nar-Anon groups make up one worldwide meeting. Every member should be able to attend any meeting in the world and feel welcome and safe, knowing they have the support of the entire Nar-Anon fellowship. To understand how to have a healthy group, we need to be aware of what leads to unhealthy meetings.

Healthy Meetings:

- Start and end on time
- Read steps and traditions at each meeting
- Read only from Conference Approved Literature (CAL)
- Hold step and tradition study meetings
- Hold regular business meetings (see GLS sections 4-3 through 4-5)
- Become familiar with the Guide to Local Services and Guide to Regional Services
- Encourage sponsorship
- Respect each member's viewpoint

For a better understanding of what a healthy group is, view the following service documents on the WSO website at this URL: <http://www.nar-anon.org/service-literature/>

Service literature for meetings:

- *Appropriate Sharing & Crosstalk* (S-308)
- *Guidelines for Healthy Meetings* (S-303)
- *Let's Talk About Anonymity* (S-307)
- *Nar-Anon Group Inventory* (S-316)
- *Sample Format for Beginner Meetings* (S-319)
- *Sample Format for Nar-Anon Meetings* (S-304)
- *Group Conscience and Business Meetings* (S-305)

Group Finances

Prudent Reserve

A prudent reserve is an agreed upon amount to be held in reserve for operating expenses. Operating expenses vary depending on the group conscience. Operating expenses are costs that allow operations to continue, not budget items. It is suggested that a prudent reserve equal three months of the group's operational expenses, which may include the following:

- Rent
- Literature
- Travel expense for GSR to RSA
- Outreach
- Photocopying, postage
- Website

Each group decides its prudent reserve with a group conscience. It is suggested that monies accumulated in excess of the prudent reserve be sent to the next service levels based on a group conscience (see *Donations to Area, Region, and WSO* section).

Use of Group Funds

Meeting Space

The Seventh Tradition suggests that groups pay for its meeting space. Providing Nar-Anon/Narateen Conference Approved Literature (CAL) to a facility is an appropriate alternative where monetary payments may not be accepted.

Literature

Groups purchase CAL from WSO for use at meetings, outreach, and to sell to members. Donations to WSO may be included with literature orders. Only CAL may be purchased with group funds.

GSR Travel Expenses

Group funds may be used to pay for the GSR's travel expenses to RSAs.

Donations to Area, Region, and WSO

Group support of the fellowship is accomplished through regular donations to the area, region, and WSO. Groups may choose to allocate funds in excess of the group's budget and prudent reserve for donation beyond the group level. Two suggestions are to send the following percentages to service arms.

- 75% to area
- 15% to region
- 10% to WSO

In the event there is no area:

- 80% to region
- 20% to WSO

Some groups send quarterly donations. Group conscience determines the group's actual donations and when donations are given. Areas may pass on donations in excess of their budget to the region and WSO. The region may pass on donations in excess of their budget to the WSO. Groups, areas, and the region may include the *Group/Area* and *Group/Area/Region Contribution Forms* (included in the *Forms* section at the end of this guide) when sending donations to the region and WSO.

Refreshments and Supplies

Group funds may be used to purchase refreshments and supplies for group purposes.

Childcare

Some members must bring their children to meetings. Using group funds or taking a special collection to pay for childcare at meetings is within a group's autonomy.

Gifts to Members

Group funds are only used for group purposes, not for personal gifts to members, such as baby showers, flowers for the sick, or financial assistance to needy members. Members may provide such gifts on an individual basis outside the group.

Area Structure

An area is a network of groups that have joined together to support each other, provide a single point of communication, and facilitate two-way communication between groups and region. The formation of an area rests solely with the groups.

Area Service Committee (ASC)

The ASC's purpose is to develop, coordinate, and maintain services on behalf of the Nar-Anon groups it serves. The ASC plans for general improvement of groups by holding regular business meetings. ASC members perform duties described in this guide and follow parliamentary procedures (Robert's Rules of Order). Its members strive to work for the common good of Nar-Anon as a whole, guided by the conscience of their groups, and are bound by the Twelve Traditions and Twelve Concepts of Service.

State laws require a minimum of chair, treasurer, and secretary positions for any committee needing banking services; therefore, an ASC cannot exist without these positions filled.

ASC Officers

ASC officers are the area service representative (ASR), secretary, and treasurer. The ASR is the ASC chair. Officers are elected to serve for two years. New officers' terms start as soon as bank requirements are fulfilled in approximately thirty to sixty days after the election ASC meeting. When a GSR is elected to be an ASC officer, they no longer serve as GSR. To be of utmost benefit to those they serve, it is recommended that officers attend Nar-Anon meetings on a regular basis. ASC officers may serve two full consecutive terms, in addition to any interim term served.

Area Service Representative (ASR)

The chair should have leadership and organizational skills and be capable of conducting business meetings. Recommended experience for this position is a minimum of one term as a GSR.

Duties:

- At the beginning of the term, establish signature on the area bank account
- Presides over ASC meetings
- Stays informed of subcommittee activities and is available for support
- Attends RSC and RSA
 - Votes area's group conscience
 - Brings matters of group misunderstandings or concerns
 - Reports on area activities, outreach, events and a financial summary
- Visits area groups providing support and direction, particularly new groups
- Supports members starting new groups
- Works with groups to understand and apply the Twelve Traditions and Twelve Concepts
- Provides a current GSR contact list to RSC secretary
- Reminds GSRs to update group registration form on the WSO website
- Verifies disbanded groups to the RSC and WSO
- Assists the delegate in informing GSRs regarding WSO activities and WSC process and results
- Responsible for committee correspondence
- Has post office box access

An ASR may be a region officer. If an ASR holds office at the regional level, they may only vote as an ASR at RSC meetings. An ASR may not vote at an RSA.

Secretary

The secretary keeps accurate ASC meeting minutes. Recommended experience for this position is one year minimum service in Nar-Anon.

Duties:

- At the beginning of the term, establish signature on the area bank account
- Works with area officers to plan meeting agenda
- Submits a draft agenda to GSRs in time to add items under new business
- Distributes minutes to ASC within 14 days of meeting date
- Maintains ASC archives and minutes for incoming secretary
- Updates a log of approved ASC policy motions
- Maintains a current GSR directory
- Informs RSC when ASC officers change

Treasurer

The treasurer is the custodian of the ASC's finances and bank account. Recommended experience for this position is one year minimum service in Nar-Anon.

Duties:

- At the beginning of the term, establish signature on the area bank account
- Maintains records of ASC financial transactions
- Issues receipts for contributions received
- Disburses funds to cover ASC expenditures
- Submits a written report at ASC meeting of financial transactions since prior meeting
- Presents an annual summary of income and expenses to ASC for budget planning
- Presents ASC's proposed budget for approval
- Prepares an appeal letter for groups, as needed, requesting contributions to cover ASC expenses
- Assures region follows current bank standards for nonprofit accounts
- Maintains post office box

Interim Officers

If ASC positions become vacant between ASC meetings, interim officers can be appointed by the ASC. Recommended experience for each position is the same as for officers being replaced. An officer fulfilling an interim term is eligible for two additional terms.

Removal and Resignation of Officers

ASC officers may be removed from their positions by the ASC after written notification of non-compliance. Non-compliance includes, but is not limited to, failure to fulfill duties, and failure to attend two consecutive regular ASC meetings without prior notification to the chair. It is within the ASC's discretion to accept a written report in lieu of attendance. A two-thirds majority vote of ASC members is required for removal.

If removal or resignation occurs, that position shall be filled on an interim basis by the ASC majority vote. The chair will call an interim ASC for a special election to fill position until the next election ASC.

ASC Meetings

ASC meetings are held in a mutually agreed time and location. It may include participation via conference calls. These meetings are attended by area officers, GSRs, and subcommittee chairs. ASC meetings are open to all Nar-Anon members. At the chair's discretion, speaking by non-voting members may be limited. It is suggested ASC meetings be held at minimum twice a year. A sample ASC meeting agenda may be found in the GLS. Members conduct business following Robert's Rules of Order. ASC meetings are a vital link between groups and the area.

Voting members are GSRs, or in their absence, alternate GSRs, or in their absence, a substitute GSR as described in the *Substitute GSR* section of the *Regional Service Assembly (RSA)* section. This is consistent with one vote per group.

To conduct business, a quorum of 51% of the area's GSRs voting their group's conscience is required. In the case of a tie, the motion fails. Failed motions may be reconsidered by a motion and second to reconsider. Discussion and vote follows, and majority rules.

ASC business:

- Set ASC policies and procedures
- Develops and approves ASC budget
- Elects area officers
- Receives and discusses
 - ASC officers' reports
 - GSR group reports
 - subcommittee reports
- Reviews, discusses, and disseminates information from the WSO and region, such as
 - *The NFG Guide to Local Services*
 - *The NFG Guide to World Services*
 - steps, traditions, and concepts
 - new Conference Approved Literature (CAL)
 - *Conference Agenda Report (CAR)*
- Establishes subcommittees, such as events, Narateen, outreach, technology services, and others as deemed necessary
- Coordinates area events
- Organizes workshops for sponsorship, service positions, step/tradition study
- Shares outreach resources (e.g., hospitals, institutions, public information)

- Encourages writing submissions to the World Service (WS) Literature Committee, and articles of interest to the *Serenity Connection*
- Discusses and seeks to resolve group concerns
- Refers unresolved concerns to region

Election ASC Meetings

It is suggested election ASC meetings are held in July of odd numbered years to elect new ASC officers. GSRs, being voting members, are strongly encouraged to attend.

When an officer cannot fulfill their term, the position shall be filled on an interim basis either by ASC majority vote, or the chair may call for an interim ASC meeting for a special election to fill the interim office, or wait until the next election ASC meeting. An elected interim officer is eligible for two additional terms. Interim positions have a voice and a vote on the ASC.

No member shall hold more than one office at a time or hold the same office more than two consecutive terms, in addition to any interim term served.

When a subcommittee is formed, it chooses an interim chair until the next ASC confirms. Interim chairs have a voice and vote on the ASC.

Election Process before Election ASC Meeting

- 1) In January the ASC calls for the formation of an ad hoc elections subcommittee, and establishes a point of contact for the formation of the subcommittee. ASC requests member participation in the ad hoc elections subcommittee, via GSR or other announcements in meetings. The point of contact will facilitate the subcommittee appointing a chair.
- 2) In February the elections subcommittee presents the interim chair to the ASC for confirmation. The subcommittee then drafts an agenda item for the next ASC meeting. The agenda item is to include, but is not limited to:
 - a) List of open positions: ASR, secretary, and treasurer
 - b) Descriptions of positions and suggested experience (see the *Regional Structure* section of this document)
 - c) Timeline for nomination period and the election (as defined below)
 - d) Determine an email address for nominations to be sent
 - e) Nomination invitation to be sent to groups via GSR or other announcements in meetings.

- 3) In March, the ASC reviews and approves the subcommittee's agenda item. The subcommittee sends notification that the nominations period is open. Notification will include a list of open positions, suggested experience for positions, description of positions, timeline for nomination period, and nomination email address. A nomination invitation will be sent to groups via GSR or other announcements in meetings.

The member nomination process allows members to nominate themselves or other members for one or more positions. Nominated members will be contacted by the subcommittee. The nominated member may or may not agree to accept the nomination. Nominations are received by the subcommittee via email.

- 4) In April, nominees who have accepted nomination submit a statement of qualifications to the subcommittee via email.
- 5) In May, the subcommittee creates a ballot and drafts a slate of nominees for ASR, secretary, and treasurer for the elections ASC meeting agenda, including each nominee's statement of qualifications. Ballots will allow for write-in nominees.
- 6) In June, elections subcommittee disseminates anonymous ballots to GSRs. GSRs take a group conscience to provide guidance for selecting ASR, secretary, and treasurer at the elections ASC meeting. The ballots will be sent via GSR or other announcements in meetings.

The subcommittee writes a motion for submission to the ASC to dissolve the ad hoc elections committee at the conclusion of the elections process.

Election Process at Elections ASC Meeting

- 1) The elections process is the first agenda item. A representative from the elections subcommittee recaps nominees and asks for nominations from the floor by position; in order of ASR, secretary, and treasurer. Floor nominations are given an opportunity to share their qualifications.
- 2) GSRs are given ample time to consider new nominations before voting. GSRs submit their anonymous ballot to the subcommittee.
- 3) Two subcommittee members tally the ballots. In case of a tie, a new ballot is issued for tied positions. The process is repeated for a maximum of three tie-breaker ballots. If a tie persists, the position is determined by a short-straw process to eliminate one nominee. The short-straw process is repeated until one nominee is selected for the position.
- 4) If someone is elected to multiple positions, that person selects one position, and the remaining position(s) is determined by the next highest tally.
- 5) An elections subcommittee representative reads the results and then hands the meeting back to the chair to continue with other business of the ASC.
- 6) The motion to dissolve the elections subcommittee until the next elections cycle can now be made.
- 7) The secretary includes a signature block in the elections ASC meeting minutes for ASR and Secretary to sign and validate for presentation to the bank in compliance with 501(c)(3) non-profit status.

- 8) Signed minutes, ballots, tally sheets, and records of tie breakers are submitted to the ASC secretary for scanning and upload to the ASC's electronic document storage system.
- 9) The new officers start their term upon the bank's acceptance of the transfer of leadership.

Interim ASC Meetings

Interim ASC meetings may be called by the chair, as needed between regularly scheduled ASC meetings, to discuss critical matters affecting the area.

Non-Area Affiliated Groups

Groups are encouraged to create areas. Areas establish group representation at the RSC and provide more efficient and responsive services. It is encouraged that non-area affiliated groups form areas as the number of groups increase. If the group density makes forming an area impossible, groups may choose to be a non-area affiliated group.

The region may establish a subcommittee of non-area affiliated groups. The subcommittee is comprised of GSRs from groups not associated with an area. The subcommittee's purpose is to provide non-area affiliated groups' representation at the RSC (see RSC subcommittees). When a subcommittee is formed an interim chair is chosen, then presented at the RSA for confirmation. A chair is elected and confirmed to serve for one year. The term of service begins following confirmation. A chair may serve two full consecutive terms, in addition to any interim term served.

Chair

The chair provides two-way communication between groups and the RSC. Recommended experience for this position is one year continuous service in Nar-Anon.

Duties:

- Presides over subcommittee meetings
- Attends RSC meetings
 - Votes subcommittee's group conscience
 - Brings matters of misunderstandings or concerns
 - Reports on activities, outreach, and events
- May visit groups providing support and direction, particularly to new groups
- Supports members starting new groups
- Helps groups understand and apply Twelve Traditions and Twelve Concepts of Service
- Provides a current GSR contact list to RSC secretary

- Reminds GSRs to update group registration form on WSO website
- Notifies RSC and WSO when groups disband
- Responsible for subcommittee correspondence

Regional Structure

CCR was established in February 2014 and is comprised of Nar-Anon Family Groups located within Central California that have determined that being in the CCR best serves their members interests.

CCR supports areas and groups by providing opportunities to communicate with each other, acting on behalf of their common interest, and encouraging growth of the fellowship. The structure consists of the RSC and the RSA.

The region's purpose is to support and serve groups within the region. Each Nar-Anon family group is autonomous and may choose the region in which the groups' conscience determines it will be best served. A geographic boundary is therefore determined by the groups and is subject to change. The region's geographic boundary is not reflected in this document.

Regional Service Committee (RSC)

The RSC's purpose is to develop, coordinate, and maintain services on behalf of the Nar-Anon groups it serves. The RSC strives for the general improvement of groups and areas by holding regular business meetings and conducting RSAs. RSC members perform duties described in this guide and follow parliamentary procedures (Robert's Rules of Order) adopted at the first RSA held October 26, 2014. Its members endeavor to work for the common good of Nar-Anon as a whole, guided by the conscience of the RSA, and are bound by the Twelve Traditions and Twelve Concepts of Service.

State laws require a minimum of chair, treasurer, and secretary positions for any committee needing banking services, therefore an RSC cannot exist without these positions filled.

RSC Officers

RSC officers are the chair, vice chair, secretary, and treasurer. Officers are elected to serve for two years. New officers start their term upon the bank's acceptance of the transfer of leadership. When a GSR is elected RSC officer, they no longer serve as GSR. To be of utmost benefit to those they serve, it is recommended that officers attend Nar-Anon meetings on a regular basis. RSC officers may serve two full consecutive terms, in addition to any interim term served. Interim positions have a voice and a vote on the RSC.

Chair

The chair should have leadership and organizational skills and be capable of conducting business meetings. Recommended experience for this position is three years continuous service in Nar-Anon.

Duties:

- At the beginning of the term, establish signature on the region bank account
- Presides over RSC and RSA
- Works with RSC to plan RSC meeting agendas
- Posts RSC meeting agenda for fellowship review on the CCR website (<http://www.NarAnonCentralCA.org>)
- Submits draft RSA agendas for GSRs and RSC to add agenda items
- Submits RSA agendas to RSA and RSC
- Posts RSA agenda for fellowship review on the CCR website
- Stays informed of subcommittee activities and is available for support
- Submits approved RSA minutes to WSC Committee (wscconference@nar-anon.org) verifying election or continued endorsement of delegate and alternate delegate according to conference timeline
- Calls for an interim RSA whenever the RSC deems it necessary
- Is responsible for RSC correspondence
- Has post office box access

Vice Chair

The vice chair should be willing to become chair at the end of the current chair's term. If the chair is unable to fulfill the position, the vice chair assumes the chair's position for the term's duration or until an election RSA is held. The recommended experience for this position is three years continuous service in Nar-Anon.

Duties:

- Acts as parliamentarian for the RSC and RSA
- Assists the RSC chair in performing their duties

Secretary

The secretary keeps accurate minutes of each RSC and RSA. Recommended experience for this position is two years of service in Nar-Anon.

Duties:

- At the beginning of the term, establish signature on the region bank account

- Produces draft minutes for review by the chair within 14 days of the meeting date
- Submits preliminary RSC minutes for Chair to review
- Maintains archives of RSC and RSA minutes for incoming secretary
- Updates log of approved RSC and RSA policy motions
- Maintains a current directory of RSC and RSA members
- Collects and archives completed *Group Service Representative (GSR) and Alternate GSR Registration Forms* and *Area Service Committee and Regional Service Assembly Registration Forms*
- Works with the Technology Services subcommittee to maintain electronic archives for fellowship review
- Prepares *Take Back to Meeting Information and Announcements* to be posted on CCR website and emailed to GSRs and ASRs. *Take Back to Meeting Information and Announcements* are information and action items from RSC and RSA. This is to facilitate effective two-way communication between groups and other service levels.

Treasurer

The treasurer is custodian of the RSC's finances and bank account. Recommended experience for this position is two years continuous service in Nar-Anon.

Duties:

- At the beginning of the term, establish signature on the region bank account
- Maintains records of RSC financial transactions
- Issues receipts for contributions received
- Disburses funds to cover RSC expenditures
- Submits a written report at RSC and RSA meetings of financial transactions since prior meeting
- Presents an annual summary of income and expenses to RSC for budget planning
- Presents the RSC's proposed budget at the RSA for approval
- Prepares an appeal letter to groups, as needed, requesting contributions to cover RSC expenses
- Assures region follows current bank standards for nonprofit accounts
- Maintains post office box
- Forwards delegates' equalized expense to WSO by WSC's established deadline

Interim Officers

If RSC positions become vacant between election RSAs, interim officers can be appointed by the RSC and presented at the next RSA for confirmation. Recommended experience for each position is the same as for officers being replaced. An officer fulfilling an interim term is eligible for two additional terms.

Removal and Resignation of Officers

RSC officers may be removed from their positions for non-performance of their duties by a two-thirds majority vote of the RSA. Non-performance includes, but is not limited to, failure to fulfill duties or failure to attend two consecutive regular RSC meetings without prior notification to the chair. It is within the RSC's discretion to accept a written report in lieu of attendance. After an officer has been removed by the RSA, the RSC chair will provide written notice to the officer. If the chair is removed, the vice chair will send the correspondence.

If removal or resignation occurs, that position shall be filled on an interim basis by the RSC majority vote and presented at the next RSA for confirmation.

RSC Meetings

RSC meetings are held in a mutually agreed time and location. It may include participation via conference calls. Regional officers, ASRs, regional subcommittee chairs, delegate, and alternate delegate attend these meetings. RSC meetings are open to all Nar-Anon members. At the chair's discretion, speaking by non-voting members may be limited. It is suggested RSC meetings be held at minimum four times a year. The RSC agenda may be modeled after the sample ASC meeting agenda found in the GLS. Members conduct business following Robert's Rules of Order. RSC meetings are a vital link between groups, areas, and the region.

Voting members are the officers (chair, vice chair, secretary, and treasurer), delegate, alternate delegate, ASRs, subcommittee chairs, and interim chairs. Voting members have one vote regardless of multiple eligible positions.

To conduct business, a quorum of 51% of the RSCs voting members is required. A motion fails in the case of a tie. Failed motions may be reconsidered by a motion and second to reconsider. Discussion and vote follows, and majority rules.

RSC business:

- Hears and discusses region, delegate, area, and subcommittee reports
- Reviews ways of keeping groups informed and involved
- Establishes subcommittees with RSA approval
- Develops policies and procedures for RSA approval
- Develops region's budget for RSA approval
- Drafts a slate of nominees for election at the RSA
- Nurtures an understanding of the importance of service work in personal recovery

RSC Policies and Procedures

Spiritual Guidance

The region shall be guided by principles of unity, group conscience, and the spiritual nature of our fellowship. Our group experience suggests that the unity of the Nar-Anon Family Groups depends upon our adherence to The Twelve Traditions of Nar-Anon. In keeping with the spiritual nature of Nar-Anon, our structure should always be one of service, never of governance. Group conscience is the spiritual means by which we invite a loving Higher Power to influence our decisions.

Compliance

In its actions the region shall be guided by with the following:

- The Twelve Traditions
- The Twelve Concepts of Service
- The NFG Guides to Local and World Services
- Current edition of parliamentary procedures (Robert's Rules of Order)
- Past region motions
- Local, state, and federal laws

Minutes

Meeting minutes will be posted for members review. Upon request, any Nar-Anon member may be given a copy of the minutes. No official business will be conducted without a written record of the transaction. A motion may be made and passed for general discussions to be off the record.

Motions

Only voting members may make motions. Motions may be amended at any time prior to voting. A motion to amend must have a second. Members may discuss the motion prior to voting.

Tie Breakers

In case of a tie vote on a motion, a body of three (chair, treasurer, secretary) shall cast one vote each to decide the issue. If one or more is absent, the vice chair, delegate, and alternate delegate, in that order, shall replace the missing officer(s). Tie breakers do not apply in actions requiring a two-thirds majority.

Special Rules of Order

Business resulting from a member's report or recommendation shall become new business.

World Service Conference

The region will support Nar-Anon as a whole by sending a delegate and/or alternate delegate to the biennial WSC. For a delegate or an alternate delegate to be recognized at the WSC, the region must submit a copy of the minutes verifying election or continued endorsement of the delegate and alternate delegate or other written confirmation that they were previously elected and that their term will be in effect through the current WSC. A regional officer, not the delegate or alternate delegate, must submit the eligibility verification to the WSC committee at wscconference@nar-anon.org.

The WSC sends an invitation to the conference by email to the region chair the year prior to the conference. The invitation contains the conference cycle timeline. It is important that the region chair's current contact information, including email address, is on file with the WSO.

Contributions to WSO

The region will make regular donations to WSO of funds over its established prudent reserve.

Post Office Box

The chair or treasurer shall establish a post office box as a point of contact for the region. This box may be shared with an area if convenient and the cost is divided between them. The box may be changed as the RSC deems necessary and the information distributed to all the groups.

Financial Policies

Budgeted Funds

Funds accumulated from members, groups, and area contributions and other Nar-Anon sources shall be maintained in a bank account and distributed as follows:

- RSC, RSA, events, and workshop expenses
- Delegate's and alternate delegate's equalized and incidental expenses incurred for WSC attendance
- Delegate and alternate delegate mileage and expenses

- Subcommittee expenses
- Travel expense for RSC to assembly and other required meetings
- Region website
- New meeting startup funds
- Miscellaneous expenses such as phone, photocopies, postage, and banking
- Prudent reserve (see description below)

Expenditures

RSC expenditures shall be budgeted and recorded. No expenditure over \$25 shall be reimbursed without receipt or proof of payment. Minor expenses may be requested and described by written statement.

Prudent Reserve

The region should maintain a prudent reserve as protection from unforeseen expenses and to allow the financial flexibility necessary to provide continuous services to the groups. This is not meant to allow the accumulation of more money than necessary. The intent is to reasonably protect the financial security of the region.

It is suggested that a prudent reserve equal at least three months of the region's operating expenses, which may include the following:

- Regional assembly and other meeting room costs
- Travel expense for GSR, ASR, RSC to assembly and other required meetings
- Committed outreach projects at group level
- Photocopying, post office box, and postage
- Checking account
- Region website
- Region information phone line
- State non-profit yearly filing

It is suggested that monies accumulated in excess of necessary expenses to conduct the business of the region be sent to WSO based on a group conscience of the assembly.

Budget Changes

Motions that require a budget modification require an RSA two-thirds majority vote.

Bank Account

Funds shall be maintained in a bank account readily available to officers with signature authority. Donations shall be deposited in the account no later than 30 days from date of receipt.

Signatures on Bank Account

There are three signatories on the account: chair, treasurer, and secretary. Checks require a signature of the chair, treasurer, or secretary.

Treasurer's Absence

In the treasurer's absence at an RSC meeting or RSA, the chair or secretary may obtain the checkbook and take custody of funds.

Donations

The region will gratefully accept donations from members, groups, areas, and other Nar-Anon sources. Cash donations may not be earmarked because of budgetary constraints. The region will accept donations of small items, such as fundraising baskets, literature, office supplies, and other small items used to carry out the work of the fellowship. The region cannot accept donations of property or monies that would affiliate the region, or create the appearance of an endorsement, with an outside organization or enterprise.

Subcommittees

With prior or subsequent approval by the RSA, the RSC may define and support subcommittees to carry out the region's work. Subcommittees shall include, but are not limited to, Convention/Events, Literature, Narateen, Outreach, and Technology Services. When a subcommittee is established, an interim chair is chosen by the subcommittee to be presented to the RSC and at an RSA for confirmation. Chairs are confirmed to serve for one year. The term of service begins following confirmation. A chair may serve two full consecutive terms, in addition to interim term served. Recommended experience for subcommittee chairs is one year recovery in Nar-Anon.

Once a chair is chosen, the subcommittee may elect a vice chair, secretary, treasurer, and other positions as necessary. Regular meetings are usually held in central locations or via conference call. The chair is responsible for keeping the meeting safe for group conscience; the spiritual means by which we invite a loving Higher Power to influence our decisions, while helping committee members stay on task. Each subcommittee submits a written report of its activities and finances at RSC meetings and RSAs. An itemized subcommittee budget is to be prepared as needed to submit for RSA approval.

Members may serve on the same subcommittee for four full consecutive years. A one-year break is suggested from a subcommittee after four years of continuous service.

Subcommittees work with ideas from members and groups, with direction from the RSC, and oversight of the RSA. Subcommittees may form service boards as they see fit to accomplish specific tasks.

Removal and Resignation of Subcommittee Chairs

Subcommittee chairs may be removed from their positions for non-performance of their duties by a two-thirds majority vote of the RSA. Non-performance includes, but is not limited to, failure to fulfill duties or failure to attend two consecutive regular RSC meetings without prior notification to the chair. It is within the RSC's discretion to accept a written report in lieu of attendance. After a subcommittee chair has been removed by the RSA, the RSC chair will provide written notice to the subcommittee chair.

If removal or resignation occurs, that position shall be filled on an interim basis by RSC majority vote until confirmation of the chair at the next RSA.

Outreach

This subcommittee is a vital link between individuals seeking help and Nar-Anon members who share their experience, strength, and hope. It is a resource to groups and members in their efforts to carry the Nar-Anon message into hospitals, institutions, addiction treatment centers, and elsewhere. Conventions and community events are an opportunity for outreach. Involvement with the Conventions/Events Subcommittee is suggested. The focus of outreach is to let families and friends of addicts know that help is available. For more information see <http://www.nar-anon.org/outreach>.

Literature

This subcommittee's purpose is to develop ideas and submit literature proposals to the WS Literature Committee review process. This is an opportunity for members to share their experience, strength, and hope through writing. Submitted writings may be published in parts or whole within pamphlets, booklets, or future projects of the WS Literature Committee.

This subcommittee invites members to share their experience, strength and hope in the form of narratives, text, and questions. Methods of collecting writings may include, but are not limited to, written appeals, workshops, and online meetings. Additionally, the subcommittee supports the WS Literature Committee's efforts by reviewing and editing fellowship writings. For more information see <http://www.nar-anon.org/literature-submissions>.

Narateen

This subcommittee implements the process for screening, certification, and training of potential and current Nar-Anon members involved in regional Narateen service. These procedures are necessary to ensure the protection of Narateens and Nar-Anon members involved in Narateen service within a region in accordance with applicable laws. The

Narateen Process Person (NTPP), who is a member of this subcommittee, may also serve as chair.

Conventions/Events

This subcommittee plans, organizes, encourages, and supports groups, area, and multi-region conventions and events. Service in this way brings members together to celebrate and share their experience, strength, and hope. Conventions and events can be outreach opportunities. Involvement with the Outreach Subcommittee is suggested. Informational flyers may be submitted to the WSO (events@nar-anon.org) for inclusion on the Nar-Anon Family Groups world service website.

It is suggested that a subcommittee consists of at least a chair, vice chair, secretary, and treasurer. While it is possible to split the chair commitment between two members, Concept Five suggests, "For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined."

The subcommittee works with ideas from members and groups, with direction from the RSC, and oversight of the RSA. It is the responsibility of the subcommittee to clearly define the goal of the convention or event; for example, outreach, fundraising, fellowship, etc.

Chair

- Produces meeting agendas.
- Obtains speakers and panels (suggested with at least two years of recovery).
- Arranges for posting event flier on Nar-Anon websites.
- Provides written reports to the RSC and RSA, to include budget reports.

Vice Chair

- Assists the chair in performing their duties.

Secretary

- Keeps minutes for each meeting with special detail to group conscience decisions. The intent is to keep the group from revisiting decisions already made.

Treasurer

- Responsible for itemizing all income and expenses and providing the chair with a written report to the RSC and RSA. The committee's funds come from the region's budget.

- Responsible for the collection and disbursement of committee funds.
- The region treasurer may fulfill this function.

Additionally, recommended subcommittee positions may include, but are not limited to:

Liaison to NA

- If the convention is held in cooperation with an NA event, the liaison to NA will provide two-way communication between the NA committee and the Nar-Anon committee.

Schedule Coordinator

- Creates the schedule, timetables, and names of events, directions to the convention, and convention layout for approval by the committee.

Publishing Coordinator

- Works with the subcommittees to create a consistent theme for the convention. Creates electronic documents for web and print delivery, such as signage, flyers, and program brochure.

Hospitality Coordinator

- Coordinates a hospitality suite and/or hosts a “meet and greet” with light refreshments to provide a space for member fellowship.

Registration Coordinator

- Conventions and events may or may not have a registration fee, depending on the cost of the event. If there is registration then the coordinator keeps track of pre-registrations and day of event registrations. However, registration can be a flat-rate donation at the door or a Seventh Tradition basket may be passed during meeting.

Merchandise Coordinator

- Coordinates the stock of Nar-Anon items for sale. These items might be SESH, pamphlets, book covers, CDs of Nar-Anon speakers, and handmade crafts such as God boxes, serenity dolls, and recovery jewelry. We do not accept donations from businesses because it might imply affiliation.

Drawing Coordinator

- Format to be decided by committee group conscience. Drawings do not necessarily have to be a fundraiser, tickets can be given as part of registration.
- Tradition Seven suggests we do not take donations from outside enterprises, as we are fully self-supporting through our members' contributions. Drawings have prizes donated by Nar-Anon members only. We do not accept donations from businesses because it might imply affiliation.

Meals Coordinator

- Optional pre-ordered meals may be included with pre-registration, complimentary, or as a separate charge. The committee may decide to not provide meals.

Conventions

Conventions are not primarily fundraisers. Their purpose is to carry a message of recovery, and bring members together to share experience, strength, and hope. This is often a weekend gathering of Narcotics Anonymous to which Nar-Anon has been invited. Nar-Anon holds its own convention in cooperation with NA's function. The invitation requires a liaison from Nar-Anon to meet with NA's convention committee to receive direction from NA regarding dates, times, and room availability. Nar-Anon organizes speakers, panels, and other recovery opportunities for its members. Nar-Anon members may have conventions separate from NA.

Events

Recovery workshop events can include member participation focused on a topic such as writing literature, step study, tradition study, service, or sponsorship.

Nar-Anon members may have an opportunity to participate with local community events, in conjunction with the Outreach committee.

A Narathon can be a fundraising event for an area or region. It might include a 7th tradition, silent auction, drawing, or food sales. Speaker(s) may be scheduled to share their experience, strength, and hope. Sometimes the Narathon is focused on a recovery topic. Narathon subcommittees choose the schedule of events. Other fundraising events may include pancake breakfasts, spaghetti dinners, BBQs, etc. Funds raised through fundraising events shall be distributed to the area or region sponsoring the event at its conclusion.

Technology Services

This subcommittee provides technology infrastructure to the region, areas, groups, and members. It oversees and maintains the region's internet website; email/contacts list; directories; meeting workbook; online calendar; website analytics; phone line; computer support; conference calls; public address systems; recording; and supports the region with new applications and technologies.

Non-Area Affiliated Groups

This subcommittee is comprised of GSRs from groups not associated with an area. The subcommittee's purpose is to provide non-area affiliated groups' representation at the RSC.

The chair provides two-way communication between the groups and RSC. Only GSRs from non-area affiliated groups may vote to elect the subcommittee chair. The subcommittee chair is a GSR from one of these groups.

Ad Hoc Subcommittees

Ad hoc subcommittees may be formed, as needed, by motion and approval of voting RSC members. The purpose of ad hoc subcommittees is to carry out a short-term goal. These subcommittees provide progress reports to the RSC throughout their assignment, including a final report upon the assignment's completion. Reports may be requested by the RSC chair to be submitted between meetings. Ad hoc subcommittees are considered subcommittees which are disbanded upon completion of its goal.

Regional Delegates

Recommended experience for this position is a minimum of two years continuous service as a GSR, experience as alternate delegate, experience as an area or RSC trusted servant, and exposure to service at the world service level. Exposure to the world service level may include observing a WSC or participation on a world service committee. It is important for a delegate to have a mentor, who is a member who has experience in service beyond the group level, who can help them understand and navigate the service structure at the world service level.

A delegate and alternate delegate do not hold office in the area or region. Delegate and alternate delegate are elected to serve for two years. Delegates are elected at the Elections RSA. The term of service begins when the region's bank accepts the transfer of leadership to the newly elected RSC officers. The alternate delegate should be willing to become delegate at the end of the delegate's term. In the event the delegate is unable to fulfill their duties the alternate delegate becomes delegate in an interim capacity and may continue to serve two subsequent full terms.

The delegate and alternate delegate may be reimbursed for travel expenses associated with the service commitment by submitting the *Regional Service Committee Travel Expense Form* (included in the *Forms* section at the end of this guide) to the RSC for approval.

Delegate

Duties:

- Provide two-way communication between region and WSC
- Speak for members, groups, and areas within the region at the world service level
- Attend RSC & RSA, and when invited, area meetings
- May serve on one or more RSC subcommittees, although not as chair
- Contact inactive areas to encourage region participation
- Are a source of information to members, groups, areas, and region regarding Twelve Traditions and Twelve Concepts of Service
- Inform region of the Conference Agenda Report (CAR) when available
- Assist groups in understanding CAR motions to obtain a group conscience
- Obtain region's groups' consciences on CAR motions as guidance to vote at the WSC
- Region's groups give their voice and vote to the delegate on CAR motions and unanticipated matters at the WSC
- Reports WSC results to RSC and RSA for distribution to groups
- Become an active member of one or more world service committees - Budget and Finance, Conference, Literature, Narateen, Newsletter, Outreach, Policy and Guidelines, Website, World Convention, and Human Resource Committee

Alternate Delegate

Duties:

- Perform delegate's duties in delegate's absence
- May assist with delegate's duties
- Attend RSC & RSA, and when invited, area meetings
- May serve on one or more RSC subcommittees, and may serve as chair of an RSC subcommittee
- Attend WSC, upon approval by region and WSO, to familiarize with WSC process
- Become an active member of one or more world service committees

Regional Service Assembly (RSA)

The purpose of the RSA is to support and serve the groups by conducting the business of the region. The RSA is a vital link between groups, areas, and the region.

RSAs are held at a time and location agreed by consensus of the RSA. It may include participation via conference calls. RSC officers, delegate, alternate delegate, GSRs, ASRs, and subcommittee chairs attend these meetings. RSAs are open to all Nar-Anon members. At the chair's discretion, speaking by non-voting members may be limited. It is suggested RSAs be held at least once a year. Members conduct business following Robert's Rules of Order.

Voting members are GSRs representing registered groups, or in their absence, alternate GSRs, or in their absence, a substitute GSR as described in the *Substitute GSR* subsection of the *Regional Service Assembly (RSA)* section. This is consistent with one vote per group.

To conduct business, a quorum of 51% of the region's registered groups' GSRs is required. In the case of a tie, the motion fails.

RSA business:

- Defines goals and priorities, and establishes policies and procedures
- Elects RSC officers, delegate, alternate delegate, and confirms subcommittee chairs
- Reviews, modifies, and approves region's budget as submitted by the RSC
- Provides guidance, reviews, and approves region's services and activities
- Delegates to the RSC and its service arms the authority to perform services and activities on behalf of the region
- Reviews group, area, officer, delegate, and subcommittee reports
- Receives, discusses, and votes on group's proposed motions for submission to WSC
- Reviews and votes on CAR with knowledge that the delegate votes their conscience at the WSC on amended items and items not in the CAR

Group Registration

Group registration is the means by which a group indicates its desire to participate in the regional service structure. Groups participate through group conscience.

Registered groups:

- Have a voice and vote at the RSA
- Have a GSR, Alternate GSR, or a Substitute GSR
- Have completed a *Central California Region Group Service Representative (GSR) and Alternate GSR Registration Form* (included in the *Forms* section at the end of this guide), and have submitted it to the ASC or RSC
- Register each calendar year prior to or at the first RSA
- Submit a new *Group Service Representative (GSR) and Alternate GSR Registration Form* when the GSR and/or Alternate GSR changes

New groups formed after the first RSA of the calendar year or groups not registered at the first RSA of the calendar year must register prior to or at the following RSA.

Substitute GSR

A Substitute GSR provides their group with a voice and a vote at an ASC meeting or RSA for which they are registered. This is consistent with one vote per group. The Substitute GSR will report back to the group as the GSR would. The Substitute GSR is authorized only by the process of registration utilizing the *Area Service Committee and Regional Service Assembly Registration Form* (included in the *Forms* section at the end of this guide). Authorization for substitution is only valid for one ASC or RSA.

RSA Agendas

Agendas may include, but are not limited to:

- Read the Twelve Traditions of Nar-Anon Family Groups
- Read the Twelve Concepts of Nar-Anon Service
- Approval of prior RSA minutes (additions and corrections are made)
- Chair's report
- Delegate's report
- Secretary's report
- Treasurer's report
- ASRs' report
- Time for GSRs to discuss ideas, offer opinions, and ask questions
- Subcommittee reports
- Region business
- Come to consensus on next assembly
- Come to consensus on *Take Back to Meeting Information and Announcements*

Election RSAs

Elections RSAs are held in July of even numbered years to elect new RSC officers, delegate, and alternate delegate. GSRs, being voting members, are strongly encouraged to attend.

When an officer cannot fulfill their term, the position shall be filled on an interim basis either by RSC majority vote, or the chair may call for an interim RSA for a special election to fill the interim office, or wait until the next election RSA. An elected interim officer is eligible for two additional terms. Interim positions have a voice and a vote on the RSC.

No member shall hold more than one office at a time or hold the same office more than two consecutive terms, in addition to any interim term served. The delegate and alternate delegate may serve two full consecutive terms, in addition to any interim term served.

When a subcommittee is formed, it chooses an interim chair until the next RSA confirms. Interim chairs have a voice and vote on the RSC.

Election Process before Election RSA

- 1) At the November RSC, the RSC calls for the formation of an ad hoc elections subcommittee, and establishes a point of contact for the formation of the subcommittee. RSC requests, via *Take Back to Meeting Information and Announcements*, member participation in the ad hoc elections subcommittee. The point of contact will facilitate the subcommittee appointing a chair.
- 2) At the December RSC, the elections subcommittee presents the interim chair to the RSC. The subcommittee drafts a motion for submission to the January RSA to hold an elections RSA the following July. The motion is to include, but is not limited to:
 - a) List of open positions: officers, delegate, and alternate delegate
 - b) Descriptions of positions and suggested experience (see the *Regional Structure* section of this document)
 - c) Timeline for nomination period and the election (as defined below)
 - d) An email address for nominations to be sent
 - e) A nomination invitation that is to be sent to groups via *Take Back to Meeting Information and Announcements* after the March RSC meeting.
- 3) At the January RSA, the subcommittee will present the chair for confirmation by the assembly. The committee will present the elections agenda item and entertain questions and comments from the assembly. After the elections RSA motion is passed, the nomination invitation can be sent to groups via *Take Back to Meeting Information and Announcements* following the March RSC meeting.
- 4) In February, the subcommittee reminds GSRs of the March nomination period via RSC *Take Back to Meeting Information and Announcements*.
- 5) In March, the subcommittee sends notification that the nominations period is open. Notification will include a list of open positions, suggested experience for positions, description of positions, timeline for nomination period, and nomination email address. A nomination invitation will be sent to GSRs via RSC *Take Back to Meeting Information and Announcements*.

The member nomination process allows members to nominate themselves or other members for one or more positions. Nominated members will be contacted by the subcommittee. The nominated member may or may not agree to accept the nomination. Nominations are received by the subcommittee via email.
- 6) In April, nominees who have accepted nomination submit a statement of qualifications to the subcommittee via email.
- 7) In May, the subcommittee creates a ballot and drafts a slate of nominees for officers, delegate, and alternate delegate for the elections RSA agenda, including each nominee's statement of qualifications. Ballots will allow for write-in nominees.
- 8) In June, elections subcommittee disseminates anonymous ballots to GSRs. GSRs

take a group conscience to provide guidance for selecting officers, delegate, and alternate delegate at the elections RSA. The ballots will be sent via RSC *Take Back to Meeting Information and Announcements*.

The subcommittee writes a motion for submission to the RSA to dissolve the ad hoc elections committee at the conclusion of the elections process.

Election Process at Elections RSA

- 1) The elections process is the first agenda item. A representative from the elections subcommittee recaps nominees and asks for nominations from the floor by position; in order of chair, vice chair, treasurer, secretary, delegate, and alternate delegate. Floor nominations are given an opportunity to share their qualifications.
- 2) GSRs are given ample time to consider new nominations before voting. GSRs submit their anonymous ballot to the subcommittee.
- 3) Two subcommittee members tally the ballots. In case of a tie, a new ballot is issued for tied positions. The process is repeated for a maximum of three tie-breaker ballots. If a tie persists, the position is determined by a short-straw process to eliminate one nominee. The short-straw process is repeated until one nominee is selected for the position.
- 4) If someone is elected to multiple positions, that person selects one position, and the remaining position(s) is determined by the next highest tally.
- 5) An elections subcommittee representative reads the results and then hands the meeting back to the chair to continue with other business of the assembly.
- 6) The motion can now be made to dissolve the elections subcommittee until the next elections cycle.
- 7) For the elections RSA only, the secretary includes first and last names of all outgoing and incoming officers in the minutes. The secretary includes a signature block with first and last names of the incoming Chair and Secretary to sign for presentation to the bank in compliance with 501(c)(3) non-profit status.
- 8) The secretary will produce a redacted version of the minutes that does not include the officers' last names for posting to the region's public website.
- 9) The minutes (including first and last names), ballots, tally sheets, and records of tie breakers are submitted to the region secretary for scanning and upload to the region's secure electronic document storage system. After uploading the scanned versions, the hard copies will be destroyed.
- 10) New officers and delegates start their term upon the bank's acceptance of the transfer of leadership.

Interim RSAs

Interim RSAs may be called by the chair, as needed, between regularly scheduled RSAs, to discuss critical matters affecting the region, such as, but not limited to, a special election, budget modification, or a group conscience on motions to be sent to the WSC.

Service

Twelve Concepts of Nar-Anon Service

Just as freedom for the individual comes from the Twelve Steps, and freedom for the group springs from the Twelve Traditions, so freedom for the service structure flourishes from the Twelve Concepts.

Service is a cornerstone of recovery. Service not only benefits Nar-Anon as a whole, but benefits the individual by encouraging the use of the Twelve Traditions and Twelve Concepts. Service provides opportunities for learning how to cooperate with others and helps members keep the focus on themselves and their own program.

Sponsorship

One of the most rewarding aspects of Nar-Anon Twelfth Step work is the experience of having and being a sponsor. Members choose Nar-Anon sponsors to help work the steps, traditions, and concepts. A sponsor has experience in working these principles through working with their sponsee. A sponsor gets to know the sponsee's situation and shares their experience, strength, and hope, and sometimes suggests new ways to look at old problems.

Sponsorship is a process that works both ways, helping the sponsor as much as the sponsee. Sponsors can gain guidance and wisdom from sponsees. A sponsor is not a spokesperson for Nar-Anon, but another member who has traveled the same path. Members are encouraged to organize and participate in Sponsor/Sponsee workshops. Members are strongly encouraged to have a sponsor.

For more information on sponsorship, please see these Nar-Anon publications.

- *Questions on Sponsorship* (B-212)
- *Finding A Sponsor* (P-101)
- *Becoming a Sponsor* (P-110)

Speakers

Speakers can be scheduled as part of meetings, special events, fundraisers, outreach panels, Narathons, and conventions. Subcommittees and groups may do the following.

- Invite speakers by taking a group conscience at planning committees or group business meetings
- Ask the speaker to provide a CD of a previous speaking engagement

- Invite multiple speakers, as a panel, to share their individual experience, strength, and hope
- Ask the speaker, prior to speaking, if they are willing to take questions afterwards

Tradition Eight suggests Nar-Anon Twelfth Step work should remain non-professional. In observance of this tradition, gifts and other forms of compensation for speakers are not recommended.

Guidelines for Selecting Speakers

It is suggested that speakers have:

- Been attending meetings for at least two years
- Experience in working the steps
- Been active in service
- Been heard previously by other members

Guidelines for Nar-Anon Speakers

A speaking engagement is an opportunity to share in a general way, how addiction affected the speaker, what brought the speaker into the program, and how Nar-Anon principles helped. Emphasis on Nar-Anon principles lets others hear ways in which recovery has changed the speaker's perspective and helped them find a better way to live.

Tradition Eleven cautions us to guard with special care the anonymity of all NA members. In observance of this principle, we do not share such things as the addict's name, place of work or school, occupation, and specific medical history. These things are part of the addict's story, not ours. We keep the focus on our own story.

Speakers should have an understanding of the following:

- There may be a specific topic
- There may be a specific time allotment
- They may want to bring their Nar-Anon sponsor for support
- They may want to bring sponsees to introduce them to service

It is suggested the *Nar-Anon Event Speaker Guidelines* section of the *Event Planning Handbook* (S-320) be printed and given to the speaker prior to speaking.

Guidelines for NA Speakers

Nar-Anon's Tradition Five suggests we encourage and understand our addicted relatives. This is often interpreted as listening to NA speakers share their stories and the impacts of their disease on relatives, friends, and employers. NA speakers may want to do the following.

- Attend with their Nar-Anon family member or friend
- Bring their sponsor
- Focus on experience, strength, and hope in NA recovery
- Remind Nar-Anon members they are powerless over the addict

Nar-Anon Outreach Speaking

When speaking on a panel at a rehab center, hospital program, or outreach event we never go alone, there should always be at least two members. In this situation the audience is made up primarily of family members who are new to addiction. It may be their first exposure to the Twelve Steps; questions can be awkward for a new speaker.

It is suggested that outreach speakers have:

- Been attending meetings for at least two years
- Experience in working the steps
- Been active in service
- Observed a panel prior to being speakers themselves

For more information on speaking in Nar-Anon, please see the sections, *Suggestions for Finding Speakers* and *Nar-Anon Event Speaker Guidelines*, in the *Event Planning Handbook* (S-320).

Abbreviations & Acronyms

Not all of these abbreviations and acronyms are part of this document, however they are commonly used in the Nar-Anon fellowship.

- ASC Area Service Committee
- ASR Area Service Representative
- BOT Board of Trustees (WS)
- CAL Conference Approved Literature
- CAR Conference Agenda Report
- CAT Conference Approval Track
- GLS Guide to Local Services
- GSR Group Service Representative
- GWS Guide to World Services
- HI Hospitals and Institutions (Outreach)
- NA Narcotics Anonymous
- NBOT National Board of Trustees
- NFG Nar-Anon Family Groups
- NFGH, Inc. Nar-Anon Family Group Headquarters, Inc.
- NSC National Service Conference
- NSO National Service Office
- NT Narateen
- NTASC Narateen Area Safety Coordinator
- NTPP Narateen Process Person
- NTSC Narateen State Coordinator
- P&G Policy and Guidelines
- PI Public Information (Outreach)
- RSA Regional Service Assembly
- RSC Regional Service Committee
- SESH *Sharing Experience, Strength, & Hope in Nar-Anon* (our daily reader)
- WS World Service
- WSC World Service Conference
- WSO World Service Office

Nar-Anon Central California Region Group Service Representative (GSR) and Alternate GSR Registration Form

The area or group submits the following name to the region for acknowledgement as an authorized GSR or Alternate GSR for registration with the region.

Current Trusted Servant Information

Position: GSR [] Alternate GSR [] Service Start Date: _____

Member Name (first name and last initial): _____

Email Address: _____ Phone: _____

Skype Name: _____

Mailing Address: _____

City: _____ Zip: _____

Group Name: _____ City: _____

Meeting Day: _____ Meeting Time: _____ Group ID: _____

Previous Trusted Servant Information

If there was a previous GSR, complete this section. If not proceed to the next section.

Position: GSR [] Alternate GSR [] Service End Date: _____

Member Name (first name and last initial): _____

Area Acceptance

ASC Officer Name: _____ Signature: _____

Area: _____ Position: _____ Date: _____

Region Acceptance

The RSC acknowledges the above-named member as an authorized representative.

RSC Officer Name: _____ Signature: _____

Position: _____ Date: _____

Nar-Anon Central California Region
Area Service Committee and Regional Service Assembly Registration Form

ASC [] RSA [] Date: _____ Sheet: _____ of _____

The area, or a group unaffiliated with an area, submits the following names to the area or region for acknowledgment as an authorized voting Group Service Representative (GSR), Alternate GSR, or Substitute GSR only for the above dated ASC or RSA.

Member Sign-in

Member Name (first name and last initial): _____

Email address: _____ Phone: _____

Group City: _____ Position: GSR [] Alternate GSR [] Substitute GSR []

Meeting Day: _____ Meeting Time: _____ Group ID: _____

Member Name (first name and last initial): _____

Email address: _____ Phone: _____

Group City: _____ Position: GSR [] Alternate GSR [] Substitute GSR []

Meeting Day: _____ Meeting Time: _____ Group ID: _____

Member Name (first name and last initial): _____

Email address: _____ Phone: _____

Group City: _____ Position: GSR [] Alternate GSR [] Substitute GSR []

Meeting Day: _____ Meeting Time: _____ Group ID: _____

Area/Region Acceptance

ASC or RSC Officer, as applicable:

Signature: _____ Print: _____

Area: _____ Position: _____ Date: _____

**Nar-Anon Central California Region
Group/Area Contribution Form**

Complete this form and send with a check to the Central California Region (CCR)
(refer to the *Donations to Area, Region, and WSO* section of the GRS).

Group/Area Name: _____ City: _____

Meeting Day: _____ Meeting Time: _____ Group ID: _____

Contribution enclosed: \$ _____

Contact Name: _____ Contact Phone: _____

Email Address: _____

Make check or money order payable to: **Nar-Anon Family Groups - CCR**

Mail to: Nar-Anon Family Groups - CCR
Attn: Treasurer
3463 State St. #424
Santa Barbara, CA 93105

**Nar-Anon Central California Region
Group/Area/Region Contribution Form**

Complete this form and send with a check to the World Service Office (WSO)
(refer to the *Donations to Area, Region, and WSO* section of the GRS).

Group/Area/Region Name: _____ City: _____

Meeting Day: _____ Meeting Time: _____ Group ID: _____

Contribution enclosed: \$ _____

Contact Name: _____ Contact Phone: _____

Email Address: _____

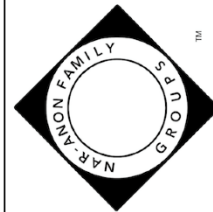
Make check or money order payable to: **Nar-Anon Family Groups - WSO**

Mail to: Nar-Anon Family Groups - WSO
Attn: Treasurer
23110 Crenshaw Boulevard, Suite A
Torrance, CA 90505

This form can be found on the Central California Region website:
<http://www.NarAnonCentralCA.org/member-services/regional-documents/>

Nar-Anon Central California Region Regional Service Committee Travel Expense Form

#	Group Name / City / Day	Date	Gas	Mileage	Maintenance Rate at \$.08 / mile *	Meals	Lodging	Total Expense
1			\$ -		\$ -	-	\$ -	\$ -
2			\$ -		\$ -	-	\$ -	\$ -
3			\$ -		\$ -	-	\$ -	\$ -
4			\$ -		\$ -	-	\$ -	\$ -
5			\$ -		\$ -	-	\$ -	\$ -
6			\$ -		\$ -	-	\$ -	\$ -
7			\$ -		\$ -	-	\$ -	\$ -
8			\$ -		\$ -	-	\$ -	\$ -
9			\$ -		\$ -	-	\$ -	\$ -
10			\$ -		\$ -	-	\$ -	\$ -
11			\$ -		\$ -	-	\$ -	\$ -
12			\$ -		\$ -	-	\$ -	\$ -
13			\$ -		\$ -	-	\$ -	\$ -
14			\$ -		\$ -	-	\$ -	\$ -
15			\$ -		\$ -	-	\$ -	\$ -
Totals			\$ -		\$ -	-	\$ -	\$ -



Position: _____
 Name: _____
 Address: _____
 Phone: _____

* According to AAA in 2017, "To calculate annual maintenance and repair costs, AAA examined factory-recommended maintenance, replacement tires, extended warranty costs and services associated with typical wear-and-tear. New vehicles, on average, will cost a driver \$1,186 per year to maintain and repair." This is based on 15,000 miles per year. The cost per mile of maintenance is \$.08 per mile.