

REGIONAL SERVICE COMMITTEE GUIDELINES

Adopted October 7, 2017

VISION OF THE ALASKA REGION OF NARCOTICS ANONYMOUS

Inspired by the primary purpose of the groups we serve, our Vision provides direction for all the efforts and actions of the Alaska Regional Committee of Narcotics Anonymous. In our vision is a time:

- when addicts throughout the Alaska region need no longer suffer and die without having had the opportunity to discover and experience the miracle of recovery offered by Narcotics Anonymous;
- when the NA message of recovery is freely carried in every language and across all boundaries of culture, ethnicity and geography within the Alaskan region;
- when service bodies across Alaska work together to support the groups to better carry our message;
- when the Alaskan Region of NA is universally recognized as a dynamic and reliable resource for NA services and information.

This vision directs all our service efforts. With the guidance of a loving Higher Power we strive towards these ideals. ⁱⁱ

PURPOSE OF THE ALASKA REGIONAL SERVICE COMMITTEE

The purpose of the Regional Service Committee is to be supportive of its Areas and Groups and their primary purpose (Each group has but one primary purpose – to carry the message to the addict that still suffers.), by linking together the Areas and Groups within its region; to serve as a link between the Areas and the World Service Conference; by helping Areas and Groups with their basic situations and needs; and by encouraging the growth of the Fellowship. Although the Alaska Regional Service Committee may offer advice and suggestions, the Alaska R.S.C. does not have binding authority over the decisions or the activities of any Areas or any groups This body recognizes itself as a service committee of NA, and thereby adheres to the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

The ALASKA REGIONAL SERVICE COMMITTEE (ARSC) is a committee made up of (Regional Committee Members) RCM's from all of the Areas within the Alaska Region. This service committee is designed to provide service to its member areas. An Area Service Committee and the ARSC are similar in nature and purpose, but their respective functions are slightly different. While an ASC serves the common needs of its member Groups, the Alaska Regional Service Committee serves three basic functions:

1. To unify the Areas within its Region.
2. To carry the message of recovery.
3. To contribute to the growth of N.A., both by initiating much of the work to be finalized at the World Service Conference, and by helping our World Services.

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TRADITION NINE

The Tradition states that we ought never to be organized, but we may create special service boards and committees directly responsible to those we serve.

I. We are not organized in the sense that there is no **MANAGEMENT OR CONTROL**. We are directly responsible to those we serve. Whether or not Areas choose to utilize our services is up to them. **REGIONAL SERVICE COMMITTEE**

- 1.** Only NA approved Guidelines and literature will be used in the Alaska Region.
- 2.** The only voting members of the Regional Service Committee (RSC) are RCMs, RCM Alternates, or duly appointed members of their respective Area if pre-arranged with the Regional Chairperson. There is one representative for each Area. *(There is only one vote per Area, regardless of the number of Area Representatives in attendance at the meeting.)*
- 3.** There must be a Quorum to carry the vote. In the Alaska Region, a Quorum is over 50% of the voting members (*RCMs*) present.
- 4.** For a motion to pass, over 50% of the voting members (*RCMs*) present must vote yes, providing there is a Quorum. The only exception is for Motion's concerning policy, then the vote must be unanimous, that is all voting members (*RCMs*) present voting yes. *(Additionally, the "Motion Table" in the Guide to Local Services in Narcotics Anonymous will be used as a guide for motions, seconds, debates, and voting. Copy is attached to this document.)*
- 5.** Motions in the Alaska Region can be made by Voting Members (*RCMs*) or Sub-committee Chairs when dealing with their respective Sub-committee issues.
- 6.** Elections are held as follows:
 - i.** Chairperson, Vice Chairperson, Secretary, Treasurer biannually **during odd years**, at the Fall quarter regional committee meeting;
 - ii.** Subcommittee Chairpersons, biannually **during even years** at the Fall quarter regional committee meeting;
 - iii.** Alternate Regional Delegate (ARD), biannually **during even years** at the fall quarter regional committee meeting.
 - iv.** The incumbent ARD will roll into the Regional Delegate (RD) position biannually during even years. If the ARD position is vacant or if the ARD cannot fulfill the duties of RD, an election for RD and ARD will be held.
 - v.** Elections will be held whenever a position becomes open and a nomination is brought forward. Nominations will be accepted 60 days or more after a vacancy occurs, which affords an opportunity for all areas to bring forward a nomination. Such a partial term ends according to the biannual schedule outlined above, at the Fall Regional Committee meeting of the even or odd year respective of the position.

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- vi. Pro-Temp appointments – When a position vacancy opens up, the Chair may appoint someone to temporarily fill the position in order to keep business running as usual. The “pro temp” position candidate shall meet the minimum position requirements.

7. Conditions of Nomination(s)

- i. Nominations for any RSC office shall be brought by an Area RCM or RCM alternate (or duly authorized proxy), or by a group from an unorganized area. Nominations shall be made at a duly convened RSC meeting. Alternatively, an Area may bring a nomination to the Regional Chair 60 days prior to the Fall Regional Committee meeting, which if he or she (the nominee) meets the minimum position qualifications, will be distributed to the Area RCMs to gather Area vote or conscience to vote at the Fall RSC meeting.
- ii. A nomination shall include a written statement of the (i) members clean time, (ii) service background, (iii) understanding of the Steps, Traditions, and Concepts, (iv) willingness to serve, and (v) any plans for the position. Nominations do not require a second. Nominations will be brought back to the Areas.
- iii. ARSC should consider not waiving clean time.
- iv. No member will hold an RSC elected position more than one consecutive term. A partial term will not disqualify a member from holding that position in the following cycle.
- v. The clean time requirements shall be as follows:
 - a. RSC Chairperson -- 7 years
 - b. RSC Vice Chairperson - 7 years
 - c. Secretary -- no requirement
 - d. Treasurer -- 5 years
 - e. Regional Delegate -- 7 years
 - f. Alternate Delegate -- 7 years
 - g. Subcommittee Chair -- 5 years
 - h. Convention Committee Chair 5 years
- vi. The minimum service experience shall be as follows:
 - a. RSC Chairperson -- 2 years of Regional Service
 - b. RSC Vice Chairperson -- 1 year of Regional Service
 - c. Secretary -- no requirement
 - d. Treasurer -- 2 years of Regional or Area level service
 - e. Regional Delegate -- 2 years of Regional Service
 - f. Alternate Delegate -- 2 years of Regional Service
 - g. Subcommittee Chair -- 2 years of Area Level Service
 - h. Convention Committee Chair – 2 years of Area Level Service, and must have served as a Convention subcommittee chair or on a Convention executive committee.

- 8. No committee member (Chairperson, Vice Chair, Secretary, Treasurer, Subcommittee Chair, Regional Delegate or alternate RD) may hold more than one position on the committee at the same time nor be a voting member of this committee (i.e., RCM).

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9. If a Regional Officer or Sub-committee Chair misses two consecutive RSC meetings without either *alternate* representation or submitting a written report, then their position becomes open. Sub-committee Chairs may be represented by a duly appointed representative as long as such person does not already hold a position on the RSC
10. If an Area is not represented at two consecutive RSC meetings then they cannot vote at the next RSC meeting in which they are present.
11. Geographically remote Area voting is by Proxy if they cannot afford to have their RCM present. ⁱⁱⁱ

II. ARSC CHAIRPERSON

1. Contacts all RCMs no later than 30 days prior to the quarterly RSC meeting informing them of any changes since the previous RSC meeting and asking if their Area has anything (i.e., Motions (*motions should be in writing with the "intent" of the motion stated*), Nominations (*should be made in writing and include the qualifications required in Guideline #7*), etc.) to go on the ARSC Agenda.
2. Draft and distribute ARSC Agenda to all Areas no later than 21 days prior to the Quarterly ARSC meeting.
3. Reviews ARSC meeting minutes for accuracy before copies are made and distributed.
4. Chairperson conducts or facilitates the ARSC meetings.

III. VICE-CHAIRPERSON

1. Responsible for the Policy (Guidelines) of this RSC. If an answer is not known regarding the Guidelines, Vice Chairperson is responsible for getting an answer.
2. Keeps in contact with all Sub-committees so that if a Sub-committee Chairperson or representative is absent from the ARSC meeting the ARSC Vice-chair can answer all questions concerning that Sub-committee
3. Contacts RCMs and Committee chairs 7 days in advance of the ARSC meeting, and 1 day in advance of the ARSC meeting, reminding them of the meeting. This may include texting. ^{iv}
4. Perform all duties of ARSC Chairperson in the absence of the ARSC Chairperson.

IV. SECRETARY

1. Keeps minutes of each ARSC Business meeting.
2. Drafts minutes of each ARSC Business meeting and has the minutes verified by the ARSC Chairperson.
3. Distributes copies of the minutes to all members of the ARSC no later than 3 weeks after the ARSC meeting.
4. Minutes should include
 - a. Roll Call,
 - b. Reports submitted by any officers and RCMs
 - c. Action items including:

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- i. Motion to approve the minutes
 - ii. Motions(s) adopted under old business,
 - iii. Housekeeping actions,
 - iv. New Motions introduced with amendments and the main points of discussion (pros and cons) of the motion, [Note that another officer at the meeting may be tasked with drafting the “main points of discussion” of an action item.]
- d. Location and time of the next meeting.
5. Maintains contact list of the ARSC officers – executive, standing, ad hoc subcommittee chairs, and RCMs and the RCM alternates. Also maintains a list of Area Chairs.

V. TREASURER

1. Coordinates payment of RSC bills and allocation of RSC Budgets.
2. Handles RSC Banking accounts and is Co-signer of RSC checking account along with the RSC Chairperson and Vice-Chairperson. If one of these positions is not filled then the RD will assume responsibility of being of one the Co-signers.
3. Reports expenditures and revenue at the regular meetings. Maintains the cost versus budget spreadsheet.

VI. REGIONAL SERVICE DELEGATE (or Regional Delegate, RD)

1. Must have the ability to participate in the WSC biannual Meeting. RSC is responsible for providing money.
2. Manages pre-conference activity during Conference years. This means gathering our groups' conscience for the Conference Agenda, and may include anything from Area workshops to a pre-conference Assembly.
3. Reports to the ARSC regarding the NAWS Conference and Zonal participation.
 - a. Conference report should include (i) summary of decisions and how our groups voted on those decisions, (ii) how many of our groups participated in the regional tally of votes, what decisions might impact Alaska Region, and (iii) impressions and takeaways from the conference in general.
 - b. WSZF report should include (i) what Regions attended the forum, (ii) where the forum hosted, (iii) the meeting agenda, (iv) and a summary of agenda findings. Also note when and where the next WS Learning Days is going to be.

VII. REGIONAL SERVICE DELEGATE ALTERNATE (or Alternate Regional Delegate, ARD)

1. Performs duties of the RSD in the RSD's absence.
2. Must have the ability to participate in the WSC bi-Annual Meeting. RSC is responsible for providing the money.
3. ARD provides a written report of Conference (if ARD participates) and Western States Zonal Forum activity (if the ARD participates).
 - a. Conference report should include impressions, lessons learned, and activities.

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- b. ARD should collaborate with the RD to produce a WSZF report. However, ARD may write what his/her impressions and takeaways were.
4. Participates with RD in managing the pre-conference activity.
5. Attends ARSC meetings.

VIII. SUB-COMMITTEE CHAIRPERSON

1. Subcommittee chairs primarily need to carry the message of freedom from addiction – all that we do is secondary to that primary vision.
2. Must provide written report at the Quarterly RSC meeting including a financial report. -
3. Should request changes to their subcommittee budget biannually (as part of the biannual budget process) as required to fulfill the purpose of their subcommittee.

IX. PUBLIC RELATIONS

1. Holds regular workshops to address the needs and activities of the Alaska Region and its individual Areas.
2. Oversees ARSC web site maintenance.
3. Oversees ARSC outreach activity.
4. Is responsible for ARSC phone lines.
5. Coordinates with H&I as needed.

X. LITERATURE

1. Produce a Regional Newsletter.
2. Keep Area Literature Sub-committees informed of newly approved literature, Approval Literature, literature in Draft or Review Form, and the work of other Area Literature Sub-committees.
3. Facilitates Workshops to teach Area Literature Sub-committees the Literature Review process, especially the importance of the Area Literature Sub-committee participation.
4. Keep accurate files of Area and Regional literature Sub-committee action.
5. Coordinates with RD team on new literature projects.

XI. HOSPITALS AND INSTITUTIONS

1. H&I should be a resource for members, Groups, and Areas in their H&I efforts to better carry the message to addicts without regular access to NA meetings.
2. Provides a forum or pooling place for Area H&I Subcommittees to share their experience and best practice. Includes conducting H&I workshops as requested by Areas or groups.
3. Serves facilities that are not served by an Area.
4. Orders and distributes literature to addicts within facilities as budget allows. Communicates with institutions to encourage facility purchase of literature – Corrections will probably not buy literature but a treatment center might.
5. Passes on information from NAWS about H&I material and methods.
6. Oversees “Working the Steps Behind the Walls” (WTSBW) correspondence program.
7. Coordinates with PR subcommittee on Public Relations efforts with institutions.

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XII. CONVENTION SUB-COMMITTEE

1. Use the approved WSO Convention Guidelines. -The purpose of the ARSC Convention is to celebrate recovery. This purpose does not override NA's primary purpose.
2. Convention subcommittee is a subcommittee of the ARSC.
3. Convention is hosted in turn annually as follows: Kenai, Anchorage (2017), Golden Heart, and Anchorage, and Kenai, etc.
4. Annually, at the October meeting, the next year's Host Area should commit to hosting the convention. If the Area whose turn it is to host in the cycle declines to host, then the next Area in turn shall have opportunity to host, unless Golden Heart or Kenai decline to host, in which case Kenai or Golden Heart may elect to host instead of Anchorage, who would have just hosted.
5. The host Area shall elect the Convention Chair who meets the qualifications set out in part (7)(v) and (7)(vi) of these guidelines. At the same time, the host Area may remove a Convention Chair by a 2/3 vote of the host Area groups.
6. The convention chair is accountable to the host Area and the ARSC. -
7. The Convention Chair (or designee) shall provide a report to the ARSC on behalf of the Convention Committee at its regularly scheduled meeting.
8. The Convention Chair (or designee) shall attend the host Area committee meetings and update the host Area committee on convention planning and progress, and to coordinate activities. The host Area groups (fellowship) shall support the convention committee by providing the human resources and ideas necessary to put on the convention.
9. The ARSC shall provide the convention seed money to host the convention. This is maintained in the Convention bank account, which typically does not change between conventions.
10. Convention chair (or designee) will submit a Convention report and transfer all funds in excess of the seed money to the ARSC treasurer within 45 days of the Convention. If the Convention earned no proceeds above the seed money, the ARSC will make the seed money whole for the next convention committee.

XIII. REGIONAL COMMITTEE MEMBERS (and ALTERNATE RCMs)

1. The Regional Committee Members (RCM) are provided by the Areas.
2. The RCMs are the voting members of the Alaska Regional committee. Each Area has one vote, which they exercise through their RCM.
3. The RCMs are the communication channel between the Region and the Area Subcommittee.
 - a. It is the job of the RCM (and alternate RCM) to brief the Area of the business at Region and request a vote or advice from his/her Area as required by the Regional business.
 - b. The RCM (and alternate) bring concerns, motions, and voting results to the Region.
4. The RCM (and Alternate) may request assistance in making a motion at the Region

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5. The RCM (or Alternate) should advise the Chair or the Secretary of new business that he or she may bring on behalf of his or her Area in order to put it on the agenda.
6. The qualification of the RCM (and alternate) is that he or she be elected (or duly appointed pro temp) by his or her Area.
7. The RCM (or Alternate RCM) should help coordinate regional business that will be held in the Area. Such business may include Regional Assembly, conference workshop, literature workshop, or other regional business.

XIV. REGIONAL FINANCES

1. Money is handled at the regional level in pretty much the same way it's managed by area treasurers. The regional committee as a whole considers it's projected expenses and authorizes expenditures to cover them. These costs often include:
 - WSC participation expenses for the regional delegate and alternate
 - Space rental for committee meetings
 - Phone lines
 - Outreach
 - Service forums
 - The regional assembly
 - H&I literature
 - Mailings
2. Budget
 - i. Purpose: The purpose of the bi-annual budget is to have a prudent and balanced spending plan, which protects the fellowship from capricious and unreasonable expenditure. The purpose of the review process is to give all members in the Alaskan Regional fellowship the opportunity to participate in our budget formation and adoption.
 - ii. Budget Formation and Adoption:
 - It is a basic principle that the initial draft budget comes from the RSC and is sent to the Areas for approval.
 - The Area groups review the budget, making suggestions to revise the budget, and providing direction and conscience to their Area RCM.
 - The RCMs bring their area's suggestion(s) and conscience back to the RSC. The RSC revises the budget according to Area direction.
 - The revised budget is then returned to the Areas for approval/disapproval. The draft budget is not amended at this point except for serious flaw or omission.
 - A majority of Areas must approve the budget in order to adopt.
 - iii. Budget is adopted in of the first half of odd years. It is reasonable practice to amend the budget in the second year.
 - iv. Budget Schedule:
 - October - At the regular Fall RSC meeting during even years, the RSC will form an ad-hoc budget committee to draw up the initial draft budget.

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- November - Before the end of November, the ad hoc budget committee will provide the draft budget to the RSC for review. When the draft budget is approved by the RSC by a simple majority vote, the draft budget will be distributed to the Areas for review and comment.
- December - RCMs will distribute the draft budget to their Area groups for review and comment.
- January - GSRs will discuss proposed changes to the budget with their RCMs at their ASC meetings.
- February – After their ASC meetings, the RCMs will meet with the Budget ad hoc committee or RSC to work out budget revisions.
- March - The RSC will approve the revised budget for disbursement to and approval by the ASCs. RCMs then present the revised budget to their Areas and the revised budget goes back to the groups for approval or disapproval
- May - The RSC will convene to vote on the budget. If approved, budget is finalized.

ⁱⁱ A vision keeps us focused – experience recovery in culturally relevant terms, obtaining spiritual satisfaction doing service, trusting one another and listening to one another. Vision Statement was somewhat borrowed from the Canadian Assembly.