

**The N.E.F.A. Handbook
For G.S.R.'s**

This Handbook Contains:

G.S.R. Instructions

Area Guidelines

Area Policy

January 1, 2010

Preface

You will find this a very simple explanation of duties for Group Service Representatives (GSRs). This is very basic in nature. This material is intended for all GSRs and others who may find it helpful. It is suggested that every GSR get a copy of "A Guide to Local Services." A copy of the "Twelve Concepts for NA Service" is included in the guide. These will prove to be valuable resources for you.

The Primary Purpose

- a) Of an NA member is to stay clean, one day at a time, and to carry the message of recovery to the addict who still suffers by working with others.
- b) Of an NA Group is to carry the message of recovery to the addict who still suffers by providing a setting for identification, and a healthy atmosphere for recovery, where addicts can come for help if they have a desire to stop using.
- c) Of an Area Service Committee (ASC) is to be supportive of its Groups and their primary purpose. This is accomplished by associating a Group with other Groups locally, and by helping Groups deal with day-to-day situations and needs.

What is a Group Service Representative?

"Our common welfare should come first; personal recovery depends on NA unity." NA unity is almost entirely dependent on GSR participation and should be a GSR's first priority as a link between the Group and the rest of the NA service structure.

Please remember that an ASC meeting is a business meeting. There is a lot more going on here than in a regular meeting. Please restrict lengthy or personal conversations as this can be disruptive to the meeting. If you have a question, please raise your hand and wait to be recognized. Remember that there is no such thing as a dumb question! If you need a point clarified your question is valid and necessary for your growth as a Trusted Servant, the good of your Group, and NA as a whole.

It is the GSR's responsibility to keep the Group informed of all Area, Regional, and World Level news. He or she will vote for the Group at the Area Level. Sometimes an issue of some kind will be sent back to the Group for consideration. After information is presented to the Group, The GSR asks the Group for input regarding the issue at hand, and seeks the Group's guidance and council.

Prior to the Meeting

- (1) ORDERING LITERATURE Literature order sheets are on the literature table in the back of the room. On the top line put your home group's name and date it. All you have to do is write in the quantities, please don't fill in the totals. Now take a card with a letter and/or number on the front. Write that letter and/or number on the top right hand corner of your form. Please place the completed form in the box on the table. Put this card in plain sight where you are sitting so the literature person can bring your order to you. Payment is made at this time. Take an extra form with you as it makes ordering literature easier. You can also do a more thorough job when you have the form with you when you inventory your group's literature supply. There is a box for the completed forms on the table.

- (2) SUBMITTING A GROUP REPORT The Group Report Form is on the same table as the literature forms. This form is for group news such as anniversaries, change of locations, dates, times, or group needs (group needs support, needs trusted servants, etc.). Anniversaries must be submitted two months in advance to insure that they are printed in the Regional Newsletter. There is a box for completed forms on the same table.

- (3) MAKING A DONATION The Treasurer will be at a table on one side of the room. There are empty envelopes on the table. Take an envelope and write your Home Group's name, the amount of the donation, and date on it. Change is only accepted if rolled. Please unfold all bills and tape any torn bills. Put your donation in the envelope, seal it, and leave it on the table. Please submit your donation as early as possible so that the Treasurer has time to process it. Check back from time to time to see if your Group's receipt is ready to be picked up. You'll need this for your treasurer's records.

- (4) SIGN-IN, FLIERS, AND COMMITTEE REPORTS There will be a table on the side of the room with new fliers and Committee reports for this Area Service meeting. You can pick these up while you are here and sign-in at the same time. Please be sure to sign-in!

When the meeting starts

Our business meeting starts at 7:00pm and there is no set finish time. During the first half of the meeting the various committees will give reports. The second half of the meeting is the business portion. It is very important that GSR's stay for the whole meeting. In the business portion of the meeting the GSRs are asked to make decisions for the Area by voting. During the meeting the notes that you take will be needed to report back to your Home Group.

Please Remember to Sign-in for your Home Group

- (1) The meeting starts with the serenity prayer and the reading of "The Twelve Concepts for NA Service"
- (2) Group News.
 - New Groups Joining the Area
 - Changes in time or location of meetings
 - Loss of location
 - Lack of Support
 - Anniversaries
 - New GSR's
- (3) Subcommittee Reports. These reports tell us what that Subcommittee is working on, makes requests of the Area, or offers proposals to the Area. The Subcommittees can also seek council from the Area on matters concerning that Committee.
- (4) Regional Committee Member (RCM) Report. This report includes issues at the Regional and World Levels.
- (5) Treasurer's Report. This report includes the financial status, cash on hand, donations made the previous month, expenses, amount of Area donation to the Region, and the new balance.
- (6) Old business. Any Business remaining from the previous month is acted on. If requests for nominations were sent back to the Group the previous month, those elections are held. Motions that were sent back to the Groups for consideration are voted on.

- (7) New business. New motions are considered and voted on. Business not previously presented to the ASC is considered.
- (8) Open Discussion. Any NA member present may raise any matter for discussion by the GSRs. This time is used to discuss ideas or suggestions on a less formal basis.
- (9) Closing. A motion to close is made and seconded. We close the meeting with the Serenity Prayer.

Subcommittees

In NA any Member can participate in the Service Structure. The Subcommittees announce the date, time, and place of their meetings. Whoever shows up for that meeting is considered a Participating Member of the Committee.

A Brief Description of Subcommittees

Phone Line

The Phone Line Subcommittee maintains a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly.

Special Events

Dances, picnics, campouts, special speaker meetings—these events are put on by Special Events. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.

Public Information

The general mission of your area public information subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous.

Hospitals and Institutions

Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. Treatment panels are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. Correctional panels are held for inmates at jails, prisons, and forensic hospitals.

Literature Committee

The literature supply subcommittee maintains a stock of NA books and pamphlets that can be purchased by local groups at the monthly ASC meeting.

Outreach

This committee provides education and support to the Groups and Area Subcommittees upon request; it is the outstretched arm of Area Service. It is also responsible to touch base with Groups who have not been to an ASC meeting in two or three months to see what's happening in that group and then bring that information to the Area.

Policy

The committee will be responsible for updating, clearing any inconsistencies, and clarifying any unclear verbiage in our NEFA Policy Handbook. This Group is also responsible for keeping an up to date record of all motions passed and for keeping an up to date record of all motions passed.

Convention

The primary purpose of the Convention Committee is to provide a special celebration of our recovery, a reflection of our diversity, and a demonstration of our unity.

Website

The Website Committee will post NA literature, meeting information, phone line number, and possibly referral information, service resources such as local guidelines, NA event information, information about how to be of service, and materials.

North East Freedom Area Service Committee Area Level Positions

The Area Chairperson prepares agenda and administrates the Area Meeting. He/she is responsible for correspondence and maintaining Area files and archives. His/her primary tool is the Rules of Order as outlined in the Guide to Local Services. The Chairperson should be one of the co-signers of the ASC Bank Account. At committee meetings the Chair only votes in the event of a tie. A Chairperson must be capable of conducting a business meeting with a firm, yet

understanding hand. It is suggested that they have a minimum of two years continuous abstinence from all drugs.

The Vice-Chairperson coordinates the Area Subcommittees. The Area Vice-Chair keeps in regular contact with the subcommittee chairs to stay informed of their projects and problems, attends subcommittee meetings whenever possible, and acts as Subcommittee Chair when no Subcommittee Chairperson is available. The Vice-Chair is also responsible to assist the Chairperson in conducting the area meeting and to conduct the meeting in the Chairperson's absence. The Vice-Chairperson may be one of the co-signers of the ASC Bank Account. It is suggested that a Vice-Chairperson have a minimum of one year of continuous abstinence from all drugs.

The Secretary records clear, accurate minutes of each ASC business meeting. The Secretary types and distributes copies of the minutes to each GSR at the next ASC meeting. These minutes should be verified by the Chairperson before copies are made. It is suggested that a Secretary have one year of continuous abstinence from all drugs.

The Treasurer and Alternate Treasurer receive contributions from the groups, administer the area's checking account, pays the rent for the ASC meeting and most Subcommittee meetings, reimburses officers and Subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and makes a report of contributions and expenditures at every regular ASC meeting as well as an annual report at the end of each calendar year. The Treasurer is the other co-signer of the Area bank account. The area treasurer's job is critical to the ASC's work. If the ASC elects someone to the job who is not capable, then the area is at least partly responsible if money is stolen, area expenses are not paid, or if funds are not properly accounted for. It's recommended that the ASC elect a Treasurer who is financially secure, good at managing their personal finances, and have substantial clean time. It is suggested they have a minimum of five years of continuous abstinence from all drugs. Experience in business, accounting, bookkeeping, or as a successful Group Treasurer is a plus.

The Regional Committee Member (RCM) and Alternate RCM is usually a team, attending all RSC meetings and ASC monthly meetings. The Alternate RCM should be prepared to step up to the RCM position as required or when the RCM position becomes available. The RCM shall conduct a CAR workshop annually beginning in the early part of February 1997 and each year following. The workshop will be coordinated by the RCM with the help of the Special Events Committee. RCM requires three years clean and Alternate RCM requires two years clean. The RCM and Alternate RCM are usually two year commitments.

Subcommittee Chairs should have a minimum of one year continuous abstinence from all drugs. The Chairperson should have a working knowledge of the Subcommittee and prior experience as a Subcommittee member.

Group Service Representatives (GSRs) link their group to the rest of NA. They participate on the group's behalf in the ASC and at the Regional Assembly, conveying a sense of their groups wishes to the service structure and bringing back information on what's happening in the larger world of NA. GSRs serve a dual role. The Twelve Concepts suggest GSR's are delegated the authority to serve in their own right as ASC and Regional Assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole. The GSR has the voting power at the ASC to make and change policy, elect and remove officials, form and remove subcommittees, define subcommittee tasks and responsibilities, and all other ASC functions. The qualifications and terms of service for GSR's are determined by the Groups that elect them.

Sergeant at Arms helps maintain order at the ASC meetings and performs various duties at the direction of the Area Officers. The Sergeant at Arms is responsible for making coffee and other tasks required to support the ASC meeting. There is no minimum clean time requirement for this position.

Group Business Meeting

Groups can set up their business meeting using the ASC format. There is a sample of the format and the agenda in the Guide to Local Services. Although a Group meeting is usually less formal this will help make sure that all necessary topics are covered. Each group is autonomous, so a group can adjust the agenda however they wish. You will find additional ideas for your Group meeting in "The Group Booklet".

A.S.C. Operating Guidelines

- (1) The ASC shall follow a loosely interpreted version of “Robert’s Rules of Order” utilizing “parliamentary procedure”. Any challenges are subject to immediate Group Conscience. The voting body present at any regular ASC meeting shall constitute a quorum at that meeting. Decisions are made by a simple majority of those voting members present at the time of the vote. A policy change of any kind will require a 2/3 majority vote of the members present at the time of the vote.
- (2) Motions must be made by any Voting Member of the ASC and receive a second from another Voting Member. This motion should be in written form and submitted prior to the start of the meeting.
- (3) The ASC shall determine on a case by case basis which motions need to be tabled and returned to the Groups. For a motion to be tabled it requires a valid motion and a second which shall be voted on immediately without debate. If passed by a simple majority the motion shall be tabled until the next ASC. If it fails, discussion shall return to the motion on the floor.
- (4) In accordance with “The Twelve Concepts of NA Service”, any member may request redress of any motion. Redress of a motion is handled in one of two ways. (A) A redress of a personal nature or complaint concerning procedure will be heard and acted on immediately. (B) Redress concerning Policy change or interpretation, requiring Home Group conscience will be placed on the agenda as the first order of Old Business at the next ASC meeting. Following a redress vote, the issues is disposed of, and not to be reconsidered again for three months. At that time a related motion may once again come to the floor as new business
- (5) NEFA elections are held in July to select Trusted Servants. Each candidate is required to have a working knowledge of the Steps and Traditions, and be familiar with “The Twelve Concepts for NA Service”. The nominee must be willing to serve. Each of the Trusted Servant Positions has specifically suggested requirements, outlined in the description of that position under the heading Area Level Positions. The following is the selection process.
 - May ASC - The available positions are reported at the May ASC and sent to the home groups for nominations.
 - June ASC - Nominations are made at the June ASC. Nominees must be present to accept the nomination. Requirements and qualifications of the positions are

reviewed. The floor is then opened for nominations. The body may present discussion and/or questions at this time.

- July ASC - Elections are held at the July ASC. New nominees must be present at this time.
- August ASC - New officers begin their duties in August.

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It should be noted that elections might become necessary from time to time throughout the year, to fill unexpected vacancies or to replace officers not performing their duties satisfactorily. Such elections should occur as soon, as is practical to fill such vacancies. If the vacated position is supported by an Alternate, the Alternate shall assume the duties of that position pending the election.

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- (6) Group report form is used to report changes in meeting times and locations, as well as anniversaries and any other NA related events or new for the newsletter. This report should include a current contact name and address, and should be submitted to the Literature Chairperson at the opening of the ASC monthly meeting.
- (7) Subcommittee reports shall be limited to ten minutes prior to questions and answers. These reports should be submitted in writing, on the standard form or something similar and suitable. They then become part of the area archives.
- (8) The Area Service Meeting shall be held on the fourth Wednesday of every month.
- (9) The Policy Subcommittee shall conduct Service Workshops. The purpose is to introduce new Area Servants to the Area Policies and to help the Veteran Servants stay aware of any changes.

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Area Polices

1. Anyone wishing to serve in any Service Position in the NEFA – Narcotics Anonymous must express a desire and willingness to serve in a manner consistent with the NEFA Policies and Guidelines, and must express through their actions conduct, a working knowledge of the Steps and Traditions of NA. Specific clean time requirements (suggested) are specified for each particular Service Position, as outlined under heading **Area Level Positions**.
2. (July 2005) The Area will provide a Group starter kit at a cost not to exceed \$65.00 per Group. This courtesy will be extended to New Groups only. The starter kit will contain the following items (if available).
 - One Group starter kit booklet
 - 5 White Books
 - 1 Introduction package (readings)
 - 1 Guide to Local Services
 - 5 of each available Information Pamphlets
 - 10 Phone books
 - 1 “The 12 Concepts for NA Service

Amended (no date) - \$35.00

Amended (no date) - \$25.00

3. NEFA shall maintain \$500.00 as a prudent reserve.
4. NEFA shall maintain the following committees:
 - Policy
 - H&I
 - Literature
 - Public Information
 - Special Events
 - Phone Line
 - Outreach
 - Web Site (Added 2008)
 - Convention (Added 2009)
5. NEFA will contribute \$65.00 per month to the Regional Phone Line maintenance.

6. NEFA will support Groups that see a need to split off and form a new Area.
7. If a Subcommittee chair or Vice-Chair has not represented that Subcommittee for two consecutive ASC meetings, the Area can nominate a new Chair.
8. Officers of the Area are considered Area Level Positions and it was amended (date unknown) to add GSR's and Alt GSR's to Area Level Positions.
9. June 2008 - The voting Body now consists of GSRs or Alt. GSRs, the Area Chairperson or Vice Chairperson only in the event of a tie.

Amended (June 25, 2008) - To remove from the Policy/GSR Handbook the RCM voting in case of a tie.

Amended (May 31, 2005) - The voting Body now consists of GSRs or Alt. GSRs, RCMs or Alt. RCMs and the Area Chairperson or Vice Chairperson only in the event of a tie.

Amended (June 28, 1995) - The SCD upheld the original decision to take voting privileges away from subcommittee chairpersons.

10. May 31, 1995. The ASC shall no longer "pass the basket" at ASC meetings.
11. (Nov, 2006) - The Special Events Subcommittee shall maintain an operating budget of \$1,500.00 which has been provided by the ASC. All money in excess of \$500.00 shall be returned to the ASC Treasury.
Amended (April 2002) - Prudent reserve for Special Events is \$1,500.00.
Amended (no date) - Prudent Reserve for Special Events is \$500.00
12. The Literature Committee shall maintain an available inventory of \$6,500.00. All cash proceeds shall be turned over to the ASC at the end of the ASC. The procedure is to turn in the cash proceeds to the Area Treasurer at the close of the ASC, and receive a check payable to the Baltimore Service Center in that approximate (no to exceed) amount.
Amended (no date) The Literature Committee shall maintain an operating budget of \$750.00 in literature, stock, and petty cash with all money in excess of that amount returned to the ASC Treasury.
13. May 29, 1996. Executive Board Members (Area Chair, Vice Chair, Treasurer, Secretary, and RCM and Alternates) and Area Subcommittee Chairs (and Vice Chairs) shall only hold one area level position at a time.

14. December 11, 1996. In order to add, delete, or create NEFA Policies shall require a 2/3 majority vote of all GSRs present.
15. (January 23, 2008) - H & I expenses shall be limited to \$400.00 per month.
Amended (December 2006) H & I expenses shall be limited to \$300.00 per month.
Amended (No Date) - H & I expenses shall be limited to \$170.00 per month.
16. April 8, 1997. Motion was passed as stating; not to discard or remove amended motions in part or in whole, rather that amended or rescinded be noted below the latest policy.
17. May 13, 1998. A motion was passed stating that all Committee Chairs make available copies of their reports for the GSRs. Costs covered by the Area. See also Policy #30.
18. (December 26, 2007) - Public Information was approved to have a monthly budget of \$250.00 (may not need all the money each month), and a literature expense of \$250.00 per month.
Amended (September 30, 2000) - Public Information allowance raised to \$250.00 per month as needed and a monthly expense budget reduced to \$50.00 per month needed.
Amended (August 12, 1998) – Public Information was approved to have a monthly budget of \$100.00 (may not need all the money each month) and a literature expense of \$50.00 per month.
19. May 9, 2001. Motion was passed to change the ASC Executive Board Position commitments at area level to coincide with regional elections in August. **Friendly amendment same date:** To change the Executive Board and Subcommittee positions to coincide with regional elections in August with new terms beginning with July elections. Ongoing positions will be on an interim level until yearly elections.
20. June 13, 2001. Motion was passed to make rent payments the responsibility of the area and no longer the responsibility of the individual committees. The intent is to be consistent and have rent paid from one place. Accounting information will be easier to track.
21. March 2002. Motion was passed that Special Event Committee must get Executive Committee approval for any printing over \$250.00.

22. March 2003. Motion was passed that Special Events must present at Area Service the event they are planning to take place no later than 90 days prior to the event, along with the event schedule, complete details, costs and projections for its success/failure.
23. May 2006 - Motion was passed that new meetings requesting to be NEFA have signed by both Facility Representative and Group Representative the questions on pages 27, 28, and 29 of "The Group Booklet" and questions will be submitted to the Executive Body prior to approval. Groups will have each, a GSR, Secretary, and Treasurer. New meetings also need to be voted on and approved by the area. Once the guidelines have been satisfied, the new group will then receive a starter kit and affiliation with NEFA.
Amended (October 24, 2004) - Motion was passed that we follow the suggested guidelines on pg. 30 in "The Guide to Local Services" and require GSR, Secretary and Treasurer in order to recognize a new meeting in the NEFA.
24. May 2006. Motion was passed that there will be an audit of NEFA financial accounts prior to the election of new Treasurer.
25. November 22, 2006. To include a year-to-date column in the Group donations report as well as the Treasurer's report with a year-to-date attendance log.
26. November 16, 2009. To allow Special Events to acquire their own checking account to be managed by that committee's Treasurer and a monthly report to be submitted to the Area by the Committee Chair.
27. January 24, 2007. To provide a monthly allowance not to exceed \$30.00 to provide coffee and condiments for the monthly Area Service Meeting.
28. December 26, 2007. The maker of a motion needs to be present when the motions are presented to the Body for discussion or the motion will be removed from the floor.
29. January 23, 2008. To allow Chairpersons of committees to submit motions, providing the motion is seconded by a GSR from a recognized Home Group.
Amended (June 25, 2008) - Any subcommittee submitted a motion cannot be seconded by a GSR that serves on the committee that is submitting a motion.
30. January 23, 2008. Area reimbursements such as Subcommittee reports must have store receipt in the amount requested for reimbursement. (See also policy #17)

31. April 23, 2008. To put \$6,000.00 in a prudent reserve to be held by the NEFA Convention Treasurer.
32. April 23, 2008. The NEFA should elect the convention Chair, Vice Chair, Convention Treasurer, Vice Treasurer, and five subcommittee positions (registration, entertainment, hospitality, programming, and merchandising) starting in this December's election.
33. September 24, 2008. That Special Events pay for their own rent and storage out of the Special Events treasury, with an increased operating budget of \$500.
34. April 22, 2009. To make the North East Freedom Area Convention an annual event.