

**Addendum 5:  
National services in the United States**

1 This addendum describes how the general concepts, purpose, and structure  
2 examined earlier in the *Guide to Service* chapter on N.A. national services are  
3 specifically applied by the N.A. Fellowship in the United States. The American  
4 national community is the world's oldest, and, as of this writing, also the largest.  
5 Because of that, many of the arrangements described in this addendum will be of  
6 use only in the U.S. However, with appropriate adaptation, many of the specifically  
7 American elements shown here can be used by any national community in  
8 developing and fine-tuning the kind of service structure that will help the country's  
9 groups, areas, and (where they exist) regions more effectively carry the N.A.  
10 message to the addict seeking recovery.

11 **American national services--conference and board**

12 The purpose of N.A.'s national services is the same in the United States as in any  
13 country: to provide the national community with a collective voice on issues  
14 affecting all its local elements, and to coordinate those services administered on  
15 behalf of the entire national community. The National Service Conference of the  
16 United States, composed of trustees (as National Service Board members are  
17 known) and delegates, meets annually to review the work of the U.S. National  
18 Service Board, elect new board members, and establish NSB priorities for the  
19 coming year. Between conferences, the board is responsible to carry out the actual  
20 work involved in administering national services in a way consistent with  
21 conference-established priorities.

22 **NSB, Inc.--accountable to those it serves**

23 Earlier, we talked in general terms about the need to establish a service  
24 corporation or some other kind of legal identity when certain kinds of activities are  
25 being conducted--handling large sums of money, for instance, publishing literature,  
26 or conducting national conventions. A corporation provides continuity for the body  
27 engaging in such activities, stability not afforded by the comings and goings of  
28 individual trusted servants. It provides a clearly recognizable, legally binding  
29 structure of accountability. And it provides protection for the fellowship at large;  
30 liability related to actions of the service body is limited to the service body itself, and  
31 cannot spread outward to the entire fellowship. For these reasons, the U.S.  
32 National Service Board has been registered as a California public benefit  
33 corporation.

34 The level of national services required in the United States is tremendous.  
35 Consequently, the U.S. National Service Board is an active, hands-on service body,

1 administering substantial responsibilities and granted substantial delegated  
2 authority by the national community. Because of the nature of corporations, the  
3 conference should not make a regular habit of directing the day-to-day details of the  
4 board's operations; if it does, the conference will be held responsible for those  
5 operations, and not the board. But the National Service Conference does have a  
6 number of means of tempering the authority delegated to the National Service  
7 Board without itself assuming the board's responsibilities. Conference delegate  
8 panels review all trustee activities on a regular basis. Delegates and trustees  
9 together establish the board's priorities each year at the conference meeting. The  
10 conference itself elects trustees to the National Service Board, and has the ability to  
11 either remove individual trustees or replace the entire board. These abilities serve  
12 as the American national service system's checks and balances.

### 13 Conference advisory actions—setting priorities for national services

14 "Policy cannot be created on the conference floor," one former delegate has said,  
15 "but priorities can." In the American national service system, the trustees are  
16 charged with actively fulfilling services affecting the fellowship nationwide; the  
17 conference develops the priorities underlying the board's policy decisions  
18 concerning the fulfillment of those services. The conference defines those priorities  
19 in motions called *conference advisory actions*. These actions describe the kinds of  
20 things the conference wants the board to do, but they do not dictate how the board  
21 is to do them. A conference advisory action might say, we want the board to have a  
22 book on N.A.'s steps and traditions developed; the action would then leave the  
23 details of how to produce such a book to the board and its literature committee.  
24 Proposed advisory actions can come from any of a number of sources: a trustee  
25 committee or subsidiary corporation, a delegate review panel, the National Service  
26 Board itself, or an individual trustee or delegate. However, they generally come  
27 either from NSB committees and sub-corporations or the delegate review panels  
28 attached to them.

29 The National Service Board and its committees and subsidiary corporations have  
30 substantial authority in their defined areas of service, but not unlimited authority.  
31 The Seventh Concept states, "Our service boards and committees ought to be given  
32 the ability to determine which decisions fall within their own defined authority and  
33 which will be brought back to the delegating body for further consultation." In their  
34 regular reports, trustee committees and subsidiary corporations consult with the full  
35 National Service Board on questions they may have concerning their "defined  
36 authority." Depending on the nature of the question, the board may itself be able to  
37 offer the necessary direction. In matters of policy, finance, or N.A. tradition likely  
38 to seriously affect the national fellowship community, however, the board will seek  
39 the advice of the National Service Conference. Sometimes, that advice will be  
40 sought by proposing a conference advisory action.

1 Before being submitted to the full conference, the proposal will be reviewed by the  
2 delegate review panel attached to the trustee committee or sub-corporation  
3 involved. The panel may simply agree with the proposal, sending it on verbatim for  
4 the conference's concurrence. It may disagree, sharing its reasons with the  
5 conference. Or the delegate review panel may modify the trustees' proposed  
6 conference advisory action, explaining its reasons for doing so when the modified  
7 proposal is presented to the full body. If the panel suggests either rejection or  
8 modification, their recommendation will be presented to the conference side-by-side  
9 with the trustees' original proposal, leaving the choice between the two to the full  
10 conference.

11 Delegate review panels often propose conference advisory actions on their own.  
12 As we'll see later in this addendum, panel members are kept completely up-to-date  
13 on the affairs of their related trustee committee or subsidiary board. Being familiar  
14 with, yet distant from, the responsibilities associated with their particular service  
15 areas, delegate panels often see some of the priorities for those areas more clearly  
16 than their related committees do. Panel-proposed conference advisory actions,  
17 independently establishing new priorities for the National Service Board, help  
18 remedy the shortsightedness which sometimes occurs when a trustee committee gets  
19 too close to its work to be able to see the larger service picture. When problems  
20 arise which the trustee committees and sub-corporations seem unable to correct for  
21 themselves, panel-proposed actions can help the National Service Conference  
22 correct those problems for them.

23 The National Service Conference seeks to establish a substantial consensus among  
24 its members when considering whether to approve a proposed conference advisory  
25 action. In order to pass such actions, two-thirds of the conference must approve  
26 them.

### 27 Approval of literature

28 The primary purpose of an N.A. group, according to our traditions, is "to carry the  
29 message to the addict who still suffers." Both the identity of Narcotics Anonymous  
30 and the nature of the N.A. message are fundamentally dependent on our literature.  
31 For this reason, it seems appropriate to offer a few words about how new N.A.  
32 literature may be approved for use by our fellowship.

33 Once a new, revised, or translated literary item is completed by the NSB  
34 Literature Committee, it is submitted for the acceptance of the National Service  
35 Board. At that point, the board must consider whether to ask for a direct ballot of  
36 the nation's N.A. groups, to consult with the National Service Conference, or to  
37 publish the piece on its own authority. Book-length pieces are always submitted for  
38 the groups' approval, while booklets and pamphlets are usually submitted to the  
39 conference for its consent prior to publication; only rarely does the board decide to  
40 publish an item on its own authority.

1 **Recall and reorganization of the board by the conference**

2 Earlier, we described the checks and balances built into the American national  
3 service system, devices designed to insure that the National Service Board's  
4 delegated authority is adequately tempered by the conference. In electing trustees,  
5 the conference should choose candidates it feels are worthy of its trust. Regular  
6 review of board activities by delegate panels is meant to assure both the trustees and  
7 the fellowship at large that board projects cannot go awry unnoticed. Should the  
8 trustees not make suitable adjustments on their own, the conference has the ability  
9 to redirect trustee priorities by means of advisory actions. And, should all else fail,  
10 the National Service Conference has the ability to recall individual trustees from  
11 service on the National Service Board, or, in the most extreme circumstance, to  
12 replace the entire board with new members.

13 Proposed recall actions must be approved by two-thirds of all eligible participants  
14 attending that year's National Service Conference meeting. In the United States,  
15 the National Service Board has half the number of members in any given year as the  
16 number of delegates at the conference, up to a maximum of thirty trustees. Since  
17 delegates and trustees together compose the voting body of the conference, the  
18 delegate block must be in virtually unanimous agreement on a proposal to replace  
19 the entire board in order for such a proposal to pass, as is appropriate for such  
20 radical action. It is possible for the conference to enforce drastic corrective  
21 measures should the National Service Board go completely haywire; but it is  
22 extremely unlikely that simple dissatisfaction can severely disrupt the board's  
23 administration of its substantial responsibilities.

24 **The "single board" model in American services**

25 The Fourth Concept for N.A. Service says, "For each responsibility, a single point  
26 of decision and accountability should be clearly defined." While the annual  
27 conference meeting establishes priorities for national services, the day-to-day  
28 responsibilities of actually administering American national services are delegated  
29 to the National Service Board. But the board, per se, cannot itself manage all the  
30 details of all the projects necessary for responsible administration of those services.  
31 To do that, the board has created five committees and three wholly-owned  
32 subsidiary corporations, each with its own sphere of responsibility, each with its own  
33 Seventh Concept rights of decision, but all coordinated by and ultimately  
34 accountable to the full membership of the National Service Board.

35 The board coordinates the activities of its committees and subsidiary corporations  
36 with one another, insuring that the board's total resources can be made available for  
37 high-priority services. Just as checks and balances are built into the relationship  
38 between the conference and the board, so are they built into the single board model.  
39 One of these checks allows the board to maintain responsibility for the composition  
40 of its committees and sub-corporations. Each year, the board elects some of its

1 members to serve as general officers (chairperson, vice chairperson, secretary, and  
2 treasurer), others to serve as directors of its subsidiary corporations; two-thirds of  
3 the members of each subsidiary corporation's board of directors must be trustees.  
4 Following the annual election, the National Service Board chair and vice  
5 chairperson together appoint each remaining trustee to a committee; the remainder  
6 of each committee's members are then selected by the trustees appointed to that  
7 committee. Remaining members of sub-corporate boards of directors, on the other  
8 hand, are elected by the full National Service Board. In the course of the year, the  
9 board maintains the ability to replace committee members and subsidiary  
10 corporation directors.

11 Non-trustee committee members and subsidiary corporation directors are chosen  
12 on the basis of relevant talents, experience, and interest. They may be drawn from  
13 anywhere: delegates, former delegates, non-delegate N.A. members, former  
14 trustees, former review panel members, even an occasional nonaddict friend of  
15 Narcotics Anonymous. The conference nominations panel, described later, is often  
16 consulted for additional candidates; they'll know of a number of people with a  
17 variety of qualifications. Regional committees are also asked for recommendations.  
18 Non-trustee members of NSB committees and subsidiary corporation boards are  
19 selected according to the needs of the particular committee or sub-corporation, so  
20 that the committee or subsidiary corporation can be of the greatest possible service  
21 to the fellowship.

## 22 **Trustee committees**

23 Trustee committees handle a large portion of the actual work delegated to the  
24 National Service Board by the conference: conducting workshops and creating  
25 service aids, developing new N.A. literature, interacting with professionals  
26 interested in Narcotics Anonymous, keeping the media and the general public  
27 informed about N.A., and serving as the fellowship's contact with federal  
28 government agencies interested in our program.

29 **Committee on the conference and forums.** This committee is responsible for  
30 the conference program and agenda. It develops a program of opening addresses,  
31 presentation sessions, and mid-week discussion session topics for the annual  
32 meeting of the National Service Conference. The committee also considers  
33 questions relating to conference policies and procedures, prepares the final report  
34 of the annual conference meeting, and reviews conference advisory actions passed at  
35 the annual meeting, developing appropriate revisions to all relevant national service  
36 documents on the basis of those actions.

37 Several times a year, *regional forums* bring members of trustee committees  
38 together with members of local service committees and other N.A. members for a  
39 weekend of presentations, service workshops, question-and-answer exchanges, and  
40 open sharing sessions addressing national and local service topics. The NSB

1 Committee on the Conference and Forums is responsible for developing the  
2 programs for these events.

3 **Literature committee.** The NSB Literature Committee takes a careful look at  
4 the needs of the N.A. community in the United States for new recovery literature,  
5 and goes about developing that literature for publication. The committee uses any  
6 of a variety of practical and appropriate means in developing its drafts, depending  
7 on the nature of each project.

8 **Public Information committee (P.I.).** This committee is charged with the broad  
9 responsibility of informing the national media, federal government agencies, and the  
10 general public of the existence and purpose of Narcotics Anonymous. By doing so,  
11 the P.I. committee helps prevent misunderstandings of our fellowship, and  
12 encourages the kind of broad-based awareness of N.A. recovery that leads more and  
13 more addicts to our meetings nationwide.

14 **Hospitals and Institutions committee (H&I).** This committee focuses its  
15 attention on how better to carry the N.A. message into treatment and correctional  
16 facilities. The committee serves as the national N.A. community's representative to  
17 federal correctional and judicial authorities, national societies of treatment  
18 professionals, national correctional and judicial associations, and treatment industry  
19 organizations.

20 **Budget and finance committee.** Budgets for all trustee operations are  
21 coordinated through this committee. Chaired by the NSB treasurer, the committee  
22 reviews income forecasts, activity plans, and anticipated expenses for each trustee  
23 committee and subsidiary corporation, developing recommendations for approval by  
24 the whole National Service Board.

25 The budget and finance committee is also responsible for maintaining  
26 communications with local N.A. service committees and with the fellowship at large  
27 concerning the needs of the National Service Board. The NSB Budget and Finance  
28 Committee regularly provides information on national service finances in the  
29 national newsletter, and in mailings to groups, area committees, and regional  
30 committees.

### 31 **NSB subsidiary corporations**

32 The U.S. National Service Board organizes subsidiary corporations to handle some  
33 of its responsibilities, particularly those requiring specialized business expertise and  
34 separate financial accounting.

35 **National Convention Corporation.** This subsidiary corporation is responsible  
36 for all the work involved in organizing our annual national convention. Among its  
37 tasks are the selection of sites and speakers for upcoming conventions. The  
38 National Convention Corporation also provides logistical support for regional

1 forums, local convention and office workshops, and the annual meeting of the  
2 National Service Conference.

3 **National Service Office Corporation.** The National Service Office serves as  
4 home base for all National Service Board operations. The board of directors of the  
5 NSO Corporation provides oversight for the business affairs and day-to-day  
6 activities of the office, including personnel management and the publication and  
7 distribution of Narcotics Anonymous literature in the United States.

8 The National Service Office also manages four staff departments responsible to  
9 assist trustee committees, correspond with local service committees, and produce  
10 service aids and periodicals at the direction of their related committees. NSO  
11 service departments include:

12 **Group services.** This department tracks and responds to new group  
13 registrations and requests for general information, produces and updates the  
14 various group services bulletins, provides liaison and support for local N.A.  
15 service centers, coordinates the N.A. Loner Group service, and publishes a  
16 newsletter for isolated addicts. The group services department assists the NSB  
17 Committee on the Conference and Forums.

18 **Literature,** assisting the trustee literature committee.

19 **Public Information,** aiding the trustee P.I. committee.

20 **Hospitals and Institutions,** which works with the trustee H&I committee.

21 **National Magazine Corporation.** This subsidiary corporation produces the  
22 American N.A. community's fellowship journal, *The N.A. Way Magazine*. The  
23 magazine provides a forum in which N.A. members nationwide can share their  
24 experience and ideas concerning recovery, unity, and service in Narcotics  
25 Anonymous. *For more on why the National Magazine Corporation has been*  
26 *designated as one of NSB, Inc.'s three wholly-owned subsidiaries, see page xxiv in the*  
27 *committee report at the front of this book.*

### 28 **Delegate review panels**

29 The conference empowers the National Service Board to perform certain  
30 necessary tasks, and provides for sensible review, through the delegate review  
31 panels, of how those tasks are administered. Each trustee committee and each of  
32 the NSB's subsidiary corporation boards has a corresponding delegate review panel.

33 To insure that each delegate review panel has enough members to perform its  
34 duties, and to assure balance in the membership of each panel, panel composition is  
35 determined by appointment of the NSB Committee on the Conference and Forums.  
36 Shortly after a conference delegate's election at his regional assembly, he should  
37 send a service resume to the trustee committee on the conference, describing the  
38 kinds of N.A. service activities he's taken part in. The trustee conference committee  
39 selects some delegates for review panel membership on the basis of experience in

1 particular fields of service, others for broad service exposure, seeking a balance  
2 between the two in the overall membership of each panel. Once assigned to a  
3 particular panel, a conference delegate will serve his entire delegate term on the  
4 same review panel.

5 The relationship between a trustee committee or sub-corporation board and its  
6 related delegate review panel is a relatively straightforward one. The committee or  
7 sub-board is charged with the responsibility for administering certain services; the  
8 review panel is responsible to carefully review the committee or subsidiary  
9 corporation's work, and to report and comment on it for the benefit of other  
10 conference participants. This does not mean that their relationship is an adversarial  
11 one. Delegate review panel members are often asked for their advice, particularly  
12 when questions arise requiring broader perspective than that offered by committee  
13 or board members alone. At critical stages in the development of committee or  
14 subsidiary corporation projects, panel members may be asked for their  
15 recommendations on how the committee or board should proceed. Delegate  
16 panels, while providing the conference with independent, objective oversight of NSB  
17 operations, also provide the National Service Board year-round contact with a cross-  
18 section of Narcotics Anonymous members, each well-informed of trustee activities,  
19 yet sufficiently detached to be able to provide a fresh outlook on things.

20 In the course of the year, delegate review panel members receive comprehensive  
21 reports of the activities of their corresponding trustee committee or subsidiary  
22 corporation. Between conferences, each delegate review panel meets at least once  
23 with its related committee or sub-corporate board to review the group's work.  
24 Reports on these meetings, prepared by each delegate panel chair, are mailed to  
25 conference participants. And at the annual conference meeting, the panels process  
26 the conference advisory actions which ultimately will guide the National Service  
27 Board in the coming year.

28 At the first delegate panel meeting during the conference, panel members select  
29 one delegate who will serve as panel chairperson that year. The panel chair will  
30 moderate the review panel meetings, and present a report of the panel's conclusions  
31 to the full conference.

32 In the first panel session, delegates meet face to face with committee or sub-  
33 corporation board members and related staff. Each panel reviews the details of the  
34 annual report of its respective committee or subsidiary corporation. Special  
35 attention is given to significant matters which the committee or board felt it could  
36 not act upon without clear direction from the conference. Other matters relevant to  
37 the subsidiary corporation or committee's work are raised by delegates themselves  
38 in the course of the first panel session, while the committee or board members are  
39 present to answer questions and share their thoughts.

40 During the second delegate review panel session, only delegates attend (with the  
41 exception of the staff member assigned to assist the panel). The delegate panel



1 members discuss among themselves the affairs of the committee or subsidiary  
2 corporation their panel is attached to. The session concludes when the panel has  
3 reached a substantial consensus on the issues at hand.

4 At the third panel session during the conference, review panel members,  
5 committee members or subsidiary corporation directors, and staff come together  
6 again to consider the panel's recommendations. If, during its delegates-only session,  
7 the panel found itself at odds with either the report or the proposals of its related  
8 trustee body, all parties have a chance to discuss those differences before the panel  
9 chair makes his report to the full conference.

### 10 The annual conference meeting

11 In the United States, conference delegates and trustees meet annually to review  
12 the state of national services and to chart a course for the coming year. Early in the  
13 conference, annual reports are presented to the entire conference body by the  
14 trustee committees. These reports cover every aspect of national service work over  
15 the previous year: projects completed and problems encountered, with full facts and  
16 figures. The complete written reports are mailed to all conference participants  
17 before the annual meeting, giving them time to study the reports thoroughly.  
18 Summaries of each report are given orally to the conference, pointing up the year's  
19 highlights as well as raising subjects for which the board is seeking additional  
20 direction.

21 Following each report, the microphone is made available so that participants can  
22 ask questions and offer general comments. The conference dialogue following  
23 opening reports gives the entire body a chance to begin forming a consensus on  
24 national service issues at the heart of conference deliberations. Thorough  
25 discussion of the trustee committee and subsidiary corporation reports follows, when  
26 the delegate review panels meet.

27 The annual meeting of the National Service Conference spends much, but not all,  
28 of its time in reports, delegate review panel meetings, elections, and the  
29 consideration of conference advisory actions. The conference also gives its time to a  
30 variety of sharing sessions, activities designed to help shape the group conscience of  
31 the conference. And while "group conscience is not a decision-making mechanism,"  
32 as the essay on our Fifth Concept for Service reminds us, it "is the spiritual means by  
33 which a loving God influences our decisions." Even though these discussions may  
34 not always appear to have much of anything to do with the reports and motions that  
35 may be on the agenda, the conference values them as much as the specific  
36 conference advisory actions approved at the meeting's end. The conference meeting  
37 serves, to a great extent, as a channel through which a loving God influences the  
38 formation of a direction, a tone, a *conscience* for N.A.'s national services, and the  
39 conference sharing sessions do much to facilitate the development of that  
40 conscience.

1 One of the final items on the annual National Service Conference agenda is the  
2 election of a current conference participant to serve as the presiding officer for the  
3 next year's meeting. The conference presiding officer has a limited, but critical,  
4 role. The presiding officer's responsibility is to moderate the plenary sessions of the  
5 annual conference meeting, helping the conference proceed through its business in  
6 an orderly fashion. A good presiding officer can make all the difference in the  
7 world to the quality of discussions and decisions made at the annual meeting. For  
8 this reason, the conference considers carefully when selecting the next year's  
9 presiding officer.

10 In the weeks following the annual meeting, a full report on the proceedings is  
11 developed by the NSB Committee on the Conference and Forums. The full report  
12 is supplied to all conference members. A condensed report--a special issue of the  
13 national service newsletter--is sent to all N.A. groups in the country registered with  
14 the National Service Office.

#### 15 Conference election of trustees

16 As noted earlier, the U.S. National Service Board has half the number of members  
17 at any one time as there are registered national conference delegates, up to a  
18 maximum of thirty trustees. Two of those NSB members are nonaddict trustees  
19 elected by the National Service Board itself for two-year terms. The presence of  
20 these two NSB-elected nonaddict trustees on the board does not preclude the  
21 conference from electing additional nonaddict trustees; it only insures that the  
22 board has at least two nonaddicts, familiar with our principles, supportive of our  
23 aims, bringing a certain objectivity to the deliberations of the National Service  
24 Board. These two trustees may serve no more than two terms consecutively. Once  
25 elected by the board, the conference may disapprove them. Following their  
26 presentation to the National Service Conference, the remaining vacancies on the  
27 board are filled by direct election of the conference.

28 Because of the hefty responsibilities assigned to the National Service Board, and  
29 the degree of delegated authority vested in the trustees, N.A.'s Sixth Concept is  
30 considered more seriously in their election, perhaps, than in elections held at any  
31 other level of service. The conference selects trustees on the basis of some  
32 combination of the following qualifications: understanding of N.A. service and  
33 principles; personal maturity; in the case of addict-trustees, at least ten years clean;  
34 good judgment, objectivity, and the courage of their convictions; sound business or  
35 professional background; and availability for vigorous service involvement. To  
36 better assure the conference that trustee candidates meet these qualifications, it has  
37 created a nominations panel to search out and screen potential candidates.

38 The *conference nominations panel* is composed of five former trustees, drawn  
39 annually by lot from among all former members of the National Service Board who  
40 have expressed their willingness to serve on the panel. The nominations panel

1 consults with the National Service Board to determine what kinds of individuals,  
2 with what sorts of backgrounds, talents, and training might be especially needed on  
3 the board. During the year, the panel actively seeks the very best potential trustees,  
4 not those who simply meet the basic qualifications. The panel accepts individual  
5 recommendations of potential trustees from anyone at all--the more possibilities  
6 they have, the more likely they are to find the kinds of people worthy of the  
7 conference's trust. Especially sought are recommendations from regional  
8 committees. Using resumes and personal interviews to assess the background and  
9 abilities of those under consideration, the panel is able to nominate trustee  
10 candidates it can wholly vouch for. The nominations panel includes its  
11 recommendations on trustee candidates with the national service reports mailed to  
12 conference participants prior to the annual meeting.

13 Trustee nominees must be approved by two-thirds of all eligible participants  
14 attending the year's conference meeting. Should more candidates gain two-thirds  
15 approval than there are trustee vacancies, the top vote-getters will be placed on the  
16 National Service Board. Trustees elected by the conference serve four-year terms,  
17 and may serve no more than two terms consecutively.

#### 18 National service board meetings

19 The trustees meet regularly to coordinate an overall strategy for the national  
20 service responsibilities delegated to them by the conference. First, the trustee  
21 committees and the directors of the NSB's subsidiary corporations meet to consider  
22 their particular fields of responsibilities. After the committees and sub-boards have  
23 met, the full National Service Board comes together. First, they hear reports on the  
24 activities of each committee and sub-board. Then, it's on to business discussions,  
25 sometimes dealing with matters referred to the NSB for broader discussion by a  
26 committee or subsidiary corporation, and sometimes offering guidance, support, or  
27 redirection to a committee or sub-board.

#### 28 Input to national services

29 Suggestions for new national service projects, or comments on current projects,  
30 can come from individual N.A. members, local service boards or committees,  
31 conference delegates, members of the National Service Office staff--anyone,  
32 anywhere. They are received at the NSO year 'round.

33 Once received at the office, each suggestion is forwarded to the staff member  
34 assigned to assist the trustee committee or subsidiary corporation which is  
35 responsible for the question being asked, and to that board or committee's  
36 chairperson. The staff member consults with the chairperson on how to address the  
37 suggestion. At the chairperson's request, the staff member may perform additional  
38 background research before including the suggestion on the subsidiary corporation  
39 or committee's agenda. If, after considering available information, the group feels

1 prepared to act on the suggestion, they do so, including a report of the action they've  
2 taken in the national service newsletter or in their next report to the conference.

3 Sometimes, the committee or subsidiary corporation feels it needs to seek the  
4 advice of others before it can decide what to do with a suggestion. It may ask the  
5 entire National Service Board to discuss the suggestion during the board's next  
6 sharing session. Or it may consult its delegate review panel. Depending on the  
7 review panel's response, the suggestion may end up on the agenda of the National  
8 Service Conference. *All* suggestions received by a committee or subsidiary  
9 corporation, whether acted upon during the year, rejected, or forwarded for further  
10 consideration, are reported to the sub-corporation or committee's delegate review  
11 panel. The final disposition of each suggestion is reported to the person or persons  
12 who initially took the time to offer it.

## Sample conference agenda listing

### SUNDAY

**Evening:** Orientation for new participants.

### MONDAY

**Morning:**

- 1) Opening roll call.
- 2) Opening address.
- 3) First sharing session.

**Afternoon:**

- 1) Presentation session—2 or 3 short prepared topical talks, followed by open mike time.
- 2) National service reports, discussion.

**Evening:** National service reports, discussion, continued.

### TUESDAY

**Morning:** National service reports, discussion, concluded.

**Afternoon:**

- 1) Presentation session.
- 2) Delegate review panel meetings.

**Evening:** Delegate review panel meetings, continued.

### WEDNESDAY

**Morning:** Delegate review panel meetings, continued.

**Afternoon:**

- 1) Presentation session.
- 2) Delegate review panel meetings, concluded.

**Evening:** Mid-week discussion sessions on current group-related topics.

### THURSDAY

**Morning:**

- 1) Second sharing session.
- 2) Trustee elections.

**Afternoon:**

- 1) Presentation session.
- 2) Delegate review panel reports, conference advisory action proposals.

**Evening:** Panel reports, proposals continued.

### FRIDAY

**Morning:** Panel reports, proposals continued.

**Afternoon:**

- 1) Presentation session.
- 2) Panel reports, proposals concluded.
- 3) Selection of next year's conference presiding officer.
- 4) Conference closing addresses.

WSC AD HOC COMMITTEE ON N.A. SERVICE  
REPORT TO THE 1990 WORLD SERVICE CONFERENCE  
NOT CONFERENCE APPROVED MATERIAL