

SERVICE MANUAL
OF
NARCOTICS ANONYMOUS

Proposed Revision of the Third Edition
W.S.C. Policy Sub-Committee
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TALBE OF CONTENTS

Table of Contents.	1
Introduction	2
Dedication	3
N.A. Twelve Traditions	4
N.A. Symbol.	5
Member	6
Group and Trusted Servants	6
General Service	12
Area Service Committee	13
Area Service Representative	17
Regional Service Committee	18
Regional Service Representative	22
Our N.A. Service Structure	24
World Services Committee	25
Policy sub-committee	
Finance sub-committee	
Institutional sub-committee	
Public Information sub-committee	
Literature sub-committee	
World Service Office sub-committee	
World Service Board of Trustees.	38
Closing Statements	39

DEDICATION

This presentation of the Service Structure of Narcotics Anonymous is dedicated to the following proposition:

To assure that no addict seeking recovery need die without having had a chance to find a better way of life; from this day forward may we provide the necessary services.

THE PURPOSE AND FUNCTION OF THE SERVICE UNITS OF N.A.

1. The primary purpose of an N.A. GROUP is to carry the message to the addict who still suffers by providing a setting for identification and recovery where an addict can come for help if *they have a* desire to stop using.
2. The purpose of an AREA SERVICE COMMITTEE is to be supportive to the N.A. group and its primary purpose by associating the group with other groups locally and by helping the group deal with its day-to-day problems and needs.
3. The Purpose of a REGIONAL SERVICE COMMITTEE is to be supportive of its areas and groups and their primary purpose by linking together the areas and groups within the region; by helping the areas and groups deal with their basic problems and needs; and by encouraging the growth of the Fellowship.
4. The purpose of the WORLD SERVICE COMMITTEE is to be supportive of the Fellowship as a whole, and to define and take action according to the group consciousness of Narcotics Anonymous. The WSC joins the members, groups, areas and regions into a unified fellowship. The conference deals with the problems and the needs of the Fellowship and actively encourages the primary purpose and growth of Narcotics Anonymous.
5. The purpose of the WORLD SERVICE OFFICE, our main service center, is to carry out the directives of the World Service Committee in matters that relate to communications and information for the Fellowship of N.A., services, groups and members. The WSO achieves this purpose by maintaining correspondence with NA groups and service committees; by printing and distributing N.A. literature; and by maintaining the archives and files of Narcotics Anonymous.
6. The purpose of the BOARD OF TRUSTEES, who act as guardians of the 12 Traditions, is to insure the continuation and growth of N.A. by seeking new and better ways to carry the message to the addict who still suffers; by seeking to insure the maintenance of the Twelve Traditions; and by dealing with those things, both within and outside the Fellowship, which affect its continuation and growth.

TWELVE TRADITIONS
OF
NARCOTICS ANONYMOUS

We keep what we have only with vigilance and just as freedom for the individual comes from the Twelve Steps so freedom for the groups springs from our traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our Group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience, our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is ^a desire to stop using.
4. Each Group should be autonomous, except in matters affecting other Groups, or N.A., as a whole.
5. Each Group has but one primary purpose - to carry the message to the addict who still suffers.
6. An N.A. Group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. Group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our Service Centers may employ special workers.
9. N.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. N.A. has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

THE N.A. SYMBOL

Simplicity is the keynote of our symbol; it follows the simplicity of our Fellowship. We could find all sorts of occult and esoteric connotations in the simple outlines, but foremost in our minds were easily understood meanings and relationships.

The outer circle denotes a universal and total program that has room within for all manifestations of the recovering addict.

The square, whose lines are defined, is easily seen and understood; but there are other unseen parts of the symbol. The square base denotes Goodwill; the ground of both the Fellowship and the member of our society. Actually, it is the four pyramid sides which rise from this base in a three dimensional figure that are the Self, Society, Service and God. All rise to the point of Freedom.

All parts thus far are closely related to the needs and aims of the addict seeking recovery and the purpose of the Fellowship seeking to make recovery available to all. The greater the base, as we grow in unity in numbers and in Fellowship, the broader the sides and the higher the point of freedom. Probably the last to be lost to freedom will be the stigma of being an addict. Goodwill is best exemplified in service and proper service is "Doing the right thing for the right reason." When this supports and motivates both the individual and the Fellowship, we are fully whole and wholly free.

MEMBER

The front-line, so to speak, of N.A. Service is the individual N.A. member. Any addict can be a member - the only requirement is a desire to stop using. The services that each of us provides are the most important in N.A. It is the member who carries the message of recovery and works with others. Without an active membership there would be no need for the rest of this service structure. There would be no N.A.

The benefits of membership are clear to us all: a drug free life, the chance to grow, friendship, and freedom. However, membership is not without its responsibilities. It is the responsibility of each member to maintain their personal recovery. Also, it should eventually be the responsibility of each to share freely their experience, strength and hope with the addict who still suffers, and to work to ensure that that which was freely given to them remains available to the newcomer and old-timer alike.

The gathering together of two or more member addicts for the purpose of learning how to live a drug-free life by practicing the principles of N.A. constitutes and N.A. Meeting. When such a meeting is held regularly, it can become a Group.

Group

An N.A. Group is any meeting which meets regularly at a specified place and time, providing that it follows the Twelve Steps and Twelve Traditions (having no outside affiliations and receiving no outside financial support). To facilitate communications and unity and to better serve N.A., as a whole, Groups should register with the World Service Office Sub-Committee Secretary of Narcotics Anonymous. The Group is the second level of our N.A. Service Structure.

The primary purpose of an N.A. Group is to carry the message to the addict who still suffers. However, it also provides to each member the chance to express themselves and to hear the experiences of other members who are learning how to live a better life.

Groups hold two basic types of meetings: Those which are open to the general public and those closed to the public (For Addicts Only). Meetings vary widely in format from group to group. Some are participation meetings, some speakers, some question and answer, some topic discussion, and some have a combination of these formats.

Despite the type of format a Group uses in its meeting, the function of a Group is always the same: to provide a suitable and reliable environment for personal recovery and to promote such recovery.

The Group has proven to be the most successful vehicle for Twelve Step work. After sharing one's personal experience, strength and hope, the most valuable thing a member can do is to bring prospective new members (addicts) to the Group meeting. In this way the Group meeting becomes a place where the newcomers they can come for help. Often the first thing that can open the doors of recovery for addicts is the recognition of themselves in others. The Group provides a setting in which the newcomer can find this identification by hearing a number of recovering addicts, rather than just one or two.

The Group is the level at which we first find some of the day-to-day business of N.A. being taken care of. There is rent to pay, literature to buy and distribute, refreshments to be provided, a meeting hall to be kept clean, a time schedule to follow, announcements to be made and other things to be done for maintenance of the Group. The Group should stay in contact with other Groups in their local area and with the rest of N.A., so they can find out about activities, learn of new groups opening up, get new literature, and find out what's happening in N.A. This can best be accomplished by a number of Groups in an area creating an Area Service Committee. This will be discussed further in this manual. This is also the first level at which Fellowship funds are handled, and the correct use of this money is essential for the preservation of the Groups. It is at the Group level that the principle of the Trusted Servant comes into being: "Our leaders are

but trusted servants, they do not govern". The officers of the Group are elected by a majority vote of the Group conscience. They are: (A) the Group Secretary, (B) the Group Treasurer, (C) the Group Service Representative, (D) the Group Service Representative Alternate. These trusted servants are the nucleus of the steering committee. The steering committee is made up of those people who regularly attend, support the Group and attend the business meetings.

SECRETARY (A)

The Secretary is responsible for the day-to-day functions of the group. It is their responsibility to assure that the group meeting takes place when and where it is supposed to. The Secretary selects a leader for each meeting, makes sure the coffee and refreshments are ready, arranges for group business meetings, arranges for the celebration of "birthdays," makes sure that the meeting hall is left in proper order, and answers all correspondence. This job is important because without a good Secretary a group has little chance of surviving and providing an atmosphere of recovery.

TREASURER (B)

The Treasurer of an N.A. group is responsible for the funds which come into the group from the collection and for the handling and distribution of these funds. The money collected in our meetings must be carefully budgeted. There are numerous expenses necessary for running a group. The Treasurer keeps an accurate record of all the group's financial transactions, meeting log books, maintains the group bank account and distributes the money to pay the rent, purchase literature, provide refreshments, buy supplies, and cover the cost of any miscellaneous expenses the group incurs. In order to maintain our Fellowship and freedom, money which comes from the group collections and member contributions must always be used to further our primary purpose. A group must first support itself.

After paying its bills, any remaining funds should be placed in a group bank account and a reserve adequate to run the group for two or three months built up. After this "prudent reserve" has been established, excess funds should be diverted to the "Area Service Committee". In cases where no ASC exists, this balance should be sent to your RSC. If no Regional Service Committee exists, send this balance to our W.S.C. Treasurer. One of the biggest problems we have faced has been the misuse of our group's money. This abuse severely limits what N.A. can do for recovering addicts. The Treasurer has a grave responsibility and much thought should be taken in selecting a member to perform this function.

As a general guide we have found that the group Treasurer and Secretary are most successful if they have certain assets necessary for the performance of their responsibilities. These qualifications include:

1. The willingness or desire to serve.
2. We suggest a minimum of six (6) months continuous abstinence from all drugs.
3. A working knowledge of the Twelve Steps and the Twelve Traditions.
4. An active participation in the group they are to serve.

The two remaining trusted servants of an N.A. group are the Group Service Representative (GSR) and the GSR-Alternate (GSR-ALT). Because the role of the GSR and GSR-ALT is so important to the success of an N.A. group, these two servants will be discussed in greater detail in the next section of the manual.

The group Secretary and the Treasurer serve for a period of one year. After which time they are succeeded by another member who has been elected by the group. The use of any drug while serving as a group servant constitutes an automatic resignation of that office.

NOTE: One of the responsibilities of the group officers is to train group members to replace them. A group can be

strengthened by new officers who are prepared to take over the responsibilities of those they replace. Continuity of service can be aided by staggering the election of servants and overlapping the terms of service. Example: A group Secretary might be elected in November to begin serving in January and the Treasurer elected in March to begin in May. This would always allow a group to have representation from experienced officers. Remember: Choose your trusted servants well. It is you whom they will be serving.

(C) & (D)

GROUP SERVICE REPRESENTATIVE & G.S.R. ALTERNATE

The Group Service Representative (GSR) is first in the line of communication between the group and N.A. as a whole. They are the link that binds the groups together in the performance of our primary purpose. It is their responsibility to keep the group informed and to express the group's conscience in all matters. In other words, they are in fact, the voice of their group. Electing GSR's who will take an active part in the business of N.A. is probably the most important thing we can do to improve the unity of the Fellowship. Active representation, more than any other thing, can strengthen the ties that bind us together and promote our common welfare.

The GSR speaks for their group at Area Service Committee meetings. They take part in the planning and implementation of any functions which affect the members of their group. As a result of their participation they can keep their group informed about what is happening in N. A. A group member should always be able to go to their Representative and find out about activities, other group, how our N.A. service structure works, the Twelve Traditions, and how they can become more involved.

A Group Service Representative normally serves for a period of two (2) years. The first year is spent as a GSR-Alternate, working closely with the existing GSR, learning the duties of the office and taking over in case the GSR is ill, or cannot

for any reason, continue to serve. Also, if the GSR cannot attend one of the monthly Area Service Committee Meetings, the GSR Alternate has the responsibility to vote in their absence. It is suggested that the GSR share some of their responsibilities with their alternate. The second year they become the group's GSR, taking over the full responsibilities and functions of the office, and in turn is helped by a newly elected Alternate. This "apprentice" system serves two purposes: first of all, it helps to provide a continuity of service which never leaves a group unrepresented; and secondly, the year spent as an Alternate provides the training necessary for a good GSR. As you can see, the role of the GSR is not a simple one, nor one to be taken lightly. The election of good GSR's and GSR Alternates is probably the most important thing that you, as an individual member can do for the unity of N.A. In choosing your Representative, remember that they are your voice and your ears in N.A. If you wish to be well represented and well informed, it is your responsibility to elect the best possible nominee. For this reason we suggest that candidates for the GSR should have:

1. The willingness or desire to serve.
2. We suggest a minimum of one (1) year of continuous abstinence from all drugs.
3. An active participation in the group they are to serve.
4. A working knowledge of the Twelve Steps and Twelve Traditions.
5. An understanding of our N.A. service structure and the responsibilities of the GSR.

The requirements for the office of GSR-Alternate are the same as those for GSR, except that there is a minimum of six (6) months of continuous abstinence from all drugs. These qualifications are not, of course, hard fast rules. They are, however, some of the things you should consider in the selection of your Representatives. The Group Service Representatives as we have described them, are your link to the rest of N.A. They are also the tie that binds the personal service you and your group perform to the next type of service which is offered by N.A.: General Service.

It is suggested that when holding elections for group officers, the description of each officer's job and the suggested qualifications for nominees be read from this manual in order that the nominees and group as a whole fully appreciate the responsibilities and ramifications of each office.

~~GROUP~~ GENERAL SERVICE S

The next level of service in N.A. is General Service. General Service provides the support necessary for groups of N.A. members so they can work together for their common welfare.

In 1969, N.A.'s first committee, specifically designed to fill our General Service needs, was established. This group and others like it have contributed greatly to the growth of N.A. However, today it is no longer enough to have few members getting together to keep their groups going. N.A. is growing.

~~GROUP~~
General Service is divided into sections, the Area and the Region. These are both geographic and functional designations. When an Area or Region grows to a point where they cannot efficiently serve their needs, that area or region should divide. The Area is designed to provide service to individual groups with specific needs, and the Region to provide service to areas with common needs. This difference in function is important to keep in mind as we discuss, in the following section, these two levels of service, because in many ways they provide very similar services. Our experience has shown that our groups have problems which they cannot handle on their own. In the spirit of our Fellowship, we as individuals seek help from one another to deal with our living problems; just so, groups can find help from other groups. For this reason General Service Committees have been established. However, most of the problems a group faces are of such a nature that another group located many miles away can be of little assistance and for this reason our General Service structure is made up of both Area and Regional committees.

A "DESIGNATED AREA" within N.A. is any local area, community or town with a significant number of N.A. meetings.

Any set of groups within definable geographic boundaries who need to function together as an area can be a "Designated Area."

A "DESIGNATED REGION" is a broader geographic unit made up of a significant number of areas. Normally we consider a region to be any state in the United States, or any other country. Again, the definition of a Region is ultimately one of need; any N.A. Areas with this need can be considered a designated Region. We feel it necessary to stress that for the purposes of N.A., the designation of a Region should always be based on specific need. Successful growth of any Region will result in dividing into additional Regional Service Committees. This is beneficial since it allows our service committees to more effectively meet group needs.

Suggested Service Committee Meeting Format

1. Opening Prayer
2. Reading of the Twelve Traditions
3. Minutes of the last Service Meeting
4. Treasurer's Report
5. Representative Reports
6. Sub-Committee Reports
7. Group Reports
8. Old Business
9. New Business
10. Announcements
11. Closing Prayer

AREA SERVICE COMMITTEE

An Area Service Committee (ASC) is a committee made up of representatives (GSR's) from groups within a designated Area, which meets monthly for the express purpose of service the specific needs of its member groups.

There are certain facilities which are necessary to the service provided by the ASC. In the beginning these may simply be a permanent mailing address (Usually a Post Office Box), a bank account, and a place to hold meetings.

As the membership and number of groups within an area increases, or when the Area decides that they need a broader spectrum of services, more facilities may be needed. These might include a telephone answering referral service, a ditto machine, a typewriter, an adding machine and a place to store literature, among other things. As an Area grows still more, the members may decide to consolidate and improve these facilities by opening and staffing a local office.

Most ASC's have found that a sub-committee system is necessary. A sub-committee does the actual work to implement ASC directives. The sub-committees normally deals with a single service such as Public Information or Entertainment and may meet to do the work as needed during the month between regular ASC meetings.

The most important service which the ASC provides is that of group support. whenever a group has a specific problem or need which has not been able to handle on its own, it can come to its Area Service Committee for help. These problems are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

The ASC committee performs other functions which are of help to the groups. It can help new groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. It can look for potential meeting places or keep a stock of literature which the groups can purchase. The point is that the ASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services the ASC needs the active participation of its GSR's. The group supports its Area Service Committee both financially and emotionally. It takes money to provide the services we have described. It is the group's responsibility to offer this support. When an ASC is first formed, this need for funds may be minimal: just enough to pay for a Post Office Box and a meeting place. However, as an Area grows, the financial needs of the committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some Areas provide these

funds through activities. These alternate courses of financial support are helpful, but the bulk of the responsibility still falls on the members of the group.

The active participation of each group representative is essential for a successful ASC. Each GSR must keep their own group informed and must represent that group's conscience in all committee decisions. An agenda for the ASC should be sent to the groups ten days before the committee meets. Representatives should evaluate each vote in terms of the needs of those they serve or take it back to the group. In addition to this, a GSR participates in helping to carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of activities, and the aid given to groups with special situations and services which require much more effort than a monthly meeting.

In order to coordinate its services, each ASC elects officers yearly. These officers include a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, an Area Service Representative (ASR) and an Area Service Representative-Alternate (ASR-ALT). Leadership must come from the committee member, plus the ability to organize and give the committee direction and incentive. Upon election the officers shall resign as GSR's enabling their groups to elect new representatives; thus, insuring all groups equality of representation.

1. The Chairperson arranges an agenda for and presides over the monthly meetings. They are also responsible for correspondence, maintaining Area files and archives. The Chairperson should be one of the co-signers of the ASC's bank account. At committee meetings they can vote only in case of a tie. The Chairperson must be capable of conducting a business meeting with a firm, yet understanding, hand. For this reason, it is suggested that they have a minimum of two (2) years abstinence from all drugs.
2. The Vice-Chairperson coordinates all sub-committee functions. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson should be one of the co-signers of the ASC's bank account. It is suggested that the Vice-Chairperson have a minimum of one (1) year abstinence from all drugs.
3. The Secretary keeps accurate minutes of each ASC business meeting and types and distributes copies of the minutes to each GSR no later than one (1) week following each ASC

Meeting. These minutes should be verified by the Chairperson before copies are made. It is suggested that the Secretary have a minimum of one (1) year abstinence from all drugs.

4. The Treasurer shall make a report of contributions and expenditures at every regular ASC meeting, as well as an annual report at ~~the~~ end of the calendar year. The Treasurer shall be the other co-signer of the ASC's bank account. The Treasurer can also be made responsible for bulk purchases of literature for the groups. It is suggested that the Treasurer have a minimum of two (2) years abstinence from all drugs.
5. Area Service Representative (ASR).
The Area Service Representative (ASR) is to the ASC what the GSR is to the group. As the representative of the Areas, the ASR speaks for the members and groups within their Area Service Committee. The primary responsibility of the ASR is to work for the good of N.A. as a whole providing two-way communication between their Area and the rest of N.A., particularly with neighboring ASC's. They represent the group conscience of the ASC at the Regional level and provide their area with agenda from the RSC at least ten (10) days before the RSC meets. The ASR attends all Regional Service Committee meetings and takes part in any decisions which affect the region as a whole, speaking as the voice of their ASC's group conscience. The ASR may serve on one or more of its ASC and RSC sub-committees but not as Chairperson. The office of ASR is immensely important, for the ASR is the next link in expressing the will of a loving God. An ASR must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSR's it is recommended that nominees to the post of ASR also have:
 1. Service experience
 2. The willingness to give the time and resources necessary for the job.
 3. A suggested minimum of three (3) years of continuous abstinence from all drugs.

The office of ASR also parallels that of GSR in that it is a two (2) year commitment. The first year of service is spent as ASR-Alternate becoming familiar with the job, attending all ASC and RSC meetings and filling for the ASR if they are absent or for any reason unable to complete his term in office. Naturally, the recommended qualifications for election of ASR-ALT are the same as for ASR, with one exception: a suggested minimum on two (2) years continuous abstinence.

ELECTION OF ASC OFFICERS

Committee officers should be elected from the active GSR's. Prior service experiences such as: Secretary, Treasurer and sub-committee member are of value. They do not normally represent any group and have no vote in the ASC Committee. Any ASC committee member or officer may be removed during their term in office by a majority vote of the ASC. Also all ASC committee members and officers may succeed themselves in office, but in keeping with the Ninth Tradition and the principle of rotating leadership, it is recommended that no officer serve more than two (2) consecutive terms.

NOTE: A word to the wise: committees are notorious for getting lost in their own dust as they stumble down the road of uncertain destiny.

REGIONAL SERVICE COMMITTEE

The Regional Service Committee (RSC) is a committee made up of the ASR's from all the Areas within a designated Region. This service committee is designed to provide service to its member areas. The ASC and the RSC are similar in nature and purpose, but their respective functions are slightly different. While the ASC serves the specific needs of the individual member groups, the RSC serves the common needs of its member Areas.

One of the primary aims of the RSC is to unify Areas within its region. Another aim is to carry N.A.'s message of recovery through RSC Public Information sub-committees to addicts who cannot attend regular meetings through RSC Hospital & Institutions Sub-committees. A third basic function of this committee is to contribute to the growth of N.A. as a whole, both by initiating much of the work to be finalized at the WSC Conferences and by helping to support our World Services.

Just as the ASC often deals with problems that the groups cannot resolve on their own, so the RSC tries to solve problems that the areas cannot deal with on their own. This is one way in which the RSC strives for unity; another is

This is one way in which the RSC strives for unity: another is by providing a meeting place for Areas and a center of communication with other Regions and N.A. as a whole.

Both the Area and the Regional Service Committees are autonomous, just as the groups they serve, "except in matters affecting other groups or N.A. as a whole". The first thing an RSC must have in order to establish its identity is a permanent mailing address (Post Office Box). After the P.O. Box, the next thing an RSC should do is to register with the WSO sub-committee Secretary. Groups and committees must be registered if they are to be listed in the World Directory and to receive information and support.

The final thing that must be done when forming a region is to set down some kind of framework or guidelines within which to function. Generally ASC meetings are fairly flexible in their format in order to deal with the wide variety of problems that might come up.

RSC meetings, on the other hand, are usually pretty well structured. The format of an RSC meeting is virtually identical to that of an ASC meeting, but the RSC deals primarily with common problems, working on a broader scale.

Some Regions have found it valuable to conduct their meetings according to a pre-arranged agenda. The RSC officers get in touch with the ASC officers through their ASR and collect topics for discussion so situations can be dealt with on a priority basis, and similar situations can be combined to prevent duplication of efforts.

Each service committee should have some kind of guidelines to insure that its services continue to be provided regardless of changes in officers or representatives. These guidelines should include a description of the committee, its purpose, and the scope of its services and should define the functions and responsibilities of its participants, officers and sub-committees.

The Regional Service Committee sponsors major activities such as Service Conferences, Conventions, Retreats and Round-ups. These also can be considered functions to stimulate N.A. unity. Most of us have, at some time, attended an activity of this type and we are aware of the unity and Fellowship they can inspire. Each Region is encouraged to hold at least one major function or activity each year. These can be as simple as a camping trip or as involved as a service conference. Usually the planning and implementation of such an event is left to a Regional activities sub-committee specifically established for this purpose. We have found that a sub-committee system is even more important at the Regional level than it is in our areas. This is because the RSC covers a greater number of meetings. By necessity, most of the work (excluding major decisions and matters of group conscience) must be done by sub-committees. Only the initiation and the finalization of a project takes place in the regular RSC meeting. Our primary purpose is to carry the message to the addict who still suffers. This is just as true for the RSC as it is for any group. All RSC functions have this purpose as a goal; some functions, however, relate directly to carrying the message. As we have noted, the Areas basically work to bring the addict to the Fellowship, through public relations and public service announcements. Institutional work is the responsibility of the RSC, and is usually handled by one or more sub-committees. Most of the violations of our Sixth, Seventh and Eighth Traditions can be prevented through these sub-committees. Drug programs, recovery houses, mental health group, hospitals, criminal diversion courses, drug and alcoholism schools, and other organizations do request panels, meetings, or members of N.A. to speak for the benefit of their residents, patients, or members. These organizations have at times used the name of Narcotics Anonymous as part of their publicity and as a means to obtain financial grants. These types of misuses of the N.A. name and violations of the Twelve Traditions of N.A. must be avoided at all costs.

Another important part of the RSC's function is to contribute to our World Services. Regional support in the nature of funds, ideas, and confidence is essential to the work of our World Services. Any excess funds which accumulate at the Regional level should be contributed directly to the Treasurer of the World Service Committee. Monies are needed for major activities. These are ideally self-sustaining with enough money left over from one activity to secure the next. The RSC needs money to operate. Most RSC's normally publish quarterly meeting directories. Large quantities of literature are often supplied to institutions and hospitals though in some cases this is handled through a separate institutional fund. Most Regions sponsor their representatives to the WSC Conferences. Funds are needed for postage, stationery supplies and the like. Your RSC needs your support and the support of your Area. Most of the suggestions, ideas, and new literature presented at the WSC Conference are initiated at the regional level. These are submitted in writing to the proper sub-committee of the WSC ninety days prior to the WSC Conference itself in order to be considered for placement on the agenda. Sixty days before a WSC Conference meets, copies of the agenda are mailed out to the Regions by the WSC Secretary for group conscience discussion.

ELECTIONS OF RSC OFFICERS

Like the ASC, the RSC elects officers each year from among its participants. They include: 1) A Chairperson, 2) a Vice-Chairperson, 3) a Secretary, and 4) a Treasurer. Their functions and responsibilities are similar to those of the ASC officers. The RSC also elects a Regional Service Representative (RSR) and a Regional Service Representative Alternate (RSR-ALT) who speak for their Region at the WSC Committee.

REGIONAL SERVICE REPRESENTATIVE

The Regional Service Representative (RSR) is to the Region what the GSR is to the group and the ASR is to the area. The RSR represents and speaks for the members and groups that comprise their Regional Service Committee. The primary responsibility of the RSR is to work for the good of N.A. as a whole providing two-way communication between their Region and the rest of N.A. The RSR is the Fellowship's link with the World Service Committee and the World Service Board of Trustees. The RSR provides two-way communication between these service levels and the various Areas within their Region and other Regions. They present minutes of the WSC and WSB to the RSC. They attend all RSC meetings and as many ASC meetings as possible. The office of Regional Service Representative is a year round job. The RSR participates in the WSC Conferences, and takes part in any decisions which affects N.A. as a whole. The RSR serves on one or more WSC Sub-committees, communicates regularly with the World Service Board of Trustees, works closely with Regional officers and sub-committees, and is a source of information and guidance in matters concerning the Twelve Traditions or N.A. as a whole.

Each year the RSC elects Regional Service Representative-Alternates from among the qualified members in their Region. An RSR normally serves for a period of two (two) years: the first as an alternate representative and the second as a voting representative. The RSR-Alternate also fills in if the RSR is absent for any reason or is unable to complete their term in office.

In order for the RSR to do a good job, it is recommended that each nominee should have the following qualifications:

1. A commitment to service
2. Service experience
3. The willingness to give the time and resources necessary to do the job

4. A suggested minimum of five (5) years of continuous abstinence from all drugs, for (4) years for the RSR Alternate.
5. A good working knowledge of the Twelve Steps and the Twelve Traditions of the Narcotics Anonymous Fellowship.

R.S.R.'s are the voice of their region and vote the group conscience of their region at W.S.C. Conferences whenever a voting matter occurs where the group conscience of their region has not been given to them, they should evaluate each vote in the terms of the needs of the members they serve.

In order to prevent the neccessity of tabling important clarifications and motions for a year, R.S.R.'s should have before leaving their region a vote of confidence that they are authorized to vote for their members group conscience on motions not on the W.S.C. Conference agenda. When appropriate, the motion can be tabled to allow representatives to check with their group conscience and the motion be brought to the floor later in the same WSC Conference.

Our Regional Service Representative should be selected from among our best informed, most trusted, and most active members in order that they may serve our needs and the needs of Narcotics Anonymous as a whole.

NOTE: One way to verify members group conscience for input of major significance not on the W.S.C. agenda, is for the regions to sponsor Service Conferences simultaneous to the W.S.C. Conference. This allows immediate verification by telephone of their members consciousness for their voting representative on major issues. (see note page 27)

OUR N.A. SERVICE STRUCTURE

	WHO	WHY	WHEN	WHERE
MEMBER	addict seeking recovery	stay clean	daily	anywhere
GROUP	members	carry the message	weekly	community (meetings)
AREA SERVICE COMMITTEE	G.S.R.	support group	monthly	area (ASC)
REGIONAL SERVICE COMMITTEE	A.S.R.	support areas and groups	monthly, every two months, or quarterly	region (RSC)
WORLD SERVICE COMMITTEE	R.S.R., qualified state repre- sentatives, Trustees, Sub-committee Chairpersons	support and guide Fellowship	throughout the year	world wide Fellowship

WORLD SERVICE

The final type of service which N.A. offers is World Service. These are the services which deal with the problems and needs of N.A. as a whole and which N.A. offers to its members, its groups, and to society. The basic purposes of our World Services are communication, coordination, information, and consensus. We provide these services so that our groups and members can more successfully carry the message of recovery, insuring that our program of recovery can be made more available to addicts everywhere.

Our World Services include the World Service Committee which meets annually in open conference, and the World Service Board of Trustees which meets quarterly. These branches of service are interrelated and work together to benefit all of N.A.

Within our World Services we find new service concepts developing. First, our World Services work for the good of all of N.A. Although all parts of our service structure affect and are affected by N.A. Fellowship, only at this level do we find service bodies designed to deal with problems which involve our entire Fellowship.

WORLD SERVICE COMMITTEE

The World Service Committee was established by and is responsible to the Fellowship of Narcotics Anonymous. Its purpose is to be supportive of Narcotics Anonymous, and define needs and take action according to the group consciousness of the Fellowship. The World Service Committee joins the members, groups, areas and regions into a unified Fellowship. The W.S.C. deals with the problems and the needs of the Fellowship, and actively encourages the primary purpose and growth of Narcotics Anonymous.

2. The site of the next conference is set at each W.S.C. Conference.
3. The participants of the World Service Committee at the Conference consist of:
 - a. World Service Committee Officers.
 - b. Regional Service Representatives.
 - c. Members of the Board of Trustees.
 - d. Sub-Committee chairpersons and incoming sub-committee chairpersons.
 - e. Area or State Representatives, not represented by an R.S.R., as approved by the voting members of the World Service Committee at the conference.
4. Only W.S.C. Conference participants may address the Conference.
5. Voting members of the W.S.C. Conference consist of: R.S.R.'s, area or state Representatives, members of the World Service Board of Trustees, and sub-committee Chairpersons. Voting members make motions and vote.
6. A person chairing the WSC Conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity except the Chairperson in the case of a tie.
7. All presentations, motions, statements, etc., will be made from the podium and then clearly restated by the WSC Chairperson. This is to facilitate the taping of the WSC Conference and to assure an accurate record of the proceedings.
8. Input for the agenda to be published to the Fellowship before the WSC Conference should be submitted in writing by registered mail, return receipt requested, to the WSC Chairperson ninety (90) days before the WSC Conference. ORIGINAL input should be kept and copies sent to the WSC Chairperson and your WSC Representative.
9. Input for consideration at the WSC Conference must be submitted in writing. Original input should be kept and copies sent to the WSC Chairperson and your WSC Representative.
11. THE CONSENSUS OF THE WSC CONFERENCE IS DETERMINED BY A MAJORITY VOTE.
 1. Each voting WSC Conference participant shall have one and only one vote.
 2. Any input to be voted on shall be displayed in writing before the vote.
 3. Prior to the actual vote, a voice vote (yea-nay) will be taken to determine if the input is WSC Conference

Send your input

Your