**The United Kingdom**

**Fellowship Development**

**Guidelines.**

**A. THE FOUNDATION:**

A.1. Our Vision

“**Fellowship Development enables NA Communities to work towards being fully self-supporting and functional within NA as a whole”**

A.2. Our Goal

"**FD aims to enable all the areas inside the Region to reach common standards by offering the necessary tools,**" **e.g. workshops, learning days and general experience.**

**A.3. Fellowship Development Committee (FDC) Job Description** 3.1. **Elections:** Elections are done by Region and Chair.

3.2. **Service Duration:** Each Service position is for 2 years.

3.3. **Members:** The FDC consists of 5 members: Chair, Vice Chair, Treasurer **and** 2 Committee Members.

3.4. **Service Position Requirements:**

• Committee members - 2 Years clean, Vice Chair - 5 Years, Chair - 5 years • Treasurer – Five years.

• All with a working understanding of the traditions and concepts.

- Every member who has the service requirements can nominate themselves within the committee and chair then forms a committee.

**3.5. FDC Job Description**

• FDC has its own budget and it takes its decisions independent from the Steering Committee (SC). It is accountable to the Region.

• FDC makes decisions by CBDM amongst the 5 members.

• In addition to its own workshops, FDC collaborates with Region and if required NAWS in the facilitation of workshops that are requested by communities.

• FDC co-ordinates the Task Team (TT) work.

• FDC has the right to recommend to the SC to fund projects/tasks which need funding after they make an evaluation of the situation.

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**3.6. Roles and Responsibilities of FDC Servants**

3.6.1. **Roles and Responsibilities of Chair and Vice Chair**

• The Chair and Vice Chair communicate primarily through emails.

• They monitor/oversee TT work and do not interrupt unless they see a problem or a misguided road map.

3.6.2. **The Role and Responsibility of Regular Committee Member** • Regular members can follow and monitor the task team/s.

• Regular members take part in the FDC decision making process.

• Regular members help the FDC to be more available in terms of communication

3.6.3. **Joint Roles and Responsibilities of All FDC Members**

• FDC Members prepare a monthly “FDC-Newsletter” based on any updates or news they wish to communicate.

• FDC Members also compile a report for each Region and coordinates the reports of the TTs to be presented at the Region.

• It is at the Chair & Vice-chair’s discretion to delegate these tasks and others which may arise among the whole committee work. (Needs Clarification from Region?)

A. **4. Budget:**

• Administration of the FDC budget (distribution of money, collecting the receipts and Managing F.D.C Bank account) is done by the Treasurer of the F.D.C .

**B. THE FUNCTION:**

**B.1. Task Teams Job Description**

FD Task Team is responsible for the execution of the plan, in general. To strive this execution system, regular training is needed for communication, budgeting, facilitation and planning to become part of the Region Agenda.

This might include:

• communication with local community and FDC

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• more detailed plan about the travel, accommodation, facilities, time schedule - including budgeting

• accountability for the money that is spent

• report to the body (Region)

• planning the follow up activities

**B.2. How a task develops**

• anyone can form a request but it must be sent to the FDC *via the service request form*

• information is gathered by FDC

• FDC then evaluates the idea for viability

• FDC creates a Task

**B.3. How a team is put together**

• Each team has a point person and budget person (BP).

• FDC sends out an email with task description requesting delegates that want to be part of the team asking what they feel that they can offer to the task; this has a time limit of one month.

• The task team will then communicate what they plan for the task, always keeping the FDC in the loop. FDC will evaluate viability and feedback.

• According to the task the FDC may make suggestions that could improve the task.

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**B.4. Planning & Budgeting**

• FDC asks the team to come up with plan with a timeframe

• The team need to put together a budget for the task and send it to FDC • FDC then approves the budget.

• The task team then accountable to provide receipts for budgeted items to FDC.

• Any additional cost incurred outside of the budget needs to be communicated as soon as possible and agreed by FDC.

• FDC makes all task finance proposals, which are then to be agreed upon by Region.

**B.5. Communication & Reporting**

• The communication loop between the task team, FDC and Region needs to be transparent and regular, always cc'ing all into emails.

• At the end of the task, FDC will need a written report about how the task went with any issues and highlights including a report from the fellowship the task was provided for and present a report to Region.

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