



Local Service Committee Meeting

Tuesday 1st August 2023 6pm

Zoom Id - 832 7042 4390 password - 096 544

Emma-Jane LSC Minutes Secretary, took the meeting in the absence of an LSC Chair and the ASC Vice-Chair, and welcome us to the meeting.

Moment of Silence to remember the still suffering addict both inside and outside the rooms.

In attendance: -

Emma-Jane - LSC Minutes Secretary / Panel Leader Lighthouse

Kat - LSC Literature Secretary

Rose - Panel Leader Bowerman House

Liv - Panel Leader Recovery Project

Visitors: -

Jen - visitor

Natalie - visitor

Louise - visitor

Apologies: -

Lee - ASC Vice-Chair

Andrew - Panel Leader HMP Ford

T - Panel Leader Recovery Project

Brian - Panel Leader Lighthouse

Danni

Wayne

Steve L

Antonios

Approval of last Minutes

Kat approved last month's minutes.

Positions Vacant

Chair - 3 years clean time (2 years commitment)

Vice-Chair - 2 years clean time

Treasurer - 3 years clean time

Vice-Treasurer - 2 years clean time

Vice-Minutes Secretary - 1 year clean time

Vice-Literature Secretary - 1 year clean time

PI Liaison Officer and Co-Ordinator - 2 years clean time

Panel Leader HMP Lewes - 2 years clean time

Panel Leader Recovery Project - 2 years clean time

Panel Leader Lighthouse - 2 years clean time

Panel Leader CGL Richmond House - 2 years clean time

Panel Leader CGL Richmond House - 2 years clean time

Zoom Tech Support

LSC has desperate need for a Chair and a Treasurer, please take this to all groups.

Nominations

Emma-Jane put herself forward for PI Liaison Officer and Co-Ordinator, seconded by Kat, gave her CV and was voted in.

Kat will be putting herself forward for LSC Chair, once she is able to hand over ASC Treasurer position.

Treasurers opening Balance £130.00

£9.05 tea balance

Bowerman House

Going really well. Service users are attending meetings outside the facility in the community.

Recovery Project

Going really well attendance of about 15 weekly. Need a Literature restock, will liaise with Kat, LSC Literature Secretary on this.

Daubany House

No report.

The Lighthouse

Going really well, regular attendance from service users, really nice meeting.

HMP Ford

Meeting going well and popular, regular attendees now from the prison, 3-4 every week.

Literature

Good stock of Literature, if any literature needed for meetings contact Kat, LSC Literature Secretary and she will get it to you.

Poster Co-Ordination

No report.

PI Liaison and Co-Ordination

Emma-Jane will attend the UKH&I and UKPI meetings each month and will continue manning the email address and actioning enquiries.

AOB

Emma-Jane will contact webservant to check the link to LSC meeting room as couldn't get it working for this meeting but will have it sorted by next meeting.

Sussex Area Unity Service Day will cost £150.00 for the venue for the 10 hours proposed. Date confirmed and being booked for Sunday 15th October 2023 12pm -9pm at The Hanover Centre. Kat will confirm, book and pay deposit to venue. Emma-Jane will contact webservant to get an imbedded link for the event to add to the flyer and use on the day. Service positions for the day will be added to the What's App chat and if all LSC committee members could try and get these positions filled and slots filled for the speakers.

Running Order for Sussex Area Unity Service Day - Service Speaker Jam

12.00pm - 1.30 pm	NA Open Meeting - Chair - Emma-Jane - Secretary - ?
1.30pm - 2.00pm	Buffet Lunch - Caterers - ?
2.00pm - 2.15pm	Group Secretary - ?
2.15pm - 2.30pm	Treasurer - ?
2.30pm - 2.45pm	GSR - ?
2.45 pm - 3.00pm	Group Literature - ?
3.00pm - 3.15pm	Tea Person - ?
3.15pm - 3.30pm	Greeters - ?
3.30pm - 3.45pm	Sponsorship - Babs
3.45pm - 4.00pm	Break - Tea People - ?
4.00pm - 4.15pm	ASC - ?

4.15pm - 4.30pm	LSC - ?
4.30pm - 4.45pm	F&E - ?
4.45pm - 5.00pm	SAOC - Jez
5.00pm - 5.15pm	SANAC - ?
5.15pm - 5.30pm	Camp Out - Ade
5.30pm - 5.45pm	RCM - Ben
5.45pm - 6.00pm	Poster Runs - Mark
6.00pm - 6.15pm	Buffet Dinner - Caterers - ?
6.30pm - 6.50pm	UKPI - ?
6.50pm - 7.10pm	UKH&I - ?
7.10pm - 7.30pm	Prisons - ?
7.30pm - 7.50pm	Helpline - ?
7.50pm - 8.10pm	? - ?
8.10pm - 8.30pm	Break - Tea People - ?
8.30pm - 9.00pm	Closing Share - Chair ? - Secretary - ?

Group LSC reps was discussed but the majority feeling was that we have enough position that we are struggling to fill currently without adding more positions to fill.

Langford Centre in Bexhill looking to bring back NA meeting once a month to the institute. Emma-Jane is interested in doing this if can find another member to go with as went in to the centre before COVID and would like to stat it up again, proposed dates 1st Tuesday of the month 3.30pm - 4.30pm. Committee voted to go ahead if we can find people to go in. Kat, LSC Literature Secretary has sent posters and leaflet to them.

Kamsons Pharmacy, Littlehampton requested posters, leaflets and where to finds to be sent which Kat LSC Literature Secretary has done.

Pride helpers need to attend Preston Park either Thursday or Friday 8am - 8pm, with ID to collect their wristbands for the Saturday. Will not be supplying water this year but kat will be bringing a 5ltr bottle of water that will be able to be refilled on the day. Please bring along snacks for the day, biscuits, cakes, cheese straws, grapes etc. Will be 2 meetings on the day and will decide on the day who will take each meeting. Kat has 12 Steps and 12 Traditions banners, the NA banner, the Urn, the tea stuff. Power is sorted to the tent.

Request for funds

None this month.

Treasurers closing Balance £130.00	(£200.00 RF ASC)	£9.05 tea balance
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No request for funds from ASC this month.

Business for next month's LSC

Sussex Area Unity Service Day being held Sunday 15th October 2023 12pm - 9pm. Poster design and printing for Sussex Area Unity Service Day. Catering for the Day.

Positions Vacant at close of meeting

Chair - 3 years clean time (2 years commitment)

Vice-Chair - 2 years clean time

Treasurer - 3 years clean time

Vice-Treasurer - 2 years clean time

Vice-Minutes Secretary - 1 year clean time

Vice-Literature Secretary - 1 year clean time

Panel Leader HMP Lewes - 2 years clean time

Panel Leader Lighthouse - 2 years clean time

Panel Leader Langford Centre - 2 years clean time

Panel Leader Langford Centre - 2 years clean time

Panel Leader CGL Richmond House - 2 years clean time

Panel Leader CGL Richmond House - 2 years clean time

Zoom Tech Support

Please can all members of the LSC committee announce in groups that these positions need filling.

Next LSC committee meeting Tuesday 5th September 2023 6pm at Hove Park School, Nevill Campus, Nevill Rd, Hove, BN3 7BN. Ample parking on site. Go up driveway and bear to the right and round the back of the building to access parking. Zoom Id - 832 7042 4390 password - 096 544

Emma-Jane thanked everyone for attending this month's LSC.

Kat led us out in the We version of the Serenity Prayer.

**Narcotics Anonymous
Sussex Area Local Service Committee
Guidelines & Procedures**

Our Primary Purpose

The Sussex LSC has but one primary purpose – to carry the message to the addict who still suffers. Our goal is to bring meetings and the message of recovery into institutions such as prisons, hospitals & rehabs to those who can not get to outside meetings or find it more difficult to attend. Also, to inform the professional of the benefits of Narcotics Anonymous & what we do, these could be those who work in addiction, criminal services & anyone which has dealings with the still suffering addict.

Basic Purpose & Functions of the Committee

To co-ordinate and facilitate Local Services in the Sussex Area and to ensure that the work of Hospitals & Institutions, Public Information, Public Relations & Outreach is effectively managed, so that the Narcotics Anonymous message is carried effectively within the Area. To serve the fellowship as a sub-committee of the Sussex Area Service Committee and to be accountable, through that Service body, to the fellowship as a whole.

- To enable & support H&I, PI/PR & Outreach activities in the Sussex Area, including the organisation of learning days & workshops.
- To liaise with Sussex Area Online Committee (SAOC) to develop and maintain a digital PI/PR presence.

Dissolution

1. No part of the net funds of the LSC shall be used to the benefit of any member(s) or individual(s).
2. The assets of the LSC, upon dissolution, shall be dispensed to the next level of the service structure (ASC).

Meetings

1. The LSC currently meets on the second Sunday of each month at a location which has been previously agreed and published in the preceding monthly minutes. (At present this is online due to Covid)
2. All Committee meetings are open for observation and participation of the NA Fellowship as a whole.
3. Panel Leaders to submit a written report when not attending committee meetings.

Voting Procedure

Our quorum of any election is 2/3rds voting members.

The following members are eligible to vote at elections for new committee members or committee business:

- Elected representatives of Sussex groups (GSRs) (One per group and must attend at least two consecutive LSC meetings)
- All elected LSC committee members.

Voting Options:

- For – In full agreement with the item/motion as presented. This is a feeling that this item/motion should move to action and/or adoption.
- Against – Having major concerns and/or misgivings about the item/motion. This is a feeling that this item/motion should not move to action and/or adoption.
- Abstention – Having no strong opinion for or against but support is counted with the majority and included in the quorum. (An Abstention is counted with the majority - either for or against)
- Present Not Voting – Not taking part in the vote and will not be counted in the quorum.

The chair will not vote unless she or he is called to make a casting vote in a tied vote situation.

We operate consensual decision-making. In the event of an irresolvable difference, Robert's Rules will apply.

Steering Committee

1. The Steering Committee is composed of Chair, Vice Chair, Treasurer, Vice-Treasurer, Minutes Secretary & Literature Secretary
2. Chair & Vice Chair are 2-year commitments. All other Steering Committee positions are 1-year commitments. Chair, Vice Chair & Treasurer must also be ratified by the Sussex Area ASC.
3. Steering Committee members should have a working knowledge of the 12 Traditions and 12 Concepts and should be familiar with "A Guide to Local Services in NA". These will be provided by the LSC.

Subcommittee Trusted Servant Positions:

All service nominees are required to be working an NA program, attending NA meetings regularly, have and be working with an NA sponsor & to become familiar with the Twelve Traditions and Twelve Concepts of NA. They must have a clear understanding of these Guidelines. This committee also relies upon the use of PI/PR & H&I Handbooks. (Copies of these will be freely provided)

Requirement to take on a service position within the LSC is as follows:

1. Attend the LSC and express an interest in a position
2. Shadow the existing member of the service position to see what the commitment entails and gain an understanding of H&I/PI service to see how the meeting/position are run. (If there isn't an existing member the interested member will shadow a panel leader taking the meeting on the project or a similar piece of service).

Any new members who express an interest in service can shadow anyone who's doing service whatever their commitment so as to get an idea of the position then they can decide if the position is suitable for them.

3. Return to the LSC the following month for them to formally put themselves forward for the position & be voted by the committee.

Responsibilities of Local Services Committee Members

Chairperson

1. Minimum clean time requirement is 3 years.
2. Ensures that the Traditions and Concepts are upheld in all matters.
3. Upholds & maintains communication between the Local Services Committee and the Sussex Area Committees, including providing regular written reports and financial statements to the ASC.
4. Attends each meeting of the ASC and the Local Services committee.
5. Chairs regular meetings of the Local Services Committee and co-ordinates the activities of the Local Services Committee

Vice Chairperson

1. Minimum clean time requirement is 2 years.
2. Acts as Chairperson in the case of Chairperson's absence.
3. If the office of Chairperson becomes vacant, serves as the Chair until confirmed by ASC or until new Chair is elected.
4. Assists the Chairperson in carrying out the responsibilities of the Local Services Committee.
5. Attends each meeting of the Local Services Committee and the ASC as required.

Minutes Secretary

1. Minimum clean time requirement is 1 year.
2. Takes minutes of all meetings of the committee and sends a copy to all LSC members, UKH&I, UKPI and ASC secretary.
3. Keeps a database of all committee members' contact details and an archive of past minutes.
4. Responds to all postal/email enquiries from professionals and institutions, and keeps a file of all such correspondence.
5. Attends each meeting of the Local Services committee as required.

Treasurer

1. Minimum clean time requirement is 2 years.
2. Attends each LSC meeting with treasury money and receipt book.
3. Provides a written report of transactions to LSC each month.
4. Is financially stable and able to manage money effectively.

Vice-Treasurer

1. Minimum clean time requirement is 1 year.
2. Acts as Treasurer in the case of Treasurer's absence.
3. Is financially stable and able to manage money effectively.
4. If the position of Treasurer becomes vacant, serves as the Treasurer until confirmed by ASC or until new Treasurer is elected.

Literature Secretary

1. Minimum clean time requirement is 1 year.
2. Organises the purchase and distribution of service literature.
3. Attends each meeting of the Local Services committee as required.

H&I Panel Co-ordinator

1. Minimum clean time requirement is 2 years.
2. Ensure that meetings are conducted according to the WSC Handbook Guidelines.
3. To arrange shares in institutions and encourage support from local NA members.
4. Provide a written report to the LSC and attend monthly meetings where possible.
5. Ensure that relevant NA literature is available in meeting.

PI Liaison Officer

1. Minimum clean time requirement is 2 years.
2. Ensure that the LSC is in contact with public services for presentations and information
3. Keep a record of the services that the LSC is in contact with
4. Actively seek out services (e.g. Police, Probation, Ambulance Service) to see if there is anything we can do to be of help in the local area.
5. Arrange presentations with public services and to work with PI Presentation Leader
6. Make sure public services receive information about the fellowship when required

PI Presentation Leader

1. Minimum clean time requirement is 2 years.
2. Ensure that presentations are conducted according to the WSC PR Handbook Guidelines.
3. To arrange Panel Members for presentations.

4. Provide a written report to the LSC and attend monthly meetings where possible.
5. Ensure that relevant NA literature is available at presentation.

Poster Coordinator

1. Minimum clean time requirement is 1 year.
2. All poster campaigns to be carried out in pairs
3. No clean time requirement for second person as long as accompanied By Poster Coordinator
4. To keep a record of campaign locations & a copy passed onto Minutes Secretary

H&I & PI Panel Member

1. Minimum clean time requirements: 6 months to speak at H&I meeting or PI presentation, 3 months to attend.

The Sussex Area local service committee reserves the right to edit and change these guidelines as the committee grows and evolves.

“Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary for growth”

The Basic Text

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