



Local Service Committee Meeting

Tuesday 6th June 2023 6pm

Zoom Id - 832 7042 4390 password - 096 544

***Hove Park School
Nevill Campus
Nevill Road
Hove
BN3 7BN***

Kat, LSC Literature Secretary, took the meeting in the absence of John, LSC Chair, and welcome us to the meeting.

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

Rose read the 12 Concepts.

In attendance: -

Emma-Jane - LSC Minutes Secretary / Panel Leader Lighthouse

Kat - LSC Literature Secretary

Rose - Panel Leader Bowerman House

Brian - Panel Leader Lighthouse

Andrew - Panel Leader HMP Ford

Jessie - Shadowing Panel Leader Bowerman House

Apologies: -

John B - LSC Chair

Mark - Poster Co-Ordinator

Aaron - Panel Leader Daubeny House

Approval of last Minutes

Rose approved last month's minutes.

Positions Vacant

Chair (from September 2023) - 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 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

John LSC Chair will be handing in his position when it is up on 5th September 2023. So LSC has desperate need for a Chair to replace and a Treasurer, please take this to all groups.

Nominations

No nominations this month.

Treasurers opening Balance	£239.11	(£200.00 RF ASC)	£9.05 tea balance
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Bowerman House

Going really well, clients are attending meetings in the community.

Recovery Project

No report.

Daubany House

Some engagement from clients, 2 in attendance last week. Have been keeping it casual and just going in with another member of NA for a chat about NA and recovery. This week a member is coming to share their experience of NA which clients were made aware of last week and were in agreement with.

The Lighthouse

Attendance is quite low but positive engagement. Have decided that they will only be using outside meetings as some of the clients have been upset with the recent shares from the NA members, will be contacting the manager regarding this and should have some update next month. Will continue taking meeting in until we hear more on this.

HMP Ford

On the 3rd week and it is going great, have capped attendees to 5 currently. Very good meeting, going extremely well. It is an hour long meeting, gives everyone a chance to share and is a proper meeting. The first meeting back at Ford Prison was great, if it continues the same as it was and we stick to the guidelines and traditions all will be well. Kat will meet up with Andrew this week to hand over Literature.

Literature

Good stock of Literature in stock. Any need for Literature for meetings contact Kat on What's App and she will get it to you.

Poster Co-Ordination

Given helpline posters to members in Crawley and Worthing and taking some to Bognor on Friday. Haywards Health and Burgess Hill are doing a poster run, have been as far north as Hanscross and as far south as Ditchling and Hurst Pierpoint, all chemists, all Doctor's Surgeries, police stations, mental health services and Princess Royal Hospital etc.

AOB

NHS Recovery Fair of the National Nurses Union Convention at the Brighton Centre. Nicky from UKPI attended the first two days, LSC committee members continued for the rest of the Convention. Lots of Literature was handed out and contacts have been made for further talks etc.

Sussex Area Unity Service Day to be held Sunday 15th October 2023 12pm - 9pm. A Hybrid Service Day. Kat has got contact number of organiser of the North East of England Area Unity Day organiser. Hanover Centre, Brighton was decided upon for the venue. Buffet Lunch and buffet evening food decided upon as Hanover Centre has small kitchen facilities. Emma-Jane to contact Ben ASC RCM for contact details of contacts from Region to invite to attend the Service Day. Kat to contact Hanover Centre regarding the venue for the Service Day. Service Day to include workshop on Sponsorship as requested at last month's ASC by several GSR's.

Request for funds

£20.00 to Kat for petrol expenses.

Treasurers closing Balance £219.11	(£200.00 RF ASC)	£9.05 tea balance
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£200.00 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.



MONDAY, 1 MAY 2023

**Narcotics Anonymous Service Day
North East England Area**

Service Speaker Jam

How can you be of Service to NA?

Open with an NA meeting

12 noon NA Monday Open Meeting
1.30pm Buffet Lunch

Being of Service to the Group

2.00pm How we do Poster Runs in NA
2.45pm Break
3.00pm Service Roles in the Group
 Overview; Secretary & Chair roles
3.45pm Break
4.00pm More Service Roles in the Group
 Treasurer, GSR & other roles
4.45pm Break

Being of Service to the Area

5.00pm Service Committees explained
 Overview; Area & Public Relations
5.45pm Light Refreshments / Buffet
6.00pm More Service Committees
 Convention & H&I Committees
6.30pm Sponsorship Service
6.45pm Break

Being of Service to UKNA Region

7.00pm Service opportunities across the UK
 Website, Helpline, 12-Step Callers
7.45pm Break
8.00pm More UK Service opportunities
 Prison Sponsors & Share Committee
8.30pm Closing Share
9.00pm Close

Join us in person at:

**Recovery College Collective, No 1 Carlil Place,
Newcastle upon Tyne NE1 6UF**

Or join online via:

Zoom Meeting ID: **874 3995 6448**

Passcode: **86400**

Link: <http://zoom.us/j/87439956448>

**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 the 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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Positions Vacant at close of meeting

Chair (from September 2023) - 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 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

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

Next LSC committee meeting Tuesday 4th July 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

Kat thanked everyone for attending.

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