UK Regional Communications Committee (Comms) Guidelines (Draft April 2021)

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# Definition

The Communications committee is a subcommittee of the UK's Regional Service Committee (RSC).

The Communications committee (Comms) is composed of elected admin officers, the website, helpline, share review, distance sponsorship, online outreach meetings subcommittees, and interested NA members.

Maintain effective communication between the Comms subcommittees and region and to be a single point of accountability to RSC.

Is here to supports the Comms subcommittees. Ensures all financial commitments are met, e.g., paying for the ukna.org domain name, paying for the helpline, etc. It abides by the Twelve Traditions and Twelve Concepts of NA, and these guidelines as well as the regional guidelines.

# Comms Committee's responsibilities

* To respond to all website, helpline, share review, distance sponsorship, online outreach meetings issues in a timely and effective manner.
* To ensure that any official communication represents the Comms committee approved group conscience.
* To maintain contact with UKNA Regional Service Committee and attend every RSC meeting for the full agenda.
* To conduct a Communications committee meeting a minimum of every two months or when the committee deems it is necessary.
* To conduct a regular admin committee meeting to agree the agenda and any other business.
* To maintain regular communication with all other UKNA committees as needed to fulfil our primary purpose.
* To be a single point of accountability to the subcommittees within Comms and to the UKNA region in accordance with these guidelines.
* To be a place where all the subcommittees within comms can get together, communicate, share resources, seek guidance, and get support.
* The committee relies on members to provide us with up-to-date information. We cannot be held responsible for misinformation, but if it is brought to our attention, we will amend it immediately.
* To conduct an annual inventory in line with the regional guidelines.
* Regularly evaluate and review the Comms committee vision/mission synopsis for region.
* All Comms admin commitments are for 1 year with the possibility of standing for election for a second term.

# Summary of Comms Subcommittees

The newly voted in Chairs and Vice Chairs of the Comms subcommittees will need to attend the Comms committee meeting for ratification.

## Helpline

Maintains and continues to develop the helpline to ensure a helpline presence and resource of UKNA for the public, professionals, and the fellowship.

* Click here for access to the helpline guidelines.

## Website

Maintains and continues to develop the website to ensure an online presence and resource of UKNA for the public, professionals, and the fellowship.

* Click [here](about:blank) for access to the website guidelines.

### Website offsite links

Our website has links to other Narcotics Anonymous websites. To minimise potential security risks, we do not allow links to outside websites. The only links we do use are online mapping (to help members find meetings and events) plus online meeting platform (where our Online Outreach Meetings are held).

## Online Outreach Meetings

Maintains and continues to develop the online outreach meetings to ensure an online meeting presence and resource of UKNA for the public, professionals, and the fellowship.

* Click [here](about:blank) for access to the OOM guidelines.

## Share Review

Review and ratify submitted audio shares to be published on the website.

* Click [here](about:blank) for access to the share review guidelines.

## Distance Sponsorship

Maintain and continues to develop a distance sponsorship solution to connect isolated sponsee’s with sponsors, pairing them up according to their guidelines.

* Click [here](about:blank) for access to the DS guidelines.

## Communication platform guidelines

* Click [here](about:blank) for access to the communication platform guidelines.

# Ownership

All accounts, helpline, website, etc., shall be owned by the Comms committee with an individual from the Comms committee being the point of contact. In line with our Seventh Tradition, the Comms committee should fund all costs associated with these costs.

# Voting

* Voting members of the Comms committee as well as members who have attended the last two Comms committee meetings and have at least six months cleantime. The Comms chair does not get a vote.
* We use Consensus Based Decision Making (CBDM) in our voting processes, in line with Regional guidelines.
* Any member putting themselves forward for service need to be known to the Comms committee or attended at least two Comms committee meetings.

# Comms Committee Positions

## Chair

* Requires five years clean time and have a minimum of two year’s activity at area and/or regional level of service. Ideally this would include some experience of chairing an ASC or regional subcommittee, or ASC/Region.

### Duties include:

* Takes responsibility for the allocated email address and signs the appropriate document from the website committee.
* Facilitates and chairs the Comms committee meetings and the admin committee meetings.
* Sets the agenda alongside the admin committee.
* Must keep an accurate set of region reports and minutes, Comms committee minutes, Comms admin committee minutes and Comms subcommittees reports and minutes. Making them available to Comms subcommittees via UKNA cloud storage.
* Updating or creating a service guidance sheet for the role.
* Prepares a report of all progress for the RSC meeting.
* Attending each Region for the full two-day agenda.
* Presenting a verbal summary of their report at the RSC meeting.
* Makes motions on behalf of the Coms committee.
* Supplying Resource with an up-to-date contact list for the Chair, Vice Chair, and Treasurer.
* Distributing an appropriate number of copies of the report to attendees as detailed in the pre-region mail out.
* Continue to communicate the subcommittee’s vision/mission synopsis to Region.
* Responding to questions from the body, both those included in RCM reports in the pre-region mail out; and those addressed to them on the day. Subcommittee chairs need to have a clear understanding of all the activities of any subcommittees that work within their remit. (Any questions that the Chair is not able to answer on the day should be addressed in the next subcommittee report to Region).

### The candidate should answer the following questions:

* What is your cleantime?
* Do you have an NA sponsor?
* Do you have an understanding and working knowledge of the 12 Steps, Traditions & Concepts of NA?
* Do you have some experience of chairing an ASC or regional subcommittee, or ASC/Region?
* What other service positions do you hold?
* Have you fulfilled all your previous service commitments?
* Do you have the time and resources necessary to be able to be sponsored into the role of the chair?
* Do you have the time and resources necessary to fulfil this commitment? i.e., access to a computer, internet access, currently no conflicting commitments, etc.
* Have you read and understood your subcommittee and regional guidelines?
* Do you commit to fulfilling all the duties listed in your subcommittee guidelines and the regional guidelines?
* Do you commit to attending each RSC for two full days during your term of service?
* Would you have any conflicts of interests carrying out this role? What is your understanding of what this means? (appendix 16)
* Have you read, understood, and are willing to sign the Region’s Misappropriation Policy document? (appendix 13)
* Are you willing to become a signatory on your subcommittee’s bank account?
* Are you able to provide or obtain the necessary documents to become a signatory on the bank account?
* If you encounter any problems while holding this position, are you willing to ask for help?

The newly voted in member will need to attend the RSC for ratification.

## Vice-Chair

* Requires four years clean time and have a minimum of two year’s activity at area and/or regional level of service. Ideally this would include some experience of chairing an ASC or regional subcommittee, or ASC/Region.

### Duties include:

* Takes responsibility for the allocated email address and signs the appropriate document from the website committee.
* Works in conjunction with the Comms Chairperson.
* Responsible for coordination of the Comms subcommittees, reporting to the Comms Chair if necessary.
* Attend Comms committee meetings and the admin committee meetings. Cover for Comms Chair if required.
* Arranges to become a signatory on the committee bank account.
* In the absence of the Comms Chair, attend each Region for the full two-day agenda.
* In the absence of the Comms Chair, supply Resource with an up-to-date contact list for the Vice Chair, and Treasurer.
* Updating or creating a service guidance sheet for the role.
* Attend a minimum of three Regions for both days.
* Attend both days of Region when Comms Chair is unable to attend.
* In the absence of the chair, communicate the subcommittee’s vision/mission synopsis to Region.
* In the absence of the chair, distribute an appropriate number of copies of the report to attendees as detailed in the pre-region mail out.
* In the absence of the chair, present a verbal summary of their report at the RSC meeting.
* In the absence of the chair, respond to questions from the body, both those included in RCM reports in the pre-region mail out; and those addressed to them on the day. Subcommittee chairs need to have a clear understanding of all the activities of any subcommittees that work within their remit. (Any questions that the Chair is not able to answer on the day should be addressed in the next subcommittee report to Region).

### The candidate should answer the following questions:

* What is your cleantime?
* Do you have an NA sponsor?
* Do you have an understanding and working knowledge of the 12 Steps, Traditions & Concepts of Narcotics Anonymous?
* Do you have some experience of chairing an ASC or regional subcommittee, or ASC/Region?
* What other service positions do you hold?
* Have you fulfilled all your previous service commitments?
* Do you have the time and resources necessary to be able to be sponsored into the role of the vice chair?
* Do you have the time and resources necessary to fulfil this commitment? i.e., access to a computer, internet access, currently no conflicting commitments, etc.
* Have you read and understood your subcommittee and regional guidelines?
* Do you commit to fulfilling all the duties listed in your subcommittee guidelines and the regional guidelines?
* Do you commit to attending each RSC for two full days during your term of service?
* In the absence of the chair are you able to fulfil the duties of the chair as listed above?
* Would you have any conflicts of interests carrying out this role? What is your understanding of what this means? (appendix 16).
* Have you read, understood, and are willing to sign the Region’s Misappropriation Policy document? (appendix 13).
* Are you willing to become a signatory on your subcommittee’s bank account?
* Are you able to provide or obtain the necessary documents to become a signatory on the bank account?
* If you encounter any problems while holding this position, are you willing to ask for help?

The newly voted in member will need to attend the RSC for ratification.

## Treasurer

* Requires five years clean time and have a minimum of two years activity in a treasury service commitment at any level.

### Duties include:

* Takes responsibility for the allocated email address and signs the appropriate document from the website committee.
* Being a signatory on the Comms committee bank account.
* Reconciling the bank account, a minimum of every 2 months.
* Keeping accurate records of Comms committee finances.
* Ensuring that Comms committee financial commitments are met.
* Preparing for and participating in all Comms and admin committee meetings by reading all relevant reports and any associated documentation that supports the fulfilment of role.
* Attend Comms committee meetings and the admin committee meetings.
* Providing full financial reports using the suggested template in (appendix 15) that should include all incomings and outgoings.
* Making available all current financial records, bank statements and cheque records at each Comms committee and Comms admin meetings, or upon request.
* Communicating regularly with members of the admin committee using agreed channels.
* Using the UKNA generic email address assigned to this position for all Comms committee business.
* Establishing and safely maintaining “back-up” copies of all Comms committee records, for the role, via UKNA cloud storage.
* Providing a full end-of-year financial report including charts.
* Providing a cash-flow forecast every year.
* Updating or creating a service guidance sheet for the role.
* Communicating frequently and transparently with the RSC Treasurer and Vice Treasurer at Region.
* Attending Region at the body’s request and expense, should a specific need arise.
* Providing all financial records for examination by the regional treasurer or appropriate designate, within four weeks, as requested by Region.

### The candidate should answer the following questions:

* What is your cleantime?
* Do you have an NA sponsor?
* Do you have an understanding and working knowledge of the 12 Steps, Traditions & Concepts of Narcotics Anonymous?
* Do you have an accounting background?
* If not, have you held a treasury position at Area/ Subcommittee level?
* Have you fulfilled all your previous service commitments?
* Do you have the time and resources necessary to be able to be sponsored into the role of the treasurer?
* Do you have the time and resources necessary to fulfil this commitment? i.e., access to a computer, internet access, currently no conflicting commitments, etc.
* Have you read and understood your subcommittee and regional guidelines?
* Do you commit to fulfilling all the duties listed in your subcommittee guidelines and the regional guidelines?
* Would you have any conflicts of interests carrying out this role? What is your understanding of what this means? (appendix 16)
* Are you willing to become a signatory on your subcommittee’s bank account?
* Are you able to provide or obtain the necessary documents to become a signatory on the bank account?
* Are you familiar with Microsoft Excel or a similar computer programme?
* Have you read, understood, and are willing to sign the Region’s Misappropriation Policy document? (appendix 13)
* Are you aware of the Regions Travel and Subsistence Policy and are willing to adhere to it in administering your subcommittee’s expenses? (appendix 14)
* If you encounter any problems while holding this position, are you willing to ask for help?

The newly voted in member will need to attend the RSC for ratification.

## Secretary

* Requires one-year clean time and have a minimum of six months activity in a service commitment at any level.

### Duties include:

* Takes responsibility for the allocated email address and signs the appropriate document from the website committee.
* Works with the admin committee to prepare the agenda and email out to all potential attendees.
* Must keep an accurate set of minutes of all Comms committee meetings including admin committee meetings and email out to all members requesting them.
* Works with the admin committee to ensure the smooth operation of the Comms Committee.

### The candidate should answer the following questions:

* What is your cleantime?
* Do you have an NA sponsor?
* Do you have an understanding and working knowledge of the 12 Steps, Traditions & Concepts of Narcotics Anonymous?
* Do you have previous experience of taking minutes?
* Do you have the time and resources necessary to fulfil this commitment? i.e., access to a computer, internet access, currently no conflicting commitments, etc.
* Do you have the time and resources necessary to be able to be sponsored into the role of the secretary?
* Have you read and understood your subcommittee and regional guidelines?
* Do you commit to fulfilling all the duties listed in your subcommittee guidelines?
* Have you fulfilled all your previous service commitments?
* If you encounter any problems while holding this position, are you willing to ask for help?

# Removal from service

## Our regional guidelines state the following:

*1.1 Grounds for removal from office for Subcommittee Members*

*These are possible reasons that a subcommittee member may need to be removed from office:*

* + *If the member in question does not attend for a second consecutive committee meeting without communication.*
  + *Relapse is automatic grounds for immediate removal from office.*
  + *Failure to perform expected duties, as described in the guidelines.*
  + *If misappropriation is proven, then the member will be immediately removed from office.*
  + *Failure to communicate via agreed communication channels.*

*Should a member of the Committee meet any of these criteria their removal may be proposed by a conscience of the Admin committee, or by a motion from a committee member. This motion will then be brought to the body within agreed communication channels.*

**Before getting to this point, we would of course take prior action before this step is carried out, this is the last option. Unless the member has relapsed or has broken the misappropriation guidelines.**

## Prior Action

* At least two members of the committee would reach out to the member directly to raise any concerns they may have and bring any issues to their attention.
* If the issue is not resolved the issue would be raised by the body at the next committee meeting or an extraordinary meeting will be called if necessary and the concern(s) or the issue(s) will be discussed.
* All members must be given the opportunity to attend and participate in the decision-making process, in line with our 7th concept of NA service.

*“All members of a service body bear substantial responsibility for that body’s decisions and*

*should be allowed to fully participate in its decision-making processes”.*

* The member concerned will be invited to attend for the concern(s) or issue(s) to be discussed.
* If the issue is not resolved an inventory process should be considered – both personal and committee.
* If the issue is not resolved a mediation process should be considered which would be facilitated by an independent third party.
* If the member concerned refuses/does not attend, proceedings will continue in their absence after all attempts have been made to encourage them to attend.
* If the issue is still not resolved, then the following “Order of proceedings for removal from office” should be considered.

## Order of proceedings for removal from office – Please use the regional motion form for this (appendix 9)

* Meeting is to be facilitated by ………………
* The chat will be disabled, all participants will be muted (when online).
* Members will be invited to raise their hand to speak at the appropriate time.
* This motion has been brought under the structure of the UK RSC guidelines.
* Because these do not contain an explicit process, that which is italicised are the quoted sections.
* The meeting will start at an agreed time and date.
* The service prayer will be read.
* The 12 concepts will be read.
* Introductions will then take place.
* Apologies will be heard from the secretary.
* The facilitator of the meeting will read the motion, which will contain; Motion; Objective of the motion; Reason the motion is necessary.
* If the motion has been brought against an admin committee member. Thus, as per the RSC guidelines, it needs to be seconded by a member of the admin committee, or two committee members.
* The facilitator will ask if there is a second for the motion, this will be indicated by raised hand.
* The facilitator will provide an opportunity for the person the motion is against to respond to the motion.

## Invitation to speak for/against the motion.

* Each person will have a maximum of three minutes to speak.
* The facilitator will provide an opportunity for two members to speak in favour of the motion, detailing why the motion is necessary. This cannot be the member who brought the motion, or any of the members who seconded the motion.
* This will be done by inviting members who wish to speak for the motion to raise their hand, the first two will be called upon. If you see someone below you on the list who you would like to defer to, you can remove yourself from the list, and it will move to the next person on the list.
* The facilitator will provide an opportunity for two members to speak against the motion, detailing why the motion is inaccurate or unnecessary.
* This will be done by inviting members who wish to speak for the motion to raise their hand, the first two will be called upon. If you see someone below you on the list who you would like to defer to, you can remove yourself from the list, and it will move to the next person on the list.
* This will be done by inviting members who wish to speak against the motion to raise their hand.
* The facilitator will provide an opportunity for the person the motion is against to respond to the additional points raised.

## Voting

* Voting will be conducted in the same way as a single candidate election.
* All voting participants will be asked to raise their hand to count number voting.
* Secretary will count the number of voting participants and inform the body of the number of votes required for the motion to pass.
* 2/3 majority is needed in favour of the motion for it to pass, otherwise the motion is defeated, and the issue cannot be returned to the table for 6 months. e.g. if 23 members are voting, 16 need to vote FOR in order for the motion to pass.
* If the vote is passed, the decision will be minuted, and the member will be informed. If the member is not present, then they will be informed via all communication channels that they have been removed from the specific position detailed in the motion.

# Inventory

* Click here for access to the Comms committee inventory document.

# Appendices refer to regional guidelines

* Click [here](about:blank) for access to the RSC guidelines.