The UK Regional

Service Committee

of

Narcotics Anonymous
Guidelines

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# Our Vision

Our vision is that one day:

* Every addict in the UK has the chance to experience our message and find the opportunity for a new way of life.
* Every member, inspired by the gift of recovery, experiences spiritual growth and fulfilment through service.
* NA service bodies in the UK work together in a spirit of unity and co-operation to support the groups in carrying the message of recovery.
* All UK ASCs are represented at Region and thus have a voice in the decision-making processes involved.
* Narcotics Anonymous has UK wide recognition and respect as a viable program of recovery.

# Our Mission Statement

* To facilitate resources that unify the UKNA Region through the support of the Area Service Committees.
* To provide ASCs with access to information and services, with the aim of furthering our primary purpose throughout our unified areas, our region, and our zonal forum.
* To provide the opportunities to share our experience of service, and to support the growth of individuals into their roles through workshops, inventories and discussion periods.
* To help foster unity throughout our NA Region by providing assistance in hosting events which have an impact throughout the region.
* To manage the UKNA Regional funds prudently and responsibly in the spirit of Concept 11.
* To respond to the needs of the areas, supporting them in issues brought to our attention, in keeping with the guidance of Tradition 9 and Concept 5.
* To participate in the European Delegates Meeting, World Service Conference, and World Service Meeting by supporting our delegate(s) in their attendance and preparation for each.
* To create and support regional subcommittees and ad-hoc committees whose purpose is to carry the message of Narcotics Anonymous.

*Our aim is that every individual group in the UK can connect with the wider fellowship both in the UK and worldwide. That each group be supported in their primary purpose with the experience and resources of the fellowship, enabling all areas of the UK to strengthen the recovery offered by NA to the still suffering addict.*

*When addicts come together in NA from their past isolation, we learn from one another, through connection to a power greater than ourselves. The UK RSC aims to support the service structure to nurture the miracle of recovery available freely to all, through NA. In NA, we need never be alone again, Region is a practical expression of this for other service committees.*

*Our aim as a body is to be able to hear every Area’s conscience on the matters concerning Narcotics Anonymous, so that the UK fellowship works together in the spirit of unity, under the guidance of our ultimate authority, a loving Higher Power*.

*Our hope is that every member of our fellowship can do service in NA to further enhance their own recovery, with the means to learn in any service position through the support of service bodies, and thus support the fellowship as a whole.*

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

# Function, Purpose and Structure of the Regional Service Committee

Welcome to the United Kingdom Regional Service Committee of Narcotics Anonymous. Throughout this guide, we will refer to the Regional Service Committee as ‘RSC’, or as Region. The Welcome pack is a ‘live’ document in that it is updated regularly to keep it current and practical. As such, it must be accessed through the link provided, rather than a saved copy, to ensure members are using the most recent version. Requests for amendments to these guidelines may be raised throughout the RSC meeting, and will be summarised in the designated guidelines update section of the agenda (usually on a Sunday after lunch). These proposed amendments will be sent out with the action list and pre-region report for consideration. They will be addressed at the following region and actioned immediately. The changes will come into effect, and the updated guidelines released at the following region.

If you are new to RSC, welcome! The Welcome to Region Pack includes these guidelines, the policy & motions log, subcommittee guidelines, the quick guide to the RSC, and the Guide to Local Services. Please approach an Admin committee member if you have any queries or have any ideas about what would be useful for inclusion in the Welcome to Region pack. The Welcome pack is intended to provide answers to some of the questions that you may have about the RSC. It is not, however, exhaustive, and should be read in conjunction with the following documents:

* 12 Steps of NA
* 12 Traditions of NA
* 12 Concepts of NA
* UKRSC Policy log
* Guide to Local Services
* Guide to World Services

Where the UKNA RSC, UKNA Subcommittees and the Ad-hoc Committees have overlapping issues, the RSC Guidelines take precedence over all other NA guidelines.

## What is the Regional Service Committee?

The RSC is a forum where Area Service Committees (ASCs) can interact with each other and with subcommittees of the RSC. This is done through the Regional Committee Members (RCMs), who represent the different Areas in the UK. RCMs can also interact with the European and worldwide fellowship of NA through the Regional Delegate and Alternate Delegate.

RCMs are the most important participants at the RSC. They represent their Areas, just as GSRs represent the groups at the ASCs. RCMs share experience to find solutions to common problems. RCMs report to their local fellowship on the activities of other Areas, the subcommittees of the RSC, and of the wider fellowship. The subcommittees of the RSC and the Admin committee of the RSC take instruction from the RCMs.

The RSC’s purpose is to unite the UK Narcotics Anonymous (NA) fellowship. It aims to nurture the growth of services provided by NA, on a national and local level, to best serve NA members and the addict who still suffers.

## Regional Service Committee Finances

The RSC is funded by contributions from Areas, Groups, Members and fundraising activities including the UK convention. The Region uses online banking, and as such is a cashless environment. This means that any reimbursement of expenses to individuals will be paid directly into their bank account, and the name Narcotics Anonymous will appear on their bank statements. Cash can be requested, but this must be made in advance to allow the treasurer time to organise this.

For the purposes of transparency and accountability, the RSC accounts will be reviewed every 2 years by a suitable Independent party, who will be appointed through the conscience of the RCMs - full disclosure will be provided to the Independent party through the authority of the RCMs. Suitable candidates would include Accountants, previous RSC treasurers (2 years must have elapsed from the end of their term of service), and current treasurers of ASCs. A list of suitable candidates contact details will be held by Resource, and the Treasurer. Independent party will not divulge any information sensitive to the running of subcommittees, i.e. salaries of special workers.

Regional subcommittees’ accounts will be examined at least once a year by the treasurer or vice-treasurer of the RSC. The Treasurer will undertake a brief examination of two months financials, and should further scrutiny be indicated, a full examination will take place. The order for these examinations is: July – Sept. UKComm²; Sept – Nov. UKPI; Jan – Mar. UKCNA; Mar – May UKH&I; May – Jul. – UKRSC. his will be carried out by the treasurer, with the cooperation of the subcommittee treasurer. Should the subcommittee accounts require explanation to the body, a minimum of four weeks’ notice will be given prior to the RSC meeting that records will be brought to. This will be brought by the Chair of the subcommittee; however, the treasurer of the subcommittee may be required to attend to explain the accounts – the Treasurer’s attendance would be paid for by Region.

All those handling monies on behalf of the RSC, or subcommittees, sign a misappropriation policy form - a hard copy of this document will be filed by Resource. To ensure that the accounts are auditable, all transactions involving goods that have been bought or sold either through Region or the subcommittees will be detailed in that committees’ receipt book. This must, as a minimum, include the amounts sold, dates, and by whom. For all donations, of goods bought or sold, a receipt will be provided with: the items and value thereof, date of donation, the purpose of donation, and contact details of who it was donated to. A copy of the minutes that detail the authorisation of the donation must be available upon request.

Transfer of funds from Region to WSC/EDM will be authorised and performed during the RSC meeting weekend with another Admin committee member observing. For this to occur, all income and expenditure will be finalised by lunchtime on the Sunday of the RSC.

There will be a full end of year financial report given by the treasurer on the Saturday of the November Region meeting. This will include a presentation on the peaks and troughs of income and expenditure throughout the year. A budget forecast for the following year will also be provided at this time by the outgoing Treasurer. Recommendations, including but not exclusive to percentage donated to EDM/WSO, will be given here.

ASCs whose funds fall below their prudent reserve may request funding for an RCM to attend region, through the treasurer, and provided the RSC is above prudent reserve at the time of the request (details in Appendix 14). The RSC will not be held responsible for expenditure undertaken by an ASC prior to securing approval for funding their RCM. Funds disbursed to ASCs for this purpose will only be paid into ASC accounts, not to individuals.

RSC bank account details: NA UK RSC, account no: 63074064, sort code: 20-95-61, Barclays Bank. If paying in please put your ASC, Group Name or NA Donation as the reference. Donations can only be accepted from NA members, Groups and ASCs. Whilst there is no formal limit on the amount an NA member can donate, no member should donate more than their fair share. Donations should be in the form of liquid assets, acceptance of which will be agreed by the RCMs.

All Payments made using 3rd party systems, with less than 2 authorisations required, are to be made during RSC meeting in conjunction with another signatory on the bank account - unless unavoidable.

## Who is on the Regional Service Committee?

The RSC is made up of three groups of people:

* RCMs and Alternate RCMs (from all the ASCs in the UK).
* Admin committee of the RSC (see 1.4 below).
* Chairpersons or Vice-Chairpersons of RSC subcommittees.

 (Chairpersons of RSC subcommittees and Admin committee members must attend the RSC as part of their commitment).

Any NA member is welcome to attend Region as an observer and may participate in the discussions at the discretion of the RCMs present at the RSC. (Observers do not take part in the decision-making process, as only the RCMs are entitled to vote.)

RCMs elect Admin Committee members to the RSC annually. RCMs also ratify the Chairpersons, Vice-Chairpersons, and Treasurers of any active subcommittees of the RSC, within two regions of their election to the subcommittee taking place.

RCMs also directly elect positions to certain committees at Region. This only occurs in the following specific circumstances: Chairs of new Subcommittees including UKCNA; and Chairs of active subcommittees that have been unsuccessful in electing a chair, over a period of 2 regions.

## What is the role of the RCM?

From the Guide to Local Services

Regional committee members are just that: They serve as the core of the regional service committee, a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year around as a contact point between NA world and local services. Detailed information on the services provided by regional committees can be found later in this guide.

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

Both the region and its areas depend on RCMs to be well-versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM’s fingertips.

RCMs should carefully study the reports from their own area’s groups, officers, and subcommittee chairs so that they can pass their areas’ experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

RCMs represent their ASC. They speak on behalf of groups within their ASC. They participate by proposing, debating, and deciding the priorities of the RSC, and RSC subcommittees. RCMs carefully consider how resources (financial and human) should be directed to areas of service. One of the most important aspects of the role is to take back information from the RSC to their ASC, thus keeping every NA member informed of changes to the fellowship, and updates on service-related issues. RCMs take extensive notes throughout the RSC in order to prepare an accurate report for their ASC. This report or any queries arising from it may be supported by the Synopsis sent out at the end of Region by Resources, and by the detailed Region minutes (once approved).

RCMs are elected by their ASCs. Their priority is to work for the common good by placing ‘principles before personalities’. They are expected to express their ASC’s group conscience; thus, reinforcing the RSC’s link with the will of a loving Higher Power.

RCMs may serve on subcommittees of the RSC, except in the position of Chairperson, Vice-Chairperson, Treasurer or Vice-Treasurer, except for Ad-hoc committees, where they may serve in any position.

Alternate RCMs should also attend the RSC, where financially viable. The Alternate RCM learns the role of the RCM and participates fully in discussion; either one may take the role of voting RCM. The RCM should sponsor the Alternate RCM into the role and should support the Alternate RCM in learning how to, for example, prepare an electronic, written and verbal report for the RSC.

**REMEMBER: IF BOTH RCM AND ALTERNATE RCM ATTEND THE RSC, ONLY ONE CAN TAKE PART IN ANY VOTE.**

One of the most important aspects of the role of the RCM is to prepare an electronic, written and verbal report for each RSC. This report should be emailed to Resource at **resource@ukna.org** by 16.00, 7 days before the RSC. It is also important that RCMs bring the appropriate number of copies of their report as requested in the pre-region electronic mail out. For details of how to write the report please see the ‘Template for RCM report to the RSC’ contained in Appendix 8. It is vital to Region business that each RCM read pre-Region Report before arriving at Region so that issues, questions, and responses can be considered prior to being discussed on the floor of the RSC body.

*At your first RSC meeting, you will be provided with an electronic copy of the Welcome to Region Pack, and a buddy to work with so that you may ask any questions you need to.*

*When you are new to the RSC, please ensure that you write your details clearly on the contact list provided by Resource and indicate that this is the first time that you have been to the RSC on the sheet.*

***IF YOU DO NOT DO THIS YOU WILL NOT RECEIVE THE PRE-REGION MAIL OUT, THE MINUTES, OR OTHER COMMUNICATIONS FROM RESOURCES THAT SUPPORT YOU IN FULFILLING YOUR SERVICE COMMITMENT.***

## RSC Admin Committee positions’ cleantime requirements & length of service.

|  |  |  |
| --- | --- | --- |
| **Position** | **Minimum clean time requirement** | **Length of service** |
| Chairperson | 5 years | 1 year |
| Vice-Chairperson | 4 years | 1 year |
| Treasurer | 5 years | 1 year |
| Vice Treasurer | 4 years | 1 year |
| Secretary | 3 years | 1 year |
| Vice Secretary | 2 years | 1 year |
| Resource | 3 years | 1 year |
| Vice Resource | 2 years | 1 year |
| Regional Delegate | 6 years | 2 years |
| Alternate Regional Delegate | 4 years | 2 years |

## What is the general role of the Admin Committee members?

The Admin Committee are elected by the RCMs. All Admin Committee members are fully accountable to the RSC. Admin Committee members should have a good working knowledge of the NA steps, NA traditions, NA concepts, and the Guide to Local Service of Narcotics Anonymous. Admin Committee members attend each RSC meeting (held every two months). The Admin committee meetings are held in even months (when the RSC does not meet) and are conducted electronically. These occur at 6 pm on the second Sunday of each full weekend and last approximately two hours, however, there is no time limit set.

The Admin committee members communicate using agreed channels. Internally, the admin committee uses WhatsApp and Zoom to keep in regular contact. When communicating with the rest of the fellowship, in the capacity of their service position, Admin committee members are reminded that they represent the RSC at all times. Any official region matters must be communicated using the generic email address provided to them: @ukna.org. This is to ensure the regional business is kept separate to personal business. This also maintains the chain of communication and archive for incoming trusted servants. Any emails regarding Regional business that is sent to personal accounts must be forwarded to the relevant region account with original sender cc'd in.

All Admin committee members are required to sign the Misappropriation Policy document. (Appendix 13)

Guidance sheets for roles in Admin committee to be created (if need be) and updated by Admin committee members in each role, to facilitate smooth transitions after elections. These will include any login details that the service position has been signed up to, dates for when items should occur and where the records can be accessed. They will be kept by Resource (except for passwords), and the individual service position.

## What is the role of the Chairperson?

The Chairperson facilitates and coordinates the agenda for the RSC and ensures that the meeting takes place at an appropriate time and venue. The Chairperson ensures that discussion, decision-making, and voting all take place according to the procedures and current ratified guidelines. They aim to ensure that each agenda item receives the appropriate attention and time allocation. Whilst all NA members are encouraged to attend the RSC, priority to speak may be given in the following order: RCMs; Subcommittee Chairs; the RSC Admin committee; Observers (at the discretion of the RSC members). The breadth of NA’s services and the issues dealt with by the RSC, often merit more resources and time that are available. This may mean that discussion on some subjects is prioritised meaning the postponement of others. The Chairperson must somehow find a balance. The RSC Chair does not make or second motions but may entertain a motion; which means, the Chair can suggest ideas that might move things forward.

### What are the requirements of the Chairperson?

All candidates for the role must:

* Have a minimum of 5 years continuous clean time on the day of the election.
* Have served a full term in an NA service committee at ASC, RSC, subcommittee, etc. level.
* Have worked, and be working, the 12 steps of NA.
* Have a working knowledge of the 12 traditions and 12 concepts of NA.
* Declare any possible conflicts of interest that may arise while undertaking this role (See Appendix 16).

### What are the duties of the Chairperson?

Duties include:

* Attending each Regional Service Committee Meeting (2 days).
* Attending each Admin Committee meeting, between each RSC (video conference approximately 2 hours).
* Preparing for and participating in RSC business by reading all relevant reports and any associated documentation that supports the fulfilment of the role.
* Communicating regularly with members of the Admin Committee using agreed channels.
* Conducting the RSC meetings.
* Remaining neutral during the decision-making process.
* Avoid bringing personal opinions to the discussion.
* Working to establish and maintain a respectful atmosphere during all aspects and discussions of RSC business.
* Preparing and distributing the agenda just before the RSC.
* Being a point of contact for ASCs and RCMs.
* Using the UKNA generic email address assigned to this position for all RSC business.
* Establishing and safely maintaining “back-up” copies of all RSC records, for the role, in Cloud storage.
* Updating or creating a service guidance sheet for the role.

The Chairperson acts as a facilitator at the RSC meeting and ensures that appropriate guidelines, policies, traditions, and concepts are followed. They also act as a point of contact between the RSC and the wider fellowship. If an area is not represented at two consecutive RSCs, then the chair should attempt to contact that area.

In the absence of a vice-chair of the RSC, the chair will fulfil the duties of the Vice-chair with regards to the Subcommittees, and the Admin committee meetings.

In the situation of an Admin committee member being temporarily absent it is the responsibility of the chair to find a suitable candidate, initially from the Admin committee. If a suitable candidate cannot be found, then one may be sought from the wider fellowship, following concept 4. This proposal will be put to the RCMs (through Resource) prior to Region, for approval.

### Questions before the election of Chairperson

Prior to being elected, the candidate should answer the following questions:

* Do you meet the requirements, and are able to fulfil the duties of this role?
* Are you willing to have your personal contact details shared with relevant 3rd parties?
* Have you fulfilled and completed all your previous service commitments?
* What other service positions do you hold?
* Have you read, understood, and are willing to sign the Region’s Misappropriation Policy document?
* Are you willing to become a signatory to the UKNA bank account and are you able to provide or obtain the necessary documentation to do so?
* Do you have an understanding and working knowledge of CBDM, as used at Region?

## What is the role of the Vice-Chairperson?

The Vice Chairperson supports the Chairperson, fulfilling the Chair’s duties at Region if the Chairperson cannot attend. The Vice Chairperson assists in the arrangements regarding the RSC and the Admin Committee. The primary responsibility of the Vice Chairperson is as a single point of contact for the RSC subcommittees. When an active subcommittee has no Chair or Vice-chair, the Vice-chair of the RSC will act as the Chair of that subcommittee where practicable. Whilst acting as the Chair of a subcommittee they will perform all duties of that role.

### What are the requirements of the Vice-Chairperson?

All candidates for the role must:

* Have a minimum of 4 years continuous clean time on the day of the election.
* Have served a full term in an NA service committee at ASC level or ASC, RSC, subcommittee, etc. level.
* Have worked, and be working, the 12 steps of NA.
* Have a working knowledge of the 12 traditions and 12 concepts of NA.
* Declare any possible conflicts of interest that may arise while undertaking this role (See Appendix 16).

### What are the duties of the Vice-Chairperson?

Duties include:

* Attending each Regional Service Committee Meeting (2 days).
* Attending each Admin Committee meeting, between each RSC (video conference approximately 2 hours).
* Preparing for and participating in RSC business by reading all relevant reports and any associated documentation that supports the fulfilment of role.
* Communicating regularly with members of the Admin Committee using agreed channels.
* Assisting the Chairperson in facilitating the RSC meetings, and facilitating the RSC in the Chairperson’s absence.
* Working to establish and maintain a respectful atmosphere during all aspects and discussions of RSC business.
* Remaining neutral during the decision-making process.
* Facilitating the Admin Committee meetings.
* Preparing and distributing the agenda for the Admin Committee meetings.
* Facilitating the communication amongst the Admin committee members between RSC meetings.
* Keeping in regular contact with the Chairpersons of each Subcommittee, to stay informed of their projects and challenges.
* Attending Subcommittee meetings whenever requested by the RCMs or the Subcommittee.
* Helping to find solutions with Subcommittees, when approached, if disputes arise within a Subcommittee, or between Subcommittees.
* Using the UKNA generic email address attached to this position for all RSC business.
* Establishing and safely maintaining “back-up” copies of all RSC records, for the role, in Cloud storage.
* Updating or creating a service guidance sheet for the role.

### Questions before the election of Vice Chairperson

Prior to being elected, the candidate should answer the following questions:

* Do you meet the requirements, and are able to fulfil the duties of this role?
* Are you willing to have your personal contact details shared with relevant 3rd parties?
* Have you fulfilled and completed all your previous service commitments?
* What other service positions do you hold?
* Have you read, understood, and are willing to sign the Region’s Misappropriation Policy document?
* Are you willing to become a signatory to the UKNA bank account and are you able to provide or obtain the necessary documentation to do so?
* Are you willing to support, and if necessary, attend the Region’s Subcommittee meetings?

## What is the role of the Treasurer?

The Treasurer’s position carries a great deal of responsibility since the RSC’s bank account will turnover in excess of £50,000 per annum. This entails considerable administration and requires skill and experience. The Treasurer can to some extent share this with an elected Vice Treasurer and support their growth into the role. The Treasurer keeps track of the income and expenditure of the RSC.

The Treasurer reports to the RSC on the state of RSC funds and highlights anything requiring attention. This information leads to increased consciousness of the importance of maintaining an adequate flow of funds for NA’s services, as well as improved capabilities for deciding how to best allocate resources. RCMs pass on this information to their ASCs so that Groups are aware of how their financial donations are used to further the primary purpose.

### What are the requirements of the Treasurer?

All candidates for the role must:

* Have a minimum of 5 years continuous clean time on the day of the election.
* Have served a full term in an NA service committee at ASC level or ASC, RSC, subcommittee, etc. level.
* Have worked, and be working, the 12 steps of NA.
* Have a working knowledge of the 12 traditions and 12 concepts of NA.
* Declare any possible conflicts of interest that you may have in this role (See Appendix 16).
* Not be an un-discharged bankrupt.
* Sign the Misappropriation Policy.
* Have photo ID recognised by banks.
* Have internet access (for online banking).
* Have access to MS Excel or similar computer programme.

### What are the duties of the Treasurer?

Duties include:

* Attending each Regional Service Committee Meeting (2 days).
* Attending each Admin Committee meeting, between each RSC (video conference approximately 2 hours).
* Preparing for and participating in RSC business by reading all relevant reports and any associated documentation that supports the fulfilment of role.
* Communicating regularly with members of the Admin Committee using agreed channels.
* Keeping accurate records of RSC finances.
* Being a signatory to UKRSC bank accounts.
* Providing a full financial report at the beginning of RSC meeting and a report at the close of business.
* Ensuring that RSC financial commitments are met. This includes but is not limited to donations to Subcommittees; NA World Services; European Delegates Meeting; RSC Venue rents, and expenses for Admin Committee members.
* Collecting contributions and deposit them into a bank account within 7 working days of receipt.
* Keeping an up-to-date contact sheet of all Subcommittee signatories.
* Advising and assisting Subcommittees and ASCs in financial matters as required or requested.
* Providing any financial information requested by RSC members.
* Providing a full end-of-year financial report including charts.
* Providing a cash-flow forecast at the January RSC every year.
* Making available all current financial records, bank statements & cheque records at each RSC meeting.
* Managing multiple accounts.
* Reconciling the bank account every 2 months.
* Analysing and summarising submitted financial requests and reports if considered necessary, to aid RCMs understanding of such.
* Using the UKNA generic email address assigned to this position for all RSC business.
* Establishing and safely maintaining “back-up” copies of all RSC records, for the role, in Cloud storage.
* Updating or creating a service guidance sheet for the role.

### Questions before the election of Treasurer

Prior to being elected, the candidate should answer the following questions:

* Do you meet the requirements, and are able to fulfil the duties of this role?
* Are you willing to have your personal contact details shared with relevant 3rd parties?
* Have you fulfilled and completed all your previous service commitments?
* What other service positions do you hold?
* Have you read, understood, and are willing to sign the Region’s Misappropriation Policy document?
* Have you held the vice position for this post? If not, do you have an accounting or bookkeeping background? If not, have you held a treasury position at Area or Subcommittee level?
* Would you be willing to act as an independent examiner of the RSC accounts?
* Have you ever been declared bankrupt? If so, is this discharged?
* Have you any outstanding financial County Court Judgements?

## What is the role of the Vice-Treasurer?

The Vice Treasurer’s role is to assist and support the Treasurer in all duties. The Vice-Treasurer may stand in for the Treasurer if necessary. The main role of the Vice-Treasurer is to learn the role of Treasurer with a view to standing for election, to become the Treasurer.

It is important that the Vice-Treasurer can produce financial reports and use Excel spreadsheets (or equivalent). However, much of their learning will be through assisting the Treasurer. It is not vital for the Vice-Treasurer to have a financial background.

### What are the requirements of the Vice-Treasurer?

All candidates for this role must:

* Have a minimum of 4 years continuous clean time on the day of the election.
* Have served a full term in an NA service committee at ASC level or ASC, RSC, subcommittee, etc. level.
* Have worked, and be working, the 12 steps of NA
* Have a working knowledge of the 12 traditions and 12 concepts of NA.
* Declare any possible conflicts of interest that you may have in this role (See Appendix 16).
* Not be an un-discharged bankrupt.
* Sign the Misappropriation Policy.
* Have photo ID recognised by banks.
* Have internet access (for online banking).
* Have access to MS Excel or similar computer programme.

### What are the duties of the Vice-Treasurer?

Duties include:

* Attending each Regional Service Committee Meeting (2 days).
* Attending each Admin Committee meeting, between each RSC (video conference, approximately 2 hours).
* Preparing for and participating in RSC business by reading all relevant reports and any associated documentation that supports the fulfilment of role.
* Communicating regularly with members of the Admin Committee using agreed channels.
* Liaising with subcommittees on financial matters.
* Being a signatory to UKRSC bank accounts.
* Authorising payments, in conjunction with the Treasurer.
* Counter checking all payments received by the RSC.
* Using the UKNA generic email address assigned to this position for all RSC business.
* Establishing and safely maintaining “back-up” copies of all RSC records, for the role, in Cloud storage.
* Updating or creating a service guidance sheet for the role.

### Questions before the election of Vice Treasurer

Prior to being elected, the candidate should answer the following questions:

* Do you meet the requirements, and are able to fulfil the duties of this role?
* Are you willing to have your personal contact details shared with relevant 3rd parties?
* Have you fulfilled and completed all your previous service commitments?
* What other service positions do you hold?
* Have you read, understood, and are willing to sign the Region’s Misappropriation Policy document?
* Have you ever been declared bankrupt? If so, is this discharged?
* Have you any outstanding financial County Court Judgements?

## What is the role of the Secretary?

The Secretary takes the minutes of the formal proceedings of the RSC. The Secretary must collate the minutes, any necessary additional information or reports, and any amendments to the minutes that may arise. A set of minutes and attachments is emailed to Resources within two weeks after the RSC meeting.

Whilst the Secretary produces the minutes, Resources are responsible for distributing the minutes and any supporting documentation.

### What are the requirements of the Secretary?

All candidates for the role must:

* Have a minimum of 3 years continuous clean time on the day of the election.
* Have served a full term in an NA service committee at ASC level or ASC, RSC, subcommittee, etc. level.
* Have worked, and be working, the 12 steps of NA.
* Have a working knowledge of the 12 traditions and 12 concepts of NA.
* Be able to take clear and accurate minutes.
* Declare any possible conflicts of interest that may arise while undertaking this role (See Appendix 16).

### What are the duties of the Secretary?

Duties include:

* Attending each Regional Service Committee Meeting (2 days).
* Attending each Admin Committee meeting, between each RSC (video conference, approximately 2 hours).
* Preparing for and participating in RSC business by reading all relevant reports and any associated documentation that supports the fulfilment of role.
* Communicating regularly with members of the Admin Committee using agreed channels.
* Proofreading minutes before distribution.
* Sending the minutes to Admin Committee by noon on the second Saturday after the RSC.
* Any amendments to be completed and sent to Resource within 15 days after the RSC meeting.
* Taking clear, accurate minutes of Admin Committee meetings (in the absence of a Vice Secretary).
* Distributing Admin Committee minutes to Admin committee members within 1 week (in the absence of a Vice Secretary).
* Using the UKNA generic email address assigned to this position for all RSC business.
* Establishing and safely maintaining “back-up” copies of all RSC records, for the role, in Cloud storage.
* Updating or creating a service guidance sheet for the role.

In the absence of Resource and Vice Resource, the secretary should keep and update contact list and distribute the minutes accordingly.

In the event of an amendment being requested at Region for the minutes, this will take place as soon as is practical. These minutes may then be distributed as approved.

In the event of it not being possible to amend the minutes to the satisfaction of the participants, the minutes will be marked as approved except the section(s) highlighted as ‘unable to be approved’.

In both of these cases, these minutes need to be emailed to Resources within two weeks after the RSC meeting at which the amendment was requested.

### Questions before the election of Secretary

Prior to being elected, the candidate should answer the following questions:

* Do you meet the requirements, and are able to fulfil the duties of this role?
* Are you willing to have your personal contact details shared with relevant 3rd parties?
* Have you fulfilled and completed all your previous service commitments?
* What other service positions do you hold?
* Have you read, understood, and are willing to sign the Region’s Misappropriation Policy document?

## What is the role of the Vice Secretary?

The Vice Secretary’s role is to support the Secretary and to learn the role of Secretary. The Vice Secretary stands in for the Secretary in the Secretary’s absence.

### What are the requirements of the Vice Secretary?

All candidates for the role must:

* Have a minimum of 2 years continuous clean time on the day of the election.
* Have served a full term in an NA service committee at ASC level or ASC, RSC, subcommittee, etc. level.
* Have worked, and be working, the 12 steps of NA.
* Have a working knowledge of the 12 traditions and 12 concepts of NA.
* Be able to take clear and accurate minutes.
* Declare any possible conflicts of interest that may arise while undertaking this role (See Appendix 16).

### What are the duties of the Vice Secretary?

Duties include:

* Attending each Regional Service Committee Meeting (2 days).
* Attending each Admin Committee meeting, between each RSC (video conference, approximately 2 hours).
* Preparing for and participating in RSC business by reading all relevant reports and any associated documentation that supports the fulfilment of role.
* Communicating regularly with members of the Admin Committee using agreed channels.
* Taking clear, accurate minutes of Admin Committee meetings.
* Supporting the secretary in taking clear, accurate minutes of the RSC meeting.
* Proofreading admin committee minutes before distribution, within 1 week of the meeting.
* Forwarding completed minutes to resource for archiving. (In the event of an amendment being requested for the Admin minutes, this will take place as soon as is practical. These minutes will then be re-distributed to the Admin Committee.)
* Using the UKNA generic email address assigned to this position for all RSC business.
* Establishing and safely maintaining “back-up” copies of all RSC records, for the role, in Cloud storage.
* Updating or creating a service guidance sheet for the role.

### Questions before the election of Vice Secretary

Prior to being elected, the candidate should answer the following questions:

* Do you meet the requirements, and are able to fulfil the duties of this role?
* Are you willing to have your personal contact details shared with relevant 3rd parties?
* Have you fulfilled and completed all your previous service commitments?
* What other service positions do you hold?
* Have you read, understood, and are willing to sign the Region’s Misappropriation Policy document?

## What is the role of the Resource?

The role of Resource is to facilitate communication, and source information both within the RSC and between Region and the ASCs.

### What are the requirements of the Resource?

All candidates for the role must:

* Have a minimum of 3 years continuous clean time on the day of the election.
* Have served a full term in an NA service committee at ASC level or ASC, RSC, subcommittee, etc. level.
* Have worked, and be working, the 12 steps of NA.
* Have a working knowledge of the 12 traditions and 12 concepts of NA.
* Declare any possible conflicts of interest that may arise while undertaking this role (See Appendix 16).
* Have experience with preparing reports, group emails and cloud storage.

### What are the duties of the Resource?

Duties include:

* Attending each Regional Service Committee Meeting (2 days).
* Attending each Admin Committee meeting, between each RSC (video conference, approximately 2 hours).
* Preparing for and participating in RSC business by reading all relevant reports and any associated documentation that supports the fulfilment of role.
* Communicating regularly with members of the Admin Committee using agreed channels.
* Assisting at Region by providing information that may aid RCMs in their decision-making process. Specifically: any conflicts that debate may highlight with previous decisions, Region’s guidelines, or the Traditions and Concepts of NA.
* Sending sufficient reminder of the Pre-region report deadline.
* Collating and electronically distributing the pre-region and post-region report, and any supporting documentation.
* Updating and archiving the Regional Policy log.
* Updating the UKNA RSC guidelines at each region.
* Preparing an action list with motions, actions, and guidelines for consideration to be sent to the body at the close of business each region.
* Emailing the Welcome to Region pack to new RSC members, and when otherwise requested.
* Collating and distributing a document detailing ‘service positions vacant at Region’, both electronically and on ukna.org. This is to be accompanied by the roles and requirements for each position (to be sent one month prior to the region at which the elections will be held.)
* Using the UKNA generic email address assigned to this position for all RSC business.
* Responding to emails sent to the resource email address either directly, or by forwarding to the relevant point of contact.
* Facilitating the use of the printer by the Admin committee, at appropriate times.
* Updating the Regional meeting calendar on ukna.org.
* Updating or creating a service guidance sheet for the role.
* Managing and safely maintaining the Region’s database in cloud storage systems, including:
	+ Historical Regional motions and policies.
	+ Updated subcommittee guidelines.
	+ Archive of Regional business e.g. old minutes, old reports, guidelines.
	+ The back-up of Treasurer’s records.
	+ The Region’s contact database, within data protection guidelines.

### Questions before the election of Resource

Prior to being elected, the candidate should answer the following questions:

* Do you meet the requirements, and are able to fulfil the duties of this role?
* Are you willing to have your personal contact details shared with relevant 3rd parties?
* Have you fulfilled and completed all your previous service commitments?
* What other service positions do you hold?
* Have you read, understood, and are willing to sign the Region’s Misappropriation Policy document?

## What is the role of the Vice Resource?

The role of Vice Resource is to both share and learn the Resource commitment.

### What are the requirements of the Vice Resource?

All candidates for the role must:

* Have a minimum of 2 years continuous clean time on the day of the election.
* Have served a full term in an NA service committee at ASC level or ASC, RSC, subcommittee, etc. level.
* Have worked, and be working, the 12 steps of NA.
* Have a working knowledge of the 12 traditions and 12 concepts of NA.
* Declare any possible conflicts of interest that may arise while undertaking this role (See Appendix 16).

### What are the duties of the Vice Resource?

Duties include:

* Attending each Regional Service Committee Meeting (2 days).
* Attending each Admin Committee meeting, between each RSC (video conference, approximately 2 hours).
* Preparing for and participating in RSC business by reading all relevant reports and any associated documentation that supports the fulfilment of role.
* Communicating regularly with members of the Admin Committee using agreed channels.
* Assisting Resource in fulfilling their commitment.
* Learning Resource commitment.
* Standing in for Resource if they are unable to perform their duties.
* Updating or creating a service guidance sheet for the role.
* Using the UKNA generic email address attached to this position for all RSC business.
* Managing and safely maintaining the Region’s database in cloud storage systems, including:
	+ Historical Regional motions and policies.
	+ Updated subcommittee guidelines.
	+ Archive of Regional business e.g. old minutes, old reports, guidelines.
	+ The back-up of Treasurer’s records.
	+ The Region’s contact database, within data protection guidelines.

### Questions before the election of Vice Resource

Prior to being elected, the candidate should answer the following questions:

* Do you meet the requirements, and are able to fulfil the duties of this role?
* Are you willing to have your personal contact details shared with relevant 3rd parties?
* Have you fulfilled and completed all your previous service commitments?
* What other service positions do you hold?
* Have you read, understood, and are willing to sign the Region’s Misappropriation Policy document?

## What is the role of the Regional Delegate (RD)?

The Regional Delegate is the main point of contact between the UKNA community, NA World Services and the European Delegates Meeting which is a Zonal Forum. The RD provides the UK RSC with information on current NA World and NA European projects, initiatives, and NA related news. The RD offers local UKNA perspective, and experience to the work of NA World Services, and the European Delegates Meeting.

The RD carries the conscience of the UKNA fellowship to the European Delegates Meeting, and to the NA World Service Conference. There are times when the RD must vote as a trusted servant of the Region; their decision, reasoning, and vote will be included in their report to the RSC. There are times when the RD will need to take an issue back to local UKNA fellowship, via Region and RCMs, if they judge that a broader discussion is required. The RD will participate in many small group discussions and workshops at EDM and WSC. The RD will learn how to facilitate these activities for the benefit of the UKNA community and will facilitate workshops at the RSC.

The RD may, upon request, visit an ASC to discuss matters affecting or concerning them. The RD can answer questions about the RSC, the World Service Conference, or the European Delegates Meeting to help ASCs form a conscience on matters affecting NA. This would usually be funded by the ASC making the request. If the ASC is below its prudent reserve and provided the RSC is above its prudent reserve, a request for financial assistance will be considered at Region prior to attendance. The request for financial assistance must be submitted to the regional treasurer at least two weeks before an RSC meeting.

The RD works closely with members of the RSC and provides experience concerning the 12 traditions and 12 Concepts of service of Narcotics Anonymous. RDs may participate in World Service Conference committees. RDs communicate regularly with the World Board, NAWS and EDM.

The RD consults with the Alt RD, asking for a different perspective on the issues at hand. The RD supports the Alt RD in learning about the role, through sharing the workload.

Any candidates for this position must be able to gain the necessary documentation for travel i.e. passport, visas, etc.
The RD is responsible for budgeting for all travel expenses for both the RD and Alt RD, in consultation with the Regional Treasurer. In the absence of a vice chair at the RSC, the RD will fulfil the additional duties of the Vice Chair during the meeting.

The role of the RD requires considerable NA experience; therefore, an Alternate Regional Delegate is also elected to support them in this role.

### What are the requirements for the Regional Delegate?

All candidates for the role must:

* Have a minimum of 6 years continuous clean time on the day of the election.
* Have served a full term in an NA service committee at ASC level or below.
* Have worked, and be working, the 12 steps of NA.
* Have a working knowledge of the 12 traditions and 12 concepts of NA.
* Declare any possible conflicts of interest that may arise while undertaking this role. (See Appendix 16)
* Have, or be able to obtain, the necessary travel documentation including a passport, and a US travel visa.

### What are the duties of the Regional Delegate?

Duties include:

* Attending each Regional Service Committee Meeting (2 days).
* Attending each Admin Committee meeting, between each RSC (video conference, approximately 2 hours).
* Preparing for and participating in RSC business by reading all relevant reports and any associated documentation that supports the fulfilment of role.
* Communicating regularly with members of the Admin Committee using agreed channels.
* Attending the World Service Conference (7 days, currently in the USA) as a seated Delegate.
* Attending the European Delegates Meeting (4 days, held in various European cities) twice a year.
* Providing an electronic, written and verbal report for each RSC.
* Providing an electronic, written and verbal report for each EDM and WSC on behalf of the UK Region.
* Making themselves available to UK ASCs requesting assistance (wherever possible).
* Facilitating workshops at the RSC when required.
* Taking the lead in all matters with regards to this role, including financial matters.
* Using the UKNA generic email address assigned to this position for all RSC business.
* Establishing and safely maintaining “back-up” copies of all RSC records, for the role, in Cloud storage.
* Updating or creating a service guidance sheet for the role.

### Questions before the election of Regional Delegate

Prior to being elected, the candidate should answer the following questions:

* Do you meet the requirements, and are able to fulfil the duties of this role?
* Are you willing to have your personal contact details shared with relevant 3rd parties?
* Have you fulfilled and completed all your previous service commitments?
* What other service positions do you hold?
* Have you read, understood, and are willing to sign the Region’s Misappropriation Policy document?
* Are you willing to become a signatory to the UKNA bank account and are you able to provide or obtain the necessary documentation to do so?

## What is the role of the Alternate Regional Delegate?

The Alternate Regional Delegate (Alt RD) works closely with the RD and fully participates in the RSC and Admin Committee meetings. The Alt RD attends the EDM and World Service Conference (subject to the RCMs budgetary approval). However, the Alt RD is a non-voting participant when the RD is present. The RD consults with the Alt RD, asking for a different perspective on the issues at hand. The RD supports the Alt RD in learning about the role, through sharing the workload.

The Alt RD would be expected to fulfil the RDs role if the RD cannot attend to any of their duties.

At the end of their term, Alt RDs are likely to be the RSC’s most promising candidate for RD.

### What are the requirements of the Alternate Regional Delegate?

All candidates for the role must:

* Have a minimum of 4 years continuous clean time on the day of the election.
* Have served a full term in an NA service committee at ASC level or below.
* Have worked, and be working, the 12 steps of NA.
* Have a working knowledge of the 12 traditions and 12 concepts of NA.
* Declare any possible conflicts of interest that may arise while undertaking this role (See Appendix 16).
* Have, or be able to obtain the necessary travel documentation including a passport, and a US travel visa

### What are the duties of the Alternate Regional Delegate?

Duties Include:

* Attending each Regional Service Committee Meeting (2 days).
* Attending each Admin Committee meeting, between each RSC (video conference, approximately 2 hours).
* Preparing for and participating in RSC business by reading all relevant reports and any associated documentation that supports the fulfilment of role.
* Communicating regularly with members of the Admin Committee using agreed channels.
* Assisting the RD in fulfilling their duties and in so doing gain the experience of that service position.
* Attending the World Service Conference (7 days, currently in the USA) as a seated Delegate.
* Attending the European Delegates Meeting (4 days, held in various European cities) twice a year.
* Assisting the RD in preparing an electronic, written and verbal report for each RSC.
* Assisting the RD in preparing an electronic, written and verbal report for each EDM and WSC on behalf of the UK Region.
* Using the UKNA generic email address assigned to this position for all RSC business.
* Establishing and safely maintaining “back-up” copies of all RSC records, for the role, in Cloud storage.
* Updating or creating a service guidance sheet for the role.

### Questions before the election of Alternate Regional Delegate

Prior to being elected, the candidate should answer the following questions:

* Do you meet the requirements, and are able to fulfil the duties of this role?
* Are you willing to have your personal contact details shared with relevant 3rd parties?
* Have you fulfilled and completed all your previous service commitments?
* What other service positions do you hold?
* Have you read, understood, and are willing to sign the Region’s Misappropriation Policy document?

# The Regional Subcommittees

General guidelines for all Regional Subcommittees:

All UK RSC Subcommittees report to and are accountable to the RSC. Each Subcommittee must be committed to being transparent, and to communicating with the groups on the work that is being done on their behalf, and with their funds. Each subcommittee should have a mission statement, and outline of goals that meet the needs of the individual addicts they represent. These goals should be updated yearly and each report to the RSC should communicate actions and progress on these goals. The RCMs share this information with the wider fellowship, keeping the lines of communication open, and ensuring that the subcommittees remain connected to the groups who fund them.

RCMs will communicate to the UKNA regional subcommittees any concerns or questions they have and may direct them to make changes to goals, structure, or financial issues based on the conscience of their areas, which will form the conscience of the RSC.

Where the UKNA RSC, UKNA Subcommittees and the Ad-hoc Committees have overlapping issues, the RSC Guidelines take precedence.

All UK RSC subcommittees’ accounts will be examined at least once a year by the treasurer or vice-treasurer of the RSC. The Treasurer will undertake a brief examination of two months financials, and should further scrutiny be indicated, a full examination will take place. This will be carried out by the treasurer, with the cooperation of the subcommittee treasurer. Should the subcommittee accounts require explanation to the body, a minimum of four weeks’ notice will be given prior to the RSC meeting that records will be brought to. This will be brought by the Chair of the subcommittee; however, the treasurer of the subcommittee may be required to attend to explain the accounts – the Treasurer’s attendance would be paid for by Region.

All those handling monies on behalf of the RSC, or subcommittees, sign a misappropriation policy form - a hard copy of this document will be filed by Resource. To ensure that the accounts are auditable, all transactions involving goods that have been bought or sold either through Region or the subcommittees will be detailed in that committees’ receipt book. This must, as a minimum, include the amounts sold, dates, and by whom. For all donations, of goods bought or sold, a receipt will be provided with the items and value thereof, date of donation, the purpose of donation, and contact details of who it was donated to. A copy of the minutes that detail the authorisation of the donation must be available upon request.

Adapted from the Guide to Local Services

The balance between accountability and delegation is a delicate one. If a regional committee exerts too much control over its subcommittees, those subcommittees will not be able to serve well. If the Region delegates too much authority to its subcommittees, on the other hand, the regional committee will not be able to account fully for itself to the groups it serves. A Region should pay careful attention to the Twelve Concepts, especially Concept Five, when creating subcommittees, giving them sufficient liberty to serve freely while still maintaining their accountability.

## How are new or previously folded Subcommittees formed?

Subcommittees are formed when a proposal is brought to Region, and the RCMs come to a consensus to form that committee. It is then sent out to the fellowship that the position of Chair of the said subcommittee is open, and that interested parties will need to attend Region to stand for election (guidelines detailing the roles and responsibilities may be requested from Resource). Once elected the new Chair will form a subcommittee and the treasurer, vice chair, and updated guidelines will be brought to Region to be ratified. For further information on this timeline, see appendix 6 – bids for UKCNA

## What are the requirements of all Subcommittees?

Subcommittee members have responsibilities with regard to Region, in addition to those that allow them to fulfil their role within the subcommittee. This is a broad outline of these duties.

* Subcommittees need to have their Chair, Vice-Chair and Treasurer ratified at Region within two Regions of being elected.
* Subcommittees need to ensure that current guidelines are held by the subcommittee and by resources. Any changes to guidelines must be ratified by Region before they are implemented. Regional guidelines supersede any subcommittee guidelines.
* Subcommittees must communicate their vision, and mission statements to Region and report on progress on these.
* Subcommittees must submit an annual budget for each March Region.
* Subcommittees need to communicate with area subcommittees that fulfil the same duties at an area level.
* Subcommittees are required to communicate with each other between regions where necessary.
* All signatories on Subcommittee bank accounts must have signed the Misappropriation Policy document.
* Subcommittee bank accounts must have at least 2 signatories on a complex mandate. One of which must the regional treasurer or vice treasurer.
* To ensure that the accounts are auditable, all transactions involving goods that have been bought or sold either through the subcommittees will be detailed in that committees’ receipt book. This must, as a minimum, include the amounts sold, dates, and by whom. For all donations, of goods bought or sold, a receipt will be provided with the items and value thereof, date of donation, the purpose of donation, and contact details of who it was donated to. A copy of the minutes that detail the authorisation of the donation must be available upon request.
* Subcommittees fund their Chair (or in absence of the chair, vice chair) to attend Region for the full agenda.
* Subcommittees must submit a bimonthly report to the Region – This takes three forms: electronic, verbal and printed.

All Subcommittees must send the electronic report by noon 7 days before Region to **resource@ukna.org**.

There is a suggested report template in Appendix 11, it is not a Region directive that subcommittees use this template, but any report does need to include all the information listed there. 20 minutes is allowed for each subcommittee report presentation and Q&A session unless otherwise requested.

## What is the role of Subcommittee Chairs?

Subcommittee Chairs need to present themselves at Region within two regions of their election, for ratification. When being ratified a Subcommittee Chair needs to bring a plan of action for their subcommittee.

Subcommittees are required to attend region for two days. They are encouraged to fully participate in all discussions and share their valued experience.

### What are the duties of Subcommittee Chairs?

Duties include:

* Attending each Region for the full two-day agenda.
* Communicating the subcommittee’s vision, and mission statements to Region and reporting on progress on these.
* Distributing an appropriate number of copies of the report to attendees as detailed in the pre-region mail out.
* Presenting a verbal summary of their report at the RSC meeting.
* 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 secondary 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).
* Ensuring compliance with applicable NA World Services guidelines except where these guidelines have been modified with the approval of the RSC.
* Supplying Resource, and the Helpline/Website committee with an up to date contact list for the Chair, Vice Chair, and Treasurer.

Expected Subcommittee Chair clean time: 5 years.

### Questions before ratification of Subcommittee Chair

Prior to being ratified, the candidate should answer the following questions:

* Do you have an understanding and working knowledge of the 12 Steps, Traditions & Concepts of Narcotics Anonymous?
* Do you understand your subcommittee’s guidelines?
* Do you understand these guidelines?
* 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.
* Would you have any conflicts of interests carrying out this role? What is your understanding of what this means?
* Have you fulfilled all your previous service commitments?
* Have you read, understood, and are willing to sign the Region’s Misappropriation Policy document?
* What other service positions do you hold?
* 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?
* Do you commit to attending each RSC for two full days during your term of service, should you be required to do so in the absence of the chair?
* Do you commit to fulfilling all the duties listed in your subcommittee guidelines and the regional guidelines?

## What is the role of Subcommittee Vice Chairs?

Subcommittee Vice Chairs are to attend Region when the Chair cannot attend. They must attend Region to be ratified within two regions of being elected.

### What are the duties of Subcommittee Vice Chairs?

Duties include:

* In the absence of the chair, attend each Region for the full two-day agenda.
* In the absence of the chair, communicate the subcommittee’s vision, and mission statements to Region and reporting on progress on these.
* 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 secondary 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).
* In the absence of the chair, ensure compliance with applicable NA World Services guidelines except where these guidelines have been modified with the approval of the RSC.
* In the absence of the chair, supply Resource, and the Helpline/Website committee with an up to date contact list for the Chair, Vice Chair, and Treasurer.

Expected Subcommittee Vice Chair clean time 4 years.

### Questions before ratification of Subcommittee Vice Chair

Prior to being ratified, the candidate should answer the following questions:

* Do you have the time and resources necessary to be able to be sponsored into the role of the chair?
* In the absence of the chair are you able to fulfil the duties of the chair as listed above?

## What is the role of Subcommittee Treasurers?

Subcommittee treasurers attend Region to be ratified within two Regions of being elected.

### What are the duties of Subcommittee Treasurers?

Duties include:

* Providing full financial reports using the suggested template in Appendix 12 that should include all incomings and outgoings.
* Communicating frequently and transparently with the 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.

### Questions before ratification of Subcommittee Treasurers

* Have you served as Vice Treasurer for this subcommittee?
* If not, do you have an accounting background?
* If not, have you held a treasury position at Area/ Subcommittee level?
* Has all the information, accounts, bank statements and chequebook been handed over to you?
* Has a new mandate been submitted to the bank?
* Has the Treasurer’s template been handed over to you?
* Are you familiar with Microsoft Excel or a similar computer programme?
* Have you read and signed the UK RSC Misappropriation Policy? (Appendix 13)
* If you encounter any problems while holding this position, are you willing to ask for help?
* Are you aware of the Regions Travel and Subsistence Policy and are willing to be guided by it in administering your subcommittee’s expenses? (Appendix 14)

## What is the role of the UK Hospitals and Institutions Committee (UK H&I)?

***(Awaiting updated subcommittee guidelines before possible amendment and ratification of this section)***

Aims and Objectives

* To work towards the ultimate goal of H&I work as defined in the World Service Conference Hospitals and Institutions Handbook: to carry the NA message of recovery to any addict whose attendance at regular NA meetings is restricted.
* To communicate with Groups, Area H&I, NAWS H&I and other Region H&I workers; with the RSC; and with other organisations outside NA.
* To be a central resource for H&I workers at Group, Area and Regional levels, supplying information, resources, people and training.
* To collate best practices from NA H&I work worldwide and communicate them to H&I workers in the UK.
* To support Areas in their H&I work, especially where the local H&I function is weak or non-existent.
* To act at all times in accordance with the 12 Traditions and 12 Concepts of Narcotics Anonymous, the UKNA RSC guidelines, and the World Service Conference H&I Handbook.

"Whenever possible, direct services should be administered by Area Service Committees"

(Narcotics Anonymous Guide to Local Services)

## What is the role of the UK Public Information Committee (UKPI)?

***(Awaiting updated subcommittee guidelines before possible amendment and ratification of this section)***

Aims and Objectives

* To inform the public that recovery is available in NA; responding effectively to requests for information from the public and the media.
* To communicate with Group, Area PI, World and other Region PI workers; with the UK Regional Service Committee; and with other fellowships.
* To reach out to and build working relationships with Government, media, and professionals at a national level.
* To be a central resource for PI workers at Group, Area, and Regional levels, supplying information, collateral, people, and training.
* To collate best practices from NA PI work worldwide and communicate them to PI workers in the UK.
* To support Areas in their PI work, especially where the local PI function is weak, or non-existent.
* To act at all times in accordance with the 12 Traditions and 12 Concepts of Narcotics Anonymous, the UKNA RSC guidelines, and the Guide to Public Information.

"Whenever possible, direct services should be administered by Area Service Committees"

(Narcotics Anonymous Guide to Local Services)

## What is the role of the UK Service Office (UKSO)?

***(Awaiting updated subcommittee guidelines before possible amendment and ratification of this section)***

The UKSO coordinates the sale of literature and merchandise, of which an appropriate stock is maintained at the office. The UKSO provides the services of a stable office location and address, with appropriate equipment. This office must be regularly attended by the special workers and the committee members in order to deal with service queries and coordinate an appropriate response by the relevant NA committee. This allows the Helpline, a distinct service, to concentrate on providing 12th step service to the suffering addict or those close to the addict.

On behalf of the RSC, UKSO sends out starter packs of NA literature for new NA meetings in isolated areas. The UKSO liaises with the World Service Office, receives, and disseminates information to the fellowship via the RSC. The UKSO coordinates the collection of information about meetings in the UK and prints the UK Where to Find meeting list.

The services that UKSO provides are paid for by a margin on the cost of the literature and merchandise, which it obtains. The costs of purchase, storage, distribution and the office costs are added to the cost of the literature itself.

Those of the committee who act as directors of the limited company are either elected at the RSC, or by the standing directors when a minimum of three are in place. See UKSO guidelines for further detail.

* Elections are held during the May Region when required.
* The board shall comprise five directors (minimum of three are required to do business).
* Each directorship has a 3-year expected term of service, with a five-year continuous clean time requirement (length of term may be varied in order to stagger future elections).
* Each director shall serve no more than two consecutive terms.
* If more than three (3) directors are appointed at the same time, the term lengths will be determined by volunteers and then by random drawing at the first UKSO subcommittee meeting following the RSC.
* NA members who meet the requirements and wish to put themselves forward may do so by contacting the company secretary.
* Resource can also provide candidates with the guidelines and any appropriate additional documentation upon request.
* Successful candidates will be reimbursed for reasonable out of pocket expenses by UKSO.

The current UKSO address is 202 City Road, London, EC1V 2PH. Telephone 020 7251 4007

## What is the role of the UKComm² Committee?

***(Awaiting updated subcommittee guidelines before possible amendment and ratification of this section)***

The objective of this subcommittee is to fulfil NA’s primary purpose in accordance with the Fifth Tradition: “To carry the message to the addict who still suffers.” This is done in accordance with the 11th Tradition: “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.” It is done by making information available to addicts and the public in a manner that is clear and easy to understand.

The Website address is **ukna.org** The NA Helpline telephone number is nationally circulated in the UK Where to Find meetings list. The number is **0300 999 1212**

It is open from 10 am to midnight 7 days’ a week, 52 weeks a year.

The committee responsibilities include

* Maintains a list of 12-step volunteers who help addicts get to their first meeting.
* Publishing a searchable list of NA meetings in England, Scotland, Wales, and the Channel Islands.
* Administering the Online Outreach Meetings.
* Ensuring the smooth running of the Helpline.
* Providing a central repository of audible NA shares.
* Providing a place for Professionals and the Public to obtain information about NA.
* Providing @ukna.org email address to Region, the ASCs, and their subcommittees.
* Providing a list of NA Events in the UK, and wider fellowship.
* Providing meetings with details of NAWS and other NA communities.
* Providing Subdomains that ASCs can use for local information.
* Assisting with setting up online communication channels for subcommittees.

## What is the role of the UK Parents and Carers Committee (UK P&C)?

***(Awaiting updated subcommittee guidelines before possible amendment and ratification of this section)***

At present, there is no committee.

The Parents and Carers Committee was formed to support addicts with children. Meetings with a Crèche or that are child-friendly can be difficult to set up, as there are many additional considerations. The cost and legal responsibilities can be daunting. The committee's aim is to offer support and advice, to meetings and areas to widen the availability of meetings to addicts caring for children. The Committee also has extensive experience in supporting and running Crèches for conventions. The P&C website has recently been updated to make guidelines easily available to meetings and conventions. Members of the Committee are available to travel to areas/conventions to carry out workshops.

Aims

* To support each meeting in its primary purpose to carry the message to the addict, including parents and carers, who without help cannot attend meetings regularly.
* To provide support and information to meetings wishing to provide crèche facilities (for example crèche worker contacts, insurance queries etc.).
* To raise fellowship-wide awareness for the particular needs of parents in recovery.
* To provide support wherever possible to parents with or without their children.
* To ensure that the NA Website & the Helpline, have current and accessible lists of all meetings that welcome children, or provide crèche facilities.
* To provide a contact person for any parent in need of help or advice.

## What is the role of the Regional Literature Committee?

***(Awaiting updated subcommittee guidelines before possible amendment and ratification of this section)***

At present, there is no committee.

The purpose of a Regional Literature committee is to assist in the creation, development and revision of NA literature; its presentation for review and approval; and the distribution of approved literature to addicts. They may host workshops to support ASCs by sharing experiences or to create specific works as requested by the UK Fellowship for approval and distribution in the UK Region.

NA literature reaches addicts

* through meetings.
* through H&I or PI service.
* through the Helpline.
* through sales by the UKSO to addicts or those concerned with addicts.
* through members who keep what they have by giving it away.

NA literature provides a durable, consistent message of recovery. It is relied on in all kinds of situations to sustain our own recovery and to carry the message. There is an enormous amount which can be achieved by local or national literature committees to help carry NA's message.

Work is needed on new literature for review. Workshops can be held

* to generate new literature.
* to enthuse the membership into making NA literature more widely available.
* to encourage members to buy and give away more literature where it is needed: in hospitals and institutions and to newcomers.

As with all the other committees, the services depend on ASCs' and Groups' participation through willing members.

## What is the role of the UK Convention of Narcotics Anonymous Committee (UKCNA)?

***(Awaiting updated subcommittee guidelines before possible amendment and ratification of this section)***

It is a policy of Region that any area can bid to host the UKCNA. The suggested bid content should include the following:

* Details of venue.
* Timing of event.
* Financial budgets.
* Local resources to support event etc.

A detailed breakdown of bid requirements is included in Appendix 6.

If the bid is successful, the area must then put together a host committee. The UKCNA committee will then liaise with the host committee in the preparation and planning of the UK Convention. In recent years, the UK convention has remained in Birmingham, as there have been no other bids received at the RSC. Consistent enthusiasm is needed from year to year, to maintain the success of the UK convention. Although conventions are generally thought of in terms of just being celebrations of recovery, the RSC has relied heavily on the UK convention to support its other services financially. It's programming, and the type of events it holds during the year to generate support, all reflect a strong theme of unity and active participation.

## Ad-hoc Committees

From time to time an issue will arise that is not covered by current RSC policy, and that requires additional information or the drafting of possible solutions. To aid Region in conducting business in a timely fashion, an ad-hoc committee may be formed to address this.

Each Ad-hoc committee is formed for a specific purpose and is dissolved upon completion of the task, achievement of the objective, or being disbanded by the regional body.

The terms of reference for each Ad-hoc Committee of the RSC define the role of the particular committee.

### How is an Ad-hoc Committee formed?

The RSC may establish Ad-hoc Committees as it deems necessary and assign to them such duties as it considers appropriate. This is done through a motion that has to be seconded and passed in the usual manner (see 3.10). The RSC will assign an ad-hoc committee Chair; this may be done by asking for a volunteer or nominating someone who has relevant experience, keeping in mind the 4th Concept of Narcotics Anonymous. The purpose of the committee will be shared with the wider fellowship, so that expressions of interest in joining the committee may be put forward.

An ad-hoc committee shall operate with no less than three members.

### Who can participate in an Ad-hoc Committee?

Any NA member can be part of an Ad-hoc Committee except the chair of the RSC, and anyone who holds a service position that may be a conflict of interest with the terms of the Ad-hoc Committee.

### How do ad-hoc committees operate?

An Ad-hoc Committee operates according to Region approved terms of reference outlining its duties and responsibilities. An ad-hoc committee shall meet regularly using method of online meeting so that geographical location does not limit participation.

An Ad-hoc Committee must get an extension approved if it needs to go beyond the time limit specified in its terms of reference.

### What are the Duties and Responsibilities?

Each Ad-hoc Committee will present a progress report at each Region which will also be included in each pre-region report. The Ad-hoc Committee will be guided by the conscience of Region to ensure they are adhering to both the initial purpose and intent.

The UKNA RSC will take into consideration, but will not be bound by, any Ad-hoc Committee recommendations.

### What are the Terms of Reference for Ad-hoc Committees?

Each Ad-hoc Committee must have terms of reference with the following headings:

* Introduction.
* Creation and Purpose.
* The composition of Committee.
* Duties and Responsibilities.
* The budget for any expenses.
* Completion Date.

# Regional Service Committee Working Procedures

## When and where is the RSC?

The RSC meets over two days, on the second full weekend of odd months. Elections for Admin committee members are held in November, on Sunday. For further information, please see Appendix 6 and ukna.org/calendar.

## How are RSC meetings conducted?

The Chair assigns time on the agenda for each item of business and is responsible for keeping to this timetable.

It can take some time to learn about how the RSC works and it can be confusing at the beginning. It is suggested that all newcomers to Region make themselves known to the Admin committee, who can arrange for them to sit next to someone with recent Region experience. This enables them to ask questions as necessary and gain a greater understanding of the proceedings.

Much of the clarification of information at the RSC takes place in the breaks. Use this time to ask questions of other RCMs, Subcommittee Chairs, and Admin committee members, thus avoiding interrupting business for minor points of information. This helps to save time and keep the RSC on track with dealing with the business of the agenda.

In order to conduct business in a loving and cooperative atmosphere, consensus-based decision-making is used.

## What is the Agenda?

The agenda is prepared by the Chair, in consultation with the Admin committee members. Proposed additions to the agenda must be sent to Resources so that they may be considered by the Admin committee. It is circulated to members with the pre-region report.

One of the first items is to approve or amend the previous minutes. Any other item to be included is Old Business, which may have been raised in the New Business section of the previous RSC. New items of business can be considered during relevant subcommittee reports or under New Business. A sample agenda is included in Appendix 10. Agenda items include:

* Reports.
* Discussion topics.
* Motions.
* Old Business (motions and/or discussions held over from the previous meeting).

Reports, discussion topics and motions may be grouped together around subcommittees or another area of responsibility.

## What about Reports?

Each agenda must include allocated time for a report by:

* Each ASC.
* Each Regional Subcommittee.
* The Regional Delegate's report.
* Ad-hoc committee reports.
* The RSC Treasurer.
* (Admin Committee members report)/Chair opening remarks.

An electronic report will be distributed to all RSC members, prior to the RSC. This is done by Resource. It is therefore important that written reports be emailed to Resource in good time prior to the RSC (by noon 7 days before the RSC commences). This is so that participants can read reports in advance. If any there are any relevant updates after a report has been sent in for the pre-region report, an updated report should be sent to Resource on the Friday before region. Participants should then present an **abbreviated** verbal report of responses to action points, and questions for the RSC. This is to aid efficiency and the smooth running of Region. A relevant discussion may follow each report, any motions put forward will be discussed in new business. The RCM reports are placed before the subcommittee reports on the agenda.

## Communication within the UK RSC

Effective communication can only occur when all are taking part and understand the points being discussed, therefore it is important for participants to take an active role in each discussion, be it through active listening or contributing information. As the RSC serves the wider UK fellowship, this can feel like a daunting task at times, but all members are there to support one another.

### Communication before Region

Before the UK RSC, reports are sent in from RCMs, subcommittee chairs, and any Ad-hoc committee Chairs to Resource. These reports are then sent out in the pre-region report to the UK RSC contact list. This enables participants to have time to consider points that will be discussed at the UK RSC. Some topics need considerable reflection, a timely pre-region report facilitates this for participants and this is a vital part of service at Region.

Each member presenting a report must provide a copy of their report, which is given out before the RSC (either digital or paper-based.) In the interest of reducing wastage, many participants access the pre-region report electronically during the meeting. Please indicate to resources if you need a paper copy. Resource may then inform participants, through the pre-region mail out, how many copies of their report they need to bring.

If there has been a reason that the report deadline has been missed, it still must be emailed to Resource before the meeting so that it can be sent out before being presented to the body. Any updates to originally submitted reports must also be sent to Resource as soon as possible, and prior to the presentation of said reports. In order to fully participate in the discussion, it is vital that members have a copy of each report in front of them. This also has the effect of enabling feedback and allows participants to refer to full reports when listening to a verbal summary. This also ensures that accurate information can then be included in the post region report that is sent to the Secretary, to enable them to effectively complete the unapproved minutes. All late reports must be printed for the full body.

### Communication during Region

Effective communication is a key aspect of the UK RSC and although only RCMs vote, everyone that is part of the body is encouraged to participate in discussions, so that decisions can be made with as much relevant information as possible. Region works well when all different viewpoints are heard, to allow a conscience to form. There is a finite amount of time at the UK RSC meetings. When taking part in discussions it can help to consider before contributing to the discussion, “Is it kind, is it helpful, is it necessary, and have my concerns been raised or discussed by someone else already?” It is often heard during the meetings “I don’t want to repeat what has already been said but…” and then they proceed to repeat what has already been said! It is vital that once the session starts, all participants are paying close attention to the business at hand. Repetition of questions and opinions takes up valuable time at region and wastes NA funds, which is not in keeping with of our concept 11. It may be necessary for the Chair to remind people if they are repeating a previously raised point.

During the meeting, discussions occur by raised-hand sharing. Anyone wishing to say something on a topic raises their hand, this is recorded by the Vice-chair and then that person will be given the floor when it is their turn. Although a computer is not necessary to participate, it can make it easier as further information can come in during the meeting, which may be emailed out to the contact list, or individuals, if requested.

There are breaks during the meeting and this can be an effective time to discuss points with members or do some additional research that helps bring clarity.

*Region operates a buddy system, if you are new to the UK RSC, please make this known at the beginning of proceedings, so that you can be seated next to a more experienced member who can provide any guidance that you require. There are no stupid questions at the UK RSC meetings, if you are unsure please ask for clarity from a member or the body as a whole.*

### Communication after Region

Each RCM will prepare a report for their ASC based on their experience of Region. It is vital that RCMs take detailed and accurate notes to facilitate this. The Secretary will prepare the minutes from both their notes during region and the Post Region report. These will be sent out to the RCMs, Admin Committee and subcommittees within two weeks of the Region meeting. These minutes will be put forward for approval at the following UK RSC meeting. If sending out the unapproved minutes to your ASC or committee, please ensure that it is made clear that, ‘these are unapproved minutes and may be subject to change’. Once minutes are approved, they will go out to the UK RSC contact list. Should there be any amendments to the minutes brought forward, these will be discussed and if possible, resolved during that regional meeting. The secretary will update the minutes and they will be brought for approval at the earliest convenience of the full body meeting – be that later the same region or the following region. Should part of the minutes not be approved, they will be released with the disputed section highlighted, and clearly identifiable as ‘unable to be approved’.

The current UK RSC contact list is sent out with the unapproved minutes after each Region, this enables contact between participants of the UK RSC directly if the need arises.

Vast amounts of communication can occur between the UK RSC members in between the regional meetings, much of this occurs through emails from Resource, these may be marked according to their importance.

* DO NOT REPLY – PLEASE READ: This is for emails that members of the body need to read in order to participate in service at region. Please ensure all attached/linked documents are also read as part of preparation.
* INFO: Emails, where the subject begins with ‘Info’, are useful for UK RSC members in their service at Region and understanding of the issues discussed. Please do respond if you feel that there is something that needs to be raised, or if you require further information.
* INPUT REQUEST: Emails with ‘input request’ as the subject line means that some form of decision or idea of direction is required on a topic. There will be a timeframe for responses in the email and action will be decided upon based on those voting RCMs that respond before this time lapses, therefore it is important for them to be read.
* URGENT CONSCIENCE: In exceptional circumstances, the Admin Committee may try to contact the RCMs to gain a conscience regarding a matter that cannot wait until the next Region. Emails of this type will have ‘urgent conscience’ as the subject line. Requests for a conscience of this nature will have a set time limit for responses and will be decided upon at the end of the time scale, provided a quoracy has been reached. If an appropriate quorum is not reached and the admin committee deems the matter to be urgent, the admin committee, except the chair, may vote to bring the number up to quorum. This conscience will then be reviewed at the beginning of the next region, and the decision may be overturned by the body, without prejudice, if this is deemed appropriate.

If an RCM or any member of the Regional Body has a question for the admin committee, the subcommittees, or another ASC; contact resources between Regions to address this. It is completely acceptable to seek answers to questions between regions, this can then be included in the formal report if it is of interest to the body and may Communication within committees of the RSC

When Ad-hoc committees are formed, they use an online meeting forum to allow for the committee to be made up of members from all areas of the UK Region and to curtail expenses.

Members of the UK RSC Admin committee currently using WhatsApp to provide a forum for discussion between Region meetings. The Admin committee meetings are held via zoom on the Sunday of the second full weekend, in the months between the UK RSC meetings.

How do we make decisions?

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.

 (7th Concept)

“NA service is a team effort. Our Service representatives are responsible to the NA fellowship as a whole rather than any special constituency; so are all other trusted servants on the team. The full participation of each member is of great value as we seek to express the collective conscience of the whole”.

(Twelve Concepts of NA Service, p 16)

NA groups have the final responsibility and authority of NA service structure. NA groups also delegate to the service structure the authority necessary to fulfil the commitments they have been instructed to carry out. Areas delegate to their representatives the responsibility, and authority necessary to participate in the conscious- process at the RSC meetings **(Concept 5)**

All decisions except for elections are made by Consensus-Based Decision Making (CBDM) as detailed in 3.6 below.

## What is Consensus-Based Decision Making?

The principle of anonymity in NA means we serve as equals, and CBDM is how the service body, as a team of equals, makes decisions. The heart of consensus is a cooperative intent, where members are willing to work together, to find or create the solution that meets the needs of the group. The cooperative nature of consensus is a different mindset from that of a pro/con debate.

The process rests on the fundamental belief that each member of the body has a piece of the larger truth. In this spirit, striving for consensus is an affirmation of the principles inherent in both the Seventh and Ninth Concepts. Consensus may not mean total unanimity. In strict consensus, everyone agrees or gives their consent; a single dissenter can block a decision. Most NA service bodies, however, use some form of consensus-***based*** decision making rather than strict consensus. CBDM does not require unanimity.

In CBDM, consensus exists when each member of the service body can say:

* *I had the opportunity to voice my opinions.*
* *I believe the team has heard me.*
* *I can actively support the team’s decision, even if it is not my first choice.*

### Why Consensus-Based Decision Making?

CBDM is not just about particular policies or rules, or specific Concepts or Traditions. It is about a group conscience process that connects us with a Higher Power. CBDM offers a potentially more inclusive process than parliamentary procedure, which can marginalize addicts who do not know “the rules” well. Our service bodies are a forum where trusted servants can be heard, and CBDM is about listening. With its emphasis on inclusion, collaboration, and consensus-building, CBDM is in harmony with our spiritual principles. The consensus process is how we manifest the idea “together we can do, what we cannot do alone” in a service setting.

### How does CBDM work?

There are different variations of CBDM, but the basic steps are consistent. Within these basic steps, there is a great deal of variation depending on the individual service body’s process and the type of decision being made. The material in this section is intended to help clarify how the basics of a consensus-based processes work and have been adapted to fit the UKNA RSC needs. Each NA community is free to create a process that works for them.

### Facilitating a CBDM Body

CBDM requires a skilled Chair, who can guide the body in its decision-making process. A skilled Chair can prevent a discussion turning into an open sharing session and help everyone to reach a decision within a timely manner.

### What does the Chair do?

The role of the Chair is to help a group or service body reach consensus on an issue. To do this, certain actions are required. The Chair should:

* Ensure everyone has a clear understanding of the process being used, and the issue being discussed.
* Help everyone participate, including the quieter members in the room.
* Listen for common ground and points of agreement and share these with the body.
* Repeat ideas that are shared to be sure everyone has a common understanding of them.
* Suggest ways to combine ideas to build consensus.
* Manage the time available and ensure enough is allocated for the proposal.
* Keep the conversation focused and move it forward towards a decision when needed.
* Ensure everyone has a clear understanding of any decisions that are made, and any further actions that are required, and that these are recorded.

To maintain the respect of the body the Chair should remain neutral and provide information, but not opinions.

Suggestions for Chairs:

* *Make eye-contact, smile, and be enthusiastic.*
* *Be who you are – let your own style come through.*
* *Remember that communication is not just the spoken word – for example; try to avoid “closed” body language such as crossing your arms or turning your back on your audience.*
* *Remember that listening is a key part of successful facilitation – listen first and speak second.*
* *Speak clearly, so that everyone can hear, use a positive tone, and remember to breathe!*

Useful questions for Chairs to ask the body include:

* What have we tried before that works?
* If we tried this, what would happen next?
* Can anyone add anything to these ideas?

### What qualities does a Chair need?

CBDM bodies need to think carefully when electing a Chair and may find the Fourth Concept a useful resource. A good Chair can sense the mood of the body and earn the trust needed to guide the discussion toward a decision. Some of the qualities to look for include:

* Familiarity with the group or service body, and an understanding of the experience level of those attending.
* Some experience with CBDM, and a clear understanding of the details of the process being used locally.
* Preparation with information about the issues being discussed, and any relevant resources such as guidelines, handbooks, and Traditions & Concepts material.
* Commitment to the CBDM process and a willingness to focus on more than just their own ideas.
* The ability to earn the trust of a body by guiding, rather than controlling discussions.
* Patience, and the understanding that some participants may need more time to reach a decision than others.

### What spiritual principles can we apply?

As with all NA service, applying spiritual principles helps a CBDM body to be more successful.

Some of the principles that are needed when facilitating are:

* Humility – an attitude of service, rather than government, allows a Chair to focus on helping the body reach consensus.
* Open-mindedness – being open to new ideas is essential in helping to build consensus.
* Accountability – a CBDM Chair is a trusted servant and is accountable to the body they serve.
* Cooperation – the Chair helps create an environment in which everyone can work together to understand and consider the proposal.
* Trust – a CBDM Chair needs to both trust the process, and the body they are serving.

### Participating in a CBDM Body

The Seventh Concept essay reminds us that “NA service is a team effort. Our service representatives are responsible to the NA fellowship as a whole, rather than to any special constituency; as are all other trusted servants on the team. The full participation of each member is of great value as we seek to express the collective conscience of the whole.”

Being an effective participant in a CBDM body is, in some respects, easier than being an effective participant in a parliamentary procedure-based body. There is no need to be proficient at Robert’s Rules or some other set or parliamentary guidelines. However, CBDM requires some skills that parliamentary procedures do not.

### What do participants do?

Members of a CBDM body are required to work together to make decisions that can be supported by the entire body. To be successful in this, certain actions are required:

* Contribute towards a positive and respectful meeting environment, where everyone feels comfortable contributing.
* Examine and understand the necessary information in advance of the discussion.
* Participate in the entire discussion process so that a clear understanding of all viewpoints can be gained.
* Ask questions when more information is needed.
* Consider what best serves our primary purpose, rather than our personal preference.
* Commit to actively supporting the consensus of the body.
* Focus on the topic, rather than the individual.

### What qualities do participants need?

Participating in CBDM should help evolve a proposal, so it is important to be flexible and to be a good listener. Some qualities that will help participants fulfil their role are:

* A focus on creating solutions, rather than on finding fault with ideas.
* The willingness to share ideas and let go of the outcome. Remember that decisions can be revisited if needed.
* The ability to pass on making a point when someone else has already made it.
* The ability to listen to the discussion with faith that understanding will develop.
* An awareness of personal characteristics and circumstances, and how these may affect your participation in the CBDM process. Examples of these include irritability when tired or hungry, impatience with a slower decision-making process, or intolerance of certain ideas.

### What spiritual principles can we apply?

Some of the principles we can focus on when participating in a CBDM body include:

* Humility – listening to others and understanding that we do not have all the answers, is foundational to CBDM and firmly rooted in the Second Tradition.
* Open-mindedness – while CBDM carefully considers all viewpoints as discussed in the Ninth Concept, this does not mean that all opinions influence the final decision.
* Patience – allowing everyone the time to understand and consider the issue.
* Trust – CBDM participants need to trust the process, and the Chair they have chosen.
* Unity – whatever the outcome of discussions, everyone needs to work together to implement decisions.

### How does CBDM work in practice?

We start with an ‘issue’ be it in the form of a Proposal, Motion, or point of interest that gains momentum.

**Level 1:**

The issue is presented, providing relevant details including:

* Why is the proposal necessary?
* What are the specific objectives of the proposal?
* What are the human and financial resources required?

This is followed by a short discussion, including points of clarification. At this and many further points, the Chair is expected to gauge whether the body can reach consensus, and ask the question “Is everyone comfortable with moving forward with this proposal?” If everyone is not in agreement, then a show of hands (a straw poll) can be used to determine the level of support.

### Straw Poll

A straw poll is held by a show of hands of the RCMs (or their alternative, but not both) that are present. There are six options:

* **Agree** – In full agreement with the item as presented, or only have minor concerns with the item as presented that may be addressed later. This is a feeling that this item should move to action and/or adoption.
* **Minor Reservations** – While still having some issues/concerns about the item as presented, it is not felt the issues/concerns should prevent the item from moving towards action. This is, however, a feeling that any remaining issues/concerns on the item should be addressed as quickly as possible.
* **Not Voting** –Not taking part in this straw poll and will not be counted in the quorum.
* **Abstention** –Having no strong opinion for or against but support is counted with the majority and included in the quorum.
* **Major Reservations** – Having major concerns and/or misgivings about the proposal and feeling that these concerns and/or misgivings must be addressed before the proposal moves forward.
* **Disagree** – Believing the proposal is in principle a violation of the core values of NA in that it violates traditions and/or concepts, or is incompatible with the mission of NA.

Agree & Minor Reservations are counted for, and Major Reservations & Disagree are counted against. An Abstention is counted with the majority - either for or against.

To take a Straw Poll:

1. The number of eligible participants is ascertained.
2. The number Not Voting is then counted. If the remaining number is below quorum then the straw poll is abandoned, and more discussion is required.
3. If the number voting is quorate then abstentions are counted. If this is more than a third of those remaining, then the straw poll is abandoned, and more discussion is required.
4. If abstentions are less than a third, then the participants for, against and with minor or major reservations are counted. If less than 15% are against, the discussion can move forward.

**Level 2:**

If consensus is not reached, the Chair will ask for more information from the RCMs, the Admin committee, Subcommittees, NA literature, other NA communities etc. Alternatively, small group discussions may take time out to deliberate on a one to one, or group level. A break for reflection may also support moving the decision forward.

**Level 3:**

In the event of the body not reaching consensus, a straw poll of the voting members will then be taken to find out the proportion of delegates for or against the issue/proposal.

'The path towards an outcome depends on the proportion of delegates for and against. If this is less than 85% ‘for’ but a majority, what can now take place is: The chairperson could temporarily implement the proposal, as it currently stands, for it to be re-evaluated at the next Region; the issue could be passed onto an ad-hoc committee to deal with; the decision could be postponed for more information; or taken back to the ASCs, to be reassessed at the next Region'.

If, though, the proportion ‘for’ is 85% or greater, the minority view will then be heard with the option for more small group discussions. Consensus will then be sought but if the proportion of RCMs against the proposal is still less than 15%, the proposal will be implemented with any strong objections noted.

If a motion is taken back to areas and not enough ASCs return a conscience on the issue at the next Region, then a straw poll is conducted to see if RCMs think it is necessary to return the issue to ASCs again. If not, the motion is defeated.

This procedure does not need to be followed rigidly; more time for reflection and/or discussion in an open forum or small groups can be added at any time, as deemed appropriate by the Chair. Conversely, as various topics and proposals are discussed over a whole weekend or even several Regions, reaching a decision may, in the end, be a formality - all discussion may have been exhausted long before the formal decision-making process.

It is up to the RSC, as a body, to try to achieve consensus even though it is not the only method of decision-making. Using the tools in the form of guidelines, Admin committee, and a Higher Power to aid in reaching a satisfactory conclusion.

## What about the discussion periods?

Discussion is intended to be as free and open as possible. The following guidelines are used to minimise unnecessary friction and make effective use of time.

* Discussion, especially of controversial topics, may be held without motions being made or votes taken.
* Discussion of a topic is always through the chair. It is limited overall by time allocated on the agenda. Speakers may be limited to a maximum of three minutes; at which time the chair will indicate to wrap.
* The Chair may advise speakers that they are repeating a point they have made previously. In the interest of balance, the Chair may explicitly ask for viewpoints different from those already expressed.
* If questions have been asked the chair should ask the inquirer if their questions have been answered before moving on.
* At the end of a discussion period, the Chair will briefly sum up any consensus reached, or the main thrust of opposing arguments. The Chair will also state any action that has been decided upon, and who is responsible for carrying it out. If these statements are agreed, they are then added to the minutes.

## Who can participate, and vote, and in what way, at the RSC Meeting?

* All RSC members may participate in the RSC by asking to be recognised by the Chair by raising a hand.
* Other NA members may participate by asking the chair, who will, in turn, ask the RSC members if they have any objections to them participating.
* Only RCMs may make decisions and vote except as detailed in this document.
* Whilst all NA members are encouraged to attend the RSC, priority to speak is given in the order of RCMs and alternates, Subcommittee Chairs, the RSC Admin committee, and other members.

### What is the European Delegates Meeting?

The European Delegates Meeting (EDM) is a twice-yearly meeting (over 4 days) of elected delegates from various, largely European, communities. Some communities from outside Europe also attend as they are either geographically close or share a common language. The basic purposes of the EDM are:

* To share their experience with each other, and to help our communities grow (Fellowship Development).
* To carry the message into neighbouring communities whenever possible.
* To serve as a point of accountability for the European Convention.

The EDM is a zonal forum. It is funded by financial contributions of its members and a proportion of the profits, if any are generated, from the European Convention. It cooperates wherever possible, and maintains close contact, with Narcotics Anonymous World Services. (NAWS)

## What is a Quorum?

The meeting is Quorate when there is 11 voting RCMs present. If the Region is below quorum with RCMs or their alternate, then two members of the Admin committee, excluding the Chair, will be given votes to make the number up to 11. First, the RD, secondly the Vice Chair, then the Alt RD, can participate until a quorum is reached, thus enabling the Region to function. If the RSC is still not quorate then the meeting will go ahead with its usual agenda, but any decisions will be tabled to the next Region.

## How is a motion made?

A motion is a formal written request to make a decision that must include:

* Why the proposal is necessary.
* What the specific objectives of the proposal are.
* What human and financial resources are required.

Any motion made an RCM, a Subcommittee, or member of the Admin committee (except the chair), must be seconded by an RCM. If a motion comes from any other member then it must be seconded by two RCMs. The RSC Chair does not make or second motions but may make suggestions for amendments or ways to combine similar motions to facilitate the consensus-based decision making of the body. All motions must be heard to be given the chance for them to be seconded even before being formally written.

The template in Appendix 9 is used to make motions. (Resources can provide this during the Meeting).

Financial requests not covered by existing policy must be treated as a motion. All financial decisions are subject to scrutiny.

Always strive to remember the importance of Group Conscience, and the value of consensus, in our Fellowship's decision-making processes.

Motions that alter these guidelines will come into effect at the next Regional meeting.

## How do elections work?

Before any election, the full Concept 4 chapter should be read from the Twelve Concepts for NA Service booklet.

A candidate may put themselves forward or be nominated by a member of the body. Candidates are required to give a service CV and are expected to have a working knowledge of the 12 Steps and 12 Traditions of NA and to meet the requirements of the specific position for which they are standing. The candidate is expected to answer questions from members of the RSC and those listed in these guidelines, regarding their candidacy.

Elections are by written secret ballot. If there is one candidate a straight ballot is taken, and a 2/3 majority is required to be successful.

Where there are multiple candidates, a run-off is held between the two candidates gaining the highest votes. A successful candidate will have gained a 2/3rd majority in a final vote.

For a single candidate, there are four voting options. Yes, No, abstain (which will go with the majority of Yes or No) and Not voting (which does not count towards the total number of votes). Each RCM (or Alternate if acting in the vote) will be given a voting slip, on this slip they will write Yes, No, Abstain or leave blank for Not Voting. If the number of not voting RCMs brings the vote below quorum then the vote is null and void. If more than a third of the remaining votes are abstentions, then the vote is null and void. In the event of a null and void vote then a break will be called to allow reflection. A candidate will need a two-thirds majority to be successful. (See 4.18.6)

When there are two candidates the voting options are candidate 1 (by name), candidate 2 (by name), abstain (I cannot decide between the candidates and will be guided by the conscience of the body), and Not Voting (I do not find either candidate suitable). If there are too many abstentions, then the vote will be null and void. Each RCM (or Alternate if acting in the vote) will be given a voting slip, upon which they will either write the name of the candidate, Abstain or leave blank for Not Voting. In the event of a null and void vote then a break will be called to allow reflection. The person with the most votes will then go forward with a single candidate vote to see if they can get a two-thirds majority vote. (See 4.18.5)

When there are 3 or more candidates the voting options are for each named candidate, abstain (does not count towards any candidate but is counted in the number of votes) or Not Voting. If the number of not voting RCMs brings the vote below quorate then the vote is null and void. If more than a third of the remaining votes are abstentions, then the vote is null and void. In the event of a null and void vote then a break will be called to allow reflection. The candidates with the two highest votes will then go forward to a two-candidate vote. (See 4.18.3)

In tiebreak situation where 2 or more candidates have the same number of votes. RCMs will be asked if they would like more information before a second vote. If there is a second tiebreak, a break will be called to allow reflection. If after reflection and a third vote there is still a tie-break the chair or the person facilitating the meeting will have a single vote to break the tie. This is only to move the vote on to the next level where a two-thirds majority is still required to be successful.

All results of votes will be declared with numbers for each option. Votes should be counted by two people, preferably from the Admin committee, but most certainly not a voting participant, or a candidate.

All candidates are asked to leave the room after questions have been asked of them, prior to discussion and voting. All voting, resulting in either a single candidate being elected or an impasse being reached, will take place before the candidates are brought back into the room. In exceptional circumstances, a candidate may be recalled answering any concerns that have arisen and could result in a concept 10. The chair will address these concerns to the candidate to maintain anonymity.

If a decision cannot be made between two candidates at that RSC, then Region will fund their return to the next Region for a new election.

Whoever is conducting the voting should have a clear understanding of the process and be able to explain it to the body. Discussions around the procedure should be held prior to voting and not during the process. Electing members into service positions is the only time decisions are made by vote at the RSC; at all other times, the Consensus-based Decision-Making process is used.

## Ratification of Subcommittee Positions

When a subcommittee elects a Chair, Vice Chair, or Treasurer, that member attends the RSC to be ratified. The RSC is effectively voting whether to accept that person for the role. This is done in the same way as a single candidate election at Region but can happen at any region meeting and not just in November. Failure to attend to be ratified for a period of two Regions after being elected may result in the subcommittee’s stipend being reviewed, and the possibility of Region electing an alternative.

## Grounds for removal from office for Admin Committee Members

These are possible reasons that an admin committee member may be removed from office:

* If the member in question does not communicate with the Admin committee for one calendar month, they may be automatically removed from their position.
* Relapse is automatic grounds for removal from office.
* Failure to perform expected duties, as described in the guidelines, is grounds for removal from office.
* 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 Admin Committee meet any of these criteria their removal may be proposed by a conscience of the Admin committee, or by a motion from an RCM. This motion will then be brought to the body within agreed communication channels. The body will be asked to vote in accordance with the single candidate election guidelines, and the member in question will be given the opportunity to address any concerns. Should the body decide on a vote of no confidence the member in question will be informed via all possible communication channels. This will result in the member being removed from bank accounts, email accounts, and communication channels.

## 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 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.

# Appendices

## Glossary of abbreviations

Alt RD Alternate Regional Delegate
Alt RCM Alternate Regional Committee Member
Area Area Service Committee
ASC Area Service Committee
CAR Conference Agenda Report
EDM European Delegates Meeting
FD Fellowship Development
FIPT Fellowship Intellectual Property Trust
GLS Guide to Local Services
NAWS Narcotics Anonymous World Services
RD Regional Delegate
RCM Regional Committee Member
Region Regional Service Committee/Meeting
RSC Regional Service Committee
UKCNA United Kingdom Convention of Narcotics Anonymous
UK FD United Kingdom Fellowship Development Regional Subcommittee
UK H&I United Kingdom Hospitals and Institutions Regional Subcommittee
UK P&C United Kingdom Parents and Carers Regional Subcommittee
UKPI United Kingdom Public Information Regional Subcommittee
UKPS United Kingdom Prison Sponsorship Subcommittee
UKSO United Kingdom Service Office
WB World Board
WSC World Service Conference
WSO World Service Office

## EDM

### What is a Zonal Forum?

Zonal forums are service-oriented sharing and/or business sessions that provide a way for NA communities communicate, cooperate and grow with one another. Although not a part of NA’s formal decision-making system currently, World Services and zonal forums interact in many ways. World Services attend zonal forum meetings. World Services and zonal forums develop partnerships to plan and conduct worldwide workshops and collaborate in the coordination of a variety of service efforts including professional events, and fellowship development activities. Maintaining effective communication is highly important.

## NAWS

Narcotics Anonymous World Services ("NAWS") deals with the problems and needs of NA. The basic purpose of World Services is communication, coordination, information and guidance. These services are provided so that groups and members can more successfully carry the message of recovery.

NAWS provides literature, service materials, bulletins and various other tools for NA members, NA groups, and NA service committees as resources in their NA service delivery efforts. Production and distribution of these materials do not imply that NAWS is in a position of authority over any of those who use these materials. NAWS does not have any centralized control over any NA members, NA groups, or other NA service committees.

NAWS run a website that is a central point of information for the fellowship worldwide. The NA Way magazine shares personal stories of recovery reports from World Services, as well as articles regarding topics of concern to NA.

The World Board manages all activities of world services including oversight of the operations of the fellowship’s service centre – NA World Services, Inc.

The World Board is made up of 18 elected members of the fellowship who serve for a term of up to 6 years. (All members of the board are eligible for election for two consecutive terms).

The World Service Conference brings together all the elements of World Services. It takes place every two years in the US. Regional Delegates, World Board Members, and the executive director of the WSO meet to discuss issues of significance to NA.

This conference provides an opportunity for the Region, through our RD, to participate in the decision-making processes that define the direction and shape of NA for years to come.

The purpose of the World Service conference is to be supportive of the fellowship and to define and act according to the groups’ conscience of Narcotics Anonymous

For more information please see the Guide to World Services, available from www.NA.org

The Fellowship Intellectual Property Trust (FIPT) describes in detail how NA’s name, trademarks, and recovery literature are protected and administered by Narcotics Anonymous World Services, Inc. (NAWS). It covers NA’s name, trademarks and recovery literature in all forms, including translations, and all mediums, whether printed, electronic and any other media that may be developed in the future.

## Dates & Bids for UK RSC meetings:

The UK RSC meeting is bi-monthly on every second full weekend of odd months.

For an ASC to bid to hold Region they need to find a venue that meets the following requirements:

* Disabled access
* Seating for up to 50 delegates in a boardroom or open square style plan.
* The adequate power supply in the room (there may be more than 30 tablets/laptops etc.)
* Accessible by bus or train within reason
* Available to use from 9 am till 6 pm Saturday
* Available to use from 9 am till 5 pm Sunday
* Toilets Including disabled
* Tea facilities
* The town needs to have a mainline station
* 3 options of accommodation i.e. hotels and B&Bs
* Must have free Wi-Fi, or included with the cost

The average budget is £250-350 in total for the weekend and Region pays for this. A visual check should be done prior to putting the bid forward to Region, to assess the suitability of the room, and to check disabled access.

The costs for the Regional venue cannot exceed a total of £500 (including refreshments), unless Fellowship Development cost proposals being part of the bid.

All bids must be brought to Region by an RCM or acting RCM, in person, at least two Regions (4 months) before the date of the Region being bid for.

If no bids are received 4 months before a region, it is the responsibility of the Regional Admin Committee to find a suitable venue.

## Template for bids to host the Regional Service Committee meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Region Date: |  | Bidding date:(At least two regions prior) |  |
| Location: |  | Bidding ASC: |  |
| Nearest transport links: |  | Contact persons details: |  |
| Venue: |
| Address: (link) |  | Parking: (link) |  |
| Accessibility:  |  | Room hire: (50 delegates) |  |
| Wi-Fi availability: |  | Refreshment cost: |  |
| Accommodation |
| Hotel Name  |  | Negotiated rate |  |
| Hotel address |  | Contact person |  |
| Hotel Name  |  | Negotiated rate |  |
| Hotel address |  | Contact person |  |
| Hotel Name  |  | Negotiated rate |  |
| Hotel address |  | Contact person |  |
|  |
| Additional Information | Please list any restaurants, local amenities etc. that may be of use | Meetings and events: | Please list any unity events or meetings that will be on at the same time |
| Local taxi number |  |

## Bids for UKCNA

Bids for the UK Convention should be submitted to Region at least 14 months before the convention. Bids come from ASCs or have the approval of the ASC area it is to be held in, confirmed by the local RCM or ASC Chair in writing. Each successive UKCNA committee acts as a new subcommittee, under RSC guidelines. The Chair is usually nominated by the outgoing subcommittee, although this is not necessary, and a chair may come from a new host ASC. The prospective chair need present themselves to the RSC for ratification at the November RSC, 16 months before the proposed convention. This is to allow time for them to form a subcommittee, should the UKCNA committee, and not an ASC, be the party bringing the bid.

Bids must include

* Convention Aim, proposed date, and venue
* Venue details:
	+ The venue should have full disabled access.
	+ Access to road and rail transport with air transport preferable.
	+ The capacity of venue - should be 1200.
	+ Information on the conference rooms and capacity that is available.
	+ Parking and accommodation on site and cost of these.
	+ Opening and closing times.
	+ Availability of crèche.
* Event details:
	+ Proposed Program, including details of proposed rooms.
	+ Cost of registration.
	+ Proposed refreshments/dining opportunities in-house.
* Local Accommodation and surroundings
	+ Details of local hotels, including the venue if applicable.
	+ Details of special rates that have been secured for members attending the convention.
	+ Map of surrounding area and local attractions, dining options and transport hubs.
* Links to the Local ASC
	+ Statement of local need - how the local NA community will benefit from holding the convention in their Area.
	+ Details of Local ASC endorsement and local resources available to support convention.
	+ Details of if Local ASC has exercised right to request 20% of profit from UKCNA events, where this prevents them holding own events.
* Committee details
	+ UKCNA Committee Chair, Vice-Chair and Treasurer present at the submission of a bid for ratification.
	+ List of Committee positions available to be disseminated to wider fellowship.
	+ Calendar and location of proposed monthly committee meetings.
* Financial Details
	+ The proposed financial budget which should include income and expenditure:
	+ Estimation of attendance.
	+ Brief detail of fundraising plans.
	+ Outline of Costs of venue, hospitality, admin, promotion, security, etc.

The UKCNA bank account and PayPal account will be passed onto a successful bid. The subdomain convention.ukna.org will be used in conjunction with the helpline/website committee. The successful convention committee will be fully accountable to the Region.

The committee will use the ratified UK Region Convention Guidelines. Any amendments must be brought to Region to be ratified

## Recognition of Areas (ASCs):

If an area is an NA community, they can be part of the UK Region by informing the Chair of Region via Resource email **resource@ukna.org**. This can include non-geographical ASCs.

***“…if NA groups whose members speak the same language or have other cultural ties wish to unite in a single area or region covering a number of neighboring countries, we encourage them to do so.”***

***Guide to Local Services page 21***

## Template for RCM Reports to RSC

|  |
| --- |
| **Please save your report in a recognisable format, as a word document** **Eg NELASC – report to RSC – March 2018** |
| **ASC meeting details:** |
| **Day and time:** | **Venue:** | **ASC mailing address:** |
|  |  |
| **Number of groups and meetings:** |
| **Sub-committee activities:**Please list H&I meetings: |
| **Events:** |
| **Additional information:** |
| **Current financial status and contributions:** |

|  |
| --- |
| **Summary for presentation at Region:****Responses to action points from RSC:****Questions for Region:** |

## Motion Form

|  |  |
| --- | --- |
|  | **Motion:** |
| **Why is the motion necessary?** |
| **What are the specific objectives of the proposal?** |
| **What human and financial resources are required?** |
| **Proposer (Name, service position/ASC)** |  |
| **Seconded by (RCM) Name + ASC:** |  |
| **Date and location of Region meeting** |  |

|  |  |
| --- | --- |
| **Number of RCMs present:****Quorum 11** | **Consensus reached?**  |
| **Region date from which policy will be active:** |  **If temporary, date of re-evaluation:**  |

## Sample Agenda

UK Regional Committee Agenda

**Saturday**

09.00 Admin Committee (Be prompt)

09.30 General arrival-reports given out

10.00 Opening meeting

* Minute’s silence
* Roll call
* Chairperson’s opening remarks
* Traditions/Concepts
* Approval of minutes
* Treasurers opening balance
* Vacancies
* Bids to hold RSC meeting

10.50 Old Business (insert any old business)

11.30 RCMs Reports

12.30 Lunch

13.30 RCMs reports

14.30 Subcommittee reports: UK Archiving, UK Convention, UKCOmm², UKH&I, UK Parents and Carers, UKPI, UKSO, any ad hoc committee reports

15.30 Break 15 min

18.00 Close

**Sunday**

10.00 Opening meetings

* A minute of silence
* Roll call

10.05 RD report

12.00 Lunch

13.00 Sub committee’s reports carried forward from Saturday

14.00 Treasurers report, requests for money

14.30 Break

14.45 Discussion/workshop

15.45 New business

16.30 Close

Collective cooperation to maintain a time allocation of 20 mins per subcommittee is requested by the Admin committee. In the likelihood of extra time being required, please inform the Admin committee before region.

Agenda is subject to revision, depending on the business of the day, please bring copies of your report as indicated in the pre-region mail out Please note it is vital that all RSC members including Admin committee, subcommittee and RCMs attend both days and participate throughout the weekend’s business.

Any queries contact: chair.rsc@ukna.org

## Subcommittee Report Template

|  |
| --- |
| **Subcommittee Name** |
| Mission Synopsis: | *This is to help new RCMs understand the purpose and role of the subcommittee –this is in the guidelines, but it pays to keep it front and centre.* |
| Report to RSC date: |  |
| Meetings since the last report -Dates and attendance: | *Even if there have not been committee meetings, there has likely been action; if it is made clear that it has not been possible to hold meetings, Region can consider how they may help. There are other ways of doing business but how is this recorded for accountability?* |
| Committee:  | *Please list members and the position held.* |
| Positions vacant:**(RCMs please report these at your ASC)** | *RCMs please report to Areas.* |
| General report: | *What has been happening? Include info from smaller subcommittees. Please do not just copy minutes.* |
| Problems/progress against specific objectives, requests or questions from Region: | *Transparency and accountability.* |
| Workshop preparations: | *If any, include expenses or requests for local service.* |
| Highlights of communications with ASC and WSC committees: |  |
| Suggestions or recommendations to RSC: | *Based on greater experience, or issues that arise from doing this type of service.* |
| Requests for guidance from RSC: | *Any decisions that need to be made so that the committee can move forward.* |
| Financial report:Status and expendituresRequest for funds | *Send treasurers report to RSC treasurer.* |
| Next meeting: | *Address and date/time.**Is Skype available?* |
| Contact details: |  |
| Meeting minutes provided to Resource? |  |
| Treasurer report provided to resource and region treasurer? |  |

## Subcommittee Treasurer Template



## Misappropriation Policy for UK region

**Purpose**

Misappropriation is defined in the dictionary (Oxford) as ‘to take dishonestly’ and as (Webster) ‘to put to a wrong use’. Misappropriation affects groups, service committees, World Services, and the NA public image in our effort to carry the message to the still suffering addict. The process necessary to deal with such incidents typically has long-term effects such as conflicts between members, disunity, and disillusionment. These directly affect the message carried to the newcomer. The safeguards in this policy protect our funds, property and merchandise, and protect us as a fellowship.

**Safeguard**

1. Regional and Subcommittee treasurers are responsible for submitting monthly/regular financial reports.
2. Independent examinations are to be held in accordance with UK region guidelines, and whenever requested by groups.
3. Cheque accounts ideally have 4 signatories (minimum 2) with two signatures required for the issuance of any cheque, or transfer of any funds.
4. Bank statements are to be reconciled monthly.
5. A second member needs to be present when conducting treasury business. Counting of funds, recording of amounts, and audits should never be undertaken unilaterally.
6. Bank deposits must happen within a week.
7. Financial records must be readily available to all interested NA members.
8. Property and merchandise will be treated as carefully as cash and the cost value of stock accounted for.
9. Members elected to positions entailing fiscal responsibility will understand these policies and sign as such.
10. Financial procedures will be written into guidelines.

**When Safeguards Fails**

Our programme of recovery provides every member with an opportunity to make responsible choices in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with misappropriation by encouraging the member in question to make amends and create the opportunity for healing. When money, property, or merchandise is missing the following steps will be implemented.

1. The UK RSC Admin committee will be informed.
2. A meeting will be scheduled. Attendees will be notified of the time, date and location of the meeting.

The attendees will be as follows:

1. Chair, Vice Chair, Treasurer, Vice Treasurer, Regional Delegate, Vice Regional Delegate, and Secretary.
2. The Chair, Vice Chair and Treasurer of the Subcommittee involved.
3. The individual involved and up to two supporting individuals to accompany the individual in question.

If the chair deems it necessary during the questioning period, others who may have pertinent information may be called to the meeting to provide information.

1. At the meeting, the format will allow for everyone present to express their respective concerns. The chair will facilitate the meeting and accurate notes will be taken. There will be consideration of all evidence as well as facts – chequebooks, audits, inventories, meeting minutes, etc. After all, sides have been heard there will be a break to allow for each attendee to connect with their higher power. Following the break, the attendees will be informed of the evidence and information that will be presented to the regional body.
2. The facts as ascertained at this meeting will be reported to the next RSC meeting. A decision as to whether misappropriation has occurred will be rendered by the RSC.
3. Based on that decision a restitution agreement will be developed. The agreement will include regular payments at an interval acceptable to all involved until the full amount is repaid.
4. A report about the situation will be noted in the RSC minutes. Status of the progress of restitution will be reported regularly until the signed agreement is satisfied.
5. Balancing spirituality with responsibility, the person will be removed from their service position officially at the date of the RSC meeting in which the misappropriation is determined. Any member removed by the RSC for misappropriation may not hold an elected seat at the RSC for a period of two (2) years following full payment of restitution. The removal will be recorded in the RSC minutes.
6. If the individual does not appear at the special meeting, every effort will be made to contact them. The meeting will be rescheduled. Registered mail will be used to send a letter as to the time, date and location of the meeting. The letter will inform the individual that there is a question of misappropriation and that it is necessary for them to be present at the meeting. If the individual does not appear for the rescheduled meeting, the meeting will proceed without them and the facts ascertained will be presented to the Region for a decision. All correspondence will be minuted.
7. If the person in question is found by the RSC to have misappropriated funds, property or merchandise, and the person refuses to agree to restitution, OR, agrees, and then does not honour the agreement, OR, disappears, legal action will be taken (the police will be informed).
8. This document is to be signed annually or when needed, for example, if a person is elected to a position midyear. The signed document will be archived by Resource.

***By signing this agreement, you express understanding of it, agree with it, and are bound by it.***

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Witnesses to be members of RSC admin committee)**

## Travel & Subsistence Policy

**Policy Definition:**

Travel and subsistence expenses describe the cost of spending on NA business travel, hotels, sundry items such as food and drink and similar ad hoc expenditures (reasonable out of pocket expenses).

**Policy application:**

Any member of the RSC incurring expenses funded by the RSC.

**Travel Reimbursement:**

UKNA Region travels UK wide. Therefore, no specific monetary limit can be placed upon a committee member travelling to and from the UKNA Region meeting, this is due to the varied abode of committee members, and the changing location of the Region meeting.

**Policy:**

1. As there is variation in distance travelled, mode of transport, and how far in advance public transport can be booked; the principle is that Regional Service Committee members will be as prudent as possible with NA funds when booking their travel arrangements.
2. To be as prudent as possible, sometimes it is required to book travel, especially for public transport, well in advance. Should this be the case, service committee members can request travel funds in advance – if necessary. This action will be agreed by the UKNA Region Treasurer and at least one other admin Committee Member.
3. Where there is a need to hire a car, it is suggested that car-pooling is the best approach. Should this be for single travel only, this must be agreed in advance by at least two of the UKNA Region Admin Committee members. Additionally, a basic car of prudent cost is the most reasonable. Fuel will be reimbursed at the exact cost of the receipt submitted for fuel purchased.
4. Travel in a non-hired vehicle the exact cost of fuel may be claimed.

**Subsistence Reimbursement:**

Subsistence is widely agreed as an out of pocket expense whilst attending the UKNA region meetings; this is due to members having to eat out. No elaborate food and drink expenses should be reimbursed, and prudence should be exercised in meal selection(s)

**Policy:**

1. In keeping with the “September 2011 Policy”, each member of the UKNA Region Service Committee can request up to a maximum of £15 per day of attendance. This will typically be a Friday, Saturday and Sunday.
2. In the event that members are required to stay at the UKNA Region Hotel on a Sunday night, due to inaccessible travel home until the Monday then a maximum of 4 days Subsistence will be reimbursed.

**Accommodation:**

Due to the UKNA Region Meeting travelling UK wide, it is impossible to place a cap on accommodation on a per person per night basis. However, if the Region meeting location falls to the admin committee to decide its location, due care shall be given to prudence when booking Hotel or Accommodation arrangements.

**Subcommittee(s):**

Regional subcommittees are expected to adhere to this policy within their own expense management. It is not the function of the UKNA Region to fund Travel and Subsistence reimbursement for its subcommittees. In the unlikely event that a subcommittee member requires funding directly from Region the following will take place:

**Policy:**

1. The subcommittee chair should contact the Treasurer of the UKNA Admin Committee at the earliest opportunity and make them aware that this is required.
2. All requests shall be voted on by the RCMs as they have the final say and are whom we serve. Their vote decides if these expenses are reimbursed or declined/reduced.

**Region funded RCMs:**

It is a policy that the UKNA Region will fund RCMs to attend region if their ASC is under its prudent reserve and unable to send anyone, and only if the UKNA Region is above its own prudent reserve. Region will only fund one serving member to attend, either the RCM or the alt. RCM, not both.

**Policy:**

1. The RCM should contact the Treasurer of the UKNA Admin Committee at the earliest opportunity. As soon as possible after the 1st ASC following the RSC (deadline 6 pm on 3rd Sunday of the months between RSC meetings), any requests sent after this time will be declined.
2. In this the event that the Region is above its prudent reserve, then all points above shall be adhered to as if the RCM were a member of the UKNA Region Admin Committee. Sharing a twin room is likely to be the most prudent means of achieving this request and prior consent shall be requested from any parties involved.
3. If Region is below its prudent reserve (using the closing balance of the last Region), then any funding requests will be declined. Future contributions cannot be predicted and therefore cannot be included in the decision-making process.

**Example**

An ASC holds a prudent reserve of £1000.00
The ASCs current balance is £900.00
The ASC deems it necessary to request support from Region to send the RCM to the next Region meeting.

RCM expenses: £250.00
ASC pays (above prudent reserve): £150.00
Region pays (to bring up to prudent reserve): £100.00

This will be paid into the ASC bank account, not individual back accounts.

## UKNA Regional Service Committee Inventory

**Introduction**

The UK RSC sets time aside time each year for conducting an RSC inventory, for much the same reason as NA members conduct personal inventories: to stop, consider their actions and attitudes and redirect themselves to their ideals. The Regional Service Committee considers 3 general topics:

* How well has the RSC performed this year at serving the ASCs and the groups, and how can it better serve them in the coming year.
* How well has the RSC served the larger community and how can it better serve the community at large.
* How well has the RSC supported the European Zonal Forum and NA World Services? How can the RSC better support the said services?

*New suggested section:*

During the May RSC, any requests may be made to include questions in the inventory. An ad hoc committee shall be formed to facilitate the process of inventory and reporting back to the body. The inventory will then be distributed to the RCMs. During the July RSC, the questions will be considered in a workshop set aside for this purpose. Responses will be examined, and an action list created for review by the RCMs at the September RSC. A plan on how to proceed will be developed at this time.

**Our region**

The UK Region consists of the following 32 areas (as of July 2019):

* Channel Islands Area
* Chiltern & Thames Valley Area
* Cornwall Area
* Devon Area
* Dorset Area
* East Midlands Area
* Essex Area
* Free Counties Area
* Greater Manchester Area
* Hampshire Area
* Kent Area
* Lancashire - East & Central Area
* London - North East Area
* London - North West Area
* London - South East Area
* London - South West Area
* Merseyside Area
* Norfolk & Suffolk Area
* North East England Area
* NW England & N Wales Area
* Scotland - East Coast Area
* Scotland - Edinburgh & Lothians Area
* Scotland - Glasgow & West Coast Area
* Scotland – West Lothians
* South Wales Area
* Surrey Area
* Sussex Area
* The Shires Area
* West Country Area
* West Midlands Area
* Yorkshire & Humberside Area
* UK Farsi Groups Area

The region currently has approximately 1170 weekly meetings (as of July 2019).

**Objectives**

The objectives of the inventory are as follows:

* To invite feedback and suggestions from ASCs and groups.
* To highlight Regions achievements.
* To identify opportunities for improvement at the RSC.
* To prioritise regional services to better align with ASCs’ and groups’ needs.

To accomplish these objectives, it is suggested that the Region creates an ad-hoc committee tasked with developing this inventory. The following questions can be used, with new ones added to them if required.

* 1. How can the RSC promote unity in our region?
	2. Do we maintain an atmosphere of courtesy and mutual respect in our RSC?
	3. Are we responsive to the needs of NA groups in our region?
	4. Do we actively seek to improve our awareness of our responsibility to carry the message to the suffering addicts worldwide?
	5. Do we meet in an orderly and timely fashion staying focused on our services?
	6. Do we protect the right of free debate or do we allow our members to be intimidated or manipulated?
	7. Do we adhere to the 12 traditions of NA, and 12 concepts of NA in all our decisions and actions?
	8. Do we adhere to the UKNA regional guidelines?
	9. Are we responsible for our decisions concerning the management of fellowship funds?
	10. Do we serve as a viable channel of communication between the groups, ASCs and other service committees?
	11. Is the body a source of information and experience in dealing with issues within groups or ASCs?
	12. Do we welcome our new trusted servants and provide all necessary information and support?
	13. Is training in service adequate?
	14. Do we maintain records of our decisions and actions making them fully available to the NA members we serve?
	15. Do we encourage our members to make known their needs, concerns and requests?
	16. Are we responsive to the needs expressed through our service structure, whenever possible?
	17. Do you feel that communication within our service structure is adequate to meet the needs of groups or ASCs?
	18. Does the region effectively delegate to its RD, and AD the ability to carry the conscience of this body?
	19. How can we make doing service at region attractive to our members?
	20. What three words best describe regional service?

## Conflict of Interest

A potential conflict of interest is any situation in which any member’s personal interests or loyalties could, or could be seen to, prevent them from deciding only in the best interests of NA.

Some potential conflicts of interest are

* RCM and Alt RCM being on Admin committee or vice versa.
* RCM and Alt RCM being a subcommittee Chair, Vice Chair or Treasurer or vice versa.
* Admin committee members being a Subcommittee Chair, Vice Chair or Treasurer or vice versa.
* If a regional body attendee, when voting a member into service, does not declare any strong relationships or loyalties with the member being voted upon. (This could lead to a revote of the service position if they RCMs agree.)
* Admin committee members being the Chair of an Ad-hoc committee.
* Chair of Admin committee being on an Ad-hoc committee.
* Anyone who holds a service position that may be a conflict of interest with the terms of the Ad-hoc Committee being on that Ad-hoc committee.
* Special workers being an RCM or holding any position on the regional Admin committee or subcommittees.
* Any ukna.org email address being used for non-NA business.
* Any member influencing a decision with an outside entity and then directly benefiting from that decision.
* Any Regional member engaging in any work that is paid for from a motion proposed or reached at Region.

With many of our members either becoming career professionals in the recovery field or doing business with such people, there is an increasing danger of a conflict of interest if service brings members into contact with the same people they may be selling to or buying from.

It is impossible to cover every possible scenario, so we suggest one simple question: Am I having more than one conversation? In service, we should have just one conversation with each person we contact: the one about NA. If there is (or could be) a second conversation with that person where we could want something from them (work being the obvious example, but not to exclude politics, networking, sex, religion, hobbies, charity, or relationships) then we should let go of that service commitment and seek another way to serve the fellowship behind the scenes – one that does not involve any such contact.

It is up to each member to consult their own conscience, sponsor and Higher Power when considering whether something feels right. These points offer guidance so that trusted servants may avoid in any way compromising the purity and simplicity of our message, or our Sixth Tradition.

## Concept 10 Procedures

Procedures for a member to bring a Concept 10 to the UKNA RSC for redress:

1. If the Concept 10 involves the UKRSC or one of its subcommittees then a Concept 10 letter is to be emailed to at least two of the Admin Committee, by the individual(s) seeking redress (not by proxy or another representative).
2. The Concept 10 letter should include details of the grievance and what redress is sought. Including all relevant information about what has occurred.
3. The Chairperson will appoint an ad-hoc committee, at the earliest opportunity, within one calendar month of receiving the grievance letter.
4. If the Concept 10 involves the UKRSC Chair the RD will appoint the ad-hoc committee.
5. The ad-hoc committee will comprise two members of the UKNA RSC Admin Committee and 3 RCMs, none of whom are named in the redress letter, or has any appearance of a conflict of interest.
6. This team will analyse the Concept 10 letter, asking questions of the individual(s) seeking redress, as well as any/all other parties involved.
7. After interviewing the individuals involved, the team is to determine what, if any, amends might be recommended.
8. The ad-hoc committee needs to respect the possible sensitivity of information disclosed.
9. These findings will be presented to the Region as the first order of business at the next regional meeting.
10. If the body is in consensus with the findings the amends will be actioned immediately.
11. Once the findings have been actioned, the matter, in any/all forms, will be considered closed and will not be addressed at the RSC for a minimum of 6 months. If it does come up, it will not be recognised.
12. If the UKNA RSC is not in consensus (as defined in the RSC Guidelines) then discussion can (and should) ensue. All attempts should be made to reach a consensus.
13. Need a mechanism for a subcommittee to bring a grievance.

## Flowcharts

### CBDM



### Straw poll



### Order of Proceedings for Admin Committee Elections

Elections will take place as the first order of business, on the Sunday of the November Region, provided the RSC is quorate. The committee, except for either the RD or the Alt RD, will stand down. The chair will be elected and then the RD or Alt RD who remained will step down – the new chair will conduct the rest of the elections. If a new chair is not elected, the RD or Alt RD will conduct the rest of the elections and stand down last. The positions will be elected in the following order:

* Chair
* Secretary
* Treasurer
* Resources
* RD (only in alternate years)
* Vice Chair
* Vice Secretary
* Vice Treasurer
* Vice Resources
* Alt RD (only in alternate years)

The fourth concept will be read in full. Explain the voting requirements to RCMs (single candidate/double candidate/significance of abstention and no vote – see guideline 3.11).
The requirements and clean time for the position will be read out.

The facilitator will then:

* Ask if any candidates wish to put themselves forward.
* Ask if there are any other candidates.
* Invite candidate to give service CV.
* Facilitator to ask the questions for the position to all candidates.
* Invite questions from the body (each candidate is expected to be familiar with the steps, traditions, concepts, and requirements of the role).
* Ask the candidate(s) to leave the room.
* Invite discussion.
* If necessary the facilitator can ask a candidate to come back in the room so that the facilitator can summarise, and then offer them the opportunity to address, any questions that have arisen.
* Distribute voting papers.
* Calculate required majority.
* Count votes and announce the result to the body: the candidate has required majority/the candidate does not have required majority.
* Repeat voting as needed if multiple candidate election.
* Invite candidate back into the room: thank you for putting yourself forward for the position of … you have/have not been elected/ratified

Repeat for each service position vacant. Direct resources to report still vacant positions to wider fellowship. Any candidate that is invited by the body to consider standing again (e.g. unresolved multiple candidate election), will have their expenses at the following region paid by the body, regardless of whether they are successful.

### Three or more candidate election



### Two candidate elections



### Single candidate election

