**RASCN ADDENDUM FOR 2016 GUIDELINES AND PROCEDURES**

**6. Print Shop Subcommittee(pg 22)**

1. **Purpose of Print Shop Subcommittee**

The subcommittee will provide printed copies of requested items from home groups, subcommittees and all area level trusted servants only after receiving a printed or electronic copy. All material given to the print shop subcommittee will be printed exactly as received. (Changed Sept. 11, 2016)

**E. Removal of Trusted Servants (Guideline) (pg 15)**

(2) Involuntary – any of the following is reason for removal

1. The nonattendance of the trusted servant at two consecutive ASC meetings without contacting the Chairperson or Vice Chairperson of the ASC informing them of his or her absence is reason enough to effect involuntary removal of the trusted servant. The area chair or vice chairperson will attempt to present a letter to that trusted servant at least 7 days prior to the next ASC informing that trusted servant that he or she has been removed from that service position for the reasons give here. (Changed Sept. 11, 2016)

**5. Treasurer (pg 9)**

b. Duties of Treasurer

1) Maintains ASC checking account.

* One of the co-signers of the ASC checking account.
* Distributes all checks for all ASC expenses according to the RASCNA budget amounts (monthly operating expenses) set forth in these guidelines.
* Makes deposit within two business days after ASC meeting.
* Receives all money and receipts from Special Events Subcommittee Treasurer on the first business day after each event.
* Maintains moneys received from Special Events Subcommittee and budgeted amounts for H&I in escrow.
* Collects donations to ASC and literature purchases.
  + These donations will be entered into the computer and a total of donations will be announced before the end of the ASC meeting. Changes made on July 8, 2012
* Reconciles ASC checking account on a monthly basis.
* The Treasurer will reconcile ASC checking account on a monthly basis using the reconciliation format contained within the Software used by the area treasurer.
  + The previous month’s cleared checks, outstanding checks, and deposits will be listed and reported at each month area service.
  + The amount of the Regional Donation will be calculated according to an established procedure found in the RASCNA Procedures, Section G. “Donation to the Regional Service Committee” and be a part of each report given at the ASC meeting.

2) Keeps an accurate record of ASC transactions and brings them to all meetings.

* + Keeps an updated list of home groups who purchased literature and made donations at each month’s area ASC.
  + Keeps a listing of all deposits and written checks in a check register.
  + Keeps all receipts from all sources that received disbursements for purchases from the Area Treasurer and reimbursements of approved purchases.

3) Provide an annual report at January’s ASC meeting of contributions, literature purchases, expenses, and donations to region for the year.

* Make books available for auditing on a semi-annual basis and also make books available at any time for ASC.

4) If unable to attend ASC meeting, arranges for Vice Treasurer to fill n.

5) Has key to P.O. Box.

6) Must train the incoming Area Chairperson, incoming Vice Chairperson, incoming Treasurer, and incoming Vice Treasurer on the software that is used to keep the Area’s financial records. Changes made on March 9, 2015

c) Budget of the Treasurer is $10.00 as a secondary bill.

**G. Donation to Regional Service Committee (Guideline)(pg 25)**

The regional donation cannot exceed 50% of the area’s available funds balance, not to exceed $500 after all bills are paid, two months prudent reserved; and this year’s and next year’s Special Events Free Event escrow have been retained. One check is written and given to the RCM. The procedure for the calculation is as follows:

Ending Balance (All Bills Paid includes cleared and not cleared transactions)

Minus (-) 2 months Prudent Reserve (Operating Expenses)

Minus (-) This Year’s Special Events Free Event Escrow

Minus (-) Next Year’s Special Events Free Event Escrow

= Available Funds Balance

= Regional Donation (50% of Available Funds Balance) not-to-exceed $500

(Changed November 2016)

**H. Operating Expenses for One Month (Procedure) (pg 33)**

Print shop changed on March 13, 2016 from $300.00 to $150.00

|  |  |  |
| --- | --- | --- |
| Primary Bills are paid first and in full |  |  |
| Name  Outreach Rent  Hospitals and Institutions Rent  Print Shop ( Supplies and Maintenance)  Policy Rent  Phone Line Provider (other Area Donations reduce)  Public Relations Rent  Rent (ASC, Literature )  Secretary  Special Events (1/2 seed money)  Special Events Rent | Amounts  $30.00  $20.00  $150.00  $35.00  $20.00  $35.00  $150.00  $100.00  $400.00  $20.00 | Totals |
| Primary Subtotal |  | $960.00 |
| Secondary Bills which are paid after the Primary Bills  Name  H&I-Literature  Outreach Literature Supplies  Special Events (1/2 seed money)  Special Events Supplies  Area Treasurer, Clerical  PR-Website  PR-Literature  PR PSAs  Literature Supplies  Travel for RCM  Travel for VRCC  **Subcommittee Workshops (up to 3 workshops)**  **Post Office Box Rental** | $232.00  $60.00  $400.00  $50.00  $10.00  $20.00  $100.00  $87.00  $15.00  $35.00  $35.00  **$600.00**  **$140.00** |  |
| Secondary Subtotal |  | $1784.00 |
| Grand Total |  | $2744.00 |

(Changed November 13, 2016)

**1. Hospitals & Institutions (pg16)**

**A. Purpose**

To get our message of recovery to any addict whose attendance at regular NA meetings is restricted. It initiates, coordinates and conducts all local NA Hospital & Institutions meetings and activities within the area.

1) The subcommittee is composed of an H&I Chairperson (elected at ASC), Vice Chair, Secretary, Literature Coordinator, Meeting Facilitators, and members in training for heretofore mentioned positions.

2) Each member of H&I is required to have a Hospitals & Institutions Handbook.

**B. Subcommittee Responsibilities (H&I Subcommittee)**

1) Update H&I policies and guidelines for the H&I subcommittee when needed with the approval from RASCNA.

2) Serves as a communications link between local H&I meetings and H&I subcommittee meetings on the regional and world levels.

3) Selects meetings facilitators who are to conduct H&I meetings.

4) Serves as a distribution point for literature for the meetings and reports these transactions to ASC.

5) In cooperation with PR makes all initial contact with facilities.

6) Conducts two learning days or workshops a year, and is responsible for all H&I oriented services within the area.

**D. Responsibilities of Area H&I Officers**

The responsibilities of the subcommittee officers are listed below but the list is only a summary. The success of the subcommittee depends upon the dedication and leadership of good officers.

1. **Chairperson (H&I Subcommittee)**

a) Minimum clean time requirement of two consecutive years.

b) Keeps order in the meeting.

c) Keeps discussion on topic.

d) Prepares an agenda for each subcommittee meeting.

e) Ensures that the “Traditions” are upheld in all matters.

f) Maintains a link of communication between the H&I subcommittee and the ASC including giving a monthly report to the ASC along with subcommittee minutes for the archives.

g) Maintain contact with RCM regarding H&I.

h) Responsible for all correspondences to facilities served by the subcommittee using the forms and form letters from the H&I Handbook Appendix.

i) Refer facility residences who are leaving an H&I setting for another area to a NA website for information about the fellowship, meetings, and help-line numbers.

j) Appoints AD Hoc Committee for learning days or workshops.

**2. Vice Chairperson (H&I Subcommittee)**

a) Minimum clean time requirement of one year.

b) Helps Chairperson keep proceedings orderly.

c) Acts as Chair in Chairperson’s absence.

d) If the office of Chairperson becomes vacant, serves as the chair until confirmed by ASC or another Chairperson elected.

e) Chairs the H&I Handbook and other NA Books study meeting.

f) Submits a written report at 4th Sunday subcommittee meeting.

g) Maintain contact with the RCM regarding H&I.

h) May have other responsibilities as delegated.

i) It is the Vice Chairperson’s responsibility to contact facilitators who are not fulfilling their commitment and if necessary, obtain a written report for the subcommittee. Any further action will be at the discretion of the subcommittee as a whole.

**3. Secretary (H&I Subcommittee)**

a) Minimum clean time requirement of one year.

b) Takes an accurate set of minutes at the 4th Sunday subcommittee meeting.

c) Keeps an updated volunteer list of members who would like to speak.

d) Keeps an updated volunteer list of members who want to serve on a panel at H&I meetings.

e) Maintains an ongoing file of all correspondences and minutes. (f) May have other responsibilities as delegated.

**4. Literature Coordinator (H&I Subcommittee)**

a) Minimum clean time requirement of one year.

b) Distributes NA Conference approved literature and any other items the subcommittee uses in carrying the message, such as copies of “Reaching Out” and “The NA Way”.

c) This person should always be aware of the amount of literature being distributed so that the facilitator’s literature requests remain prudent and the subcommittee can fairly distribute the literature without exceeding its budget.

d) The subcommittee’s literature order should be given to the area treasurer for ordering and fulfillment by the Area Literature Chair Subcommittee like all other Area subcommittees. This action requires an entry under the Area Policy (Guidelines) and/or Subcommittees of the Area Service Committee.

e) Literature is distributed on the 4th Sunday at the end of the meeting.

**5. Facilitator (H&I Subcommittee)**

Facilitators are members of H&I Subcommittee who take meetings into facilities were addicts cannot get to an outside meeting. This position requires a one-year commitment and 9 months clean time. It is their responsibility to:

a) See that the meetings are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facility.

b) Select the type of format.

c) Invite speakers or panel members from the fellowship to share (at least 6 months clean to speak and 3 months clean to participate on panel).

d) Ensure that the meetings start and end on time.

e) Submit a written monthly report due on the Business meeting Sunday using the report form provided by the Secretary. Any problems should be reported to the H&I Chairperson and then included in the regular report to the H&I.

f) Commitment to each facility is suggested to be one year. All hospitals and institutions served by the committee will have at least two facilitators assigned and at least one in attendance.

g) Facilitators are required not to miss three consecutive subcommittee meetings. Any further action will be at the discretion of the subcommittee as a whole.

h) You may not be a facilitator and a resident of that facility. You may not sponsor residents, patients, or inmates of the facility. You may only give out our area help-line number. You may not participate in any activity at the facility other than the H&I meeting. In the following, the 6th Tradition-NA’s name in the institution should only be used for the H&I meeting. Refer to the Do’s and Don’ts for both Treatment and Correctional Facilities in the H&I Handbook. Key chips are only provided at institutions that request them.

**F. Budget of H&I Subcommittee**

1) The budget is $20.00 for monthly rent as a primary bill.

2) $232.00 monthly expense for literature as a secondary bill

3) Check issued quarterly for $696.00

(Changed November 13, 2016)

**6. Print Shop Subcommittee(pg 22)**

**A. Purpose of Print Shop Subcommittee**

The subcommittee will provide printed copies of NA related requested items from home groups, subcommittees, and all area level trusted servants only after receiving a printed copy. All material given to the print shop subcommittee will be printed exactly as received.

**B. Officers of Print Shop Subcommittee**

The members of this subcommittee shall consist of a Chairperson, Vice Chairperson, and **Secretary.**

**C. Duties of Print Shop Subcommittee**

1. Conduct two regularly scheduled subcommittee meetings each month: one during the fourth week of each month, and one on the second Sunday of each month. This schedule coordinates the printing of the area minutes, and area meeting schedules within timeframe requirements of the Public Relations and Secretary Duties within the Guidelines and Procedures.

**1a) Before Area Service Subcommittee Meeting Activities**

* Print the area minutes received from the Area Secretary
* Print the area meeting schedule received form Public Relations
* Inventory subcommittee supplies for ordering at area service
* Print the area guidelines and procedures as needed from the Policy Subcommittee
* Print as needed all area level forms needed at area service
* Print any single item with 150 pages or more before day of area service
* Print CAR report received from the RCM in even number years

**1b) During Area Service Subcommittee Meeting Activities**

* Shall be available for printing at area service by 3:00pm
* Print Area Treasurer Report received from the Treasurer
* Print copies of trusted servants literature orders each month to include back order information
* Print group and area level trusted servants flyers not to exceed 150 copies per item
* Set up and stock the area literature table with the following forms needed by trusted servants to fulfil their duties at area service:
  + Group Report Forms, Guidelines Motion Forms, Procedure Motion Forms, and Money matter motion forms, Blank Area Agenda Forms, Literature Order Forms, Subcommittee Report Forms

**1c) After Area Service Subcommittee Activities**

* Retrieve all unused area level forms at the close of area service each month and return them to the print shop storage area

**D. Budget of Print Shop Subcommittee**

1) $150.00 monthly for maintenance and printing supplies

(Changed December 11, 2016)

**2. Literature (pg 19)**

**A. Purpose of Literature Subcommittee**

The purpose of the literature subcommittee is to maintain a stock of NA books, pamphlets, key tags, medallions, and other items offered through WSO. This subcommittee processes group orders, subcommittee’s orders, area level trusted servant’s orders, monitors stock levels, stamps all literature, and reorders materials from the WSO.

**B. Officers of Literature Subcommittee**

The subcommittee has a Chairperson, Vice Chairperson, and Secretary.

**C. Duties of Literature Subcommittee**

1) Literature has a stockpile of literature valued at $1,750.

2) Conducts two regularly scheduled subcommittee meetings each month

**2a) Before Area Service Subcommittee Meeting Activities**

• Process incoming RASCNA literature order from WSO, checking the shipment for accuracy recording and *reporting any discrepancy to area and the WSO.*

• Sort literature, key tags, medallions, etc. in appropriate categories to prepare for distribution at the next ASC meeting.

• *The subcommittee will fill, stock and stamp new literature, as well as, back orders from previous Area meetings.*

**2b) During Area Service Subcommittee Meeting Activities**

• Process group orders at ASC meetings.

• *Accurately record back orders from each group to be filled at the next subcommittee meeting, and provide home groups with copies of their back orders when they pick up their literature order at the ASC*.

**2c) After the close of the Area meeting**

* Distribute group orders to the GSR, Alt. GSR or an authorized representative from that group
* Distribute back orders from previous ASC meetings to all groups with their new literature orders for that month
* Establish a system that allows Group representatives and area level trusted servants picking up literature to inventory their order and signed for it after the close of area service.
* No item later determined missing will be replaced after that month’s area service meeting

1. The Literature Chairperson will provide the Area Chairperson and Area Vice Chairperson with a starter kit that contains the handbooks for each subcommittee. This starter kit will be passed down from the Area Chairperson and Area Vice Chairperson to the incoming Area Chairperson and incoming Area Vice Chairperson.
2. **D. Budget of Literature Subcommittee**

1) $60.00 is for supplies as a secondary bill

(Changed December 11, 2016)