



APPENDIX A TRUSTED SERVANTS REQUIREMENTS & RESPONSIBILITIES

Requirements for Trusted Servants

All RSC Trusted Servants and Service Subcommittee Chairpersons shall be recovering in Narcotics Anonymous, willing to serve for the full term of office (1 year, except for RD, RD Alt and Convention Chairperson, which are 2 years), and Convention positions which will run for the length of any convention cycle, and previous experience that qualifies them for the service position for which they are nominated.

They must endeavor to carry this service in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

In addition, the Treasurer and Alt. Treasurer shall have a source of regular legal income and a history of financial stability. Experience has shown that both positions can best fulfill their responsibility by combining some experience as a trusted servant in the RSC with business experience.

ABCD does not enforce specific term limits for trust servants but rotation of service is strongly encouraged.

All clean time for Regional service positions is 'suggested'. However, a 2/3 majority is required for the election of any Regional trusted servant who does not have the suggested clean time.

Suggested Clean Time

5 years: Chairperson, Vice Chairperson, Regional Delegate

4 years: Regional Delegate Alternate

3 years: Treasurer and Alt. Treasurer, Service Subcommittee Chairpersons

1 year: Secretary

3 years: Convention Board (Elected by RSC).

RCM's may take Regional service positions and continue their position as RCM. However, if a vote is to be taken that involves their specific position or a subcommittee they chair or vice chair, they cannot vote on that motion. The affected Area may send another representative to carry their vote on the motion.

I. Chairperson

The RSC Chairperson is the facilitator of the Regional Meeting and therefore should have good communication skills, have patience and the ability to act impartially, and is able to organize and lead, yet act as a servant.

A. Duties:

1. Presides over RSC Meetings
2. Act as a signatory of the Regional checking account
3. Appoints ad hoc committees, as needed

B. Responsibilities:

1. Chairs regular and special sessions of the RSC.
2. Acts as a spokesperson for the region to the rest of the fellowship.
3. Co-signer of all letters and the RSC bank account.
4. Works as a team with the vice chair.
5. Sets the time, date and location of RSC.
6. Appoints all ad hoc committees.

II. Vice-Chairperson

The specific qualifications listed above for Chairperson, including leadership ability, communication skills, objectivity, tolerance, and impartiality are also important characteristics to look for when selecting a Vice-Chairperson.

A. Duties:

1. Helps coordinate the activities of Subcommittees as needed.
2. Acts as Chairperson in the absence of the Chairperson.
3. Will assume the duties of the Chair, if that position becomes vacant, until special elections can be held.
4. Is a signatory of the Regional checking account
5. Restates all motions before they are voted on.
6. Maintain regional calendar of events with area information supported by the RCMs.

III. Director of Communications

The Director of Communications performs general office and clerical activities and needs access to a computer and the Internet.

A. Duties:

1. Prepares accurate minutes of the RSC Meetings
2. Collects RCM and regional reports to include in the minutes
3. Types and distributes copies of the minutes to RCMs, trusted servants, and Subcommittee Chairs via email.
4. Assists the Regional Chair and/or subcommittees with general correspondence.

IV. Treasurer and Alternate Treasurer

It is recommended that the Treasurer obtain *The Treasurers Handbook* from the WSO. The Treasurer and Alt Treasurer are both signatories of the regional checking account. The alternate treasurer will assist the treasurer as needed and assume the duties of treasurer if the position becomes empty pending the election of a new treasurer.

The Treasurer and Alt. Treasurer perform bookkeeping activities and should be able to balance a checkbook register against a bank statement and reconcile the account.

A. Duties:

1. Receives and disburses funds for the regional treasury
2. Timely deposits all income into the RSC checking account
3. Is a signatory of the Regional checking account
4. Maintains treasury checkbook record
5. Maintains receipts for all income and receipts turned in for disbursements
6. Makes a written financial report at each RSC meeting
7. Makes any special report required by the RSC
8. Turns over all RSC treasury records, checks, checkbook, supplies, and reports to the next RSC treasurer or the RSC Chairperson upon vacating the treasurer's position

B. Responsibilities

1. Treasurer manages the budget and any Regional funds.
2. Treasurer is the holder and primary signatory of their respective checkbook and all receipts issued
3. Treasurer is held accountable for the account, and will declare an accurate checkbook balance when requested to do so by the RSC or subcommittee.
4. All disbursements will be made by check when possible. .
5. The checkbook register must be clear and legible so as to be readable by those who may be called upon to audit the account.
6. All income must be entered in a two-part receipt book. All bank deposit slips will be kept in order by date. All canceled checks will be kept in order of check number.
7. Maintain restricted funds as promptly as possible.

V. Regional Delegate

The Regional Delegate (RD) will serve a two-year term. The RD's ability to understand and explain the workings of the fellowship is a factor in determining the unity, growth and stability of those they serve. The RD must provide a clear understanding of ALL communications between the RSC and the WSC.

A. Duties:

1. Attends the World Service Committee (WSC)
2. Attends Zonal Forums. Attends the Mid-Atlantic Learning Conference of NA (MARLCNA) or the Multi Regional Learning Event (MRLE)
3. Conveys the conscience of the Region to the WSC as stated in this policy
4. Provides guidance and information to the RSC and/or its members through workshops or assemblies as directed by the RSC
5. Maintains open communication with as many regional subcommittees as possible

6. Participates in the actions and discussion boards of World, and may serve at World level
7. Presents CAR workshops to all areas in the region
8. Conducts Learning Days in keeping with this Policy
9. The RD and RDA may delegate any of the above duties to other members of the RD/RDA subcommittee

VI. Regional Delegate Alternate

The Regional Delegate Alternate (RD Alt) usually, but not always, succeeds the RD at the end of their term.

A. Duties:

1. Attends the WSC
2. Attends Zonal Forums and the Mid-Atlantic Learning Conference of NA (MARLCNA) or the Multi Regional Learning Event (MRLE)
3. Serves as RD, in the absence of the RD
4. Assists RD in presenting any workshops, Regional Assemblies and CAR Workshops.

VII. Subcommittee Chairpersons

The RSC shall support service subcommittees that fulfill the Purpose of the RSC. The RSC shall establish subcommittees as necessary to perform certain duties. The standing subcommittees shall be formed upon approval of the voting members of the RSC. At the inception of these subcommittees a Chairperson will be elected.

All Regional Subcommittees of the RSC shall create and adopt policy as needed, which are consistent with *A Guide to Local Services in Narcotics Anonymous*, the Twelve Traditions of NA, and the best information available from the WSC in the form of WSC approved handbooks and guidelines. The guidelines of each standing subcommittee shall be subject to approval and review by the RSC as a whole.

A. Duties:

1. Hold regular subcommittee meetings when appropriate.
2. Adopt or develop guidelines for their subcommittee.
3. Submit written reports at the regularly scheduled RSC Meetings.

B. Public Relations Defined

1. The Public Relations Subcommittee shall maintain a pool of experienced NA members who are available to assist the Areas with the growth and support of their groups and contact with institutions and the general public.
2. To open and maintain lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to everyone.
3. The purpose is also to help the area subcommittees with their particular problems and needs, and to keep open lines of communication between the Areas and NAWS.

C. Helpline Defined

1. The Helpline Subcommittee shall manage the referral of incoming telephone calls to the appropriate member ensuring that it preserves the spirit of the 12 Traditions of NA.
2. Each subcommittee member will have a working knowledge of the Guide to Phone Line Service and be orientated/trained.

D. ABCDRNA Website Defined

1. The website shall be maintained as a public resource for NA information; the content of the website shall preserve the spirit of the 12 Traditions of NA and shall contain a calendar of NA events.
2. Changes to the online meeting schedule will be coordinated with the Meeting List Subcommittee.
3. No link shall be placed on the website that redirects or points to anything other than registered NA Area, Regional, Zonal Forums, and World subcommittees.
4. An e-mail account will be maintained. Archive copies of all emails sent through the website shall be kept, and printed or electronic copies shall be provided upon request at the RSC. (*October 2005*)

E. Convention Defined

1. The Convention Subcommittee shall organize and support activities that are the basis for Convention events and the A.B.C.D. Regional Convention itself, insuring that all events celebrate recovery and preserve the spirit of the 12 Traditions of NA.
2. Convention Policies & Procedures are contained in a separate document that is approved by a two-thirds (2/3) majority vote of the member Areas of the Region.

F. Policy Defined

1. The Policy Subcommittee shall maintain this document and assist the Areas and subcommittees with development of policies and procedures.
2. Maintaining this document requires a review and possible re-issue of the entire policy after six (6) policy amendments have accumulated.

G. H&I Defined

1. Acts as the spokesperson for the regional H&I committee.
2. Coordinates and is responsible for all the work done by the committee.
3. Maintains communication with the WSC H&I committee along with the Member Area H&I Committee Chairs.

H. Meeting List Coordinator Defined

1. Monthly attendance at Regional regular meeting with current meeting lists available for the Areas.
2. Maintains the meeting list by being in contact with all the Areas to keep list updated and current.
3. Coordinates with the website to make sure meetings current.

I. Ad Hoc Subcommittees Defined

1. RSC Chairperson shall have the authority to appoint *ad hoc* Subcommittees for such purpose as may, from time to time, be necessary to fulfill specific functions.
2. The RSC Chairperson shall specifically designate the purpose, chairperson, and duration of existence of any such *ad hoc* Subcommittee at the time of appointment.

J. E&A Defined

1. E&A will conduct events and activities for the good of the ABCD region and will assist the RD subcommittee or other subcommittees in the organizing of events.
2. ABCD Treasury will maintain a revolving E&A fund of \$500 separately from all other funds. No regional funds outside of the E&A Fund will be provided to E&A without discussion and approval by the ABCD RSC body.
3. This fund cannot be used for any other purpose except by a motion requiring a 2/3 vote.
4. All money brought back to the ABCD RSC by E&A will be applied directly to the E&A Fund until the balance is met. Anything over \$500 will be applied to the regional operating budget.
5. A bank deposit must be made by the person responsible for the E&A funds by the next business day after the end of the event.