SOUTHEASTERN MASSACHUSETTS AREA OF NARCOTICS ANONYMOUS GUIDELINES

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SOUTHEASTERN MASSACHUSETTS AREA OF NARCOTICS ANONYMOUS
Area Service Guidelines

I. NAME

A. The name of this area shall be the “Southeastern Massachusetts Area of Narcotics Anonymous" (SEMA)
   1. The name of this committee shall be: The SEMA Service Committee.
   2. This committee may be referred to as the Area Service Committee or “ASC.”

II. PURPOSE

A. The purpose of this Area Service Committee ("ASC") is to be supportive of its area groups and their primary purpose, by associating a group with other groups locally, and by helping a group deal with its day-to-day situations and needs.

III. CONDUCTING BUSINESS

A. A Guide to Local Services in Narcotics Anonymous will be used for normal business.
B. Southeastern Mass Area Service Guidelines will be used in clarifying procedures
C. The guidelines set forth supersede any guidelines set previously.
D. For clarification, these references are used in the following order:
   Southeastern Mass Area Guidelines
   A Guide to Local Services
   The 12 Traditions
   The 12 Concepts for NA Service
   The Customary Way the Southeastern Mass Area conducts business
E. Southeastern Mass Area Service Committee meeting will alternate a GSF (Group Support Forum) bi-monthly:
   1. The GSF format will be an opportunity to address any concerns, to workshop, brainstorm and discuss topics, ideas and solutions that build stronger groups and subcommittees in SEMA.
   2. The alternating month will be utilized to conduct business. All officers and subcommittee chairs (or a representative) will be present to read reports of their subcommittees’ business from the prior two months and answer any questions on such reports. reports will be emailed to secretary@semana.us to be included in the Area minutes.
F. In the absence of the Chairperson, facilitation will proceed in the following order: Vice Chair, RCM, and Guidelines Chair. If none are present, the body will select a facilitator from among those present**.**
G. If the SEMASC falls on a Sunday that conflicts with a Calendar observance or the New England Regional Service committee, the SEMASC will be rescheduled for the 4th Sunday. (Added 5.16.2021)

IV. GENERAL GUIDELINES

A. ASC trusted servants should be selected from active Group Service Representatives (GSRs) if possible, except in the case of the Chairperson and Vice-Chairperson

B. ASC trusted servants that do not represent a group should not participate in straw polls at the ASC meeting.
C. No ASC member or trusted servants can serve more than two (2) full consecutive terms in one position
D. GSRs are the only decision makers at the ASC meeting. These responsibilities go to their alternates or any elected trusted servant of the group in the absence of the group's GSR.
E. All ASC meetings are open to any members of NA who have a voice on the floor when called on by the ASC Chairperson.
F. Any elected trusted servant of the SEMASC may submit a proposal to the body with the exception of the Area Chairperson
G. To be recognized, a raise of hand is necessary.
H. In order to conduct business, Quorum must be present.
    a. Quorum is calculated as one more than half of the GSR's present at initial roll call.
    b. Quorum may not be "reset"
    c. If Quorum is not reached, any business not conducted will automatically be placed first on the following months agenda.
    d. The only GSRs counted in quorum are those who are representing a group that is currently being held and are listed in our meeting directories, apart from any new group to the area. (Added 11.18.18)
    e. All proposals submitted to the Vice-Chairperson will be numbered and discussed in the order they were received.
    f. All money related proposals go back to groups, except for the following:
        i. Regional contributions
        ii. World Contributions
        iii. Starter kits for new groups
        iv. Previously budgeted items
I. Each member should acquaint themselves with the Area Service Guidelines and the NA Guide to Local Service.
J. Reports from GSR's should be in writing and sent bi-monthly, preferably via email to secretary@semana.us and should consist of the following:
    1. Name of group.
    2. Day of the week the group meets.
    3. Place or places of meeting.
    4. Time or times of meeting.
    5. Treasurer's report with amount of monthly contribution.
    6. Situations, problems, or difficulties, etc.
    7. Group conscience decisions.
K. Each Subcommittee's reports should be in writing and sent bi-monthly, preferably via email to secretary@semana.us and consist of the following:
    a. Name of Subcommittee.
    b. Subcommittee meeting minutes.
    c. Subcommittee activity.
    d. Accomplishments.
    e. Specific problems or situations.
    f. Plans for the coming month.
    g. Proposals for group conscience.
    h. Number in attendance.
    i. Treasurer report (if applicable)
    j. Property inventory report (if applicable

L. Reports from the RCM should be in writing and sent bi-monthly, preferably via email to secretary@semana.us and consist of the following:
    a. A synopsis of the Regional Service report.
    b. Situations, problems or difficulties.
    c. Area conscience decisions.
    d. Date, time and place for the upcoming RSC meeting.
    e. Regional contributions
    f. Travel reimbursement expenses as needed.
M. GSR's should give their group's contributions to the Area Treasurer before the opening of the ASC meeting.
N. To become part of the service structure any new NA group must send a representative to the ASC meeting. In order to:
    a. Register with the ASC Secretary.
    b. Be recognized by the Area to be placed on the meeting list.
    c. If desired, the Group should submit a proposal for a group starter kit.
O. Resignation of ASC Officers and Subcommittee Chairpersons may be as follows:
    a. Voluntary
        i. In writing, to the ASC Chairperson, prior to the next ASC meeting.
    b. Involuntary
        i. Automatic upon relapse during term in office.
        ii. May be needed for due cause, including actions not in accordance with the principles contained in the 12 steps and 12 Traditions.
        iii. The individual will be given written notice by certified email at least seven (7) days prior to the next ASC meeting.
        iv. The respondent is given a rebuttal (if desired, not to exceed five minutes).
        v. A closed ballot is taken.
        vi. A three-fourths (3/4) majority vote of the quorum is necessary to remove if the initial concern continues to occur.
        vii. If a second instance occurs during the same term in office, removal in position is automatic.
P. NA members must contact the ASC Chairperson prior to the ASC meeting to get anything on the agenda. Any item not on the agenda will be tabled to the next ASC meeting, at the discretion of the Chairperson or by Area conscience.
Q. ASC moves at a pace that allows the Secretary to take accurate minutes.
R. All ASC reports are open to the ASC for discussion.
S. If a GSR (or Alternate) from a specific group misses two consecutive ASC meetings, that meeting will be visited by the Fellowship Services Committee, with a report being brought by the Fellowship Services Committee to the next ASC meeting. The Chairperson should work with the Fellowship Services Committee to be sure that the NA Groups of this Area are visited on a regular basis
T. Bi-annually the ASC takes an inventory:
    a. This reflects what we have done and what we hope to do.
    b. Where we have failed and where we have succeeded.
    c. Its intent is to provide direction, so we can better serve our area.
    d. It should never be used as an instrument to destroy an individual's service responsibility or character.
    e. If a fault is found that does lie with an individual, the ASC must make every effort, in a loving manner, to help them out or pass the work on.
    f. We are not here to ostracize anyone.

U. All bills for this Area should go to the Area P.O. Box address which is: SEMANA, P.O. Box 3351 Fall River, MA 02722 and be presented to the Treasurer.
V. Each ASC meeting will be opened with the reading of the Service Prayer
W. During each ASC, the concept of the month from the Twelve Concepts of NA will be read in its entirety.
X. Meeting lists will be printed 4 times per year in January, April, July, and October in sufficient quantities to supply the Area. All responsibilities and duties of ordering and distributing meeting lists to groups will be held by the acting Chairperson of the Southeastern Massachusetts Area.
Y. 20% of the ASC's ending working balance will be set aside each month; to be sent as a contribution to the Regional Service Committee that meets bi-monthly. Only in January and June of each year can the groups ask via proposal to contribute above the allotted 20%.
Z. In the event of a vacant Vice-Chairperson position, the ASC Chairperson will NOT fill in for the Chairperson of any Subcommittee in the event of absence, loss of clean time, or resignation of said Chairperson.

V. SOCIAL MEDIA GUIDELINES

A. These guidelines are created to preserve each individual's right to personal anonymity:
    1. Southeastern Mass Area Facebook page will be the designated social media platform. It will be used as a community resource for addicts and non-addicts alike.
    2. The SEMA Facebook page along with the SEMA website will be the only medium used to post ASC approved flyers.
    3. Only Narcotics Anonymous approved literature will be posted to the page.
    4. The page will not allow rating, nor have any public affiliation. It does not have the capabilities of sending friend requests. The only requests that can be attached to this page are like requests.
    5. The page will have a disclaimer stating we are not affiliated with Facebook and that not all people who like this page are part of our fellowship.
    6. This page is not attached to any one person, the profile created to facilitate the Facebook page has pr@semana.us as the administrator. The profile used to create this page cannot have friends. This is to hold a single point of accountability.
    7. All subcommittees are responsible for holding committee members accountable for those who chose to use social media to promote events outside the designated Facebook page.
    8. Creating events on social media by subcommittees is prohibited.
    9. The Public Relations chair is responsible for the presentation, updates and upkeep of the Facebook page.
        a. All events/ pages/ groups, private or public, will be routed through the SEMA Facebook page

VI. WEBSITE GUIDELINES

A. The purpose of the website is to further the NA groups' primary purpose of carrying the message to the addict that still suffers by providing easily accessible information and communications.
    1. The "Web-servant" is the point of accountability for the SEMA website
    2. Costs for web hosting, domain registration and security are the responsibility of the SEMA ASC
    3. The domain shall remain as "semana.us" and is the property of the SEMA ASC.
    4. Personal e-mail addresses are not to be used on the SEMA website.

5. External hyperlinks will be only to official NA websites. The Web-servant will evaluate these websites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that website.
6. Links to outside entities will be restricted to World Service, Zonal Forums, Regions, and Areas.
7. Each subcommittee may request to post information concerning activities, meeting minutes or other NA related information — excluding personal recovery communications.
8. The Web-servant will review all documents prior to adding to the website to ensure members personal anonymity is maintained.

VII. FINANCE GUIDELINES

A. Financial Records
    1. The SEMASC fiscal year will run concurrent with the calendar year.
    2. The fiscal year will consist of twelve (12) fiscal periods each running from the day of the ASC meeting to the day prior to the next.
    3. SEMASC operating expenses are those expenses, determined by the SEMASC through the budget process, required to conduct business. The financial records of the SEMASC are always open to any member requesting access. One week's notice to the Treasurer is required for proper representation to be made.
B. Set asides
    1. Establishments or amendments of subcommittee set asides are determined by proposals brought forth at the SEMASC.
    2. Set asides are replenished for the next month of business at the close business in the current month.
        a. Set aside replenishment is done in accordance with the dates listed in the treasurer's workbook.
C. Finance Committee (See description in Section X. Subcommittees, Finance Committee)
D. Disbursements
    1. All disbursements from the SEMASC checking account need to be signed by the Treasurer and another cosigner (Chairperson, Vice Chairperson, Secretary, RCM) on the SEMASC bank account.
    2. Virtual or digital transactions will be reviewed at least once per month by the treasurer and at least one other finance committee member and/or cosigner of the SEMASC bank account.
    3. Standard, budgeted, recurring expenses and Fund Flow may be paid by the Treasurer without prior approval.
    4. Elected/appointed trusted servants of the SEMASC shall be reimbursed for budgeted expenses upon submission of receipts to the Treasurer.
E. Prudent Reserve
    1. Prudent Reserve will be set at six months of the ASC's yearly expenses excluding subcommittee budgets/set asides. This will be reviewed every year in June, coinciding with the SEMASC treasurer election.
    2. In case of unforeseen financial events the treasurer may submit a proposal to increase prudent reserve for a specified amount of time.
F. Fund Flow
    1. Total Fund Flow contribution will be determined at the end of every second Fiscal Period starting in January.
        a. At the time of contribution, if the balance is above prudent reserve, then a contribution of 30 percent of working balance is contributed to region every month

b. Additional Fund Flow may be approved by GSRs at the time of contribution in January and June in the form of a proposal.

VIII. ELECTION OF OFFICERS OF THE ASC

A. Nominations should be solicited by the Group Conscience of each Group within the Area.
B. Nominees must have experience on the Area level.
C. If Groups do not provide nominations, such nominations will be filled by those presently active in the ASC.
D. An explanation of the position is read from the "Area Service Guidelines" to establish Responsibilities of each position
E. The position is announced, and nominations are taken.
F. After accepting nominations from groups, the Chairperson will ask the floor if there are any further nominations.
G. At the time of nominations, each nominee should state in person their qualifications for serving that position.
H. During an election a request for a paper ballot may be made. The Vice-Chairperson and RCM will count the ballots.
I. All ASC Subcommittees will elect their own Vice-Chairperson. It is strongly suggested the Subcommittee Vice-Chairperson be willing to resign any conflicting positions on the Group or Area level
J. All nominees must receive at least 2/3 consensus in order to be elected.
K. In the case of more than one nominee, the (2) two candidates with the highest level of support via straw poll will move to a second round of polling.
L. The candidate with the highest percentage of support and over 2/3 consensus in the second straw poll will be elected to the position.
M. If no candidate receives 2/3 support, then the position stays vacant.

IX. QUALIFICATIONS AND RESPONSIBILITIES OF ASC OFFICERS

I. CHAIRPERSON
    1. Qualifications:
        a. Two years abstinence from all drugs
        b. A willingness and desire to serve.
        c. Knowledge and application 12 Traditions and 12 Concepts of NA
        d. Service experience one-year on the group level and one year on any area level.
        e. Leadership, organization and communication abilities are necessary to fulfill this commitment
        f. Fulfillment of all previous service commitments is strongly suggested.
    2. Responsibilities of the Chairperson:
        a. Office of chairperson is a one-year commitment
        b. Attends all meetings of ASC.
        c. Arranges for and presides over all ASC meetings.
        d. Has the ASC meeting agenda ready and available prior to the meeting.

e. Provides a bi-monthly written report for inclusion with the Area Minutes.
f. Is responsible for ASC correspondence.
g. Maintains all files and archives.
h. Responsible for ordering and distributing meeting lists in sufficient quantities to supply the area.
i. Is a co-signer on the area bank account.
j. Attempts to be absolutely fair and impartial.
k. Attends the Bi-annual Area inventory meeting.
l. A GSR may not serve as the ASC Chairperson concurrently.

II. VICE-CHAIRPERSON

1. Qualifications:
    a. One-year abstinence from all drugs
    b. A willingness and desire to serve.
    c. Knowledge and application 12 Traditions and 12 Concepts of NA
    d. Service experience, one-year on the group level and one year on any area level.
    e. Leadership, organization and communication abilities are necessary to fulfill this commitment
    f. Fulfillment of all previous service commitments is strongly suggested.
2. Responsibilities of the Vice-Chairperson:
    a. The office of Vice-Chairperson is a one-year commitment
    b. Attend all ASC meetings.
    c. Provides a bi-monthly written report for inclusion with the Area Minutes.
    d. To number and read all motions submitted at the ASC meeting in the order they are received.
    e. Shall perform the duties of the ASC Chairperson in the absence of the Chair.
    f. Is a co-signer on the Area bank account
    g. Shall act as a liaison between all Subcommittees to ensure proper coordination of responsibilities.
    h. Should attend as many Subcommittee meetings as possible (at least one every month).
    i. Responsible to arrange and to notify all ASC officers and subcommittee chairpersons if there is a change in the ASC meeting (day, time or place).
    j. Arrange for and preside over Bi-annual Area inventory meetings of the ASC.
    k. A GSR may not serve as the ASC Vice-Chairperson concurrently.

III. SECRETARY

1. Qualifications of the Secretary:
    a. One-year abstinence from all drugs.
    b. A willingness and desire to serve.
    c. Knowledge and application 12 Traditions and 12 Concepts of NA
    d. Service experience, one-year on the group level and one year on any area level.
    e. Leadership, organization and communication abilities are necessary to fulfill this commitment.
    f. Ability to type, send/receive electronic reports, and save/file documents appropriately.
    g. Fulfillment of all previous service commitments is strongly suggested.
2. Responsibilities of the Secretary:
    a. The office of Secretary is a one-year commitment.
    b. Attend all ASC meetings.
    c. Keep an accurate record of each ASC meeting, including all reports typed or copied as is.

d. Sends copies of the minutes to web servant no later than two weeks following the ASC meeting.
e. Types emails and/or mails any letters, and/or correspondence that the ASC so dictates.
f. Keeps the records of the ASC.

g. Provides a bi-monthly written report for inclusion with the Area Minutes.
h. Arranges for the printing of the local ASC stationery.
i. Can be a co-signer on the Area bank account
j. Attends the Bi-annual Area inventory meeting of the ASC.

IV. ALTERNATE SECRETARY

1. Qualifications of the Alternate Secretary:
    a. Nine months continuous abstinence from all drugs.
    b. A willingness and desire to serve.
    c. Knowledge and application 12 Traditions and 12 Concepts of NA
    d. Service experience, nine months on the group level and any area level.
    e. Ability to or willingness to learn; to type, send/receive electronic reports, and save/file documents appropriately.
    f. Leadership, organization and communication abilities are necessary to fulfill this commitment.
    g. Fulfillment of all previous service commitments is strongly suggested.
2. Responsibilities of the Alternate Secretary:
    a. The office of Alternate Secretary is a one-year commitment.
    b. (Nominees willing to serve this commitment must accept the position, under these terms, that
    c. The first year of service is becoming familiar with the secretary position in its entirety and the
    d. Second year of service is to serve with the intent of fulfilling the secretary position)
    e. Attend all ASC meetings.
    f. Assist the Secretary whenever possible and to fill in when secretary is absent
    g. If for any reason the Secretary is unable to complete the term in office, the Alternate Secretary fills in for the Secretary until the Alternate Secretary is voted in, or a new Secretary is voted in.
    h. Attends the Bi-annual Area inventory meetings of the ASC.

V. TREASURER

1. Qualifications of the Treasurer:
    a. Two years continuous abstinence from all drugs.
    b. A willingness and desire to serve.
    c. Knowledge and application 12 Traditions and 12 Concepts of NA
    d. Service experience, one-year on both group level and any area level.
    e. ~~Le~~adership, organization and communication abilities are necessary to fulfill this commitment.
    f. Fulfillment of all previous service commitments is strongly suggested.
2. Responsibilities of the Treasurer:
    a. The office of Treasurer is a one-year commitment.
    b. Attend all ASC meetings
    c. Provides a monthly written report for inclusion with the Area Minutes.
    d. Make reports of contributions and expenditures at every ASC meeting, including Subcommittee transactions, as well as Bi-annual and annual reports.

e. A monetary figure of availability of funds is to be included in their report at each monthly ASC meeting.
f. Acts as a financial chairperson and attempts to make sure that each group is contributing their fair share to support the services necessary and to establish reserves that are adequate to serve the Area.
g. All money must be counted by both; the Treasurer and Alternate Treasurer then put into deposit bag and deposited immediately after ASC meeting.
h. The Treasurer distributes the funds to pay the bills as needed and keeps accurate receipts.
i. Is responsible to keep funds available for printing of Area Meeting Lists at least four (4) times per year.
j. Is a co-signer to the area bank account
k. Attend the Bi-annual Area inventory meetings of the ASC.
l. Keep possession of the key to the Area post office box; go to that box weekly and forward information to Subcommittees as appropriate.
m. Will be listed on the Form PC filed annually with the Commonwealth of Massachusetts
n. Files Area taxes annually (Federal postcard filing, and Form PC)
o. Will be listed on the Form PC filed annually with the Commonwealth of Massachusetts

VI. ALTERNATE TREASURER

1. Qualifications of the Alternate Treasurer:
    a. Twenty months continuous abstinence from all drugs.
    b. A willingness and desire to serve.
    c. Knowledge and application 12 Traditions and 12 Concepts of NA
    d. Service experience, one-year on both group level and any area level.
    e. Leadership, organization and communication abilities are necessary to fulfill this commitment.
    f. Fulfillment of all previous service commitments is strongly suggested.
2. Responsibilities of the Alternate Treasurer:
    a. The office of Alternate Treasurer is a one-year commitment. (Nominees willing to serve this commitment must accept the position, under these terms, that the first year of service is becoming familiar with the treasurer position in its entirety and the second year of service is to serve with the intent of fulfilling the Treasurer position)
    b. Attend all ASC meetings
    c. Assist the Treasurer whenever possible and to fill in for the Treasurer when absent
    d. If, for any reason, the Treasurer is unable to complete their term in office, the Alternate Treasurer fills in for the Treasurer until the Alternate Treasurer is voted in, or a new Treasurer is voted in.
    e. Attend the Bi-annual Area Inventory meetings of the ASC.
    f. Is chairperson of the finance committee.

G. FINANCE COMMITTEE MEMBERS

1. Qualifications of Finance Members:
    a. Two years continuous abstinence from all drugs.
    b. A willingness and desire to serve.
    c. Have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA
    d. Have prior service experience at the Area level.
    e. Participate in most or all scheduled monthly meetings and attend the ASC meeting regularly.
    f. Have general knowledge of fiscal responsibility and budgeting.
2. Responsibilities of Finance Members:

a. Obtain quarterly financial reports from all subcommittees.
b. Review budgets of all subcommittees and record any changes so the information is readily accessible.
c. Review the Area's budget as a whole, establishing "set asides" if prudent.
d. After review of Area's budget as a whole, make recommendations to the ASC regarding subcommittee budgets, amount of prudent reserve, etc.
e. Develop and keep an accurate list of the ASC's expenses and the due dates of these expenses.

f. Assist the Treasurer in the absence of the Assistant Treasurer, during the ASC and otherwise.
g. Assist the Treasurer in exploring different accounting programs or methods to balance the treasury that may be more use-friendly or adaptable to our needs as a small non-profit fellowship

H. REGIONAL COMMITTEE MEMBER (RCM)
1. Qualifications of RCM:
   a. Two years continuous abstinence from all drugs
   b. A willingness and desire to serve.
   c. Knowledge and application 12 Traditions and 12 Concepts of NA
   d. Service experience, one year-on group level and any area level.
   e. Leadership, organization and communication abilities are necessary to fulfill this commitment.
   f. Fulfillment of all previous service commitments is strongly suggested.
2. Responsibilities of the RCM:
   a. The office of the RCM is a one-year commitment.
   b. Attend all Area Service Committee and Regional Service Committee meetings.
   c. Provides a bi-monthly written report for inclusion with the Area Minutes.
   d. Is responsible for giving a regional report at the monthly ASC
   e. To provide the Area with directions and the agenda for all Regional Service Committee meetings.
   f. The RCM takes over the duties of the Vice-Chair in their absence or in case of the vacancy of that position.
   g. Can be a co-signer on the area bank account
   h. Act as the voice and represent the conscience of the ASC participating in any decisions that affect the Region.
   i. Is responsible for giving an Area report to the RSC (Regional Service Committee).
   j. Attend the Bi-annual Area inventory meetings of the ASC.

I. ALTERNATE RCM
1. Qualifications of the Alternate RCM:
   a. One-year continuous abstinence from all drugs.
   b. A willingness and desire to serve.
   c. Knowledge and application 12 Traditions and 12 Concepts of NA.
   d. Service experience, one-year on the group and any area level.
   e. Leadership, organization and communication abilities are necessary to fulfill this commitment.
   f. Fulfillment of all previous service commitments is strongly suggested.
2. Responsibilities of the Alternate RCM:
   a. The office of the Alternate RCM is a two-year commitment. (Nominees willing to serve this commitment must accept the position, under these terms, that the first year of service is becoming familiar with the RCM position in its entirety and the second year of service is to serve with the intent of fulfilling the RCM position)

b. Attend all ASC and RSC meetings.
c. Assist the RCM whenever possible and fill in for the RCM in their absence.
d. If for any reason the RCM is unable to complete their term in office, the Alternate RCM fills in for the RCM until the Alternate RCM is voted in, or a new RCM is voted in.
e. The Alternate RCM should be involved on at least one Subcommittee at the regional level.
f. Attend the Bi-annual Area inventory meetings of the ASC.

J. LITERATURE DISTRIBUTOR
1. Qualifications of the Literature Distributor:
a. Two years continuous abstinence from all drugs.
b. A willingness and desire to serve and commit time and resources.
c. The knowledge and application of the 12 Traditions and 12 Concepts of NA.
d. Service experience, one-year on the group and any Area level.
e. Strongly suggested possession of administrative and organizational skills.
f. Fulfillment of all previous service commitments is strongly suggested.
2. Responsibilities of the Literature Distributor:
a. The office of Literature Distributor is a one-year commitment.
b. Submit a written report of their Subcommittee activities at each ASC meeting.
c. Responsible for collecting all monies and voucher slips and giving them to the Treasurer by the start of ASC meeting.
d. Responsible for ordering and restocking all the literature.
e. Arrange and conduct a literature inventory approximately every three to four months.
f. Maintain the financial records and inventory of SEMA literature
g. Update, copy and distribute the Area Literature forms.
h. Literature Distributor is to sell literature at the ASC only.

K. ALTERNATE LITERATURE DISTRIBUTOR
1. Qualifications of Alternate Literature Distributor:
a. One year of continuous abstinence from all drugs.
b. A willingness and desire to serve as well as commit personal time and resources.
c. The knowledge and application of the 12 Traditions and 12 Concepts of NA.
d. Strongly suggested possession of administrative and organizational skills.
e. Fulfillment of all previous service commitments is strongly suggested.
f. Responsibilities of Alternate Literature Distributor:
g. The office of the Alternate Literature Distributor is a two-year commitment. (Nominees willing to serve this commitment must accept the position, under these terms, that the first year of service is becoming familiar with the Literature Distributor position in its entirety and the second year of service is to serve with the intent of fulfilling the position)
h. Attend all ASC meetings
i. Assist Literature Distributor at each ASC.
j. Fill in for Literature Distributor if Literature Distributor is absent.

L. WEB-SERVANT
1. Qualifications of the web-servant:
a. One year of continuous abstinence from all drugs.
b. A willingness and desire to serve as well as commit personal time and resources.
c. The knowledge and application of the 12 Traditions and 12 Concepts of NA are vital in this position.
d. Strongly suggest previous experience in Public Relations.

e. Strongly suggest possession of administrative and organizational skills.
f. Service experience, one-year on the group and any area level.
g. This trusted servant should have access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the Internet. The costs for these requirements are borne by the trusted servant
h. An understanding of the Twelve Traditions and Twelve Concepts are vitally important in this service position, as it involves communications and public relations with non-addicts as well as the still suffering addict.
i. Fulfillment of all previous service commitments is strongly suggested

2. Responsibilities of the Web-servant:
    a. The office of the Web-servant is a one-year commitment
    b. Attend all regularly scheduled and special meetings of the ASC in their entirety
    c. Submit a bi-monthly written report for inclusion in the ASC minutes
    d. Is responsible to maintain and update the domain "semana.us", and our area page at nerna.org e) Is responsible to electronically update meeting changes and updates on behalf of the groups of the Southeastern Massachusetts Area.
    e. Maintains the email address info@semana.us
    f. Is responsible for the maintenance of the Google suite.
    g. Is responsible to respond to all emails and messages in a timely manner
    h. Facilitate hybrid format
    i. Arrive at least 30 minutes prior to start of ASC to ensure proper equipment set up
    j. Report technical issues as they arise
    k. Willingness to utilize personal equipment OR maintain proper handling of Area equipment used for the purpose of this position

M. ALTERNATE WEB-SERVANT

1. Qualifications of the Alternate web-servant:
    a. One year of continuous abstinence from all drugs.
    b. A willingness and desire to serve as well as commit personal time and resources.
    c. The knowledge and application of the 12 Traditions and 12 Concepts of NA are vital in this position.
    d. Strongly suggest previous experience in Public Relations.
    e. Strongly suggest possession of administrative and organizational skills.
    f. Service experience, one-year on the group and any area level.
    g. This trusted servant should have access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the Internet. The costs for these requirements are borne by the trusted servant
    h. An understanding of the Twelve Traditions and Twelve Concepts are vitally important in this service position, as it involves communications and public relations with non-addicts as well as the still suffering addict.
    i. Fulfillment of all previous service commitments is strongly suggested
2. Responsibilities of the Alternate Web-servant:
    a. The office of the Alternate Web-servant is a one-year commitment
    b. Attend all regularly scheduled and special meetings of the ASC in their entirety
    c. Assist the Web-servant whenever possible and to fill in for them when absent

N. SUBCOMMITTEE CHAIRPERSON

1. Qualifications of Subcommittee Chairpersons:
    a. One-year continuous abstinence
    b. A willingness and desire to serve.

c. Knowledge and application 12 Traditions and 12 Concepts of NA
d. Service experience, one-year on a Group level and six months on any Area level.
e. Leadership, organization and communication abilities are necessary to fulfill this commitment.
f. Should have some previous experience with the Subcommittee they are trying to get elected.
g. Fulfillment of all previous service commitments is strongly suggested.
h. Treasurers of each Subcommittee shall be elected by the ASC.

2. Responsibilities of the Subcommittee Chairperson:
    a. The office of Subcommittee Chairperson is a one-year commitment
    b. To schedule and chair all meetings of their respective Subcommittee.
    c. Attend all regularly scheduled and special meetings of the ASC in their entirety
    d. Attend all regularly scheduled and special meetings of their respective regional Subcommittee.
    e. Chairperson makes and speaks on behalf of motions at the ASC meeting.
    f. May speak without consent within their Subcommittee.
    g. May appoint a temporary secretary as necessary.
    h. To ensure the first order of their respective Subcommittee is to adopt appropriate guidelines consistent with their respective handbook and with the 12 Traditions and 12 Concepts of NA as well as submit defined guidelines to the Guidelines Subcommittee for review and input.
    i. Submit a bi-monthly written report of their respective Subcommittee's activities for inclusion in the ASC minutes
    j. It is suggested that each Subcommittee submit written plans of its activities for approval of the ASC as needed.
    k. It is suggested that each Subcommittee hold workshops to promote an awareness of how they function within the fellowship.
    l. All ASC Subcommittees will elect their own Vice-Chairperson. It is strongly suggested the Vice-Chairperson willing to resign any conflicting positions on the group or Area level.
    m. The Vice-Chairperson fills in for the Chairperson, in the absence of or vacancy of the Chairperson.
    n. Attend the Bi-annual Area inventory meetings of the ASC.

X. SUBCOMMITTEES

A. HOSPITALS AND INSTUTITIONS (H&I)

1. The H&I Subcommittee at the Area level is responsible for carrying the message of recovery to the addict that cannot come to us or to an institution where, for any reason, there are restrictions that differ from the 12 Traditions of NA.
2. The Area H&I Subcommittee keeps a record of H&I meetings, coordinates panels, and establishes new meetings in as many hospitals and institutions as possible. They are accountable for all dispersed literature. World Service Office has guidelines available. We suggest that H&I Chairperson get a copy of these guidelines and follow them.

B. PUBLIC RELATIONS

1. The Public Relations Subcommittee at the Area level attempts to carry the NA Message of recovery to those who help or have contact with addicts and attempts to establish an idea of cooperation, not affiliation. Attempts to establish lines of communication via radio shows, public service announcements, posters, mail outs, one on one interviews, attendance at related conventions of the professional field, etc. The ways and means are innumerable, the W.S.O. has guidelines available. We suggest the P.R. Chairperson get a copy of these guidelines and follow them. The Public Relations Chair is responsible for the presentation, updates and upkeep of the Facebook page.

C. ACTIVITIES

1. The Activities Subcommittee coordinates activities in the Area and organizes the
2. Area Anniversary celebration and the Holiday marathon meetings to promote unity and fellowship in the NA Program. They are accountable to the ASC to write a bi-monthly report on any entertainment transactions and include receipts.

D. GUIDELINES

1. The Guidelines Subcommittee has the responsibility of handling tradition violations and revisions of Service Guidelines.
2. The Guidelines Subcommittee does not dictate to the ASC; they only make recommendations and seek to clarify clouded issues that concern conduct and action.
3. The Guidelines Subcommittee is an instrument of the ASC. Properly used, it can aid in eliminating confusion and help in passing on our service experience. As we see it today, the primary purpose of this Subcommittee is to provide written Guidelines for the ASC.
4. Secondary to this, is the compiling and writing of the Service Guidelines. Essentially, these things are done to eliminate confusion and help build a common base of understanding.
5. As our growth continues, we find more and more of what does and does not work. By providing this information in writing, those to come can enjoy a greater understanding of service. The Guidelines Subcommittee updates and adds to the Service Guidelines as needed. This will make possible the handing down of what has been learned about service and help eliminate the confusion of word of mouth.

E. FELLOWSHIP SERVICES

1. Fellowship Services subcommittee acts as the liaison between the ASC and groups in SEMA. For groups that may need extra support, Fellowship Services addresses and provides them with whatever help they may need in order to unify SEMA NA. It also facilitates presentations at local institutions for addicts that request more insight on what Narcotics Anonymous is.
2. The purpose of the Fellowship Services Subcommittee is to help members, groups, areas, and sub-committees of the Southeastern Massachusetts Area, and Narcotics Anonymous as a whole**,** with any needs that are not covered by other standing subcommittees. The subcommittee helps other standing subcommittees and/or Ad-hoc Committees when directed by the Southeastern Massachusetts Area or when asked by other sub-committees or Ad-hoc committees. The directive is to strengthen the unity of NA as a whole in keeping with the Twelve Traditions and Twelve Concepts of Service, offering support, compassion and guidance.
3. Our Purpose is to encourage unity throughout our area by supporting our area's groups and subcommittees by bridging any gaps they may face. We hope that by providing the groups and subcommittees with the necessary support and information they need they will be able to continue to carry our life saving message without obstacles.
4. Things we do may consist of but are not limited to:
    a. Providing groups that do not have a Group Service Representative (GSR) our areas minutes, to help keep them connected with what is going on with surrounding groups and provide information of things going on in our area.

b. Bring meeting lists to groups who are not able to make it to our local ASC meeting. We also may help facilitate group contributions to our ASC.
c. Bring IDT (Issue Discussion Topics) presentations to group business meetings/ASC in hopes of providing new and helpful information to apply to issues that may arise.
d. Bring an NA meeting to any addict that is unable to get out to an NA meeting. Members who may be in the hospital after a surgery or a serious illness, or those who may be bedridden in their homes and cannot physically leave where they are to get to our meetings. We do not go into treatment facilities; this area of service is provided by our H&I subcommittee.
e. We can help facilitate our message to those who have additional needs or addicts with
    i. hearing impairment
    ii. For addicts with visual impairment
    iii. For addicts in wheelchairs and mobility impaired

5. To facilitate GSR orientation at our local ASC
6. We bring commitments into facilities and offer clarification on what NA is and how we function.
7. To help members, groups, areas, and sub-committees of the Southeastern Massachusetts Area, and Narcotics Anonymous as a whole, with any needs that are not covered by other standing sub-committees.
8. To help other standing sub-committees and/or Ad-hoc Committees when directed by the Southeastern Massachusetts Area or when asked by other sub-committees or Ad-hoc committees.
9. To strengthen the unity of NA as a whole in keeping with the Twelve Traditions and Twelve Concepts of Service, offering support, compassion and guidance.
10. Respond to the needs of NA groups upon request.
11. Responds to the needs of the ASC in the spirit of strengthening and serving our fellowship.
12. To hold a regular monthly sub-committee meeting at a time and place that is pre-announced and accessible to the local fellowship.
13. Maintain lines of communication between this sub-committee and the ASC by attending the monthly ASC meeting and providing written and verbal reports.
14. To provide meetings to any addict upon request that is unable to attend a meeting due to illness or other circumstances.
15. To contact meetings in rural or isolated communities and offer support.

F. CAMPOUT

a. This committee has been formed by the Southeastern Massachusetts Area Service Committee (SEMA ASC) to plan a celebration of recovery by bringing members of Narcotics Anonymous together for meetings, workshops, and other activities to encourage unity and fellowship among us.

G. **CONVENTION**

1. The convention subcommittee of which SEMA is a part, known as the Mass Multi- Area Convention Committee, has been formed by SEMA, and the Cape Cod Area (CCA) to plan a celebration of recovery by bringing members of Narcotics Anonymous together for meetings, workshops, and other activities that encourage unity and fellowship among us.
2. The convention subcommittee keeps a record of its meetings, develops and maintains it**s** Guidelines, oversees its own budget, has an executive body, and encompasses its own subcommittees to carry out its purpose. These subcommittees may include, but are not limited to, Arts and Graphics, Convention Information, Fundraising and Entertainment, Hotels and Hospitality, Merchandising, Programming, and Registration.

H. **FINANCE COMMITTEE**

1. Description:
    a. The name of this subcommittee shall be the Southeastern Massachusetts Area Finance Committee. We are a subcommittee of the Southeastern Massachusetts Area of Narcotics Anonymous, and therefore directly responsible to the Southeastern Mass (SEMA) ASC.
2. Purpose:
    a. Provide support and assistance to the SEMA Treasurer and/or Assistant Treasurer when needed or requested by the Treasurer, Assistant Treasurer, or ASC body.
    b. Make decisions regarding yearly budgets, set asides, and accounting practices at the request of the SEMA ASC.
    c. Assist the Treasurer with presenting accurate and timely financial reports to the ASC body.
    d. Provide accountability to the office of Treasurer and Assistant Treasurer.
3. Functions:
    a. Respond to the needs or inquiries of SEMA NA groups regarding Area finances.
    b. Examine the financial prudence of all accounting and budgetary practices of the ASC as a whole and offer recommendations for amendments when deemed beneficial and make recommendations to the body accordingly.
    c. Examine the usefulness of all funds being spent or forwarded in relation to our primary purpose as a fellowship and make recommendations to the body accordingly.
    d. Examine and report on any concerns with fund flow that the body may have and make recommendations to the body accordingly.
    e. Assist with clerical and accounting duties in the absence of the Treasurer or Assistant Treasurer. [With the exception that no Finance Committee member (except for the Treasurer/Alternate Treasurer) shall be in possession of any paper currency (i.e., money, checks, or money orders), except when assisting the Treasurer or Assistant Treasurer, or Vice Chair during the process of regular ASC business. Nor will any member of the Finance Committee (except for the Treasurer/Alternate Treasurer) be allowed as signatory on any SEMA ASC bank account.]
    f. Hold a regular subcommittee meeting at a time and place that is pre-announced and accessible to the local fellowship.
    g. Maintain lines of communication between this subcommittee and the ASC by attending the monthly ASC meeting and providing written and verbal reports.
4. Guidelines:
    a. The Finance Subcommittee will consist of the Chair and 3 Seated Members elected by the GSR's.
    b. There may also be 2 Members-At-Large who are proposed by the Subcommittee and invited by the Chair.
    c. The Finance Subcommittee will be expected to meet quarterly upon establishment of the Subcommittee. Quarterly meetings will take place in January, April, July, and October of each year.
5. Membership:
    a. Membership of this committee is open to members of Narcotics Anonymous.
    b. It is suggested that all committee members should:
        i. Possess a willingness and desire to serve.
        ii. Meet the suggested clean time requirement of 2 years continuous abstinence from mind and mood-altering substances.
        iii. Have a working knowledge of the 12 Steps and 12 Traditions of NA.

iv. Have a working knowledge of the 12 Concepts of NA Service.
v. Have prior service experience at the Area level.
vi. Possess the willingness to give the time and resources necessary to fulfill the position
vii. Have general knowledge of fiscal responsibility and budgeting.

6. Elected Officers' Qualifications and Responsibilities:
    a. Finance Committee Chair
        i. This position will be held by the Alternate Treasurer of the ASC.
        ii. The Chairperson will facilitate all business but will not carry a vote on the committee, except to break a tie.
        iii. The main duty of this position will be to coordinate and facilitate quarterly meetings, to provide detailed reports of the ASC's financial standing to the committee members, assuring all financial bookkeeping is brought to all said meetings for review.
        iv. The chairperson is encouraged to attend the bimonthly meeting of the New England Region's Finance Committee of as stated in our Area's Guidelines.
        v. Term length and clean time requirement for this position will follow the guidelines for the term length and clean time of an elected Alternate Treasurer.
    b. 3 Seated Subcommittee Members
        i. These positions will be elected by the GSR's at the ASC.
        ii. Each member will serve for 1 year with the opportunity for re-election at the end of their first term with no more than 2 consecutive years to be served on the subcommittee at a time.
        iii. Voting privileges will be granted to Seated members of the committee upon attendance at their first committee meeting.
        iv. Suggested clean time is no less than 2 years continuous abstinence from mind and mood-altering substances.
        v. Responsibilities of Seated Subcommittee members are as follows:
            a. Obtain quarterly financial reports from all subcommittees.
            b. Review budgets of all subcommittees and record any changes so the information is readily accessible.
            c. Review the Area's budget as a whole, establishing "set asides" if prudent.
            d. After review of Area's budget as a whole, make recommendations to the ASC regarding subcommittee budgets, amount of prudent reserve, etc.
            e. Develop and keep an accurate list of the ASC's expenses and the due dates of these expenses.
            f. Assist the Treasurer in the absence of the Assistant Treasurer, during the ASC and otherwise.
            g. Assist the Treasurer in exploring different accounting programs or methods to balance the treasury that may be more use-friendly or adaptable to our needs as a small non-profit fellowship.
    c. Members-At-Large
        i. These members are proposed by the Committee and invited to serve by the Chair/Alternate Treasurer.
        ii. Suggested clean time is no less than 2 years continuous abstinence from mind and mood-altering substances.
        iii. Members-At-Large will attend all meetings and provide input and support to the Committee, however they will have no voting authority.

iv. A Member-At-Large will agree to complete the current term of any member who steps down from the Committee (thus gaining voting privileges) and will be eligible to be voted in to serve as a Seated Member for one additional term.

I. AD HOC

1. A temporary committee that is formed for a specific purpose.

J. GREETER:

1. Qualifications:
    a. Desire to stay clean
    b. Must have attended prior month Area meetings
2. Responsibilities:
    a. Willingness to serve
    b. Knowledge of the facility
    c. Welcome attendees and create a positive first impression
    d. Provide initial guidance and information
    e. Must be able to arrive prior to start time and stay through closing

XI. BUDGETS AND FINANCIAL RESPONSIBILITIES

A. The following are the budgets for all of the officers and subcommittees.

<table>
<tr><td>Chairperson: $0.00</td><td>H&I: $430.00 quarterly;</td></tr>
<tr><td>Vice-Chairperson: $0.00</td><td>PR: $200.00 monthly</td></tr>
<tr><td>Secretary: $0.00 monthly</td><td>Fellowship Services: $125.00 monthly</td></tr>
<tr><td>Treasurer: $0.00</td><td>Guidelines: $0.00</td></tr>
<tr><td>Web-Servant: $0.00</td><td rowspan="2">Activities: $500 for Area anniversary, and $500 for additional events to be replenished in January every year Any money collected at events (up to $500). All money in excess to $500 will be added to the area’s working balance.</td></tr>
<tr><td>RCM: may receive travel reimbursement at the rate in which the New England Region reimburses. ($0.14 + $0.10 – as of Aug 2026)</td></tr>
</table>

XII. ELECTION DATES

June	September
Chairperson	Activities
Vice Chairperson	
Treasurer	
Alternate Treasurer	
Secretary	**December**
Alternate Secretary	H&I Subcommittee Chairperson
Regional Committee Member (RCM)	Public Relations (PR) Subcommittee Chairperson
Alternate Regional Committee Member	Fellowship Services Chairperson
Financial Subcommittee Member	Guidelines Subcommittee Chairperson
Activities Sub Committee Chairperson	Campout Subcommittee Chairperson
Literature Distributor	Campout Subcommittee Treasurer
Alternate Literature Distributor	Convention Subcommittee Chairperson
Web Servant	Finance Subcommittee Members (2)
Alternate Web Servant	

ADDENDUM A

Southeastern MA Area (SEMA)

Consensus-Based Decision-Making (CBDM) Procedure

Purpose

Consensus-Based Decision-Making (CBDM) allows our Area to seek a collective conscience guided by spiritual principles, rather than simple majority rule. We strive for unity by listening carefully, sharing experience, and trusting that a loving Higher Power will guide our decisions. GSR's, or Alternates in their place, are the only people able to carry a voice in straw polls.

CBDM Process Overview

Step 1 — Proposal Introduced

- A proposal is presented clearly and neutrally by its maker or the facilitator.
- Only clarifying questions are permitted at this stage — no discussion, debate, or persuasion.
- The facilitator ensures that everyone understands what is being asked.

Step 2 — Initial Straw Poll ("Sense of the Body")

After clarification, the facilitator conducts an initial straw poll to gauge where the body stands before discussion.

Members indicate one of the following:

- In Favor — I support this proposal.
- Not in Favor — I do not support this proposal.
- Abstain — I have questions or need more information before deciding.
- Present Not Voting — I do not wish to participate in this decision.

The facilitator may invite brief (one-sentence) sharing about why a member chose their position, to identify themes or concerns for discussion.

Step 3 — Evaluate Initial Support

If the straw poll shows consensus support (≥80%):

1. The facilitator asks if anyone from the minority (abstentions or opposition) would like to speak.
2. Begin with abstentions, then opposition.
3. Once there are no more discussion/questions take a second straw poll.
4. If consensus is maintained, the facilitator restates the results clearly and asks: "Would the body like to accept this straw poll as a final vote?"
5. If the body agrees, consensus is declared as passed and the proposal moves forward.
6. If not, or if further discussion is requested, proceed to Step 4.

Step 4 — Lack of Consensus (<80%)

If less than 80% support is shown:

1. The facilitator opens the floor for full discussion.
2. All members wishing to speak are placed in a queue.
3. Discussion focuses on principles, information, and understanding, not personalities.
4. Questions from abstentions are addressed first, as they often clarify confusion for the group.

When all in the queue have been heard, the facilitator conducts a second straw poll.

Step 5 — Re-Test for Consensus
After the second straw poll:

- If support increases to ≥80%:
    - The facilitator asks if the body wishes to take this straw poll as a final vote.
        - If yes → Consensus reached.
        - If no → Continue conversation or gather more input.
- If there is no movement between straw polls:
    - The facilitator and the body decide the next course of action:
      🚫 Does Not Carry – the proposal does not move forward
      🔁 Refer – send to committee, ad-hoc, or workgroup for revision or more input
      🕓 Table – postpone to a later meeting for additional information

Support Thresholds

🟩 Consensus Support	≥ 80 %	Move forward Strong unity; discussion complete	Consensus reached
🟨 Strong Support	67 %–79 %	Broad agreement with some concern	Clarify or modify, then re-test
🟧 Lack of Strong Support	20% – < 66 %	Mixed opinions, no clear direction	Continue discussion or reframe
🟥 Consensus Not in Support	≤ 20 %	Very limited support	Proposal does not carry

Clarification: Consensus vs. Decision Threshold
While CBDM dictates the process by which we discuss and discern our collective conscience, proposals themselves only require a 2/3 (67%) majority to pass.

- The CBDM process helps determine whether sufficient unity exists to move forward.
- When the body's sense of the meeting reaches Strong Support (67%–79%) or higher, the proposal may be considered carried if no significant spiritual concerns remain.
- Consensus Support (≥80%) reflects stronger unity and is always preferred but not required for a proposal to take effect.
- This balance ensures that our process remains spiritually grounded while allowing our Area to continue conducting necessary business effectively.
- Consensus determines the process; the 2/3 majority determines the outcome.

** Reminder
Consensus is not about winning; it's about finding the best expression of our collective conscience, guided by the principles of unity, patience, honesty, and trust.

ADDENDUM B

Consensus-Based Decision-Making (CBDM) Flow Chart



ADDENDUM C
GLOSSARY

Abstain vote- a vote that is neither yes or no. I have questions or need more information before deciding.

Area Service Committee (ASC) -A committee created to provide common services for NA groups in a specific locale. Composed of GSR's, ASC officers, and subcommittee chairpersons. Usually part of a region, to which it sends RCMs.

ASC trusted servants -trusted servants of the Area Service Committee elected by the GSRs (not including Subcommittee chairs)

Consensus-Based Decision-Making (CBDM) -A collaborative decision-making process that seeks substantial agreement through discussion, clarification, and consideration of differing viewpoints rather than relying solely on majority vote.

Conference Agenda Report (CAR) -report about the agenda for the upcoming World Service Conference; explanation and intent for motions to be heard at the World Service Conference which happens bi-annually.

Conference Approval Track (CAT) -new business for the conference. Strategic plan, proposed project plans, and proposed budget.

Fellowship Development (FD) / Fellowship Services (FS) -Services and activities that support the growth, education, and health of the Narcotics Anonymous Fellowship.

Fellowship Intellectual Property Trust (FIPT) - The legal trust that protects the intellectual property of Narcotics Anonymous, including its literature, logos, trademarks, and service marks.

Group service representative (GSR) - a group member elected to carry their group's conscience and participate in the ASC on that group's behalf; serves as a liaison between the home group and the ASC

Group Support Forum (GSF) - a format of the ASC used to platform to address any concerns, to workshop, brainstorm and discuss topics ideas and solutions that build stronger groups and subcommittees in the SEMA.

***A Guide to Local Services in Narcotics Anonymous* (GLS) -** A service manual published by NA World Services that provides guidance for organizing and delivering local NA services.

Home group - the group an NA member calls "home." Home group membership calls for regular attendance of its recovery meetings, financial and voluntary service support, and participation in conscience-building and decision-making processes. *

Hospitals & Institutions (H&I) - A service committee responsible for carrying the NA message into treatment centers, correctional facilities, hospitals, and other institutions where people may not have regular access to NA meetings.

Informational Pamphlet (IP) - An officially approved NA publication designed to provide information on specific recovery or service topics.

Issue Discussion Topic (IDT) - A topic selected by the World Service Conference to encourage fellowship-wide discussion and sharing of ideas.

Narcotics Anonymous World Services (NAWS) - The organization responsible for providing services that support the worldwide Fellowship of Narcotics Anonymous.

Northeast Zonal Forum (NEZF) - A zonal forum that facilitates communication, cooperation, and service among participating regions in the Northeast.

Public Relations (PR) - A service committee responsible for developing relationships with the public and professionals to increase awareness of Narcotics Anonymous.

Quorum- The number of GSR**'s needed in order to conduct any business (i.e. proposals, spending, or Guidelines changes).**

Regional Committee Member (RCM) / Alternate Regional Committee Member (ARCM) - The trusted servants elected by an area to represent the area's conscience at the Regional Service Committee.

Regional Delegate (RD) / Alternate Delegate (AD) - The trusted servants elected by a region to represent the region at the World Service Conference.

Regional Service Committee (RSC) - The service body that coordinates services among the areas within a region.

Service Pamphlet (SP) - An officially approved NA publication that provides guidance on service-related topics.

Subcommittee- a body of the ASC created to deliver services for that area to further our primary purpose; a body created directly responsible to the groups they serve

Subcommittee chairpersons- trusted servants of the ASC elected by the GSRs to lead, and be the single point of accountability for our area's subcommittees

Trusted servant – is a member elected or appointed to take on a service role—such as group secretary, treasurer, or GSR—guided by the principle that leaders serve rather than govern

Twelve Concepts for NA Service – One of three bodies of basic NA principle, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.

Twelve Traditions – one of the three bodies of basic NA principle, the traditions provide guidance of the behavior of NA groups, helping the groups maintain their independence while nurturing their unity.

World Board (WB) - The board elected by the World Service Conference that provides leadership and oversight for the services of Narcotics Anonymous worldwide.

World Convention of Narcotics Anonymous (WCNA) - The international convention hosted by NA World Services, bringing members together in celebration of recovery.

World Service Conference (WSC) - The annual meeting of regional delegates and the World Board where decisions affecting Narcotics Anonymous worldwide are made.

World Service Office (WSO) - The administrative office of NA World Services that supports literature distribution, fellowship communications, and other worldwide services.