

**The Greater Providence Area (GPA) Service Committee of NA – February 24, 2013**

***The next meeting will be held on March 24, 2013***

**Area Meeting Times:**

Administration	12:30 to 2:00pm
Literature Sales	1:45 to 2:45pm
H&I Panel Leaders	1:30 to 2:00pm
Subcommittees	2:00 to 3:00pm
New GSR Orientation	3:15 to 3:30pm
Area Service Meeting	3:30 to 5:30pm

**Area Service Meeting Agenda:**

1. Meeting called to order / Moment of silence / Service prayer
2. Reading of the Twelve Concepts
3. Introduction / Roll Call / GSR Report
4. Officer reports including: Chair, Vice Chair, Secretary, Treasurer
5. Regional Committee Member Report
6. Board of Directors Report
7. Subcommittee Reports including: Activities, Convention, Finance, Hospitals and Institutions, Literature, Phone Line, Policy, Public Information, Corrections, Website
8. Old Business
9. New Business
10. Motions (submitted at beginning of ASC meeting)
11. Open Forum

**Roll Call and GSR Reports:**

*Groups in Attendance 20*

*Total Area Meetings 46            \*=GSR representation*

12 Steps in the Old Chapel	Opt for Life*
Basic Text* <i>in need of support</i>	Ray of Hope
Better Way	Recovery and Beyond
Breakfast Club	Recovery in the Chapel*
Change or Die*	Recovery in the Country
Choose Life* <i>in need of support</i>	Recovery in the Lake
Clean & Crazy	Recovery is More than Abstinence*
Dig Deep	Resurrection
Faith in Recovery	Road to Recovery*
Gimme Shelter*	Set -em Free*
Hardcore Recovery	Sisters in Recovery
Jamestown NA	Smith Hill NA*
K.I.S.S.	Start your Nite Right*
Late Nite	Starting Over
Latino NA	Step Sisters* <i>in need of support</i>
Living Clean	Stepping into Recovery
Living Free*	Straight Today
Loveline*	Stepping Out Wednesday
Meeting Street Meeting*	Sunday Serenity/Insanity*
NA in the Day*	Surrender or Die*
Never Alone Again	The Lie is Dead* <i>in need of support</i>
New Associations*	We do Recover
New Way of Life	Why are we Here*

## Announcements:

1. Living Free Group is celebrating 33 Years, Tuesday April 16, 2013, 7:30pm until .... First Baptist Church, 91 Cottage St., Pawtucket, RI (Entrance off of Lyon St.).
2. New Associations is celebrating 14 years, Friday March 15<sup>th</sup>, 7:30 until .... 915 Newport Ave., Pawtucket, RI.
3. The New England Region of Narcotics Anonymous is looking to gauge the temperature of how the groups in the Greater Providence Area feel on a matter. As a result of Blizzard Nemo the New England Region Convention 15 was only able to return approximately \$2,000 of its \$7,000 seed money. New England Regional Service Committee has held \$3,000 from fund flow. **Do the groups feel that the \$3,000 should be used to partially restock New England Regional Convention 16 seed money or should it follow fund flow to NA World Services?**
4. **IMPORTANT:** The Greater Providence Area Service Committee is sending an Area Survey out to all groups (Please see addendum 2 at the end of the minutes). GSRs are encouraged to take this survey back to your groups and get their input. Please bring completed surveys back to Area by the April ASC Meeting. Please help us to help you.
5. The Greater Providence Area of Narcotics Anonymous will host the next New England Regional Service Committee of Narcotics Anonymous Meeting at Anchor Recovery Center, 249 Main St., Pawtucket, RI 02860. The agenda will be: Saturday April 13<sup>th</sup>, Regional Subcommittee Meetings, 12:00pm-5:00pm, and Sunday April 14<sup>th</sup>, Regional Service Committee Meeting, 11:00am-5:00pm. All are welcome.
6. **IMPORTANT:** There was an inadvertent error in calculating Quorum on Motion 12-16-2012-1 last month. It was reported in last month's minutes as not passing which is incorrect. **Please see Old Business for more information.**

## Administrative Reports:

Chair: James M./401-516-3863/no email

All is well, I have nothing to report this month. ILS/James M.

Vice Chair: John N./774-208-2285/[jnorton@paragonnt.com](mailto:jnorton@paragonnt.com)

Today we are sending out the Area Inventory to all GSR's in our area. For those that are not present we will have the link posted on the main page of [GPANA.ORG](http://GPANA.ORG) with a link for those groups not present. We would humbly ask that this be turned back in for the April ASC meeting. We do realize that this will take some time to complete but we want to ensure we are serving you all to the best of the area's ability. ILS/John N

Secretary: Gail L./401-954-6642/[gaillandi@yahoo.com](mailto:gaillandi@yahoo.com)

Alternate Secretary: Tara B./401-419-2883/no email

No report given.

Treasurer: Peter S./401-255-7197/[peter041486@yahoo.com](mailto:peter041486@yahoo.com)

Alternate Treasurer: Jim D./401-261-5473/[jimd12102008@aol.com](mailto:jimd12102008@aol.com)

See the attached treasurer's report.

Board of Directors: Wanda B./401-226-2698/[wsbnaiou2@aol.com](mailto:wsbnaiou2@aol.com)

The last meeting on January 22<sup>nd</sup> to go over contract one last time. BOD met with Crown Plaza staff on February 6<sup>th</sup> to sign the contract for our 2014 Convention.

Our next meeting will be held on March 6<sup>th</sup> from 5-6 at John Hope on Westminster St.

Note: BOD was represented at Administrative Meeting and we will continue to show up. ILS/Wanda B.

Regional Committee Member (RCM): John D./401-744-1260/john.delicio03@gmail.com

Alternate RCM: Ned L./774-254-7968/nedlandry4@gmail.com

Hi Family,

I was able to attend the last Regional Committee meeting, which was hosted by the Metro West Area in Marlborough, MA. There were 9 out of 13 Areas represented. There are still several open positions available: Assistant Treasurer, Activities, & RMD.

### **Sub-Committee reports**

Convention: NERC15 was a success despite blizzard Nemo hitting New England that weekend. All bills associated with NERC 15 have been paid at this time.

Fellowship Development: Would like to start holding fellowship development workshops on the Saturday night of regional weekend in the hosting area.

H+I: If any area H+I subcommittee's are in need of literature they can e-mail the Watertown Men's meeting, due to the success of fundraising at their most recent event. The H+I subcommittee would also like to reach out to other area's H+I subcommittees to find out how better to serve the member area's due to a lack of participation at the NESC.

Literature: There was some discussion generated about the traditions working guide. The Literature subcommittee and NAWS are looking for input on what the fellowship wants regarding this literature. You can post input at [www.NA.org/traditions](http://www.NA.org/traditions) or e-mail them directly at [Worldboard@NA.org](mailto:Worldboard@NA.org)

Phone line: Calls have been at an all time low, partly due to better access to information as technology advances with smart phones. The phone line subcommittee is looking into finding another comparable carrier that would be able to cover all services. The technology of our current provider has been growing increasingly obsolete over the last several years.

RMD: Has had the [www.NERNA.org](http://www.NERNA.org) website updated to be able to directly add, delete, update meeting information right on the website now.

Website: Work has begun on the new website. The new test website should be up for viewing by the April RSC. There are approximately 40,000 monthly page views.

RDA: Went to the January North Eastern Zonal Forum in Liverpool, NY. There were some issue discussion topics discussed such as How can Regions collaborate better within the Zone. For those that don't know there are 13 Regions that make up the Northeastern Zone and they meet twice annually.

### **Open Forum**

There was much discussion to be had over the finances of NERC 15. All bills were paid in full to the host hotel, however only approximately \$2,000 of the \$7,000 seed monies were able to be returned.

### **Motions**

Four money motions were passed. 1.) \$60 reimbursement for the W.S.R. mailbox 2.) \$30 Public Information meeting lists. 3.) \$60 Public Information Literature for events 4.) Motion to hold \$3,000 from fund flow until the April RSC pending discussion of the BOD / Convention committee regarding the future of NERC 16.

We closed the day by sending \$5,889.61 to NA World Services.

The Region would like to know what our Area's conscience is regarding the \$3,000 set aside. Should the \$3,000 go towards restocking NERC seed money or follow fund flow and be donated to NAWS.

The Greater Providence Area will be hosting the next Regional Service weekend in April 2013. There are flyers being being passed out to GSR's to go back to groups. We will be asking for volunteers to help serve food at lunch.

ILS, Ned L. / John D.

Activities: Charlene L/401-516-5581/sassymb411@aol.com

No report given.

Convention: Susan W. /401-438-2375/[susanw87@verizon.net](mailto:susanw87@verizon.net)

We met on 2/17/13 with a closing balance in the treasury of \$6313.84.

F&E put on a successful New Year's Eve event and is planning another event in April.

We have signed a contract with the Crowne Plaza Hotel for our next convention to be held on February 14, 15, 16, 2014. Our theme is "With Love I Can't We Can". We are still working on a logo that should be decided on at our next meeting.

There is an early bird registration flyer that is out offering a \$10 early bird registration. So far there have been 28 registrations sold. For more information on the early bird registration please contact the Registration Chair Brenda 654-7658 or Celia 481-1623.

We have 2 positions open at this time and they are Alternate Treasurer and Alternate Secretary. If anyone is interested please come to Area to be voted in for these positions.

Our next meeting is scheduled for 3/17/13, 2-4 Anchor Recovery.

ILS/Susan W.

Finance: *Open--see information at the end of minutes for qualifications.*

Hospitals and Institutions: Brenda B./ 401-654-7658/[brenda.lee102@yahoo.com](mailto:brenda.lee102@yahoo.com)

Vice Chair: Sully D./401-261-1482/[sullyna1999@yahoo.com](mailto:sullyna1999@yahoo.com)

There were 12 Group Reps present, 4 panel leaders present. Discussed issues with body regarding Butler Hospital commitment on Wednesday night. I am waiting for facility to get back to me to confirm date for meeting with Area chair, vice chair and myself.

We had 1 commitment open that was Roger Williams Hospital Psych Unit on Saturday morning at 10:30. That was Barbara T. There is 1 commitment still open that is Women's Maximum Security on Tuesday night.

The Adhoc committee chair for learning day will be having a meeting this week to start planning a learning day.

All commitments are going well. ILS/Brenda B.

Literature: Freddy T./508-212-2832/[freddyfx@rocketmail.com](mailto:freddyfx@rocketmail.com)

Literature Sales for the month of January 2013

HI:	\$46.05
Rent:	\$13.55
Group Sales total:	\$1,597.40
Total Sales:	\$1,643.45

Literature restock: \$ 1,472.60

GPANA meeting lists restock: \$ 48.49

RMD meeting lists restock: \$ 10.00

Total Costs for literature restock: \$ 1,531.09

I would like to thank the committee for giving me the opportunity to serve the Greater Providence Area. As most of you know, the Living Clean book and also The Social Media and our guiding principles information pamphlet are available from world service. Both will be available for purchase during the normal hour of literature sales. I look forward to serving the Greater Providence Area of Narcotics Anonymous and would like to extend my gratitude for the opportunity to be of service. In loving service, Freddy T.

Phone Line: *Open—see information at the end of minutes for qualifications.*

Policy: Lewis S./401-952-8109/[lminor02@yahoo.com](mailto:lminor02@yahoo.com)

Hi Family, Policy is doing well. Policy has a motion to be submitted in February. We are still looking for support active subcommittee members as of now, Debra W. Secretary and Lewis S. Chair.

Anyone seeking to get active may contact Lewis S. (401) 952-8109 or Debra W. (401)612-5301.

ILS/Lewis S.

Public Information: *Open—see information at the end of minutes for qualifications.*

H&I Corrections Facilities: Johnny Wheels/401-714-9765/[john.fallon1@verizon.net](mailto:john.fallon1@verizon.net)

No Report Given.

Phone Line Adhoc: Sully D. Chair

As ad hoc Chair for phone line, the following information has been gathered.

Free Spirit Area is keeping the Intouch service with or without participation from Greater Providence Area. The cost of the service for the past 10 months was \$1202.45. The average calls received were 1048 over 10 months and of those 297 were addict to addict.

Our cost will be approximately one half of that.

The regional phone line is automated. Calls come in and get patched to their needs, and a addict needing help is to leave a message and number. Then the phone line chair's phone goes off. He retrieves info and calls back. If a phone booth was used no call back can take place. This is if the regional service is working properly but they have had problems with the service in the past. This has been the case since we have switched services. Our cost for 10 months of service is between \$480 to \$510. Problems with the region service continue on and off. Vice chair John N. acting in the absence of a phone line chair has further information.

#### **Old Business:**

Open Subcommittee positions: Finance, Phone line, Public Information, Convention Alternate Secretary, Convention Alternate Treasurer

**CORRECTION:** GSR Vote on the below listed motion (12-16-2012-1) last month was reported as Not Passing Quorum. However the Quorum was calculated on attendance when the motion was submitted (16) rather than the number (12) when the motion was voted upon. Therefore the motion passes and will be put into policy.

Motion 12-16-2012-1 Maker: Ned L. Seconded Sully D. – Passed 8-4-1

To reduce the clean time requirement for Literature Chair, Policy Chair and Phone line Chair from 2 years to 1 year.

Intent: To give the opportunity for newer NA members to serve their Area.

#### **New Business:**

Doug L. is voted into convention alternate treasurer position.

Motion 2-24-2013-1 Maker: Opt for Life Group/Steve S. – Tabled - need to gather more information. (See addendum 3.)

The Greater Providence Area form a Metro Committee to provide administration for shared services (phone line, meeting list, website) with Free Spirit Area.

Intent: To avoid confusion, duplication, and mis-communication in the sharing of services to streamline, improve and economize services where-ever possible.

Information: Each area nominates 5 members to the Metro Committee (working group):

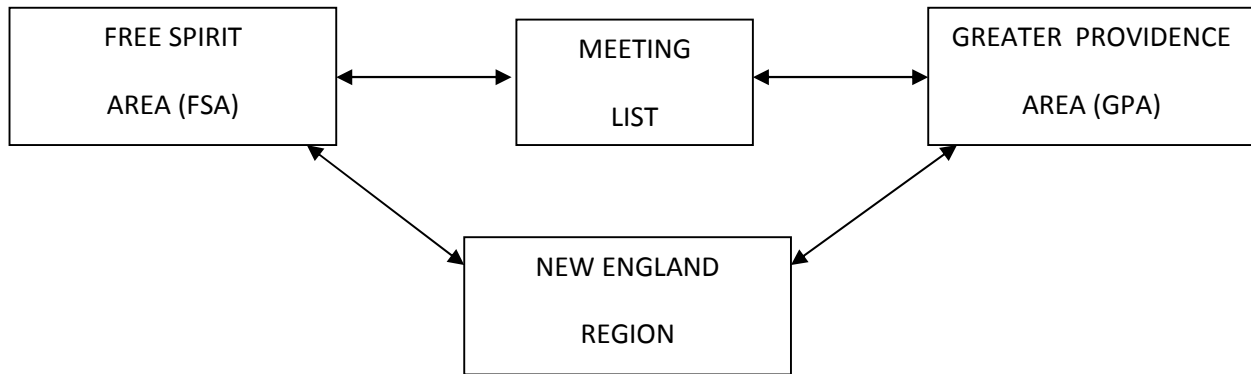
1. Phone line chair
2. Meeting list chair
3. Website chair
4. Two (2) members at large

This body elects a Chair, Vice-chair and a secretary.

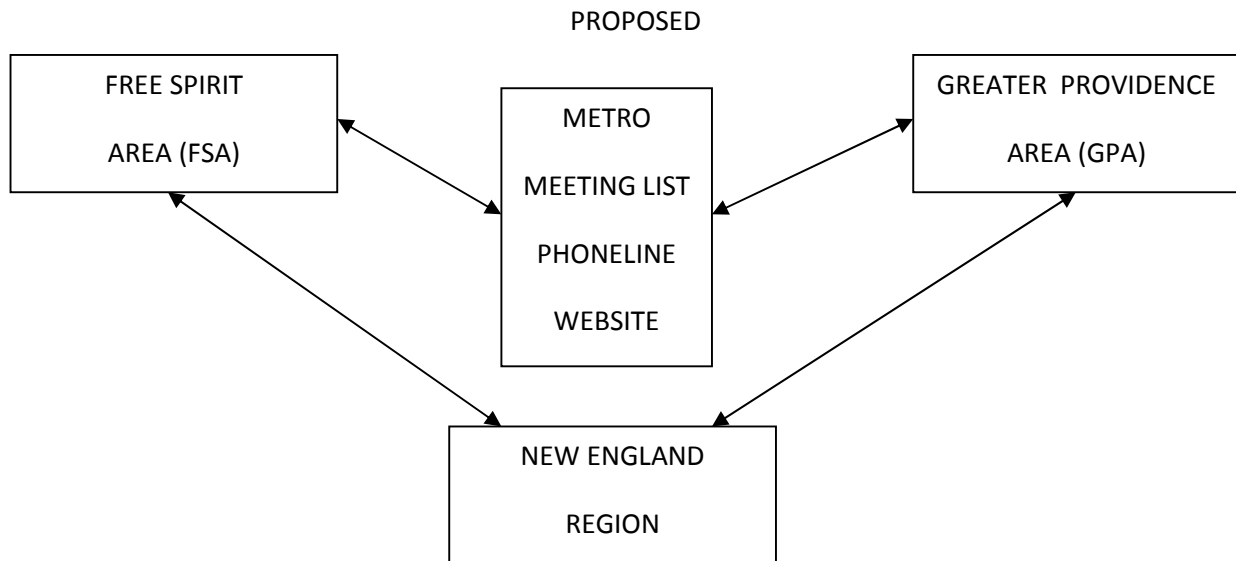
This body provides each area with a full accounting of its activities each month.

This body combines each area's policies re: phone line, website, meeting list, and forms a Metro policy.

This body administers all aspects of its assigned services freeing both areas to focus on other issues.



Problem – no single point of accountability.



Motion 2-24-2013-2 Maker: H&I – Passed 22-0-0

To receive \$27.53 in the form of literature for detox's.

Intent: To further carry our message.

Motion 2-24-2013-3 Maker: Sunday Serenity – Back to groups policy change.

To change clean time requirement for Policy Chair from 1 year to 2 years.

Intent: Policy chair requires more than 1 year clean time.

# Greater Providence Area Treasurer's Report

Jan-13

	Description	Income	Expenses	Balance	Check #
<b>Beginning Operating Balance</b>		(Less Prudent Reserves)		<b>\$3,791.34</b>	
<b>Income</b>	Group Donations	\$859.50			
	Free Spirit Reimbursement	\$0.00			
	Convention Committee	\$0.00			
	Subtract Donation from Dec	\$-193.95			
<b>Total Income</b>				<b>\$665.55</b>	
<b>Non-Discretionary Expenses</b>	Rent Expense		\$25.00		2365
	Phone Services		\$0.00		
	Answering Service		\$0.00		
	Regional Phoneline		\$46.05		2368
	Secretary		\$0.00		
	Administration		\$0.00		
	RCM Expenses		\$51.00		
	Literature Expense		\$0.00		
	Tres. Expense		\$0.00		
	Web Sight		\$0.00		
	<b>Total Fixed Expenses</b>		<b>\$71.05</b>		
<b>Discretionary Expenses</b>	H&I Subcommittee		\$0.00		
	Phoneline Subcommittee		\$0.00		
	PI Subcommittee		\$0.00		
	Activities Subcommittee		\$0.00		
	Literature Subcommittee		\$0.00		
	Policy Subcommittee		\$0.00		
	Professional Fees		\$0.00		
	Regional Donati		\$250.00		2369
	WSO Donati		\$250.00		2370
	Convention Committee		\$0.00		
	<b>Total Discretionary Expenses</b>		<b>\$0.00</b>		
<b>Total Expenses</b>				<b>\$571.05</b>	
<b>Operating Balance</b>				<b>\$3,885.84</b>	
<b>Plus Prudent Reserves</b>					
	Area Prudent Reserve		\$1,700.00		
	Insurance Reserve Balance		\$1,284.00		
	<b>Total Prudent Reserve</b>			<b>\$2,984.00</b>	
<b>Ending Account Balance</b>				<b>\$6,869.84</b>	

	Income	Expenses	Balance	Check #
<b>*Literature Stock Value</b>				
Beginning Balance			\$ 1,352.47	
<b>Sales</b>	Jan	\$1,597.40		
<b>Restock</b>	World Service		\$1,296.85	2367
	Meeting Lists		\$77.40	2366
Dec Donation for Corrections		\$200.00	\$45.00	\$155.00
	H&I Purchases		\$46.05	
Ending Balance			<u>\$1,529.57</u>	

### Group Donations - Jan 2013

Meeting Street	Sunday Serenity/Insanity	Recovery at the Chapel
Never Alone Again	Recovery in the Lake	KISS
Ray of Hope	Step Sisters	NA in the Day
Start Your Night Right	Breakfast Club	We Do Recover
Loveline	Smith Hill NA	Why Are We Here
Surrender of Die	Sisters in Recovery	Road to Recovery
Faith in Recovery	Change or Die	Resurrection
ANON		



## Addendum 1:

### Greater Providence Area Service Committee

#### Administrative Positions: Qualifications & Responsibilities

##### Greater Providence Area Service Committee (GPASC) Administrative Positions:

**Qualifications of General Service:** The following is a suggested list of qualifications for N.A. members who might wish to become involved in the area service structure of the Greater Providence Area.

- A. Willingness and a desire to serve.
- B. A level of recovery that reflects their ability to apply the twelve steps to their personal lives and the twelve traditions to their personal interactions with other.
- C. The ability to give the time and resources necessary to fulfill the obligations of the elected office.
- D. The suggested clean time requirement as established for the individual office.

- Chairperson Four (4) years
- Vice Chairperson Three (3) years
- Secretary One (1) year
  - Alternate Secretary Six (6) months
- Treasurer Three (3) years
  - Alternate Treasurer Two (2) years
- RCM Three (3) years
  - Alternate RCM Two (2) years
- BOD Five (5) years

- E. Prior service experience on a group level and working knowledge of the elected office.

##### Suggested Qualifications of the GROUP SERVICE REPRESENTATIVE (GSR):

- A. The stated qualifications of general service apply to this position.
- B. One (1) year continuous abstinence from all drugs.
- C. Prior service experience serving as an Alternate GSR.
- D. Active participation in the group they are representing.
- E. Knowledge of the GPANA service structure.

##### Suggested Responsibilities of the GROUP SERVICE REPRESENTATIVE (GSR):

- A. Attend each meeting of the GPASC.
- B. If unable to attend the ASC meeting, asks the Alternate GSR, or in the Alternate's absence, another group member to assume the GSR responsibilities.
- C. Suggested participation with and Area subcommittee to promote the GSR involvement with GPA.
- D. In keeping with the Seventh Tradition, and Second Concept of N.A., bring group donation to the ASC Treasurer.

- E. Carry Group Conscience on all matters affecting their group or N.A. as a whole.
- F. Inform the GPA of all Group activities, strengths, and problems.
- G. Inform the Group of all business, activities, and special needs discussed at ASC meetings.

#### Subcommittee Officers: Qualifications & Responsibilities

##### Greater Providence Area Service Committee (GPASC) Subcommittees:

###### Qualifications of General Service:

The following is a suggested list of qualifications for N.A. members who might wish to become involved in the area service structure of the Greater Providence Area.

- A. Willingness and a desire to serve.
- B. A level of recovery that reflects their ability to apply the twelve steps to their personal lives and the twelve traditions to their personal interactions with others.
- C. The ability to give the time and resources necessary to fulfill the obligations of the elected office.
- D. The suggested clean time requirement as established for the individual office.
- E. Prior service experience on a group level and working knowledge of the elected office.
- F. Out- -going chair will work with in-coming chair for one month. To ensure a smooth transition.

###### Qualifications for GPASC Subcommittee Officers:

- A. The stated Qualifications of General Service apply to these positions.
- B. Clean time requirements for subcommittee officers: Activities, H&I, Literature, Phone Line, Policy, PI:
  - Chairperson Two (1) years
  - Finance: Chairperson Five (5) years
  - Convention: Chairperson Five (5) years
  - Vice Chairperson Four (4) years
  - Treasurer Five (5) years
  - Secretary Two (2) years

###### Responsibilities of the FINANCE SUBCOMMITTEE:

- A. Review all financial statements—past, present, and future—to help guide the Area to financial responsibility.
- B. Assist the Area Treasurer in compiling quarterly balance sheets, profit and loss statements.
- C. In keeping with the Seventh Tradition of N.A., works with the Area Treasurer to formulate an Area budget, with expenses not to exceed the income generated by the Area.
- D. Oversee all expenses and research alternatives in order to curtail unnecessary expenses.
- E. Fulfill all other responsibilities that the GPASC deems necessary.

- F. Meet one hour prior to the GPASC meeting and as often as the Finance Subcommittee deems necessary.
- G. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the PHONE LINE SUBCOMMITTEE:

- A. Maintain lines of communication between N.A. and the answering, and/or any other phone service used by the GPA.
- B. Respond to all requests for information in a timely and effective manner.
- C. Insure that those requests are handled at the appropriate level of service.
- D. Maintain helpline and Twelve Step call list.
- E. Establish and maintain the integrity of guidelines for handling phone line requests.
- F. Meet one hour prior to the GPASC meeting and as often as the Phone Line Subcommittee deems necessary.
- G. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:

- A. Uphold the integrity of the Eleventh Tradition of N.A.
- B. Maintain: Distribution and sales of meeting lists to rehabilitation centers as well as the general public. Review, update, and oversee the publishing of the Area meeting list as often as the Area deems necessary.
- C. Arrange all public information speaker commitments.
- D. Conduct a minimum of one public information workshop per year.
- E. Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibilities.
- F. Elect a Web Coordinator responsible to the PI Subcommittee.
- G. Attend GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

All Greater Providence Area Convention Executive Committee positions will be nominated and elected at the GPASC meeting. This is to take place in July prior to the beginning of the Convention cycle.

Qualifications of General Service for Convention Subcommittee Officers:

- A. Clean time requirements for Convention Subcommittee Officers:
- Chairperson Five (5) years
- Vice Chairperson Four (4) years
- Treasurer Five (5) years
- Secretary Two (2) years
- Subcommittee Chairs Two (2) years

- B. Working knowledge of the Twelve Steps and Twelve Traditions of N.A.
- C. Willingness to give the time and resources necessary.
- D. Ability to exercise patience and tolerance.
- E. Active participation in Narcotics Anonymous.

Qualifications of the GPA Convention Subcommittee SECRETARY:

- A. Two (2) years continuous clean time.
- B. Accurate typing ability.
- C. Demonstrated responsibility that indicates ability to ensure that accurate minutes are distributed to the Convention Committee Members.

Responsibilities of the GPA Convention Subcommittee SECRETARY:

- A. Keeps minutes of each Convention Committee meeting and all subcommittee reports.
- B. Mails minutes to committee members after approval by the Executive Committee Chairperson. Minutes are mailed out within ten days after the Convention Committee meeting. An agenda for the next meeting may be attached to the minutes if it will help the committee function.
- C. Maintains a list of names, addresses, and phone numbers of committee members for committee use.
- D. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
- E. Communicates to the local NA membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.
- F. Mails a copy of the minutes to the Greater Providence Area Service Committee.

## AREA INVENTORY

An area may want to send this inventory or a similar set of questions to the groups. Members or groups can answer each question with a number from one to five, using a scale such as:

①	②	③	④	⑤
Not at all	Needs improvement	Adequate	Outstanding	Excellent

When the numbers are totaled for each question, the area can see what most needs improvement (1) and what is going quite well already (5).

### How well has the area served local groups this year?

- How well does the area communicate with local groups? \_\_\_\_\_
- How well does the area respond to the needs of local groups? \_\_\_\_\_
- How well is the area managing its donations and area treasury? \_\_\_\_\_
- How effectively does the area demonstrate responsibility and accountability? \_\_\_\_\_
- How fully does the area train and support members who serve on the area service committee? \_\_\_\_\_
- How well does the area service committee foster an atmosphere of courtesy and mutual respect? \_\_\_\_\_
- How completely does the area provide opportunities for communication about committee concerns to the local members and groups? \_\_\_\_\_
- How well is a sense of unity fostered within the area service body? \_\_\_\_\_
- How positively is a sense of unity shown within local groups? \_\_\_\_\_
- What is the area's experience with trusted servants? \_\_\_\_\_
- How well has the area fostered the willingness of the local fellowship to volunteer for service positions? \_\_\_\_\_
- How well does the area practice continuity and rotation? \_\_\_\_\_
- How well does the area function in maintaining a full complement of trusted servants, with no open commitments? \_\_\_\_\_
- How fully does the area create an environment where the conscience of the body guides the decisions and direction of the area? \_\_\_\_\_

### How well has the area done this year in making NA's message more widely known in the larger community?

- How well is the area communicating with those in the community who interact with addicts? \_\_\_\_\_

- How completely does the area respond to the needs of the larger community? \_\_\_\_\_  
\_\_\_\_\_
- How well is the area using human and financial resources to carry NA's message of recovery in an efficient and effective way? \_\_\_\_\_
- How fully trained and supported are the trusted servants who interact with members of the community? \_\_\_\_\_
- How well has the area built cooperative relationships with those in the larger community? \_\_\_\_\_
- How easily can those in the larger community reach an NA member who is in a position to respond to their questions or requests? \_\_\_\_\_

**How well has the area cooperated and collaborated with the region and NA World Services this year?**

- How effectively does the area communicate with the region and with NA World Services? \_\_\_\_\_
- How well does the area respond to requests from the region and from NA World Services? How fully does the area share its needs and concerns with the region and NA World Services? \_\_\_\_\_
- How reliably does the area forward funds to the region and/or NA World Services?\_\_\_\_  
\_\_\_\_\_
- How effectively does the area use resources (such as written materials or experience from other trusted servants) that are available through the region and/or NA World Services? \_\_\_\_\_
- How fully has the area formed a cooperative relationship with the region and NA World Services? \_\_\_\_\_
- How well is the area creating a sense of unity with the region and NA World Services?  
\_\_\_\_\_  
\_\_\_\_\_

Is there any particular area of service and/or area function that you perceive is outstanding?  
Please identify: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is there any particular area of service and/or area function that you perceive would need improvement? Please identify: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### TO METRO...

As we noted earlier, most area committees perform double duty, serving as both direct service administrators and group support facilitators. In dividing a larger city<sup>1</sup> that has been served by a single area committee, your NA community may want to consider maintaining the administration of its active service subcommittees under a single body: the *metropolitan services committee*. This leaves the new area committees free to serve as forums in which their constituent groups can share with and support one another.

Administering citywide NA services through a metro committee has a number of potential advantages, among them:

- Effective subcommittee teams are not split up. This allows NA to make the best use of its limited volunteer leadership base without diminishing services delivered in any of the new areas.
- The expenses involved in administering separate H&I, PI, phonenumber, and office services in each of the city's areas are consolidated, eliminating duplicate costs for the same administrative functions.
- Because primary oversight of working subcommittees occurs in only one place, the metro committee, rather than in all the ASCs, the NA service community requires less time for supervising the subcommittee bureaucracy and has more time to focus directly on the needs and challenges of NA groups.

The next chapter is devoted to the consideration of metropolitan services committee operations.

### ...OR NOT TO METRO?

Some multi-area cities will not wish to form a metropolitan services committee, instead administering direct services separately in each constituent ASC. In the process of splitting a large metropolitan area committee into multiple ASCs, how can the NA community decide whether or not it will form a metro committee in addition to the new areas? The primary consideration must be function, not form. The existence of a chapter on metro committees in *A Guide to Local Services in NA* is not, of itself, sufficient reason for you to create a metro committee in your city. A metropolitan services committee should be created only if it will truly serve the needs of Narcotics Anonymous in your locale.

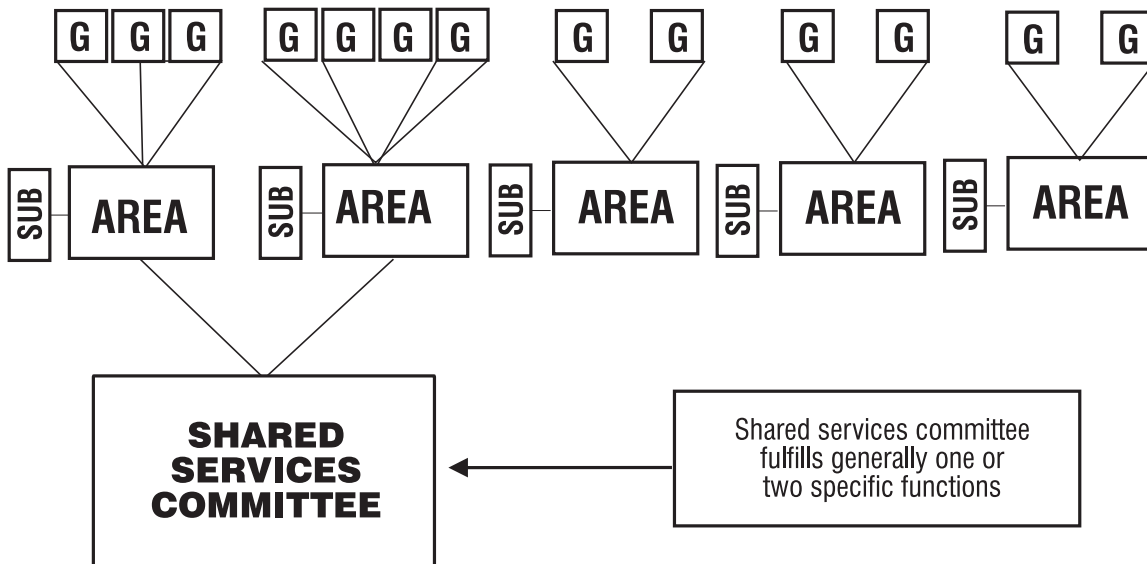
#### **A Guide to Local Services in Narcotics Anonymous**

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<sup>1</sup> For the sake of convenience, we will be using the word "city" (singular) to refer to any major metropolitan area and its environs, even though most such metropolitan areas are actually composed of a number of adjacent cities and unincorporated districts and sometimes cross both county and state lines. Examples of such "cities" include New York, Los Angeles, Chicago, São Paulo, Mexico City, Tokyo, and London.

Metro committees are usually formed in larger metropolitan communities served by more than one ASC. If your large area is dividing into a number of smaller areas that will serve separate cities, you will probably have no need to form a metro committee. Each of the new area committees can administer direct services in their own communities without creating conflicts or redundancies.

## AREA SHARED SERVICES COMMITTEE



If the need for shared services among the various ASCs in your city is limited to only one or two fields of service—say, H&I coordination with county jail administration or PI media coordination—you might establish shared services committees to focus on those fields only. However, if the need for shared services covers more than one or two fields, you will probably want to establish an MSC that coordinates services through a subcommittee system. Otherwise, with all the ASCs having to become directly involved in three or four separate shared services committees, there may well be too much bureaucracy, confusion, and controversy to make it worthwhile. The idea behind the decision to create or not create a metro services committee is to keep it simple, based on local needs.

If the need to coordinate shared services is not ongoing but limited to one-time events, such as joint workshops or social activities, the areas in your NA community don't need to set up a permanent committee to organize these affairs.

Simple, mutually acceptable arrangements to handle that one combined workshop or social activity can be made each time one is planned without creating yet another service body. If the need is ongoing, however—such as for a monthly combined-areas speaker meeting—your community will probably want to establish a permanent shared services committee that coordinates the event.

### **FUNCTION, NOT FORM**

Finally we remind you that, of course, your NA community can organize its services in any way that seems fit. Examine the service needs among your areas, experiment, and find out what works best for you. The area committees in your city may want to try out some variants of the MSC model, maintaining certain service functions under the administration of ASC subcommittees while the metro committee handles the rest. Or you might want to keep all direct services in the area committees, establishing a metropolitan services committee solely as a forum in which area subcommittees share about and coordinate their work with one another. However you decide to coordinate NA services in your community is perfectly alright, even if you don't see it described in an NA service manual, so long as it truly serves the best interests of your NA community and does not conflict with either our Twelve Traditions or our Twelve Concepts for NA Service.

### **MULTIPLE AREAS**

If the area committee serving your city is dividing and you've decided not to form a metropolitan services committee, there are three additional subjects you should consider. First, when you define boundaries for the new areas and analyze and divide service responsibilities among them, keep a sharp lookout for places where future territorial conflicts may arise. In an ideal world, such conflicts would not occur. However, our world is far from ideal, and conflicts do raise their head from time to time. Since we can't avoid such conflicts altogether, the best we can do is be prepared for them. In the process of dividing your city's ASC, build into each new area's policies a procedure for resolving conflicts with other areas. You may not be able to sidestep such conflicts, but you can prepare to deal effectively with them.

Second, examine your division plan for any potential weak spots in any of the new areas you are creating. For example, does Area 2 have very few people involved in H&I work right now, but a number of correctional and treatment facilities? Is no one in Area 4 involved in the current public information subcommittee? Will it be burdensome for all the new areas to maintain their own separate phonelines? Potential weaknesses like these may not convince you to form a metro committee at this time. However, they should alert you to the possibility that the new areas in your city may require each other's help in the future. Try to build into your division plan means by which your city's areas can

cooperate with one another so that NA services can continue to be delivered to those who need them.

Finally, even if your area committee is dividing without forming a metro committee at this time, we encourage you to leave the MSC option open for future consideration. Maintain contacts between your new areas, if for nothing more than the regular exchange of information and insight. Plan to hold regular joint workshops, speaker meetings, and social events to keep the lines of communication open. Because your new areas will be going through similar experiences at the same time, they are especially likely to encounter similar challenges and have valuable expertise to share with one another. You may even discover that your new ASCs have encountered unforeseen obstacles that require them to band together if they are to effectively continue delivering NA services. For this reason, we recommend that your city's areas agree to reconsider the idea of forming a metropolitan services committee each year over the next few years.

### **WHY NOT A METRO REGION?**

Before we close this look at the division of areas, there is one more question that must be addressed: In dividing a very large ASC serving a major city, why not form a metropolitan region rather than an MSC?

First, there's the nature of the NA region itself to consider. Our regional committees serve as forums for resource development for their member-areas, not primarily as direct service providers. Just as growing area committees often find the responsibilities of service administration forcing them to downplay their group support function, so the regional committee that is too occupied with administering its own direct services will have difficulty focusing on area resource development. The region that does only one thing stands a good chance of doing it well. The metro region, trying to do many things at the same time, may find it difficult to do any of them well.

Second, there's the wide variety of shared ASC service experiences exchanged at the regional level to consider. In the region serving a broad territory, rural areas, small-town areas, and city areas gather to share many different kinds of insight gathered from their widely varied circumstances. This variety is the greatest strength of the most successful regional committees, offering new and different service perspectives to every single member-area. Areas joining a metropolitan region would limit their access only to the experience of those areas having virtually identical backgrounds, challenges, and insights. Such limited experience may not be sufficient to stimulate the innovation of new ideas for new services and new answers to new problems.

Third, consider that regions serving both rural and metropolitan communities often depend on their larger areas for a major percentage of their operating income. Creating a metro region could pull the financial rug out from under the



existing region's feet, leaving it flat on its fiscal back and unable to serve. This could seriously affect the other areas, even NA as a whole.

We encourage multi-area NA communities with a need to coordinate a variety of common services citywide to form metropolitan services committees rather than metropolitan regions. That way, citywide services are handled responsibly and the wider region is left solvent and intact, free to focus on resource development for all its member-areas and able to offer a variety of experience, strength, and hope to ASCs throughout the region.

## **THE METROPOLITAN SERVICES COMMITTEE**

A metropolitan services committee administers a single set of NA subcommittees in a city that has more than one ASC. With direct services consolidated citywide by the MSC, the community's area committees are left free to facilitate group support.

For the sake of convenience, we will be using the word "city" (singular) to refer to any major metropolitan area and its environs, even though most such metropolitan areas are actually composed of a number of adjacent cities and unincorporated districts and sometimes cross both county and state lines. Examples of such "cities" include New York, Los Angeles, Chicago, São Paulo, Mexico City, Tokyo, and London.

In the previous chapter, we examined the division of a city's ASC into multiple areas and some of the criteria that could lead to creation of a metropolitan services committee. Here, before getting into how the metro system works, we want to look at some of the reasons why multiple areas in the same city might want to consolidate their services by creating a metro committee and the process whereby they can do that.

### **WHY CONSOLIDATE?**

Why would multiple areas in a large community want to form a metropolitan services committee? There are three primary reasons. First, the consolidation of services citywide can help the NA community facilitate subcommittee activity more efficiently. Rather than paying the administrative costs associated with, say, five separate sets of area subcommittees, only one set of metro subcommittees must be funded. The overall time and energy spent supervising multiple sets of subcommittees can be cut substantially with only one set of subcommittees to guide. And it's easier to find the people needed to make a single set of subcommittees work, even if those subcommittees serve larger territories, than it is to staff three or four times that number of subcommittees.

Second, the consolidation of metro services can make it easier for members, groups, and the community-at-large to identify and locate NA resources in the city. A single phoneline is easier to run and costs less than multiple phonelines in the same city, and provides a simpler way for people anywhere in town to contact Narcotics Anonymous. Contacts with jails, institutions, and other organizations that are run on a citywide basis can be coordinated on the same basis, significantly increasing the effectiveness of H&I communications. By providing a single source for public information about NA, anyone anywhere in the community can easily find out about our program. And a single NA meeting list for the entire city is usually more useful than half a dozen lists covering separate districts.

Third, consolidation of a city's NA services can help the regional service committee work better. In the absence of metro committees, some RSCs have tried to fill the gap, providing consolidated meeting lists, phonelines, H&I and PI services, even literature sales outlets for cities with multiple areas. Though well intended, such direct services have brought these regions' energies to bear on only a fraction of their member-areas. This has left other areas—and underdeveloped communities in particular—without the benefit of the service resource development work that regional committees do best. When ASCs in the same city consolidate and manage metro services themselves, they leave the regional committee free to do what it does most effectively, and to do it for all the region's areas.

Finally, a reminder: If the areas in your city have no particular need to consolidate all their services, but only wish to combine resources in one or two fields, there is no reason why they should form a full-blown metropolitan services committee. Some of the ways to combine limited service forces without creating an MSC are described in the sections entitled "...Or Not To Metro?" and "Function, Not Form" appearing in the previous chapter of this guide. If your NA community could be served more effectively by a metro committee then, by all means, create one; if you feel something simpler would serve your purposes, then try that. You need no one's permission to be creative, to experiment, to develop original methods for effectively administering local services as your NA community sees fit.

## CONSOLIDATION PROCESS

Imagine that the ASCs in your city have decided that they want to consolidate services by creating a metro committee. How do they go about combining two, or five, or nine sets of subcommittees into a single, smooth-working service enterprise? The considerations that go into the consolidation process are very similar to those involved in dividing an ASC that serves one entire city, described in the previous chapter, only from the opposite end.

1. Inventory current services and resources in the affected areas.
2. Then, examine the need for services throughout the community.
3. Finally, put the resources and needs together in a metro services program.

If all these things are taken care of prior to activation of the MSC, the transition to consolidated services will go as smoothly as possible.

### Inventory of services and resources

The inventory of current NA services and resources is probably the easiest phase of consolidation, because it is very concrete. For all the ASCs interested in taking part in the metro committee, gather:

- ASC bylaws, policy logs, and/or guidelines.

- Guidelines for all subcommittees.
- A list of all current projects and commitments.
- A list of past achievements.
- A personnel roster listing the ASC officers, subcommittee chairpersons, subcommittee members and responsibilities, and GSRs.
- Budgets for all area activities.

### **Analysis of service needs**

The consolidation process offers your service community a unique opportunity. While examining and reorganizing your NA services, you can also take a comprehensive look at your city and tailor your service efforts to carry our message with maximum impact.

For this analysis, you may wish to hold a conference of the administrative officers and subcommittee chairpersons from each of the areas joining the MSC. Examine your city and your NA community, as they are, and develop a sense of your city's real service needs:

#### **WHAT TO STUDY**

1. Where do your city's NA groups meet—and where do they *not* meet?
2. What are the districts in your city like—geography, population density, political inclination, economic stability, ethnicity, and religious orientation?

#### **WHY TO STUDY IT**

1. If there are any blank spaces in the city's recovery map, the metro may want to consider developing outreach services to help new groups start up in those locales.
2. To make PI and H&I efforts effective, we must understand our communities and the people who live in them and act accordingly. An approach that works well in one neighborhood may fail dismally in another.

3. What kinds of government, religious, media, and civic institutions exist in your city? What do they do? Where are these institutions headquartered? How are they organized? What geographic territories do they serve? Institutions to consider include jails, courts, social and psychiatric services, houses of worship, newspapers, magazines, radio and TV stations, cable television outlets, schools, service organizations, and medical and treatment facilities.
3. Many of our contacts with addicts and the community-at-large come through our interactions with city institutions. To map effective PI and H&I strategies, we must thoroughly understand the institutional fabric of our communities.

Such an analysis can help you identify the kinds of NA services your metro committee might wish to put in place to meet the needs of NA groups citywide, help new groups establish themselves, reach out to the addict who still suffers in the community, and inform members of the community-at-large about our fellowship.

### The metro plan

After current area resources have been inventoried and the NA service needs of the entire community have been analyzed, the time comes to put the two together in the new plan for metro services. What kinds of subcommittees should be organized to meet the NA service needs in your city? And what kinds of service resources exist among the areas joining in the MSC consolidation process? For each metro subcommittee to be created, develop:

- *Guidelines*, drawing as much as possible from the guidelines that area members are already familiar with.
- *Goals*, specific performance targets, ranked in order of their priority.
- *Work plans*, step-by-step descriptions of how these performance targets will be met, including timetables.
- *Budgets*, linked to prioritized goals and work plans, showing how much money the NA community will need to invest in order to have its services fulfilled.
- *Personnel rosters*, combining the lists of members currently involved in the various subcommittees in each metro area.

Don't forget to develop basic guidelines for the metro committee itself. Also compile a budget for MSC administrative expenses that covers committee

meeting hall rental fees, costs for duplicating and mailing metro committee minutes, etc.

### **New focus for ASCs**

Once a consolidated service program for the MSC itself has been developed, it may be helpful to square away a few internal matters for the area committees that will be proceeding on a new basis once the metro commences full service operations. What territory will each ASC serve? How many groups meet in each area? What kind of budget will each ASC need for its own operations, and how much money will the MSC need from the areas?

### **Fellowship review**

The last step before implementing your metro consolidation plan, of course, is fellowship review. Send the plan out to all the groups in the areas to be served by the new MSC—or, if possible, hold a workshop or series of workshop to gather input directly from members. Once group comments have been received, considered, and factored into the plan, it should be put out one more time for approval by the area committees that plan to join in creating the metropolitan services committee. Once the plan is approved, ASCs can begin focusing the majority of their energy on the facilitation of group support, while the MSC coordinates consolidated direct NA services throughout the community.

### **Process reminders**

Before leaving this discussion of the consolidation process, here are three things to keep in mind throughout your planning activities:

1. Only areas that wish to be served by the metro committee should take part in the consolidation of citywide services.
2. Keep the regional service committee fully apprised at each step of your consolidation process. Good communications will ensure the support of other areas in the region for the development of your metro committee and keep down the “jitters” in areas not directly involved in or affected by consolidation of services in your city. If you get stuck in the consolidation process, their informed suggestions may help you get unstuck.
3. You are encouraged to contact the World Service Office at any time for additional information on MSC formation, including the addresses of other areas and metro committees that have dealt with consolidation.

## ASCs IN THE METRO ENVIRONMENT

In the previous chapter, we talked about the division of areas. Here, we've examined the consolidation of area services. But once a metropolitan services committee has been established, what do the area committees look like? How do the areas and the metro relate to one another? And what do the ASCs do after responsibility for direct services is consolidated under the MSC umbrella?

### ASC responsibilities

ASC responsibilities in the metro environment are very simple. First, such an ASC provides a place and format that facilitates the sharing of group experience, strength, and hope among GSRs. Second, ASC usually provides means for groups to purchase NA literature. Third, the ASC continues to communicate directly with its regional service committee through its RCMs, helping to provide guidance to the RSC from the area's groups. Fourth, the area committee directly links its groups to the metropolitan services committee in its community. And fifth, since groups support local services with direct contributions to their area committees, the ASC is responsible to fund the metro committee that administers the community's consolidated local services.

### Communications

As our Eighth Concept reminds us, "Our service structure depends on the integrity and effectiveness of our communications." This concept is especially critical to the relationship between a metro committee and its member-areas. The MSC manages citywide services on behalf of all groups in the community, yet the groups do not themselves send either representatives or funds directly to the metro committee; each metro group has delegated that responsibility to the ASC to which it belongs. Therefore, full information about metro projects, including the money and personnel needed for each, must be communicated to the groups through the metro's area committees. Likewise, information about group needs and concerns regarding citywide services must be communicated through the ASCs to the metro committee. Regular communication between the metro and area committees helps maintain the MSC's accountability to the NA community, assuring that the consolidated service authority that's been delegated to the metro committee is being carried out responsibly. Good communication also gives the groups the information they need to make informed decisions about how to disburse the funds with which they support the service structure.

### ASC participants

An area committee served by an MSC needs only a minimum of structure to fulfill its functions. Because a metro ASC has no subcommittees of its own and scant administrative responsibilities, it can be composed primarily of group service representatives. An ASC will need to elect a chairperson, secretary, treasurer, and literature distribution person for itself.

The area committee also chooses two regional committee members (RCMs) to serve on its behalf. The RCMs' duties are described in the earlier chapter on full-service area committees. RCMs need not be chosen from among current group service representatives. If any GSRs are elected to serve as RCMs, we recommend that they resign from their group positions. The weight of their responsibilities as regional committee members will be plenty for them to bear without also continuing to serve as GSRs.

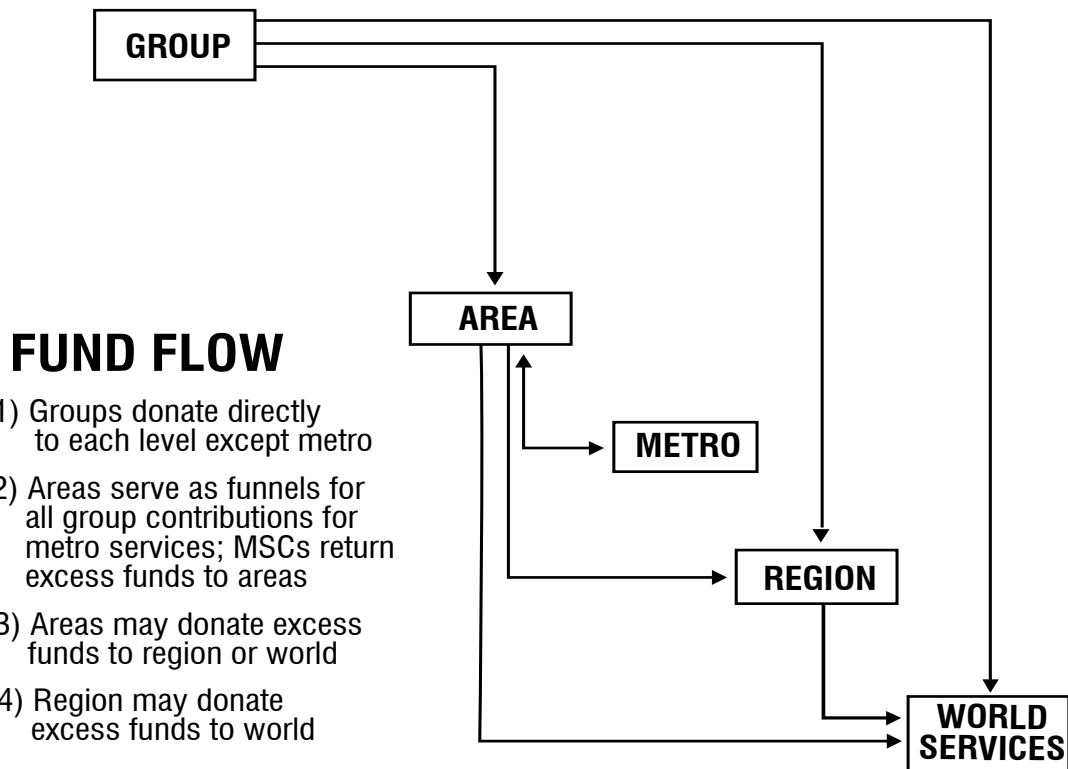
Metro ASCs have one service position to fill that other area committees don't: the metro committee member (MCM). The MCM serves a function on the area's behalf at the metropolitan services committee similar to that fulfilled by the GSR at a full-service area committee, described in earlier chapters of this guide, with one key exception: Unlike GSRs, the MCM does not participate in regional assemblies. As the name suggests, metro committee members are full working members of the MSC, serving in their area's interests as well as the best interests of the entire metropolitan NA community and providing for communications between the ASC and the MSC. The number of MCMs your area committee must choose depends on the total number of areas participating in your metro committee—the fewer the areas involved, the more metro committee members each one will need to contribute for the MSC to operate effectively. As with the RCM position, MCMs need not be chosen from among the group service representatives, and those GSRs chosen to serve as metro committee members should resign their group positions to keep from becoming overburdened.

### **ASC funding needs**

The direct financial needs of an area committee served by an MSC, in comparison to those of a full-service ASC, are relatively small. A hall large enough to comfortably hold the area's GSRs must be rented. Literature must be stocked for purchase by the groups. Minutes of ASC meetings must be copied and mailed to group representatives. Aside from these, there are few other metro ASC expenses, if any.

However, each ASC served by a metro committee receives all the contributions intended by its groups to be used in administering local NA services. If a metropolitan services consolidation plan is to be effective, the member-areas must not hold onto any more money than that which is absolutely necessary to pay their own minimal expenses. Metro areas should work especially closely with their MSCs to ensure that sufficient funds are being collected and passed along to the metro committee to support direct services in the community. Any excess MSC funds should periodically be divided up and returned to the areas.





### METRO COMMITTEE ORGANIZATION

Metropolitan services committees are organized very much like the full-service area committees described earlier in this guide, with the exception that they receive their funding from their member-areas rather than directly from the community's groups. MSC participants include MCMs elected by member-areas, plus metro committee administrative officers and subcommittee chairs elected by the MSC itself. Metros perform the same services described in the earlier chapter on area committees, with one exception: Metros do not elect regional committee members and do not take part directly in the regional committee itself. However, MSC subcommittee chairpersons do keep in touch with the RSC members given resource assignments in their respective fields of service.

### AREA DIVISIONS IN CITIES SERVED BY AN MSC

Finally, a word about ASC divisions in metro communities. As noted in the previous chapter, area committees sometimes grow too large to function effectively, requiring division. This is not a major problem for an MSC member-area since its division does not affect direct services, only the number of GSRs attending a given ASC meeting. The primary concern in dividing a metro ASC is assuring that the split is designed to enhance group support and for no other purpose.

The previous chapter offers much guidance on the area division process. Especially relevant are the paragraphs on choosing new area boundaries. Once a plan is developed, a consensus of all the groups in the existing area must be taken prior to division. Given group consent, the new ASCs can begin meeting immediately.

