

# Never Alone



## San Fernando Valley Newsletter

### San Fernando Valley Area Newsletter Committee (SFVANC) Guidelines

**Primary Purpose** Our purpose is to carry the message of Narcotics Anonymous through the development and publishing of a newsletter to serve the San Fernando Valley Area.

#### Subcommittee

##### Members

The SFVANC shall consist of the following members:

- A. Chairperson
- B. Vice Chairperson
- C. Printing Coordinator
- D. Newsletter Volunteers

#### Officers

##### A. CHAIRPERSON

###### 1. Qualifications:

- A. A minimum of two (2) years of continuous clean time.
- B. A minimum of one (1) year of Area service
- C. Six (6) months prior involvement in the SFVANC
- D. A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Narcotics Anonymous, SFV Area Newsletter guidelines, and SFVASCNA guidelines

###### 2. Responsibilities:

- A. Schedule and conduct a monthly SFVANC meeting. May schedule additional SFVANC meetings when necessary; said meetings are to be considered as regularly scheduled meetings.
- B. Bring back a report from the Area Service Committee Meeting.
- C. Prepare a written or verbal monthly report on the condition and functioning of the Newsletter for the ASC Meeting.
- D. Attend all monthly SFVASC meetings
- E. Delegate duties to SFVANC Volunteers as necessary.
- F. Have access to a typewriter or word processing system to compile the newsletter bi-monthly

**B. VICE-CHAIRPERSON:**

## 1. Qualifications:

- A. A minimum of two (2) years continuous clean time.
- B. Six (6) months prior involvement in the SFVANC.
- C. A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Narcotics Anonymous, SFV Area Newsletter guidelines and SFVASCNA guidelines

## 2. Responsibilities:

- A. In the event of the Chairperson's absence, will perform the duties of the Chairperson.
- B. Attend SFVANC Meetings.
- C. Help the Chairperson with the SFVANC Volunteers

**D. PRINTING COORDINATOR:**

## 1. Qualifications:

- A. A minimum of one (1) years continuous clean time.
- B. Six (6) months prior involvement in the SFVANC.
- C. A working understanding of the 12 Steps, 12 Traditions, 12 Concepts of Narcotics Anonymous, SFV Area Newsletter guidelines and SFVASCNA guidelines

## 2. Responsibilities:

- A. Attend all SFVANC meetings.
- B. Report any problems to the Chair or Vice-Chair immediately.
- C. Organize and schedule printing of Newsletter.

**E. NEWSLETTER COMMITTEE VOLUNTEERS**

## 1. Qualifications:

- A. No minimum clean time requirement

## 2. Responsibilities:

- A. Attend all SFVANC meetings.

**Operational Guidelines**

## 1. Voting

- A. Voting members of the SFVANC shall be Officers and existing volunteers. The Chairperson can vote only in the event of a tie.
- B. A quorum consists of the voting members attending each meeting.
- C. Once a quorum is established at each meeting, it stays for the duration of the meeting.
- D. One becomes a voting member upon attending two consecutive meetings.

## 2. Motions

- A. Any voting member of the SVANC may make a motion.
- B. Any voting member of the SFVANC may second a
- C. The Chairperson will allow for up to two (2) pros and two (2) cons to any motion.

## 3. Elections

- A. Elections are held one month prior to ASC nominations.
- B. Vice-Chair, Secretary, and Coordinator shall be elected by the SFVANC and shall assume their duties immediately.
- C. SFVANC members can elect alternate officers if the qualifications are met.
- D. Officers are not to exceed two consecutive terms; a term is one (1) year.
- E. The Chairperson shall be elected and sent to the ASC to be nominated and affirmed.
- F. If any office position cannot be filled, the current elected person may continue to serve on an annual basis or until the position is filled for a maximum of 2 terms