



**San Fernando Valley Area
Service Committee
Narcotics Anonymous
Guidelines for Service**

Approved by SFVASCNA May 7, 2017

I. DECORUM STATEMENT

San Fernando Valley Area Service Committee meetings will be conducted according to established rules of order adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly, collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is underway, only one matter will be before the Committee at any one time and no other discussion is in order. Please respect the Chairperson's right to be in control of the process of this meeting so that we may get the maximum results from its content.

II. NAME, DESCRIPTION, AND BOUNDARIES

- A. This body shall be known as the San Fernando Valley Area Service Committee of Narcotics Anonymous, hereinafter called SFVASC, or ASC, and shall serve the San Fernando Valley Area of Narcotics Anonymous, hereinafter called SFVANA.
- B. The SFVASC is a service body of Narcotics Anonymous directly responsible to the groups that have formed it. It consists of Group Service Representatives (GSRs) from NA groups of the SFVANA, along with elected officers, subcommittee chairpersons, and other participants who meet monthly in a general assembly to serve the common needs of the SFVANA groups.
- C. The SFVASC shall serve that portion of the Southern California Region bounded on the north by the 118 Freeway, Interstate 5, 210 Freeway, and Angeles National Forest; on the south by Mulholland Drive; on the east by the Glendale (2) Freeway; and on the west by Reseda Boulevard.
- D. We shall have the option of including meetings located in neighboring areas located in neighboring areas.

III. *PURPOSE*

- A. The primary purpose of the SFVASC shall be the administration and coordination of Narcotics Anonymous activities common to the various groups comprising its membership and facilitating communication between the SFVASC and the rest of Narcotics Anonymous. These activities include furthering the NA program in accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of Service.
- B. To ensure that our primary purpose is carried out, the SFVASC shall have subcommittees directly responsible to those they serve.
- C. Specifically excluded from the objectives of the SFVASC is the operation of any clubs, clubhouses, detox centers, or any such related facilities and the endorsement of any public or private projects on addiction or drug abuse as outlined in Tradition Six.

The Twelve Traditions and the Twelve Concepts of Service of Narcotics Anonymous shall provide the governing rules of the SFVASC.

IV. *AREA SERVICE COMMITTEE*

- A. The SFVASC shall meet on the second Sunday of each month unless it falls on a holiday, in which case it will be held on the date set at the previous ASC meeting.
 - 1. Special meetings may be called by a majority of Group Service Representatives or by the Chairperson or Vice Chairperson on being advised of a matter of special urgency.
 - 2. The Chairperson must give reasonable notice of at least one week of such meetings to all Participants.
- B. All Area Service Committee meetings shall be open to any member of NA as a non-participant observer but shall be closed to the general public.
 - 1. The only participants shall be those listed under Section V.
 - 2. Non-participants may be recognized at the discretion of the Chairperson.
 - 3. An open forum may be called and can include members-at-large at the Chairperson's discretion.
- C. The SFVASC shall remain in session until the end of business or until a motion to adjourn is approved.

V. *PARTICIPANTS*

- A. The SFVASC shall be comprised of:
 - 1. Duly-elected officers:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Treasurer
 - d. Vice Treasurer

- e. Secretary
 - f. Alternate Secretary
 - g. Regional Committee Member (RCM)
 - h. Alternate Regional Committee Member (RCM Alt)
2. Group Service Representatives (GSRs) and their Alternates who have been elected or who represent their group's conscience.
 3. Subcommittee and Ad hoc Chairpersons and Vice Chairpersons.
- B. GSRs or their Alternates in the GSR's absence representing a new group/meeting and attending SFVASC for the first time will be recognized as a voting participant.
 - C. These participants, including subcommittee chairs or their designated subcommittee member, shall attend all Area Service Committee meetings until the close of business. Members of NA, outside the SFVASC, may attend ASC meetings as non- participant observers and may be granted the floor by the Chairperson.
 - D. Absence at two consecutive ASC meetings by both the GSR and the GSR Alternate establishes inactivity of that group as a voting member of the SFVASC. That group will become an active voting participant once its GSR or GSR Alternate is recognized as being present at its second consecutive ASC meeting.
 - E. Absence at two consecutive ASC meetings by any elected officer may be cause enough for removal.
 - F. The RCM, Treasurer, and all standing Subcommittees including Ad hocs shall provide written monthly reports to the Area Service Committee Google Group as well as a number of hard copies shall be provided at the ASC meeting for those who do not have electronic access to the reports.
 - G. Subcommittees with bank accounts shall provide a financial statement included with their monthly written report, as well as a copy of their most current bank statement to the Area Treasurer.
 - H. In addition to the requirements listed above, each elected officer shall have the following:
 1. Willingness and a desire to serve.
 2. Personal time and the ability to serve.
 3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.
 4. Continued abstinence during term of office.
 5. Elected officials include the following:
 1. Chairperson
 - a. Requirements
 - 1) Seven years clean time.

- 2) Service experience at the Area level at least two years within the last five years.
- 3) Read and be knowledgeable of the SFVASC Guidelines.

b. Duties

- 1) Arrange agenda and presides over ASC.
- 2) Initiate necessary correspondence and provides Area Secretary with copies.
- 3) Initiate semi-annual audits of subcommittee bank accounts in May (the month prior to elections) and November (see Section V.I.6.b.6).
- 4) Maintain a good working relationship with all other members of the committee.
- 5) Cosigner on the SFVASC bank account.
- 6) May vote to break a tie.
- 7) Ensure that prescribed voting and motion procedures are upheld (Section VI).
- 8) Shall conduct orientation for new GSRs 15 minutes prior to the ASC.
- 9) Shall maintain an annual calendar with due dates of all Area mandatory tasks, such as budgets, audits, rent, elections, etc., and update it into the agenda on a monthly basis.
- 10) Is responsible for checking and responding in a timely manner all email sent to the Chairperson.

2. Vice Chairperson

a. Requirements

- 1) Seven years clean time.
- 2) Service experience at the Area level at least two years within the last five years.
- 3) Willingness to serve as Chairperson if elected to the following term.
- 4) Read and be knowledgeable of the SFVASC Guidelines.

b. Duties

- 1) Perform Chairperson's duties in the absence of the Chairperson.
- 2) Stay informed of all Subcommittees' and Ad hoc committees' activities and be available for any related problems.
- 3) Available to assume the duties as needed on a temporary basis in the event there is no subcommittee chairperson.
- 4) Cosigner on all SFVASC bank accounts.
- 5) Shall serve as Area Parliamentarian.

- 6) Shall be available as a resource to Ad hoc committees.
3. Secretary
 - a. Requirements
 - 1) Three years clean time.
 - 2) Service experience at area level of at least one year.
 - 3) Working knowledge of computer word-processing applications, including receiving and sending email.
 - 4) Read and be knowledgeable of the SFVASC Guidelines.
 - b. Duties
 - 1) Take roll call and accurate minutes of each regular or special SFVASC meeting.
 - 2) Maintain an index of action items and motions made at each Area Service Committee meeting.
 - 3) Maintain an ASC Contact list comprised of email addresses and phone numbers of all ASC participants mentioned in Section V.A.
 - 4) Make available copies of the minutes to each participant of the SFVASC via hard copy and email to the Google Group.
 - 5) Shall maintain the SFVASC post office box, renewing the lease annually upon the receipt of notice and check the box at least monthly for all Area correspondence with the exception of inmate correspondence.
 - 6) Maintain SFVASC archives and records.
 - 7) Secretary will maintain archives of one year, available for review, at the ASC. Archives past one year shall be maintained at SFVASC storage facility.
 - 8) Submit copy of all correspondence to ASC Chairperson for review, originals to archives.
 - 9) Is responsible for checking and responding in a timely manner all email sent to the Secretary.
4. Alternate Secretary
 - a. Requirements
 - 1) Two years clean time.
 - 2) Service experience at some level of at least one year.
 - 3) Working knowledge of computer word-processing applications, including receiving and sending email.
 - 4) Read and be knowledgeable of the SFVASC Guidelines.
 - b. Duties
 - 1) Perform the Secretary's duties in the absence of the Secretary.

- 2) Assemble and make available copies of the ASC informational package, including but not limited to, the Twelve Concepts for NA Service, the Twelve Traditions of NA, and the current approved SFVASC Guidelines to all new ASC participants.
5. Treasurer
 - a. Requirements
 - 1) Five years clean time.
 - 2) Service experience at the Area level at least one year within the last three years.
 - 3) Accounting experience strongly suggested.
 - 4) Cosigner on the SFVASC bank account.
 - 5) Cannot be a signer on any other service committee bank account.
 - 6) Read and be knowledgeable of the SFVASC Guidelines.
 - b. Duties
 - 1) Custodian of all the SFVASC bank accounts.
 - 2) Familiar with and able to follow basic accounting procedures including proper check writing, monthly submission of financial reports, and account reconciliation, as well as the requirements found in Addendum I, Money Handling Procedures.
 - 3) Give a financial report at every ASC meeting.
 - 4) Provide a written report to the monthly SFVASC meeting and make copies available to each participant of the SFVASC, via hard copy to the ASC Service Board and via email to the Website Subcommittee.
 - 5) Make available for auditing all financial records on demand.
 - 6) Provide copies of bills and/or statements to relevant subcommittees upon request
 - 7) Donate to the SCRSC per Section VII Item F.
 - 8) Prepare estimates and recommendations of prudent reserve requirements and reports these to the SFVASC on request.
 - 9) Assist as necessary in the semi-annual audits as per Section V.I.1.b.
 - 10) Instruct the Vice Treasurer on all accounting procedures and train the vice treasurer as necessary to perform the tasks of treasurer.
 - 11) Is responsible for checking and responding in a timely manner all email sent to the Treasurer.
 6. Vice Treasurer
 - a. Requirements
 - 1) Five years clean time.

- 2) Service experience at the Area level at least two years within the last five years.
- 3) Accounting experience strongly suggested.
- 4) Willingness to serve as Treasurer if elected to the following term.
- 5) Read and be knowledgeable of the SFVASC Guidelines.

b. Duties

- 1) Attend all ASC meetings.
- 2) Familiar with and able to follow basic accounting procedures including proper check writing, monthly submission of financial reports, and account reconciliation, as well as the requirements found in Addendum I, Money Handling Procedures.
- 3) Perform the duties of the Treasurer's position if the Treasurer is absent, resigns or is removed.
- 4) Assist in giving a financial report at every ASC meeting.
- 5) Assist in making available for auditing all financial records on demand.
- 6) Perform semi-annual audits of subcommittee bank accounts in May (the month prior to elections) and November, and as directed by the ASC. If, for any reason, any audit cannot be performed as scheduled, or there are any discrepancies or irregularities, which result from an audit, it shall be brought to the attention of the Executive Body before the following ASC Meeting.
- 7) Audits shall be performed as described in Addendum 1. Instruct all subcommittee treasurers to ensure they are knowledgeable and are able to comply with Addendum 1 Accounting Guidelines

7. Regional Committee Member (RCM)

a. Requirements

- 1) Three years clean time.
- 2) Service experience at the Regional level of at least one year.
- 3) Read and be knowledgeable of the SFVASC Guidelines as well as the Southern California Regional Service Conference (RSC) Guidelines.

b. Duties

- 1) The responsibility of the RCM is to work for the good of NA by providing two-way communication between the ASC and the RSC.
- 2) Provide a written report to the monthly SFVASC meeting and make copies available to each participant of the SFVASC, via hard copy to the ASC Service Board and via email to the Website Subcommittee.

- 3) The RCM is to the ASC what the GSR is to the group. As the representative of the Area, he/she represents the group conscience of the ASC at the Regional level and takes part in any discussions that affect the Region as a whole.
 - 4) The RCM attends all SCRSC (Southern California Regional Service Conference) meetings and represents the ASC at the RSC.
 - 5) Participate in the SCRAW (Southern California Regional Agenda Workshop) and Info Fair occurring on non WSC cycles.
 - 6) Educate GSRs about the World Service Conference and the importance of their group's involvement in the process of understanding the issues, informing their groups, and carrying their group's conscience back to the Area.
 - 7) Assist members of the ASC to understand the motions and issues of the Conference Agenda Report (CAR).
 - 8) Collect and tally the votes from the Area groups on CAR motions and vote the Area's conscience at the RSC.
8. Regional Committee Member Alternate (RCM Alt)
- a. Requirements
 - 1) Three years clean time.
 - 2) Service experience at the Area level of at least one year.
 - 3) Willingness to serve as RCM if elected to the following term.
 - b. Read and be knowledgeable of the SFVASC Guidelines as well as the Southern California Regional Service Conference (SCRSC) Guidelines.
 - c. Duties
 - 1) Perform duties of the RCM in absence of the RCM.
 - 2) Attend ASC meetings and helps RCM maintain communication with SFV Area groups.
 - 3) Attend all SCRSC meetings and represents the ASC at the RSC in the absence of the RCM.
 - 4) Prepare for the RCM's duties by working closely with the RCM.
 - 5) Participate in the SCRAW and Info Fair.
 - 6) Assist the RCM in the duties as described above in Sections V.I.7.b.6; V.I.7.b.7; V.I.7.b.8.
9. Activities Subcommittee Chairperson
- a. Requirements
 - 1) Three years clean time.
 - 2) Service experience at the Area level of at least two years.
 - 3) Activities Committee experience suggested.

- 4) Read and be knowledgeable of the SFVASC Guidelines as well as their own Subcommittee Guidelines.
- b. Duties
 - 1) Work with committee members to arrange fellowship events such as dances, picnics, learning days, etc.
 - 2) Responsible for contacts and contracts with outside venues for these events.
 - 3) Chair monthly business meetings.
 - 4) Attend and provide both written and financial reports to monthly Area Service Committee meeting and via email to Website Subcommittee.
 - 5) Responsible for maintaining Subcommittee bank account.
 - 6) Responsible for Area Activities Subcommittee attendance at monthly Regional Activities Committee meetings.
 - 7) Is responsible for checking and responding in a timely manner all email sent to the committee.
10. Convention Subcommittee Chairperson
 - a. Requirements
 - 1) Seven years clean time.
 - 2) Service experience on any NA Convention Subcommittee of at least three years.
 - 3) Read and be knowledgeable of the SFVASC Guidelines as well as their own Subcommittee Guidelines.
 - b. Duties
 - 1) Arrange annual SFV Area Convention.
 - 2) Chair monthly business meetings.
 - 3) Maintain contact as primary liaison between committee and venue.
 - 4) Responsible for all contracts and commitments made by the committee.
 - 5) Responsible for maintaining Subcommittee bank account.
 - 6) Attend and provide both written and financial reports to monthly Area Service Committee meeting and via email to Website Subcommittee.
 - 7) Is responsible for checking and responding in a timely manner all email sent to the committee.
11. Hospitals and Institutions Subcommittee Chairperson
 - a. Requirements
 - 1) Three years clean time.
 - 2) Service experience at the Area level of at least one year.

- 3) One year H & I committee experience.
- 4) Read and be knowledgeable of the SFVASC Guidelines as well as their own Subcommittee Guidelines.

- b. Duties
 - 1) Attend Regional H & I Committee meetings.
 - 2) Keep and maintain the list of all Area panel commitments.
 - 3) Primary liaison between the hospitals and institutions in the Area requesting or having NA panels.
 - 4) Responsible for the purchase from the Regional Service Office (RSO) in Monrovia and distribution of allotted literature to Panel Chairpersons for panel meetings within our Area.
 - 5) Responsible to attend and provide written reports to monthly Area Service Committee meeting and via email to Website Subcommittee.
 - 6) This subcommittee is provided with a budget and does not handle money. The only exceptions to this may be Area checks written to cover approved expenditures. Any purchase made needs to be accounted for with an itemized receipt submitted to the ASC Treasurer. It is the Subcommittee Chairperson's responsibility to stay within the approved budget.
 - 7) Provide yearly projected budget to ASC Treasurer by December of each calendar year.
 - 8) Is responsible for checking and responding in a timely manner all email sent to the committee.
12. Literature Subcommittee Chairperson
- a. Requirements
 - 1) Five years clean time.
 - 2) Service experience of at least one year.
 - 3) Must be able to arrange transportation of literature inventory to and from storage.
 - 4) Read and be knowledgeable of the SFVASC Guidelines as well as their own Subcommittee Guidelines.
 - b. Duties
 - 1) Arrange the purchase and pickup of NA Literature from the Regional Service Office (RSO).
 - 2) Sells/distributes NA Literature and event flyers at the monthly Area Service Committee meeting and at applicable ASC events.
 - 3) Is responsible for leftover inventory.
 - 4) Maintain subcommittee checking account.
 - 5) Maintain the Literature storage unit and is responsible for transporting literature to each ASC meeting.
 - 6) Chair monthly business meetings.

- 7) Responsible to attend and provide both written and financial reports to monthly Area Service Committee meeting and via email to Website Subcommittee.
- 8) Is responsible for checking and responding in a timely manner all email sent to the committee.

13. **Phoneline Subcommittee Chairperson**
 - a. **Requirements**
 - 1) Three years clean time.
 - 2) Service experience at the Area level or on a phoneline committee of at least one year.
 - 3) Six months minimum SFV Area Phoneline Subcommittee experience.
 - 4) Read and be knowledgeable of the SFVASC Guidelines as well as their own Subcommittee Guidelines.
 - b. **Duties**
 - 1) Attend Regional Phoneline Committee meetings.
 - 2) Responsible for maintaining Area Helpline.
 - 3) Chair monthly business meetings.
 - 4) Responsible to attend and provide written reports to monthly Area Service Committee meeting and via email to Website Subcommittee.
 - 5) This subcommittee is provided with a budget and does not handle money. The only exceptions to this may be Area checks written to cover approved expenditures. Any purchase made needs to be accounted for with an itemized receipt submitted to the ASC Treasurer. It is the Subcommittee Chairperson's responsibility to stay within the approved budget.
 - 6) Provide yearly projected budget to ASC Treasurer by December of each calendar year.
 - 7) Is responsible for checking and responding in a timely manner all email sent to the committee.
14. **Public Information Subcommittee Chairperson**
 - a. **Requirements**
 - 1) Two years clean time.
 - 2) Service experience at the Area level of at least one years.
 - 3) Public Information Committee experience suggested.
 - 4) Read and be knowledgeable of the SFVASC Guidelines as well as their own Subcommittee Guidelines.
 - b. **Duties**
 - 1) Responsible for providing information about Narcotics Anonymous both inside and outside the fellowship. The information about Narcotics Anonymous is meant to be general information as to the availability of NA as a community resource, its meetings, how meetings may be attended, the history of Narcotics Anonymous, NA Literature, as well as how and why NA works.
 - 2) Primary liaison between World, Region, and other Areas within the Region requesting information or disseminating information about Narcotics Anonymous.

- 3) Attend monthly Regional Public Information Committee meetings and include the results of that committee's meeting within the ASC report.
 - 4) Chair monthly business meetings.
 - 5) Responsible to attend and provide written reports to monthly Area Service Committee meeting and via email to Website Subcommittee.
 - 6) This subcommittee is provided with a budget and does not handle money. The only exceptions to this may be Area checks written to cover approved expenditures. Any purchase made needs to be accounted for with an itemized receipt submitted to the ASC Treasurer. It is the Subcommittee Chairperson's responsibility to stay within the approved budget.
 - 7) Provide yearly projected budget to ASC Treasurer by December of each calendar year.
 - 8) Prior to any contract negotiations, committee must obtain approval from ASC.
 - 9) Is responsible for checking and responding in a timely manner all email sent to the committee.
15. NeverAlone Newsletter Subcommittee Chairperson
- a. Requirements
 - 1) Two years clean time.
 - 2) Service experience at the Area level of at least one year.
 - 3) Six months prior involvement in the SFV Area Newsletter Subcommittee.
 - 4) Access to a computer.
 - 5) Read and be knowledgeable of the SFVASC Guidelines as well as their own Subcommittee Guidelines.
 - b. Duties
 - 1) Responsible for the gathering of information, Area/Regional/World events, and personal stories for publication in the Area's quarterly "NeverAlone SFV" Newsletter.
 - 2) Schedule and conduct monthly SFVAN Subcommittee meetings.
 - 3) Responsible to attend and provide Newsletter to Area Service Committee Meeting and submit Newsletter via email to Website Subcommittee.
 - 4) This subcommittee is provided with a budget and does not handle money. The only exceptions to this may be Area checks written to cover approved expenditures. Any purchase made needs to be accounted for with an itemized receipt submitted to the ASC Treasurer. It is the Subcommittee Chairperson's responsibility to stay within the approved budget.

- 5) Provide yearly projected budget to ASC Treasurer by December of each calendar year.
- 6) Is responsible for checking and responding in a timely manner all email sent to the committee.

VIII. MISAPPROPRIATION/MISUSE OF FUNDS AND MISCONDUCT

- A. The Eleventh Concept of NA Service establishes the sole priority for the use of
- B. NA funds to carry the message to the addict who still suffers The Twelfth Concept of NA Service gives the SFVASC a mandate from the NA groups that call for total fiscal accountability With this in mind, any misappropriation or misuse of funds by any Area trusted servant(s) or NA member(s) cannot and will not be tolerated. The definition of “misappropriation of funds” includes but is not limited to, theft, embezzlement, or use of NA funds for purposes not expressly authorized by an Area Committee, Subcommittee, or Ad hoc. This includes the theft of cash, check, any financial instrument (i.e., refunds, royalties, or rebates from vendors to the NA Fellowship), or asset (i.e., equipment, supplies, or physical inventory).
- C. SFVASC Action: Removal and Replacement. Once the SFVASC’s Executive Committee’s duly-elected officers investigate and report to the SFVASC their findings of the suspected violation of this section, the SFVASC must immediately vote on a motion to remove the individual(s) from office and/or the committee "with cause," or to reinstate, or to extend the investigation. The presiding officer will notify said member by phone and by certified mail, as well as notifying the region (SCRNA) by email and/or certified mail.

1. Should the SFVASC remove an officer(s) or member(s) with cause, the said individual's participation within the SFVASC is immediately terminated.

a. Any member removed from office and/or committee by the SFVASC for misappropriation may no longer represent themselves to the Fellowship or service Boards/Committees as an officer or member of the SFVASC, its Subcommittees, or its Ad hocs for a period of five (5) years from the date of the interim suspension.

b. Any member removed from office and/or committee by the SFVASC for misconduct may no longer represent themselves to the Fellowship or Service Boards/Committees as an officer or member of the SFVASC, its Subcommittees, or its Ad Hocs for a period of two (2) to five (5) years at the discretion of the SFVASC on a case by case basis. This period of time will be voted on and determined at the time of removal from office and/or committee.

If a trusted servant resigns from office or a committee prior to the SFVASC having taken the aforementioned action and reaching a final resolution, the SFVASC shall proceed to suspend the trusted servant. The SFVASC shall investigate the matter and follow the aforementioned process to its conclusion.

2. Upon reinstatement, by a required two-thirds vote by the SFVASC, said member's suspension will be lifted and the member will resume their role as a full participant of the SFVASC, its Subcommittee, or Ad hoc, as applicable.

D. Restitution

1. Members who have misappropriated or misused SFVASC funds might be subject to criminal and/or civil legal proceedings.

2. At the discretion of the SFVASC, in lieu of filing charges, members who have misappropriated or misused SFVASC funds may be asked to sign a promissory note and make restitution in full of all misappropriated or misused SFVASC funds.

IX. ELECTIONS

A. Nominations and elections for all positions listed in Section V will be held in June of each year. The newly elected officers and participants will take office in July. The ASC Chairperson will announce nominations and elections at the April and May ASC meetings. The exception to this process is the Convention Subcommittee Chairperson who is elected after the Convention closing statement, which is approximately 90 days after the Convention.

B. All nominees must be present at the time of their nomination for election to a position on the SFVASC.

C. In the event of a vacated office, special elections may be held to fill the position until the next regularly scheduled election.

- D. SFVASC duly-elected alternate officers (as defined in Section V.A.1), i.e., Vice Chairperson and Vice Treasurer, and Subcommittee/Ad hoc alternates, do not automatically assume the vacated position. They must be elected by the SFVASC.

X. SUBCOMMITTEES

- A. Subcommittees are directly responsible to the SFVASC. Newly proposed Subcommittees shall function as Ad hoc Committees until they are established and have approved Guidelines. It is necessary to clearly define the responsibilities of these Subcommittees so that they may fulfill the purpose for which they are created.
- B. The SFVASC shall be responsible for the approval and implementation of guidelines to be drafted by the committee officers and active members, utilizing the suggestions below and presented for approval at a regular SFVASC meeting.
- C. All Subcommittee Chairpersons or pro tem Chairpersons shall attend all SFVASC meetings
- D. Guidelines for an SFVASC Subcommittee should include but are not limited to the following:
 - 1. Name.
 - 2. Purpose.
 - 3. Function.
 - 4. Trusted servants' job requirements and duties.
 - 5. Voting procedures.
 - 6. Meetings, including time and place.
- E. Each Subcommittee shall keep a file listing contacts and procedures for the activities it performs for use by future participants.
- F. In addition to the above, it is our experience that each Subcommittee, to ensure that its primary purpose is carried out, has the following:
 - 1. A bank account and prudent reserve, where applicable.
 - 2. A Treasurer with experience and willingness necessary to provide the SFVASC with an accurate monthly accounting of finances in written form, where applicable.
- G. Every Subcommittee shall carry out its work in accordance with the Twelve Traditions and Twelve Concepts of NA.
- H. Subcommittees without a bank account shall submit to the SFVASC Treasurer, in December each year, their budget requests for the coming year, to be approved by the SFVASC in January.
- I. When a Subcommittee or Ad hoc Committee member has a family relationship, or potential conflict of interest with a vendor, or any person who is being considered for, or has been awarded a contract, or otherwise paid for

any services provided, disclosure must be made at the next ASC meeting following the establishment or potential establishment of conflict of interest

- J. Any Subcommittee or Ad hoc Committee must obtain a minimum of three (3) written bids from separate vendors/contractors before awarding a contract for services and/or products over \$500.00. This policy may be waived if three sources are not available.
- K. Subcommittees shall perform annual reviews of their guidelines and submit any changes to the SFVASC for approval.
- L. No Subcommittee guidelines shall conflict with SFVASC guidelines.

XI. CURRENT STANDING COMMITTEES/SUBCOMMITTEES

A. EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of all the duly elected SFVASC officers and standing Subcommittee Chairpersons.
2. Prior to submission to the Area Service Committee, elected officers shall review guidelines and proposed budgets and suggest modifications, if needed.

B. HOSPITALS AND INSTITUTIONS

The purpose of an H&I panel/meeting/presentation is to carry the message to addicts in hospitals and institutions who do not have full access to regular Narcotics Anonymous meetings. H&I panels/meetings/presentations, except for those in longer-term facilities, are intended simply to introduce those attending to some of the basics of the NA Program

C. LITERATURE

The purpose of the San Fernando Valley Area Literature Subcommittee is to distribute the literature of Narcotics Anonymous. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts of Narcotics Anonymous, and the Handbook for Narcotics Anonymous Literature Committees.

D. ACTIVITIES

The purpose of the San Fernando Valley Area Activities Subcommittee is to provide activities for the NA Fellowship, to promote unity within the area, and to act as a liaison between each group's entertainment functions. The Activities Subcommittee shall also be responsible for the three traditional holiday marathons occurring during the Thanksgiving, Christmas and New Year Holidays. These events shall be funded by the SFVASC and may be staffed by volunteers approved either by the activities committee or by the ASC.

E. CONVENTION

The purpose of the San Fernando Valley Area Convention Subcommittee is to coordinate and conduct an annual San Fernando Valley Area Convention within

the boundaries of the San Fernando Valley Area and to assist in evaluation and input on conventions for other areas, regions, and the WSC as necessary.

F. *NEWSLETTER*

The purpose of the San Fernando Valley Area NeverAlone Newsletter is to carry the message and to demonstrate to the public that NA is a viable program of recovery.

G. *PUBLIC INFORMATION*

The purpose of the San Fernando Valley Area Public Information Subcommittee is to coordinate area public relations efforts and provide information about Narcotics Anonymous to the public within the boundaries of the San Fernando Valley Area

H. *PHONELINES*

The purpose of the San Fernando Valley Area Phonelines Subcommittee is to provide support for existing Area Phonelines and coordinate efforts toward Regional Phonelines.

I. *WEBSITE*

The purpose of the San Fernando Valley Area Website Subcommittee is to support the members, groups and subcommittees that comprise the SFVANA, and to assist them in their task of carrying the message of recovery in Narcotics Anonymous over the Internet.

J. *NEWSLETTER*

The purpose of the San Fernando Valley Area Newsletter Subcommittee is to carry the message of Narcotics Anonymous through the development and publishing of a newsletter to serve the SFV Area.

K. *NA FREEDOM BEHIND THE WALLS*

The purpose of NA Freedom Behind the Walls is to carry the message of recovery and sponsorship to inmates/addicts through the Twelve Steps of Narcotics Anonymous using NA Literature through anonymous correspondence through the US Mail.

XII. AD HOC COMMITTEES

- A. Ad hoc committees are temporary subcommittees, which are created either by the SFVASC Chairperson or by a simple majority vote of the voting body.
- B. Ad hoc chairs are selected by the ASC, the Area Chair, or within the Ad hoc itself, at or before the first committee meeting.
- C. Ad hoc chairs should have a working knowledge of NA's Twelve Steps and Traditions, as well as read and be knowledgeable of the current SFVASC Guidelines.
- D. Their Chairpersons may make or second motions at the ASC regarding their Ad hoc, but cannot vote.
- E. Ad hocs cease to exist either when their task is completed or at the discretion of the SFVASC.

XIII. GUIDELINES

- A. Any portion of these Guidelines may be waived at any time by a two-thirds vote of the voting body.
- B. A Guide to Local Services in Narcotics Anonymous should be used only as a reference to the SFVASC Guidelines.
- C. Any portion of these Guidelines, or those of any Area Subcommittee, may be amended by a two-thirds majority vote of the SFVASC, and must then be transmitted in digital form to the Area Website Committee for archival purposes. The amended section shall be added to the Guidelines by the creation of an addendum. One month following ratification, the SFVASC Secretary will provide a contents page showing the location and title of the addendum and the addendum itself to the SFVASC participants.
- D. An annual Guideline Review Ad hoc Subcommittee, chaired by the SFVASC Vice Chairperson, will convene in September and be slated to conclude by December, with any revisions submitted to the ASC by that time. The previous year's addendums will then be incorporated into these Guidelines. All elected officers are required to attend the annual guideline review Trusted Servants Financial Services Acknowledgement San Fernando Valley Area Service Committee

Financial Agreement

I, _____, have received, and read a current copy of the Guidelines of the San Fernando Valley Area Service Committee of NA® (henceforth SFVASCNA).

It is my intent to accept a money-handling, volunteer position within the SFVASCNA. I understand that it is a requirement of the SFVASCNA that all Trusted Servants performing a money-handling service position sign this Acknowledgement prior to accepting such a position, and I do so of my own free will under no duress.

I understand that NA® funds are not to be used for any form of personal use, and that to do so constitutes misappropriation. I understand that should I be suspected of misappropriation of funds, the procedures outlined in the Guidelines of the SFVASCNA will be initiated, and adhered to through completion.

Should I be found to have misappropriated funds, I understand that the matter might be turned over to the Law Enforcement Authorities, inclusive of the Local Police and DA's office, solely at the discretion of the SFVASCNA.

Signed this _____ day of _____.

(signature)

(printname)

(witness)

Addendum 1

Accounting Guidelines

These guidelines were developed as an educational tool to be used by SFVASC treasurer, vice treasurer performing audits, and subcommittee treasurers in the balancing of bank accounts. **Tools needed:**

1. Checkbook / Check register
2. Bank Statement(s)
3. Returned / Canceled checks
4. Calculator
5. Pen and Pencil

Preceding steps to be taken before balancing:

- ◆ Checks from the appropriate bank account that were issued and used.
- ◆ These checks are recorded in the check register, in check number order, in pencil, using date, check number, recipient, amount of check, and new balance. The balance is obtained by subtracting the check from the previous balance amount.

Step One

Admit we are powerless over our fear and/or of our lack of math skills/ numbers/ addition/ subtraction/ calculators and that our accounts will balance.

Step Two

Using a pen, take the canceled checks and make a mark in the appropriate box in the check register signifying that those checks have cleared. Do not worry if all the checks have not cleared. Ensure that the “payee” on all returned/cancelled checks matches the “payee” name in the ledger.

Step Three

Make sure that proper fees and deposits have been recorded in the register.

Step Four

Go to the check register and, starting with your ending balance, begin adding the checks that have not cleared (subtracting the deposits that have not appeared on the statement). The balance you end with should match the “new balance” on the statement.

If they do not match, here are a few things to look for:

1. Redo your math. Fingers have a habit of hitting the wrong buttons on calculators.
2. Make sure the amounts recorded in the register are correct.
3. Have you accounted for bank fees? Compare the register and the statement.
4. If all else fails, ask for help. Another pair of eyes might catch something you are not. You are not a bad person—it’s just math!

Reconciliation Procedures

These guidelines were developed as an educational tool to be used by treasurers in reconciliation of their bank accounts.

Tools needed:

1. Pen and Pencil
2. Bank Statements and Canceled Checks
3. Checkbook register

All the work will be done on the back of the bank statement for the month you are working on. Do not correct anything on the register. What is done is done. Accept and move on. **Step One**

Begin by signifying at the top and back of the bank statement the last check cleared from the statement and corresponding balance from the check register. (This is your month end on the register).

Step Two

Make sure that all of the cleared checks on the statement have been recorded in the register, as well as bank fees and deposits. If not, mark this on the back of bank statement.

Step Three

On the statement, take notice of the asterisks on the list of checks that have cleared. These are the flags for checks that are pending but are still recorded in your register. Take notice of the check numbers and amounts. Record these on the back of the bank statement.

Step Four

Add the checks that are pending to the beginning balance at the top of the bank statement. If a deposit has been recorded in the register but has not it in the statement, subtract this.

This should give you a matching balance on the statement. Hold on, we are not done yet. Next, we go on to the next month.

Step Five

Repeat steps four on the back of the next month's bank statement. (You will create a new one with each month you reconcile. One per bank statement—never two. However, if you run out of room, use a standard sheet of paper for your calculations and attach it to the bank statement that you are working on.)

Step Six

Have the checks that did not clear from last month clear this month? If not, mark that on the statement. Then repeat steps two and so on.

If there is balance discrepancies at the end of the months reconcile and you could not reconcile it, carry it forward. Try to reconcile it first. **Always double check:**

1. Your math
2. Your recorded figures.

3. Moreover, if you need it, ASK FOR HELP!!!!
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