



**POLICIES
AND
PROCEDURES**

OF THE

**MOHAWK RIVER AREA
SERVICE COMMITTEE**

OF

NARCOTICS ANONYMOUS

Revised: 4/15
Policy Subcommittee
MOHAWK RIVER ASC
Formed July 12, 1998

POLICY - WHAT WE DO PROCEDURE - HOW WE DO IT

POLICY GUIDELINES FOR THE MOHAWK RIVER AREA OF NARCOTICS ANONYMOUS

VISION STATEMENT/STATEMENT ON SERVICE

"Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not, and should never be, in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the service necessary for growth. Page, xvi, Narcotics Anonymous (fifth edition).

PRIMARY PURPOSE

1. The primary purpose of an NA member is to stay clean just for today and carry the message of recovery to the addict who still suffers.
2. The primary purpose of an NA group is to carry the message of recovery to the addict who still suffers by providing a setting for identification, and a healthy atmosphere for recovery, where addicts can come for help if they have the desire to stop using.
3. The purpose of an Area Service Committee is to be supportive of its area and groups and their primary purpose by associating a group with other groups locally, and by helping a group deal with its day-to-day situations and needs.
4. In keeping with the 12 Traditions and 12 Concepts of NA Service, the primary purpose of the Mohawk River Area Service Committee Policy is to establish guidelines to assure consistency in the monthly business affairs of the Mohawk River Area Service Committee.

NATURE OF LEADERSHIP IN NA

"The 2nd tradition concerns the nature of leadership in NA. We have learned that for our fellowship, Leadership by example and by selfless service works and that direction and manipulation fail. We choose not to have presidents, masters or directors. Instead, we have secretaries, treasurers and representatives. These titles imply service rather than control. Our experience shows that if a group becomes an extension of the personality of the leader or certain member, it loses its effectiveness. An atmosphere of recovery in groups is one of the most valued assets, and we must guard it carefully lest we lose it to politics and personalities." BT, pg 61

AS QUOTED FROM THE SERVICE MANUAL OF N.A

"To assure that no addict seeking recovery need die without having found a chance to live a new and better way of life: From this day forward may we provide the necessary services."

**The Guide to Local Service Manual was used to develop and revise this policy/procedure. It may be referred to for further assistance and clarification. We didn't feel the necessity to retype all of the manual within this document since it is available to all members for reference when doing service.

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I. PROCEDURES OF THE MOHAWK RIVER AREA SERVICE COMMITTEE

A) General

1. The MOHAWK RIVER AREA SERVICE COMMITTEE of N.A. (MRASC) was formed July 12, 1998.

B) Regional

1. The MRASC will be part of and join a Regional Service Committee (RSC).
2. As of July 12 1998, the MRASC joined the ABCD Regional Service Committee (ABCDRSC).

C) Service Guide

1. The Guide to Local Services in Narcotics Anonymous (GTLS) will be used as the service guide for the MRASC until the next conference approved service guide is distributed.
2. The MRASC will utilize the Twelve Concepts of Service to enhance existing policies and procedure.

D) Meeting Time and Place

1. The MRASC meeting will take place on the Saturday before the ABCDRSC meeting at a fixed location. Our current meeting location at 1:00 p.m. is:

Christ Church
970 State Street
Schenectady, NY

E) Post Office Box

1. The MRASC will have a P.O. Box. Our current mailing address is:

M.R.A.N.A.
P.O. Box 457
Schenectady, NY 12301

2. Two members of the MRASC's executive body will have knowledge of our P.O. Box keys location and will check the P.O. Box on a routine basis.

F) New Groups

1. The MRASC will be responsible to providing region with all new group information so that the group will be registered with World. The same responsibility is assigned to the Area Service Representative (ASR) to have closed meeting information passed to region so they can be removed from the world registry.
2. Starter kits will consist of: 3 White Books; 5 IPs of numbers 1-6-7-8-9-11-12-16-19-22-24; 1 Group Booklet; 5 Welcome key tags and 2 each of the remaining key tags; 1 Group Treasurer Pad; and one set of Group Readings, a copy of the 12 concepts of service pamphlet and a hard copy of the current MRASC Policy and Procedures document.

G) Meeting Lists

1. The MRASC will offer its groups with meeting lists for sale.
 - a. Meeting list will be available and provided to area groups through the literature distribution committee at their current cost
2. A wheelchair accessible symbol will be included on the meeting list for those meetings that are handicap accessible.

H) Financial

1. The MRASC will make donations to the Region. MRASC will donate 10% of the month's incoming group donations in the month that they are donated. No other NA funds are subject to the Region donations unless voted on by the MRASC.

2. The MRASC will have a prudent reserve equal to one month or \$500 of its regularly monthly recurring expenses. These expenses are as follows:

- Area rent
- Subcommittee rents
- Bank charges
- Area Minute printing costs
- Hospitals and Institutions
- Public Information

This prudent reserve will be met and maintained barring none. It supersedes all and any donations from area until the reserve is met. This prudent reserve is not to be touched unless all other area funds have been depleted. It can only be tapped into through an area motion.

3. All area events that will not request a suggested donation and will require the expenditure of area funds must be approved by an area group conscience prior to the event.
4. Subcommittees shall not expend more than \$20/month in rent.
5. The MRASC will pay on a monthly basis, all Subcommittee's rent.

I) Agenda

1. All motions with the exception of time frame motions, need to be submitted at the previous MRASC meeting to be included in the agenda for the next applicable month's old business.
2. The agenda will follow the GTLS (pg 72) suggested ASC meeting format and will include a Sharing Session to discuss Area, Regional and World issues.
3. MRASC meetings will begin with reading the Service Prayer.
4. The MRASC agenda will be provided at the time of each meeting. Minutes from the previous month's meeting is also provided at each meeting.
5. During Group Reports it will be asked if there are any reports rather than reading off all group names.
6. Discussion of pros and cons will be limited to 10 minutes. – See page 104 in the GTLS.
7. A Final Treasury Report will be read in the announcement section of the MRASC meeting.
8. The MRASC meeting will be closed with the Serenity Prayer.

J) Voting

1. All trusted servants, excluding Chair and Vice Chair, who concurrently hold a Group Service Representative (GSR) position shall have the right to vote for the group. If the GSR or Alternate GSR is not present at the MRASC meeting, then any person from that group who has the group conscience may represent that group and carry a vote on the area floor. One vote per group.
2. Abstentions are treated as addressed by Roberts Rules of Orders. It is determined that they are a refusal to vote and will not affect the vote. The majority or 2/3 votes needed will be measured against the yes and no votes only.

K) Elections

1. Area trusted servants will be elected at the May MRASC meeting (nominations will be taken at the February and March MRASC meetings) and start serving at the June MRASC meeting. Any executive committee service position that is filled as a result of a position becoming open during the term will be considered an interim position. This position will follow the standard voting timeframes and procedures at the end of the term. The trusted servant filling the position will have been considered serving a full term if the interim position is for 7 months or more.
2. Each Subcommittee Chairperson is elected for a term of 1 year, beginning with the month they are elected as the position becomes available.
3. The GTLS suggestion will be followed in that "all MRASC members & officers may succeed themselves in office, but in keeping with the 9th Tradition and the principle of rotating leadership, it is recommended that no officer serve more than 2 consecutive terms."

L) Groups

1. The MRASC will provide all new GSRs with the GSR introduction packet at their 1st MRASC meeting. The Vice-Chair will be responsible for fulfilling this task.
2. Any N.A. group that sends a GSR to the MRASC meeting and wants to be a member of the MRASC may become a member.

II. POLICIES OF THE MOHAWK RIVER AREA SERVICE COMMITTEE

A) Financial

1. All Trusted Servants, who receive funds, must include in their monthly reports, a detailed account of expenses and/or literature used for that month and exactly how it was used. The funds will be approved for area and subcommittees on an as needed basis per available area funds. The only exception is the \$500 revolving Events & Activities (E&A) prudent reserve.
2. A yearly audit will be conducted of the MRASC's financial records. The audit is to be completed by three willing addicts with accounting experience to be appointed by the Chairperson. The audit will be conducted in March and presented to area at the May area meeting so that it can be reviewed prior to the June elections.

B) Voting

1. A 2/3 majority vote (yes and no votes) is required to change existing MRASC policies and procedures.

C) Elections

1. The Chairperson and Vice Chairperson of the MRASC are elected by the MRASC, as well as Subcommittee Chairpersons. The Subcommittees will elect their own Vice Chairperson.
2. During elections, nominees will be asked to leave the room during the vote, not during discussion.
3. All Election Motions will be 60 day motions.
4. When 2 consecutive ASC meetings are missed by any area-trusted servant, the position will be reviewed by area body to determine if the position should be announced as open.
5. Any resignation, whether verbal or in writing, offered by a trusted servant of the MRASC, will be tabled until the next area meeting at which time the trusted servant will have the opportunity to withdraw the resignation.

D) Quorum

1. For motions affecting policy, a quorum is required. A quorum is 25% of the current registered MRASC meeting. (Ex.) If there are 28 groups in the MRASC, 7 GSR's would be required to be present at area to vote on a motion affecting policy.

E) Agenda

1. At the beginning of each MRASC meeting, the date of the next MRASC meeting is set.

F) Motions

1. Motions must be dated in the policy packet.
2. Any motion affecting the MRASC must be given a 60 day or 90 day period from date that the groups receive it to allow discussion at 2 MRASC meetings.
3. Every motion brought to the MRASC floor requires a second.
4. A Time Frame Motion is a motion that deals with a financial situation that will occur before the next MRASC. A Time Frame Motion cannot change Area policy.

G) Learning Days/Annual Christmas Marathon Meeting

1. MRASC E&A Subcommittee will conduct 1 area-learning day per year. This will be an annual event that E&A will be responsible for coordinating with the other subcommittees. The funding of this event does not come out of the E&A budget but will be funded by the area treasury.
2. MRASC E&A subcommittee will host an annual Christmas Marathon meeting which will be funded by the area treasury.

III AREA TRUSTED SERVANTS POLICIES AND PROCEDURES

A) Chairperson/Vice Chairperson

1. Requirements (Procedures)
 - a). Minimum 2 years continuous abstinence from all drugs.
 - b). One year service related work for the MRASC.Vice chair minimum 1year; continuous abstinence from all drugs.
2. Responsibilities: (Procedures)
 - a) Chairs the MRASC meeting according to Robert's Rules of Order and the suggested rules of order as described on page 104 in the GTLS.
 - b) Chairs MRASC meetings within the Twelve Traditions of N.A.
 - c) Can vote at the MRASC meeting only in case of a tie.
 - d) Arranges the agenda of the MRASC meeting (according to the GTLS).
 - e) Provides help to Subcommittees as needed, or by request. Stays informed of Subcommittee activities.
 - f) Is a member of the MRASC Policy & Procedures Subcommittee.
 - g) Is available to help resolve communication problems.
 - h) Is one of the cosigners of the MRASC's bank account.
 - i) Contacts Trusted Servants to request resignation per Area policy.
 - j) Accountable for all correspondence of the MRASC as needed.

B) Area Treasurer/Vice Treasurer

1. Requirements (Procedures)
 - a) Must have permanent income for previous 12 months with a personal bank account.
 - b) Minimum 2 years continuous abstinence from all drugs.Vice Treasurer 18 months continuous abstinence from all drugs.
2. Responsibilities: (Procedures)
 - a) Accepts and records all donations from groups.
 - b) Makes a report of contributions and expenditures at every regular MRASC meeting.
 - c) Makes an Annual Report of all contributions, income and expenditures.
 - d) Pays the rent for the MRASC meeting (see directions for maintenance of meeting locations).
 - e) Distributes funds and pays bills according to Area policy.
 - f) Maintains a receipt book and receipts.
 - g) Provides accurate balance up to the date of each MRASC meeting.
 - h) Provides the Secretary with a detailed Treasurer's Report to be included in the monthly minutes.
 - i) Maintains MRASC bank account and balances the checkbook monthly.
 - j) Is one of the cosigners of the MRASC's bank account.
 - k) Maintains all existing funds for the MRASC and the area subcommittees and records each in a separate ledger.
 - l) The Treasurer will make checks for any area related expenses and provided to the area subcommittees to cover sub- committee expenses and will be balanced by the appropriate receipts.
 - m) All treasury disbursement will be paid by check upon presentation of receipts.

3. Treasurer Policy

- a) A donation of 10% the monthly collected group donations only will be donated to the ABCDRSC. Treasury balance will be made to the ABCDRSC per month after all money issues are dealt with at the end of the MRASC meeting and all monthly bills are paid.
- b) The Treasurer will coordinate and be responsible for handling all money for MRASC Subcommittees.
- c) Treasurer must use generally accepted accounting procedures for all record keeping.

C) Secretary

1. Responsibilities: (Procedures)

- a) Take minutes at MRASC meetings and type minutes.
- b) Print minutes and pass them out at following MRASC meeting.
- c) Keep updated list of GSRs addresses and phone numbers. The list will contain every current MRASC meeting and will be used to keep the current GSR information and to track area attendance.

2. Procedures

- a) Flyers for N.A. functions will be included in the minutes.
- b) All motions are to be made in writing to the Secretary.
- c) Voting tallies (specific numbers) from elections will not be included in the minutes.
- d) All financial needs to perform the secretary duties will be supplied from the area treasurer as needed.
- e) Provides agenda for MRASC meetings monthly at the meeting.

3. Requirements

- a) Minimum 1 year continuous abstinence from all drugs. (3/09)
- b) Secretary has to have access to a computer and the ability to have the minutes and agenda printed.

D) Area Service Representative (Asr)/Alternate (Asr)

1. Responsibilities:

- a) As representative of the MRASC, the ASR speaks for the members and groups within the MRASC.
- b) Provides two-way communication between the MRASC and the rest of N.A., particularly neighboring ASCs.
- c) Meeting list change forms and new meeting forms will be collected; Helpline subcommittee will be notified of this information by the ASR

2. Requirements

- a) Suggested minimum of 3 years continuous abstinence from all drugs.
- b) Service experience.
- c) Willingness to give the time and resources necessary for the duties. Attend all RSC meetings. If 2 successive RSC meeting are missed by the ASR the area body will review to decide if the ASR will be removed and the ASR position announced as open.

Alternate ASR minimum of 2 years; continuous abstinence from all drugs.

3. Procedures

- a) ASR or ASR alternate will get group conscience on Regional motions. If ASR or ASR Alternate is not able to get group conscience, then the ASR or ASR alternate has the MRASC's group confidence. (9/94)

IV. SUBCOMMITTEE POLICIES AND PROCEDURES

A) General Procedures

1. Listing of upcoming MRASC subcommittee meetings. This will be part of the previous month's minutes, following the subcommittee reports section.
2. All Subcommittee chairs will present a written report at the MRASC meeting.

B) General Policies

1. All subcommittees meet monthly at an established place and time (see also Area policies and procedures section: elections, financial).

V. LITERATURE DISTRIBUTION SUBCOMMITTEE

A) LITERATURE SUBCOMMITTEE

1. Chairperson

a) Suggested requirements:

- (1) Minimum of 2 years continuous abstinence from all drugs.
- (2) Must have permanent and steady income for previous 12 months.
- (3) Prior service experience.

Vice Chair minimum of 1 year; continuous abstinence from all drugs.

b) Responsibilities:

- (1) Attend MRASC meeting and present report.
- (2) Take literature orders from GSRs, following Literature ordering procedures.
- (3) Balance money taken in with Literature orders and give money to Treasurer at MRASC meeting.
- (4) Keep meeting list money separate and give to Treasurer at MRASC meeting, to be kept in a separate meeting list fund.
- (5) Keep record of money taken in and literature sold to total Literature orders.
- (6) Keep running inventory of meeting lists & money collected.
- (7) Make 1 Literature order from all literature orders.
- (8) Place Area order by the 1st Tuesday following MRASC meeting.
- (9) Hold subcommittee meeting the 2nd Tuesday after MRASC meeting. According to the sub committee's discrepancy.
- (10) Count literature, band IPs in groups, call the WSO office for any short literature.
- (11) Fill orders at subcommittee meeting, following literature ordering procedures. Hold business meeting.
- (12) Literature ordered at the MRASC meeting can be picked up at next MRASC meeting.
- (13) Keep track of back orders in 3/5 index box.
- (14) Fill back orders when they arrive.
- (15) All orders will be filled monthly when ordered. If any reserve literature is available this should be included in the written report.

B) PROCEDURES

1. Area meeting lists will be for sale at MRASC meeting.
2. No checks will be accepted for literature purchases, only cash.
3. Literature costs will have any additional fees necessary to cover literature order shipping.

C) POLICIES

The MRASC will use the MRASC ordering form with Area prices. Literature distribution is responsible for keeping this form up to date.

D) STARTER KITS

Starter kits are issued to new groups who may not have the necessary structure to conduct business.

1. A new group is one that has been in existence for 6 months or less. An existing group is not considered new because it changed its name, location, or format.
2. To obtain a starter kit, a new group must have had 1 business meeting, and must have a GSR. The GSR must attend an MRASC meeting to apply.
3. If the preceding criteria are met, the GSR of the new group will be issued a starter kit at the next MRASC meeting.
4. Starter kits will be held for 2 MRASC meetings, after which uncollected kits will be returned to inventory.
5. Any new group that has to close its doors within 6 months of receiving the kit is responsible for returning whatever they still have from the group's starter kit to the MRASC.

- a) A group which feels it has good reason for an exception to any of the above conditions, may appeal to the MRASC.

VI. HOSPITALS AND INSTITUTIONS SUBCOMMITTEE (H&I)

A) SUGGESTED QUALIFICATIONS AND DUTIES OF OFFICERS

1. Chairperson (term of one year not to exceed two consecutive terms)
 - a) 2 years continuous abstinence from all drugs, plus a minimum of six months involvement in H&I subcommittee.
 - b) Follows the monthly subcommittee agenda bringing before the general meeting of the subcommittee matters that should be acted upon.
 - c) Carries out policy and orders for the subcommittee.
 - d) Appoints special subcommittee members when required.
 - e) Represents the H&I subcommittee at the area level.
 - f) Participates in the regional H&I subcommittee meetings.

2. Vice Chairperson / Panel Coordinator (term of one year not to exceed two consecutive terms)
 - a) 1 year continuous abstinence from all drugs, and six months experience in H&I subcommittee.
 - b) Assumes the responsibilities of the Chairperson in the event of the Chair's absence.
 - c) Instructs panel leader(s) in facility requirements, regulations and general rules covering H&I meetings / presentations.
 - d) Conducts orientation of new members of the panel during subcommittee meeting
 - e) Maintains regular contact with the panel leaders.
 - f) Keeps an open line of communication with the facility.

3. Secretary (term of one year not to exceed two consecutive terms)
 - a) 1 year continuous abstinence from all drugs.
 - b) Takes minutes of all subcommittee meetings.
 - c) Copies and distribute those minutes.
 - d) Keeps record of all subcommittee members, including addresses and telephone numbers.
 - e) Maintains updated list of all panel members.
 - f) Maintains archives of the H&I Subcommittee.
 - g) Maintains H&I Subcommittee guidelines.

4. Literature Coordinator (term of one year not to exceed two consecutive terms)
 - a) 1 year continuous abstinence from all drugs.
 - b) Shall fill literature orders from the panel leaders.
 - c) Shall keep a continuing record of literature distributed to panel leaders.
 - d) Shall make a report at the regular H&I Subcommittee meetings on literature distributed.
 - e) Shall work with the Chairperson to ensure that necessary literature is obtained from the MRASC.
 - g) Shall audit distribution records on an ongoing basis to ensure that requests for literature from panel leaders are prudent.

5. Member of the Panel
 - a) Shall have at least six months continuous abstinence from all drugs.
 - b) Shall take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader.
 - c) Shall be familiar with the H&I meeting / presentation format.
 - d) Shall be familiar with subcommittee's and facilities rules.

e) Be able to share a message of recovery in Narcotics Anonymous.

6. Panel Leader

a) 1 year continuous abstinence from all drugs.

b) Six months activity in H&I subcommittee.

c) Communicates regularly with the vice chairperson / panel coordinator informing him/her of any problems with the meeting / presentation.

d) Makes a report on the H&I meeting to the H&I Subcommittee at each subcommittee meeting.

e) Obtains literature for the meeting / presentation.

f) Shall inform the Vice Chairperson / Panel Coordinator well in advance when unable to conduct a regularly scheduled meeting.

g) May be removed from panel assignment because of absence without proper notice and / or not making adequate arrangements for a replacement to conduct the meeting.

In order to qualify for any of the above offices, H&I members shall come to the H&I meeting and inform the subcommittee of their desire to serve.

B) PROCEDURES:

1. Literature will be carried in and carried out at all panel commitments.

2. Panel leaders will make use of subcommittee resources to include H&I Handbook, speaker list and panel format.

C) POLICIES

1. H&I members will be male at men facilities and female at female facilities.

2. Panel leaders are required to attend monthly subcommittee meetings. Absence from two consecutive monthly meetings may result in loss of commitment, as per review of H&I Subcommittee.

3. NA members attending prior month's H&I Subcommittee meeting and current panel leaders may vote at H&I subcommittee meeting.

4. The H&I Subcommittee if possible will conduct 2 Learning Days/Workshops per year.

5. All subcommittee members are expected to attend Learning Days/Workshops.

VII. PUBLIC INFORMATION SUBCOMMITTEE

A) TRUSTED SERVANTS

1. Chairperson/Vice Chair

a) Requirements

(1) Willingness and ability to serve.

(2) 2 years continuous abstinence; from all drugs.

(2a) 1 years continuous abstinence; from all drugs.

(3) Prior Public Information experience.

(4) Prior area service for 1 year.

3. Secretary

a) Suggested requirements:

(1) 1 year continuous abstinence; from all drugs.

(2) Willingness and ability to serve.

(3) To have a working knowledge of the 12 Steps and 12 Traditions.

b) Responsibilities:

- (1) To be accountable for all Public Information literature.
- (2) To attend all Public Information subcommittee meetings.
- (3) To record minutes of Public Information meeting.
- (4) To present a monthly literature account to chairperson to be included in area Public Information report.

B) SUGGESTED PROCEDURES

1. All Public Information funding will be provided by the MRASC on a as needed basis.
2. The Public Information subcommittee is responsible for maintenance and up keep and the necessary funding of the Public Information presentation board. Area will be responsible for providing the necessary funds to carry out this responsibility.
3. That when Public Information answers a Helpline call, they will call the Helpline Chairperson and verify the call was answered.
4. That Public Information Subcommittee has MRASC confidence to select all Public Service Announcements, Spots, and Locations. Any new Public Information spots, announcements and locations chosen will be included in the next month's written MRASC Public Relations subcommittee's written report.
- 5 To study and understand the 12 Traditions and 12 Concepts of N.A at all public Information subcommittee meetings.
6. Requirement of one year clean time for presentations.

VIII EVENTS AND ACTIVITIES SUBCOMMITTEE (E&A)

A) TRUSTED SERVANTS (PROCEDURES)

1. Chairperson/Vice Chair

a) Suggested requirements:

- (1) Willingness to serve.
- (2) 1 year continuous abstinence; from all drugs. Same for Vice Chair 1 year.
- (3) Prior E&A experience.

b) Responsibilities:

- (1) Attend MRASC meetings and present report.
- (2) Coordinate all Area events and activities.
- (3) One year commitment.

3. Secretary

a) Suggested requirements:

- (1) Willingness to serve.
- (2) 6 months abstinence; from all drugs.

b) Responsibilities:

- (1) Document all E&A Subcommittee meetings.
- (2) Print and/or copy all E&A flyers for distribution.
- (3) Keep attendance sheet and copy of policy.

4. Treasurer

a) Suggested requirements:

- (1) Willingness to serve.
- (2) 18 months continuous abstinence from all drugs.
- (3) Minimum of six months current and continuous income.

b) Responsibilities:

- (1) Coordinate E&A fund with Area Treasurer.

- (2) To obtain receipts of money spent and forward them to the Area Treasurer.
- (3) To present an oral and written financial statement/report as needed.

B) PROCEDURES

1. The MRASC Treasurer will maintain an E&A Fund of \$500.00 separately from all other funds. (9/05) No area funds outside of the E&A prudent reserve will be provided to E&A without discussion and approval by the MRASC body.
2. This fund cannot be used for any other purpose except by a motion requiring a 2/3 vote (9/05).
3. All money brought back to the MRASC by E&A will be applied directly to the E&A Fund until the balance is met. Anything over \$500.00 will be applied directly to the MRASC (9/05).
4. The E&A subcommittee has the Area confidence to pick T-shirts.
5. A bank deposit must be made by the person responsible for the NA funds by the next business day after the end of the NA event. (12/07)

C) POLICIES

1. E&A will not fund any non E&A event.
2. In order for an event to be E&A sponsored, a proposal must be presented to E&A. Upon acceptance, this activity would then become an E&A event.
3. If a group/subcommittee proposal becomes an E&A activity, a representative from that group/subcommittee should attend every E&A meeting until that activity is completed.
4. Voting members of E&A are area trusted servants, GSRs or group representative or any member who has attended two previous meetings of the subcommittee.
5. All people working and attending Area events will be asked to follow the suggested donation.
6. Anyone handling monies at an E&A event must be recognized by the Subcommittee.

IX. POLICY SUBCOMMITTEE

A) TRUSTED SERVANTS (PROCEDURES)

1. Chairperson/Vice Chair
 - a) Responsibilities:
 - (1) Chair Policy Subcommittee meetings.
 - (2) Set agenda for meetings.
 - (3) Attend and give report at MRASC meetings.
 - (4) Maintain the Area archives.
 - b) Requirements
 - (1) Willingness to serve.
 - (2) 1 year continuous abstinence; from all drugs.
 - (3) Service experience.
 - (4) Knowledge of 12 Steps and 12 Traditions.
3. Secretary
 - a) Responsibilities:
 - (1) Document all Policy Subcommittee meetings.
 - (2) Record updated Policies and Procedures on a monthly basis.
 - b) Requirements
 - (1) Willingness to serve.

B) POLICY

1. MRASC will provide the policy committee any funding necessary on an as needed basis. A hard copy of the Policy document will be available at cost from the Literature Distribution sub committee. It is also available electronically through the policy sub- committee at no cost. The Policy and Procedure packet will also be an item in the starter kit.