

# NCRSC Fellowship Services Team External Guidelines

## TABLE OF CONTENTS

I. FST Services Team’s Mission Statement.....	2
II. Accountability.....	2
III. Team Qualifications and Terms .....	2
IV. General Duties.....	3
V. Fellowship Services Team Membership .....	4
1. FST Chairperson.....	4
2. FST Vice Chairperson .....	5
3. Regional Communications Coordinator (RCC).....	5
4. FST Treasurer.....	6
5. FST Alternate Treasurer.....	8
6. Public Relations (PR) Chair/Vice Chair.....	9
7. Hospitals and Institutions (H&I) Chair/Vice Chair .....	11
8. Regional Resource Coordinator (RRC).....	12
9. Regional Delegate (RD).....	13
10. Alternate Delegate (AD) .....	15
VI. Removal of Members.....	17
VII. Quorum and Decision-Making .....	17
VIII. Regional Working Groups .....	17
IX. Internal Guidelines of the FST .....	17
X. Amendments to the FST External Guidelines.....	17

# NCRSC Fellowship Services Team External Guidelines

*Approved 10-9-2010, updated 5-11-2013*



## **I. Fellowship Services Team's Mission Statement**

The Fellowship Services Team (FST) has been established by the Northern California Regional Service Committee (NCRSC) to contribute to the continuation and growth of Narcotics Anonymous service within the Northern California Region. In keeping with the Twelve Traditions and the Twelve Concepts for NA Service, and to cultivate unity, the FST's Mission is:

- ❖ To serve as the single point of accountability for coordination of the NCRSC Resource Pool and all Regional Working Groups by utilizing the vast talents and skills of the NA membership in the Northern California Region.
- ❖ To provide support and resources for Public Relations [PR and H&I] services in the Northern California Region.
- ❖ To identify and cultivate future leaders in our membership through the training, education, and mentoring of trusted servants.
- ❖ To act as the voice of the NCRSC when it is not in session, remaining accountable to the NCRSC and maintaining clear communications at all times.

## **II. Accountability**

The FST is directly accountable to the RSC. Through the RSC, the FST is accountable to the final authority within our service structure as stated in the Second Concept for NA Service, the NA groups. In accordance with the principle of delegation described in the Third Concept for NA Service, the RSC delegates to the FST the authority to provide effective services and to make interim decisions when the RSC is not in session, always mindful of the priorities previously established by the RSC.

## **III. Team Qualifications and Terms**

The FST will consist of up to twelve (12) members elected by the RSC. The qualities expressed in the Fourth Concept for NA Service, such as humility, integrity, trustworthiness, and strong commitment to open communication, are highly desired. In addition, the following qualities express the skills and experience vital to the FST's optimum service to the fellowship:

1. A working knowledge of our Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service
2. Familiarity with NA's service system through personal experience
3. Familiarity with and commitment to the NCRSC's Purpose and The FST Mission Statement
4. History of both completing work independently and working well within a team
5. Administrative, organizational, and communication skills
6. Computer literacy, Internet and email access

7. Access to adequate and reliable transportation
8. Sufficient time, including several hours per week and a couple weekends per month, to fulfill all commitments to the FST, including:
  - A. returning phone calls
  - B. responding to email
  - C. completing assigned tasks in a timely manner
  - D. attending the NCRSC, FST, and working group meetings
  - E. travelling as directed
9. All members of the FST, with the exception of the Regional Delegate (RD) and Alternate Delegate (AD), must have a minimum of five (5) years' clean time
10. The RD and AD must have a minimum of eight (8) years' clean time
11. The length of term for all FST members is one (1) year, with the exception of the RD and AD, which is two (2) years
12. All members of the FST are eligible for election to two (2) consecutive terms for any one (1) position on the FST
13. There are no limits on the number of positions a member may serve on the FST in different capacities

#### **IV. General Duties**

So that the FST can fulfill its mission and the conscience of the RSC, the general duties of the FST are to:

1. In accordance with the transparency and integrity as embodied in the Eighth Concept for NA Service, provide comprehensive reporting to the RSC on all FST activities, travel, developments, and fellowship correspondence
2. Communicate to our fellowship in writing all business conducted at the RSC
3. Attend all RSC, FST and assigned working group meetings
4. Provide support and administration for meetings of the RSC and NA 101 Assemblies
5. Provide liaison support and guidance to the Northern California Regional Service Office (RSO) Board of Directors (BOD) and Northern California Regional Convention Committee (NCCNA)
6. Plan and budget for routine service provision and project development
7. Select members for project development and completion through use of the Regional Resource Pool (RRP)
8. Administer and facilitate all working groups, based on project plans approved by the RSC
9. Provide support and assistance, as needed, to the Regional Nominations Panel (RNP)
10. Provide coordination and assistance of Public Relations efforts throughout the Northern California Region
11. Conduct ongoing strategic planning, including evaluation of internal and external elements that impact our ability to effectively deliver services

12. Continue to provide assistance in an advisory capacity for two months after the completion of service on the FST

## **V. Fellowship Services Team Membership**

### **1. FST Chairperson:**

The FST Chairperson must have a proven track record of strong leadership, facilitation skills and consensus building skills. The FST Chair must be able to work toward keeping the FST focused on our vision and primary purpose. They must also be able to delegate responsibilities and manage the activities of the FST between team meetings. The FST Chair shall:

#### **A. Agenda:**

1. Create the agenda for the FST, and add any items submitted by any FST member
2. Create the agenda for the RSC and provide each FST member the agenda prior to the FST meeting
3. Provide a current RSC agenda to all RSC participants on the day of the RSC

#### **B. Facilitation:**

1. Facilitate both the FST and RSC meetings without bias in a calm and professional manner and be responsible for including all members in the decision-making process
2. Be an experienced facilitator with a background in process meetings and be able to focus on conflict resolution
3. Strive to make sure all opinions are heard and no one voice dominates

#### **C. Scheduling:**

1. Schedule FST meetings in a consistent manner and coordinate with the other FST members so that everyone can be present for the whole meeting
2. Strive to ensure that no member of the FST is overburdened; the FST Chair shall take great care to distribute the work load evenly amongst all FST members

#### **D. Bank Accounts:**

1. Be a co-signer on all RSC bank accounts and must be available to monitor those accounts
2. Have a working knowledge of those accounts and be accountable for funding availability
3. Schedule the audit of all RSC bank accounts on a quarterly basis
4. Appoint members of the RSC and FST to do this audit
  - a. If the audit is not completed, the FST Chair shall notify the RSC, in writing at the subsequent RSC meeting
  - b. The audit shall be placed on the RSC agenda until completed

## **2. FST Vice Chairperson**

The FST Vice Chairperson shall work closely with the FST Chair. The FST Vice-Chair must have strong leadership, facilitation skills and consensus-building skills. The FST Vice-Chair must be able to work toward keeping the FST focused on our vision and primary purpose. They must also be able to delegate responsibilities and assist the FST Chair with managing the activities of the FST between team meetings. The FST-Vice Chair shall:

### **A. Events:**

1. To oversee all regionally sponsored events

### **B. Agenda:**

1. Assist the FST Chair as needed with creating the agenda for the FST
2. Assist the FST Chair as needed with creating the agenda for the RSC

### **C. Scheduling:**

1. Assist the FST Chair with scheduling FST meetings in a consistent manner and coordinate with the other FST members so that everyone can be present for the whole meeting

### **D. Forms:**

1. Manage all Project Proposal forms and Regional Travel Request forms submitted to the FST

### **E. Training and Mentorship:**

1. Coordinate the New RCM Orientation as well as provide any materials necessary to the training, education, and mentorship of all RSC participants

### **F. Facilitation:**

1. Assume the duties of the FST Chair when the FST Chair is absent
2. Assist the FST Chair with any of their duties as well as facilitation and/or preparation for the FST and RSC meetings
3. Like the FST Chair, the FST Vice-Chair must be an experienced facilitator with a background in process meetings and be able to focus on conflict resolution

### **G. Bank Accounts:**

1. Be a co-signer on the RSC bank accounts and must be available to monitor those accounts
2. Have a working knowledge of those accounts and be accountable for funding availability

## **3. Regional Communications Coordinator (RCC):**

The Regional Communications Coordinator will be the single point of accountability (SPOA) for all communications among the FST as well as the SPOA for all communications between the FST and the RSC. The RCC will need strong communication, writing, organizational, administrative and secretarial skills. The RCC shall:

### **A. Communications:**

1. Provide regular communications to the Northern California Fellowship on RSC related business and discussions and will act as the SPOA for all communications between the FST and the RSC
2. Find new and effective ways by which information and communication is conveyed (flyers, Regional Newsletters, Regional Booths at events, email, etc.)

**B. Minutes and Roster:**

1. Be responsible for all minutes and correspondence amongst the FST as well as the RSC
2. Provide and distribute minutes for all RSC meetings as well as a RSC participant roster to all RSC participants

**C. Records and Archives:**

1. Be the custodian of all RSC records
2. Work with the RSO in developing and maintaining an inventory of all items of historical significance to the Northern California Region

**D. Forms:**

1. Be the custodian of any and all forms that are used within the RSC (Guidelines, Policies, Handbooks, etc.)

**E. Regional Events/Service Calendar:**

1. Maintain a Regional Events and Service Calendar on [www.norcalna.org](http://www.norcalna.org)

**4. FST Treasurer:**

The FST Treasurer shall serve as the Treasurer for Northern California Regional Services. As such, they are responsible for the FST and FST Working Groups' adherence to approved budgets and financial practices. The FST Treasurer also is ultimately responsible for managing the treasury of the RSC, reporting on all financial activities to the RSC, and answering financial questions from the FST and RSC. The FST Treasurer shall possess a combination of the following:

**A. Skills:**

1. Have knowledge of accounts payable and accounts receivable
2. Have an ability to perform reconciliations of balance sheet and income accounts
3. Have an understanding of maintaining and entry into the general ledger through the use of journal entries
4. Have past use of accounting software
5. Perform working group financial reporting as needed
6. Process and maintain documents as needed for accurate record keeping similar to bookkeeping needed in a nonprofit organization
7. Be able to maintain records of source data through data entry, to financial statement preparation culminated with yearend preparation to closing and opening entries

8. Have past treasury experience at either Area level or large event service (example NCCNA) or relevant education and or work experience

B. Accounting:

1. Perform all financial record keeping and bank reconciliation
2. Keep a current and accurate financial ledger
3. Pay all regular monthly operating expenses in a timely manner
4. Pay all approved expenses in a timely manner
5. Be responsible for issuing receipts for all moneys received
6. Be responsible for issuing Cash Advance Vouchers to trusted servants requesting Regional funds advance, for approved expenses
7. Collect receipts for all reimbursements and cash advances
8. Prepare (with help from the outgoing Treasurer), and submit RSC tax information (for the previous fiscal year), including Income & Expenses, to the RSO by August

C. Reporting:

1. Submit a written quarterly report
2. Submit a written annual financial statement at the end of each fiscal year
3. Provide copy of monthly Treasurer's Report to the RSO Special Worker

D. Quarterly Audit:

1. Provide proper records to the appointed members of the FST for the quarterly audit
2. Attend and coordinate quarterly audit

E. Budget:

1. Along with the FST, prepare a budget for the RSC annually, to be approved by the RSC in the month of July

F. Bank Accounts:

1. Be the custodian of and co-signer on all RSC bank accounts and must be available to monitor those accounts
2. Have a working knowledge of those accounts and be accountable for funding availability

G. Training and Mentoring the FST Alternate Treasurer:

1. Work closely with the Alternate Treasurer, so that they are capable of performing any of the Treasurer's tasks at any time
2. Mentor and groom the Alternate Treasurer to become an effective Treasurer and valuable resource to the Northern California Region

## **5. FST Alternate Treasurer:**

The FST Alternate Treasurer shall serve as the Alternate Treasurer for Northern California Regional Services. As such, they are responsible for the FST and FST Working Groups' adherence to approved budgets and financial practices. The FST Alternate Treasurer also is ultimately responsible for managing the treasury of the RSC, reporting on all financial activities to the RSC, and answering financial questions from the FST and RSC. The FST Alternate Treasurer shall possess a combination of the following:

### **A. Skills:**

1. Have knowledge of accounts payable and accounts receivable
2. Have an ability to perform complex reconciliations of balance sheet and income accounts
3. Have an understanding of maintaining and entry into the general ledger through the use of journal entries
4. Have past use of accounting software
5. Perform working group financial reporting as needed
6. Process and maintain documents as needed for accurate record keeping similar to bookkeeping needed in a nonprofit organization
7. Be able to maintain records of source data through data entry, to financial statement preparation culminated with yearend preparation to closing and opening entries
8. Have past treasury experience at either Area level or large event service (example NCCNA) or relevant education and or work experience

### **B. Accounting:**

1. Assist the Treasurer with all financial record keeping and bank reconciliation
2. Have a working knowledge of all RSC financial ledgers
3. Assist the Treasurer with paying all regular monthly operating expenses in a timely manner
4. Assist the Treasurer with paying all approved expenses in a timely manner
5. Assist the Treasurer with issuing receipts for all moneys received
6. Assist the Treasurer with issuing Cash Advance Vouchers to trusted servants requesting Regional funds advance, for approved expenses
7. Assist the Treasurer with collecting receipts for all reimbursements and cash advances
8. Assist the Treasurer with preparing (with help from the outgoing Treasurer), and submit RSC tax information (for the previous fiscal year), including Income & Expenses, to the RSO by August

### **C. Reporting:**

1. Assist the Treasurer with submitting a written quarterly report
2. Assist the Treasurer with submitting a written annual financial statement at the end of each fiscal year



3. Assist the Treasurer with providing copy of monthly Treasurer's Report to the RSO Special Worker

**D. Quarterly Audit:**

1. Assist the Treasurer with providing proper records to the appointed members of the FST for the quarterly audit
2. Attend quarterly audit

**E. Budget:**

1. Along with the FST, prepare a budget for the RSC annually, to be approved by the RSC in the month of July

**F. Bank Accounts:**

1. Be a co-signer on the RSC bank accounts and must be available to monitor those accounts
2. Have a working knowledge of those accounts and be accountable for funding availability

**6. Public Relations (PR) Chair/Vice Chair:**

The Regional Public Relations Chair/Vice Chair shall further our Public Relations effort by coordinating our attendance at professional events and provide training, education and support to our member Areas Public Information and Public Relations Sub-Committees; striving to improve their ability to provide services, increase their knowledge about PR, and provide a network for these Committees to share their experiences with each other. The PR Chair/Vice Chair shall promote unity and consistency in the Regions PR efforts by educating PR members on how to provide a clear consistent message of recovery in Narcotics Anonymous to the public. The PR Chair/Vice Chair shall be well versed in protocol, current trends and publications such as the NAWS *Public Relations Handbook*, *Hospitals and Institutions handbook* and activities regarding PR within NA. The PR Chair/Vice Chair should have a considerable history of PR service within the Northern California Region. The PR Chair/Vice Chair shall:

**A. Training & Education:**

1. Provide continuing training and education to Northern California Area PI/PR Sub-Committee members
2. Take an active role in coordinating participation as requested in Area learning days, workshops, or other PR events, as well as facilitating training and dialogue at the Regional PR/H&I Sharing Forum
3. The PR Chair shall work closely with the Vice-Chair to provide mentorship

**B. Coordination of Services:**

1. Shall work with the Regional H&I Chair/Vice Chair to facilitate the regional PR/H&I Sharing Forum, and shall provide a written report for each forum session.
2. Facilitate correspondence between Area PI/PR Sub-Committees, other Regions and NAWS
3. Be careful not to interfere in the responsibility of the Area PI/PR Sub-Committees
4. Maintain a Region-wide contingency plan for assisting Area PI/PR efforts in a time of disaster

**C. Resource Library and Equipment:**

1. Be responsible for maintaining all Regional PR assets; as well as ensuring that these are available as a resource for Regional PR events and to loan to Area PI/PR Sub-Committees
2. Be authorized, within the scope of the approved RSC budget, to purchase service related media as part of a resource library for member and Area use
3. Be responsible for maintenance and coordination of the Regional PR Booth, Area PR booth, signs, easels, Public Service Announcements and other Public Relations equipment owned by the RSC The Regional PR Booth is for Regional PR use only, however, the Area PR booth and other items may be loaned out to Area PI/PR Sub-Committees. In the event of a scheduling conflict, priority consideration is given to larger and non-NA events

D. Regional PR Literature Fund:

1. Maintain an available inventory of literature to assist Area PR/PI Sub-Committees, or, in some cases, members and facilities that are not currently being served by a local PR/PI Sub-Committee
2. In most cases, the PR Chair/Vice-Chair may distribute literature at their discretion; however, any single literature disbursement that represents more than 25% of the total budgeted allocation for the fund in a given year will require the approval of the FST

E. Western Services Learning Days (WSLD):

1. Pending budgetary approval by the RSC, the FST may fund the PR Chair/Vice Chair or other member of the FST to the WSLD. Each year designated FST member will attend the business meeting on Sunday morning at the WSLD. Prior consent of the RSC is required to submit a bid to host a subsequent WSLD event

F. Non-NA Events:

1. Oversee logistics, registration and other expenses at large professional events held in Northern California; other events are selected and prioritized by the FST

G. Participation at NCCNA:

1. Work closely along with the Regional H&I Chair/Vice Chair and the Regional Events Coordinator to ensure that meeting rooms are provided at NCCNA for at least six (6) hours of PR and H&I workshops combined. It should be requested that Regional H&I and PR workshops not occur at the same time during the convention
2. Along with the Regional PR/H&I Sharing Forum, will be responsible for the content of the PR workshops at NCCNA and will communicate the program content to the Regional Events Coordinator
3. Bear responsibility for ensuring the Regional PR booth is properly staffed during the convention
  - a. A suitable location for the Regional PR booth, with a volunteer table should be arranged with the Regional Events Coordinator
  - b. Either the FST Regional Events Coordinator or a representative from regional PR shall attend the NCCNA site walkthrough to determine best placement for the PR booth.

H. Records and Archives:

1. Be responsible for maintaining the current term Regional PR records and ensuring that the Regional Communications Coordinator has all past Regional PR records and archives

2. Be responsible for maintaining a Statewide Phonenumber list, including the WSO, RSO, and Northern California ASC/ASO phone numbers
3. Be responsible for facilitating an annual audit of the status of the phone numbers on the Statewide Phonenumber list
4. Along with the Regional H&I Chair/Vice Chair, create and maintain a set of operational policies for the regional PR/H&I Sharing Forum

## **7. Hospitals and Institutions (H&I) Chair/Vice-Chair:**

The Hospitals and Institutions Chair/Vice Chair shall be well-versed in all current trends, publications and activities regarding Hospitals & Institutions service as well as Institutional Public Relations service within the fellowship of NA. The H&I Chair/Vice Chair should have a considerable history of H&I service within the Northern California Region. The mission of the H&I Chair/Vice Chair is to further the efforts of the individual Area H&I Sub- Committees, as well as supporting and facilitating the growth of the H&I effort in the Northern California Region. The H&I Chair/Vice Chair shall:

### **A. Training & Education:**

1. Provide continuing training and education to Northern California H&I members
2. Take an active role in participating as requested in Area learning days, workshops, or other events, as well as facilitating training and dialogue at the Regional H&I Sharing Forum
3. Stay current with the *NAWS Public Relations Handbook, Hospitals and Institutions handbook*, and current trends in fellowship development related to Hospitals and Institutions
4. The H&I Chair shall work closely with the Vice-Chair to provide mentorship

### **B. Coordination of Services:**

1. Shall work with the Regional PR Chair/Vice Chair to facilitate the regional PR/H&I Sharing Forum, and shall provide a written report for each forum session.
2. Facilitate correspondence between Area H&I Sub-Committees, other Regions and NAWS on H&I related issues
3. Assist with any Area H&I efforts, and any NAWS H&I functions taking place within Northern California, upon request
4. Maintain caution not to interfere in the responsibility of the Area H&I Sub-Committees

### **C. Resource Library and Equipment:**

1. Be responsible for maintaining all Regional H&I assets; as well as ensuring that these are available as a resource for Regional H&I events and to loan to Area H&I Sub-Committees
2. Be authorized, within the scope of the approved RCS budget, to purchase service related media as part of a resource library for member and Area use

### **D. Regional H&I Literature Fund:**

1. Maintain an available inventory of literature to assist local Area H&I Sub-Committees, or, in some cases, members and institutions that are not currently being served by a local H&I Sub-Committee

2. In most cases, the H&I Chair/Vice-Chair may distribute literature at their discretion; however, any single literature disbursement that represents more than 25% of the total budgeted allocation for the fund in a given year will require the approval of the FST

E. Western Services Learning Days (WSLD):

1. Pending budgetary approval by the RSC, the FST may fund the H&I Chair/Vice-Chair or another member of the FST to the WSLD each year. A designated FST member will attend the business meeting on Sunday morning at the WSLD. Prior consent of the RSC is required to submit a bid to host a subsequent WSLD event

F. Participation at NCCNA:

1. Work closely along with the Regional PR Chair/Vice Chair and the Regional Events Coordinator to ensure that meeting rooms are provided at NCCNA for at least six (6) hours of PR and H&I workshops combined. It should be requested that Regional H&I and PR workshops not occur at the same time during the convention

2. Along with the Regional PR/H&I Sharing Forum, will be responsible for the content of the H&I workshops at NCCNA and will communicate the program content to the Regional Events Coordinator

3. Bear responsibility for ensuring the Regional PR booth is properly staffed during the convention

a. A suitable location for the Regional PR booth, with a volunteer table should be arranged with the Regional Events Coordinator

b. Either the FST Regional Events Coordinator or a representative from regional H&I shall attend the NCCNA site walkthrough to determine best placement for the PR booth.

G. Fire Camps:

1. To be responsible for the operations of the Regional Fire Camp Project in Northern California (*motion 5/2/12 approved 30/0/0*)

H. Records and Archives:

1. Be responsible for maintaining the current term Regional H&I records and ensuring that the Regional Communications Coordinator has all past Regional H&I records and archives

2. Along with the Regional PR Chair/Vice Chair, create and maintain a set of operational policies for the regional PR/H&I Sharing Forum

**8. Regional Resource Coordinator (RRC):**

The Regional Resource Coordinator will focus on utilizing the Regional Resource Pool (RRP) to identify talented members of the fellowship for inclusion on Regional working groups, traveling for presentations at fellowship events, and as potential leaders to fill elected Regional service positions. The RRC shall:

A. Regional Resource Pool:

1. Maintain the Regional Resource Pool (RRP) database, and shall work closely with the RSO and Regional Nominations Panel, when the RNP is in session, on maintaining and revising, as needed, the Regional Pool form on [www.norcalna.org](http://www.norcalna.org)

2. Work with the FST to identify potential candidates from the RRP to fill Regional working groups upon approval of the corresponding Project Proposal form by the RSC

3. Work closely with the FST, NCCNA Chair & Vice Chair, and RSO President and Vice President, year-round, to identify potential candidates to fill any vacancies, should they exist, for their respective Committees from within the RRP

4. Constantly strive to identify and implement creative and innovative ways to train, inform, encourage, and excite the fellowship at large as to the many opportunities within Regional services; to continually promote and advocate membership in the RRP

**B. Fellowship Development:**

1. Work with the FST and approved travel requests to identify talented members of the fellowship from within the RRP that could be used to make presentations or assist with fellowship development needs as requested by the fellowship

**C. Liaisons:**

1. Serve as the FST liaison to the Regional Nominations Panel, while the RNP is in session, taking caution to act only as a resource and to recuse his/her self from discussions of nominees for the coming years RRC, or any other position for which the he/she may be considered as a nominee

**9. Regional Delegate (RD):**

The Regional Delegate serves as the primary contact between NA World Services (NAWS) and the Northern California Region. On the one hand, the RD provides information on current NAWS initiatives and objectives to the RSC and FST. On the other, the RD provides a local perspective to the work of World Services. The RD is elected by the RSC to act in the best interests of NA as a whole. Therefore the RD should have a global vision and perspective about the direction of NA World Services and a holistic view of the interconnectedness of the entire NA service system. It is suggested that the RD have substantial service history with the RSC; preferably having served as the Alternate Delegate. An effective RD should have the capacity to provide leadership, training, and facilitation, as well as the integrity and humility called for in the 4th Concept for NA Service. The RD shall:

**A. World Service Conference Participation:**

1. Serve with the vote of confidence as a delegate at the World Service Conference (WSC) when voting on motions or project proposals that were not in the Conference Agenda Report (CAR), Conference Approval Track (CAT), or when new information is presented that, in the RD's opinion, would have changed the Region's decisions; or where a clear Regional decision had not been obtained

2. Act as a full Conference participant in his/her own right in all other sessions of the WSC, such as adoption of the NAWS budget, elections and new business

3. Routinely, throughout the WSC, consult the Alternate Delegate (AD) on difficult matters for which there is no clear conscience from the Region. In these cases, the RD and AD should work together as a team; basing their decisions on what is best for NA as a whole, while keeping in mind the needs and desires of the Region

**B. Conference Agenda Report (CAR):** The CAR includes reports, proposals, and motions from the World Board and any proposals or motions submitted from regions that the fellowship is being asked to consider and form a fellowship wide group conscience on. The CAR is distributed a minimum of one hundred and fifty (150) days prior to the opening day of the conference.

1. During the winter and spring of WSC years (even numbered years), facilitate CAR sessions at NA 101 or other Regional CAR assemblies for the purpose of obtaining the conscience of the members of the Northern California Region on the proposals and discussion items in the CAR
2. The RD and Alternate Delegate (AD) shall hold a “train the trainer” workshop for the RCMS in order for the RCMS to be able to effectively disseminate the CAR in their respective areas.
3. Be a resource throughout the entire Conference Cycle for assisting in presentation and discussion of the current NAWS *Fellowship Issue Discussion Topics*

C. Conference Approval Track (CAT): *A Guide to World Services in NA* explains that “Conference-approved materials are those items approved by the World Service Conference that are intended primarily for use by service boards or committees. This type of material is sent to conference participants at least ninety (90) days prior to the World Service Conference meeting, to be considered during a new business session.” This mailing is, in essence, those materials as well as the accompanying reports and the NAWS Strategic Plan.

1. Seek input from the RSC on the project proposals contained in the CAT prior to the meeting of the WSC
2. Make efforts to solicit additional input on the CAT materials from the fellowship through NA 101, if at all feasible

D. Reporting:

1. Submit a Regional report in February of each Conference year to NAWS for inclusion in the March edition of the *Conference Report*, which will contain information on the growth and development of the Northern California Region since the last WSC
2. Provide a comprehensive report to the RSC following each WSC on the decisions and discussions of the WSC, and shall assist the RCMs in providing this information to their respective ASCs
3. Routinely demonstrate effective communications as called for in the 8th Concept for NA Service by consistently providing thorough and well-prepared reports for the RSC and by regularly updating the Regional Delegate reports on [www.norcalna.org](http://www.norcalna.org)

E. Zonal and World Forums:

1. Attend the Western States Zonal Forum, World Wide Workshops, and other events as provided for by the RSCs budget and approved by the FST.

F. Mentoring and Training the Alternate Delegate:

1. Work closely with the AD; consulting with the AD by asking for different perspectives on World Service affairs and seeking to involve the AD in helping to carry the workload of the delegate team
2. Mentor the AD to become an effective WSC participant and valuable resource to the Northern California Region and NA World Services

G. Resource to the Fellowship:

1. Act as a resource to the RSC as well as the fellowship at large, by providing information and insights on current trends and developments in the NA Service System worldwide
2. Provide mentoring and training to RCMs in order that they may effectively connect their Areas and Groups with the rest of the NA Service System

#### H. Public Relations:

1. Work closely with the AD, H&I Coordinator, and PR Coordinator by taking an active role as the FST liaison to either the Regional PR and/or H&I Sharing Forum
2. Provide guidance and support to Northern California's Public Relations and Hospitals & Institutions efforts by staying abreast of the latest trends and developments in the delivery of public relations services

#### I. Archives:

1. Maintain a complete set of NAWS records from the previous Conference Cycle to be passed on to the next RD upon their election
2. Work with the Regional Communications Coordinator to ensure copies of all NAWS correspondence are filed with the Regional Archives
3. Work with the Regional Communications Coordinator to provide any RSC participant with access to NAWS communications, as requested

#### J. NCRSC Bank Accounts:

1. Be a co-signer on the RSC bank accounts and must be available to monitor those accounts
2. Have a working knowledge of those accounts and be accountable for funding availability

### **10. Alternate Delegate (AD):**

The AD should pursue a global vision and perspective about the direction of NA World Services and a holistic view of the interconnectedness of the entire NA Service System. It is suggested that the AD have previous service history with the RSC. The AD should be able to provide input to the RD and also be prepared to accept the guidance given by both the RSC and the RD. An effective AD should have the capacity to provide leadership, training, and facilitation, as well as the integrity and humility called for in the 4th Concept for NA Service. The AD shall:

#### A. World Service Conference Participation:

1. Act as the Regional Delegate at the World Service Conference when the RD is not on the Conference floor during business sessions, and may fully participate in non-business sessions of the WSC
2. Work together with the RD as a team; basing their decisions on what is best for NA as a whole, while keeping in mind the needs and desires of the Northern California Region

B. Conference Agenda Report (CAR): The CAR includes reports, proposals, and motions from the World Board and any proposals or motions submitted from regions that the fellowship is being asked to consider and form a fellowship wide group conscience on. The CAR is distributed a minimum of one hundred and fifty (150) days prior to the opening day of the conference.

1. During the winter and spring of WSC years (even numbered years), facilitate CAR sessions at NA 101 or other Regional CAR assemblies for the purpose of obtaining the conscience of the members of the Northern California Region on the proposals and discussion items in the CAR
2. The RD and Alternate Delegate (AD) shall hold a "train the trainer" workshop for the RCMS in order for the RCMS to be able to effectively disseminate the CAR in their respective areas.

3. Be a resource throughout the entire Conference Cycle for assisting in presentation and discussion of the current NAWS *Fellowship Issue Discussion Topics*

C. Conference Approval Track: *A Guide to World Services in NA* explains that “Conference-approved materials are those items approved by the World Service Conference that are intended primarily for use by service boards or committees. This type of material is sent to conference participants at least ninety (90) days prior to the World Service Conference meeting, to be considered during a new business session.” This mailing is, in essence, those materials as well as the accompanying reports and the NAWS Strategic Plan.

1. Assist the RD with seeking input from the RSC on the project proposals contained in the CAT prior to the meeting of the WSC
2. Along with the RD, make efforts to solicit additional input on the CAT materials from the fellowship through NA 101, if at all feasible

D. Reporting:

1. Provide a comprehensive report to the RSC following each WSC on the decisions and discussions of the WSC, and shall assist the RCMs in providing this information to their respective ASCs
2. Routinely demonstrate effective communications as called for in the 8th Concept for NA Service by consistently providing thorough and well-prepared reports for the RSC and by regularly updating the Regional Delegate reports on [www.norcalna.org](http://www.norcalna.org)

E. Zonal and World Forums:

1. Attend the Western States Zonal Forum, World Wide Workshops, and other events as provided for by the RSCs budget and approved by the FST.

F. Resource to the Fellowship:

1. Along with the RD, the AD shall act as a resource to the RSC as well as the fellowship at large, by providing information and insights on current trends and developments in the NA Service System worldwide
2. Provide mentoring and training to RCMs in order that they may effectively connect their Areas and Groups with the rest of the NA Service System

G. Public Relations:

1. Work closely with the RD, H&I Coordinator, and PR Coordinator by taking an active role as the FST liaison to either the Regional PR and/or H&I Sharing Forum
2. Provide guidance and support to Northern California’s Public Relations and Hospitals & Institutions efforts by staying abreast of the latest trends and developments in the delivery of public relations services

H. Archives:

1. Maintain a complete set of NAWS records from the previous Conference Cycle to be passed on to the next AD upon their election
2. Work with the Regional Communications Coordinator to ensure copies of all NAWS correspondence are filed with the Regional Archives
3. Work with the Regional Communications Coordinator to provide any RSC participant with access to NAWS communications, as requested



In addition to the above twelve (12) members, the NCRSO Board President/Vice President, NCCNA Chair/Vice Chair are participants at all FST meetings.

## **VI. Removal of Members**

Members may be removed from the FST by a two-thirds (2/3rds) vote of all seated FST members. This action must be ratified by the next meeting of the RSC. Further, the RSC may, by two-thirds (2/3rds) vote, direct the FST to remove a member for cause. Once removed from the FST, former members may only be reinstated by an action of the RSC. Vacancies within the FST may not be filled by the FST. Only the RSC can elect FST members, and all vacancies, whether the result of removal for cause or resignation, will remain until the RSC elects new members to the FST.

## **VII. Quorum and Decision-Making**

A quorum for regularly scheduled meetings of the FST shall equal one half (1/2) of all seated members plus one (1). The FST shall conduct all business using consensus-based decision-making (CBDM) and the *NCRSC Working Group Values*. All FST members shall fully participate in the FST decision-making process.

## **VIII. Regional Working Groups**

The FST accomplishes much of its work through the use of working groups. The number and type of working groups may vary depending on the number of projects approved by the RSC.

- 1.** FST members are assigned to working groups by the FST Chair and are the single point of accountability (SPOA).
- 2.** The number and experience of non-FST members chosen to serve on working groups depends upon the scope and nature of the project approved by the RSC, as well as the best judgment of the FST on the resources needed to successfully complete a project on time and on budget.
- 3.** All working groups are accountable and responsible to the RSC through the FST SPOA. In keeping with the Fifth Concept for NA Service, the FST, in turn, is directly accountable to the RSC, thus ensuring a direct line of accountability. Further clarification on the FST's relationship with, and commitment to, working groups are outlined in the *FST Working Group Charter*.

## **IX. Internal Guidelines of the FST**

The FST maintains Internal Guidelines that further define the internal operating procedures of the FST.

- 1.** The *FST Internal Guidelines* may be revised by unanimous consent of the FST.
- 2.** Any changes to the Internal Guidelines must be reported in writing to the following meeting of the RSC.
- 3.** In the event of a conflict, the *FST External Guidelines* shall always supersede the *FST Internal Guidelines*.

## **X. Amendments to the FST External Guidelines**

The FST External Guidelines may only be amended by a two-thirds (2/3rds) majority vote of the RSC, in accordance with the process defined in the RSC Guidelines.

Updates:

Motion 5-2-12 passed, H&I, G. Fire Camps amended

Motion 9-6-12 passed, to remove the Regional Events Coordinator (REC) position

Motion 11-1-12 passed, to amend RCC position

Motion 11-2-12, passed, to amend FST Vice Chair position

Motion 2-6-13 passed, to add table of contents

Motion 4-2-13, passed, to amend that the BOD and NCCNA Reps are participants of the FST

Motion 4-3-13 passed, to amend Section VIII Regional WGs