



# WSLD XXVIII WORKING GROUP GUIDELINES

## Northern California Region of Narcotics Anonymous



### **Purpose**

The Western Service Learning Days Working Group (WSLD XXVIII) purpose is to organize and produce the WSLD event within the six week period of three weeks prior to the last weekend of October and the third weekend in November 2014 following guidelines established for the WSLD 28 Working Group under the authority of the Northern California Regional Service Conference of Narcotics Anonymous (NCRSC) and following the WSLD Event Guidelines.

### **Guidance**

The WSLD Working Group shall follow these guidelines, WSLD event guidelines, the 12 Traditions and 12 Concepts of Service for Narcotics Anonymous. In the event of conflict, the NCRSC guidelines will supersede the WSLD 28 guidelines. A clear NA message of recovery will be our goal.

### **Responsibility and Accountability**

WSLD 28 is a service working group accountable and responsible to the Northern California Regional Service Committee of Narcotics Anonymous. NCRSC is responsible for the operation and finances of the working group. WSLD 28 is ultimately responsible to the groups and individual members of Narcotics Anonymous in its sponsoring the Northern California Region.

### **Financial Responsibility**

The NCRSC, who authorized submission of the bid and committed \$5,000 seed fund money for the project, and who will approve the WSLD budget, is ultimately financially responsible for the event. The NCRSO BOD will provide financial oversight for the project including oversight of the budget, signing all contracts, and will delegate two co-signers on the WSLD checking account. Co-signers on the account will be WSLD Chair, WSLD Vice Chair, WSLD Treasurer, NCRSO BOD Treasurer, and NCRSO signatory as designated by the NCRSO BOD. All checks shall require two signatures, one signature from WSLD approved signers and one signature from BOD approved signers.

All expenditures must be approved by WSLD prior to incurring the expense (except mileage for Administrative Committee and Task Group Coordinators to WSLD, NCRSC or NCRSO meetings). The mailing address for the bank account shall be the NCRSO.

There is presently \$1,000 seed money for the event that travels with the event. Each event will send \$500 seed money to the next event and \$500 seed money to the event following in 2 years. Additional seed money and all fundraising are in the responsibility of the hosting region/area.

### **Distribution of Funds**

The WSLD reimburses expenses as have been specified by these NCWSLD Guidelines. A completed "WSLD Funding/Reimbursement Form" and accompanied receipts must be submitted to the WSLD Treasurer for reimbursement. A piece of paper simply listing expenditures is not acceptable. Receipts are not necessary for reimbursement for auto travel, however, travel must be itemized with miles driven from departure point to destination. Other mileage for personal reasons (restaurants, visits, etc.) is not reimbursable.

1. All checks and cash withdrawals shall require two signatures, one from WSLD and one from the RSO.
2. Checks should be made payable to vendors and/or businesses whenever possible.
3. It is not normal practice to make cash withdrawals. This should be avoided if at all possible.
4. All regular monthly operating expenses will be paid. No approval is needed.
5. All other expenses must be approved in advance by the Northern California WSLD Working Group.

At the completion of the event, all expenses must be paid and seed funds returned to the WSLD according to their guidelines. All remaining funds and any unsold merchandise will be turned over to NCRSC.

### **Reporting to the NCRSC and NCRSO**

The WSLD 28 Chair or Vice Chair shall make regular written reports to the NCRSC and NCRSO. This report shall include detailed reports provided by the WSLD Treasurer. The WSLD Working Group shall select liaisons to the H&I/PR Sharing Forum, the NCRSC, and NCRSO, as required.

### **Working Group Participants**

WSLD 28 shall consist of an administrative including: Chair, Vice Chair, Treasurer, Facilities Coordinator, and Secretary. In addition, there will be Task Coordinators, Task Group Members, and Members at Large.

### **Decision Making**

Working group leaders (including all elected positions and Task Group Coordinators and referred to as the Leadership Team) will participate in decision making. In addition, all other members of the Northern California fellowship may participate in decision making at their second consecutive meeting and thereafter. These "Members-at-Large" must reestablish decision-making privileges after missing two consecutive meetings, attending two consecutive meetings.

### **Attendance**

Regular attendance is essential to the effective functioning of the Working Group. Attendance is required by all working group members at each regularly scheduled NC-WSLD meeting. If, for extraordinary reasons, a member is unable to attend a meeting, a written report may be submitted to the Chair prior to the meeting. If a member of the Leadership Team misses two consecutive meetings the Working group shall vote to replace or retain the Admin Committee Member. (See below for additional details on the election of Leadership Team.)

### **Elections**

The Chair and Vice Chair are nominated at an organizational meeting (held in conjunction with the final meeting of the Phase I Working Group) and confirmed and seated by the NCRSC, following established guidelines. Members may self-nominate to any remaining position by presenting a service resume to all in attendance at the organizational meeting. Remaining positions will be appointed by the Chair.

When a position has been vacated, the election of the new officer or task group coordinator will be conducted at the next meeting. In the event that the Chair position becomes vacant, the Vice Chair will preside as Chair until a new Chair can be voted in.

### **Recall Votes and Redress of Grievances**

WSLD 28 policies for recall and redress shall follow current NCRSC policies for the same. (See Appendix A-3 of NCRSC Guidelines.)

### **Membership Requirements, Responsibilities and Duties**

All members are expected to be active participants in Narcotics Anonymous in the Northern California Region and follow the 12 Steps, 12 Traditions and 12 Concepts of Service.

### **Chairperson**

#### Requirements

1. 5 years continuous clean-time
2. Previous service experience in NA at the Regional or Area level
3. Ability to lead a meeting and guide the Working group

### Responsibilities

1. Is the single point of accountability for WSLD 28 and primary contact for the fellowship for the event
2. Chair all regular meetings of WSLD
3. Set the agenda in writing and makes it available to all participants at the meeting
4. Make written reports to WSLD at each meeting
5. Make regular written and oral reports to the RSC and RSO (unless represented by the Vice Chair or Treasurer)
6. Make regular written reports to the H&I/PR Forum
7. Provide leadership, guidance and encouragement to the Working group and its Task Groups
8. The Chair will represent WSLD 28 at WSLD 27
9. Co-signer on the checking account
10. The Chair shall serve until final financial report is presented to both RSC and RSO dissolves the WSLD Working Group

### **Vice Chairperson**

#### Requirements

1. 5 years continuous clean-time
2. Previous service experience in NA at the Regional or Area level

#### Responsibilities

1. Assume all the responsibilities of the Chair in the Chair's absence
3. Make written reports to WSLD at each meeting
4. Provide leadership, guidance and encouragement to the working group and its task groups
5. Make written and oral reports to the RSC and RSO when representing WSLD Chair
6. Maintain regular contact with the Task Group Coordinators and assist them as needed
7. Keep the attendance records for purposes of establishing voting status
8. Co-signer on the checking account
9. The Vice Chair shall serve until final financial report is presented to both RSC and RSO and RSC dissolves the WSLD Working Group

### **Treasurer**

#### Requirements

1. 5 years continuous clean time
2. Ability to present financial information in a clear and concise manner
3. Previous service experience as a Treasurer of a committee, sub-committee, or working group in Narcotics Anonymous at the Regional or Area level

#### Responsibilities

1. Keep accurate financial information in a clear and concise manner
2. Present complete written and oral report at each working group meeting
3. Make written and oral reports to the RSC and RSO when representing WSLD Chair
4. Prepare copies of bank statements with written report for Chair, Vice Chair. Secretary for the minutes, and RSO Treasurer
5. Include copies of bank statements with written report for the Chair and RSO Treasurer
6. Coordinate with the Registration, Fund Raising, and Merchandising Task Groups to promptly deposit funds in the working group's checking account
7. Maintains physical custody of the checkbook receipts, reports and electronic records of the treasury
8. Supervises all handling of money during WSLD 28 and pre-WSLD 28 events

9. Serves as co-signer on the checking account.
10. Adheres to the money handling procedures established by the NCRSC and NCRSO for events.
11. Is responsible for obtaining a Seller's permit, if one is required.
12. The Treasurer shall serve until final financial report is presented to both RSC and RSO and RSC dissolves the WSLD Working Group.

### **Vice Treasurer**

1. Requirements
2. 5 years continuous clean time
3. Ability to present financial information in a clear and concise manner
4. Previous service experience as a Treasurer of a committee, sub-committee, or working group in Narcotics Anonymous at the Regional or Area level

### Responsibilities

1. Ability to present financial information in a clear and concise manner (preferably in a spreadsheet)
2. Perform the duties of the Treasurer, if absent
3. Assist with all Treasurer duties
4. Willingness to be WSLD Treasurer in the event the WSLD Treasurer cannot fulfill the responsibilities
5. Signatory of the WSLD 28 checking account
6. Prepare financial records and have them available for BOD Treasurer to complete closing audits and as necessary

### **Secretary**

#### Requirements

1. 3 years continuous clean time.
2. Ability to present written information in a clear and concise manner

#### Responsibilities

1. Prepare complete written minutes of all working group meetings
2. Provides copies of the minutes to all participants within two weeks of the meeting
3. Keep a motion and decision log. Distribute copies of the motion and decision log to members as each page is completed
4. Bring copies of all records to each meeting for reference
5. Make available copies of the guidelines, budget, motion and decision log, and blank motion forms for all participants
6. Keep roster of all participants, their email addresses and phone numbers and make those records available upon request

### **Facility Coordinator**

#### Requirements

1. 5 years continuous clean time
2. Prior experience with convention management
3. Experience with an Area or Regional service

#### Responsibilities

1. Attends monthly WSLD meetings to present a written and oral report
2. Liaison between WSLD and the hotel, serving as the single point of contact with the hotel management up until the event; supports the Chair as he/she becomes the single point of accountability during the event
3. Responsible for preparing contracts and accompanying WSLD Chair to NCRSO Board for signature

4. Negotiate and complete all preliminary paperwork with hotel including contracts and credit applications
5. Arrange for insurance (start with the Regional Insurance Policy)
6. Works closely with all task groups to ensure adequate facility resources are arranged

### **Task Group Coordinators**

#### Requirements

1. 2 years clean time
2. Skills and experience relevant to the duties of assigned task able to perform duties in a spirit of unity and service

#### Responsibilities

1. Recruits member to serve and fulfill all responsibilities necessary to complete the assigned task(s)
2. Develop a timeline and work plan for completing assigned tasks
3. Serve as a liaison and submit oral and written reports to the NCRSC
4. Provide WSLD Secretary with the copies of all minutes of your Task Group meetings. Bring all drafts, expenditures, recommendations, and suggestions to the WSLD 28 Working Group for approval
5. Responsible for establishing meeting times and locations.
6. Secures bids from 3 vendors whenever possible for approval by the NC-WSLD Working Group before incurring any expenses for goods and services
7. Identifies best practices and shares experience, strength and hope in a portion of the hand-off package specific to their task
8. Attends to the responsibilities listed for the tasks below and as need for the task or as directed by the working group

### **WSLD Registration Coordinator**

1. Oversees all registration functions
  - A. All registration related deposits, money handling, and tracking methodologies will be coordinated with and approved in advance by the WSLD Treasurer
  - B. Pre-registration
    - i. In collaboration with Art & Graphics
      1. Create brochure/flyer (includes registration for the event and hotel information)
      2. Create posting and/or web-link for use on regional/area websites
    - ii. Distribution of brochure/flyer to regions/areas as defined in the WSLD guidelines
    - iii. Rents PO box, if required
    - iv. Collaborate with the Web, Email, and Social Media Coordinator on pre-event communication
    - v. Prepares and distributes registration packets and name badges
    - vi. Process preregistrations and provide confirmation via electronic or written communication
    - vii. Coordination with fundraising group
  - C. Onsite Registration
    - i. Coordinate registration area with Facility Coordinator
    - ii. Manage all onsite registration functions and volunteers
    - iii. Sell event tickets as directed by the WSLD Working Group

### **Merchandise / Fundraising Task Group Coordinator**

1. Prepares a purchase order, based on the budget, which includes a list of all items to be sold, their cost, and production times. This purchase order is submitted to the WSLD Working Group for approval.
2. Suggests retail pricing for working group review and approval by the WSLD Working Group
3. Coordinates with local areas on opportunities to promote pre-event sales
4. Ensures that adequate space is allocated for the handling and selling of merchandise at the event
5. Keeps accurate and up to date inventory and financial records
6. Works with the WSLD Working Group treasurer to review all financial records and receipts
7. Provides a final inventory of unsold merchandise to the WSLD Working Group at the final event meeting (including wholesale and retail values)
8. Contributes the merchandising section of the hand-off package for next event team

### **Entertainment Coordinator**

1. Takes direction from the WSLD Working Group regarding entertainment priorities
2. Arranges for entertainment following the main meetings on Friday and Saturday nights
3. Works with the facilities coordinator to arrange for space, sounds systems, room set up, etc.

### **Arts and Graphics Coordinator**

1. Solicit bids from graphic artists and printers and coordinate with selected artist(s) and printer(s) for designing typesetting, printing, and signs
2. Developing, in a reproducible format, working group approved logos, banners, convention programs, pre-registration brochures, event tickets, directional signs and program signage
3. Works with each of the task groups to fulfill their signage needs

### **Host Coordinator**

1. Works with the Facility Coordinator and all other task groups to develop a working plan for the conference. This plan should address security, audio/visual, convention space needs, parking, various costs, etc.
2. The Coordinator will lead the Host Task Group to...
  - A. Serve as the host for the conference
  - B. Work with other task groups to meet all on site needs
  - C. Recruit volunteers for the conference
  - D. Set up and staff a hospitality table for volunteer check in and where members can find information on local restaurants, points of interest, public transportation schedules and local NA meeting schedules

### **Web, Email, and Social Media Coordinator**

1. Develops an online presence for WSLD 28
  - A. Provides text, graphics, and layout preferences to the Regional Webservant including:
    - i. info about event
    - ii. Registration info and online portal
    - iii. volunteer recruitment and sign ups
    - iv. hotel registration information
    - v. information in English and Spanish
  - B. provides regular updates to the WSLD Webservant
2. Uses email to provide regular updates to members
  - A. Maintains a database of email addresses of interested members plus challenged and common interest communities

- B. Uses email to inform members and generate interest in the event
- 3. Employs best practices for using social media as outlined in the SP “Social Media and Our Guiding Principles”
- 4. Use available fellowship communications media to disseminate information about WSLD 28
  - A. NAWS Event Calendar entry @ 12 months out
  - B. NA Way announcements beginning 6 months out
  - C. Develop articles for regional/area newsletters

**Program Coordinator**

- 1. Establishes program for the conference with tracks in English and Spanish
  - A. Recommend topics for workshops and secure facilitators or presenters for working group approval
  - B. Recommend speakers for workshops for working group approval
  - C. Vet and recommend main speakers with experience in different areas of service (H&I, PR, Phonelines, etc.) for working group approval
- 2. Contact potential speakers for availability and confirm their selection
  - A. Make travel arrangements and room reservations for the main speakers within the set budget
  - B. Welcome speakers at the Program check-in table
- 3. Recommend vendor and oversee recording of all workshops
- 4. Secure and coordinate volunteer secretaries and speakers for all meetings
- 5. Conduct a census of attendees at workshops and main speaker meetings

**Task Group Members**

Requirements

- 1. No clean time requirement.
- 2. Active participation in Narcotics Anonymous in Northern California

Responsibilities

- 1. Actively participate in WSLD and follow through with any assignments made

**Dissolution of WSLD 28 Working Group**

- 1. This working group shall be dissolved no more than three (3) months after WSLD 28
- 2. This working group must provide the RSC with the following prior to dissolution:
  - A. Return \$5,000 in seed money to the NCRSC
  - B. Complete financial records
- 3. All bills paid including:
  - A. \$500 seed money for WSLD XXIX, if not already disbursed
  - B. \$500 seed money for WSLD XXX, if not already disbursed
- 4. Archive relevant documents and closing report with the WSLD Steering Committee
- 5. Close PO box and bank account

**Misappropriation/Misuse of Funds and Misconduct:**

The WSLD 28 Working Group defaults to the NCRSC Guidelines, Section 8