

**Northern California  
Fellowship Services Team (FST)  
Regional Service Committee (RSC)**





# Northern California Regional Service Committee Guidelines

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# Northern California Regional Service Committee Guidelines

## I. Purpose

The Northern California Regional Service Committee (NCRSC or RSC) serves as the single point of accountability for all regional services within the boundaries as defined in Section II. The NCRSC will assist with the coordination of NA services and functions common to the Area Service Committees within this Region. We are here to respond to the needs of the fellowship of NA whenever possible.

On the Inter-Regional level, the RSC exists to facilitate communication between this Region, other Regions and the rest of NA as a whole. On the Intra-Regional level, our purpose is to further the unity of the NA Fellowship as a whole, by communicating with other NA fellowships, on all matters pertaining to our common welfare and unity, while strengthening – and serving our fellowship.

This service committee's actions and decisions must always be in accordance with the spirit of the 12 Traditions and the 12 Concepts for NA Service.

## II. Boundaries

The Northern California Region of Narcotics Anonymous shall be defined as that portion of California that is bounded by the Northernmost borders of the Humboldt, Trinity, Shasta, and Lassen Counties; on the West by the Pacific Ocean; on the East by the crest of the Sierra Nevada Mountains; and on the South by the Southernmost boundaries of Monterey and San Benito Counties. These boundaries include our Spanish Speaking Area, which is based on language.

## III. Participants

All RSC participants bear substantial responsibility for the decisions and actions of the RSC and its committees.

### A. Voting Participants

1. Two (2) Regional Committee Members (RCMs) from each recognized Area Service Committee (ASC) within the Northern California Region.
2. All members of the NCRSC Fellowship Services Team (FST).
3. One representative from The Northern California Regional Service Office (NCRSO or RSO) Board of Directors (BOD).
4. One representative from the convention committee (Northern California Convention of Narcotics Anonymous, NCCNA).

### B. Regional Committee Member (RCM)

1. The primary responsibility of the RCM is to work for the good of NA, providing two-way communication between the Areas and the rest of NA.
2. RCMs are RSC participants, sharing all of the duties and responsibilities of the RSC as a whole.



3. Each recognized ASC may elect or appoint two (2) RCMs.
4. An area shall be represented by its elected/appointed RCMs at all RSC meetings.
5. If an area is not represented at two (2) consecutive RSC meetings, the FST will attempt to communicate with that area, and it will be considered an inactive area.

C. Fellowship Services Team (FST)

**1. 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.

**2. 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.

**3. Team Qualifications and Terms**

The FST will consist of up to fourteen (14) members elected by the RSC. In addition to the above fourteen (14) members, the NCRSO Board President/Vice President, NCCNA Chair/Vice Chair are participants at all FST meetings. 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:

- A. Working knowledge of our Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service
- B. Familiarity with NA's service system through personal experience



- C. Familiarity with and commitment to the NCRSC's Purpose and The FST Mission Statement
- D. History of both completing work independently and working well within a team
- E. Administrative, organizational, and communication skills
- F. Computer literacy, Internet and email access 3 NCRSC Fellowship Services Team External Guidelines
- G. Access to adequate and reliable transportation
- H. Sufficient time, including several hours per week and a couple weekends per month, to fulfill all commitments to the FST, including:
  - 1. returning phone calls
  - 2. responding to email
  - 3. completing assigned tasks in a timely manner
  - 4. attending the NCRSC, FST, and working group meetings
  - 5. travelling as directed
- I. 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
- J. The RD and AD must have a minimum of eight (8) years' clean time
- K. 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
- L. All members of the FST are eligible for election to two (2) consecutive terms for any one (1) position on the FST
- M. There are no limits on the number of positions a member may serve on the FST in different capacities

#### **4. General Duties of the FST**

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

- A. 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
- B. Communicate to our fellowship in writing all business conducted at the RSC
- C. Attend all RSC, FST and assigned working group meetings
- D. Provide support and administration for meetings of the RSC and NA 101 Assemblies
- E. Provide liaison support and guidance to the Northern California Regional Service Office (RSO) Board of Directors (BOD) and Northern California Regional Convention Committee (NCCNA)





- F. Plan and budget for routine service provision and project development
- G. Select members for project development and completion through use of the Regional Resource Pool (RRP)
- H. Administer and facilitate all working groups, based on project plans approved by the RSC
- I. Provide support and assistance, as needed, to the Regional Nominations Panel (RNP)
- J. Provide coordination and assistance of Public Relations efforts throughout the Northern California Region
- K. Conduct ongoing strategic planning, including evaluation of internal and external elements that impact our ability to effectively deliver services 4 NCRSC Fellowship Services Team External Guidelines
- L. In the event that an FST member cannot attend, the RSC Chair will be notified in advance.
- M. Continue to provide assistance in an advisory capacity for two months after the completion of service on the FST
- N. Should an FST member be absent for two consecutive meetings, the presiding officer shall bring the matter before the RSC for review.

## **5. 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 workload 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 7 NCRSC Fellowship Services Team External Guidelines
  - 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 9 NCRSC Fellowship Services Team External Guidelines
  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



2. 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 two (2) 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
  - 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 two (2) 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 13 NCRSC Fellowship Services Team External Guidelines
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/herself from discussions of nominees for the coming years RRC, or any other position for which 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 a 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, while keeping in mind the needs and desires of the Region B.

### 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, Worldwide 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 a previous service history with the RSC. The AD should be able to provide input to the RD and 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, 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. 16 NCRSC Fellowship Services Team External Guidelines
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. 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, Worldwide 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 fourteen (14) members, the NCRSO Board President/Vice President, NCCNA Chair/Vice Chair are participants at all FST meetings.

## 11. History and Archives Chair/Vice Chair

The Northern California Regional History and Archives Chair/Vice Chair shall help further awareness and education of the Northern California Region's history and that of its member Areas through the collection of historical material, including flyers, photos, minutes, and guidelines, as well as anecdotal histories of members through interviews and other sources. This collection shall be maintained as the Region's archive to be accessible to the Areas of the Northern California Region of Narcotics Anonymous in perpetuity.

The History and Archive Chair/Vice Chair will share best practices with interested member Areas that wish to create and maintain their own archive and will make available pertinent digital archive material to assist in that development that may be part of the Northern California Region's archive.

The History and Archive Chair/Vice Chair shall be well-versed in contemporary archiving standards, including file-naming conventions, physical archive maintenance options, and means of safest sharing or movement of archival material, as appropriate.

A. Training and Education:

1. Provide training and education to Northern California Area, as requested
2. Be available to coordinate history presentations for Area learning days, workshops, or other events, as resources allow, as well as facilitating related dialogue at the Regional History and Archive Sharing Forum





3. The History and Archive Chair shall work closely with the Vice-Chair to provide mentorship

B. Coordination of Services:

1. Shall facilitate a monthly meeting of the History & Archive Committee, open to members from all Areas, in accordance with the History & Archive Committee Guidelines, and shall provide a written report for each session.
2. Shall facilitate pertinent communication between other FST/RSC service bodies, ASCs, other Regions, and NAWS
3. Shall coordinate with NCCNA for historical presentations and space for the archive display

C. Resource Library and Equipment:

1. Be responsible for maintaining all Regional historical and archival assets; as well as ensuring that these are available as a resource for Regional and Area events
2. Be authorized, within the scope of the approved RSC budget, to purchase archive- related media, including necessary software fees (i.e., Google-drive expansion) and presentation media.
3. Be responsible for maintenance and coordination of the Regional history and archive material and equipment owned by the RSC”

D. Standing Committees

The NCRSC has established two standing committees. For the purpose of these guidelines the word “committee” will refer to the NCCNA Committee and the RSO BOD. No Committee Chair/President or Vice Chair/Vice President may hold a voting position at the ASC. A description of their obligations for representation and reporting appears below. See the NCCNA Guidelines and NCRSO By-Laws for additional specific duties and requirements.

1. The Northern California Convention of NA (NCCNA) Committee is directly accountable to the RSC and will be represented by their Chair or Vice Chair.
  - a. The NCCNA Representative (Rep) attends and participates in all RSC and FST meetings, submitting a written report at all RSC meetings.
  - b. In the event the NCCNA Rep cannot attend, the RSC Chair will be notified in advance. If the NCCNA Rep is absent for two consecutive meetings, the RSC Chair shall bring the matter before the RSC for review.
2. The Northern California Regional Service Office Board of Directors (RSO BOD) will be represented by the RSO BOD President, Vice President or designated director if needed (BOD Rep).
  - a. The BOD Rep participates in all RSC and FST meetings.



- b. The BOD Rep submits a written report at all RSC meetings including the following:
  - i. Current information on the status of the NCRSO.
  - ii. Any vacancies that are anticipated or that occur as well as any BOD elections.
  - iii. A copy of the NCRSO BODs annual report by December of each year.
  - iv. Detailed financial reports including the results of the annual audit of RSO bank account(s), conducted in January of each year, by at least one RSO BOD member, one FST member and one RCM.
  - v. If the BOD Rep is absent for two consecutive meetings, the RSC Chair shall bring the matter before the RSC for review.

**E. Removal/Suspension of Participants**

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.

**IV. RSC Working Groups**

The FST accomplishes much of its work using working groups. The number and type of working groups may vary depending on the number of projects approved by the RSC. Working groups are created from project proposals approved by the RSC.

- A. An FST member will be assigned to oversee each working group project.
- B. The number and experience of non-FST members to serve on working groups depends upon the scope and nature of the project, and the best judgment of the FST as to the resources needed to successfully complete a project on time and on budget.
- C. All working groups are accountable and responsible to the RSC, through the FST. Further clarification on the FST's relationship with and commitment to working groups is outlined in the FST Working Group Charter.

**V. RSC Meetings**

The Northern California Regional Service Committee shall meet regularly, as set forth by the RSC. RSC meetings shall be conducted in accordance with the spirit of the Twelve Traditions: the Twelve Concepts for NA Service, A Vision for NA Service, and these guidelines.



A forum will be provided to discuss matters and problems of mutual interest to members, areas, and the region as a whole.

A. Member Participation

All members of NA are welcome to attend RSC meetings as observers. NA members are encouraged to channel their communication through their RCMs. Visitors may be recognized to speak at the discretion of the presiding officer.

B. Minutes

The RSC minutes shall include an accounting of all RSC proceedings including an attendance list, all written reports, a list of open forum topics including a general outcome and any straw polls, and record of all motions and voting on all motions.

### **Regional Working Groups**

The FST accomplishes much of its work using 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.

## **VI. 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.

## **VII. 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

### **VIII. Conducting Business (Taken from RSC)**

- A. Guiding documents for conducting NCRSC business
  - 1. Business shall be conducted in accordance with these guidelines, the NCRSC Motion Table, and the rules of order—adapted from Robert's Rules of Order—found in the NA Guide to Local Services.
  - 2. If there is a conflict, these guidelines and the NCRSC approved motion table will always take precedence over Robert's Rules of Order.
- B. Quorum
  - 1. A quorum must be established prior to conducting any old or new business. A quorum shall be a minimum of two-thirds (2/3) of active areas present. An inactive area is no longer counted as part of the RSC quorum; but shall become active once its representative(s) attends an RSC meeting.
  - 2. Any member may request a quorum count during the business session should they sense a quorum is no longer present.
- C. Motions
  - 1. Any NCRSC participant except the presiding officer may make, second, or speak to motions.
  - 2. All motions and their intent must be submitted in writing and distributed to members of the body prior to consideration.
  - 3. Motions that seek to amend the RSC guidelines or the RSC Motion Table must identify where specific language will be inserted or amended. Copies will be distributed to all participants prior to consideration of the motion.
  - 4. Once a motion is made, a "second" will be necessary before any discussion will be allowed. Motions made by the Fellowship Services Team as a whole do not require a second.
  - 5. Motions may be "referred" to a committee for their input.
- D. Voting on Motions
  - 1. With the exception of the presiding officer, all NCRSC participants may vote on any motion. Motions that were specifically referred, by vote, to the ASCs, shall only be voted on by RCMs.
  - 2. All votes including abstentions will be made by a show of hands; votes will be tallied and recorded in the minutes.
  - 3. Any RSC participant may request a "Roll Call Vote" at any time. Roll Call votes must be accurately recorded in the meeting minutes.
  - 4. If the body demonstrates the lack of a clear group conscience, the presiding officer, with the support of the Body, may re-open debate on any motion.
  - 6. A simple majority shall be required to pass most motions RSC Guideline changes require a two-thirds (2/3) majority vote.



7. Changes to the NCRSC Guidelines or policies of the RSC will be automatically tabled for a minimum of 1 month.
8. All tabled motions will appear in “Old Business” at the next RSC, or as specified.

## **IX. Nominations, Qualification, and Elections**

### **E. Nominations**

1. A Regional Nominations Panel (RNP) will be established annually by the FST for the purpose of identifying and recruiting members for Regional service. See the RNP guidelines for additional details.
2. Nominations and seconds may be made by any RSC participant and the leader of the RNP.
3. Nominations will be for individuals only. No slate of names may be nominated. However, the RNP may present, for informational purposes only, a list or “package” of all persons being nominated by the Panel.
4. An individual does not need to be present at the time of nomination.
5. A person will be considered a “nominee” once a written nomination form has been submitted and seconded.
6. A person may accept and/or decline nominations for as many positions or seats as they desire.
7. It will be moved to “close nominations” for each position/seat individually.
8. Nominations for any open seat or position shall be considered at any RSC meeting as long as openings exist.

### **F. Qualifications**

1. Candidate Qualifications
  - a. Candidate qualifications will take place at 3 pm during any RSC meeting in which elections are to be held. Exception is at the discretion of RSC.
  - b. Anyone wishing to qualify must complete an RSC Service Resume, the format for which will be available at: the RSC, by emailing the Regional Communications Coordinator (RCC), and/or on the regional website.
  - c. All candidates must reside within the boundaries of the Northern California Region of Narcotics Anonymous. If a regional trusted servant moves outside of the Region they must notify the RSC so that it may be determined if this will be detrimental to the effective provision of services.
2. Qualifications for the Regional Service Office Board of Directors (RSO BOD)
  - a. The RSC elects qualified candidates to the RSO BOD pool and to three “Direct Elect” seats on the BOD.
  - b. If at any time the number of candidates in the pool drops below two (2), the RSC Chair will announce the need for pool members at every RSC.



- c. Candidates for the RSO BOD may present their qualifications at any RSC meeting. Minimum qualifications include 4 years' clean time and an understanding of the RSO bylaws.
  3. Qualifications for NCCNA Committee Members
    - a. The RSC elects qualified candidates to the NCCNA Committee.
    - b. Candidates for NCCNA positions may present their qualifications at any RSC meeting. Minimum qualifications include three (3) years' continuous clean time.
    - c. After being confirmed at the RSC, candidates will present themselves at the next NCCNA meeting where they may or may not be seated by the NCCNA Committee. Any candidate not seated at that time will be placed into the NCCNA pool. Candidates will remain in the pool for the remainder of the convention cycle and may be considered for positions, should the need arise.
- G. Elections
  1. Elections will be held on the day the candidate qualifies.
  2. All elections will be conducted by written ballot as follows:
    - a. FST positions, Chair and Vice Chair of standing committees: vote for one (1) candidate for each position.
    - b. RSO pool members: vote for as many nominees as you wish. Individuals elected to the BOD pool will attend the next BOD meeting where, at the Board's discretion; they may or may not be seated. They will remain in the pool for a period of one (1) year.
    - c. RSO Direct Elect BOD seats: vote for three (3) candidates. Direct Elect seats will be automatically seated at the BOD.
  3. A simple majority is required to elect a candidate or qualify him/her for the NCCNA or BOD pool.
    - a. If there is only one (1) candidate, the choice is whether or not to fill that position.
    - b. If more than two (2) candidates are running for one (1) position and no one receives at least a simple majority of those eligible to vote, a run-off election will be conducted between the two (2) individuals receiving the most votes.
  4. The established cycles for elections and terms of service are listed below. Interim elections may be held to fill seats or positions that either remain vacant following regular elections or that become vacant in mid-term.
    - a. FST: all FST elections will take place annually in June. No one may serve in any one (1) position for more than two (2) consecutive terms. A term is defined as seven (7) or more months of the current RSC cycle (July through June). The term for all FST members shall be for one (1) year, with the exception of the RD and AD positions, which are two (2) years each.



- b. BOD: each year in May the RSC directly elects three (3) members to serve on the RSO BOD. RSO Direct Elect terms run July through June. Direct Elect seats filled after May will be for the remainder of that term. The term for Direct Elect seats is one (1) year.
- c. NCCNA: the NCCNA Committee Chair and Vice Chair will be confirmed by the RSC, when presented at the beginning of the convention cycle. The term for will be one (1) year.

## **X. Policies, Procedures, and External Documents**

### **H. Policies and Procedures**

Operational policies and procedures are in place to further clarify and provide guidance for specific regional services and tasks.

- 1. All operational policies and procedures shall be included in these guidelines as Appendix A including:
  - a. NCRSC Travel and Expenses Procedure, approved by the NCRSC
  - b. NCRSC Inventory Procedure, approved by the NCRSC
  - c. NCRSC Grievance Procedure, approved by the NCRSC
  - d. NCRSC Theft Policy, approved by the NCRSC
  - e. NCRSC Regional Nominations Panel, approved by the NCRSC
  - f. NCRSC CAR Guidelines, approved by the NCRSC
  - g. FST Working Group Charter, approved by the NCRSC
- 2. The process for amending these policies and procedures follows the same process as those for amending the main body of these guidelines (section VI.D).

### **I. External Documents**

- 1. The NCRSC Fellowship Services Team (FST) and NCRSC standing committees – NCCNA and the NCRSO BOD – have each established documents outlining policies and procedures for carrying out business on behalf of the Northern California Region.
- 2. The FST Guidelines, NCCNA Guidelines, and NCRSO Bylaws are approved by the NCRSC.
- 3. Once guidelines have been approved by the RSC, any proposed changes must be brought back for approval.
- 4. Some procedural documents are internal to these units and amendable by the process established by the approved guidelines of each.
- 5. All external documents have been listed for the purpose of transparency. The most relevant of these for NCRSC operations have been attached as Appendix B and marked with an asterisk (\*) in the list below.
- 6. NCRSC FST Documents:
  - a. NCRSC FST External Guidelines, approved by the NCRSC
  - b. \*FST Process for Projects, updated by the FST



- c. \*FST Process for Travel, updated by the FST
  - d. \*FST Regional Resource Pool Administration Policy, updated by the FST
  - e. FST Consensus Process, updated by the FST
  - f. FST Working Group Values, updated by the FST
  - g. H&I/PR Sharing Forum Operational Guidelines, updated by Forum
7. NCCNA Documents:
- a. NCCNA Guidelines, approved by the NCRSC
  - b. NCCNA Handbook, updated by the committee annually
8. NCRSO Documents:
- a. NCRSO Bylaws, portion approved by the NCRSC
    - i. The Board shall not amend the provisions of Section 6.03.2. of the RSO Bylaws without the concurrence of a majority vote of the participants at the RSC meeting.
    - ii. Unless the context requires otherwise, the general provisions, rules of construction and definitions in the California Nonprofit Corporation Law shall govern the construction of these Bylaws.
  - b. NCRSO Policy and Procedure Handbook, updated by the BOD
  - c. NCRSO BOD Directors Duties, updated by the BOD
  - d. NCRSO Website Policy, approved by the NCRSC





## Appendix A-1

### NCRSC Travel and Expenses Procedure

The FST has been charged by the RSC with coordinating and approving all travel related to routine FST services, as well as non-routine travel for fellowship development, project working groups, presentations etc. Our Eleventh Concept for NA Service tells us that: **“NA funds are to be used to further our primary purpose and must be managed responsibly.”** Considering this direction, the FST shall take care to look for savings and obtain the best rates possible for approved travelers, always looking for ways to conserve NA funds.

Following are the specific policies for travel and expense reimbursement by the FST:

1. The FST, RSC, working groups, or travelers approved by the FST, for the fulfillment of approved tasks/projects may receive travel, copying, mailing and telephone reimbursements.
2. The FST will provide written reports (at RSC meetings) detailing all approved travel expenditures, including the names of the approved travelers and a brief description of the purpose or nature of the event at RSC meetings.
3. Any RCM may receive reimbursement for travel expenses, as authorized by the FST, on an “as needed” basis.
4. Any RSC participant may submit reimbursement requests for hotel expenses on trips authorized by the FST of more than two-hundred-fifty (250) miles round trip or when returning home is not feasible in the estimation of the FST.
5. Approved travel funds may be disbursed in advance; however, the person traveling must sign a cash advance voucher, thereby acknowledging an understanding of the NCRSC Theft Policy. Receipts for such travel must be presented at the next RSC.
6. All “special accommodations” (first-class airfare, room upgrades, room service, car rental etc.) must be paid for by the traveler. Additionally, interested members of the fellowship or family and friends may travel with authorized traveler(s) to service meetings or events. However, the RSC will only pay for the authorized traveler(s) expenses.
7. Hotel room expenses are generally reimbursed at fifty percent (50%) per authorized traveler to encourage room sharing, where practical, as a means of minimizing travel expenses. However, the FST may, at its discretion, approve reimbursement of one hundred percent (100%) of hotel room expenses if room sharing is not practical or feasible.
8. Hotel reimbursement for the WSC, due to its extended duration and demanding nature, shall be reimbursable at one hundred percent (100%) for each authorized traveler.



9. Air travel arrangements will be made based on cost. Taking advantage of the lowest airfares for early ticket purchases is expected.
10. Accommodations will be made based on convenience to the event and cost.
11. Ground transportation (bus, taxi, etc.) from the airports to hotels and parking for personal car at the airport or hotel is reimbursable.
12. Travel by auto will be reimbursed at a rate of forty (\$.40) per mile- Bridge tolls are also reimbursable with a receipt. Carpooling is a practice we encourage.
13. Per Diem for traveling outside the Northern California Region will be paid fifty dollars (\$50) per day.
14. Any nominee standing for election to a regional service position that has been nominated by the Regional Nominations Panel (RNP) will be eligible for reimbursement for mileage associated with attending the RSC for qualification.

### **Disbursement of RSC Funds**

1. The RSC reimburses expenses that have been specified by the RSC.
2. The NCRSC maintains a general checking account, which includes an operational reserve and a prudent reserve that is 1.5 monthly expenses of the annual budget each.
3. A completed RSC reimbursement request form and accompanying receipts must be submitted to the FST Treasurer or Alternate Treasurer.
  - a. A piece of paper simply listing expenditures is not acceptable.
  - b. Receipts are not necessary for reimbursement for auto travel; however, travel must be itemized, with miles driven, from departure point to destination, along with bridge toll information.
  - c. Other mileage for personal reasons (restaurants, visits, etc.) is not reimbursable.
4. All RSC checks and cash withdrawals shall require two (2) signatures.
  - a. Checks should be made payable to vendors and/or businesses whenever possible.
  - b. Cash withdrawals must be reported to the RSC.
  - c. It is not normal practice to make cash withdrawals. This should be avoided if possible.
5. All regular monthly operating expenses will be paid. No approval is needed.
  - a. All other expenses must be approved on the floor of the RSC.



6. A decision to “encumber” funds can only be made by the RSC.
  - a. At the end of each fiscal year, 20% of available discretionary funds in the NCRSC savings account will be retained for fellowship development. The remaining 80% will be sent to NAWS in the form of a donation.
  - b. All donations received by the RSC shall be subject to the procedures outlined in the NCRSC Guidelines.
7. After paying expenses, 20% of funds that exceed the established operational reserve will be transferred to the NCRSC savings account for fellowship development and the remaining funds will be sent to the WSC, c/o the WSO, in the form of a donation.
8. To fulfill our primary purpose on a world level, the Region will donate to the WSC (c/o WSO) on a monthly basis, a token donation of one hundred dollars (\$100) when the operating reserve is below 1.5 monthly expenses of the annual budget.
9. To review the RSC Discretionary Funds, Account each year at the end of the fiscal year. To provide opportunities to hold funds that might be necessary to complete services requested by the Areas and members of the RSC.



## Appendix A-2

### Inventory Procedure

An inventory will be conducted yearly in the month of May. The following will be the focus of the inventory:

1. How well has the Regional Service Committee performed over the prior two (2) years in serving the Areas, and how can it better serve them in the coming years?
2. How well has the Regional Service Committee served the larger NA community, and how can the RSC better serve the community-at-large?
3. How well has the Regional Service Committee supported NA's Regional and World Services? How can the RSC provide better support for these services?

The FST will remind the RSC of the necessary preparations for the inventory process in February of each odd year as follows:

1. RCMs, FST and committees will take a fearless, searching look at their work over the prior two (2) years and come to the inventory session prepared to review their roles and accomplishments (or not) on the RSC.
2. RCMs should spend time with their ASCs considering what needs might be addressed by the RSC over the next two (2) years and come to the inventory session with ideas in hand.
3. FST and committees' members should take the time to look at the make-up of the larger community, in which they live, ask themselves how NA could be more effective in reaching out to that community, and be prepared to share their thoughts with the entire RSC.
4. Of utmost importance is for all RSC participants to make an extra effort to prepare themselves spiritually and be ready to make the most of the regional inventory meeting.
5. Having conducted a regional inventory, all RSC participants will bear the responsibility to ensure that the agreed-upon actions are taken.



## Appendix A-3

### NCRSC Grievance Procedure

Any member of the RSC, or directly affected by the actions of the RSC, may petition for redress of personal grievance. A petition for redress should be in the form of a written letter to the RSC Chair, from the person seeking redress, and should concisely state the reason for which redress is being sought. The RSC Chair will then distribute this letter to the RSC, and the RSC shall indicate, by vote or consensus, whether the body will hear the grievance. Should the Body vote to hear the grievance a specific amount of time should be allotted for discussing the issue. At this time the petitioner may state their grievance, express what redress they would like to have taken and answer any questions the Body may have. If the redress concerns the actions of specific trusted servants, it would be appropriate to allow those trusted servants to respond. After all parties have had an opportunity to speak and/or the allotted time has expired, the RSC shall return to its regular agenda unless a motion is made to suspend the order of the day for the purpose of continuing discussion or to take corrective action. Individual members of the fellowship who are not participants of the RSC and/or directly affected by the actions of the RSC should not use grievance procedures. These members should express their concern through their respective RCMs or ASCs.



## Appendix A-4

### NCRSC Theft Policy

The 11th Concept for NA Service establishes the sole, absolute priority for the use of NA funds: “to further our primary purpose.” The 11th Concept gives the RSC a mandate (on behalf of the NA groups) that calls for total financial accountability. With this in mind, any misuse of funds by regional trusted servants must not be tolerated. Should any RSC participant or regional trusted servant be found to have misappropriated, or misused RSC funds, the presiding officer of the RSC shall, immediately, upon calling the RSC meeting to order, fully disclose the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise their 10th Concept right to redress at this time.

#### **RSC Action**

1. The RSC, once informed of an alleged misuse of funds, may remove the individual(s) involved “with cause” by a two-thirds (2/3rds) vote.
  - a. Should the RSC remove a member with cause, said individual(s) participation within the RSC is immediately terminated.
2. Any member removed by the RSC for misappropriation, or misuse of funds may not hold an elected seat on the RSC or its committees for a period of two (2) years, thereafter.

#### **Restitution**

Individuals removed for misappropriation of funds are expected to make full restitution. Should a member removed for misuse of funds fail to make full restitution, the member may be subject to criminal and/or civil prosecution by the RSO BOD.



## Appendix A-5

### NCRSC Nominations Panel Guidelines

**Purpose:**

The purpose of the NCRSC Regional Nominations Panel (RNP) is to identify qualified and talented persons to stand for election to Regional Service positions at the NCRSC.

**Composition:**

The Panel shall consist of 3-4 people, designated by the Regional Resource Coordinator (RRC) and ratified at the January RSC meeting. None of the members of the panel shall be eligible for election to a Regional Service position during their term on the Panel. The term of the Panel shall be January through June of each year. Panel members may be current Regional Trusted Servants or members of the fellowship at large drawn from the Regional Resource Pool (RRP).

**Qualifications:**

Each member of the Panel must have the following qualifications:

- A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service
- A working familiarity, through current or past service with Northern California Regional Services
- Integrity and impartiality in the candidate review process, as the Panel will use unanimous consent for determining nominees to present to the RSC
- Confidentiality and discretion. Panel discussions/decisions about individual members not unanimously selected by the panel should not be disclosed
- A minimum of four (4) years clean

**Responsibilities:**

The Panel shall meet monthly or as needed. Given the short time frame of the Panel's work, members are encouraged to work via email and/or telephone between meetings. Panel members must maintain active communication with each other throughout the Panel term. They will also need to conduct telephone interviews and liaison with members of the RSC, RSO, and NCCNA. Specifically, Panel members will need to:

- Select a "Panel Leader," who shall facilitate all Panel meetings, coordinate Panel work, and report to the NCRSC as the single point of accountability for the Panel.



- Divide amongst them the responsibilities of contacting all current RSO Board Members, NCCNA Committee Members, NCRSC Administrative Committee Members, and H&I/PR Coordinators whose terms will be expiring. They will ascertain each person's willingness to continue serving in their current capacity, or willingness to serve somewhere else within Regional Services.
- Review Regional Resource Pool (RRP) forms to identify members with the needed skills and willingness to serve in open Regional Service positions.
- Conduct confidential interviews of all qualified persons willing to be nominated by the Panel to a Regional Service position, whether originating from the pool or currently serving in Regional Services.
- Employ proactive measures for reaching out to the fellowship and soliciting RRP submissions. The Panel is encouraged to use creative approaches, such as enlisting pool resources or current RSC Trusted Servants to assist them with staffing "recruiting booths" at fellowship events, to help meet this goal.

**Decision Making:**

The Panel will use unanimous consensus as its decision-making process for nominating candidates. Therefore, if one panel member chooses to "block" a given nominee, that nominee will not be submitted to the RSC for consideration.

**Amendments to these Guidelines:**

These External Guidelines may only be amended by two-thirds vote of the NCRSC. In the event of a conflict between these Guidelines and the NCRSC Guidelines, the NCRSC Guidelines shall take precedence.





## Appendix A-6

### NCRSC Fellowship Services Team Working Group Charter

An important component of the Northern California Region's service system is the role of the Fellowship Services Team (FST) as the single point of accountability for administering all Regional working groups. Our Fifth Concept for NA Service reminds us that, "For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined." Having the FST as the one body that the Northern California Regional Service Committee (NCRSC) can hold directly accountable for the timely and effective completion of all Regional projects helps us to live up to the ideals of the Fifth Concept.

The Eighth Concept for NA Service states that, "Our service structure depends on the integrity and effectiveness of our communications." The spirit of the Eighth Concept is positively reinforced when the FST communicates all working group reports and correspondence. This clear delineation of responsibility and accountability is paramount as working groups in our service system will be staffed with members who are not current elected trusted servants of the NCRSC. Additionally, having the FST assume the administrative burden of reporting frees working group members to focus their talents solely on fulfillment of each working group's defined mission.

Great responsibility comes with this "... single point of decision and accountability...". The FST, as a practical matter, will invest in ensuring the success of all Regional working groups' efforts. In conjunction with the NCRSC Working Group Values, the following points characterize the FST's commitment to the success of Regional working groups:

1. **Clear Expectations:** The FST will clearly communicate their expectations for each working group's performance and expected outcomes. Working group members will be provided with a clear understanding of the group's mission and context for the group's work as it fits in the NCRSC's overall purpose and strategy.
2. **Commitment:** Working group members will be committed to accomplishing the group mission and perceive their service with the group as valuable to NA as a whole. Members can feel excited and challenged by the opportunity to serve on the working group and that their work contributes toward NA's primary purpose.
3. **Confidence:** Each working group's members have the skills and capabilities to address the issues for which their group was formed. Members will be secure in the knowledge that the FST will provide the resources, strategies, and support needed to accomplish the working group's mission. The FST and the NCRSC will demonstrate consistency of purpose in supporting each working group with the necessary human and financial resources to complete their tasks.



4. **Communication:** In keeping with the spirit of the Eighth Concept for NA Service, the FST will report in writing to the NCRSC all developments related to the scope of each group's work, to help members understand the complete context for the group's existence and mission. Working groups will communicate to the FST the anticipated outcomes and timelines for accomplishing their tasks. The FST shall provide regular feedback and direction to help support the working groups.
5. **Coordination:** Each working group will be coordinated by a member of the FST, who will assist the working group to obtain what they need for success. Relationships and interactions between all working groups and the FST will be maintained by each working group's assigned FST Coordinator.
6. **Collaboration:** Working group members will cooperate on setting goals, solving problems, and improving their functioning to accomplish their tasks. In keeping with the NCRSC Working Group Values, members will have the freedom to bring diverse opinions to the table, without fear of reprisal, and will maintain an atmosphere of recovery by embracing conflict resolution, consensus-based decision-making, and decorum.
7. **Creative Innovation:** Working groups will always strive to value creative thinking, unique solutions, and new ideas by embracing a culture that supports members who take reasonable risks. The FST shall remain committed to providing a working group environment that stimulates new thinking about delivering NA services.
8. **Cultural Change:** The team-based culture of working groups represents a change from the hierarchical structure that has traditionally defined NA services. FST remains committed to improving how we recognize, develop, and motivate NA members in providing services everywhere in our service system. The more we change our culture to one of teamwork, the more fellowship will benefit from the work of the team.



## Appendix A-7

### Conference Agenda Report (CAR) Assembly Guidelines

**Purpose:**

A Conference Agenda Report (CAR) Assembly is a gathering of all trusted servants and interested members of NA within the Northern California Region. We come together to provide a forum where information contained in the CAR is presented, discussed and then a group conscience is taken.

**Objective:**

- 1) We come together to grow in unity and to facilitate the development of a regional conscience on the motions presented in the CAR.
- 2) To provide a regional conscience through verbal and written input to our RD and RDA on important aspects of the specific issues contained in the CAR.
- 3) To vote the regional conscience on each motion presented in the CAR.

**Zonal Rotation:**

There will be four bi-annual Zonal CAR assemblies in the Northern California Region. The bi-annual CAR assemblies include both the pre and post conference assemblies. The pre-conference assembly will be held within the months of February, March, or April. The post conference assembly will be held within the months of May, June, or July. There will be one bi-annual CAR assembly in each zone. A zone consists of several areas grouped together geographically. Each area within a zone will rotate hosting the bi-annual CAR assemblies. In order to have more consistent participation and achieve our objective the bi-annual CAR assemblies will take place in the same area, preferably in the same location. The rotation of the areas within a zone occurs automatically in alphabetical order.

**Zone 1**

- 1) Humbolt Del Norte
- 2) Lake Mendocino
- 3) 916 North
- 4) Shasta
- 5) Sonoma

**Zone 3**

- 1) East Bay Central
- 2) East Bay North
- 3) Marin
- 4) San Francisco

**Zone 2**

- 1) American River
- 2) Contra Costa
- 3) Napa Solano
- 4) Sierra Foothills
- 5) Santa Cruz

**Zone 4**

- 1) Greater San Jose
- 2) Mission Peak
- 3) Monterey
- 4) Peninsula



### **Budget:**

Each zone may spend a maximum of \$500 for their bi-annual CAR assemblies. The total RSC cost annually will be a maximum of \$2000. Budgeted cost includes Facility cost and fliers for all meetings within the zone. The fliers must be distributed 2 months prior to the assembly and the number of fliers will be determined by the number of meetings and/or groups within the zone. Copies of all pertinent information needed for the assemblies will be provided by the RSC, at additional cost, above the \$2000 budgeted for the assemblies. The content of this information will be determined by the RD and RDA and will be consistent at all assemblies.

### **Responsibilities:**

#### **Regional Delegate**

- 1) Sets the agenda for the CAR assembly and provides the attendees with the necessary information to develop an informed group conscience.
- 2) Arranges the issues and motions in the CAR so that they are broken down into logical groups for discussion.
- 3) Delegates discussion group leader responsibilities to pre-designated individuals.
- 4) Listens closely to the perspectives of all attendees.
- 5) Performs misc. tasks as needed.

#### **Regional Delegate Alternate**

- 1) Coordinates with the local RCM of the hosting areas to arrange dates and locations of the CAR assemblies.
- 2) Ensures that the assemblies stay within the budget.
- 3) Ensures that the assembly location can seat all attendees, has adequate space for the discussion groups and that it has all the necessary equipment.
- 4) Ensures that the flier for the assemblies is produced in time to be distributed 2 months prior to the assembly.
- 5) Performs misc. tasks as needed.

#### **Regional Service Committee Chairperson or Vice-chair**

- 1) Facilitates the CAR assemblies, ensuring that the discussion stays on track at an appropriate pace while protecting the rights of individuals to be heard.
- 2) Performs misc. tasks as needed.

#### **Host Area RCM**

- 1) Coordinates with the RDA to arrange the dates and location of the CAR assemblies within their zone.
- 2) Distributes fliers to all areas within the zone 2 months prior to the assembly.
- 3) Works with the host area or areas within the zone to put on an event, if the area desires, in conjunction with the CAR assembly. Financially supported by the area or areas involved.
- 4) Performs misc. tasks as needed.



### **Discussion Group Leader**

- 1) Provide the group with information on the issue to be discussed, i.e. read issue and/or provide background information.
- 2) Keep the discussion rolling encouraging participation of all points of view.
- 3) Remain as unbiased as possible.
- 4) At the end of the group, the group picks a representative from the group to present a summary of what was discussed (if applicable).

### **Registration packet:**

- 1) Copies of all pertinent information will be provided by RD and RDA. Some examples of this may be, CAR or portions of the CAR; results of the motions in the CAR from the WSC; agenda for the day; voting sheets and name tags.

### **Structure:**

All 4 Zonal CAR assemblies will have the same structure. The RD and RDA will determine the structure of the assemblies. The structure will include but not be limited to:

- 1) Presentation of CAR motions to entire assembly. At the pre-conference assembly these will be the motions contained in the CAR. At the post-conference assembly these will be the results from the WSC.
- 2) Discussion Groups will be facilitated discussions with a pre-designated leader designed to allow questions, debate, and input on the motions and/or issues being discussed.

### **Voting:**

To provide every member of the Northern California Region of NA the opportunity to participate in the group conscience of the region. This can happen at home groups or in attendance of (1 of 4) Conference Agenda Report assemblies or online. Any member in attendance at a Conference Agenda Report (CAR) assembly may vote as an NA member. It is asked that a member vote only once. Voting will be totaled by the RSC FST after the final assembly. Results of the written and on-line ballots will be given at the final RSC before the WSC.



## Appendix B-1

### FST Regional Resource Pool Administration Policy

1. Purpose of the Regional Resource Pool:

The Regional Resource Pool (RRP) is a database containing contact information, service history, relevant skills, and availability of NA members who have expressed an interest in volunteering for projects or “task-based” service on behalf of the FST. The RRP will also be used as a resource for identifying potential candidates to stand for election to various regional services positions.

2. Submissions

Regional Resource Pool forms may be accessed and filled out online by members of the fellowship, through the Northern California Regional website, [www.norcalna.org](http://www.norcalna.org). Pool forms will also be commonly made available to the fellowship, through distribution of hard copies at RSC or by download from the “NCRSC Forms” section of the NCRSC Yahoo Group. Hand completed forms may be either scanned and e-mailed to the [RRC@norcalna.org](mailto:RRC@norcalna.org) or delivered to RSC. Clean time criteria for eligibility to serve in the regional pool is one (1) year.

3. Administration:

The regional Pool Database shall be administered and maintained by the Regional Resource Coordinator. Copies of all pool submissions, whether electronically submitted, or “hard copy,” shall be provided to the Regional Resource Coordinator. The pool database will be kept in a simple, universally accessible format (e.g., Microsoft Excel) that can be easily shared amongst the members listed in Section 4 below.

4. Access to Pool Data:

As personal contact information is kept on RRP forms, access to the Pool Database will be limited to the following persons, all of whom need go through the Regional Resource Coordinator as the designated Single Point of Accountability for the pool:

- All members of the FST
- Currently seated members of the Regional Nominations Panel (RNP)
- President/Vice President of the NCRSO Board of Directors (BOD)
- Chairperson/Vice Chairperson of NCCNA

At their discretion, the NCRSO BOD President/Vice President or NCCNA Chair/Vice Chair may choose to share select RRP forms of members possessing qualities/skills that may meet an identified need for their committee. However, caution should be applied in preventing personal information from being too widely disseminated.



5. Maintenance:

In order to keep information current and an acceptable number of candidates in the pool, each form will be active for a period of at least one year, not to exceed two years and expire on December 31 following a period of more than 12 months and up to 24 months on file. Between October 1 and December 1 just prior to the expiration of each pool form, the Regional Resource Coordinator shall email the existing form on file to everyone for updates. Members of the Pool that have not responded by the expiration of their form will be purged to an "archive" file that will be maintained for 6 months before the archive file is destroyed. If there are no updates, the old form will be rolled over. If the listed form of contact is telephoning the appropriate individuals of the Pool, will be asked to submit an updated pool form.

6. Amendments to this Policy:

This policy may be amended by unanimous consent of FST. However, the FST must present the amended policy to the next regularly scheduled meeting of the NCRSC. The NCRSC retains the final authority to reverse or modify changes made to this policy.

7. Amendments to the RRP Form:

The Regional Pool form (RRP) May be amended by unanimous concurrence of the FST.



## Appendix B-2

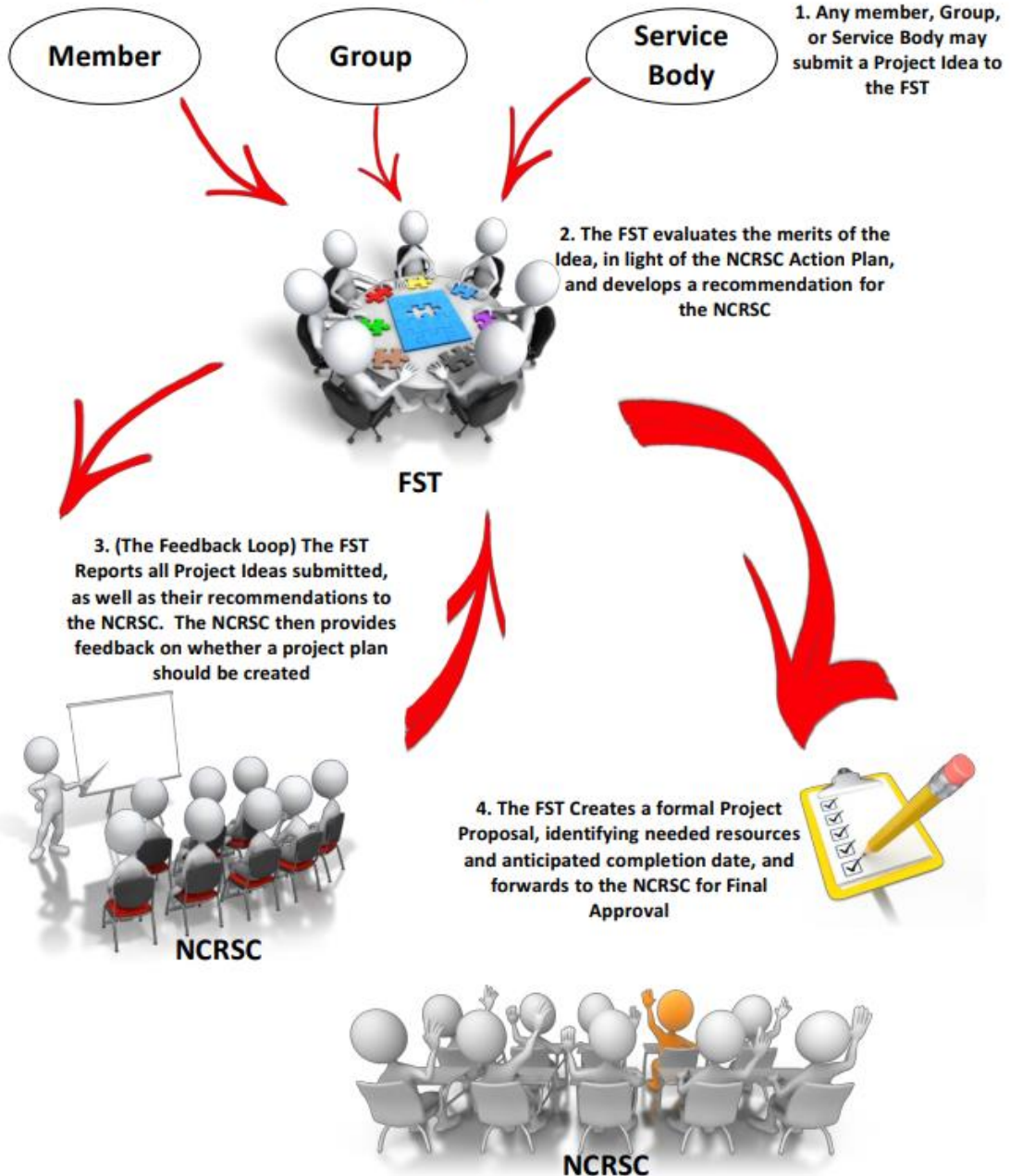
### FST Process for Projects

1. Any NA Member, Group, or service entity within the boundaries of the Northern California Region may submit a Project idea to the FST. This does not have to be via a Project Proposal form, however, it is strongly suggested that the idea be as specific as possible to allow the FST an understanding of what's being asked for, and what resources may be needed, to fulfill the project.
2. The FST shall regularly review all Project Proposal submissions and make a recommendation to the NCRSC based on the following considerations:
  - Does the proposal have sufficient value/merit to warrant the allocation of Regional human and financial resources?
  - Could the proposal be acted upon in the current fiscal cycle without diverting the RSC from the approved action plan?
  - Is the proposal of such significance, or requiring urgent action, that it should be adopted even if it has adverse effects on the approved action plan?
  - Is the proposal deemed non-critical, but potentially a good idea that could possibly be considered for the following cycle's action plan?
  - Does the proposal more appropriately belong with another service body (e.g. NCCNA, BOD, NAWS)?
  - Is it felt that the proposal does not have support and therefore no action should be taken?
3. The FST will report all project proposal submissions regularly to the NCRSC, along with their recommended action based on the considerations above.
4. Should the FST recommend action on a project proposal, a formalized project proposal form will be created by the FST and submitted to the NCRSC for Approval.
5. The NCRSC may also direct the FST to create a formal Project Proposal for adoption of any project; regardless of the recommendation of the FST.





## FST Process for Projects





## Appendix B-3

### FST Process for Travel Requests

The FST has developed a process to assist areas in the facilitation of various workshops and presentations. Travel requests are not budgeted for and are contingent on fellowship funds which are set aside for fellowship development. Funds for travel requests are to assist the facilitator with travel expenses and supplies as needed.

1. Travel request forms are available at [www.norcalna.org](http://www.norcalna.org), at the RSC, or through your RCM.
2. The FST reviews all travel requests monthly at FST meetings, before the RSC; in the event there is an off month at the RSC, the FST Vice-Chair will submit your request to the team for review.
3. Travel Requests are approved depending on whether there are funds available and qualified service members to facilitate such requests.
4. Please allow sufficient time for your request to be reviewed and when possible, submit at least 2 dates to choose from.
5. The FST Vice-Chair oversees all travel requests.
6. The NCRSC offers various workshops and presentations of which you can find on the Northern California Region NA website as listed above under "Regional Presentations".
7. The FST Vice-Chair will report on all travel requests at the next RSC meeting as well as the outcome of such requests.

#### VIII. 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.



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

1. The FST and NCRSC Guidelines may only be amended by a two-thirds (2/3rds) majority vote of the NCRSC, 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

Motion 09-04-23 passed, History & Archive

Motion 01-24-24 DEEP DIVE FST/NCRSC (Guideline Working Group) updated