



# **FLORIDA REGION**

## **NARCOTICS ANONYMOUS**

# ***GUIDE TO***

# ***FLORIDA REGIONAL SERVICE***

**JULY 2016**

## ***PURPOSE***

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The purpose of regional services is to support the Areas and Groups in their primary purpose, by linking them together within the Region. Regional services assist Areas and Groups with issues and topics of interest to their areas and encourage the growth of the fellowship through Area Support Group meetings, project driven workgroups and consensus based decision making.

# Guide to Florida Regional Service

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## *TWELVE TRADITIONS*

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose, there is but one ultimate authority, a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose - to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## ***TWELVE CONCEPTS***

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never government.

## **COMMON TERMS/DEFINITIONS**

**Conference** - refers to the formal meeting of the Florida Regional Service Committee (FRSC) that occurs on the third Sunday of January, March, May, July, September, and November each year. (unless otherwise indicated)

**Facilitator** - title formerly known as FRSC Chairperson. This is intended to better describe the task performed by the RSC Conference Leader.

**Co-Facilitator** - title formerly known as FRSC Vice-Chairperson. This is intended to better describe the task performed by the RSC Conference Co-Leader.

**Human Resource Panel (HRP)** - describes the workgroup that collects Human Resource pool forms, maintains human resource records, assists in selection of project participants, elected trusted servants positions, and maintains/updates the Guide to Florida Regional Service as necessary.

**Coordinators** - title describes individuals' assigned specific tasks whereby the coordinate resources for a particular type of activity. Below is a list of approved resource coordinators:

**H&I Resource Coordinator** - coordinates resources & support for Hospitals & Institutions activities and events.

**PR Resource Coordinator** - coordinates resources & support for Public Relations activities and events.

**Technology Resource Coordinator** - coordinates resources and support for all internet and related technologies.

**Corrections Resource Coordinator** - coordinates resources & supports for all Corrections activities.

**Leader** - describes the individual who leads the Human Resource Panel, individual projects, and Fellowship Development Group. (ex: Human Resource Panel Leader is the equivalent of "chairperson," same applies for Fellowship Development Group "Leader")

**Member** - describes the individuals who are active participants of the Human Resource Panel, Individual Projects, and Fellowship Development Group.

**Project** - describes a select activity of the Fellowship Development Group whereby Leaders and Members complete a necessary task via a workgroup toward a desired goal.

**Fellowship Development Group** - describes the group that meets on Saturday of the RSC weekend and discusses, selects, determines, and prioritizes projects to be accomplished by workgroups. This group is open to any member of the Florida fellowship.

**Human Resource Pool Forms** - describes a form used by the Florida RSC to gather current and accurate information about willing trusted servants who would like to participate in regional service in one form or another.

**Workgroup** - describes a group of trusted servants selected from the Human Resource Pool Forms to complete a project from beginning to end.

**Roundtable Discussion** - describes one method used to arrive at a consensus decision during the Fellowship Development Group process.

**Straw Polls** - describes a simplified procedure used to arrive at a consensus based decision in business meetings.

**Area Support Group** - meeting held each Saturday of the Florida RSC facilitated by the Fellowship Development Leader and Co-Leader. All area and regional trusted servants are encouraged to participate and discuss issues and topics of interest to their areas.

**Guide to Florida Regional Service Group** - meeting held each Saturday of the Florida RSC facilitated by a member of the Human Resource Panel. All RCM's and other regional trusted servants are participants. This group reviews pending proposals to assess their viability as it relates to the traditions and concepts and may make recommendations.

**Consensus Based Decision Making** - is a method in which a group of likeminded individuals come to a decision facing the group. It eliminates the need for voting, but, when an individual has an opposition, they may bring it to the group, and they may discuss the issue to come to a decision.

## **REGIONAL WEEKEND SCHEDULE**

<b>Friday – Welcome</b>	
10pm – 11pm	Recovery Meeting (suggested)
<b>Saturday - Recovery Meeting</b>	
7am – 8am	Just For Today (suggested)
<b>Saturday - Fellowship Development</b> The agenda may be modified as needed. Everyone should be present at 9am.	
9am – 12:30pm	Orientation / Work groups/ Fellowship Development Group
12:30pm – 2pm	Lunch on own
2pm – 4pm	Fellowship Development Group (continued) / Workgroups as needed
<b>Saturday - FRC Board and HRP</b>	
10am – 2pm	FRCNA Board Meeting / HRP Meeting and Interviews
<b>Saturday - RSC Administrative Meeting</b>	
12:30pm – 2pm	Administrative Meeting (as necessary)
<b>Saturday - GTFRS Meeting</b>	
4pm – 5pm	Guide to Florida Regional Service Group Meeting
<b>Saturday - Communication Meeting</b>	
5pm – 6pm	Fellowship Development / HRP
<b>Saturday – Evening</b>	
6pm – 8:30pm	Dinner on own
8:30pm – 9:30pm	Recovery Meeting (Speaker)
9:30pm – 12am	Activity / Event TBD
<b>Sunday - Recovery Meeting</b>	
7am – 8am	Just For Today (suggested)
<b>Sunday - Florida Regional Service Conference</b>	
9am – 3pm	Florida Regional Service Conference
*This schedule occurs in January, May, July, September and November. March, in odd years is reserved for the Florida Service Symposium (Thursday, Friday and Saturday). March, in even years is reserved for the GSR Assembly (Friday & Saturday).	



# **INTRODUCTION TO FLORIDA REGIONAL SERVICE**

## ***PURPOSE***

The purpose of regional services is to support the Areas and Groups in their primary purpose, by linking them together within the Region. Regional services assist Areas and Groups with issues and topics of interest to their areas and encourage the growth of the fellowship through Area Support Group meetings, project driven workgroups and consensus based decision making.

## ***VISION STATEMENT***

To better serve Areas, their member groups and individual addicts; to allow more widespread participation by more individual members; and to more fully utilize available human resources.

## ***DEFINITION***

Regional Service Committee (RSC) is a Committee made up of the RCM's from the Florida Region. This Service Committee is designed to provide service to its member Areas. An ASC and RSC are similar in nature and purpose, but their respective functions are slightly different. While an ASC serves the common needs of its member Groups, the Florida Region serves three basic functions:

- The primary function of the RSC is to unify the Areas within the Region
- The secondary function of the RSC is to carry the message of recovery through the actions of the Fellowship Development Group and its defined workgroups.
- The third function of the RSC is to contribute to the growth of NA both by initiating much of the work to be finalized at the World Service Conference and by helping our World Services.

The RSC Conferences are held on the third Sunday of the following months: January, May, July, September and November and March in even years. In the odd year, it will be held the fourth Sunday to facilitate the Southeastern Zonal Forum's attendance at the Florida Service Symposium. The RSC Conferences are to be held to a two-day function. (No Friday workgroup or group meetings or board meetings.) The RSC meeting shall not be held at any Recovery Weekend, Mini-Convention, etc., or in the same area it is being held.

## **PROCEDURES**

### ***ATTENDANCE***

- Any area that meets the criteria established in the “Guide to Local Services” pages 47, 48 & 49, is automatically a member of the RSC.
- Any new Area that comes to the RSC may be recognized that day.
- Any RCM or other elected Trusted Servant leaving the RSC before its end should notify the Secretary team upon leaving.

### ***VOICE***

The following have a voice on the RSC floor:

- Administration Workgroup
- RCM’s and Alternates, or authorized Area substitute
- Fellowship Development Leader and Co-Leader
- Human Resource Panel
- Resource Coordinators
- FRC Board President or designee
- RSO Board President or designee
- The FRC Board Chief Financial Officer in matters concerning FRC Inc. finances
- Former RSC RD, AD, Chair, Vice-Chair, Facilitator, Co-facilitator at the discretion of the Facilitator

### ***MEETING FORMAT***

Meeting should start at 9:00 a.m.

- Opening Prayer
- Read Twelve Traditions
- Read Twelve Concepts
- Read Purpose and Definition of an RSC
- Open Floor to any member of NA
- Roll Call/Introduction of New Members
- Secretary’s Report
- Treasurer’s Report
- RCM Reports
- Recess for said time period (optional)
- RD/AD Report
- Fellowship Development Group Reports
- HRP Report
- FRC & RSO Board Reports
- Recess for said time period (optional)
- Old Business
- Elections of New Officers (if necessary)

- New Business
- Review of the Business of the Day
- Plans for next meeting are discussed
- Closing Prayer

## ***CONSENSUS BASED DECISION MAKING***

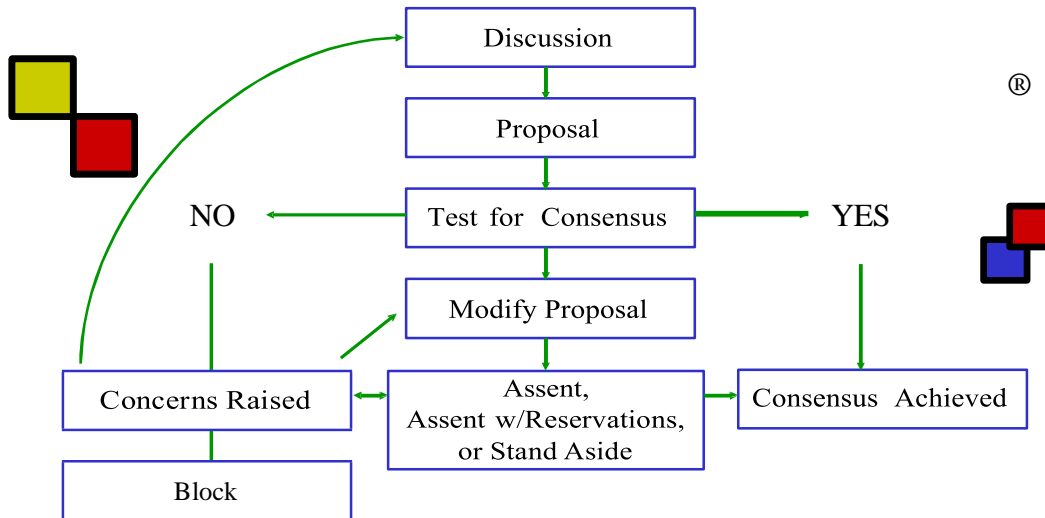
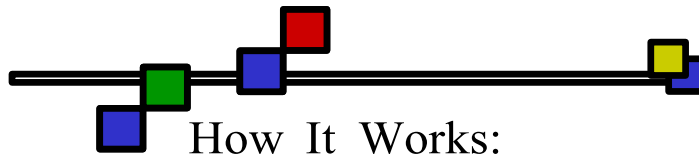
A working definition of consensus:

Consensus is a process by which a common mind of the meeting is sought about the wisest way to move forward on a particular issue at the time. It is derived from the Latin words *con* meaning “with” or “together with” and *sentir* meaning to “think” or “feel”. So, “*consensus*” means to “*think or feel together.*”

Consensus Based Decision Making is:

- A cooperative process for making decisions in which everyone consents to the decisions of the group
  - Not everyone’s first preference necessarily, but true consent
  - Decisions should reflect the integrated will of the whole group
  - Preserves the interests and integrity of all participants
- A problem-solving orientation for people who wish to work together
  - Not a process for determining whose ideas are best, but searching together for the best solution for the group
  - A questioning process, not the “okey-doke”
  - The decision is in this room — our job is to find it
  - Have respect and enjoy creative conflict

Below is a diagram of the flow of conversation and decision making:



**Discussion of the item:** Discussion takes place here as well as in your home groups or over coffee. The item is discussed with the goal of identifying opinions and information on the topic at hand. The general direction of the group and potential proposals for action are often identified during the discussion.

**Formation of a proposal:** Based on the discussion, a formal decision proposal on the issue is presented to the group. It should be written down and projected so we're clear on what is being discussed.

**Test for consensus/Straw poll:** Thumbs up or down - to find degree of support and concerns of those opposed.

**Identification and addressing of concerns:** If consensus is not achieved, each dissenter presents his or her concerns on the proposal, potentially starting another round of discussion to address or clarify the concern.

**Modification of the proposal:** The proposal is amended, re-phrased in an attempt to address the concerns of the decision-makers. The process then returns to the call for consensus and the cycle is repeated until a satisfactory decision is made.

**Call for consensus:** The facilitator of the decision-making body calls for consensus on the proposal. Each member of the group usually must actively state their agreement with the proposal, often by using a hand gesture or raising a colored card, to avoid the group from interpreting silence or inaction as agreement. The decision reached by consensus takes into account the insights of all members. The process ensures that issues are fully aired and that all members feel they have been adequately heard. Decisions are taken not

simply because one more than 50% of members are in favor of a proposal, but because all agree to a way forward. Some may feel that it's not necessarily their first option, but ALL can support it and commit themselves not to undermine the decision.

***TRUE CONSENSUS** is not the same as unanimity. We must be careful to recognize that real consensus arises out of real community, and often only through real tension as people express their insights with passion and integrity, and yet with respect for really hearing others' points of view.*

Ideally,

- Concerns and reservations will be identified and addressed through the consensus based decision-making process.
- When the call for consensus on a proposal is made, you should **ASSENT** if you support the proposal, all things considered.
- Assent does not indicate that you may agree with every aspect of a proposal, but that you...
  - Have heard the discussion
  - Have had a chance to participate in the process of finalizing the proposal
  - Are prepared to support the final proposal

**Assent:** This means that you support the proposal, all things considered. It may not mean that you are in agreement with every aspect, but that you have heard the discussion, have had a chance to participate in the process of finalizing the proposal, and are prepared to support the final proposal. Assent is signified by raising your Area's table card and remaining silent.

There are three degrees of *dissent*:

- Assent with Reservations - I have some concerns that need to be heard.
- Stand Aside - I have concerns but will not stop the group from moving forward.
- Block - I have a serious issue with the proposal based on traditions or concepts and will not give my consent.

**Assent with Reservations:** Group members who are willing to let a motion pass but desire to register their concerns with the group may choose "assent with reservations." If there are significant reservations about a motion, the decision-making body may choose to modify or re-word the proposal. This option is not materially different from the assent option but is a way of giving addicts a place to stand when they do not need to object more strongly, but they want to note that they have reservations. Assent with Reservations by raising your hand and, when called on by the facilitator, simply saying "Assent with Reservations." The assumption is that the reservations have been heard already, and you are simply noting that you can support the proposal and continue to have these reservations.

**Stand Aside:** A "stand aside" may be registered by a group member who has a "serious personal disagreement" with a proposal, but is willing to let the proposal pass. Although stand asides do not halt a proposal, it is often regarded as a strong "nay vote" and the concerns of group members standing aside are usually addressed by modifications to the

proposal. Stand asides may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal. Should there be a sizable number of Stand Asides (20% of the groups present), this will indicate a consensus too weak to adopt the proposal. The proposal is then either dropped or delegated to the maker of the proposal or an Ad Hoc Committee for reworking.

**Block:** Given that a proposal can be defeated by a sufficient number of Stand Asides, the Block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal or that some very fundamental moral position of the participant is violated. An addict who blocks must be able to articulate which Tradition or Concept or Spiritual principle fundamental to NA is violated by the proposal. Unanimity minus 20 % gives the ability of RCM's to actively block a decision.

## ***ADMINISTRATION WORKGROUP***

This Group consists of the following: RSC Facilitator, RSC Co-Facilitator, RSC Secretary, RSC Alternate Secretary, RSC Treasurer, RSC Alternate Treasurer, Regional Delegate, Alternate Delegate, HRP Leader, Fellowship Development Leader and Co- Leader. This body serves as a workgroup in addition to the member's other duties to:

- Serve the administrative needs of the Region
- Coordinates the RSC weekends with rotation to all member areas
- Plans and implements the GSR Assembly
- Plans the Bi-Annual Florida Service Symposium
- Conducts and internal audit of the accounts of the FRSC when the Treasurer completes or leaves office
- Audits the treasury accounts on a quarterly basis

### ***Qualifications***

As well as holding no other regional-level service commitments by the time they assume their duties, the Administration Workgroup member should demonstrate the following:

- Trustworthiness - integrity and the ability to provide leadership (as discussed in our Fourth Concept).
- Ability to organize, direct and motivate.
- Discretion - the ability to fulfill their responsibilities with the Region's confidence that confidential information will be protected.
- Experience - members should possess previous regional service experience.
  - Regional Delegate and Alternate Delegate should have two years regional experience.
  - All other administrative workgroup members should have a minimum of one year regional experience.
- Ability to read English.
- Ability to communicate electronically.
- Full disclosure of previous service commitments not fulfilled.
- A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.
- Clean Time Requirements.

Position	Clean Time Requirement
RSC Facilitator	4 years
RSC Co-Facilitator	4 years
RSC Secretary	3 years
RSC Alternate Secretary	3 years
RSC Treasurer	4 years
RSC Alternate Treasurer	4 years
Regional Delegate	10 years



Alternate Delegate	10 years
HRP Member; Leader & Guide	8 years
Fellowship Development Leader	6 years
Fellowship Development Co-Leader	6 years
IT Resource Coordinator	4 Years
Resource Coordinators	3 Years

## ***Duties and Responsibilities***

### **Facilitator**

- Presides over all meetings of the Florida RSC.
- Maintains a line of communication between the FRSC and any/all Areas throughout the year.
- Guides the Consensus Based Decision Making process.
- To be absolutely fair and impartial.
- To refrain from discussing a proposal when presiding.
- Co-signer on all bank accounts of the Florida RSC.
- In conjunction with the RSO, coordinates and keeps records, files and archives of the Region.
- When an RCM misses two or more meetings, the Facilitator contacts the RCM and investigates the matter.
- Is the contact for an attorney used for any legal services.
- This is a two-year commitment.

### **Co-Facilitator**

- Performs all duties and has all responsibilities of the Facilitator in their absence.
- Liaison between all elected Trusted Servants to assist in proper communication functioning between trusted servants, work groups and members, per RSC Guidelines.
- Attends as many Area Service meetings as possible.
- Co-signer on the Florida RSC bank account.
- To keep track of proposals requiring future action by the RSC, to make sure that these items come up at those future times and do not fall through the cracks.
- This is a (2) two-year commitment.

### **Secretary**

- Responsible for a written record of RSC meetings.
- Keeps a mailing list of all RSC trusted servants and RCM's.
- Responsible for typing minutes so they can be mailed or emailed out at least two weeks following each RSC meeting. Minutes are to be delivered to Administrative Committee members, Regional Delegate, Alternate Delegate, RCM's from each area, Fellowship Development Group Leader and the FRC and RSO Presidents at the RSC's expense. Any others requesting minutes should

- purchase them from the RSO at cost or download them from [naflorida.org](http://naflorida.org), the FRSC's official website.
- Co-signer on the Florida RSC bank account.
  - Shall maintain possession of the log in and passwords etc. for the RSC Web Page.
  - This is a two-year commitment.

#### **Alternate Secretary**

- Works closely with the RSC Secretary.
- Has the same responsibility as RSC Secretary (see above).
- Is not a co-signer on the Florida RSC bank account
- Attends the Guide to Florida Regional Service Group meeting.
- This is a (2) two-year commitment.

#### **Treasurer**

- Keeps an accurate record of all transactions, including receipts for income and disbursements.
- Prepares a financial report due at each RSC meeting, including a copy of the bank statement and quarterly reports.
- Disburses money as per group conscience of the RSC.
- Collects all donations from Groups, Areas, individuals or workgroups.
- As part of the Administration Workgroup, will make an annual projected budget with suggested prudent reserve at the end of term.
- Presents actual expenditure reports with expenses for the past 12 months of the Administration Workgroup, Fellowship Development Group and the RD/AD Team each November, that will be reported in the November RSC minutes.
- May not be allowed to serve as RSO BOD Treasurer or FRC CFO simultaneously with this position.
- This is a two-year commitment.

#### **Alternate Treasurer**

- Works closely with the RSC Treasurer.
- Helps Treasurer prepare (or in the absence, prepares) a financial report due at each RSC meeting, including a copy of the bank statement and quarterly reports.
- In the absence of the Treasurer disperses money per group conscience of the RSC.
- Assists in the collections of donation from Groups, Areas and individuals,
- As a part of the Administration Workgroup, will assist in preparing an annual projected budget with suggested prudent reserve at the end of the term.
- Not a signer on the RSC bank account.
- This is a (2) two-year commitment.

### **Regional Delegate (RD)**

- The primary purpose of the RD is to link the Region with the World.
- Presents minutes of the World Service Conference, information from the World Service Office, Inc., or other Regional news or information available (Conventions, Conferences, etc.) or from *The NA News* or *The NA Way*.
- Attends all Regional Service Committee meetings.
- Attends as many Area Service Committee meetings as possible.
- Attends as many Southeastern Zonal Forum meetings as possible.
- Attends World Service Conference.
- Attends Worldwide Workshops as possible.
- Attends as many Regional functions as possible.
- Member of the Regional Administration Workgroup.
- Member of the Fellowship Development Group.
- Able to accept nominations to become a member of Human Resource Panel, Co-Facilitator, World Board or invitation as a member of WSC Project workgroup.
- This is a two-year commitment.

### **Alternate Delegate (AD)**

- Works closely with the RD.
- Has the same responsibilities as RD (see the above-noted).
- Will not accept any nominations on the World level upon election.
- Develops, coordinates, and facilitates the Florida GSR Assembly and the Florida Service Symposium Weekends.
- Plans the Southeast Zonal Forum Weekends (when hosted by the Florida Region).
- Coordinates the site selection for the RSC weekends.
  - FRC will review the contract.
  - RSO President will sign the contract.
- This is a four-year commitment.

## ***NOMINATIONS & ELECTIONS - Parliamentary Procedures***

### **Nominations**

- Nominations should be solicited from the RCM's and the Human Resource Panel.
- An explanation from the Guide to Florida Regional Service is needed to establish responsibilities for each position, per office.
- The position is announced, and nominations are taken.
- Each nomination must be seconded.
- In case of only one nomination, a vote requiring two thirds is taken; if not two thirds, the position goes back to the RCM's for further nominations.
- After accepting nominations from RCM's, the Facilitator will ask the floor if there are further nominations.
- Each nominee must be present and must have completed a Human Resource Pool Form. Verbal qualifications will be given at this time to the RSC body.

### **Voting Quorum**

- Official quorum must be reached when elections are called.
- Official quorum is more than half of the Areas on the current Roll Call of the RSC.

### **Elections**

- RCM's and Facilitator in case of a tie vote by paper ballot.
- The election of Co-facilitator to Facilitator, Alternate Secretary to Secretary, and Alternate Treasurer to Treasurer (votes of acclimation) and Fellowship Development Co Leader to Leader is held in May. Officers to assume the duties of the office at the end of business at the July RSC, except when filling a vacant position.

The nominations for positions above get a priority vote of confidence requiring a two thirds (2/3) majority; if not received, those persons become nominees for their respective positions.

- The election of Co-Facilitator, Alternate Secretary, Alternate Treasurer, and Fellowship Development Co-Leader is held in July. Nominations solicited throughout the year and will be brought to the RSC in July and elections are held the same day.
- Elections of Resource Coordinators and positions within Boards are held in September.
- The elections of Delegate and Alternate Delegate will be held on odd years. Elections will be held in May. Officers assume duties at the end of business at the July RSC.
- When there are more than two nominations and no candidate gets clear majorities, the succeeding procedure will be followed: A vote will be taken. The nominee with the least amounts of votes will be eliminated. The process is continued until there are two nominees. The one with the most votes is elected.
- Upon election, all RSC elect positions must resign any other position which would give them another voice on the Regional Floor.
- Elected RSC positions assume the duties of office at the end of business day, with the exception of votes of acclimation, item 2, above.
- When someone runs uncontested for a RSC Elect Board position and loses that election, they cannot be elected to that board by a board election that same year.

## ***REMOVAL OF TRUSTED SERVANTS***

### **Voluntary**

Given in writing to the RSC Facilitator prior to the next RSC meeting.

### **Involuntary**

- Two consecutive meetings missed.
- Relapse during term of office.

### **Impeachment and Removal by Vote**

This is needed in case non-compliance with Traditions, or failure to perform duties and responsibilities.

- The individual will be given written notice by the Facilitator at least

- seven days prior to the RSC meeting.
- The motion for removal will be presented with said due cause.
- The respondent is given time for rebuttal.
- A vote is taken.
- A two-thirds majority is needed for impeachment.

## ***REPORTS***

### **RSC**

All reports are limited to ten minutes per report; all reports are to be written or typed. RCM's written reports may include information on Area Sub-Committees and other information about the Areas. It is the option of the RCM to give their report verbally. RCM's will be expected to turn in updated meeting lists with their bi-monthly reports. All RSC requested reports submitted on the RSC floor will be included in the RSC Minutes/reports for that month.

### **Yearly**

- Treasurer compiles a yearly report consisting of the past years activity, including the Convention Financial Statement.
- The Fellowship Development Group Leader and the Human Resource Panel Leader and Resource Coordinators compile reports consisting of the past year's activity, accomplishments, specific problems, situations, financial records, (last years budget, last year's actual and this year's proposed budget,) and an annual work plan, (goals for the year).
- RCM's compile Area reports consisting of the following:
  - Number of meetings, H&I, Groups and total number of meetings.
  - Sub-Committee activities.
  - Major accomplishments.
  - Specific problems or situations.
  - Plans for the coming year.

## **ADDITIONAL RSC GUIDELINES**

### ***FINANCIAL***

- Two signatures are required on all checks issued by the Florida RSC.
- The RSC will maintain a bi-monthly prudent reserve in the amount of \$8,000.00.
- After paying our bills and establishing a prudent reserve, any money left over will be forwarded to the next level of service.
- Each member of the Administration Workgroup and Resource Coordinators shall receive a stipend of one hundred fifty (\$150.00) per RSC for travel expenses.
- No person shall receive more than one travel expense per RSC, even though such person might serve as Leader for more than one workgroup.
- The RSC will pay for airfare and per diem for the Alternate Delegate to attend the World Service Conference. Other RD/AD travel will be consistent with expense

procedures contained in the NA Guide to World Services, which will include; travel to and from airports, parking, air fare, tolls, per diem (\$45.00 per day), mileage reimbursement at 1/2 the prevailing IRS rate if privately owned vehicles are driven out of state. Service travel, which is travel other than the RSC weekend attendance, shall be approved by the Florida RSC as deemed necessary. NA World Services will pay for airfare, hotel and per diem for the Regional Delegates to attend the World Service Conference.

## ***MISCELLANEOUS***

- A project may be created at the discretion of the RSC Administration Workgroup. Members of the workgroup(s) may be appointed by the RSC Facilitator and/or Human Resource Panel.

## **ZONAL FORUM, GSR ASSEMBLY AND SERVICE SYMPOSIUM GUIDELINES**

### ***SOUTHEASTERN ZONAL FORUM***

#### **Purpose**

The purpose of attending the Southeastern Zonal Forum (SEZF) is to provide for the Florida Region to interact with our neighboring regions in the southern United States. To share experience, strength and hope; to gain insight as to the problems, situations, and successes of the other regions, and to promote the unity of Narcotics Anonymous as a whole.

#### **Attendance**

- Regional Delegate
- Alternate Delegate
- For the biennial CAR Workshop, any interested Regional Resource Coordinator, or RCM. Notification at the November RSC of intentions to attend is required, in order to facilitate room reservations.
- The SEZF CAR Workshop will be held in Georgia, and rotate all other SEZF meetings. The agenda for the CAR workshop will be set by the hosting region.

- For all Zonal's other than the CAR Workshop, Regional funded attendees will be approved by the Region, prior to each Zonal. Potential attendees will be recommended by the Regional Delegate based on the upcoming SEZF agenda.
- The SEZF will meet on the first weekend in January and June. Informal meetings may happen as needed.

### **Responsibilities**

- To attend as many meetings as possible.
- To report to the Florida RSC any pertinent information received at the Forum.
- When the SEZF meets within the Florida Region, the RSC will provide a Facilitator and Secretary, other than the RD and AD, to facilitate the business meeting on Sunday.
- The cost associated with the Zonal Weekends shall be split among the member regions of the zone.

### **Budget**

- Van rental
- Miscellaneous expenses - copying, telephone, not to exceed \$50.00 per Zonal
- Room expense for Regional Delegate and Alternate Delegate not to exceed current Travel Allowance by the Florida RSC
- If enough qualified members attend to warrant it, extra rooms may be acquired at the same rate.

## ***GSR ASSEMBLY***

### **Purpose**

The annual GSR Assembly is a meeting of all the GSR's and RCM's in the Florida Region. We come together to meet, grow in unity, and arrive at a regional conscience on a variety of issues locally and globally in NA. It is a key ingredient in the maintenance of the NA groups' final responsibility and authority for our fellowship's services, spoken of in our Second Concept.

### **Objectives**

- To get as much participation and representation from as many groups as possible throughout the region.
- To inform the members of Narcotics Anonymous in our Region about the structure, functions, and importance of Regional and World Services.
- To arrive at a regional conscience on each motion presented in the Conference Agenda Report (CAR) for the annual meeting of the World Service Conference (WSC) of NA.
- To provide verbal and written input to our conference delegates on important aspects of the specific issues.
- To discuss regional issues facing the Florida RSC that would require a conscience from the expanded population of GSR's.

## **Structure:**

### **Panel Discussion**

Small informal discussions designed to allow for in depth background and analysis of the issues at hand.

- The panels are broken down by topic so that only issues and motions in that topic are discussed in the small group.
- The panel discussions are led by a qualified participant. For instance, discussion on motions related to Public Relations would be led by a PR Resource Coordinator or equivalent.
- Prepares participants for the more formal General Assembly open forum.
- All members of Narcotics Anonymous are invited to attend.

### **General Assembly Open Forum**

- The large meeting of all members of the Florida Region.
- Facilitated by the Regional Facilitator with the assistance of the Co-Facilitator. Formal discussion and voting takes place on all issues on the agenda.
- Parliamentary Procedure will be followed.

### **General Assembly Procedures**

- Only GSR's may vote on the Assembly Agenda.
- Voice votes are preferred. If at any time a vote count is desired, any participant may request it.
- Any member of Narcotics Anonymous may address the body when recognized by the Facilitator.
- It is the Facilitators responsibility to allow all participants an opportunity to speak prior to any one member speaking more than once.

### **Administration Workgroup Responsibilities**

The Administration Workgroup works together in a team effort to plan and implement the GSR Assembly.

### **Regional Delegate**

- Acts as an information resource to the Administration Workgroup.
- Provides a World level perspective in all discussions.
- Listens closely to the perspective of the GSR's.
- Performs miscellaneous tasks as required.

### **Alternate Delegate**

- Coordinates the planning and implementation of the GSR Assembly.
- Makes sure that the issues and motions in the CAR are broken down into logical groups for panel discussion.
- Chairs the General Assembly.



### **Fellowship Development Leader and Co-Leader**

- Delegates Panel Leader responsibilities to appropriate individuals.
- Performs miscellaneous tasks as required.

### **Panel Leader Responsibilities**

- Thoroughly research the subject matter.
- Identify and communicate relevant and appropriate facts and issues.
- Keep the discussion rolling.
- Encourage participation both PRO and CON.
- Remain unbiased.
- At the end of each discussion topic, have the group choose representatives on each issue and motion to speak at the general assembly, at least one PRO and one CON.

### **Resource Coordinators**

- Researches the CAR and is prepared to discuss in detail the proposals pertinent to their areas of expertise.
- Volunteers to be Panel Leader.
- Performs miscellaneous tasks as required.

### **Regional Facilitator**

- Sets the meeting agenda.
- Ensures that discussion stays on track at an appropriate pace protecting the right of individuals to be heard.
- Performs miscellaneous tasks as required.

### **Co-facilitator**

- Acts as the Facilitator in their absence.
- Performs miscellaneous tasks as required.
- Works with the Host Area Activities Committee to put on a function in conjunction with the GSR Assembly.
- Secures appropriate facilities.
  - The General Assembly hall needs to seat all GSR's and other participants.
  - Enough meeting rooms for panel discussion.

### **Secretary**

- Prepares flyers for distribution through the RCMs.
  - The first flyer will be in time for the November RSC Meeting, announcing the date and general information about the GSR Assembly, i.e.; what it is, why it's important, etc.
  - The second flyer will be in time for the January RSC Meeting, with specifics about agenda, lodging, maps if appropriate, etc.
- Performs miscellaneous tasks as required.
- Prepares Registration Packets for distribution at Assembly.

### **Treasurer**

- Ensures that the meeting stays within budget.
- Performs miscellaneous tasks as required.

### **RCM's**

- It is suggested that RCMs talk about the upcoming GSR Assembly at his/her respective Area Service Conference.
  - Emphasizes how important it is for every GSR and Alternate GSR to attend.
  - Discusses the importance of Area Committee Chairs attending the Assembly to get a larger perspective on their service work.
- Calls each GSR individually to reconfirm their commitment to attend and answer any questions about the assembly.
- Performs miscellaneous tasks as required.

### **Registration Packet**

Upon arrival, all participants are given a packet of information that contains:

- A map of the local area, (available free from the Chamber of Commerce)
- A housing list of local hotels and those in the fellowship who are willing to host out of town guests
- Local phone list for emergencies
- Welcome letter from the Florida RSC Facilitator
- Meeting Agenda
- GSR Assembly Rules of Order
- Name Tag

## ***SERVICE SYMPOSIUM GUIDELINES***

### **Vision Statement**

All of the efforts of the Florida Regional Symposium are inspired by the primary purpose of the Areas and Groups we serve. Upon this common ground we stand committed. Our vision is that one day the Florida Symposium will:

- Become the primary model for trusted servant training at all levels of service.
- Ensure trusted servants are provided cutting-edge training in order to develop effective leadership in our fellowship.
- Communicate NAWS Strategic Plan, initiatives and current projects to the Florida fellowship.

Our vision is our reference point, inspiring all that we do. Honesty, trust and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

### **Mission Statement**

The Florida Service Symposium brings all elements of the Florida Regional Service Committee together to further the common welfare of NA. The purpose of the Florida Service Symposium is to provide members of the NA Fellowship with cutting

edge education and training, including that typically not found elsewhere in our fellowship.

Our mission is to share information, experience, strength and hope at a bi-annual, educational forum, with the objective of increasing effective leadership and communication within NA.

In order to maximize the quality and effectiveness of the training and presentations, the planning committee may include: non-addict professionals as presenters; input and presenters from N.A. World Services; various forms of communication and mass media technology; and include our leaders both past and present.

We are inspired with the joy of selfless service, and the knowledge that the training and education efforts make a difference.

### **Guidelines**

- The Administration Workgroup of the Florida Region will invite the members of the N.A. Fellowship, and when applicable, the public at-large, to a free (with the exclusion of food functions) all day learning Symposium.
- The theme of the Symposium will be chosen by the Administration Workgroup with participation and/or input from the World Service Office.
- The program of the Symposium will be chosen by the Administration Workgroup with participation and/or input from the World Service Office.
- The Symposium will be held during the odd-numbered years, on the Saturday of the weekend of the 3<sup>rd</sup> Sunday, in conjunction with the March Florida Region Service Committee.
- The Symposium will be held at a hotel or other public facility determined by the Administration Workgroup of the Florida Region Service Committee and, again, in conjunction with the March Florida Region Service Committee. The facility will be capable of holding an audience of several hundred people in a setting conducive to training and development.

### **Roles and Responsibilities**

#### **RD/AD Team**

- Point of Contact with WSC
  - World Agenda
  - World Input
- Decides the Topic with input from Areas and World
- Develops the Symposium Agenda
- Point of Contact with the Facility
  - Secures the facility
  - Liaison between the facility and the participants
- Communicate to other Regions and WSC
  - Email announcement sent EOM Dec/BOM Jan
  - Distribute print announcement at January SEZF
- Willingness to participate as a Facilitator

**RSC Facilitator**

- Works closely with the RD/AD Team in planning this event
- Willingness to participate as a Facilitator

**RSC Co-Facilitator**

- Works closely with the RD/AD Team in planning this event
- Sets the floor plan and room arrangements with hotel
- Develops the Sunday RSC meeting agenda
- Willingness to participate as a Facilitator

**Secretary Team**

- Maintain “Database of Professionals”
  - Mental Health professionals
  - Treatment Centers
  - Judicial contacts
- Communicate throughout Florida Region
  - Prepare announcement to be received by RCMs at the November RSC
- Prepare Registration packets
  - Nameplate/Badge
  - (pre-paid) Banquet and/or Lunch tickets / Function
  - Symposium Agenda (may include ‘welcome statement’ or ‘welcome statement’ may be separate)
- Works closely with Area RCM’s
  - Assistance with Registration and local area information
- Willingness to participate as a Facilitator

**Treasurer Team**

- Oversees the budget
- Works closely with the RSO and receipt of pre-registrations
- Accounts Receivables - prior to and during the Symposium weekend
  - Friday and Saturday lunches
  - Saturday night banquet
  - Saturday night entertainment
- Willingness to participate as a Facilitator

**RSO Representative**

- Member of the Service Symposium Planning Project and the Special Worker
  - RSO will be utilized to print the announcements and brochure
  - RSO will receive the registrations and payments for lunch, buffet and Saturday entertainment

**RCM’s from the Hosting Area**

- Work closely with the Secretary Team
  - Provide local area meeting lists for Registration/Information Table
  - Provide guide to local restaurants and amenities (utilize local Chamber of Commerce)

- Recruit local area members to assist at Registration
- Willingness to participate as a Facilitator

**All Other Regional Trusted Servants:**

- Talk it UP!!!
- Willingness to participate as a Facilitator

**HUMAN RESOURCE PANEL**

The primary purpose of the *Human Resource Panel* (HRP) is to facilitate a trusted servant selection process. This allows the Florida Regional Service Conference to base trusted servant choices upon the principles of ability and experience. Allows members from within the region to be suggested/nominated for participation in regional projects without having to be present to receive due consideration. Creates a more open opportunity for regional services to benefit from our collective resources by providing an established and recognized process by which to do so.

***DUTIES OF THE HUMAN RESOURCE PANEL***

The Human Resource Panel collects a list of qualified candidates to serve the fellowship on any number of designated projects requiring human resources. The Fellowship Development Group will request the number of members and the desired skills and attributes candidates should possess.

- Developing a description of the desired skills and experience necessary to complete the upcoming projects and services based upon the needs of the Fellowship Development Group.
- Utilizing all available resources to solicit candidates' service information region wide. Those resources may include wide distribution of the Human Resource Pool Form.
- The panel will make the form available to any member of the Florida Region electronically via the Florida Regional Service Committee (websites, bulletin boards, discussion boards and electronic means). The panel will make the form available to any member of the Florida Region for their use in soliciting candidates to serve the fellowship.
- Screening applicants' information to identify qualifications and skills.
- Providing the Florida Regional Service Committee with individual nominee's best qualified for regional nomination to the World Board, the WSC Co-facilitator, and Human Resource Panel positions.

**Accountability**

The Human Resource Panel is accountable to the Florida Regional Service Committee.

**Composition**

The Human Resource Panel consists of five (5) individuals elected by a simple majority of the Florida Regional Service Committee.

**Term**

The term of office for the Human Resource Panel member will be two years. Panel members cannot serve more than two consecutive terms. In order to maintain the spirit of rotation, two members will be elected in even years and three members will be elected in odd years.

*Note: In order to develop this process, those with the greatest number of votes in the initial election shall serve only a one year term. This term will not count against their maximum of two consecutive terms.*

**Membership Requirements**

As well as holding no other regional-level service commitments by the time they assume their duties on the Human Resource Panel, all prospective Human Resource Panel members should demonstrate the following:

- Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
- Discretion—the ability to fulfill their responsibilities with the regions confidence that confidential information will be protected.
- Experience—members should possess previous service experience and should demonstrate business/personnel/human resources experience.
- Ability to read and communicate in English.
- Ability to communicate electronically.
- A working knowledge of the Twelve Steps, Traditions, Concepts of Narcotics Anonymous and the Guide to Florida Regional Service.

**Additional responsibilities**

- The Human Resource Panel is charged with maintaining and updating the Guide to Florida Regional Service.
- The Human Resource Panel is charged with managing the selection process for regional nominees to the World Service Conference.
- Prepares a budget for approval of the RSC for the upcoming year that includes actual expenses for the past 12 months for the Human Resource Panel activities.

## ***GUIDE TO FLORIDA REGIONAL SERVICE MEETING***

The Human Resource Panel is charged with maintaining and updating the Guide to Florida Regional Service . A designee of the Human Resource Panel will facilitate a Guide to Florida Regional Service meeting at each regional weekend.

The purpose of the Guide to Florida Regional Service Group is to consider pending proposals that affect the Guide to Florida Regional Service, and to consider whether or not the proposal facilitates, inhibits or has no affect on the RSC's ability to serve its member areas.

The participants in the Guide to Florida Regional Service meeting may include the Human Resource Panel members, RSC Administration Workgroup members, Resource Coordinators, FRC and RSO Board Presidents and any RCM in the Florida Region.

Anyone may participate in discussion at the Guide to Florida Regional Service meetings. However, voting is limited to the Human Resource Panel members, RSC Administration Workgroup members, Resource Coordinators, Fellowship Development Leader, FRC and RSO Board Presidents and any RCM in the Florida Region.

The scope of the group responsibilities is limited to reviewing and making recommendations on pending proposals based upon the following criteria:

- Does the proposal conflict with any of the Steps, Traditions or Concepts?
- Does this proposal change the intent of the Guide to Florida Regional Service, establish guidelines, or is it a housekeeping proposal? If the proposal is determined by the Guide to Florida Regional Service Group to be housekeeping, the Regional Service Committee has the authority to make those changes without sending the proposal back to the areas.
- What impact the proposal may have on the Florida RSC, (i.e. financial, spiritual, time, etc.)

The HRP will provide addendums to the Guide to Florida Regional Service at the March and November RSC, and submit a current updated Guide to Florida Regional Service annually at the July RSC. The Guide to Florida Regional Service includes: Guide to Florida Regional Service and the Board Guidelines. Guide to Florida Regional Service Group will hold a meeting only on RSC weekends.

The Guide to Florida Regional Service Group is facilitated by a designee of the Human Resource Panel. The HRP designee will.....

- Facilitate the meeting based on a one year commitment
- Carries the voice of the group to the Florida RSC floor
- Is absolutely fair and impartial
- Is available to answer any questions concerning the Guide to Florida Regional Service on the RSC floor.
- To update the Guide to Florida Regional Service as needed.

## ***REGIONAL NOMINATIONS TO THE WORLD SERVICE CONFERENCE***

The Human Resource Panel will also administer the bi-annual regional nomination process. Regional nominations to the World Service Conference must be submitted by October 31<sup>st</sup> in each odd year. Therefore, the Florida Human Resource Panel will solicit potential regional nominees' beginning at the March RSC meeting (each odd year).

If any Florida members would like to receive a regional nomination for a World position (World Board, Human Resource Panel or Co-facilitator) they will first contact the Human Resource Panel.

The HRP will inform the potential candidates as to the qualifications necessary to serve on the World Board, WSC Co-facilitator or as a member of the Human Resource Panel including the terms of office, and the general duties of the World Board, its committees, and the World Service Office.

The HRP will provide the candidate with all the applicable forms to be completed and submitted to the panel. All the forms must be completed and submitted to the Florida Human Resource Panel by May of each odd year.

The HRP will select up to three potential regional nominees for the World Board, Human Resource Panel and Co-facilitator prior to the July RSC weekend. On the Saturday prior to the RSC meeting the HRP will provide each RCM with the candidates resumes package. RCM's are prohibited from duplicating or otherwise copying these resumes/packages and they must be returned to the Human Resource Panel with their completed ballot during the roll call on the July RSC meeting.

The Florida Region shall only put forth up to one nomination per conference cycle for World Board, Human Resource Panel and Co-facilitator. Each RCM may vote for each candidate. The candidate with the most votes is considered the nominee as long as they receive at least votes from 80% of those present and voting.

The Florida Human Resource Panel would submit their nomination(s) (if any) to the World Human Resource Panel prior to the required submission date with a regional letter of recommendation.

## ***HUMAN RESOURCE POOL GUIDELINES***

### **Purpose of the Human Resource Pool**

The purpose of the Human Resource Pool is to constitute a pool of trusted servants willing and qualified to serve on the Florida Regional Service Committee and the workgroup projects. The pool consists of a compilation of information about members,



demonstrating a variety of recovery and service-related experience, as well as any skills necessary for the successful completion of assignments.

### **Guidelines for General Eligibility and Implementation**

- Criteria for selection: HRP members will note the requirements and needs for the position and then evaluate the individuals being considered. The following circumstances and qualities will be considered in the discussion:
  - The need for balance between rotation (new people and fresh experience) and continuity (service experience) in regional services.
  - Recovery experience.
  - Service interests.
  - Skills and talents applicable to the task/position.
  - Maturity level, character, integrity, stability.
  - History of commitment.
  - Geographical diversity is an important factor only if all other considerations are equal.
- Administrative Policy for the Human Resource Pool:
  - The HRP administers the Human Resource Pool.
  - All information in the Human Resource Pool is kept in strictest confidence.
  - Increasing the membership of the Human Resource Pool is a high priority.
  - In order to maintain accurate information, each member of the Human Resource Pool whose information is two years old will be sent a request to renew their interest and update their information.
  - Any Human Resource pool member who does not respond to the renewal request within 60 days will be deemed inactive. The HRP is responsible for creating and maintaining the information forms for the Human Resource Pool.

### **AREA SUPPORT GROUP**

The Area Support Group is the opening service meeting and is held Saturday afternoon of the RSC weekend. It is a meeting that any RCM, area subcommittee chairperson or other area trusted servants, regional trusted servants or any NA member residing in the Florida Region are encouraged to attend. This meeting is facilitated by the Fellowship Development Leader and Co-Leader with a panel consisting of Resource Coordinators (Hospitals & Institution, Technology, Corrections Resources and Public Relations) with the assistance of members of the RSC Administration Workgroup if needed.

### ***PURPOSE***

The primary purpose of this group is to provide a forum that is supportive in order to assist members with basic situations and needs. Anyone may bring forward for

discussion an issue that is affecting their area as well as gain support or insight on an issue of interest. They may also use this forum to bring an idea for possible inclusion as a project/workgroup.

### **Suggested Format**

- Opening Prayer
- Reading of the Traditions
- Reading of the Concepts
- Reading Purpose of Area Support Group
- Attendance Sheet Completed
- Old Business
- Open Forum & Discussion
- Closing Prayer

## **FELLOWSHIP DEVELOPMENT GROUP**

The Fellowship Development Group meets twice each RSC weekend. The morning session is a large group discussion meeting that any RCM, area subcommittee chairperson or other area trusted servants, regional trusted servants or any NA member residing in the Florida Region are encouraged to attend. The afternoon session is a meeting of workgroups assigned particular projects. Both of these meetings are facilitated by the Fellowship Development Leader and/or Co Leader with the assistance of members of the Administration Workgroup as needed.

### ***LEADER AND CO-LEADER***

#### **Duties of the Fellowship Development Leader (and Co-Leader)**

- Facilitates both the Morning and Afternoon Sessions of the Fellowship Development Group at each RSC Weekend.
- Attends the Florida Regional Service Conference.
- Reports to Florida Regional Service Conference as to the status of all current projects.
- Presents to the FRSC body the proposed Project Plans for each suggested workgroup.
- Presents to the Human Resource Panel suggestions for workgroup membership.
- Prepares a budget for approval at the January RSC that includes actual expenses for the past 12 months.
- In the absence of a Technology Resource Coordinator, will update the web page to include the RSC minutes.
- Conducts an annual Regional Inventory.

**Accountability**

The Fellowship Development Leader is accountable to the Florida Regional Service Committee.

**Term**

The term of office for the Fellowship Development Leader will be one year. The Fellowship Development Leader cannot serve more than two consecutive terms.

**Requirements**

As well as holding no other regional-level service commitments by the time they assume their duties, the Leader should demonstrate the following:

- Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
- Large Group Facilitation experience including knowledge of Consensus Based Decision Making.
- Ability to organize, direct and motivate.
- Discretion—the ability to fulfill their responsibilities with the Region’s confidence that confidential information will be protected.
- Experience—members should possess previous regional service experience.
- Ability to read English.
- Ability to communicate electronically
- A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

***PURPOSE***

The aim of the group is to further our primary purpose by developing and creating specific projects that will enable the region, its member areas and groups to better carry the NA message of recovery as well as enhance the growth and development of our fellowship.

The primary function of this meeting is to discuss issues and input submitted to the Fellowship Development Group in regards to new potential new projects/workgroups. The group may use roundtable discussions, open mike project suggestions as well as distribute and review copies of the Project Suggestion Forms to arrive at consensus of those projects most pertinent to the needs of the fellowship.

**Morning Format**

- Opening Prayer
- Reading of the Traditions
- Reading of the Concepts
- Reading Purpose of Fellowship Development Group

- Attendance Sheet Completed/Distribute FD report from previous RSC meeting.
- Presentation of potential projects via the Fellowship Development Leader & Open Mike
- Questions & Answers
- Roundtable Discussions
- Prioritization of Projects
- Complete Project Plan Forms with priority levels (submitted to HRP and Administrative Committee)
- Closing Prayer

## ***OVERVIEW OF THE “PROCESS” .....***

### **Q - What is a Project?**

A - The term “Project” in this structure refers to a pre-determined activity assigned to a workgroup. Potential projects are discussed in the Fellowship Development Group morning session at each RSC weekend.

### **Q - Who may suggest Projects?**

A - Suggestions may come from the Area Support Group, Regional Committee Members (RCM’s) or an Area Service Committee via their RCM’s, FRC or RSO Boards, Administrative Committee, Resource Coordinators and the Human Resource Panel.

### **Q - What is a Project Suggestion Form?**

A - A Project Suggestion Form is used for generating ideas for current or future projects that the RSC considers. It is submitted to the Fellowship Development Group Leader. Trusted servants may fill out the form. It includes the source of the request, the nature of the project to be discussed, what are the potential issues that the Area, Group or Committee is having and how the suggested project will solve it and the timeline in which it needs to be solved. (See enclosed *Project Suggestion Form*)

### **Q - How are the suggested Projects present to the Fellowship Development Group?**

A - Open Mike Presentation - The Fellowship Development Group Leader may bring the proposals directly to the floor of the morning session for consideration by the group as a whole. Other trusted servants may present the proposed projects; this is left to the discretion of the FDG Leader. If further information is requested, they may be addressed in the allotted time for Questions & Answers.

### **Q - How are projects discussed by the Fellowship Development Group?**

A - Roundtable Discussion - This is one method used to bring people together to brainstorm, tackle many elements of an issue, and come to a consensus solution. Carried out in small group format, each group discusses an assigned topic. Each small group presents its findings to the larger group.

### **Q - How are projects prioritized and approved?**

A - After each project is presented to the group and discussed in roundtables, the group will prioritize by consensus. Each member present will vote once on each project,

either high, medium or low priority. A point system is assigned; High = 3, Medium = 2, Low = 1. The points are tallied after all projects have been voted on, thus determining where each project ranks. The top three projects are approved for HRP selection.

**Q - What is a Workgroup?**

A - A workgroup is the body consisting of members selected from the Human Resource Panel assigned to complete a task or set of tasks which we call Projects.

**Q - Who qualifies to be a member of a workgroup?**

A - Any member of the Florida Region who has filled out a Human Resource Pool Form, and selected by HRP for a project.

This session functions as a time for each of the workgroups to meet individually. These consist of on-going workgroups formed as a result of prior action. This gives the workgroups an opportunity to meet, review any work completed between Region and/or continue working on their assigned tasks.

**Suggested Workgroup Format**

- Opening Prayer
- Report of Project Status
- Business of the day
- Closing Prayer

Each workgroup leader will write a written report for the Fellowship Development Group Leader prior to 6pm Saturday of the RSC weekend.

**RESOURCE COORDINATORS**

A Resource Coordinator is a leader who coordinates regional activities in a specialized area of NA service. They act as their title states; a resource available to assist member areas with their sub-committee needs or activities.

The Resource Coordinator acts as a clearinghouse and assists Areas and its members in their efforts, by providing information and materials necessary to better carry the message of NA recovery as well as to try and help solve any problems.

The Florida Regional Service Committee has determined there is a need for four (4) resource coordinators:

- Hospital & Institution
- Public Relations
- Technology
- Corrections Resource Coordinator

### **Duties of the Resource Coordinator(s)**

- The Resource Coordinators serve the fellowship on any number of designated projects requiring their area of specialization.
- The Resource Coordinators participate in the Guide to Florida Regional Service Group and speak to their area of specialization.
- The Resource Coordinators perform task applicable for their area of specialization as listed in their particular section in this guide.
- The Resource Coordinators assist the Human Resource Panel by soliciting potential Human Resource Pool members to serve the fellowship.
- The Resource Coordinators shall respond to all correspondence.
- The Resource Coordinators shall maintain/manage the newsgroup for their specific area of specialization.

### **Accountability**

The Resource Coordinators are accountable to the FRSC via the Fellowship Development Group.

### **Term**

The term of office for a Resource Coordinator will be two years. It is suggested that Resource Coordinators not serve more than two consecutive terms.

### **Requirements**

As well as holding no other regional-level service commitments by the time they assume their duties as a Resource Coordinator, all prospective Resource Coordinators should demonstrate the following:

- Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
- Discretion—the ability to fulfill their responsibilities with the regions confidence that confidential information will be protected.
- Experience — should possess previous regional service experience.
- Experience - should possess previous experience in their area of specialization on an area level for a minimum of one year.
- Ability to read English.
- A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.
- Ability to organize, direct and motivate.
- Able to upload, download files, email and have word processing skills.
- Prepare a budget for approval at the January RSC that includes actual expenses for the past 12 months.

### **Clean Time**

- Resource Coordinators must have a minimum of three (3) years clean.
- Technology Resource Coordinator must have a minimum of four (4) years clean.

### ***HOSPITAL & INSTITUTION RESOURCE COORDINATOR***

- Act as a resource for members, Groups and Areas in their H&I efforts by providing supplies, literature, information and other materials necessary to better carry the message.
- As a Resource Coordinator and panel member of the Area Support Group, provides a forum for Area H&I Sub-Committees to share their issues and experience, strength and hope.
- Maintains an updated list of all facilities within the Florida Region and records which ones are serviced by which Area Committees and the type of services that are being performed, as well as which facilities are not being serviced at all.
- Participates in projects that carry the message into facilities that cannot be serviced by an Area Committee.
- Participates in projects that conduct workshops to address and/or work on problems the member Areas are experiencing or discuss new methods of H&I work.
- Performs any other activities that benefit the H&I efforts in the Florida Region.

### **Additional Guidelines**

- Requests for donated literature are received by the H&I Resource Coordinator who will place an order at the Florida RSO. The requests will be prioritized on need by the H&I Resource Coordinator.
- Working with others, men with men and women with women. Experience has taught us that we can avoid problems if we follow this simple guideline.

### ***PUBLIC RELATIONS RESOURCE COORDINATOR***

- Act as a resource for members, Groups and Areas in their Public Relations efforts by providing supplies, literature, information and other materials necessary to better carry the message.
- As a Resource Coordinator and panel member of the Area Support Group, provides a forum for Area Public Relations/Public Information Sub-Committees to share their issues and experience, strength and hope.
- In order to act as a clearinghouse, the Public Relations Resource Coordinator shall serve as a source of information by keeping records, guidelines, samples, etc., making these items available to those Areas needing them.
- The Public Relations Resource Coordinator shall promote active participation in Public Relations throughout the Region and may assist in fulfilling the needs and requirements of any Area that does not have a Public Relations Sub-Committee.
- The Public Relations Resource Coordinator shall serve as a link between the Florida Region and NA World Services/World Service Office Public Relations staff and shall assume responsibility for any Region wide Public Relations

- function or event.
- Annually, the Public Relations Resource Coordinator will research which public relation events would best serve the Florida fellowship and plan their attendance accordingly, for a minimum of two per year.
- Participates in projects that conduct workshops to address and/or work on problems the member Areas are experiencing or discuss new methods of Public Relations work.
- Performs any other activities that benefit the Public Relations efforts in the Florida Region.
- Single point of accountability for the Regional PR Booths.

## ***TECHNOLOGY RESOURCE COORDINATOR***

### **Purpose**

The purpose of the Technology Coordinator is to leverage emerging technologies for the communications and operations of the Florida Region of Narcotics Anonymous, the corporations it operates, and the areas served. Implementations and changes should:

- Reduce communication cost or increase efficiency.
- Facilitate an area or an area's RCM's participation in the Florida Region.
- Optimize communication in a helpful, spiritual, productive and professional manner to fellow members, people and organizations outside the fellowship.

### **Function**

- Develop information delivery strategies and problem resolutions as presented by the Florida Region.
- Assist areas in developing communication with the NA World Service to maintain local meeting list information.
- Keep up to date documentation on security, passwords and configurations of technologies implemented by the Florida Region with the Florida Regional Secretary.
- Maintain current knowledge on new methods of communication and message delivery to keep the Florida Region cost effective.
- Disseminate information throughout the intended Area/Region and the Fellowship at large.
- Maintain a close working relationship with all other Resource Coordinators, Boards, Human Resource Panel and Fellowship Development Group.

### **Additional Qualifications and Responsibilities:**

- Working knowledge of the Fellowship Intellectual Property Trust, Copyright laws, InterNIC Domain Registration, and Dynamic Name Registration Services.
- Maintain accountability to the FRSC.
  - Via communications outside of regional conferences
  - Maintaining detailed documentation with the Regional Secretary
- Basic understanding of:
  - Various web programming languages



- Tools used to manage websites and internet presence
- People skills
- Consistent and unobstructed access to a computer, internet connection and e-mail.
  - Maintain and update the pages on a bi-monthly basis.
  - The ability to respond to e-mail within 2 days

## **Additional Guidelines**

### **Florida Regional Presence Guidelines**

- Two weeks after the RSC, the Technology Coordinator will update the webpage with information provided at the RSC and minutes provided by the secretary.
- An NA member's personal contact information will not be posted in any format with any technology. This includes phone numbers, postal and individual e-mail address, and where possible last names shall be omitted.
  - E-mail to domain names that are linked to the Florida Region will be permitted.
  - Helpline Phone numbers are permitted.
- The knowledge of an implemented technology should **NOT** have a single point of reliance upon a single NA member in service at the Florida Region. No authentication information of an implemented technology will be operated under the name of an individual person.
- Alternatives include engaging an established, reliable professional organization to perform technology services on behalf of the Florida Region or authentication information.
- Contact information should be kept up to date with the Florida Regional Secretary.

### **Florida Regional Newsgroup Guidelines**

- The newsgroup will allow membership to all who request access but only current members of the Florida RSC roll call will be able to post messages to the newsgroup.
- The Internet Technologies Coordinator will moderate the newsgroup.
  - Includes updating permissions
  - Managing posting privileges
  - Review posts as necessary to assist new and existing members
  - Moderating members as necessary to pre-approve posts
  - Post should be related to Regional Business only

### **Florida Regional Link Guidelines**

- The Florida Regional Website will link to the following: NA World Services, Florida RSO, member Areas of the Florida Region, and Southeastern Zonal Forum Members.
- Links will require that websites do not link to non-NA sites, publish copyrighted materials without permission or link to sites that do the same.
- Sites that do not meet this requirement will be immediately removed and notified to comply with the Florida Regional Guidelines.

### **Florida Regional Calendar Events Guidelines**

- Areas may link to the Florida Regional Calendar.
- RCMs need to e-mail the designated contact information for the local calendar administrator to [webservant@naflorida.org](mailto:webservant@naflorida.org). The designated contact can then request calendar link information to integrate into their website.
- The designated calendar contact for an area:
  - Is designed to post:
    - Area subcommittee meetings
    - The title of the event should start with the area name
    - Sanctioned area NA events
  - Should not post:
    - Regularly scheduled NA meetings
    - Area service committee meetings
    - Events that are not sanctioned by their area
    - Links that affiliate NA with any outside organization in the calendar

### **Security**

- Maintain current documentation on security, permissions and contact information for implemented technologies with the Regional Secretary. (i.e. the Florida Regional Business Newsgroup and the Florida Regional Shared Calendar.)
- When a position changes at Region where a person has access to security documentation all passwords will be updated within 48 hours. Updated documentation will be sent to the Regional Secretary within 1 week.

### **Engaging an Outside Organization for Service**

#### Requirements:

- Professional Services Company with 3 or more employee's
- Experienced Staff and Expertise
- Established for 4 or more years
- References for handling service for larger organizations
- Reputation for reliability and quality of service
- Adequate support options and availability
- The proposed solution should be in place for a similar organization of our size
- Reference will be available upon request

### ***Corrections Resource Coordinator***

The purpose of the Corrections Resource Coordinator is to serve as the single point of contact between the state and federal correctional officials and institutions, within the Florida Region, for the purpose of carrying the NA message of recovery to the addict who still suffers behind the walls of state and federal correctional institutions.

\* The [CRC] will maintain, facilitate, and develop approved Florida Regional initiatives and projects: Pen Pal Project [PPP], pin number data base for Behind the Walls [BTW], Working the Steps BTW, and collaborate with other coordinators with Bridging the Gap.

\* Attends all RSCs and participates in collaboration with the Fellowship Development Team.

\* Gives concise and detailed reports on activities and expenditures since the last RSC.

\* Serves as the single point of accountability and liaison for the RSC with state and federal correctional institutions within the Florida Region through Fellowship Development Leader and Co-Leader.

\* Serves as a resource for NA members behind the walls by providing literature, information, and other materials needed to support carrying the NA message.

\* Serves as a resource for members within the Florida Region who are carrying the NA message of recovery in correctional institutions in a non-H&I format.

\* Maintains a data base of NA members on the secure regional server, approved by the Florida Department of Corrections [DOC] and the Federal Bureau of Prisons [FBOP]. Solicits NA members to be approved for entry to DOC and FBOP.

\* Serves as the single point of accountability and solicits NA members to participate in the Pen Pal Project.

\* Gives presentations on the PPP, Working Steps BTW, and Bridging the Gap to federal and state officials as requested and approved by the Fellowship Development Team.

\* Participates in other projects relevant to the position and conducts workshops to inform and address problems members may be experiencing