

ASC: What works for us and what does not:

Since this workgroup was proposed a year ago, we have been collecting information from RCMs about what seems to work effectively at their ASC meetings and what does not. We have provided a brief summary followed by a chart of the input that was received.

It has become clear that there are very few strategies that work best for ALL areas. What some RCMs reported as effective in their Area, others reported as ineffective. Some Areas think reading all reports is important while others think they should simply be submitted to the Secretary to be included in the written minutes of the meeting. Some Areas think discussion on topics should be strictly limited, others do not think cutting off discussion is effective. Some Areas think a formal policy is a must, while others think it gets in the way. Some Areas hold literature to the end of the meeting, others think this “holds GSRs hostage.” Much of this seems to be correlated to the size of the Area.

All agreed that some of the most important requirements for an effective ASC are a strong facilitator and GSRs & Subcommittee Chairs who are familiar with the policy/guidelines and adhere to them, and are at ASC to conduct business, not socialize.

While we were tasked to create one list of effective strategies and one of ineffective strategies for all ASCs, it has become clear that there is no “one-size-fits-all” approach. The workgroup members are happy to have been of service and hope that this final report provides some guidance to the Areas in our Region.

<u>Effective</u>	<u>Ineffective</u>
<p><u>Facilitator</u></p> <ul style="list-style-type: none"> ● VP / facilitator knows Area Policy / Guidelines ● Adhere to written Policy and RRO. ● Strong facilitator necessary. <ul style="list-style-type: none"> ○ moment of silence / Serenity Prayer as needed. ● Chairperson takes better control of the noise 	<ul style="list-style-type: none"> ● Weak facilitator ● CBDM ● Limit time for each person to share (responses, open forum, motions, etc) ● Allowing, not managing or effectively chairing speakers. Too much latitude in making statements during question and answering times. ● Cut off reports at prescribed time limit. ● Chairperson losing sight of the role of "facilitator" and getting personally involved in a home group's operations
<p><u>GSR Reports</u></p> <ul style="list-style-type: none"> ● GSRs submit reports in writing and do not read them on the floor which saves time at ASC. ● GSRs submit report in writing and only those who want to read their report, raise hand and read. ● GSR" submit report in writing, and then read 	<ul style="list-style-type: none"> ● GSRs submit reports in writing but do not read them on the floor. ● Long & Wordy Reports

<p>them during the ASC meeting. We're such a small area, with a handful of groups that this process is not at all time consuming. I do not believe there is a better way to do it for our Area either given the small size.</p> <ul style="list-style-type: none"> • GSR and subcommittee reports submitted on-line for similar format in minutes. 	
<p><u>General Operation</u></p> <ul style="list-style-type: none"> • Basic Operating Guidelines are printed and laminated and put on the tables. This helps new GSRs follow the format without asking many questions. • Structured format of the ASC agenda • Administration has a meeting before Area to discuss problems so as not to take time on Area floor • GSR orientation before Area. • New GSRs are sat next to seasoned GSRs for mentoring. • "email relay-" service position specific email that does not change when the trusted servant changes. IT person keeps up-to-date. GSRs are also on the list. • Written qualification for service is to be able to respond to email within 7 days. • Minutes only posted - not printed or mailed. GSRs responsible to retrieve. • Have several printed copies of the last month's minutes available for acceptance or reference • Assure 2nd roll call is taken for groups missed and those that have left. • Money orders only, no cash. • Placards to indicate where to sit & used for voting, being recognized by Chairperson during discussions etc... • GSR sit alphabetically with cards and alternate secretary verifies attendance during open floor • Having a podium and microphone with everyone in line for questions • Roberts Rules • Detailed Policy Manual • Having a scheduled itinerary and adhering to it 	<ul style="list-style-type: none"> • Some standard operating procedures are read at each ASC which takes a lot of time. • Policy becomes an obstacle to moving forward. • GSRs not familiar with Policy / Guidelines. • GSR not familiar with Robert's Rules and/or CBDM • Repetitive questions • Back of the room and side conversations • GSR not having their policy manual at ASC • Using acronyms (instead of full names of people places and things). • Selling food during ASC causes distractions. • H & I orientation and activities meet at the same time as FDC meets and is supposed to represent them • Lack of involvement by Subcommittee Chairs in editing policy manual for their particular subcommittee • Lots of wasted time, policy- Study group (weekly) for newcomers recommended • Very mixed up agenda- hard to hear or know who has the floor
<ul style="list-style-type: none"> • Have Group Support meeting (like RSC Area Support Meeting). • Have Fellowship Development session (like at RSC). 	<ul style="list-style-type: none"> • Robert's rules outdated conflicting with NA unity and ASC Policy
<p><u>Behavior / decorum</u></p> <ul style="list-style-type: none"> • GSRs keep comments, questions, pros, cons, simple and short. • Only discuss most important issues on the floor. Refer to website / minutes for information of other topics. • GSRs are respectful • Members with considerable clean time participating 	<ul style="list-style-type: none"> • GSRs who are argumentative, adversarial. • GSRs who don't participate in subcommittees but condemn their work. • GSRs who leave to smoke during business. • Individuals bring up topics but don't stay around to hear the experience.

<ul style="list-style-type: none"> • Being supportive/being helpful. Spiritual principles are always important. • 2 people or fewer to man food sales or "fundraising" events to decrease noise. • When the atmosphere gets "heated," say the 'Serenity Prayer.' 	<ul style="list-style-type: none"> • Member's inability to let the past go in light of area members having declared their wishes • Personalities" before "Principles" • Unpreparedness for ASC • Lack of "Acceptance"
<p>Literature</p> <ul style="list-style-type: none"> • Literature orders and donations are submitted at the beginning of each ASC • Literature orders handed out during ASC. • Literature orders handed out after ASC to be sure not to lose quorum. • GSR Pickup during 1st or 2nd Roll call • We send Literature order 1 week early and prepared money= package 	<ul style="list-style-type: none"> • Holding until end of ASC keeping GSR hostage
<p>Reports & Announcements</p> <ul style="list-style-type: none"> • Subcommittee and administrative reports are delivered appropriately and effectively. • Sub committees should read all their own reports • Subcommittee brief reports are typed and handed to Secretary, summary given on floor • RCM give feedback from other Areas' and Regions for ASC improvement • Reiterate Subcommittee meetings and times on Area schedule. 	<ul style="list-style-type: none"> • Asking Chairs questions that do not affect the entire body that could be asked offline • When Subcommittee reports have been read, allowing more than 3 questions per GSR be permitted for discussion (2-way conversations occur) • Mandatory reading of policy for ALL chairs prior to accepting positions. • Activities announced without flyers. • Too much time spent on announcements even though submitted in writing already • Announcing everyone clean during closing circle • Selling activities items during ASC business
<p>Time / Facility</p> <ul style="list-style-type: none"> • Sunday at 4pm is ideal. • Meeting starts at 7:30p. All members are there by 6:30. Coffee is made and chairs are set up. • The meeting is ready to go 15 min to 30 min before the meeting starts. • All members stay and make sure that all is well before we leave. 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Seating in some formation like square or circle with names of groups so that new people are easily recognized and they can recognize who their trusted servants are. 	<ul style="list-style-type: none"> • Everyone sitting at random tables or in rows makes it difficult to hear what is going on or know who is speaking.
<p>Other</p> <ul style="list-style-type: none"> • When a person steals money from any committee they should be made to step down immediately. This will ensure that funds are handled responsibly. 	<ul style="list-style-type: none"> • Long absences of vacant subcommittee positions