FLORIDA REGION
NARCOTICS ANONYMOUS

GUIDE TO

FLORIDA REGIONAL SERVICE

July 2025

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.

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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 nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never to 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 to 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 of government.

COMMON TERMS/DEFINITIONS

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.

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.

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.

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

> **_Corrections Resource Coordinator_**- coordinates resources & support for Prison activities and events.

> **_H&I Resource Coordinator_** – coordinates resources & support for Hospitals & Institutions activities and events.

> **_PR Resource Coordinator_** – coordinates resources & support for Helpline and Public Relations activities and events.

> **_Alt. PR Resource Co-coordinator_** – coordinates resources & support for Helpline and Public Relations activities and events.

> **_Technology Resource Coordinator_** – coordinates resources and support for all internet and related technologies.

> **_Alt. Technology Resource Coordinator_** – coordinates resources and support for all internet and related technologies.

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.

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.

Guide to Florida Regional Service Group – meeting held each Saturday of the Florida RSC facilitated by Co-facilitator/Facilitator or HRP Guide. (01-20-19) 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.

Human Resource Panel (HRP) – describes the workgroup that collects Volunteer forms, maintains human resource records, assists in selection of project participants, and maintains/updates the Guide to Florida Regional Service as necessary.

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.

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.

Volunteer 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 Volunteer Forms to complete a project from beginning to end.

REGIONAL WEEKEND SCHEDULE

Friday - Welcome	
9pm – 11pm	Recovery Meeting (suggested) ([02-01-2019](#))
Saturday – RSC Administrative Meeting	
8am – 9am	Administrative Meeting (as necessary)
Saturday - Fellowship Development	
The agenda may be modified as needed. Everyone should be present at 9am.	
It is suggested that all elected RSC Trusted Servants and RCMs participate in Fellowship Development	
9am – 12:30pm	**Orientation** • Orientation is not for new members only. Everyone should be present. • The agenda will be announced along with an overview of Fellowship Development. • Presentations as needed. **Area Support Group** • 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. • They may also use this forum to bring an idea for possible inclusion as a project/workgroup. **Fellowship Development Group** • *Project Ideas Submitted* - Suggestions may come from the Area Support Group, Regional Committee Members (RCM) or an Area Service Committee via their RCM, FRC or RSO Boards, Administrative Committee, Resource Coordinators and the Human Resource Panel. • *Roundtable Discussions* - This method is 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. • *Project Ideas Prioritized* - 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; 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 as a workgroup for HRP selection.
12:30pm – 2pm	Lunch on own
2pm – 4pm	Fellowship Development Group (continued) / Workgroups as needed

Saturday Continued- FRC Board and HRP	
9am – 2pm	FRCNA Board Meeting (does not meet at every RSC weekend)
2pm – 3:30pm	HRP Meeting
Saturday - GTFRS Meeting	
4pm – 5pm	Guide to Florida Regional Service Group Meeting
Saturday – Project Planning Meeting	
5pm – 6pm	Fellowship Development / HRP, if requested
Saturday – Evening	
5pm – 7:30pm	Dinner on own
7:30pm – 10:30pm	Activity / Recovery Meeting / Event TBD
Sunday - Florida Regional Service Conference	
9 am (at the discretion of the Facilitator)	Florida Regional Service Conference
This schedule occurs in January, May, July, September, and November. March is reserved for the Florida Service Symposium in the year after the World Service Conference (Thursday, Friday and Saturday). March is reserved for the GSR Assembly in the year of the World Service Conference (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

The Regional Service Committee (RSC) is a committee made up of the RCMs from the Florida Region. This Service Committee is designed to provide service to its member Areas. 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. March is reserved for the Florida Service Symposium in the year after the World Service Conference (Thursday, Friday and Saturday). March is reserved for the GSR Assembly in the year of the World Service Conference (Saturday). The RSC Conferences are to be held for 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.

Florida Regional Service Committee

Members – Groups
Any member in the Florida Region may participate

Area Service Committee
RCM represents ASC at RSC. Any ASC trusted servant may participate

Regional Service Committee
Comprised of RCM's

Human Resource Panel
All are elected – Panel Leader/Members

Fellowship Development Group
FDG leader facilitates – Anyone participates
Each Project has Leader/Members

Guide to Florida Regional Service Group
Facilitated by designated HRP Member

Area Support Group
Facilitated by Fellowship Development Leader and Co-Leader – Anyone participates

Your Voice is heard!

RSO & FRC Boards

Administration Workgroup

World Service Conference
RD/AD represents Florida Region @ WSC

PROCEDURES

Attendance

Any area that meets the criteria established in the "Guide to Local Services" 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 upon leaving.

Voice

The following have a voice on the RSC floor:

1. Administration Workgroup
2. RCM's and Alternates, or authorized Area substitute
3. Fellowship Development Leader and Co-Leader
4. Human Resource Panel
5. Resource Coordinators
6. FRC Board President or designee
7. RSO Board President or designee
8. The FRC Board Chief Financial Officer in matters concerning FRC Inc. finances
9. Former RSC RD, AD, Facilitator and Co-Facilitator at the discretion of the Facilitator

Meeting Format

The meeting should start at 9:00 a.m.

1. Opening Prayer
2. Read Twelve Traditions Read Twelve Concepts
3. Read Purpose and Definition of an RSC Open Floor to any member of NA
4. Roll Call/Introduction of New Members Administrative Report
5. Secretary's Report Treasurer's Report
6. Elections of New Officers ([01-11-2020](#))
7. RCM Reports
8. Recess for said time period (optional)
9. RD/AD Report
10. Fellowship Development Group Reports
11. HRP Report
12. FRC & RSO Board Reports
13. Recess for said time period (optional)
14. Old Business
15. New Business
16. Review of the Business of the Day
17. Plans for next meeting are discussed
18. Closing Prayer

Consensus Based Decision Making

A working definition of consensus:

Consensus is a process by which a <u>common mind</u> of the meeting is sought about the <u>wisest way to move forward</u> on a particular issue at the time.

Consensus Based Decision Making is:

1. A cooperative process for making decisions in which at least 80% consent to the decisions of the group
2. Not everyone's first preference necessarily, but true consent
3. Decisions should reflect the integrated will of the whole group
4. Preserves the interests and integrity of all participants
5. A problem-solving orientation for people who wish to work together
6. Not a process for determining whose ideas are best, but searching together for the best solution for the group
7. A questioning process, not the "okeydokey"
8. The decision is in this room — our job is to find it
9. Have respect and enjoy creative conflict
10. Below is a diagram of the flow of conversation and decision making:
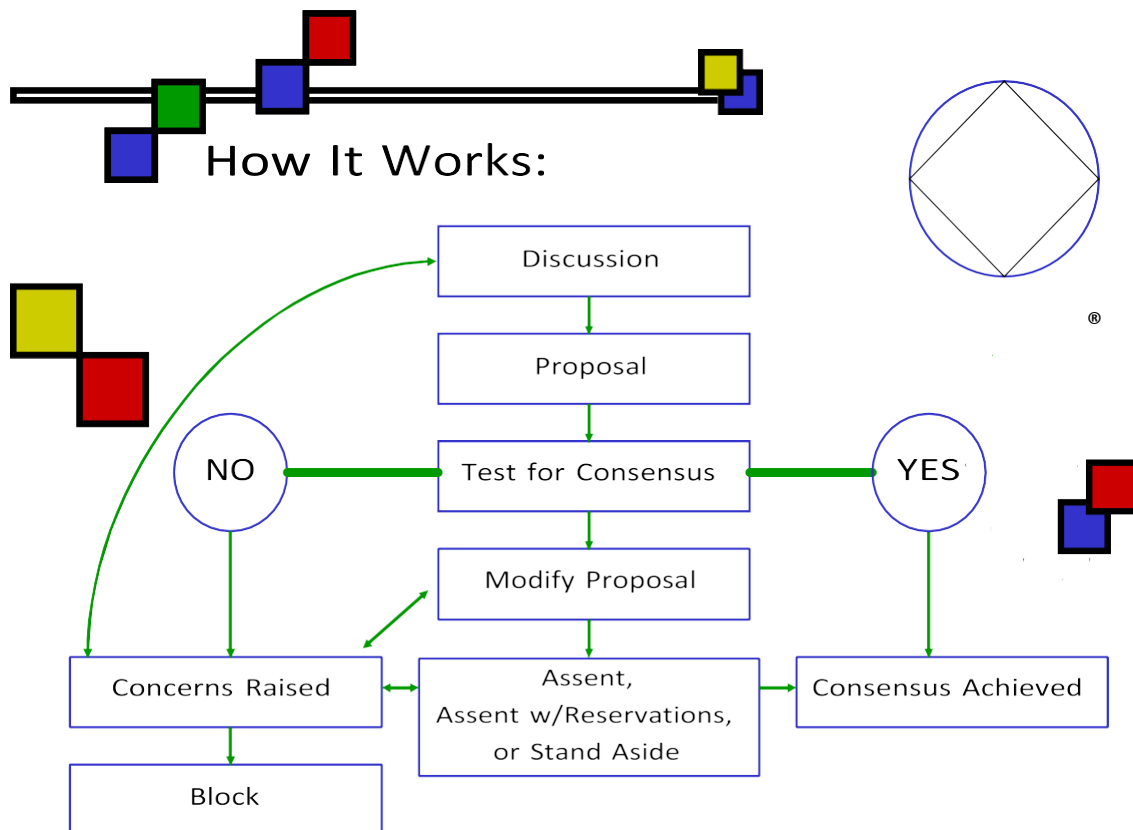
Discussion of the item: Discussion takes place here as well as in your home groups or over coffee. The item is discussed with the goal of identifying opinions and information on the topic at hand. The general direction of the group and potential proposals for action are often identified during the discussion.

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,

1. Concerns and reservations will be identified and addressed through the consensus based decision-making process.
2. When the call for consensus on a proposal is made, you should ASSENT if you support the proposal, all things considered.
3. Assent does not indicate that you may agree with every aspect of a proposal, but that you…
   a. Have heard the discussion
   b. Have had a chance to participate in the process of finalizing the proposal
   c. 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: Group members who are willing to let the proposal 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. All FD Resource Coordinators shall be available to attend admin meetings as needed for consulting purposes in their field of services. This body serves as a workgroup in addition to the member's other duties to: (01-06-2020)

1. Serve the administrative needs of the Region.
2. Plans and implements the GSR Assembly.
3. Plans the Florida Service Symposium.
4. Conducts an internal audit of the accounts of the FRSC when the Treasurer completes or leaves office.
5. Audits the treasury accounts on a quarterly basis.
6. Executes the Disaster Preparedness, Response & Recovery Plan to ensure pre-disaster regional resources are organized, accessible in the event of a natural or human caused disaster, and available during any required post-disaster recovery process.

Qualifications

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

1. Trustworthiness - integrity and the ability to provide leadership (as discussed in our Fourth Concept).
2. Ability to organize, direct and motivate.
3. Discretion - the ability to fulfill their responsibilities with the Region's confidence that confidential information will be protected.
4. Experience - members should possess previous regional service experience.
5. Regional Delegate and Alternate Delegate should have two years' regional experience.
6. All other administrative workgroup members should have a minimum of one-year regional experience.
7. Ability to read English.
8. Ability to communicate electronically.

9. Full disclosure of previous service commitments not fulfilled.
10. A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.
11. Clean Time Requirements.

Position	Clean Time Requirements
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	8 years
Fellowship Development Leader	6 years
Fellowship Development Co-Leader	6 years
Resource Coordinators	3 Years
Resource Co-coordinators	3 years
Technology Panel Members	4 years
Technology Interim Panel Members	1 year
Workshop Travel Group	6 years

Duties and Responsibilities

Facilitator (pg.33, Service Symposium, pg.36, GSR Assembly)

1. Is the single point of accountability for the RSC.
2. Presides over all meetings of the Florida RSC.
3. Maintains a line of communication between the FRSC and any/all Areas throughout the year.
4. Guides the Consensus Based Decision Making process.
5. To be absolutely fair and impartial.
6. To refrain from discussing a proposal when presiding.
7. Co-signer on all bank accounts of the Florida RSC.
8. In conjunction with the RSO, coordinates and keeps records, files, and archives of the Region. (03-5-2016)
9. Removal of position:
    a. When an RCM misses two or more meetings, the Facilitator contacts the RCM and investigates the matter.
10. Is the contact for any attorney used for legal services.
11. This is a two-year commitment.

Co-Facilitator (pg.33, Service Symposium, pg.36, GSR Assembly)

1. Performs all duties and has all responsibilities of the Facilitator in their absence.
2. Liaison between all elected Trusted Servants to assist in proper communication functioning between trusted servants, work groups and members, per RSC Guidelines.

3. Attends as many Area Service meetings as possible.
4. Co-signer all bank accounts of the Florida RSC.
5. 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.
6. This is a four-year commitment.

Secretary (pg.33, Service Symposium, pg.36, GSR Assembly)

1. The Secretary or Alternate Secretary in their absence shall attend the Fellowship Development (FD) meeting held on the Saturday of the RSC weekend and will provide a written record of the minutes to the FD Leader or Co-Leader at the end of Fellowship Development session.
2. Responsible for a documented record of RSC meetings.
3. Keeps an updated contact list of all RSC trusted servants and RCM's.
4. Responsible for generating documents, such as typing minutes and compiling reports to be mailed or emailed out within two weeks following each RSC meeting. Minutes are to be delivered to Administration Workgroup members, HRP members, Resource Coordinators, RCMs from each area, 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, the FRSC's official website.
5. In the Guide to Florida Regional Service Group Meeting, the Secretary displays any submitted proposals to physical and/or virtual attendees. Edits proposals in real time as the body wants to make changes to them and distributes them via email at the end of the meeting.
6. Maintains various paper and digital forms (such as check requests, RSC proposals, etc.).
7. Responsible for communicating with the RSC body about various hotel information. More information is found in the Secretary's Best Practices.
8. Willingness to learn how to edit PDFs, co-host virtual/hybrid meetings, and utilize Google Suite and Drive software.
9. Organizational and communication skills.
10. Sets up meeting space for RSC Meeting.
11. Conducts Roll Call of elected trusted servants at the RSC Meeting.
12. Co-signer on all bank accounts of the Florida RSC.
13. Shall maintain access to credentials of all electronic systems.
14. This is a two-year commitment.

Alternate Secretary (pg.33, Service Symposium, pg.36, GSR Assembly)

1. Works closely with the RSC Secretary.
2. Has the same responsibility as RSC Secretary (see above).
3. Is not a co-signer on all bank accounts of the Florida RSC.
4. Attends the Guide to Florida Regional Service Group meeting.
5. This is a four-year commitment.

Treasurer (pg. pg.33, Service Symposium, pg.36, GSR Assembly

1. Keeps an accurate record of all transactions, including receipts for income and disbursements.
2. Prepares a financial report due at each RSC meeting, including a copy of the bank statement and quarterly reports.
3. Disburses money as per group conscience of the RSC.
4. Collects all donations from Groups, Areas, individuals or workgroups.

5. As part of the Administration Workgroup, will make an annual projected budget with a suggested prudent reserve at the end of term.
6. 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.
7. May not be allowed to serve as RSO BOD Treasurer or FRC CFO simultaneously with this position.
8. Is not a signer all bank accounts of the Florida RSC.
9. This is a two-year commitment.

Alternate Treasurer (pg.33, Service Symposium, pg.36, GSR Assembly)

1. Works closely with the RSC Treasurer.
2. 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.
3. In the absence of the Treasurer disperses money per group conscience of the RSC.
4. Assists in the collections of donations from Groups, Areas and individuals,
5. 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.
6. Not a signer on the RSC bank account.
7. This is a four-year commitment.

Regional Delegate (RD) (pg.33, Service Symposium, pg.36, GSR Assembly)

The primary purpose of the RD is to link the Region with the World.

1. 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.
2. Attends all Regional Service Committee meetings.
3. Attends as many Area Service Committee meetings as possible.
4. Attends as many Southeastern Zonal Forum meetings as possible.
5. Attends World Service Conference.
6. Attends Worldwide Workshops as possible.
7. Attends as many Regional functions as possible.
8. Member of the Regional Administration Workgroup.
9. Member of the Fellowship Development Group.
10. 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.
11. The Regional Delegate's term length will be aligned and consistent with the World Service Conference (WSC) cycle.

Alternate Delegate (AD) (pg.33, Service Symposium, pg.36, GSR Assembly)

1. Works closely with the RD.
2. Has the same responsibilities as RD (see above).
3. Will not accept any nominations on the World level upon election.
4. Develops, coordinates, and facilitates the Florida GSR Assembly and the Florida Service Symposium Weekends.
5. Plans the Southeast Zonal Forum Weekends (when hosted by the Florida Region).

6. Coordinates the site selection for the RSC weekends.
7. FRC will review the contract.
8. RSO President will sign the contract.
9. The Alternate Delegate's term length will be aligned and consistent with the World Service Conference (WSC) cycle.
10. Is a signer all bank accounts of the Florida RSC.

NOMINATIONS & ELECTIONS

Parliamentary Procedures/ modified Roberts Rules

Nominations

Nominations are solicited from the RCMs or the Human Resource Volunteer Pool.

1. An explanation from the Guide to Florida Regional Service is needed to establish responsibilities for each position, per office.
2. Reading of the Roles and Responsibilities.
3. The position is announced and nominations are taken.
4. Each nomination must be seconded by an RCM.
5. In the 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.
6. After accepting nominations from RCM's, the Facilitator will ask the floor if there are further nominations.
7. Any nominations made on the floor the day of elections will postpone that elected position to give an opportunity for HRP to vet the nominated candidate.
8. Each nominee must be present and must have completed a Human Resource Volunteer Form. Verbal qualifications will be given at this time to the RSC body.

Voting Quorum

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

Elections

1. RCM's vote by paper ballot.
2. Without announcing results, Facilitator anonymously votes ONLY in case of a tie.
3. The election of Acclamations: Co-facilitator to Facilitator, Alternate Secretary to Secretary, and Alternate Treasurer to Treasurer, Fellowship Development Co Leader to Leader, Public Relations Co- coordinator to Coordinator, Internet Technology Co-coordinator to Coordinator 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.
4. Acclamations require a vote of confidence requiring a two thirds (2/3) majority; if not received, those persons become nominees for their respective positions.
5. The election of Co-Facilitator, Alternate Secretary, Alternate Treasurer, Fellowship Development Co-Leader and HRP is held in July. Nominations are solicited throughout the year and will be brought to the RSC in July and elections are held the same day. (02-01-2021)
6. Elections of Resource Coordinators are held in September.
7. Elections of RSC-elect FRC and RSO Board Members will be held according to their Policies/by-laws.

8. The elections of Delegate and Alternate Delegate will coincide with the World Service Conference cycle. Elections will be held in May. Officers assume duties at the end of business at the July RSC.
9. When there are more than two nominations and no candidate gets clear majorities, this 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.
10. Upon election, all RSC elect positions must resign any other position which would give them another voice on the Regional Floor.
11. Elected RSC positions assume the duties of office at the end of business day, with the exception of votes of acclamation.
12. When someone runs uncontested for an 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
1. Treasurer compiles a yearly report consisting of the past years activity, including the Convention Financial Statement.
2. 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 year's budget, last year's actual and this year's proposed budget,) and an annual work plan, (goals for the year).
3. RCM's compile Area reports consisting of the following:
    a. Number of meetings, H&I, Groups and total number of meetings
    b. Sub-Committee activities
    c. Major accomplishments
    d. Specific problems or situations
    e. Plans for the coming year

ADDITIONAL RSC GUIDELINES

Financial

Parliamentary Procedures/ modified Roberts Rules

1. Two signatures are required on all checks issued by the Florida RSC.
2. The RSC will maintain a bi-monthly prudent reserve in the amount of $11,000. 00. ([02-07-2019](#))
3. After paying our bills and establishing a prudent reserve, any money left over will be forwarded to the next level of service.
4. Each member of the Administration Workgroup and Resource Coordinators shall receive a stipend of one day at the prevailing daily IRS Business Rate for travel expenses.
5. No person shall receive more than one travel expense per RSC, even though such a person might serve as Leader for more than one workgroup.
6. 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. NA World Services will pay for airfare, hotel and per-diem for the Regional Delegates to attend the World Service Conference.
7. Service travel, which is travel other than the RSC weekend attendance, shall be approved by the Florida RSC as deemed necessary.
8. The Florida RSC shall be financially accountable for any donations of literature.
9. All Regional trusted servants will be reimbursed for mileage at the prevailing IRS rate if privately owned vehicle is required to be driven to any activity that the trusted servant is required to attend by the Florida Region, with the exception of RSC weekends.
10. All proposed budgets referred to Areas for approval must include the current budget and the actual expense for the past 12 months.
11. All people selected by the HRP for a work group and not funded by Areas or Region shall be reimbursed gas expenses for travel to RSC.

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.

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. Allow 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.

1. 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.
2. Utilizing all available resources to solicit candidates' service information region wide. Those resources may include wide distribution of the Human Resource Volunteer Form.
3. 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.
4. Screening applicants' information to identify qualifications and skills.
5. 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.
6. Provide the Florida Regional Service Committee with trusted servants that are best qualified for the workshop travel group for each travel cycle.

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

Composition
The Human Resource Panel consists of three (3) 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.

Membership Requirements
1. 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:
2. Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
3. Discretion—the ability to fulfill their responsibilities with the regions confidence that confidential information will be protected.
4. Experience—members should possess previous service experience and should demonstrate some personnel/human resources experience.
5. Ability to read English.
6. Ability to communicate electronically.
7. A working knowledge of the Twelve Steps, Traditions, Concepts of Narcotics Anonymous and the Guide to Florida Regional Service.

Additional responsibilities

1. The Human Resource Panel is charged with maintaining and updating the Guide to Florida Regional Service.
2. The Human Resource Panel is charged with managing the selection process for regional nominees to the World Service Conference.

3. 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.
4. 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.
5. The HRP will include a list of all changes to the GTFRS at the end of the GTFRS which includes a short description of each change and the date at which the change was voted on.

Guide to Florida Regional Service Meeting

The Co-Facilitator/Facilitator or HRP Guide (1-20-19) of the RSC will facilitate the Guide meeting. A designee' of the Human Resource Panel will participate as a resource. The purpose of the Guide to Florida Regional Service Group is to consider pending proposals to determine whether or not the proposal facilitates, inhibits or has no effect on the RSC's ability to serve its member areas. And allow discussion of all pending proposals before being brought to the RSC floor. All proposals must be submitted no later than 15 minutes prior to the Guide Meeting or be tabled until the next RSC Guide Meeting (05-09-18).

The participants in the Guide to Florida Regional Service meeting will 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, decision making is limited to

1. Human Resource Panel members
2. RSC Administration
3. FD leader and co-leader
4. Resource Coordinators
5. FRC and RSO Board Presidents
6. Any RCM in the Florida Region

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

1. Does the proposal conflict with any of the Steps, Traditions or Concepts?
2. Does this proposal change the intent of the Guide to Florida Regional Service or establish new guidelines? What impact the proposal may have on the Florida RSC, (i.e., financial, spiritual, time, etc).
3. Does the proposal facilitate, inhibit, or have no effect on the RSC's ability to serve its member Areas.
4. The Guide to Florida Regional Service Group will hold a meeting only on RSC weekends.
5. Proposals are to be submitted to the secretary team for numbering then passed to the Facilitation Team for merit, review with maker, then presented and discussed at the Guide Meeting.

The Guide to Florida Regional Service Group will:

1. Facilitate in coordination with the Facilitator and Co-Facilitator the Guide Meeting based on a two-year commitment
2. Carry the voice of the group to the Florida RSC floor
3. Be absolutely fair and impartial
4. Be available to answer any questions concerning the Guide to Florida Regional Service on the RSC floor.
5. 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 31st 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. RCMs 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 experiences, 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:

1. The need for balance between rotation (new people and fresh experience) and continuity (service experience) in regional services.
2. Recovery experience.
3. Service interests.
4. Skills and talents applicable to the task/position.
5. Maturity level, character, integrity, stability.
6. History of commitment.
7. Geographical diversity is an important factor only if all other considerations are equal.

8. Administrative Policy for the Human Resource Pool:
9. The HRP administers the Human Resource Pool.
10. All information in the Human Resource Pool is kept in strictest confidence.
11. Increasing the membership of the Human Resource Pool is a high priority.
12. 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.
13. 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.

FELLOWSHIP DEVELOPMENT GROUP

AREA SUPPORT GROUP

The Area Support Group is the opening service meeting and is the first meeting Saturday morning 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. 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.

Meeting Format
1. Opening Prayer
2. Reading of the Traditions
3. Reading of the Concepts
4. Reading Purpose of Fellowship Development Group
5. Attendance Sheet Completed/Distribute FD report from previous RSC meeting.
6. Presentation of potential projects via the Fellowship Development Leader & Open Mike
7. Questions & Answers
8. Roundtable Discussions
9. Prioritization of Projects
10. Complete Project Plan Forms with priority levels (submitted to HRP and Administrative Committee)
11. Closing Prayer

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 are encouraged to attend. The afternoon session is a deeper dive into topics requested by the fellowship, workshopping those topics, and making a determination if a workgroup needs to be put together to further the research into that topic. On-going and/or current active workgroups will be

announced at each afternoon session, and the opportunity to share a status report or convene a scheduled meeting will be available. The meeting schedule of on-going and current active workgroups are available on the www.naflorida.org website detailed in the "Workgroup" section of the Regional Service Committee (RSC) page. Both the morning and afternoon Fellowship Development 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)
1. Facilitates both the morning and afternoon sessions of the Fellowship Development Group at each RSC Weekend.
2. Attends the Florida Regional Service Conference.
3. Reports to Florida Regional Service Conference as to the status of all current projects.
4. Presents to the FRSC body the proposed Project Plans for each suggested workgroup.
5. Presents to the Human Resource Panel suggestions for workgroup membership.
6. Prepares a budget for approval at the January RSC that includes actual expenses for the past 12 months.
7. In the absence of a Technology Resource Coordinator, will update the web page to include the RSC minutes.
8. Conducts an annual Regional Inventory.
9. Single point of accountability for planning workshop travel groups.
10. The FD Leader/Co-Leader update the Disaster Preparedness, Response, and Recovery Plan on an annual basis to incorporate new technologies, procedures, contact information, and any other changes.

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 two years. The Fellowship Development Leader cannot serve more than two consecutive terms.

Requirements
1. As well as holding no other regional-level service commitments by the time they assume their duties, the Leader should demonstrate the following:
2. Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
3. Large Group Facilitation experience including knowledge of Consensus Based Decision Making.
4. Ability to organize, direct and motivate.
5. Discretion—the ability to fulfill their responsibilities with the Region's confidence that confidential information will be protected.
6. Experience—members should possess previous regional service experience.
7. Ability to read English.
8. Ability to communicate electronically
9. A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

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.

Afternoon Session

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 Regions and/or continue working on their assigned tasks.

Suggested Workgroup Format

1. Opening Prayer
2. Report of Project

3. Status Business of the day
4. 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 resource coordinators:

1. Corrections
2. Hospital & Institution
3. Public Relations
4. Technology

Duties of the Resource Coordinator(s)
1. The Resource Coordinators serve the fellowship on any number of designated projects requiring their area of specialization.
2. The Resource Coordinators participate in the Guide to Florida Regional Service Group and speak to their area of specialization.
3. The Resource Coordinators perform tasks applicable for their area of specialization as listed in their particular section in this policy.
4. The Resource Coordinators assist the Human Resource Panel by soliciting potential Human Resource Pool members to serve the fellowship.
5. The Resource Coordinators shall respond to all correspondence.
6. The Resource Coordinators shall maintain/manage the newsgroup for their specific area of specialization.
7. The Resource Coordinators will communicate with Florida Region Areas outside the continental U.S. to determine the needs of the local fellowship. These needs will be used as input when planning workshop travel groups.

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:

1. Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
2. Discretion—the ability to fulfill their responsibilities with the regions confidence that confidential information will be protected.
3. Experience – should possess previous regional service experience.

4. Experience – should possess previous experience in their area of specialization on an area level for a minimum of one year unless that area of specialization is not regularly found on the area level, such as with Corrections. In these instances, the candidate should possess previous experience as the PR Area Chair/Regional Coordinator or H&I Area Chair/Regional Coordinator.
5. Ability to read English.
6. A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.
7. Ability to organize, direct and motivate.
8. Able to upload, download files, email and have word processing skills.
9. Prepare a budget for approval at the January RSC that includes actual expenses for the past 12 months.

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.

1. 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.
2. Attends all RSCs and participates in collaboration with the Fellowship Development Team.
3. Gives concise and detailed reports on activities and expenditures since the last RSC.
4. 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.
5. Serves as a resource for NA members behind the walls by providing literature, information, and other materials needed to support carrying the NA message.
6. 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.
7. Maintains a database 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.
8. Serves as the single point of accountability and solicits NA members to participate in the Pen Pal Project.
9. 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.
10. Participates in other projects relevant to the position and conducts workshops to inform and address problems members may be experiencing.

Hospital & Institution Resource Coordinator

1. 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.
2. 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.
3. 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.
4. Participates in projects that carry the message into facilities that cannot be serviced by an Area Committee.
5. 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.
6. Performs any other activities that benefit the H&I efforts in the Florida Region.

Additional Guidelines
1. 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.
2. 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

1. 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.
2. 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.
3. In order to act as a clearing house, 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Performs any other activities that benefit the Public Relations efforts in the Florida Region.
9. Single point of accountability for the Regional PR Booths.
10. Will be the resource for ASCs on the helpline assisting with set up, changing of phone numbers, etc. in collaboration with the South Florida region, and AL/NWF Region.
    a. Calls will be routed to the ASC's existing help line system via YAP
    b. The ASC can be provided access to the extension given them to program forwarding numbers directly into the YAP system for handling.
    c. It would also allow if decided to have extensions set for the RSO, for resource coordinators, and any other use the RSC approves.
    d. The system is very flexible and may have many uses we have not considered yet.

Public Relations Co-Coordinator

Duties: To help fulfill the PR Coordinator duties. This would follow the Public Relations Resource Coordinator's duties section.

Technology Resource Coordinator

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.

Additional Qualifications and Responsibilities:
1. Does not need to be fully versed in every aspect of technology but should have some kind of general understanding/knowledge.
2. Has ability to store & transport IT bin with supplies.

Duties & Responsibilities

1. Develop information delivery strategies and problem resolutions as presented by the Florida Region.
2. Assist Areas with training relating to and maintaining of their BMLT for updating local meeting list information and currently approved phone line system for helpline configuration.
3. Manage Technology Resource Panel and delegates responsibilities to the members within the panel.
4. Keep up to date documentation on security, passwords and configurations of technologies implemented by the Florida Region with the Florida Regional Secretary.
5. Maintain current knowledge on new methods of communication and message delivery to keep the Florida Region cost effective.
6. Assists with potential technology involved in the dissemination of information to Areas and Region, as needed.
7. Maintain a close working relationship with all other Resource Coordinators, Boards, Human Resource Panel and Fellowship Development Group.
8. Manage hybrid setup for RSC weekends and other Regional events that require hybrid setup.
9. Maintain shared management of basic web presence (Domain Name) of areas with defunct or non-maintained web properties. All decisions regarding defunct area websites will be deferred to the acting ASC of that area or the RCMs on the floor of the RSC.
10. Maintain the Regional events calendar.
11. Maintain and update Regional website including but not limited to:
    a. General information
    b. Updated RSC events information
    c. RSC Minutes
    d. Plugins
    e. Backups
    f. Update users and groups on Google Workspace as members move in and out of service positions.
    g. Moderate FRSC social media accounts.
    h. Make necessary updates to the server.
    i. Give input/suggestions regarding the hiring and management of any outside organization hired for technology related services.

Implementations and changes should:

1. Reduce communication cost or increase efficiency.
2. Facilitate an area or an area's RCM's participation in the Florida Region.
3. Optimize communication in a helpful, spiritual, productive and professional manner to fellow members, people and organizations outside the fellowship.
4. 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.

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.

1. Includes updating permissions
2. Managing posting privileges
3. Review posts as necessary to assist new and existing members

4. Moderating members as necessary to pre-approve posts

Florida Regional Calendar Events Guidelines
Areas may link to the Florida Regional Calendar.

1. RCMs need to e-mail the designated contact information for the local calendar administrator to webservant@naflorida.org. The designated contact can then request calendar link information to integrate into their website.
2. The designated calendar contact for an area: Is designed to post:
    a. Area subcommittee meetings
    b. The title of the event should start with the area name
    c. Sanctioned area NA events
    d. Regularly scheduled NA meetings

Engaging an Outside Organization for Service
1. Requirements:
    a. Professional Services Company with 3 or more employees
    b. Experienced Staff and Expertise
    c. Established for 4 or more years
    d. References for handling service for larger organizations
    e. Reputation for reliability and quality of service
    f. Adequate support options and availability

Technology Resource Co-Coordinator
The Technology Resource Co-Coordinator is to be in training to acclimate to the Technology Resource Coordinator position.

1. To help the Technology Resource Coordinator fulfill the duties and responsibilities of that position.
2. To learn the responsibilities of the Technology Resource Coordinator position and become familiar with the technology used by FRSC to be best suited to take over the position.

Additional Qualifications and Responsibilities
1. Works closely with the Technology Resource Coordinator.
2. Performs all duties and has all responsibilities of the Technology Resource Coordinator in their absence.
3. This is a two-year commitment to end when the Technology Resource Coordinator's term is over with the expectation to acclimate to the Technology Resource Coordinator position.
4. The Technology Resource Co-Coordinator must have a minimum of three (3) years clean.

Technology Resource Panel
The primary purpose of the Technology Resource Panel (TRP) is to advise and assist the Technology Resource Coordinators in the various aspects and duties relating to any technology that helps the Florida Region and its Areas better carry the message of NA recovery as well as implementation of solutions to any issues arising throughout the Florida Region.

Duties of the Technology Resource Panel
The Technology Resource Panel will lend their knowledge and expertise in their specialties to the Technology Resource Coordinators.

1. Meet monthly via virtual meeting to discuss the current and upcoming tasks/projects regarding technology as it relates to the Florida Region and its Areas.

2. Maintain documentation of current practices and any changes implemented. • May be asked to assist at various Regional functions.

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

Composition
The Technology Resource Panel consists of up to five (5) individuals elected by a simple majority of the Florida Regional Service Committee. Up to three (3) Technology Resource Panel members and up to two (2) interim panel members. Interim panel members will have limited access to sensitive information. This commitment can be held while holding other Region-level positions as the panel members will not carry a voice on the Regional floor.

Suggested skill sets for panel members include but are not limited to:

1. Website development and maintenance (WordPress, SEO, etc.)
2. Server maintenance
3. Google Workspace
4. Programming
5. Database management
6. Project management
7. Cybersecurity
8. User experience (UX) and user interface (UI)
9. BMLT experience
10. YAP experience
11. Zoom & hybrid implementation (Audio/Visual)
12. Documentation & creation of tutorials
13. Digital media creation and video editing
14. Social media moderating

Term
The term of office for the Technology Resource Panel member will be two years. The Interim Panel member term will be one year with no term limit.

Membership Requirements
All prospective Technology Resource Panel members should demonstrate the following:

1. Trustworthiness & Discretion—integrity and the ability to fulfill their responsibilities with the region's confidence that confidential information, accounts, & passwords will be protected.
2. Experience—members should possess some previous experience in the tech field.
3. A working knowledge of the Twelve Steps, Traditions, Concepts of Narcotics Anonymous and the Guide to Florida Regional Service.
4. Four years clean time requirement for panel members, one-year clean time requirement for interim panel members.

Workshop Travel Group

The Travel Group shall consist of a delegation of two trusted servants (2-member delegation team becoming ineligible to be selected to the travel group again for 2 yrs.) well versed in Florida Regional Service with the ability and willingness to not only travel freely outside the United States but to also spend two full days conducting presentations and workshops.

A sustained effort on the part of the Florida Region along with continued participation from the Islands local fellowships may assist in building stronger home groups, keeping long time members involved in order to mentor newer members to carry on in service on these islands, educate the professional community further about Narcotics Anonymous, give local addicts a safe haven and viable choice for recovery.

Duties of the Travel Group:

1. Communicate with Fellowship Development to determine the needs of the local fellowship.
2. Develop an agenda including workshops and presentations related to the needs of the local fellowship as defined by Fellowship Development.
3. Provide a report to the RSC body by way of Fellowship Development.
4. Collaborate and have knowledge of previous delegation's team reports and experience.

Accountability:

The Travel Group is accountable to the FRSC via Fellowship Development

All Delegation teams are recommended by the Fellowship Development Group and vetted by HRP from the HRP Volunteer Pool.

Travel Cycles:

April and October (respectively)

Requirements:

1. Ability to travel outside the US legally (Valid passport, no outstanding warrants here or abroad) Integrity beyond reproach
2. 5 years' experience of NA Service and workshops and full availability for workshops while at Island nations
3. Complete familiarity with Service System Tools and Consensus Based Decision Making of the Florida Region. Ability and knowledge to present NA based service literature to members that have not been introduced to it.
4. Excellent listening and verbal communication skills and good PowerPoint and Zoom presentation skills Knowledge on Twelve steps, traditions and concepts
5. Minimum of 6yrs clean.

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:

1. Become the primary model for trusted servant training at all levels of service.
2. Ensure trusted servants are provided cutting-edge training in order to develop effective leadership in our fellowship.
3. 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.

Florida Symposium will take place in the year after the World Service Conference. Our mission is to share information, experience, strength, and hope at an 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

1. 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.
2. The theme of the Symposium will be chosen by the Administration Workgroup with participation and/or input from the World Service Office.
3. The program of the Symposium will be chosen by the Administration Workgroup with participation and/or input from the World Service Office.
4. The Florida Symposium will be held on the year after the World Service Conference on a weekend agreed upon and announced by the Administration Group.
5. 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
1. Point of contact with WSC, World Agenda, and World Input.
2. Decides the Topic with input from Areas and World.
3. Develops the Symposium Agenda.
4. Point of contact with the Facility and Secures the facility.
5. Liaison between the facility and the participants
   a. Communicate to other Regions and WSC
   b. Email announcement sent EOM Dec/BOM Jan
   c. Distribute print announcement at January SEZF
6. Willingness to participate as a Facilitator
7. Reports to RSC
   a. # of groups registered
   b. # of groups voting
   c. Results with tally of motions, proposals, straw polls, etc.

RSC Facilitator
1. Works closely with the RD/AD Team in planning this event

2. Willingness to participate as a Facilitator

RSC Co-Facilitator

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

Secretary Team

1. Maintain "Database of Professionals"
   a. Mental Health professionals
   b. Treatment Centers
   c. Judicial contacts
2. Communicate throughout Florida Region
3. Prepare announcement to be received by RCMs at the November RSC
4. Prepare Registration packets or Nameplate/Badge
5. (pre-paid) Banquet and/or Lunch tickets / Function
6. Symposium Agenda (may include 'welcome statement' or 'welcome statement' may be separate)
7. Works closely with Area RCM's
8. Assistance with Registration and local area information
9. Willingness to participate as a Facilitator

Treasurer Team

1. Oversees the budget
2. Works closely with the RSO and receipt of pre-registrations
3. Accounts Receivables – prior to and during the Symposium weekend. Friday and Saturday lunches, Saturday night banquet or Saturday night entertainment
4. Willingness to participate as a Facilitator

RSO Representative

Member of the Service Symposium Planning Project and the Special Worker or 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

Purpose

The GSR Assembly is a meeting of all the GSR's and RCMs 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

1. To get as much participation and representation from as many groups as possible throughout the region.
2. To inform the members of Narcotics Anonymous in our Region about the structure, functions, and importance of Regional and World Services.
3. 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.
4. To provide verbal and written input to our conference delegates on important aspects of the specific issues.
5. To discuss regional issues facing the Florida RSC that would require a conscience from the expanded population of GSR's.

Structure

Panel Discussion
1. Small informal discussions designed to allow for in depth background and analysis of the issues at hand.
2. The panels are broken down by topic so that only issues and motions in that topic are discussed in the small group.
3. 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.
4. Prepares participants for the more formal General Assembly open forum.
5. All members of Narcotics Anonymous are invited to attend.

General Assembly Open Forum
1. The large meeting of all members of the Florida Region.
2. Facilitated by the Regional Facilitator with the assistance of the Co-Facilitator. Formal discussion and voting take place on all issues on the agenda.
3. Parliamentary Procedure will be followed.

General Assembly Procedures
1. Only GSR's may vote on the Assembly Agenda.
2. Voice votes are preferred. If at any time a vote count is desired, any participant may request it.
3. Any member of Narcotics Anonymous may address the body when recognized by the Facilitator.
4. 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
1. Acts as an information resource to the Administration Workgroup.

2. Provides a World level perspective in all discussions.
3. Listens closely to the perspective of the GSR's.
4. Performs miscellaneous tasks as required.

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

Fellowship Development Leader and Co-Leader
1. Delegates Panel Leader responsibilities to appropriate individuals.
2. Performs miscellaneous tasks as required.

Panel Leader Responsibilities
1. Thoroughly research the subject matter.
2. Identify and communicate relevant and appropriate facts and issues.
3. Keep the discussion moving.
4. Encourage participation both PRO and CON.
5. Remain unbiased.
6. At the end of each discussion topic, have the group chooses representatives on each issue and motion to speak at the general assembly, at least one PRO and one CON.

Resource Coordinators
1. Researches the CAR and is prepared to discuss in detail the motions pertinent to their areas of expertise.
2. Volunteers to be Panel Leader.
3. Performs miscellaneous tasks as required.

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

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

Secretary
1. Prepares flyers for distribution through the RCMs.
2. 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.
3. The second flyer will be in time for the January RSC Meeting, with specifics about agenda, lodging, maps if appropriate, etc.
4. Performs miscellaneous tasks as required.

5. Prepares Registration Packets for distribution at Assembly
6. Creates electronic forms for CAR and CAT Ballots, Literature/IDT surveys, and registration
7. In coordination with the Technology Resource Coordinators, makes electronic voting available and accessible for all members before and during the GSR Assembly.
8. Generates voting results for presentation at RSC Sunday.

Treasurer
1. Ensures that the meeting stays within budget.
2. Performs miscellaneous tasks as required.

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

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

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

Southeastern Zonal Forum (SEZF)

Propose

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

1. Regional Delegate
2. Alternate Delegate
3. Any interested Regional Resource Coordinator, or RCM wanting to attend the biennial CAR Workshop should:
   a. Submit required notification at the November RSC of intentions to attend, 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 SEZF other than the CAR Workshop, Regional funded attendees will be approved by the Region, prior to each Zonal Forum. 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

1. To attend as many meetings as possible.
2. To report to the Florida RSC any pertinent information received at the Forum.
3. 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.
4. The cost associated with the Zonal Weekends shall be split among the member regions of the zone.

Budget

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

Guide Change Log

1. **Proposal Number:** 2024-11-01   **Date Approved:** 2024-11-17   **Maker:** Uncoast
   a. **Changed:** Under Human Resource Panel, Duties of the Human Resource Panel, Additional responsibilities, added item 5, log of all changes to the GTFRS.

2. **Proposal Number:** 2025-03-01   **Date Approved:** 2025-05-18   **Maker:** Corrections Coordinator
   a. **Changed:** Under Resource Coordinators, Requirements, Item 4, Experience was more clearly defined.

3. **Proposal Number:** 2025-01-004   **Date Approved:** 2025-05-18   **Maker:** HRP
   a. **Changed:** Under Human Resource Panel, Duties of the Human Resource Panel, Composition, reduced to 3 panel members.

4. **Proposal Number:** 2025-05-01   **Date Approved:** 2025-05-18   **Maker:** Fellowship Development Leader
   a. **Changed:** Under Administration Workgroup, Secretary, added item 1, shall attend FD on Saturday and take a written record of minutes.