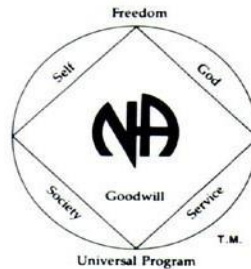


# Central Vancouver Island Area Service Committee of Narcotics Anonymous

## SERVICE GUIDELINES



### Service Prayer

*God, grant us the knowledge that we may  
act according to your divine precepts.  
Instil in us a sense of your purpose,  
make us servants of your will and  
grant us a bond of selflessness that  
this may truly be your work, not ours,  
so that no addict, anywhere, need  
die from the horrors of addiction.*

*As adapted from the Introduction section in our Basic Text, Sixth Edition*

## CVIASC Service Guidelines

### Table of Contents

| <u>Section / Title</u>   | <u>Page No.</u> |
|--|-----------------|
| <u>1.0 OFFICIAL NAME</u>   | <u>6</u>        |
| <u>2.0 PURPOSE AND ACCOUNTABILITY</u>                                      | <u>6</u>        |
| <u>3.0 GEOGRAPHICAL BOUNDARIES</u>   | <u>6</u>        |
| <u>4.0 CVIASC REFERENCES</u>   | <u>6</u>        |
| <u>5.0 AREA SERVICE COMMITTEE MEETING</u>                                  | <u>7</u>        |
| <u>6.0 SUBCOMMITTEE MEETINGS</u>   | <u>8</u>        |
| <u>7.0 CVIASC MEETING AGENDAS</u>  | <u>8</u>        |
| <u>8.0 CONSENSUS BASED DECISION MAKING BASICS</u>                          | <u>10</u>       |
| <u>9.0 ELECTION OF CVIASC TRUSTED SERVANTS</u>                             | <u>12</u>       |
| <u>10.0 TERMS OF OFFICE</u>  | <u>12</u>       |
| <u>11.0 AMENDMENT OF CVIASC SERVICE GUIDELINES</u>                         | <u>14</u>       |
| <u>12.0 GROUP SERVICE REPRESENTATIVE &amp; ALT. GSR RESPONSIBILITIES</u>   | <u>15</u>       |
| <u>13.0 CVIASC TRUSTED SERVANTS QUALIFICATIONS &amp; RESPONSIBILITIES</u>  | <u>15</u>       |
| <u>14.0 ADMINISTRATIVE OFFICERS QUALIFICATIONS &amp; RESPONSIBILITIES</u>  | <u>15</u>       |
| <u>15.0 SUBCOMMITTEE COORDINATOR QUALIFICATIONS &amp; RESPONSIBILITIES</u> | <u>21</u>       |
| <u>16.0 SUBCOMMITTEE GUIDELINES</u>  | <u>22</u>       |
| <u>17.0 SUBCOMMITTEE FINANCIAL POLICY</u>                                  | <u>23</u>       |
| <u>18.0 SUBCOMMITTEE RESPONSIBILITIES</u>                                  | <u>24</u>       |
| <u>19.0 STORAGE LOCKER GUIDELINES</u>                                      | <u>27</u>       |
| <u>20.0 CVIASC FINANCIAL POLICY</u>  | <u>27</u>       |
| <u>21.0 FINANCIAL REVIEWS &amp; FINANCIAL AUDITS</u>                       | <u>31</u>       |
| <u>22.0 THEFT OF FUNDS &amp; BAD CHEQUE POLICY</u>                         | <u>32</u>       |
| <u>ADDITIONAL RESOURCES</u>  | <u>34</u>       |

## CVIASC Service Guidelines

### (Detailed) Table of Contents

| <u>Section / Title</u>                                     | <u>Page No.</u> |
|--|-----------------|
| <b>1.0 OFFICIAL NAME</b>                                   | <b>6</b>        |
| <b>2.0 PURPOSE AND ACCOUNTABILITY</b>                      | <b>6</b>        |
| <b>3.0 GEOGRAPHICAL BOUNDARIES</b>                         | <b>6</b>        |
| <b>4.0 CVIASC REFERENCES</b>                               | <b>6</b>        |
| <b>5.0 AREA SERVICE COMMITTEE MEETING</b>                  | <b>7</b>        |
| <i>5.1 General</i>   | <i>7</i>        |
| <i>5.2 Seating Procedure</i>                               | <i>7</i>        |
| <i>5.3 Description of an NA Group</i>                      | <i>7</i>        |
| <b>6.0 SUBCOMMITTEE MEETINGS</b>                           | <b>8</b>        |
| <b>7.0 CVIASC MEETING AGENDAS</b>                          | <b>8</b>        |
| <i>7.1 Pre-ASC (GSR) Meeting Agenda</i>                    | <i>8</i>        |
| <i>7.2 Regular Meeting Agenda</i>                          | <i>9</i>        |
| <i>7.3 Emergency Meeting Agenda</i>                        | <i>9</i>        |
| <i>7.4 Emergency Meeting Stipulations</i>                  | <i>10</i>       |
| <b>8.0 CONSENSUS BASED DECISION MAKING BASICS</b>          | <b>10</b>       |
| <i>8.1 The CBDM Process</i>                                | <i>10</i>       |
| <i>8.2 Degrees of Dissent</i>                              | <i>11</i>       |
| <i>8.3 Basic Consensus Based Decision Making FlowChart</i> | <i>12</i>       |
| <b>9.0 ELECTION OF CVIASC TRUSTED SERVANTS</b>             | <b>12</b>       |
| <i>9.1 Nomination Process</i>                              | <i>12</i>       |
| <i>9.2 Secret Ballot Voting</i>                            | <i>12</i>       |
| <i>9.3 Voting Participants</i>                             | <i>13</i>       |
| <i>9.4 Non-Voting Participants</i>                         | <i>13</i>       |
| <b>10.0 TERMS OF OFFICE</b>                                | <b>13</b>       |
| <i>10.1 Regular Terms of Office</i>                        | <i>13</i>       |

|   |           |
|---|-----------|
| <b><i>10.2 Vacant Positions</i></b>   | <b>14</b> |
| <b><i>10.3 Temporary Appointment of Office</i></b>                                    | <b>14</b> |
| <b><i>10.4 Partial Terms of Office</i></b>  | <b>14</b> |
| <b><i>10.5 Resignation</i></b>  | <b>14</b> |
| <b><i>10.6 Dismissal of Office</i></b>  | <b>15</b> |
| <b><i>10.7 Election Cycles</i></b>  | <b>15</b> |
| <b>11.0 AMENDMENT OF CVIASC SERVICE GUIDELINES</b>                                    | <b>15</b> |
| <b>12.0 GROUP SERVICE REPRESENTATIVE &amp; ALT. GSR RESPONSIBILITIES</b>              | <b>15</b> |
| <b>13.0 CVIASC TRUSTED SERVANTS QUALIFICATIONS &amp; RESPONSIBILITIES</b>             | <b>16</b> |
| <b>14.0 ADMINISTRATIVE OFFICERS QUALIFICATIONS &amp; RESPONSIBILITIES</b>             | <b>16</b> |
| <b><i>14.1 Facilitator &amp; Co-Facilitator Qualifications</i></b>                    | <b>16</b> |
| <b><i>14.2 Facilitator &amp; Co-Facilitator Responsibilities</i></b>                  | <b>17</b> |
| <b><i>14.3 Secretary &amp; Alternate Secretary Qualifications</i></b>                 | <b>17</b> |
| <b><i>14.4 Secretary &amp; Alternate Secretary Responsibilities</i></b>               | <b>18</b> |
| <b><i>14.5 Treasurer &amp; Alternate Treasurer Qualifications</i></b>                 | <b>19</b> |
| <b><i>14.6 Treasurer &amp; Alternate Treasurer Responsibilities</i></b>               | <b>19</b> |
| <b><i>14.7 RCM (Regional Committee Member) &amp; Alternate RCM Qualifications</i></b> | <b>20</b> |
| <b><i>14.8 RCM &amp; Alternate RCM Responsibilities</i></b>                           | <b>20</b> |
| <b><i>14.9 Service Guidelines Interpreter Qualifications</i></b>                      | <b>21</b> |
| <b><i>14.10 Service Guidelines Interpreter Responsibilities</i></b>                   | <b>21</b> |
| <b><i>14.11 Communications Coordinator Qualifications</i></b>                         | <b>22</b> |
| <b><i>14.12 Communications Coordinator Responsibilities</i></b>                       | <b>22</b> |
| <b>15.0 SUBCOMMITTEE COORDINATOR QUALIFICATIONS &amp; RESPONSIBILITIES</b>            | <b>23</b> |
| <b><i>15.1 Subcommittee Coordinator Qualifications</i></b>                            | <b>23</b> |
| <b><i>15.2 Subcommittee Coordinator Responsibilities</i></b>                          | <b>24</b> |
| <b>16.0 SUBCOMMITTEE GUIDELINES</b>   | <b>24</b> |
| <b>17.0 SUBCOMMITTEE FINANCIAL POLICY</b>   | <b>25</b> |
| <b>18.0 SUBCOMMITTEE RESPONSIBILITIES</b>   | <b>26</b> |
| <b><i>18.1 Literature Subcommittee Responsibilities</i></b>                           | <b>26</b> |
| <b><i>18.2 Camp Out Subcommittee Responsibilities</i></b>                             | <b>27</b> |
| <b><i>18.3 Activities Subcommittee Responsibilities</i></b>                           | <b>27</b> |
| <b><i>18.4 Newsletter Subcommittee Responsibilities</i></b>                           | <b>27</b> |

|   |           |
|---|-----------|
| <b><i>18.5 Public Relations Subcommittee Responsibilities</i></b>                 | <b>28</b> |
| <b><i>18.6 Ad Hoc Subcommittee Responsibilities</i></b>                           | <b>28</b> |
| <b><i>18.7 Administrative Subcommittee Responsibilities</i></b>                   | <b>28</b> |
| <b>19.0 STORAGE LOCKER GUIDELINES</b>   | <b>29</b> |
| <b><i>19.1 Purpose</i></b>  | <b>29</b> |
| <b><i>19.2 Storage Locker Rental Agreement and Access</i></b>                     | <b>30</b> |
| <b><i>19.3 Storage Locker Contents</i></b>  | <b>30</b> |
| <b><i>19.4 Storage Locker Maintenance Procedures</i></b>                          | <b>30</b> |
| <b>20.0 CVIASC FINANCIAL POLICY</b>   | <b>30</b> |
| <b><i>20.1 General</i></b>  | <b>30</b> |
| <b><i>20.2 Treasurer's Report</i></b>   | <b>30</b> |
| <b><i>20.3 Payment Priority Groups</i></b>  | <b>31</b> |
| <b><i>20.4 Budgets</i></b>  | <b>31</b> |
| <b><i>20.5 Seed Funds</i></b>   | <b>33</b> |
| <b><i>20.6 Group Contributions &amp; Literature Purchases</i></b>                 | <b>33</b> |
| <b><i>20.7 Distributing Funds to Other Levels of the NA Service Structure</i></b> | <b>33</b> |
| <b><i>20.8 Prudent Reserve &amp; Earmarking Funds</i></b>                         | <b>34</b> |
| <b><i>20.9 Travel Expenses</i></b>  | <b>34</b> |
| <b><i>20.10 Dissolution</i></b>   | <b>34</b> |
| <b>21.0 FINANCIAL REVIEWS &amp; FINANCIAL AUDITS</b>                              | <b>35</b> |
| <b><i>21.1 Financial Reviews</i></b>  | <b>35</b> |
| <b><i>21.2 Financial Audits</i></b>   | <b>35</b> |
| <b>22.0 THEFT OF FUNDS &amp; BAD CHEQUE POLICY</b>                                | <b>36</b> |
| <b>23.0 SOCIAL MEDIA GUIDELINES</b>   | <b>37</b> |
| <b>ADDITIONAL RESOURCES</b>   | <b>38</b> |
| <b><i>1) Election Questions for CVIASC Trusted Servants</i></b>                   | <b>38</b> |
| <b><i>2) GSR/Group Roll Call Report Form (Sample)</i></b>                         | <b>39</b> |

## 1.0 OFFICIAL NAME

- 1.1 The official name of this area service body shall be the “**Central Vancouver Island Area Service Committee of Narcotics Anonymous**” and shall be referred to as “**CVIASC**” within this document.

## 2.0 PURPOSE AND ACCOUNTABILITY

- 2.1 Tradition Five States: “Each group has but one primary purpose – to carry the message to the addict who still suffers”.
- 2.2 The purpose of this body shall be to encourage unity, cooperation and communication among the groups and committees within the area.
- 2.3 Provide monthly meetings at which home groups express their collective conscience to the service structure.
- 2.4 Help groups and committees deal with their basic situations and needs.
- 2.5 Encourages growth of the fellowship.
- 2.6 Also to provide representation at the British Columbia Regional Service Committee of Narcotics Anonymous (*BCRSCNA*).
- 2.7 The CVIASC is accountable to the CVIASC groups and fellowship.

## 3.0 GEOGRAPHICAL BOUNDARIES

- 3.1 The geographical boundaries of the CVIASC shall be from as far south as Chemainus, as far north as Qualicum Beach, with a western limit to include Port Alberni, and with Vancouver Island’s Salish Sea Coastline and Gabriola Island as the most easterly limits.
- 3.2 We shall have the option of serving groups in other neighbouring areas in the absence of other Area Service Committees in their area.

## 4.0 CVIASC REFERENCES

- 4.1 The CVIASC and its committees shall comply in all actions with the following:
  - Twelve Traditions of Narcotics Anonymous.
  - The Twelve Concepts of NA Service.
  - Current publication of the CVIASC Service Guidelines.
  - “A Guide to Local Service in Narcotics Anonymous” and its successors.
  - Current editions of all NA handbooks.
  - Future CVIASC directives.
  - Any special rules of order the committee may adopt.
  - Each CVIASC member will be provided with a copy of “*A Guide to Local Service in Narcotics Anonymous*” and a copy of the current “*CVIASC Service Guidelines*”.
  - See section 18.1 Literature Subcommittee Responsibilities
  - See section 18.7 Administrative Subcommittee Responsibilities

## 5.0 AREA SERVICE COMMITTEE MEETING

### 5.1 General

- 5.1.1 The regular CVIASC meetings occur once every calendar month as directed by the voting area participants attending the current Area meeting.
- 5.1.2 If the meeting time, place or date must be changed, it shall be announced before the end of the current ASC meeting.
- 5.1.3 If the need arises to change the meeting's time and/or location after the most recent meeting, the Facilitator or the Secretary shall notify all members of the CVIASC by telephone as soon as possible before the next meeting.
- 5.1.4 The CVIASC shall provide and pay for the venue rentals, at the cost approved by the CVIASC body, for holding regular Area Service Committee meetings, Pre-ASC GSR meetings, and regularly scheduled subcommittee meetings, whether in person or virtual, and managed under the CVIASC / CVIANA Treasury Account.

### 5.2 Seating Procedure

- 5.2.1 Administrative Officers, Subcommittee Coordinators and Vice-Coordinators, Group Service Representatives (GSRs) and Alternate GSRs.
- 5.2.2 Administrative Officers and Subcommittee Coordinators shall be the only persons seated at the table during a CVIASC meeting.

### 5.3 Description of an NA Group

- 5.3.1 In the spirit of autonomy, many groups hold meetings that appeal to members with similar needs. The freedom from judgement expressed in the Third Tradition is aimed at helping any addict, anywhere, feel comfortable in NA. No matter how a group structures its meetings, all NA groups are encouraged to keep the focus of their meetings on recovery from the disease of addiction.
- 5.3.2 As long as a group observes the Twelve Traditions and adopts the Twelve Steps of NA in its meetings may consider them Narcotics Anonymous meetings. See *"Tradition Four", page 113 in "It Works How & Why, The 12 Steps & The 12 Traditions of NA"*.
- 5.3.3 The NA Group has established a regular day, time, and location to hold regularly scheduled recovery meetings.
- 5.3.4 The NA Group, after holding meetings consecutively for at least twelve (12) weeks, may send a group service representative to the monthly CVIASC meeting and contact the Public Relations Subcommittee so that they may be placed on the CVIANA meeting list and the CVIANA website. This time frame may be reduced to four (4) weeks during periods of locally, provincially, federally or globally declared crises including but not limited to: pandemics, civil unrest, martial law, humanitarian emergencies, man-made or natural disasters, or acts of God.
- 5.3.5 In support of the CVIASC and its services, and in alignment with the Second Concept, the NA Group may send GSRs from their group to the CVIASC meetings on a regular basis. The Second Concept, *"The final responsibility and authority for NA services rests with the NA groups"*, basically says that the NA groups bear the final responsibility and

authority for all the services of the extended NA Fellowship. See “A Guide to Local Service in NA”, page 37, “How Can our Group Support Other NA Services?”.

5.3.6 For more information about what an NA Group is, see pages 25 to 42 in our service manual, “A Guide to Local Service in NA” or see page 2 in “The Group Booklet, Revised”. When two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group. Here are six points based on our traditions which describe an NA Group:

- a. All members of a group are drug addicts, and all drug addicts are eligible for membership.
- b. As a group, they are self-supporting.
- c. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
- d. As a group, they have no affiliation outside Narcotics Anonymous.
- e. As a group, they express no opinion on outside issues.
- f. As a group, their public relations policy is based on attraction rather than promotion.

## 6.0 SUBCOMMITTEE MEETINGS

- 6.1 Subcommittee meetings are held once a month at a regularly scheduled date time and place so that NA members can be notified and attend to participate.
- 6.2 CVIASC Subcommittee's consist of: *Activities/Camp Out, Literature, Newsletter and Public Relations.*
- 6.3 Additional Subcommittee meetings may be held within this monthly time frame if deemed necessary by the subcommittee for time-sensitive issues. Such examples are (but not limited to):  
A PR-sensitive matter affecting NA's community image needs to be urgently resolved. Convention preparations within days before an event commences.
- 6.4 Subcommittees must notify the Newsletter Subcommittee of any changes to the date, time and place of their subcommittee meeting as soon as possible so that it can be updated in the newsletter.
- 6.5 For security purposes, subcommittee meetings are not to be held in a private home.
- 6.6 If necessary, members of the CVIASC Administrative Subcommittee can work with the respective subcommittee coordinator to ensure the venue or location for such scheduled subcommittee meetings are secured.
- 6.7 Expenses requiring reimbursement for such meetings to be held (ie: venue rental) are to be included in the respective subcommittee coordinator's report to the CVIASC.

## 7.0 CVIASC MEETING AGENDAS

- 7.1 Pre-ASC (GSR) Meeting Agenda
  - Call Meeting to Order @ 9:30 am
  - Moment of Silence
  - Welcome New Groups / GSRs to the CVIASC



- GSR/Group Roll Call (*See #2 – Sample GSR/Group Roll Call Report Form in the Additional Resources section at the end of these Service Guidelines*)
- Sharing of GSR Reports (*Any new items arising from the GSR Meeting may be included in the Sharing Session / New Business section referred to in section 7.2 Regular Meeting Agenda*)
- Adjourn meeting with the “We” version of the Serenity Prayer
- Pass the GSR Meeting Report to the Secretary to include in the CVIASC Meeting Minutes

## **7.2 Regular Meeting Agenda**

- Call Meeting to Order @ 10:00 a.m.
- Moment of Silence for the still-suffering addict
- Service Prayer from page 1 of these Service Guidelines
- Welcome New Groups or GSRs to the CVIASC
- Twelve Concepts for NA Service
- Roll Call
- Questions, comments or amendments of previous month's ASC Meeting Minutes
- (GSR) Meeting Report
- Administrative Officers' Reports
  - Facilitator
  - Secretary
  - Treasurer (*1<sup>st</sup> of 2 Reports*)
  - Regional Committee Member (RCM)
  - Service Guidelines Interpreter
  - Communications Coordinator
- Subcommittee Reports
  - Literature
  - Activities/Camp Out
  - Newsletter
  - Public Relations
  - Ad Hoc Subcommittees
- Elections (*See section 10.7 Election Cycle*)
- Old Business
- Sharing Session / New Business (*May discuss any new items from the GSR Meeting*)
- Treasurer's Ending Balance (*2nd Report*)
- Confirmation of next meeting date
- Adjourn meeting with the “We” version of the Serenity Prayer

## **7.3 Emergency Meeting Agenda**

- Call Meeting to Order
- Moment of Silence for the still-suffering addict
- Service Prayer from Page 1 of these Service Guidelines
- Purpose of Area Service
- Twelve Concepts for NA Service

- Twelve Traditions of NA
- Roll call
- Report from the Facilitator as to the reason for the meeting
- Discussion of the issue (20-minute limit)
- Proposal (if any) to be placed on the table
- Adjournment of meeting

#### 7.4 Emergency Meeting Stipulations

- 7.4.1 This type of meeting is rare, and is only held in an emergency if deemed necessary by the administrative officers.
- 7.4.2 All members of the CVIASC are to be informed by telephone of the meeting date, time, place, and reason for the meeting, by the Facilitator of the CVIASC a few days before the meeting.

## 8.0 CONSENSUS BASED DECISION MAKING BASICS

### 8.1 The CBDM Process

- Introduction of Topic  
Topics shall be presented as issues for discussion.  
The topic now belongs to the body.
- Test for Interest  
Facilitator will prioritise topics for discussion.
- Discuss Topic  
Focus on the issue that needs to be resolved.  
The body achieves a thorough and common understanding of the issue.
- Brainstorm Solutions  
Ideas are presented and developed into proposals.
- Clarify Proposal  
The Facilitator restates the proposal for clarity  
The Facilitator will check with the Secretary for accurate info for the minutes.
- Test for Consensus (Straw Poll)  
100% proceed with implementation.  
Less than 100% proceed to the next step.
- Hear Dissent  
Dissenters present their viewpoints.  
Body discusses the dissent, seeking understanding and solutions.  
This is where the proposal could be modified  
Small group discussion, or a break may be necessary.
- Test for Consensus (Straw Poll)  
100% proceed with implementation.

Less than 100% proceed to the next step.

i. Delay - Consult - Inform

If possible, delay the decision to the next meeting or later.

Refer to the groups for consideration of the topic (not just the proposal)

Form a work group.

Seek more information

j. Test for Consensus

75% support of GSRs shall be considered consensus

100% or greater BLOCK, consensus will not have been achieved.

## 8.2 Degrees of Dissent

### Assent with Reservations

*"I think this may be a mistake, but I can live with it."*

Going along with the group so that we can move forward, but not fully on board and not stopping what the group wants to do.

### Stand Aside

*"I cannot do this, but I will not stop others from doing this"*

Basically, taking yourself out of the equation- You do not agree, but will allow the group to move forward. (A sizable number of stand asides may indicate that support for a proposal is too weak.) The content of the dissent is noted in the minutes.

### Block

*"I cannot support this or allow the group to support this, it is against our principles."*

Blocking is a rare and extreme form of dissent taken only if you honestly believe that one of the Traditions or Concepts is directly violated by a proposal, or that some fundamental moral position would be violated.

A participant who blocks must be able to articulate which and how a tradition, concept, policy, or spiritual principle fundamental to NA is being violated.

A block must be based on a generally recognized principle, not a personal preference.

Before a concern is considered to be a "valid" block, the group must have accepted the validity of the concern, and a reasonable attempt must have been made to resolve it.

### Consider

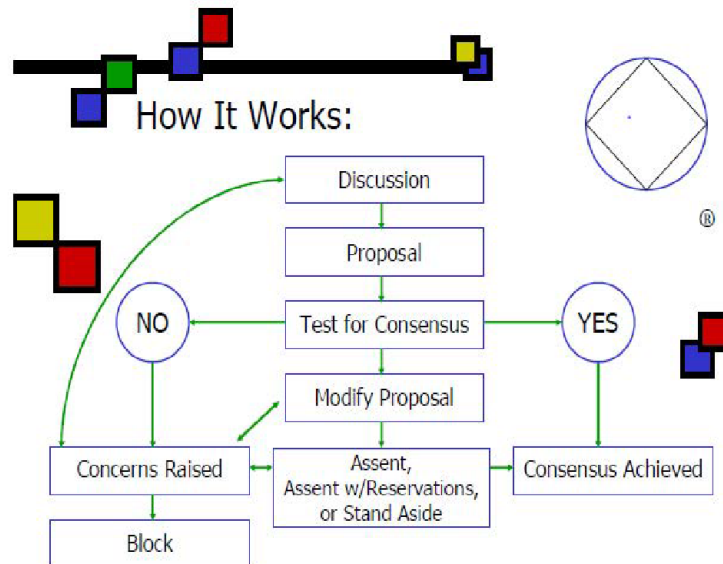
*"Can I put aside my personal opinion to allow the rest of the group to move forward?"*

*"Am I able to pass on making a point, when someone else has already made it?"*

Blocking a proposal is a last resort and only done in rare and extreme cases.

Straw Polls are for information to assess where the body is at. They are not votes.

### 8.3 Basic Consensus Based Decision Making FlowChart



## 9.0 ELECTION OF CVIASC TRUSTED SERVANTS

### 9.1 Nomination Process

- 9.1.1 Any NA member may put his/her/their name forth for a nomination.
- 9.1.2 Nominations will be accepted first from GSRs, Subcommittee Coordinators and Administrative Officers.
- 9.1.3 Nominations will then be accepted from other NA members present.
- 9.1.4 Nominees must be present at the time of the elections during the CVIASC meeting.
- 9.1.5 The Facilitator shall ask the nominees a series of service-related questions. These questions are located at the end of these Guidelines in #1 - *Election Questions for CVIASC Trusted Servants under the Additional Resources section*. If there are members with concerns regarding any of the nominees, the Facilitator may proceed with the CBDM process shown in *section 8.0 CBDM Basics*. before moving on to Secret Ballot Voting.
- 9.1.6 CVIASC Administrative Officers and Subcommittee Coordinators may maintain positions as GSRs or Alternate GSRs.

### 9.2 Secret Ballot Voting

- 9.2.1 Voting on Elections and dismissal of CVIASC Officers shall be by secret ballot.
- 9.2.2 Ballots will be distributed to and collected from all voting participants by the Co-Facilitator and Treasurer.
- 9.2.3 The Co-Facilitator and Treasurer will tally the secret ballots.
- 9.2.4 The tally of the votes will be taken privately.
- 9.2.5 The tallies of the secret ballot voting will not be published or announced.
- 9.2.6 The CVIASC Facilitator shall announce the results of an election.

### 9.3 Voting Participants

- 9.3.1 GSRs or Alternate GSRs (one group - one vote) are the only participants that can elect CVIASC Trusted Servants.
- 9.3.2 The Fellowship Liaison, a part of the Public Relations Subcommittee, shall have a vote for each group for whom he/she/they carries a group conscience.

### 9.4 Non-Voting Participants

- 9.4.1 All members of NA are welcome to observe the CVIASC meeting.
- 9.4.2 All members may participate in discussions.
- 9.4.3 All members are allowed to give reports.
- 9.4.4 All members are required to follow CVIASC Service Guidelines.

## 10.0 TERMS OF OFFICE

### 10.1 Regular Terms of Office

- 10.1.1 The CVIASC has defined a limit on how long the terms of office may be before a position is available for re-election. *See section 10.7 for Election Cycles.*
- 10.1.2 One (1) Term of Office will be a one (1) year service commitment in a CVIASC Administrative Officer or Subcommittee Coordinator position, or until the next regularly scheduled election. The Terms for the RCM positions operate differently as noted in point 10.1.3.
- 10.1.3 One (1) term of office for the RCM and Alternate RCM positions will be a two (2) year service commitment in which elections are held on a biennial basis (recurring once every two years) in March of the even-numbered years (2022, 2024, etc). This is so RCMs and Alternate RCMs can gain more experience as the BCRSC only meets quarterly (every three (3) months).
- 10.1.4 All CVIASC Trusted Servants already serving or completing a position, who are running for an open or new position, shall go through the election process.
- 10.1.5 "To reinforce the anonymity of Tradition Nine, our groups, service boards, and committees practice various systems of rotating leadership so that no one personality ever dominates." *See Tradition Nine, page 193 in "It Works How & Why, 12 Steps & 12 Traditions".*
- 10.1.6 CVIASC Administrative Officers and Subcommittee Coordinator should not serve more than two consecutive full terms in the same position.
- 10.1.7 "The practice of rotation is founded on the fellowship's belief that service is more important than the servant, an extension of our tradition of spiritual anonymity." *See Elections & Rotation, page 51, in "A Guide to Local Service in NA".*
- 10.1.8 Elections for other Subcommittee positions shall be held at their scheduled subcommittee meetings at the discretion of the Subcommittee Coordinator.
- 10.1.9 Trusted Servants will begin serving their term upon completion of elections at the CVIASC meeting. When a member serves in an alternate position, the intent is for the primary member to mentor the alternate member in their transition to the primary position at a future date.

## 10.2 Vacant Positions

- 10.2.1 Any Administrative Officer positions or Subcommittee Coordinator positions left vacant from early resignation or dismissal shall remain vacant for one month so these can be announced to the Fellowship.
- 10.2.2 An Administrative Officer or Subcommittee Coordinator who has resigned, or has been dismissed from office before completion of the term for that office, will not be eligible for election to another position at the CVIASC for six (6) months.
- 10.2.3 An exception to *point 10.2.2* is when the resignation is intended to facilitate a newly created and elected position agreed to by the CVIASC.
- 10.2.4 A position is considered “Open” or “Vacant” when a CVIASC Trusted Servant resigns earlier than their required term, resigns due to medical illness, moves away, relapses, is removed from office, or completes their term.

## 10.3 Temporary Appointment of Office

- 10.3.1 In the event of a vacancy due to recall, dismissal of office, or resignation, expired or unexpired terms, the Administrative Subcommittee officers may appoint a temporary officer or a subcommittee facilitator to fill the vacant position, with the consent of the CVIASC body, for a period of thirty (30) days, during which time the vacant position(s) will be announced to the fellowship. Regular election procedures will then be followed at the next CVIASC Meeting.
- 10.3.2 All Administrative Officer positions that have been vacant longer than thirty (30) days may be temporarily filled by a CVIASC Trusted Servant, with the consent of the CVIASC body, until a member is elected into that position. Otherwise, the Administrative Subcommittee officers will work together to ensure the most important duties of the vacant position(s) are administered.
- 10.3.3 A position that is temporarily filled is considered open or vacant and will continue to be announced to the CVIANA fellowship until a member is elected into that position.
- 10.3.4 See “A Guide to Local Service in NA”, page 50, “Elections & Rotation”
- 10.3.5 See “A Guide to Local Service in NA”, pages 6 to 8, *Concepts Four & Five*

## 10.4 Partial Terms of Office

- 10.4.1 Partial terms of office shall not be considered a full term.
- 10.4.2 CVIASC Trusted Servant positions served less than six (6) months will be considered a partial term of service. RCM and Alternate RCM positions served less than one (1) year will be considered a partial term of service.

## 10.5 Resignation

- 10.5.1 A resignation shall be presented in writing at the CVIASC meeting.
- 10.5.2 In certain circumstances where a member cannot attend the CVIASC meeting, a written resignation may be presented at the ASC meeting by another CVIASC Trusted Servant on their behalf.

## 10.6 Dismissal of Office

- 10.6.1 Members of the CVIASC will be removed from office immediately upon interruption of

abstinence.

10.6.2 Members of the CVIASC may be removed from office for failure to perform job responsibilities.

10.6.3 A proposal for removal from office requires that consensus be reached.

10.6.4 Removal from office shall be made through a proposal in new business.

### 10.7 Election Cycles

10.7.1 Elections for CVIASC Administrative Officer positions occur once (1) a year in March.

10.7.2 Elections for RCM and Alternate RCM positions are held every two (2) years in March of the even-numbered years (2022, 2024, etc).

10.7.3 Elections for CVIASC Subcommittee Coordinator positions occur once (1) a year in September.

Administrative Officer Positions: (Elections in March)

*Facilitator, Co-Facilitator, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM), Alternate RCM, Service Guidelines Interpreter and Communications Coordinator*

Subcommittee Coordinator Positions: (Elections in September)

*Activities, Camp Out, Literature, Newsletter and Public Relations*

## 11.0 AMENDMENT OF CVIASC SERVICE GUIDELINES

11.1 All amendments to the CVIASC Service Guidelines are to be discussed.

11.2 Changes or corrections to the CVIASC Service Guidelines document with regards to grammatical errors, spelling mistakes, typographical errors, formatting, and layout design inconsistencies, considered as “housekeeping”, may be made, provided that the intent of the document is not changed.

11.3 Any amendments to the current CVIASC Service Guidelines document will be reported in advance via email for review by the members of the CVIASC Administrative Subcommittee, CVIASC Subcommittees and the CVIANA groups.

11.4 The Service Guidelines Interpreter will have on hand a copy of the current Official CVIASC Service Guidelines document to refer to at all of the CVIASC meetings.

## 12.0 GROUP SERVICE REPRESENTATIVE & ALT. GSR RESPONSIBILITIES

12.1 It is the responsibility of the NA Group to mentor the newly appointed GSR. If there is difficulty in achieving mentor-ship, the GSR can look towards the CVIASC Administrative Officers for guidance.

12.2 Obtains a current copy of the CVIASC Service Guidelines from the Service Guidelines Interpreter.

12.3 Attends all CVIASC meetings.

12.4 Reports CVIASC Activities to their group.

12.5 Collects flyers, meeting lists and newsletters for distribution to their home group.

12.6 Reports their group’s status including a financial report to the CVIASC.

12.7 Supports one of the CVIASC Subcommittees.

- 12.8 Supports the CVIASC Fellowship by participating in CVIASC Workshops, Service Learning Days, and attending any BCRSC meetings when hosted by the CVIASC.
- 12.9 Has an understanding of the CVIASC Service Guidelines

### 13.0 CVIASC TRUSTED SERVANTS QUALIFICATIONS & RESPONSIBILITIES

- 13.1 The qualifications suggested here are meant as guidelines for GSRs in selecting trusted servants for the CVIASC.
- 13.2 Some individuals nominated will not fit all of the criteria set forth but this should not disqualify them from consideration. It should be stated however, that these guidelines were formed as a result of previous experience, and should be given weight when considering a nominee for a particular trusted servant position.
- 13.3 The Administrative Subcommittee is not an elected Subcommittee. It is formed of Administrative officers as part of their responsibilities.
- 13.4 The Administrative Subcommittee is made up of the CVIASC *Facilitator, Co-Facilitator, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM, Alternate RCM, Service Guidelines Interpreter and Website Communicator.*
- 13.5 The CVIASC Subcommittees include: *Activities, Camp Out, Literature, Newsletter and Public Relations.*
- 13.6 For the purposes of the CVIASC, "*Continuous clean time*" is defined as continuous complete abstinence from all drugs.
- 13.7 All trusted servants shall make a concerted effort to ensure that a delegate is in attendance at the monthly C.V.I.A.N.A A.S.C. Meetings.

### 14.0 ADMINISTRATIVE OFFICERS QUALIFICATIONS & RESPONSIBILITIES

#### 14.1 Facilitator & Co-Facilitator Qualifications

- 14.1.1 Suggested three (3) years continuous clean time.
- 14.1.2 Minimum of one year of NA service, preferably as the Co-Facilitator.
- 14.1.3 Willing to make a one (1) year service commitment to the CVIASC. *See section 10.7 for Election Cycles.*
- 14.1.4 Willingness to serve for the duration and completion of the term as assigned in *section 10.0 Terms of Office.*
- 14.1.5 Willingness, time, and resources to serve.
- 14.1.6 Demonstrates stability and personal sense of direction that serve as an example to others.
- 14.1.7 An understanding of the Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the CVIASC Service Guidelines.
- 14.1.8 Has literary skills in reading and writing the English language.
- 14.1.9 Has basic computer skills or willingness to learn and be mentored.
- 14.1.10 Has regular access to a desktop computer, laptop or notebook device with internet access so they are able to better carry out the responsibilities of their position.
- 14.1.11 Willing to resign all other elected positions at the Area level.



### 14.2 Facilitator & Co-Facilitator Responsibilities

- 14.2.1 Obtains a current copy of the *CVIASC Service Guidelines*.
- 14.2.2 Obtains all the paperwork, manuals and/or handbooks from the outgoing Facilitator.
- 14.2.3 Attends all the CVIASC meetings.
- 14.2.4 Serves as the "Acting Chair" on the Administrative Subcommittee
- 14.2.5 Provides a monthly written and verbal report.
- 14.2.6 Facilitates the regular CVIASC meetings and any special session meetings.
- 14.2.7 Executes the meeting agenda.
- 14.2.8 Upholds the 12 Traditions, 12 Concepts and CVIASC Service Guidelines.
- 14.2.9 Keeps order and direction of the CVIASC meeting, keeps discussion brief and on topic.
- 14.2.10 Expresses no opinion while facilitating the meeting.
- 14.2.11 Assures the meeting starts and ends on time.
- 14.2.12 Acts as a spokesperson for the Area.
- 14.2.13 Acts as one of four co-signers on the CVIASC bank account.
- 14.2.14 Acts as co-signer of all letters.
- 14.2.15 Attends and participates in Area Workshops and Service Learning Days.
- 14.2.16 Secures a key from the landlord and assures the meeting facility is open on time.
- 14.2.17 Keeps an accurate list of persons wanting to speak during the meeting.
- 14.2.18 Regularly contacts the Subcommittee Coordinators and stays informed of their projects.
- 14.2.19 Helps to find solutions if problems arise within or between subcommittees.
- 14.2.20 The Facilitator is willing to mentor the Co-Facilitator in their transition to the Facilitator position at a future date.
- 14.2.21 A Co-Facilitator is willing to take on the responsibilities of the Facilitator in their absence, resignation, or removal from office.
- 14.2.22 Attends Subcommittee meetings whenever possible.

### 14.3 Secretary & Alternate Secretary Qualifications

- 14.3.1 Suggested two (2) years continuous clean time.
- 14.3.2 A minimum of one year of NA service.
- 14.3.3 Willing to make a one (1) year service commitment to the CVIASC. *See section 10.7 for Election Cycles.*
- 14.3.4 Willingness to serve for the duration and completion of the term as assigned in *section 10.0 Terms of Office.*
- 14.3.5 Willingness, time, and resources to serve.
- 14.3.6 An understanding of the Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the CVIASC Service Guidelines.
- 14.3.7 Has literary skills in reading and writing the English language.
- 14.3.8 Has basic computer skills or willingness to learn and be mentored.

14.3.9 Has regular access to a desktop computer, laptop or notebook device with internet access so they are able to better carry out the responsibilities of their position.

14.3.10 Willing to resign all other elected positions at the Area level.

**14.4 Secretary & Alternate Secretary Responsibilities**

14.4.1 Obtains a current copy of the *CVIASC Service Guidelines*.

14.4.2 Obtains all the paperwork and archives from the outgoing Secretary.

14.4.3 Attends all the CVIASC meetings.

14.4.4 Serves on the Administrative Subcommittee.

14.4.5 Provides a monthly written and verbal report.

14.4.6 Records all the minutes for the CVIASC meetings, special sessions, and phone votes.

14.4.7 Maintains an accurate list of phone numbers, addresses and email addresses of the CVIASC participants.

14.4.8 Distributes the minutes to all CVIASC participants within 10 days of the meeting.

14.4.9 Includes with the minutes the confidential phone list.

14.4.10 Works with the Fellowship Liaison (PR) to distribute minutes, including copies of flyers and regional directories to *groups not in attendance* at the CVIASC meeting.

14.4.11 Responsible for maintaining archives of the CVIASC meeting minutes past and present, along with any other relevant documents.

14.4.12 Responsible for CVIASC correspondence.

14.4.13 One of four co-signers of the CVIASC bank account.

14.4.14 Pick up the mail at least twice per month.

14.4.15 Alerts the treasurer and any Subcommittee Coordinators to the arrival of any pertinent mail.

14.4.16 Immediately opens and assesses mail that is addressed to the "CVIASC", responding accordingly.

14.4.17 Distributes all other mail at the Area meeting.

14.4.18 Will, in cooperation with the Service Guidelines Interpreter, maintain an updated copy of the CVIASC Service Guidelines, which will be considered the "*Official Copy*".

14.4.19 Registers with NAWS and/or confirms registrations are correct for the CVIASC groups and the new Administrative Officers, within two (2) months of election.

14.4.20 Registers all new Subcommittee Coordinators with NAWS within one month of their election to office.

14.4.21 Prepares and distributes minutes of Emergency meetings at the next CVIASC meeting.

14.4.22 Secretary is willing to mentor the Alternate Secretary in their transition to the Secretary position at a future date.

14.4.23 Alternate Secretary is willing to take on the responsibilities of the Secretary in their absence, resignation, or removal from office.

14.4.24 Attends and participates in Area Workshops and Service Learning Days.

**14.5 Treasurer & Alternate Treasurer Qualifications**

- 14.5.1 Suggested three (3) years continuous clean time.
- 14.5.2 Minimum of one year of NA service.
- 14.5.3 Willing to make a one (1) year service commitment to the CVIASC. *See section 10.7 for Election Cycles.*
- 14.5.4 Willingness to serve for the duration and completion of the term as assigned in *section 10.0 Terms of Office.*
- 14.5.5 Preference for this position will be given to the Alternate Treasurer.
- 14.5.6 Willingness, time, and resources to serve.
- 14.5.7 An understanding of the Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the CVIASC Service Guidelines.
- 14.5.8 Should be financially secure.
- 14.5.9 Previous bookkeeping experience is an asset, but not a requirement.
- 14.5.10 Has literary skills in reading and writing the English language.
- 14.5.11 Has basic computer skills or willingness to learn and be mentored.
- 14.5.12 Has regular access to a desktop computer, laptop or notebook device with internet access so they are able to better carry out the responsibilities of their position.
- 14.5.13 Willing to resign all other elected positions at the Area level.

**14.6 Treasurer & Alternate Treasurer Responsibilities**

- 14.6.1 Obtains a current copy of the *CVIASC Service Guidelines*.
- 14.6.2 Obtains all the paperwork, cheque books, deposit books, ledgers, handbooks and any bank statements from the outgoing Treasurer.
- 14.6.3 Attends all the CVIASC meetings.
- 14.6.4 Serves on the Administrative Subcommittee.
- 14.6.5 One of four Co-signers on the CVIASC bank account.
- 14.6.6 Treasurer's signature is required on all CVIASC expenditures while actively serving the term; other authorised signatories of the Administrative Subcommittee are authorised to facilitate payments in exceptional circumstances of the Treasurer's absence (ie: removal from office, absence due to medical/health issues, bereavement leave, etc.)
- 14.6.7 Facilitates payments as per these CVIASC Service Guidelines, *Financial Policy section 20.0 (see section 20.3 Payment Priority Groups)*.
- 14.6.8 Prepares and distributes a written, accurate monthly financial report.
- 14.6.9 Keeps accurate track of all *contributions* and *expenses* during the ASC meeting. (*see point 14.10.11*).
- 14.6.10 Provides advanced reports and an oral summary during the meeting as per *section 7.2 Regular Meeting Agenda (Treasurer, 1st of 2 Reports)*.
- 14.6.11 Provides an updated oral report on finances at the end of the monthly meeting as per *section 7.2 Regular Meeting Agenda (Treasurer 2nd Report)*.
- 14.6.12 Secures a night deposit key and deposit bags from the bank, if applicable.
- 14.6.13 Deposits all money and cheques promptly after each ASC meeting.

- 14.6.14 Whenever possible, have someone to accompany him/her/them to the bank to make the deposits.
- 14.6.15 Treasurer willing to mentor the Alternate Treasurer in their transition to the Treasurer position at a future date.
- 14.6.16 Alternate Treasurer willing to take on the responsibilities of the Treasurer in their absence, resignation, or removal from office.
- 14.6.17 Attends and participates in Area Workshops and Learning Days.

**14.7 RCM (Regional Committee Member) & Alternate RCM Qualifications**

- 14.7.1 Suggested three (3) years continuous clean time.
- 14.7.2 Minimum one year of NA service at the Area level, preferably as RCM Alternate.
- 14.7.3 Willing to make a two (2) year service commitment to the CVIASC in the RCM position. *See section 10.7 for Election Cycles.*
- 14.7.4 Willingness to serve for the duration and completion of the term as assigned in *section 10.0 Terms of Office.*
- 14.7.5 Willingness, time, and resources to serve.
- 14.7.6 Willing to travel 4 times a year to attend the BCRSC Meetings.
- 14.7.7 Willing to join a Regional Subcommittee and be an active participant.
- 14.7.8 An understanding of the Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the CVIASC Service Guidelines.
- 14.7.9 Has literary skills in reading and writing the English language.
- 14.7.10 Has basic computer skills or willingness to learn and be mentored.
- 14.7.11 Has regular access to a desktop computer, laptop or notebook device with internet access so they are able to better carry out the responsibilities of their position.
- 14.7.12 Willing to resign all other elected positions at the Area and Regional level.

**14.8 RCM & Alternate RCM Responsibilities**

- 14.8.1 Obtains a current copy of the *CVIASC Service Guidelines*.
- 14.8.2 Upon election, resigns all other elected positions at the Area and Regional level.
- 14.8.3 Obtains all the paperwork and handbooks from the outgoing RCM.
- 14.8.4 Attends all CVIASC and BCRSC meetings.
- 14.8.5 Presents written and oral reports at both the CVIASC and BCRSC meetings.
- 14.8.6 Serves on the Administrative Subcommittee.
- 14.8.7 Presents a written report to the BCRSC from our Area. (Includes updates from the Subcommittees).
- 14.8.8 Becomes a participating member on a BCRSC Subcommittee.
- 14.8.9 Represents the CVIASC at the BCRSC.
- 14.8.10 Communicates with the BCRSC, CANA, and NAWS.
- 14.8.11 Communicates monthly with VINPRANA and SVIANA about upcoming events.
- 14.8.12 Submits a request to CVIASC in advance for travel funds to the BCRSC quarterly meeting.
- 14.8.13 Carries the conscience of the CVIASC to the BCRSC, but otherwise may vote as a trusted servant.

- 14.8.14 Brings back from the BCRSC all proposals that require a group conscience from the fellowship.
- 14.8.15 Brings back from the BCRSC meetings copies of the meeting minutes, flyers, and any other pertinent information for distribution to the groups.
- 14.8.16 Make extra copies of flyers to ensure all groups will receive at least one copy.
- 14.8.17 RCM is willing to mentor the Alternate RCM in their transition to the RCM position at a future date.
- 14.8.18 Attends and participates in Area Workshops and Learning Days.
- 14.8.19 Alternate RCM willing to take on the responsibilities of the RCM in their absence, resignation, or removal from office.

**14.9 Service Guidelines Interpreter Qualifications**

- 14.9.1 Suggested Three (3) years continuous clean time.
- 14.9.2 Minimum of Two (2) years of NA service.
- 14.9.3 Has previous NA service experience at the Area and/or Group level.
- 14.9.4 Willing to make a one (1) year service commitment to the CVIASC. *See section 10.7 for Election Cycles.*
- 14.9.5 Willingness to serve for the duration and completion of the term as assigned in *section 10.0 Terms of Office.*
- 14.9.6 Has literary skills in reading and writing the English language.
- 14.9.7 Has basic computer skills and is familiar with word processing programs or is willing to learn and be mentored.
- 14.9.8 Has regular access to a desktop computer, laptop or notebook device with internet access so they are able to better carry out the responsibilities of their position.
- 14.9.9 Has an understanding of the Twelve Traditions and Twelve Concepts of NA through application.
- 14.9.10 Has a clear understanding of the CVIASC NA service structure.
- 14.9.11 Has a high level of familiarity with the CVIASC Service Guidelines document and can provide explanation of the different sections of the Guidelines to the Area Service Committee body at the ASC meetings.
- 14.9.12 Willing to resign all other elected positions at the Area level.

**14.10 Service Guidelines Interpreter Responsibilities**

- 14.10.1 Obtains any paperwork, digital source documents, manuals, policy logs, and/or handbooks from the outgoing Service Guidelines Interpreter.
- 14.10.2 Willing to attend all of the CVIASC meetings.
- 14.10.3 Willing to be a participating member on the Administrative Subcommittee and assist the administrative officers in carrying out tasks when needed.
- 14.10.4 Willing to act as one of four co-signers on the CVIASC bank account.
- 14.10.5 Will provide a written and verbal report to the CVIASC.
- 14.10.6 Studies and makes recommendations on CVIASC policy as directed by the CVIASC.
- 14.10.7 Upholds the principles of the 12 Traditions, 12 Concepts and the CVIASC Service Guidelines.

- 14.10.8 Will be responsible for the maintenance and revision of the CVIASC Service Guidelines “Source” copy and the “PDF” copy ensuring all changes are reported to the CVIASC. See *section 11.0 Amendment of CVIASC Service Guidelines*.
- 14.10.9 Will have available printed copies of the current Official CVIASC Service Guidelines document at all of the CVIASC meetings.
- 14.10.10 Will provide a digital (or pdf) copy of the current “Official CVIASC Service Guidelines” to the CVIANA groups, CVIASC Administrative Officers and the CVIASC Subcommittee Coordinators.
- 14.10.11 Upon request, will provide physical copies to the CVIANA Groups, CVIASC Administrative Officers and the CVIASC Subcommittee Coordinators.
- 14.10.12 Will periodically provide to the CVIASC Treasurer an expense report including receipts for all Service Guidelines printing and photocopy expenses incurred.
- 14.10.13 Willing to arrange and facilitate work group meetings for service guidelines issues requiring extensive discussion.
- 14.10.14 Willing to assist with writing up proposals for members to present at the CVIASC meeting.
- 14.10.15 Willing to attend and participate in the Area Workshops and Service Learning Days.

**14.11 Communications Coordinator Qualifications**

- 14.11.1 Suggested Three (3) years continuous clean time.
- 14.11.2 Minimum of one year of NA service.
- 14.11.3 Willing to make a one (1) year service commitment to the CVIASC. See *section 10.7 for Election Cycles*.
- 14.11.4 Willingness to serve for the duration and completion of the term as assigned in section 10.0 Terms of Office.
- 14.11.5 Have a sufficient understanding of the 12 Traditions and 12 Concepts of N.A.
- 14.11.6 Willing to attend all CVIASC meetings.
- 14.11.7 Willing to facilitate & manage payments for the administration of the website and for the domain name: “cviana.ca”.
- 14.11.8 Has literary skills in reading and writing the English language.
- 14.11.9 Has advanced computer skills and is willing to learn and be mentored.
- 14.11.10 Have a desktop or laptop computer with regular internet access.
- 14.11.11 Willing to resign all other elected positions at the Area level.
- 14.11.12 Have exposure or experience with the following programs would be an asset:
  - Wix Websites at [www.wix.com](http://www.wix.com)
  - Go Daddy Website Domain registration and management systems.
  - Google Workspace including Gmail, Google Docs, Google Sheets & Google Drive.
  - Microsoft Office or other compatible word processing programs.
  - Video Conferencing Platforms such as Zoom and/or Google Meet.

**14.12 Communications Coordinator Responsibilities**

- 14.12.1 Obtains any paperwork, source documents, manuals, and/or handbooks from the outgoing Communications Coordinator.

- 14.12.2 Willing to attend all the CVIASC meetings.
- 14.12.3 Willing to be a participating member on the Administrative Subcommittee.
- 14.12.4 Will provide a monthly written and verbal report to the CVIASC.
- 14.12.5 Upholds the principles of the 12 Traditions, 12 Concepts and the CVIASC Service Guidelines.
- 14.12.6 Will be accountable to the Administrative Subcommittee.
- 14.12.7 Coordinates the set up and maintenance of all the service emails for the CVIANA Groups, Administrative Officers and Subcommittee Coordinators, and manages the password system for these service emails.
- 14.12.8 Updates all information on the CVIANA Website on a consistent and regular basis. This may include meeting information, events, literature order information, and service files/documents.
- 14.12.9 Monitors all incoming communications that arrive through the website and forwards to the appropriate trusted servants in a timely manner (48 hours).
- 14.12.10 Coordinates allocation of the resource files to the appropriate areas of the web site.
- 14.12.11 Will ensure the most recent Service Guidelines document is uploaded to the website.
- 14.12.12 Work with the Literature Subcommittee Coordinator to ensure that the current price list and/or directions for ordering literature are available from the CVIANA website.
- 14.12.13 Will serve as a “Moderator” or “Admin” on the CVIANA official Facebook Group.

## **15.0 SUBCOMMITTEE COORDINATOR QUALIFICATIONS & RESPONSIBILITIES**

### **15.1 Subcommittee Coordinator Qualifications**

- 15.1.1 Suggested two (2) years of continuous clean time.
- 15.1.2 Minimum one year of NA service, preferably at Area level.
- 15.1.3 Has literary skills in reading and writing the English language.
- 15.1.4 Has basic computer skills or willingness to learn and be mentored.
- 15.1.5 Has regular access to a desktop computer, laptop or notebook device with internet access so they are able to better carry out the responsibilities of their position.
- 15.1.6 Willing to make a one (1) year service commitment to the CVIASC. *See section 10.7 for Election Cycles.*
- 15.1.7 Willingness to serve for the duration and completion of the term as assigned in section 10.0 *Terms of Office.*
- 15.1.8 An understanding and application of the Twelve Traditions and Twelve Concepts.
- 15.1.9 An understanding of the CVIASC Service Guidelines.
- 15.1.10 Willing to attend all the CVIASC meetings.
- 15.1.11 Willing to resign all other elected positions at the Area level.
- 15.1.12 Willing to travel to the BC Regional Service meetings 4 times a year (*only applicable to the Public Relations Subcommittee*).
- 15.1.13 Willing to attend all the BCRSC meetings (*BCRSC meeting attendance applicable only to the Public Relations Subcommittee*).
- 15.1.14 Willing to attend and participate in Area Workshops and Service Learning Days.
- 15.1.15 *See Additional Resources, #1 Election Questions for CVIASC Trusted Servants.*

## 15.2 Subcommittee Coordinator Responsibilities

- 15.2.1 Obtains a current copy of these “CVIASC Service Guidelines”.
- 15.2.2 Obtains all the paperwork and handbooks from the outgoing coordinator of the Subcommittee.
- 15.2.3 Gathers any information on any ongoing projects from the outgoing coordinator or Subcommittee so that NA works-in-progress may continue.
- 15.2.4 Attends all CVIASC, BCRSC and Subcommittee meetings. *(BCRSC meeting attendance applicable only to the Public Relations Subcommittee).*
- 15.2.5 Provides verbal and written monthly reports to the CVIASC which includes a monthly budget, a copy of the most current bank statement and other relevant issues.
- 15.2.6 Facilitates the monthly Subcommittee meetings. Secures a venue or location for such meetings to be held *(with the assistance of the CVIASC Administrative Subcommittee, if required, as per section 6.5, Subcommittee Meetings).*
- 15.2.7 Expenses requiring reimbursement for such meetings to be held *(ie: venue rental)* are to be included in the respective subcommittee coordinator’s report to the CVIASC.
- 15.2.8 Holds elections at Subcommittee meetings for positions of Vice-Coordinator and Treasurer or any other relevant positions for that Subcommittee.
- 15.2.9 Ensures application of the spiritual principles of The Twelve Traditions and Twelve Concepts as they apply to the Subcommittee's work.
- 15.2.10 Seeks to encourage the continued growth and progress of the Subcommittee.
- 15.2.11 Co-operates with other Area, Regional and World Subcommittees.
- 15.2.12 Submits a travel request to attend the BCRSC subcommittee meeting *(only applicable to the Public Relations Subcommittee).*
- 15.2.13 If the PR Coordinator is unable to attend a Regional Subcommittee meeting, he/she/they may send the PR Vice-Coordinator or a duly elected person may be sent in his/her/their place to attend with a written report *(only applicable to the Public Relations Subcommittee).*
- 15.2.14 Prepares a report to be sent with the RCM if no one from the subcommittee is able to attend the Regional Subcommittee Meeting.
- 15.2.15 Willing to mentor the Subcommittee Vice-Coordinator in their transition to the Subcommittee Coordinator position at a future date.
- 15.2.16 Attends and participates in Area Workshops and Service Learning Days.

## **16.0 SUBCOMMITTEE GUIDELINES**

- 16.1 All Subcommittees are required to develop their own Guidelines and present them for review *(ie: advanced report)* at the next CVIASC meeting.
- 16.2 Once the Subcommittee’s Guidelines are presented at the CVIASC Meeting, those guidelines shall be kept in the respective subcommittee’s manual and that manual shall be noted (not detailed) in the CVIASC Service Guidelines document under the respective Subcommittee Responsibilities section 18.0.



- 16.3 Any recommended changes to Subcommittee Policy are to be brought to the following respective subcommittee meeting. Budgets, however, are still assessed at the CVIASC meeting.
- 16.4 CVIASC Subcommittees are accountable to, and responsible to, the CVIASC.
- 16.5 Subcommittee Coordinators are encouraged to attend and participate in Area Workshops and Service Learning Days.
- 16.6 *See section 6.0 Subcommittee Meetings*
- 16.7 *See section 8.0 Consensus Based Decision Making Basics*
- 16.8 *See section 11.0 Amendment of CVIASC Service Guidelines*
- 16.9 *See section 13.0 CVIASC Trusted Servants Qualification & Responsibilities*
- 16.10 *See section 14.0 Administrative Officer Qualifications & Responsibilities*
- 16.11 *See section 15.0 Subcommittee Coordinator Qualifications & Responsibilities*
- 16.12 *See section 17.0 Subcommittee Financial Policy*
- 16.13 *See section 18.0 Subcommittee Responsibilities*
- 16.14 *See section 19.0 Storage Locker Guidelines*
- 16.15 *See section 20.0 CVIASC Financial Policy*
- 16.16 *See section 21.0 Financial Reviews & Audits*
- 16.17 *See section 22.0 Theft of Funds & Bad Cheque Policy*
- 16.18 *See "Additional Resources", #1 Election Questions for CVIASC Trusted Servants at the end of this document*
- 16.19 *See "A Guide to Local Service in NA"*

**17.0 SUBCOMMITTEE FINANCIAL POLICY**

- 17.1 Any Subcommittee that handles money are required to have a treasurer with Two (2) years clean.
- 17.2 The Subcommittee Coordinator may appoint a treasurer and bring this person forward to the CVIASC meeting for election at the next CVIASC meeting.
- 17.3 All CVIASC bank accounts must have a minimum of three (3) signing authorities with two (2) signatures required for cheques or withdrawals.
- 17.4 The signing officers on a subcommittee bank account must include a minimum of two (2) officers from the Administrative Subcommittee.
- 17.5 A subcommittee that operates without a bank account, that needs to submit an expense claim to the CVIASC Treasury, may do so in accordance with the *Budgets assigned in the CVIASC Financial Policy section 20.4.*
- 17.6 These expense claims can be submitted in the form of reimbursement requests to the CVIASC Treasury, or an invoicing/billing request of the CVIASC Treasury, whichever is more convenient for the trusted servants. Receipts are required to be included in expense claims.
- 17.7 Seed Funds are assigned to the following Subcommittees or special events as per the Seed Funds section 20.5 of the CVIASC Financial Policy:
 

|  |             |
|--|-------------|
| (1) Camp Out Subcommittee                                  | \$ 450.00   |
| (2) Activities <i>(includes stock &amp; cash combined)</i> | \$ 800.00   |
| (3) Literature <i>(includes stock &amp; cash combined)</i> | \$ 5,600.00 |
| (4) Service Learning Days                                  | \$ 600.00   |

- 17.8 Subcommittees are responsible for depositing all funds to their subcommittees bank accounts at the end of each day/night of each event.
- 17.9 The Literature Subcommittee will contribute to the CVIASC Treasury, on a quarterly basis, all surplus funds, or after the combined stock and cash reach the limit outlined in point 17.7(3) above.
- 17.10 The Activities & Camp Out Subcommittees will transfer to the CVIASC Treasury all surplus funds over their allotted budgets outlined in point 17.7 above at the next CVIASC meeting.
- 17.11 All Subcommittee's are required to transfer all surplus funds and stock to the CVIASC after completion of an event.
- 17.12 The Administrative Subcommittee will assist with transferring any of the subcommittee's stock to the Storage Locker as per the Storage Locker Guidelines section 19.0.
- 17.13 Upon resignation or dismissal of office of any member serving in a CVIASC position, the Administrative Subcommittee will facilitate & assist with the signatory change process on the bank accounts.
- 17.14 Financial reports by Administrative Officers and Subcommittees must include income, expenses and receipts. In practising the principle of accountability, the Activities/Camp Out and Literature subcommittee reports should also include their subcommittee's beginning and end bank balances.
- 17.15 All fundraising shall be coordinated with the CVIASC.
- 17.16 Subcommittees will not promote gambling as a source of fundraising, however, raffles involving recovery-themed items of no significant financial value are permissible, (*i.e.: literature, NA clothing, NA mugs, etc.*).

## **18.0 SUBCOMMITTEE RESPONSIBILITIES**

### **18.1 Literature Subcommittee Responsibilities**

- 18.1.1 This Subcommittee is responsible for purchasing Literature and recovery oriented items from the BC Regional Literature Committee and reselling it to the fellowship and groups.
- 18.1.2 Literature orders will all be pre-ordered and may be picked up at the CVIASC and Literature Subcommittee meetings and at the Literature Subcommittee's discretion between those meetings.
- 18.1.3 The Literature Subcommittee will sell NA Literature at no more than 10% above cost. Cost is understood to include shipping and handling costs.
- 18.1.4 After paying its bills, any remaining funds should be placed in the Literature Subcommittee's bank account, with excess funds diverted back to the CVIASC.
- 18.1.5 A current price list, including contact information is to be prepared and distributed at the next CVIASC meeting following the election to this position.
- 18.1.6 The Literature Subcommittee does not extend credit to anyone seeking literature without the approval of the CVIASC.
- 18.1.7 The Literature Subcommittee is responsible for invoicing the CVIASC for any purchases made by the CVIASC or its Subcommittees.

- 18.1.8 Invoices the CVIASC monthly for any “*Starter Kits*”, which includes “*A Guide to Local Service in NA*” and “*The Group Booklet*”, handed out to newly formed groups.
- 18.1.9 See *CVIASC Financial Policy, Seed Funds section 20.5.1(3) for the Literature Subcommittee funding allocation amount.*

## 18.2 Camp Out Subcommittee Responsibilities

- 18.2.1 Responsible for organising and providing the CVIA Fellowship with a recovery oriented weekend camp out once a year either the last weekend in June or the first weekend in July.
- 18.2.2 The name of the camp out shall be: “*The Nature of Recovery*”.
- 18.2.3** *This subcommittee reports into the Activities Subcommittee.*
- 18.2.4 Presells tickets as part of fundraising utilising a payment plan for ticket purchases.
- 18.2.5** If funding is required to reserve the campground in advance, the Subcommittee should approach CVIASC for approval to loan the funds to the Camp Out Subcommittee or pay the campground directly. The Subcommittee should do ticket presales in order to raise funds to repay CVIANA as soon as possible.
- 18.2.6 Prepares and distributes flyers (min. 50) for the BC Regional meeting.
- 18.2.7 Contacts the BC Regional Web Site [www.bcrna.ca](http://www.bcrna.ca) and our Newsletter with all the pertinent information regarding the event.
- 18.2.8 Informs our neighbouring Areas, VINPRANA and SVINA of the event.
- 18.2.9 See *CVIASC Financial Policy, Seed Funds section 20.5.1(1) for the Camp Out Subcommittee funding allocation amount.*

## 18.3 Activities Subcommittee Responsibilities

- 18.3.1 Arranges and coordinates recovery orientated social functions which encourage fellowship and help carry the message of recovery.
- 18.3.2 All events shall be consistent with the spiritual principles of recovery.
- 18.3.3 It is not the purpose of the Activities Subcommittee to raise funds for NA but to raise funds in order to be self-supporting.
- 18.3.4 This Subcommittee is required to work with other Subcommittees in need of fundraising.
- 18.3.5 Fundraising for any Subcommittee must first have the approval of the CVIASC.
- 18.3.6 Prepares and distributes to the GSRs at the monthly CVIASC meeting a flyer with all pertinent information regarding the event.
- 18.3.7 Contact the CVIASC Newsletter with pertinent information regarding the event.
- 18.3.8 Informs our neighbouring Areas, VINPRANA and SVIANA of all events.
- 18.3.9 The Activities Subcommittee is required to organise an annual New Year’s Eve event which includes a dinner, speaker meeting and a recovery-oriented dance.
- 18.3.10 The subcommittee will presell tickets as part of fundraising and planning for this event.
- 18.3.11** The Camp Out Subcommittee will fall under the responsibility of the Activities Subcommittee.
- 18.3.12 See *CVIASC Financial Policy, Seed Funds section 20.5.1(2) for the Activities Subcommittee funding allocation amount.*

**18.4 Newsletter Subcommittee Responsibilities**

- 18.4.1 Prepares a monthly newsletter for the fellowship which is distributed at the CVIASC meeting.
- 18.4.2 The name of the CVIASC Newsletter will be: *"The Narrative"*.
- 18.4.3 Adheres to the current copy of the *"Handbook for NA Newsletters"*.
- 18.4.4 See CVIASC Financial Policy, Payment Priority Group section 20.3.5 and Budgets sections 20.4.2(2) and 20.4.4 for funding.

**18.5 Public Relations Subcommittee Responsibilities**

- 18.5.1 Performs Public Relations service to increase the awareness and credibility of the NA program in the Central Vancouver Island Area.
- 18.5.2 Will be responsible for producing a group meeting list to be distributed each month at the CVIASC meeting.
- 18.5.3 The PR Coordinator or the PR Vice-Coordinator shall provide a written monthly report to the CVIASC including a financial summary and any receipts for reimbursement of travel and meal expenses to the quarterly BCRSC meeting. See CVIASC Financial Policy, BCRSC Travel Fund section 20.4.6.
- 18.5.4 See CVIASC Financial Policy, Payment Priority Groups section 20.3 and Budgets section 20.4 for funding.

**18.6 Ad Hoc Subcommittee Responsibilities**

- 18.6.1 These committees are formed and a Coordinator appointed by the CVIASC to investigate a specific need/issue and is retired when the project(s) have been completed.
- 18.6.2 It is the responsibility of the Ad Hoc Subcommittee Coordinator to solicit other Ad Hoc committee members as required.

**18.7 Administrative Subcommittee Responsibilities**

- 18.7.1 The Administrative Subcommittee is made up of the CVIASC Facilitator, Co-Facilitator, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM, Alternate RCM, Service Guidelines Interpreter and Communications Coordinator.
- 18.7.2 Meets as required or as directed by the CVIASC.
- 18.7.3 Its purpose is to facilitate the administrative responsibilities for the CVIASC and its officers.
- 18.7.4 This subcommittee is responsible for setting and prioritising the needs and projects of the CVIASC.
- 18.7.5 An Administrative Subcommittee member shall register or enrol as a signatory on subcommittee bank accounts as per section 17.3 Subcommittee Financial Policy.
- 18.7.6 Will assist the treasurer in the preparation and presentation of an annual budget for the CVIASC and its Subcommittees.
- 18.7.7 If necessary, members of the CVIASC Administrative Subcommittee shall work with the respective subcommittee coordinator to ensure the venue or location for

- scheduled subcommittee meetings are secured, as per *section 6.5 Subcommittee Meetings*.
- 18.7.8 Seeks to mediate conflicts between groups and subcommittees within the CVIASC.
  - 18.7.9 This Committee is responsible for recovering stolen funds and/or bad cheques.
  - 18.7.10 Shall recover NA property from a CVIASC member who has been removed from office or has resigned.
  - 18.7.11 Will conduct business between meetings as directed by the GSRs.
  - 18.7.12 Ensures the Pager/Phone Line is maintained when there is no Phone Line Coordinator.
  - 18.7.13 Ensures corrections to CVIASC Service Guidelines are current in the absence of a Service Guidelines Interpreter.
  - 18.7.14 Ensures that current meeting lists are distributed at the CVIASC in the absence of representation from Public Relations.
  - 18.7.15 Conducts an annual financial audit\*\* of the financial records of the CVIASC and the CVIASC Subcommittees during the first month following the election.
  - 18.7.16 Based on the annual audit will present and recommend prudent reserves and budgets for the CVIASC and the CVIASC Subcommittees based on the previous year's activities.
  - 18.7.17 Conducts non-periodical audits\*\* of financial records for the CVIASC and the CVIASC Subcommittees.
  - 18.7.18 Holds an "Area Inventory" once per year for all CVIASC participants.
  - 18.7.19 Conducts Service Workshops/Service Learning Days once a year.
  - 18.7.20 Service Learning Days will be held the third weekend of November.
  - 18.7.21 Organises the annual Christmas Marathon meeting.
  - 18.7.22 Members of the Administrative Subcommittee shall facilitate access to and/or maintenance of the storage locker as per *section 19.0 Storage Locker Guidelines*.
  - 18.7.23 See "A Guide to Local Service in NA", pages 45 to 61.
  - 18.7.24 See *section 11.0 Amendment of CVIASC Service Guidelines*
  - 18.7.25 See *section 13.0 CVIASC Trusted Servants Qualifications & Responsibilities*
  - 18.7.26 See *section 14.0 Administrative Officer Qualification & Responsibilities*
  - 18.7.27 See *section 15.0 Subcommittee Coordinator Qualification & Responsibilities*
  - 18.7.28 See *section 16.0 Subcommittee Guidelines*
  - 18.7.29 See *section 17.0 Subcommittee Financial Policy*
  - 18.7.30 See *section 18.0 Subcommittee Responsibilities*
  - 18.7.31 See *section 19.0 Storage Locker Guidelines*
  - 18.7.32 See *section 20.0 CVIASC Financial Policy*
  - 18.7.33 See *section 21.0 Financial Reviews & Audits*
  - 18.7.34 See *section 22.0 Theft of Funds Policy & Bad Cheque Policy*
  - 18.7.35 See *Additional Resources, #1 Election Questions for CVIASC Trusted Servants*

## 19.0 STORAGE LOCKER GUIDELINES

### 19.1 Purpose

- 19.1.1 The purpose for having the Storage Locker is for the convenience of safely keeping regularly used items for use at camp outs, activities, Area workshops, and Service Learning Days. It is also used for storing any required historical archives including paper and electronic documents as well as all external electronic storage devices.

### 19.2 Storage Locker Rental Agreement and Access

- 19.2.1 The contact persons listed on the storage locker rental contract shall be the *CVIASC Administrative Subcommittee*.
- 19.2.2 Access and maintenance of the storage locker shall be facilitated by the *Administrative Subcommittee*.

### 19.3 Storage Locker Contents

- 19.3.1 The contents (*as outlined in point 19.1.1*) is for storage of any CVIANA-related material.
- 19.3.2 To prevent bug infestation, no food or drink shall be kept in the storage locker.
- 19.3.3 To prevent fire or accidents, no fuel or additives are allowed to be stored in the storage locker.
- 19.3.4 Financial records older than seven (7) years may be destroyed.

### 19.4 Storage Locker Maintenance Procedures

- 19.4.1 Once a year, the CVIASC shall delegate a working group to assess the contents of the storage locker.
- 19.4.2 This working group (*ie: Ad hoc Committee*) shall present a report with a generalise summary of contents with pictures at the CVIASC meeting, with recommendations on what to keep and what to discard.
- 19.4.3 The CVIASC body, in the spirit of consensus, shall make the final decision on said recommendations.

## 20.0 CVIASC FINANCIAL POLICY

### 20.1 General

- 20.1.1 The CVIASC Treasurer is the primary point of accountability for the CVIASC bank account. Accountability is held by providing itemised treasurer reports and redacted bank statements.
- 20.1.2 The Treasurer's signature is required on all expenditures. Otherwise, authorised signatories will need to facilitate payments in other exceptional circumstances (*eg: inability of the treasurer to execute his/her/their duties.*)
- 20.1.3 The Treasurer will facilitate payments in priority sequence as per the payment groups outlined in *section 20.3 Payment Priority Groups*. Any payment obligations not clearly falling in these categories will be handled in the Treasurer's best judgement and reported to the CVIASC.

20.1.4 Any surplus funds will be divided and then sent on to other levels of the service structure, (ie: BCRNA, CANA and/or NAWS) as the group conscience sees fit.

## 20.2 Treasurer's Report

20.2.1 CVIASC treasurer's monthly reports must include:

- (a) Beginning Balance for the previous month that completed
- (b) Record of individualised group Contributions
- (c) Record of all other sources of Income
- (d) Detailed list of Expenses
- (e) Prudent Reserve Balance, including Earmarked Funds
- (f) End Balance for the previous month that completed
- (g) Official Bank Statement for the previous month that completed

## 20.3 Payment Priority Groups

20.3.1 The following payment group priorities can be adjusted by consensus of the CVIASC body if needed.

20.3.2 The CVIASC Treasurer will facilitate the payments in the following priority:

20.3.3 Payment Priority Group 1:

### ASC Operating Expenses

- a) Venue Rental or Virtual Meeting Connection Fees
- b) Post Office Box (earmarked monthly)
- c) Storage Locker (earmarked monthly)
- d) Phone Line (part of PR expenses, earmarked monthly)
- e) Website (part of PR expenses, earmarked monthly)

20.3.4 Payment Priority Group 2:

### ASC Officer or Subcommittee Coordinator Operating Expenses, (if applicable)

- a) Stationery and other office supplies
- b) Photocopies in exceptional circumstances (*agendas, advance reports, minutes and service guidelines are now sent electronically via email.*)

20.3.5 Payment Priority Group 3:

### PR & Newsletter Subcommittee Operating Expenses

- a) PR-related expenses (*literature orders, panel presentation supplies, meeting list photocopies*)
- b) Newsletter-related expenses (*Newsletter Printing & Photocopies*)

20.3.6 Payment Priority Group 4:

### RCM and/or PR Coordinator Expenses to attend the BCRSC Meetings

Travel, meals, and lodging fees for the RCM, Alternate RCM and the PR Coordinator to attend the quarterly BCRSC meeting.

20.3.7 Payment Priority Group 5:

### Activities-related, Workshop-related or Special Event-related Expenses

- a) Activities Subcommittee expenses or seed funds (*in the event of a deficit or lack of funds*).
- b) Camp Out Subcommittee expenses or seed funds (*in the event of a deficit or lack of funds*)

- c) Workshop or Ad-Hoc Committee/Working Group expenses (*ie: Learning Days, Traditions Presentation/Studies, CAR Report overview, venue rentals for these*)

## 20.4 Budgets

- 20.4.1 These budgets cannot be exceeded without consensus. Any adjustments to these budgets, or expense claims made outside of the scope below require the approval of the CVIASC body.
- 20.4.2 The following budgets are assigned accordingly:
- |   |            |
|---|------------|
| (1) PR Subcommittee                                 | \$ 600.00  |
| (2) Newsletter Subcommittee                         | \$ 210.00  |
| (3) Administrative Officer/Subcommittee Coordinator | \$ 50.00   |
| (4) BCRSC Travel Fund                               | \$ 1000.00 |
- 20.4.3 The PR Subcommittee is allocated \$600.00 (*over a period of 3 months, unused funds do not “roll over” to the next quarter*).
- 1) The PR budget is to be used for (but is not limited to) the following: website fees, phone line fees, meeting list printing, literature orders for facilities and institutions, supplies for panel presentations to the public, travel expenses to provide support to new, struggling, or geographically isolated meetings within the CVIANA boundaries.
  - 2) In the spirit of Concept 11 and responsible management of funds, the PR budget is not intended nor encouraged to be “maxed out.”
  - 3) As the PR Subcommittee’s needs are volatile and can fluctuate (*ie: a one-time, sudden massive literature order for a facility or institution*), this figure is meant to serve as a maximum amount so that the PR subcommittee can execute it’s assigned duties.
- 20.4.4 The Newsletter Subcommittee is allocated \$70.00 per month or quarterly allocations of \$210.00 are also permitted.
- 20.4.5 The CVIASC Administrative Officer and/or Subcommittee Coordinator are allotted \$50.00 (*see point 20.3.4; this is not meant to serve as a “recurring” budget but simply for setups, photocopies and supplies*).
- 20.4.6 The BCRSC Travel Fund is allocated \$1,000.00 per quarter.
- 1) As per the section, “How can our group support other NA services?” as written in the official NAWS, “*The Group Booklet*”, Regional Committee Members (RCMs) are transported to the BC Regional Committee to participate in the work of the service structure on CVIANA’s behalf. Travel, meals, and lodging expenses will be reimbursed to eligible members.
  - 2) The RCM and the (*Alternate RCM for mentor-ship only, or if the RCM is unable to attend*) is eligible for reimbursement of travel, meals and lodging expenses. Travel will be reimbursed at a rate of \$0.55 per km.



- 3) The PR Coordinator is also eligible for reimbursement for travel, meals and lodging and is only required to attend the BC Regional PR Subcommittee meeting on the Saturday.
- 4) In the spirit of Concept 11, it is the responsibility of the trusted servants (*RCM, Alternate RCM, and the PR Coordinator*) to work, meet or communicate together, before the next Area meeting, to form solutions regarding shared transportation to keep quarterly travel expenses at or under \$1,000. If these trusted servants fail to do this, and if the requested amount exceeds \$1,000, no cheques will be issued to anyone until the request is dealt with during open discussion / new business. No adjustments will be made to this without approval of the group conscience.

## 20.5 Seed Funds

20.5.1 Seed Funds are assigned to the following Subcommittees or special events and noted in the *Subcommittee Financial Policy section 17.7* of these Guidelines:

|  |             |
|--|-------------|
| (1) Camp Out Subcommittee                                  | \$ 450.00   |
| (2) Activities ( <i>includes stock and cash combined</i> ) | \$ 800.00   |
| (3) Literature ( <i>includes stock and cash combined</i> ) | \$ 5,600.00 |
| (4) Service Learning Days                                  | \$ 600.00   |

## 20.6 Group Contributions & Literature Purchases

20.6.1 Group contributions and literature purchases are accepted in the form that are deemed fit and acceptable by the trusted servants fulfilling those positions. Attempts should be made to work with the trusted servants fulfilling these positions, and consider what's convenient for both parties.

20.6.2 Group contributions in the form of cheques should be made payable to: "CVIANA" or "CVIASC" and provided to the CVIASC Treasurer at the monthly ASC meeting.

## 20.7 Distributing Funds to Other Levels of the NA Service Structure

20.7.1 As stated in "A Guide to Local Service in NA", *Area Budgeting, pg 62*, "Narcotics Anonymous groups directly support area, regional, and world services from money left over after covering their own expenses. Area committees, after setting money aside to cover budgeted expenses, are encouraged to do the same with their surplus funds, sending it on to the other levels of the service structure".

20.7.2 As per the section, "How can our group support other NA services?" as written in the official NAWS, "The Group Booklet", *Revised, pages 20-22*, the CVIASC will serve as the collection and distribution point for Seventh Tradition contributions to the further levels of the service structure (*ie: BCRNA, CANA and /or NAWS*).

20.7.3 Each month, at the end of each Area meeting, after the CVIASC has covered its current expenses, taken budgeted expenses into consideration, and replenished it's prudent reserve, the surplus funds will be divided and then sent on to the above-noted levels of the service structure, as the group conscience sees fit.

- 20.7.4 If the resulting balance for the month is a deficit (eg: a negative balance) against the current prudent reserve, the body will wait until next month's contributions (or after, depending on how long it takes) for the prudent reserve to replenish, until surplus or income is coming in again.
- 20.7.5 Members with further interest in the topic of self-support are encouraged to read: *IP #24, Money Matters: Self-Support in NA, the Seventh Tradition essay in It Works: How and Why, and the Eleventh Concept essay from Twelve Concepts for NA Service.*

## 20.8 Prudent Reserve & Earmarking Funds

- 20.8.1 A prudent reserve is an amount of money set aside that can be used to meet operational expenses if contributions decrease.
- 20.8.2 Definitions from the Canadian Oxford & Miriam-Webster Dictionaries:
- *Prudent (adjective): careful to provide for the future, discreet or cautious, circumspect, having or exercising good judgment*
  - *Earmark (verb): designate (something, typically funds or resources) for a particular purpose*
  - *Ad hoc (adverb and adjective): formed or used for specific or immediate problems or needs*
- 20.8.3 The Prudent Reserve shall consist of sufficient funds to enable the CVIASC to operate efficiently. This includes, but not limited to, earmarked funds (calculated on a monthly basis explained in point 20.8.4) to cover the following budgeted expenses in section 20.4.2:
- Quarterly expenses (newsletter printing and phone line reimbursement)
  - Annual or Biennial expenses (Storage Locker fees, Post Office box, Website domain fees)
  - The \$600 quarterly PR budget
  - The \$1,000 quarterly BCRSC Travel budget
  - The \$600 Miscellaneous Reserve budget (venue deposits for CVIANA events, service workshop expenses, etc).
- 20.8.4 Because it is too difficult to predict what level of income the Area will receive from the groups on a monthly basis, the CVIASC earmarks a monthly amount for applicable annual or quarterly expenses (*ie: for annual expenses totalling \$120, the CVIASC earmarks \$10/month for that service, which accumulates in the prudent reserve*). The purpose of this, is so that when annual expenses are due, the CVIASC will not depend on a "windfall" of group income to cover the expense.

## 20.9 Travel Expenses

- 20.9.1 Members of the CVIASC attending the BCRSC shall travel in such a manner to minimize expenses (*i.e: carpool, billet, etc.*).
- 20.9.2 Members of the CVIASC travelling to the BCRSC are eligible for a \$30.00 food allowance per day when funds permit.
- 20.9.3 See section 20.4.6 Budgets for the BCRSC Travel Fund.

## 20.10 Dissolution

- 20.10.1 All the assets of the CVIASC, upon dissolution, shall be distributed and transferred to the next level of service.

## 21.0 FINANCIAL REVIEWS & FINANCIAL AUDITS

### 21.1 Financial Reviews

- 21.1.1 A Financial Review is a less detailed examination of financial documents to determine whether the financial statements are consistent with the financial reports and if the funds are being misappropriated or misallocated.
- 21.1.2 For CVIASC Treasury Reviews, they shall be conducted annually by two (2) Administrative Officers (excluding the CVIASC Treasurer) who did not handle the funds or maintain the bookkeeping of the funds.
- 21.1.3 Those conducting financial reviews must take physical possession of all financial reports and bank statements from the treasurer for the period of time in question or for the previous 12 months.
- 21.1.4 After election of CVIASC Administrative Officers, financial reviews of the CVIASC Treasurer records shall be conducted in April of each year. Results of the Review shall be provided at the May ASC meeting.
- 21.1.5 After election of Subcommittee Coordinators, financial reviews of the Subcommittee financial records shall be conducted in October of each year.
- 21.1.6 Results of a Subcommittee Review shall be provided at the November ASC meeting.
- 21.1.7 For Subcommittee Financial Reviews, they shall be conducted annually by one (1) Subcommittee member and one (1) Administrative Officer (excluding the Subcommittee Treasurer) who did not handle the funds or maintain the bookkeeping of the funds.
- 21.1.8 The respective Subcommittee Treasurer, CVIASC Treasurer, and the Subcommittee Coordinator should be available to those conducting the financial review to assist and answer questions as needed.
- 21.1.9 Results of any financial review must be reported in an oral and/or written report at the next CVIASC meeting and noted in the ASC Meeting Minutes.

### 21.2 Financial Audits

- 21.2.1 A Financial Audit is the detailed examination of financial records for a service body in order to determine whether the information presented reflects the financial position of the service body. An audit aims to identify any misallocation, misappropriation or theft of funds, and includes, but is not limited to, misinformation resulting from fraud or misappropriation where an inquiry is called for.
- 21.2.2 A Financial Audit of the CVIASC Treasurer's financial records or the CVIASC Subcommittee's financial records will be determined when there appears to be misallocation, misappropriation or theft of funds. Otherwise regular annual financial reviews shall be implemented as per section 21.1.2.
- 21.2.3 A financial audit may take place immediately upon dismissal of office, resignation of the respective treasurer or an inquiry is called for by the service body.

- 21.2.4 A financial Audit must be conducted by at least two trusted servants who did not handle the funds or maintain the bookkeeping of the funds as per section 21.1.2 and/or section 21.1.6.
- 21.2.5 Those conducting a financial audit must take physical possession of all bank ledgers, reports, bank statements, inventory, and petty cash from the treasurer or other trusted servant (ie: subcommittee coordinator or subcommittee treasurer) for the previous 12 months.
- 21.2.6 The CVIASC treasurer should be available to assist and answer questions as needed to those conducting an audit of the CVIASC Treasury.
- 21.2.7 In the case of subcommittee financial audits, the respective Subcommittee Treasurer, CVIASC Treasurer, and the subcommittee coordinator should be available to those conducting the financial review to assist and answer questions as needed.
- 21.2.8 Results of any Audit must be presented in an oral and written report at the next CVIASC meeting and noted in the ASC Meeting Minutes.
- 21.2.9 Supplemental information for financial audits is available in the “Treasurer’s Handbook, Revised (page 15)” as well as “A Guide to Local Service in NA, “Eleventh Concept” (page 16).”

## 22.0 THEFT OF FUNDS & BAD CHEQUE POLICY

- 22.1 The Administrative Subcommittee shall attempt recovery of theft of funds and/or bad cheques.
- 22.2 The Administrative Subcommittee shall be guided by the spiritual principles of recovery and shall allow every member an opportunity to behave responsibly in difficult situations and make amends.
- 22.3 For further guidance, See *The World Service Board of Trustees Bulletin #30, June 1996 “Theft of NA Funds”* at [www.na.org](http://www.na.org) or in the *Treasurer’s Handbook, Revised, (pages 19 to 21)*.
- 22.4 When a person or group has written a bad cheque, the CVIASC Treasurer will notify him/her/them and give that person a letter.
- 22.5 This policy shall be a guideline to encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.
- 22.6 A seven-day period will be given to make the cheque good and pay the bank charges before procedures below are initiated.
- 22.7 The Facilitator will be notified if the funds are not repaid within this period of seven (7) days.
- 22.8 In case of theft of funds, the CVIASC Facilitator will be notified immediately and the following steps will be taken to protect the fellowships money, and to encourage the person involved to act responsibly.
- 22.9 The CVIASC Facilitator shall convene the Administrative Subcommittee to evaluate the situation.
- 22.10 The Administrative Subcommittee will then attempt to meet with the person.
- 22.11 The CVIASC Treasurer will keep track of the payments and include them in the monthly treasurer’s report.

- 22.12 If payment is not received as agreed, the CVIASC Treasurer shall notify the CVIASC Facilitator.
- 22.13 The Administrative Subcommittee shall meet as needed to monitor the situation and act to recover the funds.
- 22.14 As a last resort, the Administrative Subcommittee may initiate legal proceedings if necessary.

## **23.0 SOCIAL MEDIA GUIDELINES**

- 23.1 The Administrative Subcommittee shall be the moderators of the CVIASC Social Media groups.
- 23.2 CVIASC social media will not endorse or support any treatment centres, other fellowships or non Narcotics Anonymous related posts within this social media platform.
- 23.3 The objective of these platforms is to ensure all members, especially those who are newcomers and members that are new to the area, know how to access meetings, literature and to provide an additional channel for members to ask for help when needed within our CVIASC.
- 23.4 Moderators of the group will approve posts at their earliest convenience. It is a best practice to submit posts for approval well in advance of any timelines or event dates to eliminate any conflicts. Please allow up to **72 hours** for a response from our trusted servants.
- 23.5 Unacceptable conduct will not be tolerated. This includes hate of any sort or personal attack against any members.. The assessment of unacceptable conduct will be at the discretion of the moderators. Members may be removed from the group indefinitely and is also at the discretion of the moderators.

**ADDITIONAL RESOURCES**1) Election Questions for CVIASC Trusted ServantsA) Important Note

*We encourage you to answer these questions honestly without fear of judgement or reprisal. Saying “no” to any of these questions (or being unable to answer) does not result in immediate disqualification. They are asked to help the candidate and voting members gauge qualifications, willingness and leadership qualities.*

B) General Service Questions

- 1) How long have you been clean?
- 2) Do you have an NA sponsor? Do you sponsor?
- 3) Do you have an NA home group that you attend regularly?
- 4) Do you work the 12 steps of NA as part of your recovery?
- 5) Do you have a working knowledge of the NA Traditions and Concepts?
- 6) Do you have an understanding of the CVIASC Service Guidelines?
- 7) What special skills and / or experience can you bring to this position?
- 8) Why do you want to serve in this position?
- 9) Are you willing to be open and forthcoming to the CVIASC?

C) Positions Involving NA Funds

- 1) Are you comfortable dealing with NA funds?
- 2) Are you willing to follow established NA guidelines for dealing with funds?
- 3) Have you ever misappropriated or stolen NA funds?
- 4) Have you had experience preparing a financial report?
- 5) Do you have the time and resources to fulfil this position?

2) GSR/Group Roll Call Report Form (Sample)

Pass the completed report to the Secretary to include in the ASC Meeting Minutes  
 Any new items arising from the Pre-ASC (GSR) Meeting can be included in the Sharing Session / New Business section at the Regular ASC Meeting.

Refer to the previous month's CVIASC Meeting Minutes for updates to GSR/Group Status

GSR Meeting Chair: \_\_\_\_\_ Date: \_\_\_\_\_, 2023

| ROLL CALL |                              |         |          |               |          |
|-----------|------------------------------|---------|----------|---------------|----------|
| #         | Group Name                   | Present | GSR Name | Alt. GSR Name | Comments |
| 1.        | Alive and Well               |         | Chelsea  |               |          |
| 2.        | Bugaboo Group                |         | Tristram |               |          |
| 3.        | Freedom Friday               |         | Dustin C | Mikayla D     |          |
| 4.        | Just Do It                   |         | Tyler    |               |          |
| 5.        | Ladysmith Steps & Traditions |         | Sean O   |               |          |
| 6.        | Living Clean                 |         | Sean O   |               |          |
| 7.        | Lost & Found                 |         | Rebecca  | Claire B      |          |
| 8.        | Never Alone Nanaimo          |         | Kasia K  |               |          |
| 9.        | New Beginnings               |         | Johann H | Jacqueline    |          |
| 10.       | No Matter What               |         |          | Kasia K       |          |
| 11.       | Power of Our Literature      |         | Amber K  |               |          |
| 12.       | Save our Serenity            |         | John R   |               |          |
| 13.       | Seaside Serenity             |         | Alison   |               |          |
| 14.       | See You Next Tuesday         |         | Shelby   |               |          |
| 15.       | Steps to Serenity            |         | John     |               |          |
| 16.       | Sunday Morning Men's Meeting |         | OPEN     |               |          |
| 17.       | Time to Shine                |         | Bob G    |               |          |
| 18.       | Visions of Hope              |         | Wayne    |               |          |
| 19.       | We Can Wednesday             |         | Alley    |               |          |
| 20.       | Young and Clean              |         |          |               |          |
|           | <i>TOTAL Groups Present</i>  |         |          |               |          |

**\*\* This ends the Central Vancouver Island Area Service Committee Guidelines.\*\***