

**COUNTY LINE AREA of  
NARCOTICS ANONYMOUS  
(CLANA)**

**AREA SERVICE COMMITTEE  
GUIDELINES**

July 7th, 2018

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## **ESTABLISHING PRINCIPLE AND GEOGRAPHY**

Welcome to the County Line Area Service Committee (CLASC). This service body was created by the NA groups within the generally understood boundaries of the County Line Area. These are Simi Valley and Moorpark to the north, Agoura, Westlake, Thousand Oaks and Newberry Park to the south. County Line Area resides in the Central California Region. Our northwestern neighbor is the Gold Coast Area and our eastern neighbor is the West End Area and the Southern California Region. CLASC was created within the scope of NA's 9<sup>th</sup> Tradition, and is directly responsible to its groups.

### **Our 9<sup>th</sup> Tradition States**

NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
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## **CLASC MISSION**

To assist the NA groups within our area to fulfill their primary purpose as outlined in Tradition 5.

### **Our 5<sup>th</sup> Tradition States**

Each group has but one primary purpose—to carry the message to the addict who still suffers.
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1. To provide services to addicts that the groups cannot themselves realistically provide. *(These [subcommittee] services will be elaborated on later in this document).*
2. To serve as a central point of discussion and decision-making for our area.
3. To serve as a conduit of information from our groups to the Fellowship of Narcotics Anonymous, as a whole.
4. To be mindful of how our actions and decisions may affect our neighboring NA areas and the Fellowship of Narcotics Anonymous.

## **ASC COMPOSITION**

CLASC is composed of the following:

1. Designated group representatives
2. CLASC Elected Administrative Committee Members
3. CLASC Elected Subcommittee Leadership
4. Assigned Ad-Hoc Committee Leadership

*A complete set of descriptions for these positions will be addressed later in this document.*

## **GUIDING DOCUMENTS**

This committee relies on a variety of service related documents for guidance to our work. Foundational documents are as follows:

1. The Twelve Traditions of NA
2. The Twelve Concepts for NA Service
3. A Guide to Local Service in NA

## **COMMITTEE FUNCTION**

1. We meet regularly (normally at 1:30 pm on the 1<sup>st</sup> Sunday of each month). This meeting is founded in the spirit of unity and cooperation to fulfill our mission. CLASC shall not meet in a private residence.
2. CLASC uses consensus-based decision making to conduct its business. This process is included as addendum 1 to these guidelines.
3. We hear reports from our groups, subcommittees, ad-hoc committees, and administrative members; discuss matters of importance to our groups, set priorities and goals for our services, and make decisions that affect our groups and/or the Fellowship of Narcotics Anonymous as a whole.
4. CLASC practices fund flow, accepting contributions from groups, and after expenses are paid, contributes to the Central California Region and NAWS at a ratio of 75/25.

## GENERAL POLICIES

1. All ASC meetings and subcommittee meetings are open to NA members and any member may address the body at the discretion of the Chairperson.
2. Group representatives become active members of CLASC upon request. It is to be understood that such groups will adhere to the 12 Traditions of NA. Objections to seating of new groups will be considered by the full CLASC.
3. Quorum is required for the ASC to make decisions. Quorum is one more than one half of the active groups. A representative is considered to be the GSR, alternate GSR or a designee of the group. Discussion may still occur if there is not a quorum.
4. Quorum is measured by the currently active groups. If a group is absent at two consecutive ASC meetings it may be dropped from the active list. The group will be reinstated when a representative is present at the next ASC meeting. The ASC will attempt to contact the group to see if it is in need of assistance.
5. In the event of a natural disaster, this quorum requirement can be modified by the members able to attend the ASC. A motion to waive or suspend policy due to emergency or time sensitive circumstance shall require unanimous consent to pass. Such acts are to be considered temporary and must be ratified at the next possible ASC where a quorum is present.
6. Any contract entered into on behalf of CLASC exceeding \$500.00 is to be reviewed by the ASC Chairperson (or Vice Chairperson in their absence). The reviewing officer is also required to sign any such contract.
7. Should a trusted servant be requested to serve where there are unusual expenses, such costs should be approved in advance and either prepaid or reimbursed.
8. Each new GSR, elected officer, and sub-committee chairperson shall be provided a copy of the County Line Area Service Guidelines and any service materials relevant to the performance of their duties.
9. The ASC will maintain a PO Box and email address. Groups may use these addresses for its communications.
10. The ASC will maintain a storage unit for equipment and materials relevant to its services.

11. Officers may serve a maximum of 2 consecutive terms in one position.
12. Officers may be removed from their position by 3/4 vote of the CLASC. Relapse and/or misappropriation of funds will constitute a voluntary resignation.
13. Upcoming elections will be announced at the August ASC. Nominations will be accepted in September and October, and elections are held at the October ASC. November and December are transitional months. New officers begin serving at the January ASC meeting. Elections involving vacancies are limited to the current term. Election procedures are as follows:
  - The position is announced, and qualifications are read.
  - Nominations are made, seconded, and accepted.
  - Nominees shall qualify.
  - Discussion (if necessary) and a vote is taken while the selectees are absent from the room.
14. It is the will of this body that changes to the Guidelines should not be made casually or haphazardly. Changes to these Guidelines shall require a 2/3 majority.
15. Subcommittees are expected to submit a projected budget to CLASC as part of the transition between elections and trusted servant turnover.

## **CLASC ELECTED TRUSTED SERVANTS**

The following are the elected trusted servant positions of the CLASC. These members represent the leadership of the CLASC. The qualifications and duties for each position are listed in the next section.

### **CLASC Administrative Members**

- Chairperson and Vice Chairperson
- Treasurer and Alternate Treasurer
- Secretary and Alternate Secretary
- Regional Committee Members 1 and 2 (RCM1 and RCM2)

## **CLASC Subcommittee Members**

- Activities Chairperson
- Literature Distribution ChairpersonPublic Relations Chairperson
- Webmaster Chairperson

## **NA's 4<sup>th</sup> Concept for NA Service states**

**Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.**

## ***AREA CHAIRPERSON***

**Qualifications:** The Chairperson will have a minimum of four (4) years continuous clean time, demonstrate a working knowledge of the Twelve Traditions and Twelve Concepts, and qualify by having a history of completed NA service positions including at least two years area service experience. The person shall not have any outstanding judgments, liens, or financial obligations that could jeopardize the CLANA bank account.

It is the duty of the Chairperson to:

1. Prepare and make copies of the agenda for the ASC.
2. Preside over the monthly CLASC meeting.
3. Insure that procedures are consistent with the guidelines of the CLASC.
4. Co-sign on the CLANA bank account and reviews bank statements and reconciliations monthly.
5. Appoint Ad-Hoc Committee chairpersons and members as needed.
6. Submit a written report of monthly administrative activities.
7. Vote in the event of a tie.
8. Participate in CLANA annual audit of finances and guidelines review.

### ***AREA VICE CHAIRPERSON***

**Qualifications:** The Vice-Chairperson will have a minimum of four (4) years continuous clean time, demonstrate a working knowledge of the Twelve Traditions and Twelve Concepts, and qualify by having a history of completed NA service positions including at least two years area service experience. The person shall not have any outstanding judgments, liens, or financial obligations that could jeopardize the CLANA bank account.

It is the duty of the Vice-Chairperson to:

1. Serve as the chairperson in the absence of the chairperson.
2. Chair the Unity Day Ad-Hoc committee.
3. Perform the roll call at all ASC meetings and announces the number of GSR's needed to constitute a quorum and if/when the quorum has been reached.
4. Assist the chairperson in any duties as may be mutually agreed upon.
5. Learn from the chairperson those duties inherent in the chairpersons' position.
6. Co-sign on the CLANA bank account.
7. Participate in CLANA annual audit of finances and guidelines review.

### ***AREA TREASURER***

**Qualifications:** The Treasurer will have a minimum of five (5) years continuous clean time, demonstrate a working knowledge of the Twelve Traditions and Twelve Concepts, and qualify by having a history of completed NA service positions including at least two years area service experience. The person shall demonstrate a means of personal finance, not have any outstanding judgments, liens, or financial obligations that could jeopardize the CLANA bank account.

It is the duty of the Treasurer to:

1. Attend monthly ASC meetings.
2. Accept contributions from groups and subcommittees, and disburses funds as directed by CLANA.
3. Co-signer on the CLANA bank account.
4. Keep records of all contributions, disbursements, and submits a written report to the monthly ASC meeting.
5. Submit monthly reconciliation of bank/checking account and a copy of the most current bank statement to the CLASC Chairperson.
6. Follow the “Financial Responsibility” section of these guidelines for the handling of NA funds. (See addendum 2).
7. Deposit all donations within five (5) business days of receipt.
8. Maintain a prudent reserve as set by the CLASC.
9. Prepare year-end financial report for CLASC for the January ASC.
10. Participate in CLANA annual audit of finances and guidelines review.

### ***AREA VICE TREASURER***

**Qualifications:** The Vice-Treasurer will have a minimum of five (5) years continuous clean time, demonstrate a working knowledge of the Twelve Traditions and Twelve Concepts, and qualify by having a history of completed NA service positions including at least two years area service experience. The person shall demonstrate a means of personal finance, not have any outstanding judgments, liens, or financial obligations that could jeopardize the CLANA bank account.

It is the duty of the Vice-Treasurer to:

1. Learn to perform all Area-Treasurer duties listed in treasurer qualifications.
2. Perform all duties as Treasurer in the absence of the Treasurer.
3. Follow the “Financial Responsibility” section of these guidelines for the handling of NA funds.
4. Participate in CLANA annual audit of finances and guidelines review.

## ***AREA SECRETARY***

**Qualifications:** The Secretary will have a minimum of two (2) years continuous clean time, demonstrate a working knowledge of the Twelve Traditions and Twelve Concepts, and qualify by having a history of completed NA service positions including at least six months area service experience. This person must be computer literate, have the ability to navigate the Internet, and be familiar with word processing in order to create minutes of monthly ASC meetings. The Secretary must be willing to accept responsibility for any equipment provided by the CLASC.

It is the duty of the Secretary to:

1. Keep accurate minutes of all area meetings.
2. Type and distribute copies of the minutes to each ASC participant no later than ten (10) days following the ASC meeting.
3. Hold a key to the PO Box. Notifies and distributes recipients of mail accordingly.
4. Ensure that the area and all of its related sub-committees are registered with the World Service Office.
5. Keep updated a list of all ASC participants.
6. Maintain the area archives.
7. Notify ASC participants of any special meetings called.
8. Maintain the area meeting directory and updates it every month as needed.

### ***AREA ALTERNATE SECRETARY***

**Qualifications:** The Alt.-Secretary will have a minimum of two (2) years continuous clean time, demonstrate a working knowledge of the Twelve Traditions and Twelve Concepts, and qualify by having a history of completed NA service positions including at least six months area service experience. This person must be computer literate, have the ability to navigate the Internet, and be familiar with word processing in order to create minutes of monthly ASC meetings. The Secretary must be willing to accept responsibility for any equipment provided by the CLASC.

It is the duty of the Alternate Secretary to:

1. Learn to perform all secretary duties listed in ASC guidelines.
2. Maintain a policy change sheet.
3. In the secretary's absence, perform the duties of the secretary.

### ***REGIONAL SERVICE COMMITTEE MEMBER (RCM1 and RCM2)***

The primary responsibilities are to work for the good of NA as a Liaison between the County Line Area and the Central California Region. RCM's represent the group conscience of the County Line Area at the Regional Level. In order to accomplish this, the RCM's must be informed of issues from Group, Area, Regional, and World levels of NA service. Therefore, it is essential for both the RCM1 and RCM2 to attend all meetings of CLASC and the CCRSC, including all GSR Assemblies. This is a two-year term with each RCM2 elected moving to RCM1 after one year of training/service.

**Qualifications:** a qualified nominee for this position will have three (3) years continuous clean time, active for at least two (2) years in the NA service structure and the willingness to give the time and resources necessary to fulfill the position.

It is the duty of the RCM's to:

1. Prepare a written report to the RSC on ASC projects, and dilemmas as they arise.
2. Prepare a written report to the ASC on the activities of the RSC.
3. Attend all Regional Service Conferences and take an active part in the decision making that affects the region.
4. To stay informed on area, regional, and NAWS proposals.
5. To be the area's link to the fellowship as a whole.
6. Plan and coordinate a workshop to discuss the issues presented in the "Conference Agenda Report" (CAR). This workshop is to educate the GSR's and prepare them for participation in the GSR assembly. Any member of NA may participate in this CAR workshop.

## **SUBCOMMITTEE LEADERSHIP**

CLASC provides services, as part of our mission, that the groups themselves can't realistically provide. This work is generally accomplished through a subcommittee structure. There are standing committees (permanent) and ad-hoc committees (temporary). Standing committees are as follows:

- Public Relations
- Activities
- Literature Distribution
- WebMaster

CLASC shall elect the chairpersons of the standing committees. The committees themselves shall elect their vice-chairperson as defined in the subcommittee guidelines. While specific duties are included in the subcommittee guidelines, qualifications for the standing subcommittee chairpersons are as follows:

### **Public Relations Chairperson Qualifications**

(For Sub-committee Guidelines refer to page )

1. Clean time requirement of three years.
2. Area Service experience of two years.
3. Minimum one year PR sub-committee experience.

### **Activities Chairperson Qualifications**

(For Sub-committee Guidelines refer to page )

1. Clean time requirement of five years.
2. Area Service experience of one year.
3. Minimum one year activities sub-committee experience.

### **Literature Distribution Chairperson Qualifications**

(For Sub-committee Guidelines refer to page )

1. Clean time requirement of three years.
2. Area Service experience of 6 months.

### **WebMaster Chairperson Qualifications**

(For Sub-committee Guidelines refer to page )

1. Clean time requirement of five years.
2. Area Service experience of two year.

## CONSENSUS BASED DECISION MAKING

County Line Area Service Committee is dedicated to the spiritual process outlined in the NA 2<sup>nd</sup> Tradition. (For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern). As such, we have agreed to make decisions through consensus, whenever possible.

Consensus means that:

1. We are open to considering all available views to a given idea.
2. We can live with the decision.
3. We will support each other in implementing this decision.
4. We will not impede the implementation of the decision.

Any proposals that are presented by a group, committee, or member shall utilize this consensus-based decision making process.

- ASC shall explore the effects of a given proposal. This shall include:
  - a. Value towards NA's primary purpose
  - b. Financial impact
  - c. Trusted servant allocation
  - d. Consistency of service
  - e. Evaluation of how the proposal may affect other groups or NA as a whole

After the decision making body fully explores a proposal and all concerns and questions have been resolved or acquiesced, and it appears that consensus has been reached, then the chair will double check for consensus by asking:

***"Are there any other questions, issues or concerns regarding this proposal?"***

If no one speaks, then the facilitator calls for an affirmation of this consensus to formally acknowledge that a decision has been made.

If consensus cannot be achieved, the people who are not in consensus are responsible for meeting with the proposing body to negotiate the issues.

If after such a meeting consensus still cannot be reached, and a majority believes that the decision is necessary, a vote may be taken requiring a 2/3rds majority for approval.

## **FINANCIAL RESPONSIBILITY**

The basis of this section is the 11th concept which states "NA funds are to be used to further our primary purpose, and must be managed responsibly." We believe that to manage our money responsibly we must have safeguards and financial controls in place to insure that the funds we are entrusted with are used to further our primary purpose. We also recognize we must trust that the people we have carefully selected to handle our money will do so responsibly. In this regard we rely on the 4<sup>th</sup> Concept essay on Leadership to assist us in our selection efforts.

1. CLANA will establish only one ASC checking account for all funds. All monies accumulated from group contributions, literature sales, activities and all other sources shall be maintained and deposited in the CLANA checking account.
2. CLANA will use a calendar year (January thru December) for its fiscal year. At the end of the fiscal year the books shall be closed and audited.
3. All disbursements shall be made by a check (whenever possible), issued by the area treasurer or vice-treasurer and cosigned by the area chair or vice-chair.
4. All deposits to the ASC checking account shall be made within 10 days following each ASC meeting.
5. All CLANA sub-committees shall establish cash handling procedures as part of their approved sub-committee guidelines.
6. The ASC checking account shall require a minimum of two signatures on any check.
7. All expenditures from CLANA accounts will require one of the following documents to be presented to the treasurer:
  1. A bill from an approved vendor for regular monthly bills
  2. Event costs approved at the ASC Meeting
  3. approved budget request form (IE: PR Lit Request)
  4. A check request form for non-budgeted expenses. These should be accompanied by receipts even if the ASC approves pre-payment of expenditures.
8. The signers for the CLANA checking account shall consist of the treasurer, vice-treasurer, chairperson and vice-chairperson.
9. One chair and treasurer must sign each check.
10. Internet access for account review will be available to only ASC officers. Any passwords should be changed following each election.
11. The ASC checking account will be audited annually for the preceding fiscal year with a report to be prepared by an Ad-hoc committee chaired by the vice-chair and presented at the February ASC.

12. CLANA shall utilize the following spending guidelines and pay expenses as prioritized below:
  1. Payment of ASC debts or expenses outside the fellowship of Narcotics Anonymous.
  2. Payment of ASC debts or expenses within the fellowship of Narcotics Anonymous.
  3. Approved budgets of ASC sub-committees.
  4. All other expenses approved by the ASC.
13. The treasurer shall reconcile the area checking account monthly and submit a written monthly statement itemizing all income and expenses from the preceding month and provide all current fund balances. A copy of the most recent bank statement will be attached to all treasurer reports
14. The treasurer shall also submit an annual financial statement for the preceding year at the January ASC meeting summarizing all income and expenses from the previous fiscal year.
15. The treasurer shall provide a receipt for all donations made to the area. Money order tear off part will be used as the receipt.
16. CLANA shall adopt a budget for the coming fiscal year at the January ASC meeting.
17. A prudent reserve will be established at the January ASC for the coming fiscal year. The prudent reserve will equal either \$4500 or two months total budgeted expenses whichever is greater.
18. Each standing CLANA sub-committee chair shall submit a budget request at the January ASC meeting for the upcoming year. The activities committee must submit an event budget for every activity held before funds can be expended from the area treasury.
19. Using approved budgets for all standing CLANA sub-committees, monthly meeting rent, and any other CLANA expenses; the admin. committee shall determine a projected monthly budget amount for the current fiscal year and be responsible for the management of such budget.
20. The chair and treasurer are given a vote of confidence to jointly deal with any expense issues which might arise in between meetings provided that such expenditure cannot wait to be dealt with at the area meeting.

## **PROCESS FOR DEALING WITH THE MISHANDLING/ THEFT OF NA FUNDS**

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that it will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

The County Line ASC has adapted this Policy to fulfill its duty of accountability and responsibility to its Groups and the members of NA.

We utilize a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary. First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken or misused, the ASC will then schedule a special meeting or designated time at a regular meeting of the area, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express his or her feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a 20 minute break will take place to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement will include regular payments at any interval acceptable to all involved, though it is best to not drag out the process unnecessarily. The agreement will specify regular weekly or monthly payments until the full amount is repaid. A legally binding document will be executed, which if utilizing legal advice, the cost of which will be added to the balance owed. If the restitution agreement is not adhered to, the Area may take legal action based on the restitution agreement.

A report on the status of the restitution agreement should be published in the ASC minutes until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

If the individual does not appear at the special meeting or designated discussion, the ASC will need to ensure that every effort to contact the person has been made. A Registered mail letter will be sent, explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes these steps provide the impetus that is needed to encourage the individual to participate in the resolution and make any needed restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared or refuses to participate in this process, the CLASC may then choose to proceed with legal action upon agreement by 2/3 of the voting participants of the area. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried.

**COUNTY LINE AREA SERVICE  
SUB-COMMITTEE GUIDELINES**

## ***PUBLIC RELATIONS SUB-COMMITTEE GUIDELINES***

Our purpose is based on NA's 5th tradition, "Each group has but one primary purpose—to carry the message to the addict who still suffers," and the 12th step, "we tried to carry the message to the addict who still suffers". The County Line Area Public Relations Sub Committee, (hereafter referred to as PR Sub Committee) is the working body for our combined group service efforts, and it is directly accountable to the groups it represents in its actions.

1. Our Public Relations sub-committee's purpose is to effectively communicate and demonstrate Narcotics Anonymous' ability to help addicts stop using drugs, lose the desire to use, and find a new way to live. The committee will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.
2. The name of this committee shall be the County Line Area PR sub-committee of Narcotics Anonymous, hereafter referred to as PR.
3. PR is a standing sub-committee of the County Line Area Service Committee.
4. PR shall perform all functions historically performed by the Hospitals and Institutions Committee, Public Information Committee, and Phonenumber Committee. It will utilize local, region, and world approved service handbooks and materials that are written for those committees.
5. PR shall comply in all its actions with the following documents in order of priority as listed below:
  1. The Twelve Traditions, Concepts, and Steps of NA.
  2. The current guidelines of the Area Service Committee
  3. The current guidelines of PR
  4. A Guide to Local Services in NA, and NAWS approved service handbooks

### **PR SUB-COMMITTEE MEETINGS & MEMBERSHIP**

PR meeting is a resource for groups and NA members whose focus is coordinating efforts to reach the addict who still suffers, and improve NA's reputation as a viable program of recovery in our community. It is also an opportunity for any committee member to receive information on PR related issues, report on the effectiveness as well as any needs they have to continue and improve the services we currently provide. PR establishes a time and place to meet for our business meetings.

Business meetings shall be held at least once monthly, at a time and place designated by the membership. No business meeting shall last for more than one and a half hours,

except when a decision to extend this time limit is made by the members present. Any Narcotic Anonymous member or interested person may attend a PR meeting.

### **PR SUB-COMMITTEE DECISION MAKING**

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). One of the reasons we try to achieve consensus is it insures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process. In the event we cannot reach consensus, we utilize a simplified version of Roberts Rules of Orders as printed in A Guide to Local Services in NA to reach our decision. The reason all committee members are allowed to vote is the 7th concept, which states, "All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes."

1. All PR motions and decisions except elections will first be considered using consensus-based decision-making. For PR's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within PR. If at the end of discussion PR has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Services in NA.
2. Any committee member, except for the Chair, is eligible to vote at business meetings.
3. Any committee member can make or second a motion.
4. Any committee member may propose an amendment to these guidelines, however all PR guideline changes shall be approved by the County Line Area Service Committee.
5. All committee members have one vote regardless of number of positions held.

In our election process we use the 4th concept, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

1. Elections of all PR Positions other than Chairperson shall be nominated in December and January with elections held annually in January. The Chairperson is elected by the ASC however the committee is encouraged to submit a recommendation for Chairperson to the ASC for their consideration.
2. All terms of service are one year. In the event a member cannot complete his or her term of service, it is the responsibility of the Chairperson to ensure the duties of the positions are fulfilled until which time the position can be filled.
3. The officers of PR are the Chairperson, Vice-Chairperson. They shall perform their duties as described in these guidelines and in other approved service handbooks.
4. The Resource Coordinators for PR are Literature Coordinator, Phonedlines Coordinator, Panel Coordinators and web coordinator. They shall perform their duties as described in these guidelines and in other approved service handbooks.
5. No member of the committee can serve in more than one elected officer position simultaneously.
6. Any member or officer of the committee can serve as any Resourc Coordinator regardless of other positions held.
7. During elections of PR Resource Coordinators the nominees may be required to qualify, answer questions by PR and leave the room; where discussion and voting shall commence.
8. All committee members have one vote in elections for any position regardless of number of positions a committee member holds.
9. Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.
10. A PR trusted servant may be removed from their office for non-compliance only after the person has been notified by either letter or phone call from PR Chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a motion to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes but is not limited to:
  1. Loss of abstinence from relapse.
  2. Failing to perform the duties of the position
  3. Three consecutively missed PR meetings

## **PR SUB-COMMITTEE SPECIAL RULES**

From time to time PR will make special rules to assist in carrying out its projects. Those that are permanent are recorded in this section of the guidelines.

1. Ex-residents of a correctional/treatment institution or members who may have restrictions on what kind of facilities, schools, or any other kind of professional services they may attend must notify the committee and receive approval from both the committee and outside organization of facility prior to participation in any PR events which could be affected by their restrictions.
2. Only NA approved literature will be used in PR projects, meetings, presentations, etc.
3. In the event PR orientation is needed the meeting will schedule a future PR orientation at a place and time convenient for those attending. At least two qualified PR trusted servants (the orientation facilitator (PR Chair or appointee) and one of the following trusted servants: PR Vice-Chair, H&I Coordinator, PI Coordinator, Phone-lines Coordinator) presence is required to hold a PR orientation. The orientation will follow the format listed in Appendix B of these guidelines

## **PR SUB-COMMITTEE TRUSTED SERVANTS**

“For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” (2nd tradition). This section lists many of the basic responsibilities for those members who serve as a PR trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept). Once we select them, we trust our trusted servants.

## ***PR TRUSTED SERVANT REQUIREMENTS***

### **Trusted Servants Include:**

- PR sub-committee Chairperson
- PR sub-committee Vice Chairperson
- PR sub-committee Secretary
- PR sub-committee Literature Coordinator
- PR sub-committee Phone-line Coordinator
- PR sub-committee Panel Coordinator

### **PR SUB-COMMITTEE CHAIRPERSON QUALIFICATIONS**

1. Clean time requirement of three years.
2. Area Service experience of two years.
3. Minimum one year PR sub-committee experience.
4. Coordinates all PR efforts.
5. Presides at all regular and special subcommittee meetings.
6. Provides written reports to ASC on the status of all proposed, current or completed plans.
7. Represents PR at the regular meeting of the ASC.
8. If elected officer or coordinator position is vacant, ensures the duties of that position are fulfilled.
9. Has familiarity with all PR related NAWS approved handbooks. (Includes A Guide to Local Services, PR Handbook, H&I Handbook, PI Handbook, and A Guideline to Phone-lines Services).
10. Facilitates or appoint someone to facilitate PR Sub Committee Orientations.
11. Previous PR or relevant service experience.
12. Is elected at the CLASC elections.

### **PR SUB-COMMITTEE VICE CHAIRPERSON QUALIFICATIONS**

1. Clean time requirement of eighteen months.
2. In absence of the chairperson the Vice Chairperson shall assume responsibilities normally carried out by the PR chairperson until the CLASC has an election for that position.
3. Works closely with the chairperson.
4. Attends the regular meetings of PR and CLASC.
5. In the absence of an elected officer or coordinator the Vice chairperson shall assist Chairperson to ensure the duties of that position are fulfilled.
6. Clean time requirement of eighteen months.
7. Has familiarity with all PR related NAWS approved handbooks. (Includes A Guide to Local Services, PR Handbook, H&I Handbook, PI Handbook, and A Guideline to Phone-lines Services).
8. Can assist with PR Sub-Committee Orientations.
9. Coordinates annual PR event.
10. Has prior relevant service experience.

### **PR SUB-COMMITTEE SECRETARY QUALIFICATIONS**

1. Clean time requirement of one year.
2. Keeps a complete record in the form of minutes of every PR meeting.
3. Maintain records of attendance at PR meeting.
4. Sends written communication or makes calls to committee members about

PR business.

5. Sends written communication or makes calls to the local community.
6. Prepares written committee correspondence.
7. Maintains files of all PR plans, minutes and correspondence.
8. Maintains record of name and contact information for committee members, oriented members, and interest lists.

### **PR SUB-COMMITTEE LITERATURE COORDINATOR QUALIFICATIONS**

1. Clean time requirement of one year.
2. Attend monthly PR subcommittee meeting.
3. Coordinates literature distribution for all public information needs.
4. Places PR literature order in accordance with CLASC guidelines.
5. Makes regular monthly written literature report to the CLASC.
6. Have familiarity with literature policies.
7. Will take a literature rack to all area activities as needed.

### **PR SUB-COMMITTEE PHONE-LINE COORDINATOR QUALIFICATIONS**

1. Clean time requirement of one year.
2. Attend monthly PR subcommittee meeting.
3. Coordinates all phone-line activities
4. Makes monthly written report to PR on the status of all completed and ongoing phone-line plans
5. Has previous public information or other relevant service experience.
6. Can assist with PR sub-committee experience.
7. Have familiarity with all phone-line related NAWS handbooks.

### **PR SUB-COMMITTEE PANEL COORDINATOR QUALIFICATIONS**

1. Clean time requirement of two years.
2. Conducts panel meetings/presentations in facility served according to NA handbooks and service guidelines.
3. Informs PR Chair or Vice-Chair as soon as possible when unable to conduct meeting.
4. Invite panel members to meeting and inform them of all applicable rules of the facilities and procedures for that meeting.
5. Go over "Do's and Don'ts" with panel speakers.
6. Will submit a monthly written report to PR.

## **PR SUB-COMMITTEE PANEL SPEAKER QUALIFICATIONS**

1. Clean time requirement 6 months or 90 days if attended three previous PR meetings.
2. Works with a sponsor, attends regular NA meetings, working steps.
3. Can carry a clear NA message.

## **PR SUB-COMMITTEE LITERATURE MEMBER REQUIREMENTS**

1. Clean time requirement 6 months.
2. Attend 2 consecutive PR meetings. First meeting will be assigned a rack, speak to the facility to find the facilities needs. Second meeting report to PR and pick up additional literature.
3. Communicate with literature coordinator to fulfill rack.
4. Submit monthly written report to PR or attend PR meeting.

## **PR SUB-COMMITTEE PHONE-LINE MEMBER REQUIREMENTS**

1. Clean time requirement 2 years.
2. Attend 2 consecutive PR meetings. First meeting to state willingness and receive A Guideline to Phone-lines Services and phone line orientation. Second meeting to ask questions and will be added to Phone-lines.
3. Submit monthly written report to PR or attend PR meeting.

## **APPENDIX B**

### ***PR SUB-COMMITTEE ORIENTATION FORMAT***

- Open with prayer of choice (serenity prayer, 3rd step prayer, etc.)  
Welcome and Introductions
- Read Internal and External PRStatement
- Introduce County Line Area Public Relation Committee and distribute PR Sub Committee Guidelines.
- Introduce PRHandbook and distribute Chapter 2 ‘Core Principles & Philosophies’handout
- Introduce H&I handbook and distribute ‘Sample Panel Member Orientation’  
handout.
- Introduce Phone-line handbook and distribute ‘Phone-line Flow Chart’  
handout  
Distribute Public Information FAQ (frequently asked questions) handout.
- Distribute current PR Sub Committee Contact sheet.  
Distribute current Area Schedule
- Questions and Answers
- Close with prayer of choice (serenity prayer, 3rd step prayer, etc.)

## ***ACTIVITIES SUB-COMMITTEE GUIDELINES***

### ***Mission Statement:***

We, as part of the County Line Area Subcommittees, are committed to providing the best possible service to our groups and community at large. We will strive to carry out Narcotics Anonymous' primary purpose of "carrying the message of recovery from addiction". We shall accomplish this by maintaining good communication between the groups, trusted servants, sub-committees, and our region. We will also accomplish this by maintaining good relationships with the facilities in which we hold our events. To help us in fulfilling this mission, we will utilize the Twelve Traditions, and Twelve Concepts of NA.

We, as the Activities Subcommittee strive to provide a safe place for addicts to meet, fellowship and "Celebrate Recovery".

### **CONDUCT AND BEHAVIOR OF ACTIVITIES SUB-COMMITTEE**

All sub-committees shall conduct themselves in accordance with the County Line Area's purpose and needs. Any member of the Subcommittee has a responsibility to represent Narcotics Anonymous as a positive program and influence in their dealings with the public at large. It is important that how you conduct yourselves as a point of contact person with a facility or the public is how they may view NA as a whole.

### **ACTIVITIES SUB-COMMITTEE EVENT GUIDELINES**

1. At no time may any member of the subcommittee be allowed to handle the income of funds at our events (i.e.: the sale of beverages, tickets, merchandise, etc.) that has at any time mishandled the funds of a group, service committee, or any monies within Narcotics Anonymous.
2. It is the responsibility of any member to leave the facility where we hold our events and meetings in the same condition or cleaner.

### ***ACTIVITIES TRUSTED SERVANT REQUIREMENTS***

#### **Trusted Servants Include:**

- Activities sub-committee Chairperson
- Activities sub-committee Vice Chairperson
- Activities sub-committee Secretary

### **ACTIVITIES SUB-COMMITTEE CHAIRPERSON QUALIFICATIONS**

1. Clean time requirement of five years.
2. Minimum one year area service experience.
3. Minimum one year Activities sub-committee experience.
4. One year elected term – Elected by CLASC  
2nd term optional upon vote of confidence of CLASC
5. Must not have any outstanding liens or judgments against them.

### **ACTIVITIES SUB-COMMITTEE CHAIRPERSON RESPONSIBILITIES**

1. Shall be present at all ASC meetings and stay until adjournment. (Vice Chair will stand in if Chair cannot be present).
2. Submit copies of the monthly report at the ASC.
3. Shall present financial reports to the ASC body. These financial reports shall include:
  1. If funds are needed – a written request for / and a proposed budget are to be submitted in writing.
  2. A financial report shall also be submitted after items have been purchased.
4. Shall have possession if the ASC Storage facility key.
5. The Activities subcommittee chair is to preside at Subcommittee meetings, yet not dictate.
6. The Activities subcommittee chair engages in proper delegation of tasks within the subcommittee.
7. The Activities subcommittee chair shall act as liaison between event facility and County Line Area Narcotics Anonymous.
8. The Activities subcommittee chair shall encourage growth and mentorship of the Activities subcommittee vice chair and incoming Activities subcommittee chair in all matters affecting the committee.
9. The Activities subcommittee chair shall create a positive attitude about service and foster leadership within the subcommittee and contacts with NA members.

### **ACTIVITIES SUB-COMMITTEE VICE CHAIRPERSON QUALIFICATIONS**

1. Clean time requirement of five years.
2. Minimum one year area service experience.

3. Minimum 6 months Activities sub-committee experience.
4. One year elected term. 2nd term optional upon vote of confidence of subcommittee
5. Must not have any outstanding liens or judgments against them.
6. Will stand in at CLASC if Chair cannot be present.

### **ACTIVITIES SUB-COMMITTEE VICE CHAIRPERSON RESPONSIBILITIES**

1. Shall be present at all Activities sub-committee meetings and stay until adjournment.
2. Shall be present at all CLASC meetings and stay until adjournment. (Vice Chair will stand in if Chair cannot be present).
3. Shall be familiar with Activities chair-persons responsibilities and shall act in full capacity when Activities chairperson is not present.
4. Shall assist the Activities chairperson in the completion of tasks and representation of the sub-committee as a liaison between the facility and event.
5. The Activities sub-committee Vice Chair is to preside at sub-committee meeting. The Activities sub-committee Vice Chair also engages in proper delegation of tasks within the subcommittee. The Activities sub-committee Vice Chair is to keep a copy of the minutes, record of events, flyers and any matters that pertain to the sub-committee.
6. The Activities sub-committee Vice Chair shall encouraging growth and mentorship of the incoming Activities sub-committee Vice Chair and members in all matters affecting the committee. The Activities sub-committee Vice Chair shall create a positive attitude about service and foster leadership within the subcommittee and contacts with NA members.

### **ACTIVITIES SUB-COMMITTEE SECRETARY QUALIFICATIONS**

1. Clean time requirement of one years
2. Minimum 6 months area service experience.
3. One year elected term 2nd term optional upon vote of confidence of sub-committee

## **ACTIVITIES SUB-COMMITTEE SECRETARY RESPONSIBILITIES**

1. Shall be present at all Activities meetings and stay until adjournment.
2. Shall record minutes of the subcommittee meetings.
3. Shall provide copies of minutes for all subcommittee members.
4. Shall compile and maintain current attendance list.
5. Shall keep archives and have possession of minutes pertaining to the subcommittee.
6. Shall encouraging growth and mentorship of the incoming Secretary and members in all matters affecting the committee. Shall create a positive attitude about service and foster leadership within the subcommittee and contacts with NA members.

## **CONDUCT AND BEHAVIOR OF ACTIVITIES SUB-COMMITTEE**

All sub-committees shall conduct themselves in accordance with the County Line Area's purpose and needs. Any member of the Subcommittee has a responsibility to represent Narcotics Anonymous as a positive program and influence in their dealings with the public at large. It is important that how you conduct yourselves as a point of contact person with a facility or the public is how they may view NA as a whole.

## **ACTIVITIES SUB-COMMITTEE EVENT GUIDELINES**

1. At no time may any member of the subcommittee be allowed to handle the income of funds at our events (i.e.: the sale of beverages, tickets, merchandise, etc,) that has at any time mishandled the funds of a group, service committee, or any monies within Narcotics Anonymous.
2. It is the responsibility of any member to leave the facility where we hold our events and meetings in the same condition or cleaner.

# ***LITERATURE/ LITERATURE COORDINATOR GUIDELINES***

## **LITERATURE DISTRIBUTION PURPOSE**

The purpose of the Literature distribution is to provide literature to the groups of the County Line Area (CLANA) at cost. To do this the literature distribution coordinator manages the inventory of the Area stored in the CLANA storage locker, maintains the CLANA Literature eCommerce store portion of the CLANA website, processes group orders, places orders for additional inventory from WSO, distributes literature orders and directories/flyers at ASC, and offers support as needed by the groups.

Although the literature subcommittee does not directly handle money, they are able to place orders directly through the WSO on the CLANA account and are required to manage the inventory in the CLANA storage locker. The CLANA Literature Chair, will carry a key and entry card to the storage CLANA locker and will be privy to passwords for the NA WSO portal and the CLANA Literature portal.

*The amount of inventory kept by CLANA at any given time is ultimately at the literature committee's discretion, It is suggested that the amount of inventory for low circulating items like IPs and booklets is minimal. A number of IPs are ordered regularly, but many are not and over ordering can and has resulted in literature being updated prior to inventory running out. Furthermore, the Literature Committee should ultimately be a breakeven portion of CLANA and major expenses need not be incurred simply to keep an inventory.*

## **LITERATURE DISTRIBUTION RESPONSIBILITIES**

1. Review orders placed by Groups.
2. Print invoices of orders.
3. Determine what can be filled from the existing inventory and what needs to be ordered from the World Service Office.
4. Place orders with World Service Office for additional items not in inventory.
5. Pick up additional products from WSO.
6. Travel to the storage locker and fill orders.

7. Transport filled orders and printed invoices to ASC.
8. Review money orders provided by groups and fill in form with literature order number, group name, money order number, money order amount, literature order cost and donation amount. This sheet is given to the treasurer once completed. (They will return it during ASC.)
9. At ASC the Literature committee organizes flyers and directories for the groups. They will bring the index cards created for each group to sign off that someone picked up the directories and flyers. Directories should be distributed evenly amongst groups unless a certain group requests additional directories. The same is true of flyers. Roughly 100 to 150 directories should be put aside and given to the PR Chair each month.
10. Verify that the prices reflected on the CLANA website cover the cost to the Area for each literature item. To do this, the Literature Chair must review the World Service Office prices and add appropriate tax and freight fees into the cost listed on the CLANA website to ensure CLANA is providing literature at our cost.

## ***LITERATURE TRUSTED SERVANT REQUIREMENTS***

### **Trusted Servants Include:**

- Literature Coordinator
- Alternate Literature Coordinator

## **LITERATURE COORDINATOR QUALIFICATIONS**

1. Clean time requirement of three years.
2. Six months of Area Level service experience.
3. Have the ability to print orders from the CLANA website.
4. Have access to a computer with internet access and printer.
5. Have the ability to pick up orders from the World Service Office in Northridge between the hours of 8am and 5pm Monday through Friday – or willingness to dispatch this responsibility.
6. Have the ability or willingness to manage the CLANA Literature eCommerce store for orders and product management. Need to be able to add new items and remove discontinued items as well as process and close out orders on the store admin portal.

7. Have the ability to travel to the CLANA storage locker in Simi Valley to retrieve inventory and drop off inventory.

### **ALTERNATE LITERATURE COORDINATOR QUALIFICATIONS**

1. Clean time requirement of two years.
2. Six months area service experience.
3. Ability to fulfill all responsibilities of the literature chair should the literature chair need to step down or be unavailable one month.

# ***WEBMASTER/WEBSITE GUIDELINES***

## **WEBMASTER AND CLANA GUIDELINES**

1. The official website for the County Line Area of Narcotics Anonymous shall have the domain name of [www.clana.org](http://www.clana.org) and shall be the single online Internet location for our area.
2. The primary purpose of the web site shall be to help further our primary purpose; to carry the message to the addict who still suffers. Secondly, the web site shall provide information and resources relevant to CLANA, including but not limited to flyers, general subcommittee information and files deemed appropriate in order to better facilitate the work of the CLASC, its subcommittees and GSR's.
3. Because the Internet is a public media environment, all content made available on the web site shall be posted in accordance with the 12 traditions of Narcotics Anonymous. At all times, the website and its contents, and any official email correspondence shall also remain within the guidelines as set forth by the CLASC. When applicable, the website shall also meet the recommendations of NAWS – specifically as detailed in the Public Relations Handbook section on the Internet in Chapter 10., page 23.
4. Personal Anonymity: In keeping with the traditions, no individual person's name, email address, street address, place of business, or phone number shall be displayed anywhere on the publicly accessible web site. This includes but is not limited to: event listings, flyers, meeting information, agendas, meeting minutes, as well as any other documents or files that may be posted to the website. At no time are we to advertise personal names of speakers, leaders, or event volunteers. (\* Tradition 12: "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press radio and film").
5. Minutes Archive and Personal Information: A private, password protected area will be established on the web site where members will have access to the full, final approved version of current and archived ASC as other ASC member relevant content that is deemed not suitable for placement on the public side of the website. One simple password will be used and given to any interested NA member wishing access at every ASC.
6. Intellectual Property: Any content posted to the web site shall be required to adhere to all copyright and trademark requirements of the fellowship as set forth in the Narcotics Anonymous World Services Fellowship Intellectual Property Trust (FIPT). Wherever any of the various NA fellowship logos or

trademarks are implemented, the ® symbol shall be included in accordance with the FIPT. At no time shall any officially approved NA literature be placed directly on the website, however, links to such literature may be used, so long as such links directly take site visitors to the officially sanctioned version of that literature actually located on the NA.org web site.

### **GENERAL SITE LAYOUT**

1. Home Page- lists all areas and prominent cities found in the areas.
2. Contact Information - (email contact links).
3. Events & Activities.
4. Calendar of events and subcommittee meetings.
5. Area & Subcommittees page.
6. Meeting Schedules - (Find a Meeting).
7. Password protected Minutes page - (under Area and Service).
8. Literature order link for GSR's.
9. Other pages maybe added as needed and approved by CLASC.

### **ENDORSEMENT OR AFFILIATION**

In keeping with our Tradition Six, at no time shall any link, icon, graphic or statement be placed on the website that implies or communicates an endorsement or affiliation to any outside enterprise or organization. The only exception to this requirement shall be links to maps for directions to events or meetings, as well as a link for site visitors allowing them to download a copy of the Adobe PDF reader, which is the currently accepted standard method of choice for providing documents for viewing on the World Wide Web. On the website, prominent statements must be implemented stating that such links are provided for informational purposes or aids only, and that no such affiliation or endorsement exists.

The [www.clana.org](http://www.clana.org) web site is wholly owned and operated by and in the name of County Line Area Service Committee, and registered at the CLANA mailing address. No other individual or organization (except within the confines of the FIPT) shall have or make any claims to ownership whatsoever, for any reason. The following email addresses shall be established for the purpose of providing email correspondence within the official CLANA course of NA related business: [countylinena@gmail.com](mailto:countylinena@gmail.com). No personal emails are to be used on the area website. Email addresses can be provided to area trusted servants for area business as needed. These addresses can be issued by the web hosting software.

## **WEBSITE MAINTENANCE AND OVERSIGHT**

The website shall be maintained by the CLANA Webmaster, and Alternate Webmaster who shall also be responsible for all changes to content, functionality and design, as deemed necessary by the CLASC.

## **WEB BUDGET**

CLANA will pay for site hosting and domain registration

## **BACKUP OF CONTENT**

A backup of the entire site's content can be done on line using the web hosting backup software. A backup must be made monthly.

## **SITE CHANGES**

From time to time, the webmaster or another member of the CLANA fellowship may request additional functionality be implemented on the [www.clana.org](http://www.clana.org) site. When this occurs, the webmaster shall be tasked to determine the cost both in monetary and implementation resources of that request. Or if there is another change that the webmaster determines is important; the webmaster shall present the request to the ASC body during the ASC meetings' new business or webmaster report. If needed, the request can be made in the form of a motion at the ASC meeting. When this occurs, the change shall take place only after such motion is passed by the ASC. All changes that are approved by the webmaster (or when necessary, by the ASC) shall be detailed in the ASC minutes.

Passwords for the web hosting site and emails are to be maintained by the secretary and the webmaster.

## ***WEBMASTER TRUSTED SERVANT REQUIREMENTS***

### **Trusted Servants Include:**

- Webmaster
- Alternate Webmaster

## **WEBMASTER QUALIFICATIONS**

1. Clean time requirement of five years.
2. Minimum of 2 year of Area service experience.
3. Has a working knowledge and understanding of there Twelve Traditions.
4. Has a working knowledge and understanding of Public Relations Guidelines.
5. Basic computer skills are a must- knowing how to use the internet, upload documents, and use spell check.

6. One year elected term - Elected by CLASC.
7. 2nd term optional upon vote of confidence of the CLASC.

### **CLASC RESPONSIBILITIES**

1. Website or Alternate Webmaster shall be present at all ASC meetings and stay until adjournment.
2. Submit copies of the monthly report and website statistics at the ASC.
3. Provide the GSR's with the password for the archived minutes at every ASC.
4. Shall have communication, accountability and responsibility to all subcommittee chairs and administration body.

### **ALTERNATE WEBMASTER QUALIFICATIONS**

1. Clean time requirement of three years.
2. 2 year Area service experience.
3. Has a working knowledge and understanding of there Twelve Traditions.
4. Has a working knowledge and understanding of Public Relations Guidelines.
5. Basic computer skills are a must- knowing how to use the internet, upload documents, and use spell check.
6. Will assume any responsibilities of the Webmaster should the Webmaster not be available to execute their responsibilities.