



## **Glasgow and West of Scotland Area LSC**

### **Mission Statement/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 this message to addicts”**.

Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery— **that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live.**

**“The final responsibility and authority for NA Services rests with the NA Groups.”** (2nd Concept)

**The Local Service Committee (LSC)** has responsibility for delivering the bulk of local services, and groups will remain responsible for funding services through contributions to the LSC. Attendance at the LSC is open to all, but the LSC is intended to be an efficient service body with a focus on planning and service provision.

The LSC serves as a communication and delegation link between the groups and the rest of the fellowship by sending a delegate to the regional service body. The LSC will utilize a strategic planning process, and services will be delivered through a mix of project-based workgroups and ongoing essential or routine services, each of which will have a coordinator who is a member of the LSC and reports to it.

The LSC will also consist of meetings on alternating months attended by delegates from the groups (GSR) and an administrative board with the responsibility to organize and facilitate the LSC meetings, The meetings may be attended by any interested members and will be guided by the principles of the traditions and concepts.

The **Local Service Board (LSB)** is the administrative body of the **LSC**. Board members are elected by the groups of the GAWNS area to provide the services requested by the groups, to be accountable for the funds provided by the groups and to carry out the strategic plan developed by the groups. Board members must always act within the principles of the traditions and concepts, especially the 2nd 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.”** and the 2nd Concept – **“The final responsibility and authority for NA services rests with the NA groups.”**

By the same token, the LSB service structure depends heavily on the groups abiding by the 3rd Concept; **“The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it”, and trust their trusted servants to serve.**

**The Local Service Board** shall consist of the

LSB Chairperson,

Vice Chairperson,

Treasurer,

Treasurer in Training(vice)

Secretary,

secretary in training(Vice)

appointed delegates,

Regional Committee Member (RCM)

H and I,

P.R

The LSB shall meet on months alternating the LSC at a time and location mutually agreed upon by all members. Attendance at the LSB meetings shall be open to all members of the GAWNSNA Area. The LSB Secretary shall provide a written report of the activities and decisions of the LSB to all GSR's of the LSC.

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.”** By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the LSC. We believe that when a decision is so important it needs to go back to groups for a group conscience, only the groups should participate in that decision. When a decision goes back to groups for guidance, any LSB board member can participate in their home group’s conscience ensuring that their voice is heard through their GSR.

All proposals and decisions except elections will be considered using consensus-based decision making. For our purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the LSC. If at the end of discussion the LSC 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, an actual vote shall take place. Needing to result in 2/3 majority in order to pass.

All participating members at the LSC shall have an equal voice in all discussions.

- Any member of GAWSNA may make a proposal and shall have an equal voice in discussions and decisions.
- All proposals must be submitted to the Chairperson in writing to insure accuracy. The Secretary will keep a copy of all passed or failed proposals.
- Proposals may be amended or withdrawn at any time prior to decision.
- Elections will be decided by a simple majority of the GSR’s.

## **Services and Workgroups**

Just as groups create a service structure to help them fulfill their primary purpose, the LSC creates services or workgroups to do the actual work involved in delivering direct services for the purpose of carrying the message to the addict who still suffers.

This is based on the 9th tradition, the creation of “service boards or committees directly responsible to those they serve.”

The LSC may establish services or workgroups from time to time to meet the needs of GAWSNA.

The LSB shall determine the structure by which the services requested by the groups shall be provided. This shall be in the form of either a routine or essential service, requiring a permanent coordinator position to be created on the Board, or as a workgroup, created for a specific purpose and a specific duration, with the work group coordinator being responsible to the board for the duration of the workgroup. Examples of routine or essential services include:

- **Hospitals and Institutions**
- **Public Relations**

**Fellowship Development**

**Convention 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). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a 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). We trust our trusted servants. All Local Service Board trusted servants should meet these **minimum**

### **requirements:**

- Working knowledge of the Twelve Traditions.
- Working knowledge of the Twelve Concepts.
- Working knowledge of the GAWSNA Guidelines.
- Have an NA sponsor.
- Have a general knowledge of consensus based decision making.
- Must attend LSB meetings, LSC meetings, and the annual planning assembly.
- Provide a verbal report of activities at the LSB and LSC.
- Provide an electronic copy of the monthly report to the LSB Secretary for inclusion in minutes.

### **LSB Chairperson:**

- Have a demonstrated ability to run a business meeting using consensus-based decision making.
- Facilitates all LSB and LSC meetings and the annual planning assembly.
- Prepares agendas for LSB and LSC meetings..
- Minimum 2 years NA service experience with at least one year serving on the LSB.
- Minimum 3 years continuous clean time.

### **LSB Vice-Chairperson:**

- Fills in the absence of a service coordinator or the LSB chair.
- Conduct annual financial audit in accordance with section 9 of these guidelines
- Coordinates B2B human resource pool to provide resources to the service coordinators as necessary (getting volunteers).
- Minimum of 1 years NA service experience with at least one year serving on the LSB.
- Minimum 2 years continuous clean time.

**LSB Treasurer:**

- Demonstrated ability to perform basic bookkeeping functions.
- Perform all Treasurer duties as listed in section 7 – Financial Responsibility.
- Minimum of 2 years NA service experience.
- Minimum 3 years continuous clean time.

**Treasurer in Training:**

- Demonstrated ability to perform basic bookkeeping functions.
- Capable of performing all Treasurer duties in the Treasurer's absence.
- Minimum of 1 year NA service experience.
- Minimum of 2 years continuous clean time.

**Secretary:**

- Demonstrated ability to take accurate notes.
- Shall provide a written report of the activities and decisions of the LSB to all GSRs and LSB Member, within two weeks after the LSC or LSB meeting.
- Maintain an up-to-date list of LSB members and GSR e-mail addresses.
- Provide an electronic copy of all minutes to the PR Web Publisher for archiving on GAWSNA website.
- Must have access to a personal computer with internet access.
- Minimum of 6 months continuous clean time.

**Secretary in Training:**

- Demonstrated ability to take accurate notes.
- Capable of performing all Secretary duties in the Secretary's absence.
- Minimum 30 days continuous clean time.

**Regional Committee Member:**

- Ability to clearly communicate information orally and in writing from Region and World Services.
  - Attend and represent GAWSNA at the Regional Service Committee meetings.
  - Have a general knowledge of all areas of service being provided by GAWSNA
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- Minimum 6 months NA service experience with at least one year serving on the LSC.
  - Minimum 1 year continuous clean time.

**Regional Committee Member Alternate:**

- Ability to clearly communicate information orally and in writing from Regional and World Services.
- Capable of fulfilling the duties of the RCM in the RCM's absence.
- Have a general knowledge of all areas of service being provided by the GAWSNA
- Represent service coordinators at regional service committee meetings if necessary.
- Minimum of 6 months NA service experience with at least one year serving on the LSC.
- Minimum 1 year continuous clean time.

**Hospital & Institutions Service Coordinator:**

- Working knowledge H&I Guidelines of GAWSNA and current approved H&I Handbook.
- Coordinate H&I services for the GAWSNA.
- Minimum of 1 year service experience with GAWSNA H&I.
- Minimum 2 years continuous clean time.

**Public Relations Service Coordinator:**

- Working knowledge of PR Guidelines of GAWSNA and current approved PR Handbook.
- Coordinate H&I services for the GAWSNA.
- Minimum of 1 year service experience with GAWSNA PR.
- Minimum 2 years continuous clean time.

## Consensus Based Decision Making

Consensus Based Decision Making is a process of using consensus for decision making, rather than basing decisions on majority voting.

Consensus is a group process where the input of everyone is carefully considered and an outcome is crafted that best meets the needs of the group. It is a process of synthesizing the wisdom of all the participants into the best decision possible at the time. Consensus is based on faith, that each person has some part of the truth and no one has all of it. When you consent to a decision, you are giving your permission to the group to go ahead with the decision. You may disagree with the decision, but based on listening to everyone else's input, all the individuals agree to let the decision go forward, because the decision is the best one the entire group can achieve at the current time. Consensus needs four ingredients – a group of people willing to work together, a problem or issue that requires a decision by the group, trust that there is a solution and perseverance to find the truth.

The heart of consensus is a cooperative intent, where the members are willing to work together to find the solution that meets the needs of the group. The cooperative nature of consensus is a different mindset from the competitive nature of majority voting. In a consensus process the members come together to find or create the best solutions by working together. Key attributes to successful participation include humility, willingness to listen to other and see their perspectives, and willingness to share your own ideas but not insist that they are the best ones. The consensus process is a search for the very best solution, whatever the problem.

Consensus is not unanimous agreement. Participants may consent to a decision they disagree with, but recognize that it meets the needs of the group and therefore give permission to move forward.