



Narcotics Anonymous
Glasgow and West Coast of
Scotland Area Service
Committee (GAWCSASC)
Fellowship Development
Guidelines

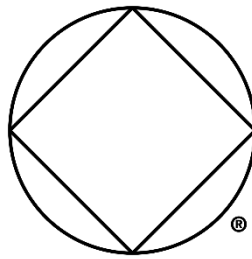
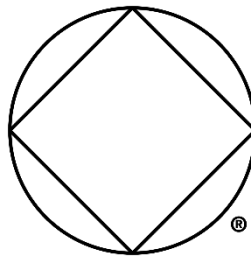


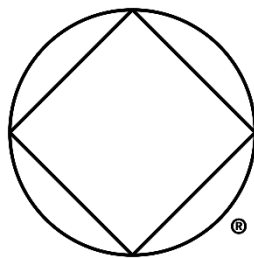
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Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

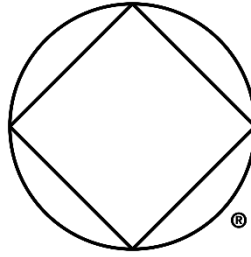


The Twelve Traditions of NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

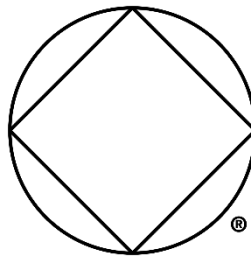
1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority— a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centres may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.



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, Fifth Edition*



Description

The Fellowship Development subcommittee is a standing subcommittee of the Glasgow and West Coast of Scotland Area Service Committee of Narcotics Anonymous and therefore directly responsible to the GAWCSA.

Purpose

The purpose of the Fellowship Development Subcommittee is to strengthen the unity of the Glasgow and West Coast of Scotland Area groups and the service structure in keeping with the 12 Traditions and 12 Concepts of Service. Fellowship Development Subcommittee members offer support, compassion, and guidance in accordance with the Traditions and Concepts of NA. We are not here to fix, police, or act as a watchdog of groups.

Functions

Respond and assist to the needs of the groups upon their request

Present outreach workshops and learning events

Maintain lines of communication between this subcommittee and GAWCSA by sending chairperson to the monthly meeting and providing written and verbal reports.

To hold a regular monthly subcommittee meeting at a time and place that is pre announced and accessible to the fellowship.

Facilitate learning days, unity days and workshops

Present outreach workshops at learning events and Q&A

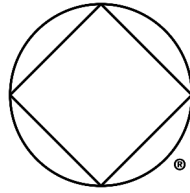
Participants

This subcommittee is open to all interested members of Narcotics Anonymous. NA members are encouraged to attend the subcommittee meetings held on the last Friday of every month.

Administrative officers will be Chairperson, vice chairperson, secretary, alternate secretary treasurer, alternator treasurer, presentation coordinator, outreach coordinator, refreshments coordinator.

Any member of NA may be a member of the FD subcommittee. In order to vote, the member must attend two subcommittee meetings in a row. If they miss two subcommittee meetings in a row without prior notification, they lose their right to vote and must attend two meetings in a row to reinstate it.

If an elected member misses 2 meetings a concern will be raised, if a member misses a third meeting then a vote of no confidence will apply this is in line GAWCSASC policy.



General Requirements for Positions

- A. Commitment to service
- B. The willingness, time, and resources to fulfil the duties
- C. A working knowledge of the 12 steps, 12 traditions, and 12 concepts of service
- D. Have an understanding of GAWCSA guidelines and policies
- E. Complete abstinence as defined by NA is a requirement. Anything other than complete abstinence constitutes automatic resignation from any elected position
- F. Attends all subcommittee meetings and contacts the Chairperson when unable to attend
- G. All elected positions should provide a report at every monthly meeting

Position Requirements & Duties

Chairperson

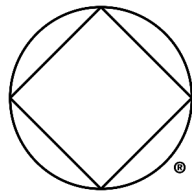
The Chairperson is elected by the GAWSASC at the November AGM meeting.

Requirements

- A. Minimum of two years clean
- B. Willingness and means to commit to the position for one year
- C. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA Service
- D. Has a working knowledge of GAWCSA guidelines and policies
- E. One-year prior related service experience
- F. Ability to organize subcommittee and give subcommittee direction and encouragement

Duties

- A. Attends and facilitates FDC meetings.
- B. Attends the GAWSASC every month and provides a report.
- C. Coordinates, delegates, and is accountable for training and work done by the subcommittee.
- D. Coordinates meeting location.
- E. Furnishes information to all Fellowship Development coordinators as needed.
- F. Prepares an agenda for meetings.
- G. Opens the meeting on time. Fosters debate and discussion in an impartial and spiritual manner and ends the debate when it is no longer productive



Vice-Chairperson

The Vice-Chairperson is elected by the Fellowship Development subcommittee.

Requirements

- A. Minimum of 18 months clean.
- B. Willingness to consider Chairperson position after one year of service as Vice-Chairperson
- C. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA Service.
- D. Willingness to familiarize themselves with GAWCSA guidelines and policies.
- E. Assist the chairperson
- F. One year previous service experience

Duties

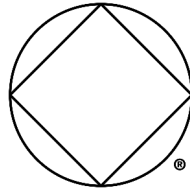
- A. In the absence of the Chairperson, the Vice-Chairperson will perform the duties of said Chairperson
- B. Attends all subcommittee meetings
- C. Responsible for conducting orientation to new members
- D. Assists Chairperson in guidance and training of new Fellowship Development subcommittee members
- E. Is responsible for fulfilling the duties of any open position on the Fellowship Development subcommittee

Secretary

The Secretary is elected by the Fellowship Development subcommittee.

Requirements

- A. Minimum of 18 months clean
- B. Willingness and means to commit to the position for one year
- C. Clerical skills necessary to do the job
- D. Willingness to get an understanding of the 12 Steps, 12 Traditions and 12 Concepts of NA Service
- E. Willing to familiarize themselves with GAWCSA guidelines and policies
- F. Prior related service experience



Duties

- A. Compiles, types and distributes accurate minutes of each FD meeting within 14 days of the last meeting.
- B. Maintains updated copies of the Fellowship Development subcommittee guidelines
- C. Organizes and keeps records, files, and archives for the subcommittee
- D. Keeps an updated phone/e-mail list of all active members in the Fellowship Development subcommittee
- E. Keeps an updated log of Area policies
- F. Email a report to GAWCSA secretary
- G. Attend all FD subcommittee meetings

Alternate Secretary

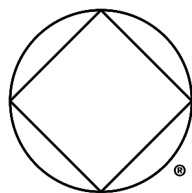
Elected by Fellowship Development Committee

Requirements

- A. Minimum 1 year clean time
- B. Willingness to commit to position for the term of one year
- C. Willing to consider Secretary position after one year of service as alternate Secretary
- D. Willing to get an understanding of the 12 Steps, 12 Traditions and 12 Concepts of NA Service
- E. Willing to familiarize themselves with GAWCSA guidelines and policies

Duties

- A. To stand in in absence of Secretary
- B. To support Secretary when needed to
- C. To take minutes minimum of twice prior to end of term



Treasurer

Elected by Fellowship Development Committee

Requirements

- A. Minimum of three years cleantime
- B. Willingness and means to commit to the position for one year
- C. Have an understanding of the 12 Steps, 12 Traditions and 12 Concepts of NA Service
- D. Have an understanding of GAWCSA guidelines and policies
- E. To be financially solvent
- F. To sign misappropriate of funds form
- G. Prior related treasurer service experience

Duties

- A. Gives a verbal and written report of all transactions at each FD meeting.
- B. Makes a full financial annual report at the November GAWCS AGM meeting to be reviewed by the ASC.
- C. Attend all FD subcommittee meetings and give a verbal and written report
- D. Pay the rent and give receipt
- E. Any incomings or outgoings use receipt book and give receipts to all
- F. Giving an opening balance at beginning of the meeting
- G. Give a closing balance at the end of the meeting

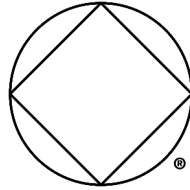
Alternate treasurer

Elected by Fellowship Development Committee

Requirements

- A. Minimum 2 years clean time
- B. Willingness and means to commit to the position for one year
- C. Willing to get an understanding of the 12 Steps, 12 Traditions and 12 Concepts of NA Service
- D. Willingness to familiarize themselves with GAWCSA guidelines and policies

E. Willingness to consider Treasurer position after one year of service as alternate treasurer



Duties

- A. To stand in in absence of Treasurer
- B. To attend all FD committee meetings

Presentation coordinator

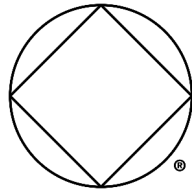
Elected by Fellowship Development Committee

Requirements

- A. Minimum 2 years clean time
- B. Willingness and means to commit to the position for one year
- C. Have an understanding of the 12 Steps, 12 Traditions and 12 Concepts of NA Service
- D. To familiarize themselves with GAWCSA guidelines and policies
- E. To carry out a minimum of 4 presentations per year
- F. To work in two's
- G. To project a figure for the year for literature
- H. To have IT skills
- I. To have prior service experience

Duties

- A. To deliver aims and objectives at each event
- B. Structure all presentations
- C. Time manage presentations
- D. Deliver clear and conscience communication to group/audience
- E. Attend all FD committee meetings and
- F. To give a written and verbal report



Outreach coordinator

Elected by Fellowship Development Committee

Requirements

- A. Minimum two year clean time
- B. Willingness and means to commit to the position for one year
- C. Have an understanding of the 12 Steps, 12 Traditions and 12 Concepts of NA Service
- D. To familiarize themselves GAWCSA guidelines and policies
- E. To attend any NA meetings that are struggling and needing support
- F. To have prior service experience
- G. Able to travel throughout Glasgow Area

Duties

- A. Provides a group of volunteers to support meetings as needed
- B. Maintains a volunteer sign-up sheet with contact information
- C. Contacts volunteers and let them know the date, time, and location of the selected meetings as soon as possible

Refreshment coordinator

Elected by Fellowship Development Committee

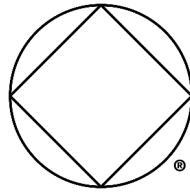
Requirements

- A. Minimum 90 days clean time
- B. Make teas and coffees for members attending FD meetings
- C. To bring receipts for purchases and give to treasurer

Duties

- A. Offer tea/coffee to all in attendance
- B. Keep stock of what is required teabags, coffee, sugar etc
- C. Bring milk to the meeting
- D. Attend all FD meetings
- E. Clean and tidy venue at end of meeting
- F. Remove all rubbish from venue and leave venue the way it is found if not better

G. Attend all FD Committee meeting



Operations

Consensus Based Decision Making

Business will be conducted by consensus. During business, any participant may bring forward a subject or concern. After full discussions, being mindful to listen to the minority point of view, a consensus is reached. Either a motion or no action being taken may express the consensus. A simple majority rules.

Voting Procedures

- A. Voting participants include all active participants
- B. All voting participants may make a motion
- C. Any member of NA may speak to a motion when recognized by the Chairperson

Elections

- A. All members will be elected each year, after the committee meeting of the GAWCSA AGM in which the Fellowship Development Chairperson gets elected.
- B. No member will hold the same position more than two consecutive terms
- C. Nominees for any elected position must be present to state CV and answer questions at the time of the election
- D. Duties for the new trusted servants begin immediately after the election and continue until the next election for their respective positions. In the case that a trusted servant fails to fulfil the term of office, a special election is held to fill the remaining portion of the term

