

Woods and Waters Area of Narcotics Anonymous



Policy and Procedures

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Woods and Waters Area Service Committee Policy

Our message is Hope and the promise of Freedom”

NA Basic Text

ARTICLE ONE: NAMES AND BOUNDARIES

This body shall be known as the Woods and Waters Area Service Committee, hereafter referred to as the WWASC.

1. The WWASC shall serve the needs of member groups in its area which is inclusive of, but not limited to, northern Wisconsin and the southern Upper Peninsula of Michigan, by promoting area unity.
2. This committee is a member of the Wisconsin Regional Service Conference (WRSC) and thereby a member of the NA World Service Conference (WSC).

ARTICLE TWO: DEFINITIONS

1. The purpose of the WWASC is to be supportive of its groups and the primary purpose by linking together the groups within the area and by helping groups deal with their basic situations and needs and by encouraging the growth of the fellowship.
2. This body recognizes itself as a service committee of NA and thereby adheres to the Twelve Steps, and Twelve Traditions of Narcotics Anonymous.

ARTICLE THREE: OPERATING FUNCTIONS

1. The WWASC shall maintain a mailing address and bank account(s).
2. The WWASC shall vote at each Area Service Committee meeting whether and how much to donate to the Wisconsin Regional Service Office (WRSO) and/or World Service Office (WSO).
3. WWASC financial policies shall include:
 - A. All funds shall be placed into two accounts
 1. Account #1: (hereafter referred to as “WWASC bank account”) shall contain all WWASC funds and shall be managed by the WWASC Treasurer.
 - A. Any four (4) of the following trusted servants may be designated as co-signer of WWASC bank account: Treasurer; Vice-Treasurer; Chairperson; Vice Chairperson; Secretary; Regional Committee Member; Regional Committee Member Alternate.
 2. Account #2: (hereafter referred to as “Convention bank account”) shall act as a flow- through fund for the Woods and Waters Area Convention and shall contain all convention working funds and shall be managed by the Convention Subcommittee Treasurer.
 - A. Any four (4) of the following trusted servants may be designated as co-signer of Convention bank account: Treasurer; Vice-Treasurer; Chairperson; Vice Chairperson; Secretary; Regional Committee Member; Regional Committee Member Alternate.
 - B. Checks drawn on the Convention bank account may require any two (2) of these signatures for transactions.
 - C. Convention proceeds shall be turned over to WWASC Treasurer following a convention.
 - D. Convention Subcommittee will request startup funds needed for convention operations and purchases following proceeds being turned over to WWASC (refer to Convention Subcommittee Guidelines).

- B. No two signers of either bank account may reside in the same household.
- C. Receipts are required for all disbursements.
- D. The WWASC shall audit the books at random by an ad hoc subcommittee.
- E. Monies donated must be used to further our primary purpose.
- F. The WWASC shall not accept “earmarked” funds

ARTICLE FOUR: MEETINGS

1. The WWASC shall hold six (6) regular business meetings a year as follows: 2nd Saturday of February; April; May; and August; Last Saturday of October; and as close as possible to December 31st.
2. Meetings shall rotate among the groups. Upcoming host groups shall secure a site and relay all necessary information to the Chairperson prior to the mailing of the agenda. WWASC meetings shall be open to all members of Narcotics Anonymous.
 - a. A group that wishes to join the WWASC shall be seated and recognized after two consecutive area attendances.
 - b. A group will be deemed inactive for missing more than three consecutive areas. They shall remain on the meeting list but will be removed from roll call.

ARTICLE FIVE: PARTICIPANTS

1. Group Serve Representatives (GSRs) of the Woods and Waters Area shall constitute the voting body of the WWASC.
2. In the event of a GSR absence, that group’s GSR Alternate (GSRA) or a duly elected representative shall be welcome to carry the group’s conscience.
3. Other members of NA may be recognized by the Chair but are encouraged to use a regular WWASC Member as a channel through which to communicate.
4. Members must be clean to participate in the WWASC.
5. No participant shall be permitted to represent more than one (1) group but may give report on other groups.

ARTICLE SIX: TRUSTED SERVANTS

1. Trusted Servants of the WWASC shall consist of: Chairperson; Vice-Chairperson; Secretary; Treasurer; Vice-Treasurer; Regional Committee Member; Regional Committee Member Alternate; Regional Committee Member Mentor (as needed); Subcommittee chairpersons; Convention Chairperson, and all other representatives elected by the voting body of the WWASC.
2. Trusted Servants shall be elected by the voting body of the WWASC.
3. Trusted Servants may serve up to two (2) consecutive terms in the same position. 6.04
4. WWASC Trusted Servants shall hold only one (1) Trusted Servant Position at a time; however, a Trusted Servant may carry the group conscience if so directed by the group.
5. Any member of Narcotics Anonymous may chair an ad hoc subcommittee regardless of any other elected position they may hold.
6. Any member of Narcotics Anonymous who meets the qualifications for an office may be elected to that Service Position.

ARTICLE SEVEN: QUALIFICATIONS, DUTIES, AND RESPONSIBILITIES OF TRUSTED SERVANTS

1. QUALIFICATIONS FOR ALL POSITIONS

- A. Willingness and desire to serve
- B. One-year commitment
- C. Minimum of two (2) years continuous clean time

- D. Minimum of one (1) year continuous clean time (Outreach)
- E. Minimum of one (1) year NA involvement
- F. Understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous through application
- G. Time and resources to be an active participant

2. QUALIFICATIONS FOR CHAIRPERSON (See 7. 1, A-F)

- A. A working knowledge of the World Service Conference (WSC) Rules of Order.
- B. The ability to facilitate and maintain Order in a firm yet fair and understanding manner.

3. DUTIES and RESPONSIBILITIES of CHAIRPERSON

- A. Arrange agenda and preside over monthly meetings.
- B. Maintain lines of communication between WWASC and any/all groups throughout the area.
- C. Uses WSC Rules of Order to maintain committee procedures, announces in proper sequence all stages of area business according to the agenda, and suspends the order of the day when necessary to accommodate special business.
- D. Remains fair and impartial.
- E. Refrains from discussing a motion when presiding. Chair may pass the gavel; however, this procedure is generally not used to participate in the discussion of a motion.
- F. Chairperson Has a vote in the event of a tie
- G. Reports the number of GSRs needed to establish Quorum.
- H. States and puts to a vote all motions that legitimately come before the area.
- I. Decides all questions of order, subject to appeal, unless it is preferable to submit such a question to the area for discussion.
- J. Notifies Trusted Servants and GSRs of all WWASC meeting agendas at least two (2) weeks prior to a meeting.
- K. Shall schedule one Conference Agenda Report Workshop per year, to be held in the Woods and Waters Area.
- L. Shall be ex-officio (non-voting) member of all subcommittees.
- M. May be a co-signer on all WWASC bank accounts.
- N. Shall attend Policy & Procedure subcommittee meetings.

4. QUALIFICATIONS FOR VICE-CHAIRPERSON (See 7. 1, A-F)

5. DUTIES AND RESPONSIBILITIES OF VICE-CHAIRPERSON

- A. Performs all duties and has all authorities of the Chairperson in his/her absence.
- B. Coordinates all subcommittee functions in the absence of a subcommittee chair.
- C. Advises the WWASC and its subcommittees in matters concerning area guidelines
- D. May be a co-signer on all WWASC bank accounts.
- E. Shall attend Policy & Procedures subcommittee meetings.

6. QUALIFICATIONS FOR SECRETARY (See 7.1, A-F)

7. DUTIES AND RESPONSIBILITIES OF SECRETARY

- A. Responsible for accurate minutes of each WWASC business meeting.
- B. Numbers all motions in sequence.
- C. Maintains a mailing list of all WWASC members and groups throughout the area.
- D. Types and distributes copies of the minutes to each GSR and Trusted Servant following each WWASC business meeting.
- E. Also distributes minutes to the following:
 - 1. WWASC members upon request
 - 2. WRSC, RCM and RCMA upon request

- 3. Wisconsin Regional Service Office (WRSO)
- 4. World Service Office (WSO) upon request
- F. Manages the registration of all those present at the WWASC meeting.
- G. Records all of those present at the WWASC meeting in the minutes.
- H. Includes WWASC flyers with minutes, when appropriate.
- I. Maintain and carries WWASC Archived minutes, motions and reports for each year going back minimum of seven years
- J. May be a co-signer on the WWASC bank account.
- K. Shall attend Policy & Procedure subcommittee meetings.

8. QUALIFICATIONS OF TREASURER (See 7.1, A-F)

- A. The ability to balance an account and keep records.
- B. Personal financial stability is required.

9. DUTIES AND RESPONSIBILITIES OF TREASURER

- A. Is responsible for maintaining the WWASC bank account.
- B. Prepares and presents a monthly report and keeps an accurate record of all transactions, as well as an annual report at the end of the treasurer's term.
- C. Supplies copies of receipts for all income disbursements and keeps receipts for a period of seven (7) years.
- D. Collects all donations from individuals, groups and subcommittees.
- E. Disburses funds per area conscience.
- F. The following listed expenses may be funded by the WWASC Treasurer without Area conscience or procedural vote of the WWASC; item and subject to be listed in the Treasurer's Report at the following WWASC meeting:
 - 1. Each Subcommittee and Trusted Servant position that requires a working fund will evaluate their needs annually and will submit a proposed budget for the following year to the WWASC subcommittee by the December meeting, to be finalized and approved at the February meeting.
 - 2. Literature fund shall be reimbursed for all literature donated to subcommittee chairs, or GSRs, or increases in literature inventory approved by the WWASC.
 - 3. The Secretary is to be paid \$25.00 for taking, typing and mailing out minutes and is to be reimbursed for copying and postage expenses upon receiving a receipt.
 - 4. There shall be funds for the rental of 1 or 2 rooms for the two (2) nights (Friday and Saturday) that the WWASC Trusted Servants are directed to attend the WRSC.
 - 5. Trusted Servants shall be reimbursed \$0.20 per road mile when directed to travel by WWASC.
 - 6. Maintain and carry WWASC Archived treasurer reports, and bank statements for each year going back minimum of seven years
- G. Disperses a donation as directed by the WWASC following each WWASC meeting of a minimum of 5% of the balance of the WWASC bank account to the Wisconsin Regional Service Conference (WRSC), unless otherwise directed by the WWASC.
- H. Treasurer shall deposit all monies received following next WWASC.
- I. May be a co-signer on all WWASC bank accounts.
- J. Shall attend WWASC Policy & Procedure subcommittee meetings.

10. QUALIFICATIONS FOR VICE-TREASURER (See 7.1, A-F)

11. DUTIES AND RESPONSIBILITIES OF VICE-TREASURER

- A. Assists in preparation of Treasurer's Reports, organization of records, and handling of receipts, upon request of the WWASC Treasurer.
- B. In the absence of the WWASC Treasurer, perform all duties of the office during the WWASC Meeting

- C. May be a co-signer on all WWASC bank accounts
- D. Shall attend Policy & Procedure subcommittee meetings.

12. QUALIFICATIONS OF REGIONAL COMMITTEE MEMBER (RCM) (See 7.1, A-F)

- A. Previous NA service experience.
- B. One (1) Year previous RCMA experience or the first six (6) months spent with RCM Mentor.
- C. The ability to travel as directed by the WWASC or requested by any group in the area.
- D. Can work for the common good, placing principles before personalities always.

13. DUTIES AND RESPONSIBILITIES OF RCM

- A. Speaks for all the members and groups within the WWASC.
- B. Works for the good of NA and provides two-way communication between the area and the rest of NA, particularly neighboring RCMs.
- C. Provides the area with an agenda for the WRSC at least ten (10) days before the WRSC Meets.
- D. Attends all WRSC meetings; presents an area report, takes part in any decisions that affect the region, and speaks as the voice of the WWASC group conscience.
- E. Presents area conscience of WWASC at WRSC.
- F. Presents a written and verbal report to the WWASC covering all relevant business transpiring at the previous WRSC meeting.
- G. Notifies Chairperson of area conscience needs for agenda purposes 15 days prior to the next WWASC meeting.
- H. Relays relevant information to appropriate subcommittee chair.
- I. Upon request, attends group business meetings, and new meetings within the area, and shall attend other meetings as directed by WWASC.
- J. Avails to the WWASC, minutes from the meetings of:
 - 1. Wisconsin Regional Service Conference
 - 2. Wisconsin Regional Service Office
 - 3. World Service Conference
- K. Attends as many regional functions as possible.
- L. Performs all duties and responsibilities of the Chair in the absence of the Chairperson and Vice-Chairperson.
- M. In Absence of a Vice-Chair shall coordinate all subcommittee functions in the absence of a subcommittee chair
- N. Assists GSRs at WWASC meetings by answering questions and helping with general information.
- O. Facilitates GSR open forum.
- P. May be a co-signer on all WWASC bank accounts.
- Q. Shall attend Policy & Procedure subcommittee meetings.
- R. Shall transport WWASC donations to WRSC when directed to do so
- S. Will receive millage reimbursement (**see 9-F.5**) both ways unless RCMA travels in separate vehicle, then millage shall be split between RCM and RCMA

14. QUALIFICATIONS FOR REGIONAL COMMITTEE MEMBER ALTERNATE (RCMA) (See 7.1, A-F)

- A. The ability to travel as directed by the WWASC or requested by any Group in the Woods and Waters Area

15. DUTIES and RESPONSIBILITIES of RCMA

- A. Works closely with RCM, practicing the duties and responsibilities of the RCM in preparation for the potential election to that office.
- B. Assists the RCM in attending WRSC meetings and group meetings in the Woods and Waters Area.

- C. Assists the RCM in communication between the WWASC and other service boards or subcommittees of NA.
- D. In the absence of the RCM, performs all the duties and responsibilities of the RCM at any WWASC or WRSC meeting.
- E. Attends WRSC meetings whenever possible, serving in conjunction with the RCM in representing the group conscience of the area.
- F. Attends group meetings as directed by WWASC.
- G. Attends as many area and regional functions as possible.
- H. May be a co-signer on the WWASC bank account.
- I. Shall attend Policy & Procedures subcommittee meetings.

16. QUALIFICATIONS FOR REGIONAL COMMITTEE MEMBER MENTOR (RCMM) (See 7.1, A-F)

- A. Six (6) Month commitment.
- B. Previous one (1) year commitment serving as RCM.
- C. The ability to travel as directed by the WWASC or requested by any group in the area.

17. DUTIES AND RESPONSIBILITIES OF RCMM

- A. Works closely with RCM to facilitate easement into the position.
- B. In the absence of the RCM and RCMA, assume the duties of the RCM.
- C. Shall attend Policy & Procedure subcommittee meetings.

18. QUALIFICATIONS FOR SUBCOMMITTEE CHAIRPERSON (See 7.1, A-F)

19. QUALIFICATIONS FOR SUBCOMMITTEE TRUSTED SERVANTS (See 7.1, A, B, & F)

- A. A. Minimum of six (6) months continuous clean time
- B. B. Minimum of six (6) months NA involvement

20. QUALIFICATIONS FOR SUBCOMMITTEE MEMBERS (See 7.1, A, B, & F)

- A. Three (3) months continuous clean time.

ARTICLE EIGHT: VOTING PROCEDURES

1. Each Group Service Representative (GSR) is entitled to vote. In the event of a GSR absence, that group's Group Service Representative Alternate (GSRA) or a duly elected representative shall have the GSR vote.
2. The Chairperson shall have one vote only in the event of a tie.
3. Only WWASC GSRs, GSRA's, and Trusted Servants can make or second a motion.
4. All motions must be submitted in written form to the WWASC Secretary before the vote is taken. The motion shall be written by the maker and include the names of the persons who made the motion and who seconded the motion.
5. Votes on all motions shall be counted by a show of hands.
6. An abstaining vote will be reflected in the vote count but will not be counted as a "Yes" or "No" Vote.
7. A quorum shall consist of a majority of previous GSR attendance. (Majority consists of half previous GSR's + 1)
8. The WWASC Treasurer shall be consulted before any budgetary expenditure is voted on.
9. A motion changing WWASC Policy, Procedure, or Guidelines can only be passed by a 2/3 Majority of quorum
10. All issues not covered herein will be described in the World Service Conference Rules of Order.
11. Each GSR shall be permitted to vote for only one (1) group.

ARTICLE NINE: ELECTIONS

1. Nominations shall be open to all members of Narcotics Anonymous if they meet the qualifications stated in ARTICLE SEVEN.
2. All nominees should be present at the time of their nomination and must be present at the time of election. If a nominee is unable to attend the meeting at which the nomination takes place, submission of a letter with

explanation of absence, expression of willingness to serve, and a list of qualifications will allow for the nomination to be accepted.

3. In the event of a vacated office, temporary appointments may be made by election to fill that position until the next regularly scheduled election.
4. When elections are held for a new Regional Committee Member, the RCMA shall be given priority consideration by a vote of acclamation; if a 2/3 majority of the quorum is not achieved, the position will be opened to the floor for further nominations.
5. Elections for all Trusted Servants listed in Article Six shall be held as follows:
 - A. February**
 1. Secretary
 2. Activities & Merchandise
 - B. April**
 1. Treasurer
 2. Vice Treasurer
 - C. June**
 1. Regional Committee Member
 2. Regional Committee Member Alternate
 3. Regional Committee Member Mentor
 - D. August**
 1. Public Information
 2. Policy & Procedures
 3. Outreach
 4. Journey's
 - E. October**
 1. Hospitals & Institutions
 2. Literature
 - F. December**
 1. Area Service Committee Chairperson
 2. Area Service Committee Vice Chairperson
6. WWASC Trusted Servants shall take office directly following the WWASC meeting in which the election occurred.
7. Clean time requirements may be waived if there are circumstances where it would be sensible to do so. Discussion of the justification for the waiving of clean time should be held to determine if this is the best decision for both the addict and the WWASC. Clean time may be waived by a 2/3 majority vote of quorum, after the discussion on the validity of waiving clean time has been held. Woods and Waters Policy should be adhered to whenever possible. This action should be taken only if the extenuating circumstances hold strong merit.

ARTICLE TEN: REMOVAL OF TRUSTED SERVANTS

1. No WWASC Trusted Servant shall be removed from office without cause.
2. The WWASC may declare vacant the office of any WWASC Trusted Servant who:
 - A. Has been absent for two consecutive WWASC Meetings,
 - B. Is not fulfilling the duties and responsibilities of their position.
3. The WWASC may also declare vacant the office of any WWASC Subcommittee Chairperson who has been absent for two meetings of that subcommittee for which she/he has been elected to serve.
4. A 2/3 majority vote of quorum shall be required for the removal of any Trusted Servant.
5. The willful use of any drug while serving as a WWASC Trusted Servant shall constitute an automatic resignation from that service position.

ARTICLE ELEVEN: SUBCOMMITTEES

1. To minimize the amount of time spent debating in WWASC meetings, and to further achieve our primary purpose, a subcommittee system shall be used by the WWASC.
2. It is important to note that subcommittees cannot do the day-to-day work, only members can do this, which means that participation in all subcommittee activities shall be open to all members of NA.
3. Our subcommittees are responsible for the planning and implementation of specific tasks Charged them by WWASC. Only the initiation and finalizing of such projects take place in regular WWASC meetings.
4. Major decisions and matters of Group Conscience concerning subcommittee activities shall be the responsibility of the WWASC.
5. Each subcommittee is autonomous, but it is directly responsible to the WWASC.
6. Each subcommittee shall consist of a chairperson elected by the WWASC and any other interested NA members. To better serve, a subcommittee may opt to elect its own Trusted Servants to whom responsibilities are delegated.
7. Subcommittee Vice Chairperson, Secretary, Treasurer, or other subcommittee Trusted Servants shall be elected by members of each subcommittee,
8. Each subcommittee chairperson shall establish lines of communication with the corresponding, WRSC subcommittee.
9. Each subcommittee shall submit a written report at each WWASC meeting. These reports are to include minutes of subcommittee meetings, subcommittee plans and proposals, and financial reports when applicable.
10. Each subcommittee shall submit legitimate expenses to the WWASC Treasurer for Reimbursement at WWASC meetings.
11. All WWASC subcommittee meetings shall be conducted in accordance with the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
12. Each subcommittee shall hold a minimum of one meeting in advance of each WWASC meeting.
13. The duties and responsibilities specifically established for each WWASC subcommittee are as follow

A. Policies & Procedures Subcommittee

1. This WWASC subcommittee shall consist of a chairperson and all Trusted Servants elected by the WWASC.
2. This subcommittee deals with the policies and procedures of Narcotics Anonymous. The general policies of NA are expressly stated in our Twelve Traditions, the application of these Traditions in relation to the WWASC is the concern of this subcommittee.
3. This subcommittee is responsible for the maintenance and revision of Woods & Waters Area Guidelines, Policies, and Procedures.
4. This subcommittee also deals with alleged violations of the Twelve Traditions within our area. When an alleged violation occurs, and it cannot be resolved at the group or area level, this subcommittee shall write a detailed letter describing the alleged violation and the circumstances involved, submit a copy to the RCM for review and mail a copy to the Wisconsin Regional Service Conference for an informed opinion.
5. This subcommittee is not a governing body and ought never to be confused as such; it only acts in matters where the WWASC charges it do so. At no time should the policies of the WWASC, our subcommittees or any other NA service board or subcommittee conflict with the Twelve Traditions of Narcotic Anonymous.
6. This subcommittee shall provide newly elected Trusted Servants with a copy of current policy and provide a copy of policy to groups and/or GSRs

B. Public Relations Subcommittee

1. PR clarifies what services NA can and cannot provide to the community.
2. PR make NA members more aware of their role in NA's public image
3. PR aims for the public to recognize NA as a positive and reliable organization.

4. PR develops valuable relationships with professionals and the public.
5. This WWASC subcommittee shall consist of a chairperson and any member of Narcotics Anonymous who wish to better carry the NA message of recovery to those who have not heard of us or may have misinterpreted us.
6. This subcommittee acts as a resource for those who wish to carry the message through public information activities with those who are interested in helping the addict in our area.
7. This subcommittee is responsible for compiling an area meeting list at least twice a year.
 - A. **Meeting list guidelines shall be as follows:**
 - i. Roaming meetings and meetings held in personal homes shall not be included on WWASC meeting lists
 - ii. Public Relations subcommittee shall bring recommendations for all changes to the meeting list to the WWASC for approval.
8. This subcommittee is responsible for maintaining an area web page with guidelines as follows:
 - A. The primary purpose of the WWASC Web Page is to carry the message to addicts by informing the public that NA exists in the Woods & Waters Area and that NA offers a method of recovery from the disease of addiction.
 - B. This web page is the property of the WWASC and thus is the property of all addicts within the Woods and Waters Area.
 - C. The Public Relations subcommittee will elect or appoint a web servant to update and maintain the WWASC Web Page.
 - D. The web servant for the web page is directly responsible for updating and making all changes to the web page, and is accountable to the WWASC for its content.
 - E. The web servant may submit a report at each Public Relations Subcommittee meeting.
 - F. Members of the Public Relations Subcommittee must approve any additions or changes to the web page.
 - G. All material must be NA related.
 - H. Any outside links from the web page must be registered NA sites.
9. Web page content shall include:
 - A. Introduction to the WWASC, including mailing address, e-mail contact, and links to the subsequent pages.
 - i. Meeting List
 - ii. Function List

C. Hospitals and Institutions Subcommittee

1. The goal of the H&I subcommittee is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings.
2. This WWASC subcommittee shall consist of a chairperson and any member of Narcotics Anonymous who wish to carry the NA message of recovery into hospitals and institutions in our area.
 - A. Each member must go through an H&I orientation.
3. This subcommittee is responsible for possessing lists of all institutions in the Woods and Waters Area where a suffering addict may be found.
4. This subcommittee attempts to make NA available to any addict seeking recovery from addiction through cooperation with hospitals and institutions by establishing contact, starting meetings, and providing introductory literature and literature order forms for possible future orders. Since meetings/presentations held in institutions cannot function within our Traditions, such meetings/presentations operate under the guidance of the Area Hospitals and Institutions subcommittee.

5. Hospitals and Institutions Subcommittee shall not exceed \$300 per cycle unless directed by WWASC

D. Activities and Merchandising Subcommittee

1. The primary purpose of this subcommittee is to reach out to addicts and to promote NA unity and to maintain and provide merchandise. The secondary purpose of this subcommittee is to raise funds for our area needs.
2. This WWASC subcommittee shall consist of a chairperson and any interested members of Narcotics Anonymous.
3. This subcommittee is responsible for holding area activities (dances, parties, picnics, events, etc.) that are attractive to the newcomer.
4. All net proceeds from these fund-raisers shall be turned over to the WWASC Treasurer or distributed as directed by the WWASC.
5. This subcommittee is responsible for creating and distributing flyers for upcoming area functions and for providing a table at area functions for display and sale of merchandise.
6. This subcommittee will sponsor a minimum of four (4) area functions per year.
7. The WWASC supports Group and Area functions;
 - A. **Group function:** (including function specific merchandise) require no help from Area. They are responsible for all labor and costs, and keep revenue to use as directed by the home group members.
 - B. **Area function:** require no help from a Group, is responsible for all labor and costs of the function. Area keeps all revenue to be used as directed by the Area GSR's.
 - C. **Group Hosted Area Function:** The group is responsible for; securing a meeting and function site, labor for setup and cleanup, may choose a speaker, design the artwork for merchandise and create a flyer. The Activities subcommittee is responsible for all other duties including paying all costs and collecting all revenue to be used as directed by the Area GSR's.

E. Literature Subcommittee

1. This subcommittee deals with our primary purpose as it is achieved through writing. This subcommittee does not write literature; it coordinates the review of unapproved literature by seeking input from NA members and groups, then compiles, edits, and reviews it again. This material is then forwarded to the Regional Literature subcommittee for its use.
2. This WWASC subcommittee shall consist of a chairperson and any interested members of Narcotics Anonymous.
3. Literature subcommittee shall keep five (5) Starter Kits on hand always.
4. Literature subcommittee shall have the following texts available for Woods and Waters functions: These books will be used for clean time countdown and raffles.
 - A. five (10) It Works: How and Why;
 - B. five (10) Just for Today;
 - C. ten (10) Basic Texts.
 - D. ten (10) Step Working Guides.

F. Outreach Subcommittee

1. The purpose of this subcommittee is to attend meetings within our area.
2. This WWASC subcommittee shall consist of a chairperson and any interested members of Narcotics Anonymous.
3. Outreach subcommittee shall maintain communication between groups within the Woods and Waters Area.
4. Outreach subcommittee shall attend group meetings as directed by WWASC.

5. Outreach shall not exceed \$150 per cycle unless directed by WWASC

G. Woods and Waters Journey's Convention

1. The primary purpose of this subcommittee is to organize and hold a convention.

2. Duties and Responsibilities of Convention subcommittee:

- A. To select a site, within the WWASC boundary, and date of annual conventions
- B. To select entertainment and recover activity for convention functions
- C. To have workshops and marathon meetings on specific NA recovery topics.
- D. To have a Friday evening, Saturday evening, and Sunday morning main speaker meeting format.
- E. To have a State and Clean time countdown on Saturday evening in conjunction with the speaker meeting.
- F. If budget allows, speakers will receive:
 - 1. Convention package;
 - 2. Lodging;
 - 3. Mileage and per diem.
- G. The subcommittee may fund one or the entire above-stated list based on availability of funds and choice of speaker.
- H. To have entertainment on Saturday evening following the speaker meeting which shall include an NA auction and raffle.
- I. To report to the WWASC on a timely basis all actions and needs of this subcommittee.

3. Financial Guidelines

- A. This subcommittee shall maintain one bank account with a Federal ID number and shall require two signatures. This account shall contain all convention working funds and shall be managed by the Convention Subcommittee Treasurer
- B. Convention expenditures shall not exceed Convention funds.
- C. All financial statements shall be sent to WWASC, PO Box 303, Minocqua, WI 54548
- D. A receipt must accompany all requests for reimbursements, this can be hand written and presented to the treasurer. If the treasurer believes that a request is not prudent or customary, the treasurer shall ask the Convention subcommittee for approval before issuing a check.
- E. Deposits are to be made within seven (7) days after the Convention subcommittee meeting.
- F. All merchandise needs Convention Subcommittee approval.
- G. This subcommittee shall provide a financial budget with reports of expenditures and income when applicable.
- H. The Convention Subcommittee treasurer shall provide a report at each meeting.
- I. This subcommittee shall present a final financial report to WWASC which includes all Convention Subcommittee transactions, for Area approval.
- J. The treasurer shall turn over all Convention proceeds to the WWASC treasurer following the convention (Per WWASC Policy ARTICLE 3.03, 1, B, 4).

4. Members

- A. All meetings are open to any interested members of Narcotics Anonymous.
- B. This subcommittee consists of a Chairperson, Treasurer, all WWASC Subcommittee Chairs, and Convention Subcommittee members.
- C. Treasurer shall have two (2) years continuous clean time.
 - i. Personal financial stability is required
- D. Speakers shall have five (5) years continuous clean time.
- E. Workshop leaders shall have one (1) year continuous clean time.

5. Meetings

- A. This subcommittee will meet on the 2nd Sunday of each month, and every other week, six (6) weeks prior to the convention.
- B. Any other meetings may be scheduled as the need arises to maintain its duties and responsibilities. Area service participants shall be notified of such additional meetings.
- C. This subcommittee operates by consensus.

6. This Subcommittee follows WWASC Policy.