

NORTH CITY AREA SERVICE COMMITTEE POLICY

June 2025



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I. Purpose of the North City Area Service Committee

Our purpose is based on both Narcotics Anonymous 5th Tradition, which states that “each group has but one primary purpose – to carry the message to the addict who still suffers”, and the 12th Step, which states “we try to carry the message to the addict who still suffers”.

Everything we do in NA Service must be shaped around the desire to successfully carry the message of recovery, which is “that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live” (5th Tradition). The North City Area of Chicagoland Region of NA is the point of decision for our combined groups, and it is directly accountable to them in its actions as “the final responsibility and authority for NA services rests with the NA Groups” (2nd Concept).

- A. The name of this assembly shall be the North City Area Service Committee of Narcotics Anonymous (NCASC).
- B. The purpose of NCASC is to support the North City area groups in fulfilling their primary purpose, to carry the message to the addict who still suffers.
- C. NCASC receives its direction from the NA groups of the North City area. NCASC shall be directly responsible to these groups in all its actions.
- D. NCASC, its officers and subcommittees shall not make any action that conflict with The Twelve Traditions of NA (see XVI), The Twelve Concepts of Narcotics Anonymous Service (see XVII), or Twelve Steps of Narcotics Anonymous (see XV).
- E. NCASC shall comply in all its actions with the following documents:
 - 1. The Twelve Traditions of NA (The Twelve Traditions)
 - 2. The Twelve Concepts for Narcotics Anonymous Service (The Twelve Concepts)
 - 3. Twelve Steps of Narcotics Anonymous (Twelve Steps)
 - 4. NCASC Guidelines
 - 5. A Guide to Local Services in Narcotics Anonymous
 - 6. Conference approved service handbooks

II. Membership and Committee Members

Although anyone can be a member of Narcotics Anonymous as long as they have “a desire to stop using” (3rd Tradition), the Area Service Committee is established by the groups as a means to express the groups’ conscience on issues that affect other groups, NCASC, and NA as a whole. Therefore, membership in the NCASC is limited to those trusted servants elected by the groups to represent them.

- A. Any Narcotics Anonymous member or interested person may attend the NCASC Meeting.
- B. NCASC members consist of the Group Service Representatives (GSRs), NCASC officers and subcommittee chairs. NCASC officers include the Chairperson, Vice Chairperson, Secretary, Treasurer, Vice Treasurer, and Regional Committee Member and Regional Committee Member Alternate (RCM and RCMA). These officers shall perform their duties as described by the guidelines of this Policy and A Guide to Local Services in Narcotics Anonymous.

III. Area Service Meetings

The NCASC is a resource for groups to seek input on a variety of service-related issues and support for their groups. The open forum sharing session provides a way to discuss issues in an informal

setting. Ideally, this helps to achieve consensus when decisions need to be made in the business portion of the NCASC meeting. It is also an opportunity for any committee member to receive information on service-related issues that they would like guidance on.

- A. The NCASC shall meet on the second Sunday of each month, except in May when it shall meet on the first Sunday to accommodate Mother's Day. The NCASC meeting begins promptly at 3 p.m. and ends no later than 6 p.m.
- B. Workshops, Learning Days or any other major NCASC committee meetings or events will be established and approved by the NCASC.
- C. All permanent subcommittee meetings (e.g., Hospitals and Institutions, Rec & Activities, Policy, Literature) shall meet each month with the time and place to be scheduled by the individual subcommittee.
- D. The NCASC shall include a GSR orientation conducted at a monthly meeting, as needed, by the Area Chairperson, RCM or RCMA.
- E. If the Area Chairperson is unable to facilitate the NCASC meeting, the Vice Chairperson shall fulfill those duties for the NCASC (A Guide to Local Service in NA). If the Vice Chairperson is unable to facilitate the NCASC meeting, the RCM shall fulfill those duties for that NCASC meeting.

IV. **Membership**

- A. In all NCASC policies, any reference to Group Service Representative (GSR) means GSR or GSRA or other designated group representative in their absence.
- B. GSRs will be responsible to complete their groups' registration forms for Chicago Service Office and the World Service Office along with any group change forms when required. These forms will either be given to NCASC RCMs or mailed directly to their respective offices.
- C. In the event of a continued breach of our Traditions by a group, the following procedures shall take place:
 - 1. The Meeting Outreach Coordinator and one other member from NCASC shall be sent to the group in question in order to offer, in a loving and caring way, any necessary suggestions and guidance.
 - 2. If the breach continues, a group conscience of the GSRs shall be taken on whether or not to remove the group from the NCASC roll call.

V. **Becoming a Member**

- A. Any NA group must meet at least two times before attending the NCASC monthly meeting and being officially recognized as a North City Area NA meeting.
- B. A new NA group must then attend NCASC's monthly meeting two months in a row in order to be added to the roll call and be officially recognized as a North City Area NA meeting. In attendance at its second NSASC meeting, the new group's representative must make a motion in New Business to be recognized as an official NCA meeting per the GSRs' vote.
- C. Any NA group being added to the roll call will be offered a \$25 literature credit provided by NSASC. It will then be left up to that group's conscience as how to observe the seventh tradition.

- D. If approved by NCASC vote, any NA group requesting literature for the purpose of replacing lost or stolen literature will receive up to \$25 worth of literature credit.

VI. Elections

A. Regular Elections Occur Twice Each Year

- 1. At the December NCASC meeting the newly elected trusted servants will take office at the following regular January meetings. Offices open for election are as follows:
 - a. Regional Committee Member Alternate (RCMA)
 - b. Hospital & Institutions Chairperson
 - c. Recreation & Activities Chairperson
 - d. Meeting Outreach Coordinator
- 2. At the May NCASC meeting the newly elected trusted servants will take office at the following regular June meeting. Offices open for election are as follows:
 - a. Vice Chairperson/Policy & Administration Chairperson
 - b. Vice Treasurer
 - c. Vice Literature Chairperson
 - d. Secretary
 - e. Archivist

B. Nomination

- 1. Any NA member present at the election may nominate and/or second a nomination.
- 2. To accept a nomination and to be elected, the NA member must be present at the NCASC area meeting.
- 3. When only one person is nominated for a position, a vote shall be taken on whether to elect the nominee today or to table the election until the next regular NCASC meeting to allow other nominees and GSRs to consider running for the position.

C. Election Process

- 1. All nominees will describe their qualifications for the service position in question.
- 2. Any person attending the NCASC may ask the nominees questions.
- 3. The nominees will leave the room to allow NCASC participants to discuss their qualifications and vote on the candidates.
- 4. The winning candidate must receive 2/3 of the votes cast. If it's a contested election and none of the candidates received 2/3 of the votes, another vote shall be taken between the two nominees who receive the most votes. At the subsequent vote, the nominee with the larger amount of votes cast will be elected to serve in the position.

D. Special Elections

- 1. If a position other than Chairperson, RCM or Treasurer becomes vacant between regular elections, a special election shall be held at the next NCASC meeting to fill the vacancy until the next regular election.
- 2. It shall be the responsibility of the Vice Chairperson to prepare and distribute fliers to GSRs announcing a special election so that it can be held at the next NCASC meeting.

VII. Resignation and Removal

- A. Voluntary. The trusted servant needs to advise the Chairperson of their intent to resign from the service position.
- B. Impeachment. Any NCASC Officer or Subcommittee Chairperson who does not fulfill their responsibilities for two consecutive months without just cause may be removed by a majority vote of the GSRs.
- C. In the event of a vacancy the NCASC Chairperson may appoint someone for a term of no more than three months to fulfill said service position until a member can be elected.
- D. The NCASC Chairperson may ask any disruptive person to leave the NCASC meeting after two warnings.

VIII. **Decision Making Process**

- A. Definitions Used in the DECISION-MAKING Process

Consensus or General Agreement. Consensus is the method used by the NCASC to establish group conscience and with the hope that it divines the will of a God of our understanding. Any member may bring up a topic or proposal for discussion. All members may participate in the discussion where objections may be aired, and alternatives considered. Any proposal needs support from 80% of the members allowed to vote to be adopted. This is consistent with the World Service Conference's (WSC) Rules of Order.

Topic. A topic is an issue a member wishes to discuss at Area. Examples of topics are (a) a Group needs guidance on how to attract greater group participation at their meeting, (b) a member wants to discuss the way business is conducted at area and wants to hear the views of other members, or (c) a Subcommittee Chair wants input on a new idea that has emerged from the Subcommittee. A topic does not require any specific action and requires no vote. Although a topic might not include a specific proposal, proposals frequently emerge from a discussion, and these proposals may be taken to the members for a vote.

Proposal. A proposal is a suggestion for acceptance of a specific action item or policy change that any member may propose. Examples of proposals are (a) a member may propose an NA sponsored event, (b) a GSR may suggest an amendment to change policy, or (c) the Treasurer may wish to modify the budget. The Chairperson seeks to fashion compromises that all can support. If a proposal emerges that has broad, but not unanimous support, the Chairperson shall poll members allowed to vote. The proposal is adopted if 80% of the members who are allowed to vote support the proposal. (Per WSC's Rules of Order).

Straw Poll. A straw poll is an unofficial vote taken to determine the general trend of opinion on a given issue. The straw poll is a tool the Chairperson may use to determine if a proposal has support.

- B. Steps Leading to a Decision

- 1. Any member wishing to discuss a topic or make a proposal shall fill out a Topic for discussion form and submit it to the secretary. All topics must be presented before the break. Topics presented after the break will be tabled for the next NCASC meeting.

2. During the discussion of new business, the maker of the topic or proposal shall introduce it to the body and answer any questions raised by members.
3. The maker of the topic or proposal must be present for a discussion to take place. If the maker is absent, the topic or proposal shall be tabled for the next NCASC meeting.
4. The Chairperson shall open the floor for discussion of topics. After discussion, if there is no need for further action, the Chairperson shall close discussion and move on to the next item. If there is interest in the topic or if one or more proposals emerge from the discussion, the Chairperson may take a straw poll before the floor is opened for further discussion in order to determine if there is already consensus to adopt the proposal. If a proposal is not approved but the Chairperson believes that consensus may be possible, the Chairperson may (a) have the revised proposal amended, (b) table discussion to the next NCASC meeting, or (c) ask a Subcommittee, the Policy Committee or an Ad-Hoc Committee to consider the topic or proposals. If a proposal emerges that does not have general support from 80% of the members allowed to vote, the Chairperson may let the matter die without further consideration.
5. Amendments may be made during the discussions of the proposals. In fact, often the Chairperson may hear an amendment or alternative which might lead to consensus.

C. Ground Rules

1. Any member may participate in a discussion.
2. Initially, each member may speak only once on each topic or proposal but may speak again after all others wishing to speak have done so. The maker of the topic or proposal may answer members' questions, provide clarification and/or respond to concerns raised during discussion. The Chairperson shall ensure that the dialogue is respectful at all times.
3. (See: Article IX: Manner of Acting).
4. If necessary to calm tensions, the Chairperson may request a moment of silence followed by a prayer. The Chairperson may also impose a short break.
5. Only members allowed to vote may participate in straw polls or votes.
6. If time is running short, or if the discussion is not making progress, the Chairperson may impose time limits.
7. Any member may temporarily stop the discussion for a point of order by raising his/her hand and calling out "point of order". Examples of situations where points of order might be exercised are (a) to ask a question about policy, (b) seek clarification on what is being discussed, or (c) challenge a decision by the Chairperson, among others.
8. During discussion, any member allowed to vote may challenge a decision made by the Chairperson. The Chairperson's decision will be overturned if at least 50% of the members allowed to vote agree to overturn the decision.

D. The Role of the Chairperson

The Chairperson's role is to lead discussion and build consensus. He/she listens carefully for any compromises that may result in consensus. The Chairperson ensures that everyone has a chance to speak and that no one, except for the maker of the topic or proposal, speaks more than once before everyone wishing to speak has done so. The Chairperson discourages

repetitive discussion and, if time is running short or progress is not being made, the Chairperson may impose time limits.

- E. Should the Area meet virtually, the committee shall follow the guidelines set out in the digital area policy. (Follow this link)

IX. **Manner of Acting**

A. General Conduct

1. Attendees must act in accordance with the spiritual principles of NA.
2. All actions taken are to further the primary purpose.
3. Unlawful harassment, or other offensive behavior, is not allowed and will result in implementation of the Anti-Harassment Policy.

B. Anti-Harassment Policy

NCASC strives diligently to keep its operations free from unlawful harassment or other offensive behavior. Accordingly, everyone is expected to comply with NCASC's Anti-Harassment Policy. This policy sets forth NCASC's expectations, the steps for reporting harassment and the method for addressing such complaints. This policy is in addition to, and separate from, NCASC's Abuse Prevention Policy.

1. All personnel are expected to maintain a productive environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, color, national origin, religion, disability, pregnancy, age, military status or sex. Special attention should be paid to the prohibition of sexual harassment.
2. Everyone has a responsibility to keep the environment free of any form of harassment, and in particular sexual harassment. No one is to threaten or insinuate, either explicitly or implicitly, that a person's refusal or willingness to submit to sexual advances will affect the volunteer's terms or conditions of volunteering. This conduct includes:
 - a) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
 - b) Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal information;
 - c) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
 - d) The display of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs; and
 - e) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages, such as email, instant messaging, and internet materials.
3. Any of the above conduct, or other offensive conduct, directed at individuals because of their race, color, sex, sexual identity, national origin, religion, disability, pregnancy, age, or military status is also prohibited.

4. Any person who believes that someone's actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. The report or complaint should be made to a member of the Executive Committee, as the person feels is appropriate.
5. Complaints of harassment will be handled and investigated under NCASC's dispute resolution policy unless special procedures are considered appropriate. All complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. Volunteers are expected to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.
6. Any volunteer who is found to have violated the harassment policy will be subject to appropriate action, including prohibition from further volunteer work. NCASC prohibits any form of retaliation against volunteers for bringing bona fide complaints or providing information about harassment.

X. Attendance

Roll call shall be taken before the break and at the end of the NCASC meeting. Roll call shall include GSRs, NCASC Officers, and Subcommittee Chairpersons (Vice Chairpersons in their absence).

XI. Reports

- A. GSRs shall have the responsibility to place their meetings on the NCASC Hot Sheet if needed. If a separate flier is desired, it shall be the responsibility of the GSR to provide copies of said flier to the area for disbursement.
- B. Requests for money from NCASC funds must be presented as a motion in New Business

XII. Financial Matters

- A. The NCASC's prudent reserve shall be \$1,000.
- B. There are to be four signers on the NCASC checking account (Treasurer, Vice Treasurer, NCASC Chairperson, and NCASC Vice Chairperson), two of which must sign each check.
- C. All NCASC expenditures shall be paid by check or, if appropriate, literature.
- D. Checks payable to the CSO or CRSC are to be either hand delivered or mailed to the Chicago Service Office.
- E. No more than ninety-nine cents in change shall be accepted by the Treasurer or the Literature Chairperson. Personal checks are not accepted.
- F. Budgets-Standing A receipt for all expenditures must be presented to the Treasurer in order to be reimbursed.
 1. Executive Committee \$25 Rotating
 2. Hospitals & Institutions 15% maximum of monthly donations to NCASC
 3. Literature \$1,200 Rotating
 4. Policy & Administration \$25 Rotating
 5. Ad Hoc Decided upon formation
- G. Only NCASC events, subcommittee flyers, and flyers from CRC (Chicago Regional Convention) shall be eligible for copying at the cost of the NCASC.

- H. NCASC incoming Executive Body shall conduct an Annual Area Financial Audit and shall provide a comprehensive report of the current state of the area body during the next scheduled meeting (see each officers' responsibilities for more details).
- I. After all bills are paid out every month, all money left in the NCASC bank account (over the
- J. \$1000 prudent reserve) should be divided and donated as follows: 30% to CRC registrations, 40% of that is to be donated to Chicagoland Region, and 30% donated to NAWS.
- K. All CRC registrations purchased by the area are to be distributed in November as evenly as possible to the GSRs.

XIII. NCASC Executive Committee Members

- A. An NCASC Executive Committee member (Chairperson, Vice Chairperson, Secretary, Treasurer, and Vice Treasurer) is to be appointed as the main contact to the facility where the NCASC meeting is held.
- B. No NCASC officer shall be a GSR within the North City Area (see exception in XII C. below), nor shall they hold any other North City Area level officer positions.
- C. A GSR may hold their GSR position and Area position for two months to allow the group to get a new GSR if the group's GSRA does not step into the newly vacated GSR position. A GSR can also be an Archivist.

XIV. 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 trusted servants. 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). All positions serve a one-year term.

A. Chairperson's Responsibilities

The Area Committee Chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The Chairperson's primary tools are the short-form rules of order, which appear at the end of this guide, a firm hand, a calm spirit, and a clear mind.

All actions of Chairperson shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, and A Guide to Local Services in Narcotics Anonymous.

Demonstrated ability to run a business meeting.

1. The Area Committee Chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The Chairperson's primary tools are the short-form rules of order, which can be found at the end of A Guide to Local Services in Narcotics Anonymous, and utilize a firm hand, a calm spirit, and a clear mind.

2. Attend and chair the monthly NCASC meeting.
3. Prepare the agenda for NCASC meetings.
4. Outgoing Chairperson will conduct annual policy review with the incoming officers.
5. Minimum of two years clean.
6. The Chairperson will aid the Treasurer in performing the Annual Area Financial Audit of the area financials from the previous year along with newly elected Vice Treasurer, Vice Chairperson, RCM and RCMA.

B. Vice Chairperson's Responsibility

Note: Elected at the May NCASC meeting, and takes office at the following regular June meeting. After 1 year of serving as NCASC Vice Chairperson, this elected officer assumes the NCASC Chairperson position.

The Vice Chairperson is also responsible to assist the Chairperson in conducting area committee meetings and to conduct ASC meetings in the Chairperson's absence.

1. All actions of Vice Chairperson shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, and A Guide to Local Services in Narcotics Anonymous.
2. The primary responsibility of the Vice Chairperson is the coordination of the Area's subcommittees. The Vice Chairperson keeps in regular touch with the chairpersons of each subcommittee in order to stay informed of their projects and problems. If disputes arise within a subcommittee or between subcommittees, the NCASC Vice Chairperson helps them find solutions. The Vice Chairperson works closely with subcommittee chairs when they prepare their annual reports and budget proposals. The Vice Chairperson also assists the Chairperson in conducting Area committee meetings.
3. Attend monthly NCASC meeting.
4. Assume responsibilities of Policy and Administration Subcommittee Chairperson. The Policy & Administration Subcommittee will hold a monthly meeting prior to regular NCASC monthly meeting, as well as a quarterly policy meeting (as needed for review). All North City subcommittee chairpersons should attend this quarterly policy meeting - or send a representative from their subcommittee - to discuss area and subcommittee policies.
5. Minimum of one year clean.
6. Shall submit comprehensive verbal reports regarding Policy & Administration at all regular NCASC meetings and submit a written copy of this report as well as subcommittee minutes to the NCASC Secretary at each regular NCASC meeting.
7. Shall update and distribute the NCASC policy packet once annually in June. Amendments to the policy will be printed, dated and distributed as needed by the NCASC Chairperson, Vice Chairperson, and/or Secretary. Otherwise GSRs are responsible to keep their personal copies of policy up to date.
8. The Vice Chairperson will aid the Treasurer in performing the Annual Area Financial Audit of the area financials from the previous year along with newly elected Vice Treasurer, Chairperson, RCM and RCMA.

C. Treasurer's Responsibility

The Area Treasurer's job is critical to the committees' work. Because of the added responsibility of handling money associated with service as Treasurer, it is especially important that Area committees select their Treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, Area expenses are not paid, or funds not properly accounted for.

1. All actions of Treasurer shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, and A Guide to Local Services in Narcotics Anonymous.
2. Demonstrated ability to perform basic bookkeeping functions.
3. The Treasurer receives contributions from the groups, administers the Area's checking account, pays the rent for the committees' meeting hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the Area committee at each of its meetings. The Treasurer's Handbook, available from the World Service Office, contains a more detailed description of the Treasurer's job and most of the forms needed to maintain their records.
4. Attend monthly NCASC meetings.
5. Submit a written report at NCASC meeting, including a copy of monthly bank statement and its reconciliation.
6. Minimum of two years clean.
7. The Treasurer will be responsible for performing an audit of the previous year's financials with the assistance of the newly elected Vice Treasurer, Chairperson, Vice Chairperson, RCM and RCMA. The Treasurer will provide a written report of the current financial state of the North City Area by the second scheduled meeting after being elected into their position.

D. Vice Treasurer's Responsibility

Note: Elected at the May NCASC meeting, and takes office at the following regular June meeting. After 1 year of serving as NCASC Vice Treasurer, this elected officer assumes the NCASC Treasurer position.

The Vice Treasurer main responsibility is to work with and learn from the current Treasurer so that they will be competent in keeping the Area's books when they step up to the Treasurer position.

1. All actions of Vice Treasurer shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, and A Guide to Local Services in Narcotics Anonymous.
2. Willingness to learn and follow all Area financial procedures.
3. Demonstrated ability to perform basic bookkeeping functions.
4. Attend monthly NCASC meetings.
5. Automatically becomes Treasurer following annual Area administration officer elections.
6. Minimum of two years clean.

7. The Vice Treasurer will aid the Treasurer in performing the Annual Area Financial Audit of the area financials from the previous year along with newly elected Chairperson, Vice Chairperson, RCM and RCMA.

E. Secretary's Responsibilities

Note: Elected at the May NCASC meeting, and takes office at the following regular June meeting.

The primary responsibility of the Area Secretary is to maintain accurate minutes of each Area meeting. They also keep a copy of all packets that are copied and distributed to the GSRs at Area.

1. All actions of the Secretary shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, and A Guide to Local Services in Narcotics Anonymous.
2. Demonstrated ability to take accurate notes.
3. Keeps diligent records and archives all previous NCASC documents for the past three calendar years.
4. Takes clear, accurate minutes of each NCASC meeting and emails copies of the minutes to all committee members 48 hours before the next month's NCASC meeting for approval.
5. Attends monthly NCASC meetings.
6. Records and sends accurate meeting minutes to the NCASC Chairperson & Vice Chairperson for approval within 48 hours of each NCASC meeting.
7. Maintains an up-to-date contact list of all NCASC member groups.
8. Minimum of one year clean.

F. Regional Committee Member's (RCM) & Regional Committee Member Alternate's (RCMA) Responsibilities

Note: The RCMA is elected at the December NCASC meeting, and takes office at the following regular January meeting. After 1 year of serving as RCMA, this elected officer assumes the RCM Chairperson position.

The RCM's responsibility is to act as NCASC's voice at the Chicagoland Regional Service Body. The RCM should be able to attend both Region and Area and to keep our Area abreast as to what is happening with the large NA fellowship. The RCMA's main responsibility is to work with and learn the responsibilities of the RCM in order to be ready to step up when the current RCM's term expires.

1. All actions of both the RCM & RCMA shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, and A Guide to Local Services in Narcotics Anonymous.
2. Ability to clearly communicate Regional and World Services information orally and in writing.
3. Serves as a voting member of NCASC at the Regional Service Committee meeting.

4. Keeps the NCASC in touch with the larger world of NA by providing information on activities in neighboring Areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs and important issues being discussed at various levels of service.
5. Acts as a liaison to the Chicagoland regional body on behalf of NCASC member groups. Acts as the voice of the group conscious of NCASC member groups at The Chicagoland regional Meeting.
6. Attends and represents NCASC at the Regional Service Committee meetings.
7. Attends monthly NCASC, Regional Assembly, and Conference Agenda Report (CAR) workshops.
8. Compile and report all NA members' votes on CAR motions to Regional Assembly.
9. Chair monthly NCASC when both Chairperson and Vice-Chairperson are absent.
10. Submit written report at NCASC meeting.
11. A minimum of three years clean time for the RCM and a minimum of two years for the RCMA.
12. RCMA is to shadow RCM throughout RCM's term to prepare the member to become RCM. RCMA takes over as RCM at the end of term or if RCM steps down early.
13. The RCM & RCMA will aid the Treasurer in performing the Annual Area Financial Audit of the area financials from the previous year along with newly elected Vice Treasurer, Chairperson, Vice Chairperson.

G. Archivist

Note: Elected at the May NCASC meeting, and takes office at the following regular June meeting.

The Archivist's responsibility is to make copies of flyers and reports for the Limited GSR packet which are given out to GSRs at the monthly NCASC meeting and to post certain area documents online to the North City Area section of the chicagona.org website.

1. All actions of the Archivist shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, and A Guide to Local Services in Narcotics Anonymous.
2. Minimum of six months clean.
3. Must be able to attend all Area meetings.
4. This position may be held by a GSR for the entire duration of their term.
5. Shall coordinate the compilation and copying of printed hotsheets (not to exceed one sheet front and back) for GSRs during NCASC meeting and the uploading of post financial statements, subcommittee reports, flyers, etc. online to the North City Area section of the chicagona.org website. Also, area minutes will be posted no later than 48 hours prior to the next area meeting.
6. Shall provide accurate reports of related expenditures to Treasurer or Vice Treasurer.
7. Shall not be required to submit a written report to the North City Area.

H. Hospitals & Institutions and Public Relations Chairperson's Responsibilities

Note: Elected at the December NCASC meeting, and takes office at the following regular January meeting.

The purpose 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, The H&I and PR chairperson will also act as lead on any NCASC public relations issues, including informing the public and private sectors about our lifesaving program. The Chairperson of NCASC H&I is accountable to the NCASC.

1. All actions of the Hospitals & Institution Chairperson shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, A Guide to Local Services in Narcotics Anonymous and related service guides.
2. Minimum of two years clean.
3. Shall be represented at the NCASC.
4. Shall be represented at their corresponding Chicagoland RSC Subcommittee meetings.
5. Shall submit comprehensive verbal reports at all regular NCASC meetings and submit a written copy of this report as well as subcommittee minutes to the NCASC Secretary at each regular NCASC meeting.
6. H&I Chairperson shall be selected by the H&I subcommittee and formally elected during December's NCASC meetings
7. H&I Chairperson should make a motion for any funds needed for literature purchases that month.
8. The H&I Chair shall act as lead on all North City public relations work, and delegate accordingly to the H&I committee.

I. Literature Chairperson's Responsibilities

The Literature Subcommittee is responsible for handling NCASC's literature needs. The Literature Chairperson will hold the inventory at their house between NCASC meetings and will place orders as necessary with the CSO.

1. All actions of Literature Chairperson shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, and A Guide to Local Services in Narcotics Anonymous.
2. Minimum of one year clean.
3. Shall maintain a literature stockpiled
4. Shall purchase literature from the Chicago Service Office.
5. Shall sell literature at the monthly NCASC meetings.
6. Shall submit comprehensive verbal reports at all regular NCASC meetings and submit a written copy of this report.
7. Shall keep records of the last three years of financial transactions.

J. Vice Literature Chairperson's Responsibilities

Note: Elected at the May NCASC meeting, and takes office at the following regular June meeting. After 1 year of serving as Vice Literature Chairperson, this elected officer assumes the Literature Chairperson position.

The Vice Literature Chairperson is a member of the Literature Subcommittee, and his/her main responsibility is to work with and learn from the current Literature Chairperson in order to be competent in handling NCASC's literature needs.

1. All actions of Vice Literature Chairperson shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, and A Guide to Local Services in Narcotics Anonymous.
2. Minimum of one year clean.
3. In the absence of the Literature Chairperson, the Vice Chairperson shall perform the duties of the Literature Chairperson.
4. Shall become the Literature Chairperson at the end of the Literature Chairperson's term of office or upon the position's vacancy. If the position of Literature Chairperson is vacated between regular elections, the Vice Literature Chairperson shall complete the Literature Chairperson's term and then serve a full year term as Literature Chairperson.

K. Recreation and Activities Chairperson's Responsibilities

Note: Elected at the December NCASC meeting and takes office at the following regular January meeting.

The primary responsibility for this position is to work with our NCASC's members to stage events that are of interest. They will bring ideas to the Area meeting and obtain NCASC's approval for both the event and the money required to stage it.

1. All actions of Recreation and Activities Chairperson shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, and A Guide to Local Services in Narcotics Anonymous.
2. Minimum of two years clean.
3. Shall be represented at the NCASC meeting.
4. Shall organize social events for NA members.
5. Shall be responsible for all funds associated with each event.
6. Shall provide full financial accounting to NCASC for each event at the next scheduled monthly NCASC meeting.
7. Shall submit comprehensive verbal reports at all regular NCASC meetings and submit a written copy of this report as well as subcommittee minutes to the NCASC Secretary at each regular NCASC meeting.

L. Meeting Outreach Coordinator

Note: Elected at the December NCASC meeting, and takes office at the following regular January meeting.

The primary purpose of this position is to act as a liaison meetings and the NCASC. The goal is to make sure we are making every effort at NCASC to help with any meeting's needs.

1. All actions of the Meeting Outreach Coordinator shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, and A Guide to Local Services in Narcotics Anonymous
2. Visiting meetings where the group does not attend NCASC and asking why it is not participating in NCASC.
3. If the group is still meeting and uninterested in participating in NCASC, the policy will be to remove them from the NCASC roll call.
4. If they no longer meet, the Meeting Outreach Coordinator will contact the Chicago Regional Webmaster and request the meeting be removed from the meeting list.
5. Minimum of one year clean.
6. Shall be represented at the NCASC meeting and Policy & Administration meeting.
7. Shall submit comprehensive verbal reports at all regular NCASC meetings and submit a written copy of this report as well as subcommittee minutes to the NCASC Secretary at each regular NCASC meeting.

M. Ad Hoc (if applicable)

Note: Ad Hoc Committees are formed on an as-needed basis. Any member of North City NA may recommend the formation of an Ad Hoc Committee.

1. All actions of Ad Hoc shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, and A Guide to Local Services in Narcotics Anonymous.
2. Shall be empowered with a specific task by a vote at NCASC meeting. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it (3rd Concept of NA Service).
3. Shall submit comprehensive verbal reports at all regular NCASC meetings and submit a written copy of this report as well as subcommittee minutes to the NCASC Secretary at each regular NCASC meeting.
4. Subject to review every six months of activity.

N. Greeter

Elected at the December NCASC meeting or as needed. Takes office at the following regular January meeting.

The Greeter's responsibility is to welcome members to the monthly meeting of the NCASC, paying particular attention to new GSRs and other first-time visitors.

1. All actions of the Greeter shall adhere to The Twelve Traditions, Twelve Steps, The Twelve Concepts, Area Policy, and A Guide to Local Services in Narcotics Anonymous.
2. Experienced with being a GSR and knowledgeable of NCASC practices and policies.
3. Attends all Area meetings.
4. Arrives thirty minutes prior to NCASC meeting to greet attendees.

5. Assist GSRs and trusted servants during NCASC meetings.
6. Written reports not necessary.

XV. Meeting Format

- A. Moment of silence
- B. Readings read by volunteers
 1. Service Works Prayer (Basic Text, p. xvii) (6ed xxvi).
 2. The Twelve Concepts for Narcotics Anonymous Service (only 1-12)
 3. The Vision Statement for World Service.
- C. Statements read by Chairperson
 1. “Each seconded motion presented at this NCASC meeting will be voted on by the GSRs, Subcommittee Chairperson and Officers excluding Chairperson present. Two thirds or 67% votes cast is sufficient to pass all motions. For the purpose of counting votes cast an abstention is counted as a no vote”
 2. “Each GSR is entitled to only one vote regardless of how many groups they may represent, except for roll call votes.”
- D. Direct GSRs to sign in sheet
- E. Approve last month’s minutes
- F. Opening Treasurer’s report
- G. Subcommittee reports
 2. Hospital & Institutions.
 3. Policy & Administration.
 4. Recreation & Activities.
 5. Meeting Outreach Coordinator.
 6. Literature.
 7. Ad Hoc, if applicable.

- A. RCM report
- B. Opening roll call and GSR report

*Send Archivist to copy hot sheets at this time

- C. Recess
- D. Old business
- E. New business (motions, topics for discussion and elections, if applicable)
- F. Closing Treasurer’s report
- G. Closing
 1. Reminder of next meeting date.
 2. Moment of silence.
 3. Reading of Just for Today

Twelve Steps of Narcotics Anonymous

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

The Twelve Traditions of Narcotics Anonymous

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 centers 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.

The Twelve Concepts of Service in Narcotics Anonymous

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 communication.
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.

A Vision for Narcotics Anonymous Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed. Our vision is that one day:

- Every addict in the world has the chance to experience our message in their own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.
- Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

GLOSSARY

Many of the following definitions are taken directly or adapted from A Guide to Local Service.

Ad Hoc: (Pronounced ad hawk): A Subcommittee formed for a specific purpose or to perform a specific task that is dissolved when its responsibilities are met.

ASC (Area Service Committee): A committee created to provide common services for NA groups in a specific locale. It is composed of GSRs, ASC officers, and subcommittee chairpersons and is usually part of a region, to which it sends ASRs or RCMs.

BOD (Board of Directors): The organized body of administrators that oversees the CSO.

CAR (Conference Agenda Report): A publication produced by NAWS in preparation for WCS. It includes the agenda for upcoming WCS as well as approval materials to be voted on at the WCS.

Closed Meetings: NA recovery meetings that are closed to non-addicts.

CRSC (Chicagoland Regional Service Committee): A body, specific to Chicago, Illinois, and the surrounding geographic area, that draws together the combined service experience of a number of adjoining areas specifically Mid City, North City, South City, Southwest City, Fox Lake, Joliet, Lake Borderline, Near West Suburbs, North Suburbs, South Suburbs, West Suburbs and Northwest Indiana for those areas' mutual support. Composed of ASRs (RCMs), the regional delegates and others as needed.

CSO (Chicago Service Office): The CRSC business office.

GLS (A Guide to Local Service): A publication to be used as a resource for setting up and maintaining NA services on local and regional levels.

GSR (Group Service Representative): Elected by an NA group to participate on the group's behalf in the ASC and the regional assembly.

GSRA (Group Service Representative Alternate): Elected by a group to learn the GSR position under the tutelage of the GSR and to undertake responsibilities of the GSR in his/her absence.

H&I (Hospitals and Institutions): A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

Home Group: The group an NA member calls "home". Home group membership calls for regular attendance at its recovery meeting, financial and voluntary service support and participation in conscience-building and decision-making processes.

I.P. (Informational Pamphlet): Regular NA Informational pamphlets by NA readable by anyone

Literature Stockpile: A field of service usually covered by one ASC subcommittee devoted to maintaining a stockpile of NA approved literature for the purpose of sale.

NA (Narcotics Anonymous): “A non-profit fellowship of society of men and women for whom drugs had become a major problem. We are recovering addicts who meet regularly to help each other stay clean.”

NAWS (Narcotics Anonymous World Services): Refers to Narcotics Anonymous services which are provided at the world level for the benefit of all addicts.

Open Meetings: NA recovery meetings that allow attendance of non-addicts.

P&A (Policy and Administration): A field of service usually covered by one ASC subcommittee devoted to maintaining the policies and procedures that are adopted as a service body’s guidelines in conducting business. Currently, this service work is part of the Vice Chairperson’s responsibilities.

PR (Public Relations): A field of service usually covered by one ASC subcommittee devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping professions, and the community-at-large so that addicts seeking recovery will be referred to Narcotics Anonymous.

Policy Packet: A publication containing decisions made concerning various responsibilities and fields of service.

Regional Assembly: A gathering of GSRs and RCMs, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the WSC meeting.

RCM (Regional Committee Member): Elected by an ASC to participate on the Area’s behalf on the regional service committee.

RCMA (Regional Committee Member Alternate): Elected by ACS to learn the RCM position under the tutelage of the RCM and to undertake responsibilities of the RCM in his/her absence.

RD (Regional Delegate): A World Service Conference participant elected by a region’s RCMs.
Robert’s Rules of Order: A system for conducting business that attempts to get the maximum amount of business done in a minimum amount of time.

RSC (Regional Service Committee): A body that draws together the combined service experience of a number of adjoining Areas for those Areas’ mutual support. Composed of RCMs (ASRs), the regional delegate and alternate delegate, and others as needed.

SP (Service Pamphlets): Pamphlets relating to issues with in Narcotics Anonymous for the fellowship only

Trusted Servant: An NA euphemism for “leader”, “official” or “officer”. Derived from NA’s Second Tradition, in which NA leaders are characterized as “trusted servants” as opposed to governors.

Twelve Concepts for NA Service: One of three bodies of basic NA principles, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.

Twelve Steps: One of three bodies of basic NA principles, the steps describe NA’s regimen leading to personal recovery and a spiritual awakening.

Twelve Traditions: One of three bodies of basic NA principles, the traditions provide guidance for the behavior of NA groups, helping groups maintain their independence while nurturing their unity.

World Board: The World Board is the service board of the World Service Conference. It provides support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction, and it oversees the activities of NA World Services, including our primary service center, the World Service Office. The board also holds in trust for the NA Fellowship the rights for all their physical and intellectual properties (which includes literature, logos, trademarks and copyrights) in accordance with the will of the WSC.

WSC (World Service Conference): A deliberative body composed of regional delegates and world-level trusted servants; the WSC provides an effective voice and active conscience for the worldwide NA Fellowship.

World Services, Inc.: The legal name for the World Board. (See World Board description).

WSO (World Service Office): World Service Board headquarters in Los Angeles and branch facilities in Canada and Europe.