

# **Fellowship Development Committee Guidelines (Current as of June 2012)**

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**Article I: Definition**

We are an operating subcommittee of the Chattanooga Area Service Committee of Narcotics Anonymous (CASCNA). We are supported by the CASC and are accountable to that committee.

**Article II: Mission**

The Fellowship Development (FD) committee strives to bring increase and unity to the Chattanooga Area Fellowship of Narcotics Anonymous by:

1. Carrying the NA message in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
2. Providing support services to groups and service committees within the Chattanooga Area, assisting them in solving problems that may impede their growth or threaten their survival, and helping them overcome many kinds of isolation by encouraging increased knowledge, contact, and exposure to NA as a whole and to the NA service structure so that we can help them help themselves.
3. Opening and maintaining lines of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
4. Opening and maintaining lines of communication between the Volunteer Region Service Committee (VRSC), Narcotics Anonymous World Services (NAWS), and the World Service Conference (WSC).

**Article III: Spiritual Guidance**

In all of its endeavors, the Fellowship Development Committee will comply with the following:

1. The Twelve Traditions of Narcotics Anonymous.
2. The Twelve Concepts of Service for Narcotics Anonymous.
3. The current publication of “A Guide to Local Services in Narcotics Anonymous.”
4. The current publication of the “Public Relations Handbook.”
5. The current publication of “Outreach Resource Information.”
6. Chattanooga Area Service Committee (CASC) Guidelines.
7. Any special rules of order adopted by this committee.
8. In the case of a conflict, the Fellowship Development Committee will turn to the CASC for guidance.

**Article IV: Responsibilities**

1. To become the resource and coordinating body for all Fellowship Development efforts, responding to any request for information within the area.
2. To maintain a close working relationship with other Fellowship Development committees within the region.
3. To maintain a close working relationship with other subcommittees within this area, being careful not to interfere with their responsibilities.

## **Article V: Functions**

The functions of this committee are:

1. Spread unity and the message to groups: You are not alone!
2. Present and take part in activities designed to bring isolated members and groups together with each other and the NA community.
3. Conduct learning days and workshops on group related topics (such as, but not limited to: GSR orientations, Group Booklet learning days, Tradition workshops, chairperson orientations, etc...).
4. Attend groups not represented at the ASC, sharing the importance of group involvement in the area, and welcoming them to the CASC.
5. Passing on information about the NA service structure.
6. Maintain communication with other ASC subcommittees.
7. Maintain communication with other PI and Outreach Committees through regular participation at the Volunteer Region Outreach Committee.
8. Maintain communication with WSO Public Relations Coordinator and WSO Data Entry section (Group registrations as needed).
9. Facilitate, encourage and improve GSR attendance at area meetings.
10. Develop and maintain an informative map of CASC service area.
11. Facilitate the development and availability of simplified service materials.
12. To inform the public about Narcotics Anonymous through services, but not limited to the following:
  - a) Coordinating all request from media.
  - b) Providing all radio and television Public Service Announcements (PSA) with the approval of the CASC.
  - c) Creating, distributing, and maintaining all Narcotics Anonymous Public Relations posters and flyers in the Chattanooga Area.
  - d) Coordinating all non-Narcotics Anonymous request.
  - e) Providing and maintaining monthly meeting schedules.
  - f) Providing and maintaining an area website.
  - g) Provide and Maintain the Phone line.
13. Perform any other activities that benefit Fellowship Develop activities in the area.

## **Article VI: Membership and Voting**

Membership is open to any NA member. The Chattanooga Area Fellowship Development subcommittee encourages member support; in fact, we depend on it. Each subcommittee member will be encouraged to have a working knowledge the spiritual documents listed under the “Spiritual Guidance” Section. Each member is encouraged to have their own copy of each of these documents. Any attending member of Narcotics Anonymous is welcome to vote at the FD committee meeting.

## **Article VII: Committee Structure and Meeting**

This subcommittee should consist of a Chairperson, Vice Chairperson, Secretary, Fellowship Service Representative, R.O.A.T.S. coordinator, Meeting Schedule Coordinator, Website Coordinator, and Phone Line Coordinator, members, and any task force coordinators or Ad-Hoc chairs deemed necessary by the subcommittee.

1. The Chairperson with the approval of the subcommittee appoints task force coordinators or Ad-Hoc Chairs.
2. The Chairperson will be nominated and elected according to CASC policy.
3. All other positions will be nominated and elected by the subcommittee to serve a one (1) year term.
4. All nominees for office must be present at the time of nomination.
5. No officer shall hold more than two (2) consecutive terms of any one position.
6. The committee will meet at least once a month, with a consistent time and place, determined by the committee. The members of the committee shall be notified of any changes in the meeting time and location at least one (1) week prior to the meeting.

## **Article VIII: Trusted Servant Qualifications and Duties**

### **Chairperson**

#### Requirements

1. At least two (2) years abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, the Public Relations Handbook, Outreach Resource Information, and all other documents within the “Spiritual Guidance” Section of these guidelines.
4. Willingness to serve, the time and initiative to commit for the length of time involved.

#### Duties

1. Arranges times and agendas for committee meetings.
2. Initiates all necessary correspondence, including communications areas, regions and world delegates.
3. Is ultimately responsible for all files, records, and overall functioning of the committee.
4. Attends all Chattanooga Area of Narcotics Anonymous Fellowship Development committee meetings.
5. Attends all monthly CASC meetings.
6. Prepares a report for each ASC meeting, makes all motions on behalf of the committee and is the voice of the Outreach subcommittee at the ASC.
7. Attends the Regional Fellowship Development Committee meeting each time that committee meets.
8. Prepares an annual budget, with the committee, to be submitted for the approval of the ASC as outlined in the ASC guidelines.
9. Votes in the event of a tie.

## **Vice Chairperson**

### Requirements

1. At least two (2) years abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Public Relations Handbook, Outreach Resource Information, and all other documents within the “Spiritual Guidance” Section of these guidelines.
4. Willingness to serve, the time and initiative to commit for the length of time involved.

### Duties

1. Assume responsibility for the committee in the Chairperson’s absence.
2. Work closely with and assist with all duties of the committee.
3. Carryout responsibilities delegated by the Chairperson and/or committee.
4. Attend all CANA-FD committee meetings.
5. Attend all monthly CASC meetings
6. Attend VRSC-FD committee meetings when able.

## **Secretary**

### Requirements

1. At least six (6) months abstinence from all drugs.
2. Previous service experience at a group level.
3. Willingness to serve, the time and initiative to commit for the length of the time involved.

### Duties

1. Record minutes of each committee meeting.
2. Present minutes of previous meeting to the committee at the next scheduled meeting.
3. Attend all CANA-FD meetings.

## **Fellowship Service Representative**

### **Definition**

Fellowship Service Representatives are members of the FD committee, chosen by the committee, to facilitate scheduled events (such as, but not limited to: workshops, group visitations, orientations).

### Requirements

1. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Public Relations Handbook, Outreach Resource Information, and all other documents within the “Spiritual Guidance” Section.
2. Never work alone.
3. Be positive and supportive of the Group or Service Committee. If there is a problem, take it back to the committee and ask for suggestions.

## **R.O.A.T.S Coordinator**

### **Definition**

The R.O.A.T.S. (Reach out and touch someone) coordinator is a member of the FD committee, chosen by the committee, to contact the GSRs within the area before the CASC business meeting to remind them of and encourage them to attend the CASC meeting.

### **Requirements**

1. At least six (6) months abstinence from all drugs.
2. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Public Relations Handbook, Outreach Resource Information, and all other documents within the “Spiritual Guidance” Section.
3. Willingness to serve, the time and initiative to commit for the length of time involved.

### **Duties**

1. Once a month – a day before the CASC business meeting – calling all of the area GSRs to remind them of and encourage them to attend the CASC business meeting.
2. Reminding the area’s GSRs or any additional workshops, orientations, etc. going on before, during, or after the CASC business meeting.
3. Keep an up-to-date contact list of the area’s GSRs including phone numbers and email addresses for each GSR.

## **Meeting Schedules Coordinator**

### **Requirements**

1. At least two (2) years abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Public Relations Handbook, Outreach Resource Information, and all other documents within the “Spiritual Guidance” Section.
4. Knowledge of and access to a computer, printer, and word processing software.
5. Willingness to serve, the time and initiative to commit for the length of time involved.

### **Duties**

4. Producing a periodic meeting schedule for the NA groups and coordinate with the FD chair for distribution at the monthly CASC meeting.
5. Keep schedule updated with current meeting information.
6. Provide updated information regarding meetings and events to CASC Phonenumber Coordinator, Website coordinator and Volunteer Regional Directories Chair.
7. Provide and assist meetings and/or groups with registration and updating information to NAWS using the NAWS approved forms.
8. Attending all CANA-FD meetings and provide a written report.

## **Website Coordinator**

### Requirements

1. At least two (2) years abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Public Relations Handbook, Outreach Resource Information, and all other documents within the “Spiritual Guidance” Section.
4. Knowledge and access to a computer, access to the internet, and website building software.
5. Willingness to serve, the time and initiative to commit for length of time involved.

### Duties

1. Keep website updated with meeting information, help line numbers, and upcoming CANA events and functions.
2. Maintain the CASC website.
3. Forward any correspondence received from the website to the proper channels.
4. Attending all CANA-FD meetings and provide a written report.

## **Phone Line Coordinator**

### Requirements

1. At least two (2) years complete abstinence from all drugs.
2. Previous service experience at a group level.
3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Public Relations Handbook, Outreach Resource Information, and all other documents within the “Spiritual Guidance” Section.
4. Willingness to serve, the time and initiative to commit for the length of time involved.

### Duties

1. Maintain updated list of volunteers.
2. Coordinate with service provider to maintain updated information concerning phone line volunteers, meeting schedule, and website information.
3. Coordinate Phone Line learning day/orientation, scheduled but not limited to, semiannually (February and August).
4. Attend every FD committee meeting and provide a written report.
5. In coordination with the FD subcommittee create and /or maintain Phone Line Volunteer ordination packet.

## **Phone line Volunteer**

### Requirements

1. At least one (1) year abstinence from all drugs.
2. Previous service experience at a group level.
3. Attend learning day/ orientation before answering calls.

4. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics Anonymous.
5. Willingness to serve, the time and initiative to commit for the length of time involved (one month).

#### Duties

1. Adhere at all times to the CANA Phone Line Volunteer ordination packet.
2. Record accurate data of all calls using phone line log sheet.
3. Provide Phone Line Coordinator with log sheet prior to the FD committee meeting when month is complete.

#### **Article IX: Removal from Office**

Subcommittee trusted servants may be removed from office for noncompliance, including but is not limited to:

1. Loss of abstinence
2. Non-fulfillment of the duties of their position.
3. Non-attendance of two (2) or more subcommittee meetings without being excused by the Chairperson.
4. If by two thirds (2/3) vote of the FD committee, the Chairperson is found in noncompliance, a written request to remove then may be submitted to the CASC Admin.
5. Upon receipt of said written request, the CASC Admin. may remove or investigate the officer.

All other subcommittee officers and coordinators may be removed from office by two thirds (2/3) vote of the Subcommittee.

#### **Article X: Special Guidelines for Meeting Schedules**

The Schedule Coordinator will follow these special guidelines that pertain only to the meeting schedules.

1. Schedules will be printed prior to the CASC meeting, according to CASC policy.
2. Information received after printing will be included in the following period's schedule if applicable.
3. A new meeting will be added to the schedule when the meeting is represented at the CASC by an elected Group Service Representative (GSR) or a home group representative.
4. If a listed meeting's GSR or other group representative has not attended the CASC meeting to complete a group report, or has not been present for a roll call, or has not picked up the current meeting schedule, the Schedule Coordinator is responsible to investigate within two (2) weeks and give a written report to the FD Subcommittee of their findings.
5. Only World Conference Approved literature and recovery oriented public domain phrasing that is common usage within the fellowship of Narcotics Anonymous will be placed within the schedule.
6. Any printed material, which contains copyrighted items, must contain ownership information.
7. No personal phone numbers shall be listed in the meeting schedule.

#### **Article XI: Special Guidelines for Website**

The Website Coordinator will follow these special guidelines that pertain only to the website.

1. Since information made accessible on the Internet can be accessed all over the world, we will not include full names of any individual members.



2. Information will be placed in accounts or web pages under the names of CASC and not under the name of individual member. E-mail directed to the Website will be received at an anonymous “mail to: CANA”, not any individual address.
3. The Website will link directly to the Area Website within the Region and if available to the Volunteer Region Website and the NAWS Website.
4. We will act in accordance with the Intellectual Property Trust concerning posting Narcotics Anonymous copyrighted material on the website.

#### **Article XII: Special Guidelines for Phone Line**

1. Phone Line service will be placed under the name of CASC.
2. Phone Line Coordinator is the single point of accountability between the service provider and CASC.

#### **Article XIII: Amendments to Guidelines**

Any voting member may propose an amendment to these guidelines at a regularly scheduled committee meeting. The proposal must be seconded and only a simple majority vote needed. The proposed change must then be submitted and approved by the CANA.

#### **Article XIV: Meeting Agenda Template**

1. Open with Serenity Prayer.
2. Read Twelve Traditions.
3. Read Twelve Concepts.
4. Read and discuss a section of NA Service Literature (15 min limit).
5. Secretary Report.
6. Administrative Reports.
7. Reports on Activities since last meeting:
  - a. Meeting Schedule
  - b. Website
  - c. Phone Line
  - d. Fellowship Service Representative
  - e. Task/Project Reports
8. Old business.
9. New business.
10. Nominations and Elections. (when applicable)
11. Review of upcoming subcommittee activities (with single point of accountability) and motions for the ASC.
12. Announcements.
13. Closing Prayer.