

GNYRSC - POLICY  
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Policies & Guidelines  
(Approved 11/09/2008)

*“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.”*

(A) NAME AND PURPOSE

1. The official name for this service body shall be: "The Greater New York Regional Service Conference" (GNYRSC)

2. For the purpose of these guidelines, a Regional Service Conference ("RSC") is defined as a body made up of the Regional Committee Members (RCMs) and Regional Committee Member Alternates from areas within the geographic boundaries (as set forth below) and committee representatives that meet regularly for the express purpose of conducting business in serving the specific needs of its member areas in accordance with the 12 Traditions of Narcotics Anonymous and the 12 Concepts for N.A. Service.

(B) FUNCTIONS AND RESPONSIBILITIES

1. The functions and responsibilities of the GNYRSC is to promote unity and provide services to the areas within the Region; provide a vehicle for central communication where all parties within the Region can exchange information and share their collective experiences; give the areas within the Region the information they need to guide and support our services, the purpose of which is to help the fellowship fulfill our primary purpose, to carry the message to the addicts that still suffers.

2. To be a source of communication, information and cooperation with other Regions and World Service Committees through representation of collective conscience from the areas of the GNYRSC.

3. To provide representation of the Greater New York Region at the world level through the use of elected trusted servants that shall express the needs, desires and area conscience decisions of the GNYRSC.

4. To contribute growth to N.A. by initiating some of the work to be finalized at the WSC and by helping support World Services.

5. The Regional Service Office ("RSO") will maintain offices at 154 Christopher Street maintaining space for the RSC, all Regional Subcommittees, the Helpline and Convention Corp. (passed 10/98)

*“The final responsibility and authority for NA services rests with the NA groups.”*

(C) SERVICE BOUNDARIES

1. The Service Boundaries are as follows:  
Bronx, Brooklyn, Kings Bay, Manhattan, Mid-Hudson, New York City, Open Arms, Rockland, Staten Island, Suffolk and Westchester. For more exact boundaries contact the individual area guidelines.

*“The NA groups delegate to the service structure the authority necessary to fulfill the responsibility assigned to it.”*

(D) PARTICIPANTS

1. Membership: All members listed below have a voice on the RSC floor; they may motion and second motions with the exception of the RSC Chairperson; however, no vice-chair or alternate RCM may speak con to their chairperson's or RCM's motion.

- (a) Elected RCMs and/or alternate RCMs' (Regional Committee Member)
- (b) Elected Regional Delegate ("RD") and Regional Delegate alternates (RDAs)
- (c) All elected members that make up the Administrative Committee
- (d) All elected members that chair committees of the RSC
- (e) All vice-chairs of RSC committees
- (f) Chair and Vice Chairs of the Convention Corporation and the Board of Directors of the RSO
- (g) Events and Activities Treasurer \*(Can't give Con to E&A Chair's motions)

2. Voting Participants:

- (a) Elected RCMs and/or alternate RCMs
- (b) RSC Chairperson and/or Vice Chairperson in the event of a tie
- (c) All members present will vote on procedural issues and incidental motions

NOTE: A representative that is sent to the RSC from any other area or region shall be welcomed and given a voice only. They shall not participate in business in any other way.

*“Effective leadership is highly valued in Narcotics Anonymous.  
Leadership qualities should be carefully considered when selecting trusted servants.”*

(E) REQUIREMENTS AND RESPONSIBILITIES FOR ELECTED PARTICIPANTS

1. GENERAL REQUIREMENTS:

- (a) One-Year Prior Regional Experience - Prior Regional Experience shall be defined as service to the RSC Administrative Body (Chair, Vice Chair, Secretary, Treasurer, etc.) BOD Directors, Convention Corp. Directors, RSC Subcommittee Chairs, Vice Chairs and RCM/RCM Alternate.
- (b) One-year Prior Area Experience - Prior elected Area experience will include the same corresponding positions as reflected in the above statement.
- (c) Working knowledge of the 12 Traditions of N.A., the 12 Concepts for N.A. Service and have a working knowledge of the GNYRSC guidelines.
- (d) Shall not hold any other elected Regional positions, including committees, subcommittees and corporations. With the exception of an Ad Hoc Committee Chair.
- (e) Shall attend ALL GNYRSC meetings as required (if two meetings in a row are missed or if three meetings in a six-month period are missed, without prior notification to the Administrative Committee a vote of two-thirds of the RCMs will be required to keep their positions).
- (f) Must abide by all RSC and committee guidelines.

See Appendix A for specific qualifications for each position.

*“For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.”*

#### (F) COMMITTEES OF THE GNYRSC

1. Administrative Committee (Admin) - The Admin Committee will consist of the RSC Chairperson, Vice Chairperson, Recording and Corresponding Secretaries, RD and RD Alternates, Treasurer, Assistant Treasurer and Policy Person.

2. Standing Committees (SCs) - Standing Committee Chairs are to provide a final accounting upon the end of their term of office so that the incoming trusted servant may begin their term without any debts or liabilities. (passed November 2005)

- (a) Events and Activities E&A) - Responsible for providing the GNYR with recovery oriented (i.e., dances, workshops), these events are limited to one-day, dinners, fundraisers, learning days, etc. Coordinates and plan Regional Weekends.
- (b) Hospitals & Institutions (H&I) – Serves the needs of all the Areas within the Greater New York Region that promotes growth and strength of all H&I efforts and needs within the Region and the Fellowship.
- (c) Literature Review (LR) - reviews proposed literature for the fellowship and brings our input to the World Literature Committee.
- (d) Helpline (HL) - Responsible for the overall operation of the Regional Helpline.

- (e) Public Information (PI) - Maintains a line of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
- (f) Outreach/Speaker Exchange/Homebound (OR) - Provides a direct line of communication and information to isolated members and groups. (Speaker Exchange and Outreach Subcommittees were combined in December of 1997.)
- (g) Meeting List/Website (ML) - Provide an accurate meeting list and functional website to anyone seeking information about recovery in the Greater New York Region and its member Areas. Maintain communication link between the RSC, Areas, and NA World Services.
- (h) Fellowship Development (FD) - Assist Area Service Committees that request Regional help, proactively educate Areas on service related issues, create service related Learning Days and Workshops for our Areas.

3. Ad Hoc Committees (ADCs) - Ad Hoc Committees are subcommittees that are temporarily created to accomplish a specific task as directed by the GNYRSC. When the task is complete, the committee is dissolved. The voting participants elect a chairperson for the Ad Hoc Committee. The chairperson must make a regular report to the RSC and is a non-voting member of the RSC. The chairperson of an Ad Hoc Committee MUST be an RSC participant.

#### 4. Corporations of the RSC

- (a) The Regional Service Office (RSO) - Responsible for the operation of the literature sales office and the regional office. Deals with all financial, legal and other business matters pertaining to the RSO. They are accountable to the fellowship as represented through the RSC.
- (b) The Convention Corporation (CC) - Responsible for carrying out all business of the Greater New York Freedom Convention of N.A. They are accountable to the fellowship as represented through the RSC.

NOTE: Both corporations policies and bylaws are subject to RSC approval. For additional information on either corporation, consult their policies and bylaws.

For specific requirements and responsibilities for the Standing Committees see Appendix B.

*“Group conscience is the spiritual means by which we invite a loving God to influence our decisions.”*

## (G) REQUIREMENTS AND RESPONSIBILITIES FOR STANDING COMMITTEES

### 1. GENERAL REQUIREMENTS

- (a) All committee meetings are to be held at the RSO.
- (b) Must have typed reports with 30 copies at all GNYRSC Reports Days (this applies to corporations also).

- (c) All Subcommittees & Corporations at the regional level mail a copy of their monthly mtg. report from the meeting that falls between regular RSC meeting to the RCM & Area P.O. Box ( if area has one) from the contact sheet. (Motion passed 1/02)
- (d) All committees shall make a 12-month proposed budget to give to the GNYRSC, to be submitted at the March RSC meeting.
- (e) All committees shall include a financial report with receipts of their revolving fund with their subcommittee report.
- (f) Hold regularly scheduled monthly meetings.
- (g) Attend all GNYRSC meetings as required.

2. Conduct

- (a) All elected participants and participants of the RSC, RSO and Convention Corp. will conduct themselves in a manner conducive of the 12 Steps, 12 Traditions, remembering to place "Principles before Personalities". Character assassination and or aggression and verbal abuse will not be tolerated. Conduct unbecoming any elected participant or participant of the RSC, RSO and Convention Corp. will be dealt with in accordance to the RSC Policy, taking into account the nature of the infraction.

3. Recall/Removal

- (a) Elected participants may be recalled or removed from their service position by a two-thirds vote of the body, due to interruption of abstinence, gross negligence or incapacitation. Removal or recall voting shall be done by written ballot.

4. Resignation

- (a) An elected participant may resign by providing written notice to the Administrative Committee prior to or at the scheduled RSC meeting.

5. Vacancies/Un-Expired Terms

- (a) If there is a vacancy due to recall, removal or resignation, un-expired terms may be filled according to the procedures for nominations and elections. If there are no objections from the members, appointments can be considered by the RSC Chair. In the event that a position is filled by appointment, the appointee may at the completion of the un-expired term, be nominated for a complete term. This will be according to the nomination and election procedures.

Note: Ideally all subcommittee Chair nominations should come from their corresponding committee. Experience as Vice-Chair is preferable for those running for subcommittee chairs positions. In addition, the HIPIC Chair cannot be the PI or H&I chair as per motion passed 3/04

(H) Terms of Office

1. Administrative and Standing Committees - The administrative and standing committees serve one-year terms starting in January 1st and ending December 31st. Members can only serve two consecutive terms. (changed 11/03)

2. RD and RD Alternate - The RD and RD-Alt. serve one conference term starting in May and ending in May. This is to coincide with the two-year conference cycle now in effect.

3. RSO BOD - The RSO Board of Directors serves a two-year term starting in January and ending in January.

4. Convention Corporation - The Convention Corporation serves a two-year term starting in July and ending in July.

*“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.”*

(I) VOTING PROCEDURES

1. Quorum - To conduct RSC business, the meeting requires a Quorum. (The quorum will be defined as a minimum of 6 voting participants present.) The Voting Body consists of all the areas of the Region present at the time of the voting. (Passed 2/99)

2. Motions

- (a) All motions are to be followed by the intent before they are seconded.
- (b) To pass a motion at the RSC requires a majority of pro votes of the voting body.
- (c) To change policy at the RSC requires a two-thirds vote of the voting body.
- (d) For the purpose of elections, a majority vote of the voting body is required.
- (e) Voting on procedural issues shall be done by those required to attend the GNYRSC. A procedural issue is an issue that is limited specifically as to how the RSC conducts its business at the RSC meeting and has NO bearing on group, area and world level business. These issues will be determined by a simple majority vote.
- (f) After a motion is made, a five-minute answer period will ensue after which, the chairperson will entertain only two pros and two cons followed by a vote.

- (g) Objections to Consideration of motions are not debatable they go directly to a vote.
- (h) All regional matters will go to the areas for 60 days when possible, except for time-frame issues.
- (i) An RCM must either make or second all motions, except procedural motions.

3. Financial Motions - Any motions that will spend RSC funds MUST have a projected cost submitted in the written motion. If the purpose is for equipment or services, and the projected cost is in excess of \$250, the RSC requires three bids before final approval is made for the disbursement of funds.

4. Parliamentary Procedures - The GNYRSC conducts business in accordance with the 12 Traditions of Narcotics Anonymous, the 12 Concepts for NA Service, the NA Service Manuals, Roberts Rules of Order, as referred by The Greater New York Regional Policies and Guidelines.

## (J) ELECTION PROCEDURES

1. Nomination Procedures
  - (a) Nominees must be present in order to be nominated.
  - (b) Nominations for RSC participants come from the Areas, Admin Committee, RSC Committees and the NA fellowship as a whole. A nominee should have prior GNYRSC service experience. Group and Area level experience is valuable, and necessary if the nominee doesn't have prior Regional service experience.
  - (c) Nominations and elections for RSC committees (other than chair) will come from within the committees themselves, with the exception of the E&A Treasurer.
  - (d) Nominations for directors shall come from the NA fellowship. The corporations will elect their own officers based on the direction of the RSC.
  - (e) Nominations and qualifications for any regional elected positions should be made at the business day prior to the end of the term.
  - (f) Nominations take place the first order of business, the day they are scheduled.
  - (g) Each nominee shall fill out a service resume that will be supplied to him or her.
  - (h) Questions to nominees must be directed to them, and in their presence.
  - (i) A motion to close nominations must be seconded and voted on. A majority of the voting body is required to pass it.
  - (j) Nominations and qualifications go back to the groups for 60 days.

2. Election Procedures
  - (a) Elections will be held on the same day as the end of the term.
  - (b) Elections take place as the first order of business on the business days they are scheduled.
  - (c) Nominees must be present at the RSC in order to be voted in, unless the nominee has notified the Administrative Committee prior to the scheduled election.
  - (d) If after 60 days a nominee is not present for an election, the nominee's name is removed from the ballot (passed 2/99), unless the nominee has notified the Administrative Committee prior to the scheduled election.
  - (e) Nominees must leave the room before the vote.
  - (f) Voting will be done by written ballot.
  - (g) The secretary counts the votes.
  - (h) If the ballot contains more than three nominees and there is no clear majority, the nominee that receives the least support will be excluded from the ballot, and a subsequent vote will be taken. This will be done until there is a clear majority of votes cast in order to determine who will be elected as a trusted servant.
  - (i) The chairperson will vote in the event of a tie.
  - (j) The nominees will be asked to step back in the room, and the newly elected trusted servant will be congratulated.

*“Our service structure depends on the integrity  
and effectiveness of our communications.”*

#### (K) Meeting Format/Order of Business

1. All meetings will be held at the RSO, 154 Christopher Street, Suite 1A, New York, New York 10014 Regional Service Committee Meetings begin promptly at 11:00 a.m. On Sunday, Business Day, an admin body meeting commences at 10:00 a.m.

#### 2. Regional Weekends

- (a) On Regional Weekends, the Regional E&A committee will provide hospitality accepting donations from participants to cover costs
- (b) Regional Weekends will be held every other month (Jan., Mar., May, July, Sept., Nov.)
- (c) Motions that were discussed in new business will go back to groups for 60 days. They will be addressed as old business at the next Business Day.
- (d) The RCM Orientation will take place after the Reports Day meeting of the January and July RSC weekends.

See Appendix D for meeting calendar

*“All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making processes.”*

(L) Minutes Policies

1. Following a Regional Weekend, the minutes will be mailed out in a timely manner.
2. A copy of the minutes and agenda will be mailed to each Area committee that does not show up at the Regional Meeting.
3. No anonymous letters are to be included in the minutes.
4. Tallies of vote counts must be accompanied with the motions in the minutes.
5. The RSC Secretary will be responsible for keeping all archival records of the RSC.

*“Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.”*

(M) GENERAL POLICIES

1. Conventions and Events
  - (a) All standing committee workshops will be taped at any/all GNYR convention.
  - (b) The distribution of comp rooms will be decided by the RSC.
  - (c) That cultural diversity be practiced and adhered to while choosing speakers for the convention.
  - (d) There will be a Hebrew-speaking meeting at any/all GNYR convention.
  - (e) The GNYR convention will include a GSR workshop.
  - (f) When the RSC is preparing a Regional event in a participating Area, the RSC shall inform the member Area, in writing, on Regional letterhead of their intentions. This may be presented to their RCM or RCM Alternate.
  - (g) That all E&A events must be accompanied by the RSC approved budget form.
  - (h) That E&A only host one-day events except for the Regional Weekends.
2. Committees

- (a) Committees and Corporations may change and institute new policy and put them into effect immediately. However, they MUST submit any changes or additions at the next RSC meeting for RSC approval.
- (b) Area representatives elected by their Areas to a specific Regional committee, have a vote on that specific committee, in accordance with said committee guidelines, not limited to the voting participants as only being voting representative.
- (c) Any region is allowed to participate in Speaker Exchange/Outreach.

3. Procedures

- (a) The Greater New York Region will accept everything that is passed at the WSC.
- (b) The RSC will accept forms, questionnaires and letters of introduction pertaining to Area splits or new Areas that are formed.

*“NA funds are to be used to further our primary purpose, and must be managed responsibly.”*

(N) Financial Policies

1. Prudent Reserve - The RSC shall have a prudent reserve of \$3,500. And after the RSC meets and all expenses have been taken care of, the RSC will then donate the remaining balance to NAWS. (This should be done at the end of the Business Day Meeting.)

2. Revolving Funds

- (a) All standing committees and the RD shall have a revolving fund of \$150, except for E&A and Literature Review.
- (b) The E&A committee will have revolving fund of \$2,000 (Motion Passed 11/03)
- (c) Literature Review will have a revolving fund of \$400.00 (Motion passed 11/07)
- (d) The Secretary will have a revolving fund of \$250.

3. Committees

- (a) All committees must submit a 12-month proposed budget.
- (b) All committees or individuals must submit original receipts for reimbursement of their revolving funds or expenses. This is to be done every month.
- (c) All committees will provide financial accounting in their report.
- (d) Following all Regional fund raisers, all monies will be turned over to the RSC within 60 days.
- (e) There is a \$50 limit on letterheads and envelopes.
- (f) Anyone who commits larceny against the GNYRSC including any service committee will be prosecuted to the fullest extent of the New York State

and City law. The RSO's legal counsel will conduct all monitoring of proper and appropriate procedures. (Passed 8/98).

- (g) All subcommittee Chairs, upon completion of their terms of office are to submit to the RSC Treasurer, the subcommittee's revolving fund with any receipts.

#### 4. Treasurer

- (a) The RSC will not reimburse any spending without the original receipt. The RSC will reimburse any elected trusted servant of the RSC for reasonable travel expenses that reside outside a 60-mile radius of the RSO. They MUST submit original receipts.
- (b) The checkbook will not leave the Regional Service Office.
- (c) Copies of the monthly bank statement and check stubs listed therein will be included in every Treasurer's report and in the minutes.
- (d) If the Treasurer voids a check, the upper right corner of the check with the check number on it will be put on the check stub. The word VOID will be written on the check and destroyed by another trusted servant.

#### 5. Workshops

- (a) The RSC will fund the RD and Alternates to the WSC and any World Zonal Meeting from funds given by the Convention Corporation.
- (b) Funding for Regional committees to workshops, if deemed necessary by the RSC, is \$1,000.
- (c) The RD and Alternates will hold a Regional Workshop, paid for by the RSC, after the WSC.
- (d) Regional committee workshops shall be hosted at \$500 per year.
- (e) To orientate new RCMs twice a year one-half hour after the Reports Day meeting.
- (f) MARCLNA FUNDING - Funds will be provided by the RSC to those Subcommittee Chairs or Vice Chairs to attend the MARCLNA Conference. Funding will be defined as registration, transportation, and one night's stay for each individual not to exceed \$250.00 (passed 03/08).

*“In keeping with the spiritual nature of Narcotics Anonymous,  
Our structure should always be one of service, never of government.”*

APPENDIX A  
REQUIREMENTS OF TRUSTED SERVANTS

1. Chairperson Requirements

- (a) Four years N.A. clean time.
- (b) Knowledge of Roberts Rule of Order.

Responsibilities

- (a) Chairs regular and special sessions of the RSC.
- (b) Acts as a spokesperson for the region to the rest of the fellowship.
- (c) Co-signer of all letters and the RSC bank account.
- (d) Works as a team with the vice char.
- (e) Has a vote in the event of a tie.

2. Vice Chairperson Requirements

- (a) Four years N.A. clean time.
- (b) Knowledge of Roberts Rule of Order.
- (c) The ability to assume the responsibilities of the chairperson in his/her absence.

Responsibilities

- (a) Attend all regional service committee meetings on a rotating basis monthly.
- (b) Co-signer of RSC bank account.
- (c) Works as a team with the chairperson.
- (d) Assumes the responsibilities of the chairperson in his/her absence.

3. Secretary Requirements

- (a) Three years NA clean time.
- (b) Typing skills.
- (c) Good note taking skills.

Responsibilities

- (a) Records and compiles the minutes of the GNYRSC meetings.
- (b) Works as a team with the Assistant Secretary.
- (c) Abides by all policies for minutes stated within these guidelines (Section L)

4. Assistant Secretary Requirements

- (a) Three years NA clean time.

Responsibilities

- (a) Responsible for keeping updated mailing lists and mails all minutes.
- (b) Works as a team with the Secretary.
- (c) Responds to all correspondence to the RSC referring to the administrative body, corporations or subcommittees when appropriate.

5. Treasurer Requirements

- (a) Four years NA clean time
- (b) Legal verifiable means of income.
- (c) Financial and or Accounting skills.

Responsibilities

- (a) Deposits and dispenses all monies of the RSC.
- (b) Keeps an organized record or ledger of all financial business.
- (c) Gives a report at every RSC meeting.
- (d) Co-signer of ALL RSC bank accounts.
- (e) Abides by all financial policies within these guidelines.

6. Assistant Treasurer Requirements

- (a) Four years NA clean time.
- (b) Legal verifiable means of income.
- (c) Financial and or Accounting skills.

Responsibilities

- (a) Assist the Treasurer while learning the duties of Treasurer.
- (b) Assumes Treasurer's responsibilities in the absence of the Treasurer.
- (c) Abides by all financial policies within these guidelines.

7. Regional Delegate Requirements

- (a) Five years NA clean time.
- (b) Knowledge of Roberts Rules of Order.
- (c) Ability to sacrifice personal time on traveling to workshops and the WSC.
- (d) Must attend at least one Zonal Forum and the World Service Conference.

Responsibilities

- (a) Serves as the communications link between the GNYRSC and the WSC.
- (b) Keeps the GNYRSC informed on all WSC issues, i.e., workshops, conferences, etc.
- (c) Carries the GNYRSC conscience to the World Service Conference.
- (d) Attends workshops and the World Service Conference.
- (e) Collects the areas' conscience on CAR motions and carries them to WSC as the conscience of the Greater New York Region.

8. Regional Delegate Alternate Requirements

- (a) Four years NA clean time.
- (b) Knowledge of Roberts Rules of Order.
- (c) Ability to sacrifice personal time on traveling to workshops and the WSC.
- (d) Must serve one term on the GNYRSC.

Responsibilities

- (a) Must attend MARLCNA and the World Serves Conference.
- (b) Must attend at least one Zonal Forum.
- (c) Aids RD in keeping GNYRSC informed on all WSC issues, i.e. workshops, conferences, etc. following the protocol set forth in A Guide to World Services.

9. Policy Person Requirements

- (a) Three years NA clean time.
- (b) Knowledge of Roberts Rules of Order, the 12 Traditions of NA, and the 12 Concepts for NA Service.

Responsibilities

- (a) Records and maintains all GNYRSC policy.
- (b) Keeps the RSC Chairperson informed of policies and procedures during the meeting.
- (c) Hands out policy booklets to all participants that need them upon request.
- (d) Maintains a policy change record that will be handed out at all RSC meetings as policy is changed during the year.
- (e) To distribute updated policies to participating areas yearly for ratification.

10. RSC Liaison to The Convention Corporation Requirements

- (a) Three years NA clean time.
- (b) Good listening and communication skills
- (c) Good note taking skills.
- (d) Knowledge of the 12 Steps and 12 Traditions including the 12 Concepts.

Responsibilities

- (a) Familiarize oneself with the RSC Policy.
- (b) Familiarize oneself with the Policy and Bylaws of the Convention Corp.
- (c) Generate reports when conflicts with policy and procedures and or direction, as given to the Convention Corp. Board meetings, will have voice but no voting privileges.

## APPENDIX B QUALIFICATIONS & RESPONSIBILITIES

### 1. Events and Activities Requirements

- (a) Three years NA clean time.
- (b) Prior E&A experience.
- (c) Verifiable legal source of income.
- (d) Ability to organize, motivate and direct the E&A Committee.

#### Responsibilities

- (a) Helps organize and coordinate all events and activities for the Greater New York Region
- (b) Abides by all the policies outlined in the E&A policy.
- (c) Will be one of the two co-signers of the E&A checking account.

### 2. Hospitals and Institutions Requirements

- (a) Three years NA clean time.
- (b) Prior H&I experience.

#### Responsibilities

- (a) Acts as the spokesperson for the regional H&I committee.
- (b) Coordinates and is responsible for all the work done by the committee.
- (c) Maintains communication with the WSC H&I committee.
- (d) H&I and PI must participate jointly for HIPIC and have final approval on proper procedures. And that no member from an outside subcommittee can take it upon themselves to run HIPIC.

### 3. Literature Review Requirements

- (a) Three years NA clean time.
- (b) Prior Literature Review experience.

#### Responsibilities

- (a) Acts as the spokesperson for the regional Literature Review committee.
- (b) Coordinates and is responsible for all the work done by the committee.
- (c) Maintains communication with the WSC Literature Review committee.

4. Helpline Requirements

- (a) Three years NA clean time.
- (b) Prior Helpline experience.

Responsibilities

- (a) Coordinates all work done by the committee.
- (b) Responsible for the overall operation of the regional Helpline.

5. Public Information Requirements

- (a) Three years NA clean time.
- (b) Prior PI experience.

Responsibilities

- (a) Acts as the spokesperson for the regional PI committee.
- (b) Coordinates and is responsible for all the work done by the committee.
- (c) Maintains communication with the WSC PI committee.
- (d) PI and H&I must participate jointly for HIPIC and have final approval on proper procedures. And that no member from an outside subcommittee can take it upon themselves to run HIPIC.

6. Outreach/Speaker Exchange/Homebound Requirements (combined as of 12/97)

- (a) Three years NA clean time.
- (b) Prior speaker exchange/outreach experience.

Responsibilities

- (a) Acts as the spokesperson for the Regional Speaker Exchange/Outreach.
- (b) Coordinates and is responsible for all the work done by the committee.
- (c) Responsible for facilitating the quarterly speaker exchange/outreach meeting.

7. Regional Meeting List Website Committee Requirements

- (a) Three Years NA clean time.
- (b) One year meeting list experience.
- (c) Knowledge and experience with website design and maintenance.

Responsibilities

- (a) Preside over Meeting List/Website subcommittee regular meeting and steering meeting.
  - (b) Monthly attendance at GNYRSC steering and regular meeting.
  - (c) Monthly written and oral report at GNYRSC regular meeting.
  - (d) Monthly reports to the Meeting List/Website standing committee.
  - (e) Assume responsibility in absence of any or all coordinators.
  - (f) Assumes responsibility of the standing committee's revolving fund.
8. Regional Fellowship Development Committee Requirements (passed 03/08)
- (a)
  - (b)
  - (c)

Responsibilities

- (a) Assist Area Service Committees that request Regional help.
  - (b) Proactively educate Areas on service related issues.
  - (c) Create service related Learning Days and Workshops for our Areas.
  - (d) Provide RCM reports to ASCs that are struggling to elect an RCM.
  - (e) Attendance at GNYRSC steering and regular meeting.
  - (f) Provide written and oral report at GNYRSC regular meeting.
9. Corporations of The RSC Board of Directors of the RSO Requirements
- (a) Five years NA clean time.
  - (b) History of NA service.
  - (c) Practical business experience.

Responsibilities

- (a) Responsible for carrying out duties assigned by the RSO.
- (b) Abides by all RSO policies and bylaws.

10. Convention Corporation Requirements

- (a) Five years NA clean time.
- (b) Endorsement of area.
- (c) Endorsement of home group.
- (d) Endorsement of Convention Corporation.
- (e) History of NA service.
- (f) One year Convention subcommittee experience.
- (g) Familiarity with 12 Steps, 12 Traditions, and 12 Concepts.

Responsibilities

- (a) Responsible for carrying out duties assigned by the Convention Corp.
- (b) Abides by all Convention Corp. policies and bylaws.

APPENDIX C  
AGENDA

1. Reports Day

- (a) Serenity Prayer, 12 Traditions, The Purpose of a Regional Service Committee and the 12 Concepts for NA Service.
- (b) Roll call by the Secretary
- (c) Set lunch break and closing times of the meeting
- (d) Chairperson's remarks
- (e) Secretary's Report
- (f) Treasurer's Report
- (g) RD Report
- (h) Corporation Reports
- (i) Area Reports (rotating)
- (j) Standing Committee Reports (rotating)
- (k) Ad-Hoc Committee Reports
- (l) Open Forum (30 minutes, 3 minutes per person)
- (m) Closing Prayer

2. Business Day

- (a) Serenity Prayer, 12 Traditions, The Purpose of a Regional Service Committee and the 12 Concepts for NA Service
- (b) Roll call by the Secretary
- (c) Set lunch break and closing times of the meeting
- (d) Chairperson's remarks
- (e) Treasurer's Report
- (f) Nominations/Elections
- (g) Reading of Motions being brought to the floor
- (i) 30 minute RCM caucus before lunch (Passed 10/98)
- (j) Old Business
- (k) New Business
- (l) Open Forum (30 minutes, 3 minutes per person)
- (m) Closing Prayer

[Motion passed 07/08 to temporarily amend agenda to eliminate open forum from Reports Day and move Open Forum on Business Day to occur before Nominations/Elections - to be an experimental format to attempt to work towards consensus based decision making.]

APPENDIX D  
REGIONAL MEETING CALENDAR

- |     |           |   |
|-----|-----------|---|
| 1.  | January   | REGIONAL WEEKEND 2nd weekend of the month/RCM Orientation |
| 2.  | February  | NO MEETING  |
| 3.  | March     | REGIONAL WEEKEND 2nd weekend of the month                 |
| 4.  | April     | NO MEETING  |
| 5.  | May       | REGIONAL WEEKEND 3rd weekend of the month                 |
| 6.  | June      | NO MEETING  |
| 7.  | July      | REGIONAL WEEKEND 2nd weekend of the month/RCM Orientation |
| 8.  | August    | NO MEETING  |
| 9.  | September | REGIONAL WEEKEND 2nd weekend of the month                 |
| 10. | October   | NO MEETING  |
| 11. | November  | REGIONAL WEEKEND 2nd weekend of the month                 |
| 12. | December  | NO MEETING  |

\*\* Note: (This new schedule was voted on and approved by the RSC 09/09/07.)