

**SOUTH FLORIDA
REGION
LITERATURE REVIEW
HANDBOOK**



INTRODUCTION

Welcome to the South Florida Region of Narcotics Anonymous. Please familiarize yourself with the Acronyms section at the end of this document. Sometimes it can feel like everyone is speaking Greek. Please do not be afraid to put up your hand and ask questions when you do not understand something. You are a valued member of this committee, thank you for attending.

WHAT IS A REGIONAL SERVICE COMMITTEE (RSC)

PURPOSE

The purpose of a Regional Service Committee is to be supportive of its Areas and Groups and their primary purpose, by linking together the Areas and Groups with their basic situations and needs; and by encouraging the growth of the fellowship.

COMPOSITION

The RSC is a committee made up of the Regional Committee Members (RCM) from each Area within the South Florida Region of NARCOTICS ANONYMOUS (SFRNA). The RSC is designed to provide service to its member Areas.

FUNCTION

An Area Service Committee, (ASC) and RSC are similar in nature and purpose, but their respective functions are slightly different. While an ASC serves the common needs of its member groups, the South Florida Region serves three basic functions:

1. The primary function of an RSC is to unify the Areas within its region.
2. The secondary function of an RSC is to carry the message of recovery through sub-committee actions.
3. The third function of an RSC is to contribute to the growth of NA, both by initiating much of the work to be finalized at the World Service Conference and by helping our World.

WHAT IS A REGIONAL SERVICE COMMITTEE MEMBER (RCM)

Regional committee members (RCMs) Regional committee members are just that: They serve as the core of the regional service committee, a body that coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year around as a contact point between NA world and local services. Detailed information on the services provided by regional committees can be found later in this guide. RCMs keep their areas 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. Both the region and its areas depend on RCMs to be well versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips. RCMs should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address. Regional committee members serve two-year terms. It also ensures that a regional committee serving only three or four areas will have enough members to be able to do its work. Reproduced from the Guide to Local Service P.51

What is a RCM?

- A trusted servant of their Area.
- The voice of their Area at the Regional Service Committee. (RSC)
- The voice of Region at their Area.
- The financial link between their Area and the Regional Service Committee.
- The Area's main source of information about service, activities, and events.
- The Area's source of information on how to get involved in Regional service work.
- An important source of information for the Area about the traditions, area policy and the 12 concepts.
- They serve as part of the core of the RSC along side of their neighboring area R.C.M.'s.

How do they do it?

- Attend their home group meeting regularly.
- Attend their entire ASC meeting monthly.
- Attend the entire RSC meeting bi-monthly.
- Report to the RSC the Area status, events, donation, problems, and concerns.
- Perform a Group Service Representative (GSR) orientation prior to their ASC.
- Bring issues from the RSC to the Area for an Area conscience and report back to the RSC.
- Learn about the subcommittees of the RSC.
 - What types of subcommittees there are?
 - What do these subcommittees do?
 - When do they meet?
 - Who may attend?
 - Which subcommittees need support?
- Attend subcommittee meetings / support in absence of area sub-committee chair
- Learn what the RSC, Zonal Forums, WSC, WSO, etc are.
- Study the Guide to Local Service and the RSC Policy guidelines.
- Help keep meeting information updated for Region and NAWS databases via web contacts /RMD chair

Qualifications for a RCM

- Is an addict.
- Attends the Area they represent.
- Has a willingness to serve.
- Has three years clean time. (suggested only)
- Has knowledge of the service structure of NA or the willingness to learn it.
- Has an understanding of or the willingness to learn the duties of a RCM.

How does an Area take care of its business?

Some of the ways include but are not limited to:

- By applying the Twelve Traditions to all its affairs.
- By holding an Area Service Committee (ASC) meeting monthly.
- By using money and manpower sent by their groups, they coordinate panels / committees and conduct public information activities.
- By area conscience.
- By holding elections of trusted servant positions as needed with prior notice if possible.
- By registering/updating trusted servants with NA World Services upon elections. Areas may use the Regional Webpage Contact.
- By sending their RCM or Alternate RCM to the RSC BI-monthly.
- By creating an ad-hoc committee when needed.
- By holding special steering/executive meetings when important issue surface, like literature review, an area conscience, or any other important issue that could disrupt the flow of area business.

Should a RCM hold more than one area service position?

- It is suggested that members hold only one service position in their area.
As many members as possible need to be involved in service, it is an important part of recovery!

What if the positions are at two different levels of service?

- In order to provide service opportunities to more members, it is suggested that an area elects addicts who do not serve in other service positions.

How does an area communicate concerns to the RCM?

- The area or any member may bring concerns to the RCMs attention at the area meeting.

How do you let the area know who the RCM is?

- Members may attend the area meeting. Members may also review the area minutes at their homegroup to read the RCMs report.

What about RCM reports? How often?

- Usually RCMs make one report to the area at the monthly ASC meeting.
They also make a report for the bi-monthly RSC meeting.

What is an area conscience?

- Groups enjoined to conform to our primary purpose.
- An informed vote taken by the area as a whole.
- An expression of God's will.
- Is best for the area as a whole.

-Is the practice of placing principles before personalities? (Tradition 12)

When may an area conscience be initiated?

-An area conscience may be initiated anytime during the ASC meeting if a member feels it is necessary.

How does the Regional donation get from the Area to the Region?

-The area decides at their regular monthly ASC meeting if and how much of a donation they can make to the RSC. A check or money is prepared and sent with the RCM or Alternate to the regular BI-monthly RSC meeting.

Money

Travel

Travel is usually covered by your Area. If your area is unable to cover your travel to and from the area, then the Regional Service Committee (RSC) will provide coverage for this cost.

CONFERENCE AGENDA REPORT (CAR)

What is the CAR?

It's one of the ways Narcotics Anonymous World Services informs the fellowship of Narcotics Anonymous worldwide what is happening, what needs to be discussed, what needs to be voted on and the future direction of the NA fellowship worldwide as a whole.

CAR stands for the CONFERENCE AGENDA REPORT

It is a compilation of motions that have been brought before Narcotics Anonymous at the world level. Just as we have motions and business meetings at group levels, area levels and regional levels we also have them at the world level. They are voted on at the World Service Conference (WSC) once every two years by delegates from each region in the world. The CAR is made in preparation for the WSC 2010 (World Service Conference).

Motions can be made by Regions or the World Board. Motions made by regions often involve issues important to the region, while World Board motions concern the world wide fellowship as a whole. These motions affect NA as a whole and impact NA members all around the world. The delegates from the regions are directed to vote based upon the consensus of the region itself.

How the voting works

How voting works is that each Group Service Representative (GSR) has an opportunity to learn about the motions by attending a CAR workshop. The GSR then goes to their group and has a meeting (suggested as a separate one from business or regular meeting) to explain the motions to their group and have voting. The GSR then goes to the AREA SERVICE COMMITTEE MEETING (ASC) and gives the Regional Committee Member (RCM) their tally of the votes. The RCM then compiles them and brings it to the Regional Service Committee (RSC) and the RSC compiles those tallies from all areas. Every one has an opportunity to learn about the CAR and vote on it at their group.

Why is it important that a group representative attend a CAR workshop?

It's important that each group have at least one person who has a thorough understanding of the CAR before voting so that no biases are created and so that questions can be answered thoroughly and

accurately. The representative does not have to be the GSR if they do not have one OR the GSR cannot attend.

CONFERENCE APPROVAL TRACK (CAT)

The items in the Conference Approval Track (CAT) are considered new business at the Conference. That means participants have an opportunity for discussions during the Conference week before making any decisions in new business

SOUTH FLORIDA REGIONAL – MEETING AGENDA

- 1) Opening Prayer.
 - 2) Read Twelve Traditions (Vice-Chairperson)
 - 3) Read the Twelve Concepts
 - 4) Roll Call (Administrative Committee, Standing Committees, Ad-Hoc committee & areas.
 - 5) Secretary's report
 - 6) RCMs report (alphabetically)
 - 7) RDs report
 - 8) ADs report
 - 9) Recess for said time period (optional) noted in minutes
 - 10) Standing and Ad-Hoc committee reports (alphabetically)
 - 11) Recess for said time period (optional) noted in minutes
 - 12) Nominations and Elections
 - 13) Old Business
 - 14) OPEN FORUM: The floor is open to any NA member
- Note: All new business motions excluding procedural motions must be in before the beginning of New Business.
- 15) Treasurer's Report
 - 16) Money motions
 - 17) New Business
 - 18) WSC Donation.
 - 19) Announcements and plans for the next meeting are discussed
 - 20) Closing Prayer (Serenity Prayer)

DEFINITIONS

Ad-hoc committees

Sometimes ad-hoc committees are formed to take care of area or subcommittees special business. They meet outside of the regular meeting time, usually just before or after.

The Regional Service Committee (RSC)

Regional service committees exist to pool the experience and resources of the areas and groups it serves. The RSC is composed of regional committee members (RCMs) elected by the region's member-areas; these RCMs usually elect regional committee officers from among themselves. RSCs organize regional assemblies at which GSRs and RCMs discuss a wide range of service matters, including those likely to come before the World Service Conference, and may elect a regional delegate and alternate delegate to the WSC.

NA World Services (NAWS)

World services are those services which deal with the needs of NA as a whole, and which NA offers to its members, its groups, and to society. The basic purposes of our world services are communication, coordination, information, and guidance. We provide these services so that our groups and members can more successfully carry the message of recovery, and so that our program of recovery can be made more available to addicts everywhere.

World Service Conference (WSC)

Unlike all other NA service bodies, the conference is not an entity; it is an event—the coming together. Every two years, regional delegates, the members of the World Board, and the executive director of the World Service Office meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. The purpose of the WSC is to be supportive of the fellowship as a whole, and to define and take action according to the group conscience of Narcotics Anonymous.

The World Board (WB)

The purpose of the World Board of Narcotics Anonymous World Services, Inc. is to contribute to the continuation and growth of Narcotics Anonymous. The World Board manages all activities of world services including oversight of the operations of the fellowship's primary service center, the World Service Office.

The World Service Office (WSO)

The purpose of the World Service Office, our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of NA, its services, groups, and members. The World Service Office achieves this purpose by maintaining correspondence with NA groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of Narcotics Anonymous.

The Regional Delegate Team

The RD's (Regional Delegates) are there to help the RCM's. Part of their position is training and mentoring. Make sure you know who they are. Get their contact information and when you have a question, contact them. Do not be afraid to ask them for help. That is what they are there for

What should an R.C.M. report include? (ASC)

- What groups attended the G.S.R. Orientation.
- Number of Areas that attended the RSC.
- All open positions at the RSC.
- Information about RSC sub-committees.
- Time and place for the next RSC meeting.
- Regional events, i.e. Regional Assembly, Conventions, PI H&I presentations, Zonal Forums, CAR Workshop etc.
- When the Regional Elections are held.
- All motions sent back to Areas for a vote.
- Contents of major/discussions concerns at the RSC.
- Any other information regarded as important by the R.C.M.s conscience.
- Events happening in other Areas.
- Events happening around the world. Usually found within the Regional Delegate report.

What should an R.C.M. report include? (RSC)

- Area events, i.e. Learning days, picnics, campouts, sporting events, conventions etc.
- Their donation (if any), problems and concerns.
- The number of groups that are a part of their area.
- The number of groups who have been attending their last two ASC meetings.
- The announcements of the status of their area positions.
- Any new groups that have joined their Area.
- Any address changes to groups who may have moved.
- Any other group information that may affect NA as a whole.
- When the ASC elections are drawing near with time and place of said elections.
- The mailing address for the area.
- Where and when the ASC is held.
- Any other information that may benefit NA as a whole. I.e. a list of facility mailing address' and contacts for all H&I commitments.

Being a vessel of information for their area_You might be thinking, what does this mean? You most important responsibility at Region is to bring the conscious of your area to Region and to bring the information and questions from Region back to your area. You must take everything you learn at Region, and be prepared to train and mentor your areas on these things.

Do's and Don'ts

Do

- Ask lots of questions
- Do read the minutes from the last meeting prior to showing up
- Do make sure that you allot enough time for the entire meeting
- Sit with someone who has experience in your position
- Carry the conscious of your area and not your own.
- Stay focused on the task at hand
- Take notes, you will need these for your report back to your area.
- Get involved, without taking on too much
- Attend a Subcommittee meeting
- Check you service email often
- Login to the SFRSC website and participate in forums and discussions.

Don't

- Come late and/or leave early
- Sit quietly when you don't know what is going on
- Don't repeat the same thing over and over, if you've said it once and you don't feel heard, say that as opposed to repeating what you already said
- Talk while others are talking
- Don't vote for something just because that is the way everyone else is voting. Think of your area and what they would want. Make sure you carry their conscious
- Don't show up late
- Don't be disrespectful
- Don't leave early without having a back-up for the information
- Don't vote without understanding

RCM Report to Regional Guidelines

Do

- Submit your reports in advance to the SFRSC Secretary
- Give as much information as possible about your area, and how things are going
- Read the RCM reports

Don't

- Not Submit a report
- Provide too many details that don't contribute to the big picture of how your area is doing. For example, the SFRSC does not need to know how many people attended each of your PR panels each week for the past three months. Instead provide a statement more along the lines of "Support has been strong" or "Support has been inconsistent" etc. This is much more helpful to the big picture
- Provide too little details, stating one-word answers, like "good" does not really tell anyone how your area has been doing. Try to really think about your answers and provide a real picture of your area.

South Florida Region – MOTION FORM

Presented By: _____

Seconded By: _____ Date: ____ / ____ / ____

MOTION

INTENT

SET Policy : _____ AMEND Policy : _____

REPLACE Policy: _____ DELETE Policy: _____

VOTE:

IN FAVOR _____ OPPOSED _____ ABSTAINED _____

TABLED _____ COMMITTED TO: _____

NOTES: _____

Motion Table

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules or order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, not to offer information	Yes	No	No	None
Main Motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

Reproduced from the Guide To Local Service in NA

SOUTH FLORIDA REGION CHECK REQUEST

(PLEASE MAKE A SEPARATE CHECK REQUEST FOR EACH DIFFERENT PAYEE)

Date of Check Request: _____ Date Check Required: _____

Person Requesting Check: _____

Position or Subcommittee Making Request: _____

Check to be payable to: _____

(If you are not making the request as a subcommittee, let an Admin member fill out box below)

<u>Line Item Code</u>	<u>Description</u>	<u>Dollar Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Amount of Check		_____

Note: When applicable, please attach receipt(s) or invoice(s). If this is a pre-payment (seed money, advance payment, etc.), please bring appropriate receipts or documentation, after receipt of funds, to the next RSC.

Please check one: Check to be handed to OR Check to be mailed to

Special Instructions:

(Please do not write below this line)

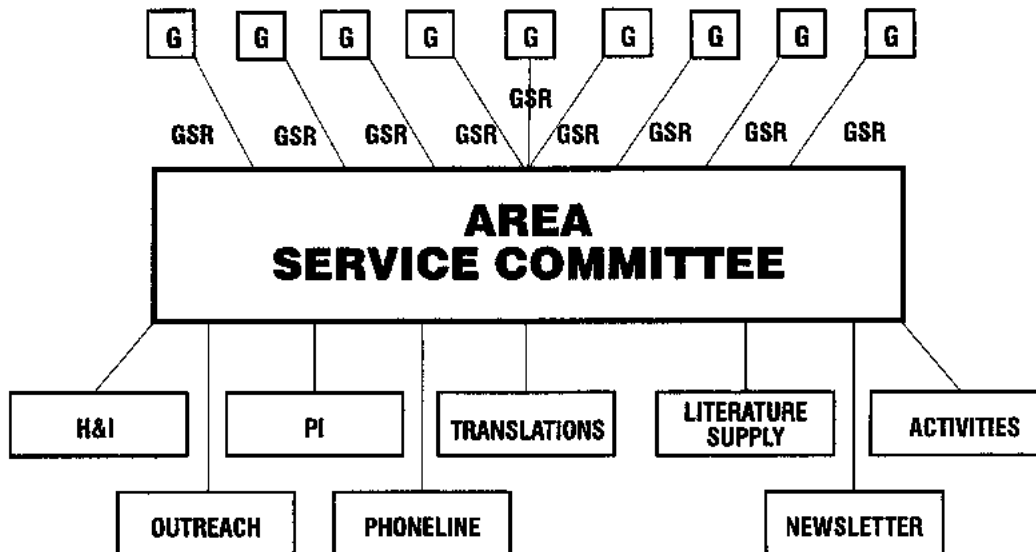
Date Paid _____

Check No. _____

Receipt(s) Pending? _____

Receipt(s) Tendered? _____

Sign for check



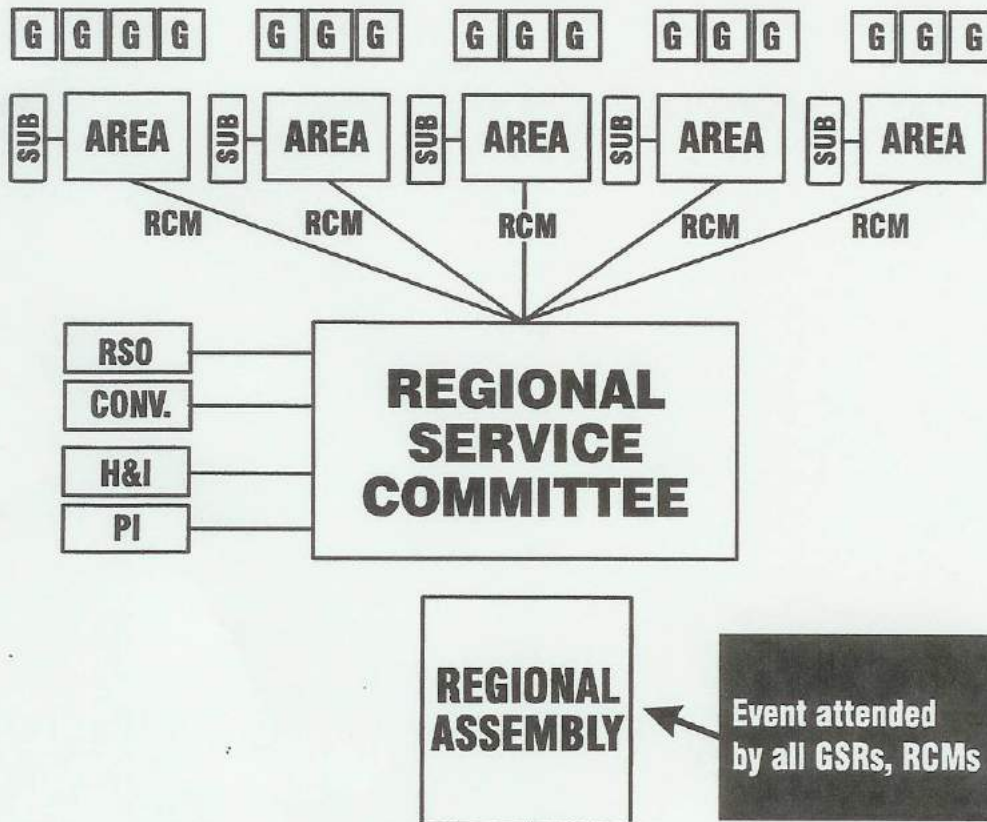
The ASC is responsible not only to develop and maintain subcommittees in each field of service but to coordinate the work of each of those subcommittees with the work of the others. For these reasons, all area committee participants need to become as informed as they can possibly be about subcommittee activities. Area committees devote significant portions of their meetings to reports from subcommittee chairpersons and discussions of subcommittee activities. Handbooks are available from the World Service Office for most of the subcommittees listed below. Specific directions for subcommittees in your area can be found in your log of policy actions and (if applicable) your area guidelines.

Most newly formed area service committees will probably not be able to support the same wide range of subcommittee services as a longer-established committee. Rather than attempt to set up all their subcommittees at once, it's recommended that new area committees take their time. Make sure the responsibilities of new subcommittees are well coordinated with those of existing ones. Bring subcommittees on line one at a time and give a great deal of attention to developing each subcommittee before bringing on another.

VARIATIONS ON THE
BASIC REGIONAL MODEL

REGIONAL SUBCOMMITTEES

The regional service committee is a resource pool, gathering service information and experience to guide and strengthen the areas it serves. To do this, each regional committee organizes itself and performs its duties differently, according to the needs of its member-areas.

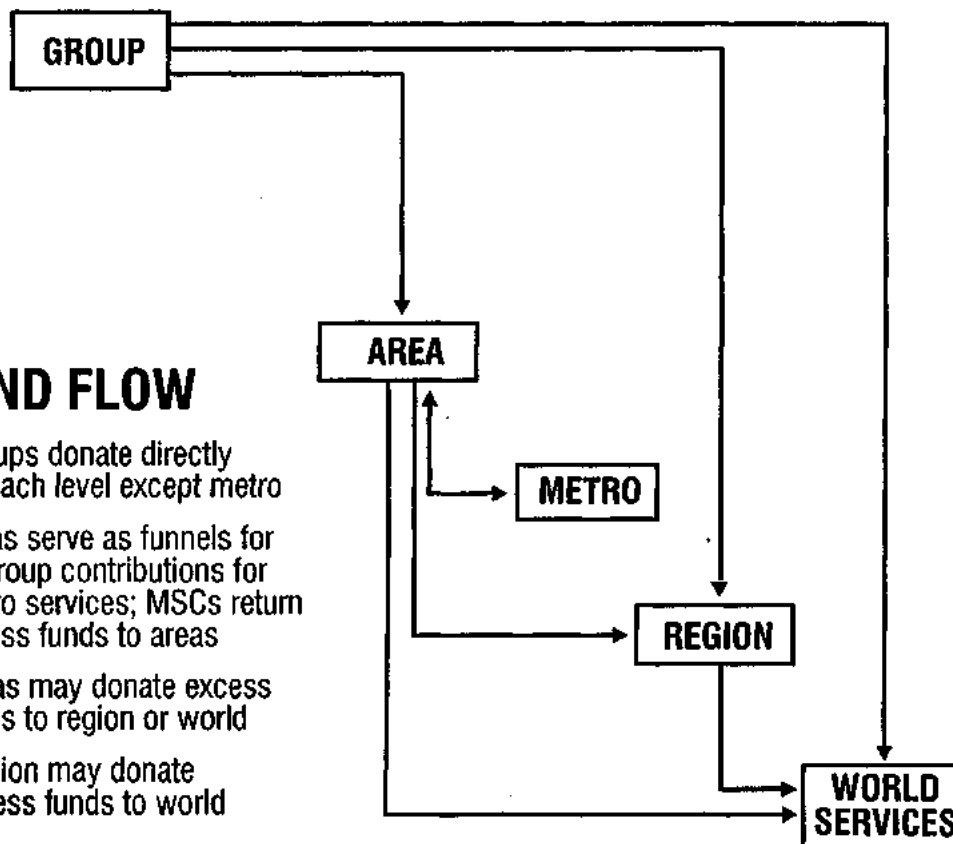


At least once a year, the group service representative attends the regional assembly. Each group is encouraged, if at all possible, to take the necessary steps to cover the expenses associated with its GSR's attendance at the regional assembly. Some groups will choose to set aside money each month toward this expense.

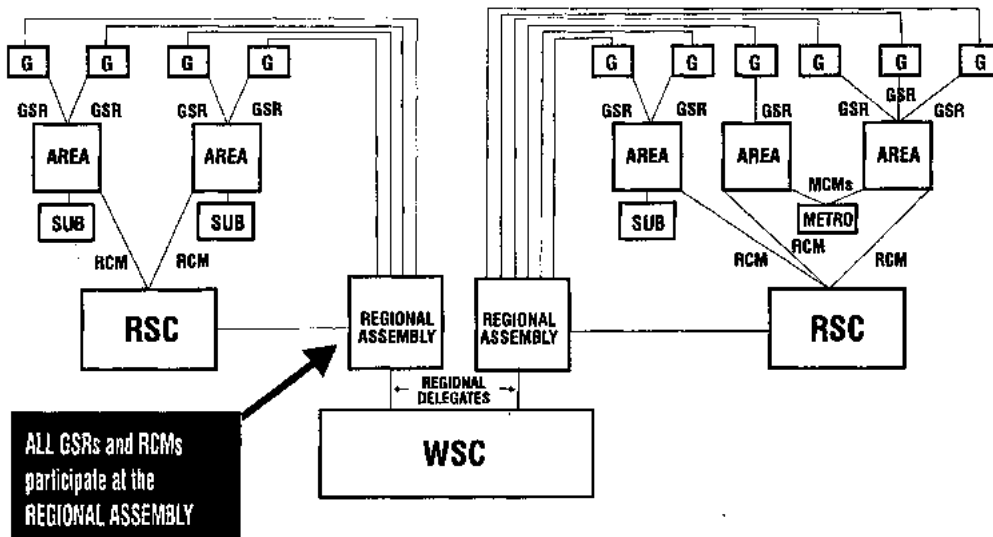
After paying expenses and setting aside a small emergency reserve, most groups contribute their surplus funds directly to the area committee, the regional committee, and Narcotics Anonymous World Services. For more discussion of the principles underlying group contributions to the rest of the service structure, see the essay on our fellowship's Eleventh Concept for Service elsewhere in this guide. For assistance in managing the details of direct contributions, see the *Group Treasurer's Handbook*, available from your area committee or by writing our World Service Office.

FUND FLOW

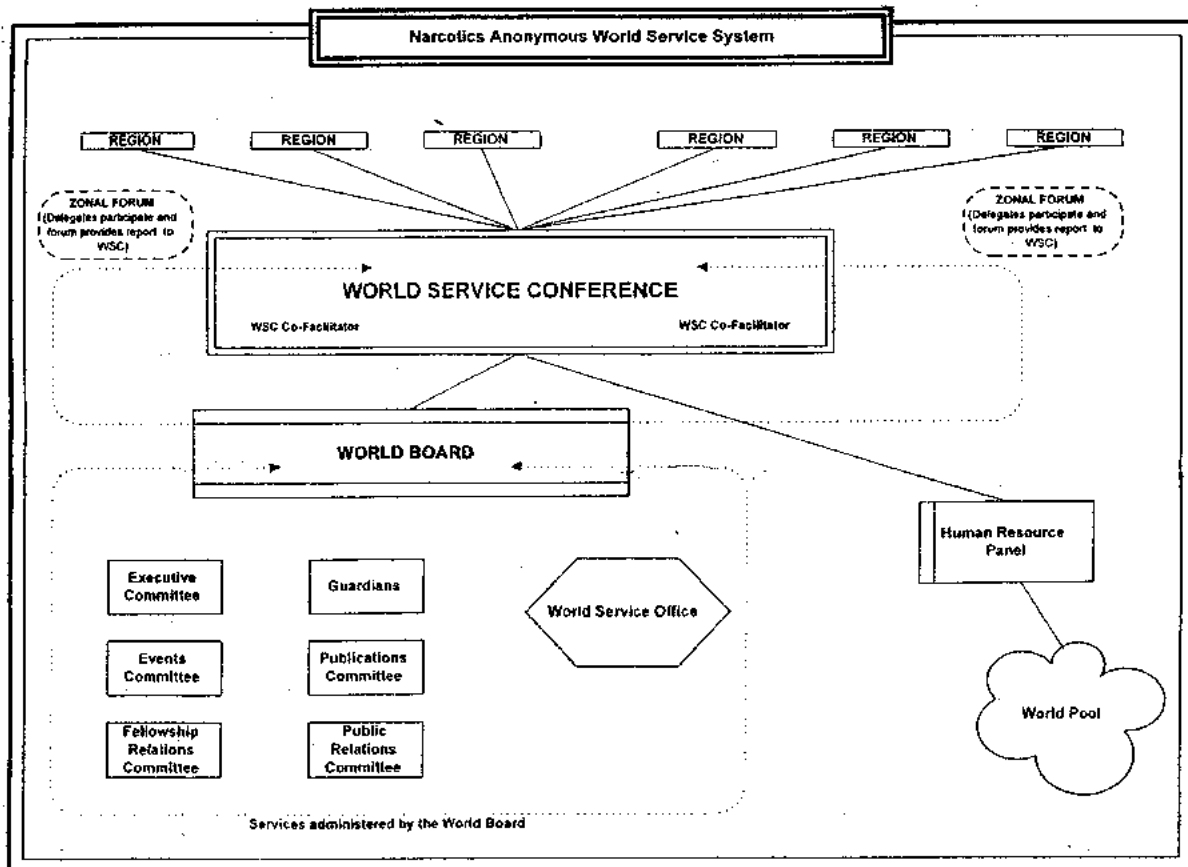
- 1) Groups donate directly to each level except metro
- 2) Areas serve as funnels for all group contributions for metro services; MSCs return excess funds to areas
- 3) Areas may donate excess funds to region or world
- 4) Region may donate excess funds to world



NA SERVICE STRUCTURE



Reproduced from unknown origin.



List of suggested tools
for Regional service work

- 1.) Step Work
- 2.) Prayer
- 3.) Calling Sponsor
- 4.) A Dictionary
- 5.) Twelve Concepts for NA Service
- 6.) Twelve Traditions
- 7.) A Guide Local Services in NA (Pages 88-102)
- 8.) Copy of Area and Regional Guidelines / Policy
- 9.) Area and Regional Minutes
- 10.) The R.C.M. Orientation meeting (held prior to each RSC)
- 11.) The Group Booklet (Revised)
- 12.) IP #2 The Group
- 13.) Participation in Steering Committee Meetings
- 14.) Trusted Servant Workshops
 - a) Conference Agenda Report
 - b) Multi Regional Learning Event
 - c) Twelve Concepts Workshop
 - d) Regional Assembly
 - e) Zonal Forums
- 15.) Conventions
- 16.) Learning Days
- 17.) Networking in the Fellowship
- 18.) Traveling outside of home area (i.e. Speaker “Jams”, Conventions, WSC. etc.)
- 19.) Phone Calls
- 20.) The service prayer of NA, Page xvi of our Basic text.
- 21.) Any other spiritual, creative action you can think of.

12 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.

12 Concepts of 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 communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.