

Extreme Northern Area of Narcotics Anonymous
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Policy And Administration Guidelines

October, 2024

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PURPOSE AND DEFINITION

The Extreme Northern Area Service Committee, (ENANA) is a service committee comprised of Narcotics

Anonymous groups that are bound and guided by the 12 Traditions, the 12 Concepts for NA Service, and the Guide to Local Service in Narcotics Anonymous. The area was created to develop, coordinate, and maintain the services that may be required by the ENANA groups to help further our primary purpose. ENANA Service Committee (ASC) shall be conducted the third Sunday of every month.

ASC BOUNDARIES

The following counties are within the Extreme Northern Area boundaries, but we will accept any group that wishes to participate: Dade, Catoosa, Whitfield, Murray, Fannin, Gilmer, Pickens, Gordon, Walker, Chattooga, Union, Bartow and Murphy N.C. (Cherokee County).

DEFINITION OF TASK PANELS

Task panels do the work of the ENANA. Currently, there are the following panels: Administrative, H&I, Public Relations, and Activities. Additional panels are formed as needed.

Purpose of the Administrative Panel:

The Panel serves the administrative needs of the Area and coordinates the ASC Meetings. It also deals with the matters of financing the Area needs and financial accountability. It also, actively seeks and encourages growth of NA in this Area. The Panel acts as support and resolution for the Area and Member Groups.

Administrative Panel requirements

In addition to the requirements that a specific position has, the Administrative Panel members have the following requirements and duties:

- a) They should have a commitment to service.
- b) The willingness and the resources to do the job.
- c) A working knowledge of the 12 Steps.
- d) A working knowledge of the 12 Traditions.
- e) A working knowledge of the 12 Concepts.
- f) Attend all Regular ASC meetings.
- g) Must have a home group in the Extreme Northern Area of Narcotics Anonymous

Administrative Panel:

Makeup of the Administrative Panel

- Facilitator and Co-Facilitator...
- Secretary and Alternate Secretary.
- Treasurer and Alternate Treasurer.
- RCM and RCMA.

ASC ADMINISTRATIVE PANEL

Facilitator: 1 Year term

1. Qualifications:

- a) Will have at least three (3) years clean.
- b) Will have at least 1-year prior service experience.
- c) Will work with the Co-Facilitator to prepare that person for the job.

2. Duties:

- a) Facilitates the ASC Meetings.
- b) Keeps the meeting moving, focuses discussion to the point at hand.
- c) The facilitator helps to direct the process of the meeting, not its content. They never make decisions for the group.
- d) Arranges an agenda with input from the ASC.
- e) Handles ASC correspondence with the assistance of the Secretary.
- f) The facilitator aids the groups in defining decisions that need to be made, helps them through the stages of reaching an agreement.
- g) Co-signer of the ASC bank account.
- h) Maintains adequate supply of GSR Report and Motion Forms for the ASC meetings.

Co-Facilitator: 1 Year term

1. Qualifications:

- a) Will have at least two (2) years clean.

- b) Will have at least six (6) months prior service experience.
- c) Willingness to assume the Facilitator's position at conclusion of Facilitator's term.

2. Duties:

- a) Assists Area task panels.
- b) Assist Facilitator in conducting Area meetings.
- c) In the absence of the Facilitator or when the facilitator is directly affected by a topic, performs the duties of the Facilitator.
- d) Researches and responds to questions concerning Policy at ASC meetings.

Secretary: 1 Year term

1. Qualifications:

- a) Will have at least two (2) years clean.
- b) Will have at least 6 months prior service experience.

2. Duties:

- a) Records and posts minutes via the area webpage within 10 days of the ASC meeting.
- b) The ENASC minutes shall include all motions under New Business.
- c) Verifies the content of the minutes on the ENANA website are accurate.
- d) Trains Alternate Secretary to assume the Secretary position.
- e) Maintains hardcopy of approved area policy motions
- f) Updates policy annually at year end.

Alternate Secretary: 1 Year term

1. Qualifications:

- a) Will have at least one (1) year clean.
- b) Will have six (6) months prior service experience.
- c) Willingness to assume the Secretary's position upon conclusion of Secretary's term, upon ASC approval.

2. Duties:

- a) In the absence of the Secretary, perform the duties of the Secretary.
- b) Assist Secretary in the performance of all duties.

Treasurer: 2 Year term

1. Qualifications:

- a) Will have at least five (4) years clean.
- b) Will have at least 1-year prior service experience.
- c) Will have banking knowledge (i.e., how to keep and balance a checkbook.)

2. Duties:

- a) Custodian of the ASC bank account.
- b) Keeps an accurate record of all transactions of the ASC, including receipts for income and disbursements and deposits all ASC funds within 2 business days of receiving.
- c) Ensures that all ASC bills are paid in a timely fashion.
- d) Disburses funds as necessary in accordance with financial guidelines.
- e) Gives a written report of ASC financial status at each regular meeting, (including most recent reconciled bank statement) to be audited quarterly by group representatives as chosen by any member of the Admin Panel that are NOT on the bank's signature card.
- f) Be prepared at any time to advise the ASC on specific and/or general financial condition.
- g) Trains Alternate Treasurer to assume duties.
- h) Remains in service for an additional month after the new Treasurer is elected to assist in the preparation of the annual financial report at the March ASC meeting.
- i) Picks up all correspondence from the area PO Box prior to the ASC monthly meeting to distribute to the ASC participants.
- j) Incoming treasurer to be added to bank account and previous treasurer removed within the first month assuming position.
- k) Approved budgets will be included in an Annual ASC Budget to be prepared by the Treasurer and presented to the ASC in February.
- l) Maintains and determines prudent reserve as noted under the Financial Guideline section.

Alternate Treasurer: 1 Year term

1. Qualifications:

- a) Will have at least four (4) years clean.
- b) Will have at least (6) months prior service experience.
- c) Will have basic accounting knowledge.
- d) Willingness to assume the Treasurer position at the end of the treasurer's term of office, upon ASC approval

2. Duties:

- a) In the absence of the Treasurer, perform the duties of the Treasurer.
- b) Assist Treasurer in the performance of all duties

Regional Committee Member (RCM): 2 Year Term

1. Qualifications:

- a) Will have at least three (3) years clean.
- b) Will have at least 2 years prior service experience, with at least one of those years at the ASC level (i.e. RCMA)
- c) Will have the willingness to serve 2 years in this position.

2. Duties:

- a) The primary responsibility of the RCM is to work for the good of NA as a whole by providing communication between area members, the Georgia Region and NA World Services, and provides communication between other areas.
- b) Attends all regular Georgia RSC and Extreme Northern ASC meetings.
- c) Participates at the Georgia Regional Service Committee meetings as the voice of the Area. When voting, the RCM will vote the Group Conscience of the Area. The RCM shall have a Vote of Confidence from the ASC to vote on items not on the agenda, or where a specific decision has not been obtained, evaluating each item with the needs of the Extreme Northern Area.
- d) Acquires a working knowledge of RSC procedures to better serve this Area at the Georgia RSC.
- e) Makes the minutes of the Georgia RSC meeting available to the Area Subcommittee Members and GSRs via email upon request.
- f) Submits a written report of Georgia RSC at each ASC that includes World, Zonal and Regional activities,
- g) May not hold other positions at the ASC (i.e., GSR/Alt GSR /Admin panel member)

Regional Committee Member Alternate (RCMA): 2 Year Term

1. Qualifications:

- a) Will have at least two (2) years clean.
- b) Will have at least one (1) year prior service experience.
- c) Willingness to assume the RCM position at the conclusion of the RCM is term of office, upon ASC approval.
- d) Will have the willingness to serve 2 years in this position and 2 years as RCM, if voted in, for a total of 4 years commitment.

2. Duties:

- a) Attends all regular Georgia RSC and ENANA ASC meetings.
- b) In the absence of the RCM, perform the duties of the RCM.
- c) Assist RCM in the performance of all duties.
- d) May not hold other positions at the ASC (i.e., GSR/Alt GSR /Admin panel member)

ASC SUBCOMMITTEE TASK PANELS

H&I Task Panel

Makeup of the H&I Task Panel. The H&I Task Panel consist of the Task Panel Leader and other members willing to perform the duties of the H&I Task Panel.

Purpose of the H&I Task Panel

Hospitals and Institutions Task Panels conduct panels that carry the NA message to addicts who often have no other way of hearing our message. The H&I Task Panel will operate within the confines of the H&I Handbook. They may also create their own guidelines in keeping with the H&I Handbook and are encouraged to work with other area, regional, and world committees to develop new ideas for the future of the fellowship.

H&I Task Panel Leader: 1 Year Term

1. Qualifications:

- a) Will have at least three (3) years clean.
- b) Will have at least one (1) year prior H&I task panel experience.
- c) Will have a commitment to service, willingness and the resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.

2. Duties:

- a) Attends regular ASC meetings and admin meetings.
- b) Attends Regional H&I meetings at the RSC.
- c) Conducts regularly scheduled task panel meetings.
- d) Presents a written report of H&I task panel activities at the ASC meeting.
- e) At the end of each term, the outgoing task panel leader will assist the incoming task panel leader to present a budget for the following fiscal year with any input from the panel that is deemed necessary.
- f) Maintain and update the H&I Task Panel policy that is to be available on ENANA website under policies.

g) The Chairperson will provide an end of term report that includes monthly expenses and accomplishments during their term.

PR Task Panel

Makeup of the PR Task Panel. The PR Task Panel consists of the Task Panel Leader and other members willing to perform the duties of the PR Task Panel.

Purpose of the PR Task Panel.

The general mission of the Public Relations subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. The Task Panel will operate within the confines of the PR Handbook. They may also create their own policy guidelines in keeping with the PR Handbook and are encouraged to work with other area, regional, and world committees to develop new ideas for the future of the fellowship.

PR Task Panel Leader – 1 Year Term

1. Qualifications:

- a) Will have at least three (3) years clean.
- b) Will have at least one (1) year prior service experience.
- c) Have a commitment to service, willingness and the resources to do the job, and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.

2. Duties:

- a) Attends regular ASC and Admin meetings.
- b) Attend Regional PR meetings at the RSC.
- c) Conducts regularly scheduled task panel meetings.
- d) Maintains the ASC Website.
- e) Maintains and provides up to date Area meeting schedules.
- f) Presents a written report of PR task panel activity at the ASC meeting.
- g) Maintain and update the PR subcommittee policy that is to be available on ENANA website under policies.

- h) At the end of each term, the outgoing task panel leader will assist the incoming task panel leader to present a budget for the following fiscal year with any input from the panel that is deemed necessary.
- i) The Chairperson will provide an end of term report that includes monthly expenses and accomplishments during their term.

Activities Task Panel

Makeup of the Activities Task Panel consists of the Task Panel Leader and other members willing to perform the duties of the Activities Task Panel.

Purpose of the Activities Task Panel:

Provide activities designed to enhance NA's primary purpose while creating a united atmosphere of fun in recovery.

Activities Task Panel Leader – 1 Year Term

1. Qualifications:

- a) Will have at least two (2) years clean.
- b) Will have at least 1-year prior service experience.
- c) Have a commitment to service, willingness, and the resources to do the job.

2. Duties:

- a) Attends all regular ASC meetings.
- b) Presents a written report of Activities Task Panel activity at the ASC meeting.
- c) Conducts regularly scheduled task panel meetings.
- d) Provide flyers of upcoming events to the members of the ASC and PR Task Panel for the purpose of including on the website.
- e) Coordinates all activities to PR
- f) At the end of each term, the outgoing task panel leader will assist the incoming task panel leader to present a budget for the following fiscal year with any input from the panel that is deemed necessary.

- g) Maintain and update the Activities task panel policy that is to be available on ENANA website under policies.
- h) The Chairperson will provide an end of term report that includes monthly expenses and accomplishments during their term.

PARTICIPATION

The following have a voice on the floor:

1. RCM and their alternate.
2. Administrative Panel (except for the Facilitator).
3. Standing Task Panel Chairs.
4. Special Task Panel Chairs (Ad Hoc).
5. GSRs and their alternates.
6. Additional persons in attendance may have a voice on the floor at the discretion of the Facilitator.

The following ONLY can offer motions for discussion:

1. GSRs or their Alternates (in the absence of the GSR).
2. Task Panel Chair or their Vice Chair (in the absence of the Chair).
3. ASC Co-Facilitator (as the voice of the Admin Committee).
4. RCM and RCMA.
5. Treasurer on matters affecting budget only (Alternate in absence of Treasurer).

ASC Meeting and Voting Procedure:

1. Only GSRs or their alternates (in the absence of the GSR) can vote.
2. A quorum shall consist of 50 percent (50%) plus one (1) of the active groups. A group is considered active at their 2nd consecutive ASC. A group is considered inactive after missing 2 consecutive ASC meetings. Only recognized active groups have voting rights.

3. A quorum must be reached before any business can be conducted.
4. A majority vote of active groups is required to pass a motion.
5. In order to be counted as present, groups are required to be represented during the entirety of the ASC meeting.
6. A group must be represented in person at the ASC to exercise its voting rights.
7. A group will lose its voting rights if it fails to be represented at two consecutive ASC meetings.
8. Voting rights are regained at the start of the second consecutive ASC meeting.
9. New groups can be added to the online schedule at their first ASC meeting and will appear in the printed schedule at their second ASC
10. A group is considered active at the start of New Business at their second consecutive ASC.

MEETINGS

- A. The ASC will meet 12 times a year, on the 3rd Sunday of the month, unless voted on to be changed by the body due to holidays, conflicts, etc.
- B. This ASC shall be the forum for the exchange of information, experience, strength, and hope; to serve as a resource to the member Areas. The ASC Meeting beginning at 4 PM; no task panel meetings shall conflict with a scheduled ASC meeting.
- C. Special meetings may be called by the Facilitator, or three GSRs. The purpose, place, and time of the meeting shall be stated in the notification to all participants. Except in cases of emergency or acts of God, a fourteen (14) day notice shall be given. Notification of participants is the responsibility of the Facilitator.
- D. The Facilitator arranges the ASC Agenda prior to each meeting

MEETING FORMAT

ASC Meeting.....4:00 PM

1. Opening Serenity Prayer
 - b) Service Prayer
2. Reading of 12 Traditions
3. Reading of 12 Concepts
4. Reading of Purpose and Definition of the Area by Co-Facilitator.
5. Roll Call (Quorum must be reached before business can continue)
6. Admin Committee Reports
 - a) Secretary
(Minutes of last ASC are voted on, including necessary amendments)
 - b) Treasurer Report
 - c) RCM/RCMA Report
8. Subcommittee Report
 - b) H&I Report
 - c) PR Report
 - d) Activities Report
 - e) Special Task Panel reports
9. Group Reports
10. Old Business
11. Nominations/Elections
12. Open Forum
13. New Business
14. Financial Distributions
15. Announcements/Plans for next meeting
16. Closing Prayer

SELECTION OF TRUSTED SERVANTS

Nominations and Elections:

The ASC will take nominations for trusted servant positions in January and are taken back to the groups for a vote. Elections will take place in February, and new terms will begin in March of each year. Vacant positions can be filled at the ASC when necessary. A majority vote of active groups is required for all nominations and elections.

REMOVAL OF TRUSTED SERVANTS

Trusted Servants may resign at any time during their term. It is suggested that a written letter of resignation be presented to the ASC prior to, or at the time of resignation. Area Trusted Servants may be removed from office for any of the following reasons:

- Relapse
- Being absent for two (2) consecutive ASC meetings without prior notification
- Neglect of duties
- Disregard for Area Conscience
- Disregard for policies
- Misuse of funds
- Falsification of financial reports
- Any act of theft or violence

Procedure for Removal from Office:

Request of resignation or notice of impending removal from office must be presented to the ASC in the form of a motion and accompanied by supporting facts and documentation to be considered. The Trusted Servant in question will be notified in writing by the Facilitator 14 days prior to the impending action. At the ASC, the motion is presented, including supporting facts and documentation to be considered. The person so charged will be given an opportunity to address the ASC. If there is no resignation and the motion stands, others may address the ASC with relevant information that will be included when the motion and all facts and documentation is sent to the groups for a vote. The GSRs present at the ASC will determine if Trusted Servant should be temporarily suspended from their duties until the votes are counted at the next ASC. Removal requires a majority vote of active groups at the ASC and the vote will be conducted by secret ballot.

FINANCIAL GUIDELINES FOR ENANA

A. Receipts for Donations

The ASC Treasurer shall issue a receipt for all donations, including electronic, made to the ASC, as well as monies received from Task Panels and activities. This will serve to create a written history of financial activity and facilitate the bookkeeping of both the Groups and the ASC. Receipts shall be sequentially numbered with a duplicate retained by the Treasurer.

B. Funds used for personal reasons

Funds of the ASC shall not be used for any personal reasons. Funds are not to be extended for any reason other than those items that are, or have been, approved by the ASC.

C. Emergency use of funds

1) No nonbudgeted ASC funds shall be spent without the approval of the ASC as a whole.

2) All emergency expenditures made by the Committee shall be paid by check or via Bank Debit Card. On a check made payable to one of the authorized signers on the bank account, the payee shall not be authorized to sign the check and other signatures are required.

D. Check Signature Policy

1) Facilitator, Treasure and RCM are the designated co-signers for check disbursements.

2) No two persons in the same household can be co-signers.

3) Checks should NEVER be signed with the payee left blank.

E. Bank Statements

The statements of all ASC accounts are to be obtained online.

F. Trusted Servants Reporting

Every trusted servant who receives money is to account for it in a report to the committee, using a detailed expense report, and the Treasurer shall also report them to the committee.

G. Receipts presented for payment and Travel Reimbursement

1) The Treasurer should be careful to get a receipt whenever they make a payment and receipts should be preserved.

2) Reimbursement of auto travel (point of departure and point of destination) must be designated along with the total number of miles driven.

3) In general, auto travel is only reimbursable for those trips necessary for the fulfillment of ASC duties. This would include trips to the Georgia Regional Service Committee meetings by those required to attend them as stated in these guidelines. PRUDENCE and common sense should indicate which trips are to be reimbursed and which are not. The amount of auto travel that is reimbursable should not exceed the committee's approved budget.

H. Yearly Budget

1) Annual budgets must be submitted in writing by all ASC trusted servants.

2) Task Panel Leaders may request funding to attend regional workshops. Such expenditures would require ASC approval and would be based on the financial condition of the Area.

I. Prudent Reserve

The ASC shall maintain a minimum cash reserve in its checking account equal to one month's average operating expenses as determined by the Treasurer at the beginning of each term.

J. Verification of Funds Advanced

Approved budgeted expenditures may be disbursed in advance from the Treasury. All expenditures must later be verified with a receipt or proof of purchase.

K. Unbudgeted expense requests

Requests for reimbursements of nonbudgeted expenditures shall be brought before the ASC for its approval. No Area expenditures (other than the approved budgeted items) in excess of \$100.00 shall be made by the ASC without the consent and approval of the GSRs.

L. Reimbursement by more than one body

No Area trusted servant shall be reimbursed by more than one body.

M. Travel Expenses for ASC Subcommittees

1. Travel and lodging expenses shall be paid by the ASC for the RCM, RCMA, H&I and PR to attend the Quarterly meetings of the RSC when funds are available.
2. Reservations for lodging for the RSC Quarterly meetings should be made in advance by the Trusted Servant to take advantage of any special rates. Two people will be expected to stay in one room unless specifically requested otherwise. The ASC will determine if it is necessary for someone to room by themselves, taking into account differences in gender and other special cases.
3. Rooms for Quarterly RSCs will be for one (1) night, unless approved otherwise by the ASC. The RCM may request additional night to attend H&I/PR as needed in the absence of the H&I/PR chair attendance.
4. Reimbursement will be made to the ASC subcommittee members for attending the RSC as follows: will be reimbursed for one night hotel stay for each RCM, RCMA, PR, and H&I Chair up to \$125 per night and mileage in the amount of \$.30 per mile round trip between points of local departure and destination only. A travel expense report must be turned in to the ASC with a receipt for hotel stay and any other approved expenses attached.

N. GENERAL

1. The Treasurer, Facilitator, and RCM will be placed on the signature card of the ASC checking account. If either position is vacant, the GSRs will appoint an NA member with a minimum of three years of clean time to be listed on the signature card instead.
2. Any expenses in excess of an approved budget will require that a motion be submitted to the ASC with relevant documentation and passed by the ASC prior to reimbursement.

MODIFICATIONS TO THE POLICY

Changes to this policy must be sent back to the groups in the Extreme Northern Area to give members an opportunity to comment and provide input.