

**Extreme Northern Area of Narcotics Anonymous**

**P.O. Box 465, Rocky Face, GA 30740**

**Information line: 1-888-947-7262**

**www.naena.org**

**Policy And Administration Guidelines**

**Link to Current**

**Extreme Northern Area Meeting List**



**Revised July 13<sup>th</sup>, 2025**

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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 on 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).

## **Subcommittees**

Subcommittees carry out the work of ENANA. Currently, there are the following Subcommittees: Hospitals & Institutions (H&I), Public Relations (PR), and Activities. ADHOC subcommittees are temporary subcommittees created to accomplish specific tasks and may be created by the ASC. The task, scope, and expectations of each ADHOC subcommittee should be clearly defined in the formal motion to create it.

## **Purpose of the Administrative Panel**

The Panel serves the administrative needs of the Area and coordinates the ASC Meetings. It deals with the matters of financing the Area needs and financial accountability. It actively seeks and encourages growth of NA in this Area. The Panel acts as support and resolution for the Area and Member Groups. It will meet and determine yearly meeting times and locations prior to January ASC.

## **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) Willingness and the resources to do the job.
- c) Working knowledge of the 12 Steps.
- d) Working knowledge of the 12 Traditions.
- e) 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**

- Chair and Vice Chair
- Secretary and Alternate Secretary
- Treasurer and Alternate Treasurer
- Regional Committee Member RCM and RCMA.

## **ASC ADMINISTRATIVE PANEL**

### **Chairperson: 1 Year term**

#### **1. Qualifications:**

- a) Suggest at least three (3) years clean.
- b) Will have at least one (1) year of prior service experience.
- c) Will work with the Vice Chair 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 chair helps to direct the process of the meeting, not its content.
- d) Arranges an agenda with input from the ASC.
- e) Handles ASC correspondence with the assistance of the Secretary.
- f) Aides the groups in defining decisions that need to be made and 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.
- i) Will provide an end-of-term budget report.

## **Vice Chair: 1 Year term**

### **1. Qualifications:**

- a) Suggest at least two (2) years clean.
- b) Will have at least six (6) months' prior service experience.
- c) Willingness to assume the Chair's position at the end of the Chair's term, upon ASC approval.

### **2. Duties:**

- a) Assists Area Subcommittees.
- b) Assist Chair in conducting Area meetings.
- c) In the absence of the Chair or when the Chair is directly affected by a topic, performs the duties of the Chair.
- d) Researches and responds to questions concerning Policy at ASC meetings.
- e) Will provide an end-of-term budget report.

## **Secretary: 1 Year term**

### **1. Qualifications:**

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

### **2. Duties:**

- a) Records and posts minutes via the area webpage/google drive, closed Facebook group, and via email or mail upon request within 10 days of the ASC meeting.
- b) The ENANA ASC 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 a hard copy of approved area policy motions until affected policy is updated.
- f) Updates policy as motions and changes are approved, adding revised date to policy with affected changes notated at the end of the document under amendments.
- g) Will provide an end-of-term budget report.

### **Alternate Secretary: 1 Year term**

#### **1. Qualifications:**

- a) Suggest 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 the Secretary's term upon ASC approval.

#### **2. Duties:**

- a) In the absence of the Secretary, perform the duties of the Secretary.
- b) Assist the Secretary in the performance of all duties.
- c) Will provide an end-of-term budget report.

### **Treasurer: 2 Year term**

#### **1. Qualifications:**

- a) Suggest at least five (5) years clean.
- b) Will have at least one (1) year of 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. Deposits all ASC funds within two (2) business days of receiving them.
- 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 with account number removed) to be audited 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) All Approved subcommittee and ASC budgets will be included in an annual end-of-term ASC Budget to be prepared by the Treasurer and presented to the ASC in February.
- l) Maintains and determines provisional expenses as noted under the Financial Guideline section.
- m) Will monitor and assist subcommittee or ADHOC treasurers in their duties, providing oversight and reporting to the ASC on any potential issues.

### **Alternate Treasurer: 1 Year term**

#### **1. Qualifications:**

- a) Suggest at least four (4) years clean.
- b) Will have at least six (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
- c) Will provide an end-of-term budget report.

## **Regional Committee Member (RCM): 2 Year Term**

### **1. Qualifications:**

- a) Suggest at least three (3) years clean.
- b) Will have at least two (2) years prior service experience, with at least one (1) of those years at the ASC level (i.e., RCMA, Secretary etc.)
- c) Will have the willingness to serve two (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 Service, and provide communication between other Areas.
- b) Attends all regular Georgia RSC and Extreme Northern ASC meetings.
- c) Participates at the Georgia Regional Service Committee meeting as the voice of the Area. When voting, the RCM will vote for 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) Submits the minutes of the Georgia RSC meeting when available to the Area Subcommittee Members and GSRs.
- f) Submits a written report of Georgia RSC quarterly to the 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)
- h) Will provide an end-of-term budget report.

## **Regional Committee Member Alternate (RCMA): 2 Year Term**

### **1. Qualifications:**

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

## **ASC SUBCOMMITTEES**

### **H&I Subcommittee**

Makeup of the H&I Subcommittee. The H&I Subcommittee consists of the Subcommittee Chair and other members willing to perform the duties of the H&I Subcommittee.

### **Purpose of the H&I Subcommittee**

Hospitals and Institutions Subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message. The H&I Subcommittee 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 areas, regional, and world committees to develop new ideas for the future of the fellowship.

### **H&I Subcommittee Chair: 1 Year Term**

#### **1. Qualifications:**

- a) Suggest at least one (1) year clean.
- b) Will have at least one (1) year prior H&I Subcommittee 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 Subcommittee meetings.
- d) Presents a written report of H&I Subcommittee activities at the ASC meeting.
- e) At the end of each term, the outgoing Subcommittee Chair will assist the incoming Subcommittee Chair in presenting a budget for the following fiscal year with any input from the panel that is deemed necessary.
- f) Maintain and update the H&I Subcommittee 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 Subcommittee**

Makeup of the PR Subcommittee. The PR Subcommittee consists of the Subcommittee Chair and other members willing to perform the duties of the PR Subcommittee.

### **Purpose of the PR Subcommittee.**

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 Subcommittee 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 areas, regional, and world committees to develop new ideas for the future of the fellowship.

### **PR Subcommittee Chair: 1 Year Term**

#### **1. Qualifications:**

- a) Suggest at least three (3) years clean.
- b) Will have at least one (1) year of 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 Subcommittee meetings.
- d) Maintains the ASC Website via WordPress etc.
- e) Maintains and provides up to date Area meeting schedules via BMLT, etc.
- f) Presents a written report of PR Subcommittee 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 Subcommittee Chair will assist the incoming Subcommittee Chair 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 expenses and accomplishments during their term.

## **Activities Subcommittee**

The makeup of the Activities Subcommittee consists of the Subcommittee Chair and other members willing to perform the duties of the Activities Subcommittee.

### **Purpose of the Activities Subcommittee:**

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

### **Activities Subcommittee Chair– 1 Year Term**

#### **1. Qualifications:**

- a) Suggest at least eighteen (18) Months clean.
- b) Have at least one (1) year of 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 all regular ASC meetings.
- b) Presents a written report of Activities Subcommittee activity at the ASC meeting.
- c) Conducts regularly scheduled Subcommittee meetings.
- d) Provide flyers of upcoming events to the members of the ASC and PR Subcommittee adding to the website. Coordinates all activities to PR.
- e) At the end of each term, the outgoing Subcommittee Chair will assist the incoming Subcommittee Chair in presenting a budget for the following fiscal year with any input from the panel that is deemed necessary.
- f) Maintain and update the Activities Subcommittee policy that is to be available on the ENANA website under policies.
- g) 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 Chairperson).
- 3) Subcommittee Chairs.
- 4) Special Subcommittee Chairs (Ad Hoc).
- 5) GSRs and their alternates.
- 6) Additional people in attendance may have a voice on the floor at the discretion of the Chairperson.

### **The following ONLY can offer motions for discussion:**

- 1) GSRs or their Alternates (in the absence of the GSR).
- 2) Subcommittee Chair or Vice Chair (in the absence of the Chair).
- 3) ASC Vice Chair (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) GSR's or their alternates (in the absence of the GSR) can vote.
  - a) The ASC will accept a Group Proxy for ASC attendance and voting provided the GSR contacts the Chairperson or Vice Chair with notification prior to the ASC.
  - b) A proxy is a group's member designated to vote on their behalf.
- 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 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 present is required to pass a motion.
- 5) 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.
- 11) A group must maintain contact with PR monthly if they are not attending ASC, to ensure meeting schedules, locations, and times are accurate. If PR is unable to verify your meeting after 90 days of no contact, the meeting will be removed/made inactive on the meeting schedule. Groups may contact PR via phone or email at [extremenorth@grscna.com](mailto:extremenorth@grscna.com) .

### **Group Dissolution:**

If a group decides to fold, it should notify the Area Chairperson.

Upon notification the group will be:

1. Removed from the meeting schedule.
2. Removed from the list of active groups.

This ensures that the ASC maintains accurate meeting schedules and can conduct business appropriately with up-to-date group information.

### **Group Departure:**

If a group decides to depart the ASC but remain an active Narcotics Anonymous meeting, they should inform the ASC Chair or PR Chair to be removed from the active groups list for voting. The home group has the responsibility to stay in contact with PR to maintain meeting schedule accuracy.

## **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) The 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 begins at 4 PM; no Subcommittee meetings shall conflict with a scheduled ASC meeting.
- c) Special meetings may be called by the Chair, 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 Chairperson.
- d) The Chair arranges the ASC Agenda prior to each meeting.

## **MEETING FORMAT**

Start ASC Meeting ..... 4:00PM

### **1. Opening**

- a) Serenity Prayer
- b) Reading of 12 Traditions
- c) Reading of 12 Concepts
- d) Service Prayer

### **2. Reading of Purpose and Definition of the Area by the Chairperson.**

### **3. Roll Call (Quorum must be reached before business can continue)**

### **4. Admin Committee Reports**

- a) Secretary (Minutes of last ASC are voted on, including necessary amendments)
- b) RCM/RCMA Report

### **5. Subcommittee Report**

- a) H&I Report
- b) PR Report
- c) Activities Report
- d) Special Subcommittee reports (ADHOC)

### **6. Group Reports**

### **7. Old Business**

### **8. Open Forum (Read definition of Open Forum)**

### **9. New Business**

### **10. Nominations/Elections**

### **11. Treasurer's Report and Financial Distributions**

### **12. Announcements/Plans for next meeting**

### **13. Closing Prayer**

## **SELECTION OF TRUSTED SERVANTS**

### **Nominations and Elections:**

The ASC will take nominations for all trusted servant positions, except for Activities Subcommittee chair, 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. The Activities Chair will be nominated in November, voted in December, and will take effect in January. Vacant positions can be filled at the ASC when necessary. A majority vote of active groups present 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 the 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 Chair 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 the 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 present 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 donations made to the ASC, as well as monies received from Subcommittees 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 non-budgeted 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.
- 3) 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) Chair, Treasurer, and RCM are the designated co-signers for check disbursements.
- 2) No two people in the same household can be co-signers.
- 3) Checks should NEVER be signed with the payee left blank.

### **E. Bank Statements**

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

### **F. Trusted Servants Reporting**

- 1) 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 it 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 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 in April.
- 2) Subcommittee Chairs 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. Provisional Expenses**

- 1) 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**

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

#### **K. Unbudgeted expense requests**

- 1) Requests for reimbursement of non-budgeted expenditures shall be brought before the ASC for approval. No Area expenditures (other than the approved budgeted items) of more than \$100.00 shall be made by the ASC without the consent and approval of the GSRs.

#### **L. Reimbursement by more than one body**

- 1) 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 Chair, and PR Chair 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, considering differences in gender and other exceptional cases.

3) Rooms for Quarterly RSCs will be for one (1) night, unless approved otherwise by the ASC. The RCM may request an additional night to attend H&I/PR as needed in the absence of the H&I/PR Chair's 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 1/2 the Federal Self-Employed/Business rate (per IRS 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, Chairperson, 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 more than 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. \*\*

## Extreme Northern Area Group Report Form

**Date:** \_\_\_\_\_ **Group Name:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Area Donation:** \_\_\_ \$ \_\_\_\_\_

List of Meetings (Day, Time, Location, Open/Closed, Discussion/Speaker/Text, Literature, Step Study etc... Smoking/Non-Smoking)

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**Average Attendance:** \_\_\_\_\_ **Newcomers:** \_\_\_\_\_

**GSR:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**GSRA:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Group Problems or Concerns:**

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**Upcoming Birthdays:** \_\_\_\_\_

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**Announcements:** \_\_\_\_\_

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# Extreme Northern Area Service Resume' Form

\*All nominees **MUST** be present on the floor of the ASC for nominations & elections. \*

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_ Clean Date: \_\_\_\_\_

Group: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

## Service History

Please level of service (group, area, etc.), position, & dates of service for the last 5 years.

If more space is needed, attach a separate sheet.

Level of Service	Position	Dates of Service

Are there any commitments which you have not completed? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Do you have a NA sponsor? \_\_\_\_\_

Do you have the necessary resources to fulfill this commitment? \_\_\_\_\_

Do you have an applicable knowledge of the 12 Steps, 12 Traditions,  
12 Concepts & the Guide to Local Service in Narcotics Anonymous? \_\_\_\_\_

Have you ever misappropriated any NA funds? \_\_\_\_\_

Do you have knowledge of the position you are nominated for? \_\_\_\_\_

## Extreme Northern Area Motion Form

**Motion #** \_\_\_\_\_ **Submitted by:** \_\_\_\_\_

**Home Group:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Motion:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Intent:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Policy Affected:** \_\_\_\_\_

**Financial Impact:** \_\_\_\_\_

**Action Taken:** \_\_\_\_\_