Introduction

The purpose of this policy is to define the function, role and responsibilities of the West Midlands Area Service Committee (WMASC), the membership of the committee and decision-making processes within the committee. The committee shall follow the 12 Traditions and 12 Concepts for Narcotics Anonymous (NA) Service.

1.0 Article 1 - WMASC Purpose

1.1 These guidelines have been put together to provide a point of reference to ensure consistency in the areas’ decision-making process and to assist in carrying the message of NA to still suffering addicts through the administration and coordination of services in the West Midlands Area.

1.2 For procedure and conduct, we look first to the Guide to Local Services, the Twelve Traditions of NA and the Twelve Concepts of Service to guide us.

1.3 Any parts of these Guidelines may be waived at any time, by a majority vote at the WMASC monthly meeting following individual group discussion.

1.4 WMASC is there to develop, coordinate and maintain services on behalf of NA as a whole for the local area, and also serves as a link between Groups within the Area and UK Regional Services. WMASC is ultimately responsible to the groups they serve.

2.0 Article 2 - Composition of WMASC

2.0.1 WMASC shall consist of at least but not be limited to:

2.1 Voting members

2.1.1 Group Service Representatives (GSR)

2.1.2 Alternate GSR in the absence of the GSR

2.2 Non-voting members – Steering Committee:

2.2.1 Chair/Vice Chair

2.2.2 Treasurer/Vice Treasurer

2.2.3 Secretary/Vice Secretary

2.2.4 Regional Committee Member (RCM/Alternate RCM)

2.2.5 Literature/Vice Literature

2.3 Non-voting members – Subcommittee Chairs:
2.3.1 Public Information
2.3.2 Hospital and Institutions
2.3.3 Area Convention
2.3.4 Fun and Entertainment
2.3.5 Communications Committee (Comms)

3.0 Article 3 - Voting
3.1 Only GSRs are able to vote unless the proposed motion affects the whole of the WMASC e.g. times/venues/date for WMASC meetings.
3.1.1 Chairperson of the WMASC shall only exercise their voting right in order to break a deadlock, unless the Chair has bought the proposal themselves.
3.1.2 A simple majority shall carry a vote.
3.1.3 As voted in at September 2021 WMASC, the standing conscious is that quorum for voting is set at 5 GSR’s.

4.0 Article 4 - Election of members
4.1 Chairperson
4.1.1 The Chairperson is elected by a simple majority vote at Area. The Chairperson is elected to serve a one year term and they may serve up to two consecutive terms in the position. Nominations for this position can be made by any Group or individual within WMASC.

4.2 Treasurer
4.2.1 The Treasurer is elected by a simple majority vote at Area. The Treasurer is elected to serve a two year term and they may serve up to two consecutive terms in the position. Nominations for this position can be made by any Group or individual within WMASC.

4.3 Secretary
4.3.1 The Secretary is elected by a simple majority vote at Area. The Secretary is elected to serve a one year term and they may serve up to two consecutive terms in the position. Nominations for this position can be made by any Group or individual within WMASC.

4.4 Vices to the above office bearers
4.4.1 The vices are elected by a simple majority vote at Area. The vice is elected to serve a one year term and they may serve up to two consecutive terms in the position. Nominations for this position can be made by any Group or individual within WMASC.

4.5 The Chairs of the WMASC Subcommittees
4.5.1 Nominations for these positions can be made by any member within WMASC.

4.5.2 All nominees who accept nomination shall submit their service CV to the sub-committee. The Sub Committee Chairs are elected by a simple majority vote at a Sub Committee meeting and then ratified at the following ASC, they serve a one year term. They may serve up to two consecutive terms in the position.

4.6 Regional Committee Member

4.6.1 The Regional Committee Member is elected by a simple majority vote. The Regional Committee Member is elected to serve a one year term. Nominations for this position can be made by any Group or individual within WMASC.

4.7 Alt Regional Committee Member

4.7.1 The Alt Regional Committee Member is elected by a simple majority vote. The Alt Regional Committee Member is elected to serve a one year term. Nominations for this position can be made by any Group or individual within WMASC.

5.0 Article 5 - Qualifications and Duties

5.1 Chairperson

5.1.2 Qualifications:

5.1.2.1 Four years continuous clean time.

5.1.2.2 Working knowledge of the 12 Steps, Traditions, and Concepts of NA, including samples of rules of order to be found in the Guide to Local Services.

5.1.2.3 Willingness to serve.

5.1.2.4 Previous experience of service at area level.

5.1.2.5 To be financially solvent for the purpose of being a WMASC bank signatory.

5.1.2.6 Access to email.

5.1.3 Duties:

5.1.3.1 To attend all WMASC meetings.

5.1.3.2 To open and close the meeting at the appointed times.

5.1.3.3 To arrange and provide an agenda for the business of the day.

5.1.3.4 To provide a monthly Chairperson’s report.

5.1.3.5 To be a signatory on the WMASC bank account.

5.1.3.6 To chair Area Assembly, prepare the agenda and facilitate all proceedings at the Assembly.

5.1.3.7 To act as an impartial chairperson and facilitate discussion at meetings of the WMASC ensuring that the rights of all participants are recognised.
5.1.3.8 To respond to the inquiries of participants relating to the Tenth Concept.
5.1.3.9 To bring to the WMASC when committee members are not fulfilling their responsibilities.
5.1.3.10 To exercise a casting vote to break a deadlock.
5.1.3.11 To mentor other members of the committee, particularly his/her deputy.
5.1.3.12 To appoint ad-hoc workgroups as and when deemed necessary.
5.1.3.13 To conduct an investigation of motions of no-confidence when necessary.

5.2 The Vice Chairperson

5.2.1 Qualifications:

5.2.1.1 Three years continuous clean time.
5.2.1.2 Working knowledge of the 12 Steps, Traditions, and Concepts of NA, including samples of rules of order to be found in the Guide to Local Services.
5.2.1.3 Willingness to serve.
5.2.1.4 Previous experience of service at Area level.
5.2.1.5 Access to email.

5.2.2 Duties:

5.2.2.1 The primary function of the WMASC Vice Chair is the co-ordination of the various sub committees.
5.2.2.2 To attend all WMASC meetings.
5.2.2.3 To provide a monthly Vice Chair report.
5.2.2.4 To work closely with the Sub Committee Chairs, stay informed of their projects and problems.
5.2.2.5 Attend Sub Committee meetings when disputes arise.
5.2.2.6 To assist Sub Committee Chairs with annual reports.
5.2.2.7 In the absence of the chairperson, to fulfil the functions of the Chairperson.

5.3 Area Treasurer

5.3.1 Qualifications:

5.3.1.1 Four years continuous clean time.
5.3.1.2 Working knowledge of the 12 Steps, Traditions, Concepts of NA and the Treasurers Handbook.
5.3.1.3 Willingness to Serve.
5.3.1.4 To be financially solvent.
5.3.1.5 Relevant experience of book-keeping and an understanding of financial management.
5.3.1.6 Appropriate spreadsheet/accounting programme experience.
5.3.1.7 Previous experience ideally as vice WMASC Treasurer or alternatively previously an Area Convention Subcommittee Treasurer or a successful Group Level Treasurer.

5.3.1.8 Experience of service in NA structures.

5.3.1.9 Access to email.

5.3.2 Duties:

5.3.2.1 Upon appointment audit the WMASC’s accounts and present to the WMASC.

5.3.2.2 To attend all WMASC meetings.

5.3.2.3 To manage the WMASC bank accounts.

5.3.2.4 To be the primary signatory on the WMASC bank account.

5.3.2.5 Maintain an updated and current signatory list.

5.3.2.6 To make available to the WMASC a monthly financial report including a written bank reconciliation, profit & loss, group donations and balance sheet statement for the Area.

5.3.2.7 To disburse funds as directed by WMASC.

5.3.2.8 To make a full financial report at the annual Area Assembly.

5.3.2.9 To keep all records pertaining to all money accounts for a minimum of five years.

5.3.2.10 To provide a receipt for every Group donation.

5.3.2.11 To obtain receipts for all expenditure.

5.3.2.12 Mentor their successor.

5.3.2.13 To provide an end of service closing report.

5.4 Vice Area Treasurer

5.4.1 Qualifications:

5.4.1.1 Three years continuous clean time.

5.4.1.2 Working knowledge of the 12 Steps, Traditions, Concepts of NA and the Treasurers Handbook.

5.4.1.3 Willingness to Serve.

5.4.1.4 To be financially solvent.

5.4.1.5 Experience of book-keeping and an understanding of financial management.

5.4.1.6 Previous experience as a Sub-Committee Treasurer or successful Group Level Treasurer.

5.4.1.7 Appropriate spreadsheet/accounting programme experience

5.4.1.8 Access to email.

5.4.2 Duties:

5.4.2.1 To attend all WMASC meetings.

5.4.2.2 To maintain the WMASC bank account.
4.2.3 Act as the main second signatory on the WMASC bank account.
4.2.4 In the absence of the Treasurer, to fulfil the functions of the Treasurer.

5.5 Secretary

5.5.1 Qualifications:
4.1.1 One year continuous clean time.
4.1.2 Working knowledge of the 12 Steps, Traditions, and Concepts of NA.
4.1.3 Willingness to Serve.
4.1.4 Typing and communication skills and access to a computer.
4.1.5 Proficiency in taking minutes and using appropriate word processing programmes.
4.1.6 Access to email.
4.1.7 Previous experience at Area Level e.g. as a GSR or attended Area to observe

5.5.2 Duties:

4.2.1 To attend all WMASC meetings.
4.2.2 In the absence of the Chairperson, Vice Chairperson and RCM, to call WMASC meetings to order and preside until the immediate election of a temporary Chair for the duration of the meeting.
4.2.3 To keep an accurate record of all WMASC proceedings.
4.2.4 To maintain a current mailing and contact list.
4.2.5 To make available all WMASC minutes and records to NA members in the manner defined by the WMASC.
4.2.6 To distribute a copy of the announcements to each participant at the WMASC meeting within the week following WMASC.
4.2.7 To send a draft version of the minutes to the Steering Committee within one week of the previous WMASC.
4.2.8 Upon the Steering Committees approval of the minutes distribute to each participant of the WMASC, no later than two weeks prior to the following WMASC.
4.2.9 To maintain all WMASC files, reports and archives and ensure that they are accessible to NA members.
4.2.10 Mentor their successor.

5.6 Vice Secretary

5.6.1 Qualifications:

4.1.1 Six months continuous clean time.
4.1.2 Working knowledge of the 12 Steps, Traditions, and Concepts of NA.
4.1.3 Willingness to Serve.
4.1.4 Typing and communication skills and access to a computer.
5.6.1.5 Proficiency in taking minutes and using appropriate word processing programmes.
5.6.1.6 Access to email.

5.6.2 Duties:
5.6.2.1 To attend all WMASC meetings.
5.6.2.2 Shadow and assist the Secretary.
5.6.2.3 In the absence of the Secretary, to fulfil the functions of the Secretary.

5.7 Regional Committee Member (RCM)
5.7.1 Qualifications:
5.7.1.2 Three years continuous clean time.
5.7.1.3 Working knowledge of the 12 Steps, Traditions, and Concepts of NA.
5.7.1.4 Willingness to Serve.
5.7.1.5 Must have served at Area level e.g GSR, sub-committee chair or WMASC steering committee

5.7.2 Duties:
5.7.2.1 To attend all WMASC meetings.
5.7.2.2 To attend all UK Regional meetings. Every other month/6 times a year.
5.7.2.3 In the absence of the Chairperson and Vice Chairperson to chair WMASC meeting.
5.7.2.4 To be the link between WMASC and UK Region.
5.7.2.5 Provide a bi-monthly Regional Committee report.
5.7.2.6 Study the reports from the WM Sub Committees Chairs and pass on to Region.
5.7.2.7 Present workshops.
5.7.2.8 Mentor their successor.

5.8 ALT RCM
5.8.1 Qualifications:
5.8.1.1 Two years continuous clean time.
5.8.1.2 Working knowledge of the 12 Steps, Traditions, and Concepts of NA.
5.8.1.3 Willingness to Serve.
5.8.1.4 Must have served at Area level e.g GSR, sub-committee chair or WMASC steering committee

5.8.2 Duties:
5.8.2.1 To attend all WMASC meetings.
5.8.2.2 To attend all UK Regional meetings (every other month/6 times a year)
5.8.2.3 To assist the RCM.

5.9 Literature

5.9.1 Qualifications

5.9.1.2 Three years continuous clean time.

5.9.1.3 Working knowledge of the 12 Steps, Traditions, Concepts of NA and the Treasurers Handbook.

5.9.1.4 Willingness to Serve

5.9.1.5 To be financially solvent.

5.9.1.6 Relevant experience of inventory/stock management

5.9.1.7 Appropriate spreadsheet/accounting programme experience would be beneficial.

5.9.1.8 Previous experience in a literature position at Group Level.

5.9.1.9 Previous experience at Area Level e.g as a GSR or attended Area to observe

5.9.1.10 Access to IT access to email.

5.9.2 Duties

5.9.2.1 To attend all WMASC meetings.

5.9.2.2 To maintain the WMASC literature stock records.

5.9.2.3 To provide a monthly literature report to WMASC, including monthly spend

5.9.2.5 Ensure WMASC’s literature is adequately stocked

5.9.2.6 To provide receipts for all literature orders made

5.9.2.7 To mentor the successor

5.9.2.8 To conduct an annual stock-take and action as necessary

5.10 Vice Literature

5.10.1 Qualifications

5.10.1.2 Two years continuous clean time.


5.10.1.4 Willingness to Serve

5.10.1.5 To be financially solvent.

5.10.1.6 Relevant experience of inventory/stock management

5.10.1.7 Appropriate spreadsheet/accounting programme experience would be beneficial.

5.10.1.8 Previous experience in a literature position at Group Level.
5.10.1.9 Previous experience at Area Level e.g as a GSR or attended Area to observe
5.10.1.10 Access to IT access to email.

5.10.2 Duties

5.10.2.1 To attend all WMASC meetings.
5.10.2.2 To assist in maintaining the WMASC literature stock records.
5.10.2.3 To assist in providing a monthly literature report to WMASC, including monthly spend
5.10.2.4 To assist in ensuring WMASC’s literature is adequately stocked
5.10.2.5 To provide receipts for all literature orders made
5.10.2.6 To assist in conducting an annual stock-take and action as necessary
5.10.2.7 To fulfil the role as Literature in the Literature persons absence

6.0 Article 6 - Impeachment of Office Bearers

6.1 Any NA member can carry a motion of no confidence of any office bearer in WMASC and must be seconded by a GSR.
6.2 Non-compliance includes but is not limited to:
6.2.1 Relapse.
6.2.2 No longer meets the requirements for election to such Office.
6.2.3 Bringing NA into disrepute.
6.2.4 Non-fulfilment of duties of their position.
6.2.5 Absence at three consecutive regularly scheduled meetings with an apology to WMASC Chairperson.
6.2.6 Absence at two consecutive regularly scheduled meetings without an apology to WMASC Chairperson.
6.2.7 Misappropriation of NA funds.
6.3 The Chairperson shall gather sufficient information and thereafter include these findings in their report at the next WMASC. The Chair will contact the NA member and invite them to WMASC. Following presentation from both parties the GSR’s will vote on the impeachment. In the event the NA person isn’t present without an apology, the vote will go ahead in their absence. In the event the NA member does send an apology, an impeachment can only be carried forward for one WMASC meeting.
6.4 Should a vote of no confidence be brought against the WMASC Chair, the Vice Chair will conduct the proceedings.

7.0 Article 7 - Resignations

7.1 Any WMASC office bearer may resign by providing verbal notice to the WMASC Chairperson at least two weeks before a scheduled WMASC meeting. If a service position is coming to the end of it’s term, the NA member should announce this at least 1 month prior to the commitment coming to an end.
8.0 Article 8 - Misappropriation of funds

8.1 Theft will not be tolerated.

8.2 The first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft.

8.3 A thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen? We don't want our initial emotional reaction to dictate the outcome of the situation.

8.4 If we have followed our guidelines to the letter and did everything in our power to prevent a theft and if it becomes clear that money has indeed been taken, the WMASC Chair should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

8.5 Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.

8.6 If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

8.7 A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

8.8 Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

8.9 If the individual does not appear at the special meeting, we will need to ensure that every effort to contact the person has been made. Use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

8.10 If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last
resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees and world services as resources.

9.0 Article 9 - Adhoc committees

9.1 The Chairperson of WMASC shall have the authority to appoint ad hoc workgroup committees for special purposes for a pre-determined period. The purpose, function and reportage of such committee shall be determined by the Chairperson. If the Chairperson position is vacant, the responsibility will fall to the vice chair.

10.0 Article 10 - WM Convention, Unity Days, Events & F&E Budget Guidelines

10.1 The above sub committees will work from a seed fund of £2,000.00. Any excess funds from events organised by these committees will be passed to WMASC.

11.0 Article 11 – Budgets

11.1 All subcommittees are to be equally funded with £150 per month, any requested funds over £150 must be voted on by GSR's. The RCM's are allocated £150 for each regional meeting attendance. All expenses should be supported by a relevant receipt or invoice.

12.0 Article 12 - Prudent reserve

12.1 Prudent reserve shall be £1,500 as of April 2021. It is the standing conscience of the Area that 20% above prudent reserve be donated to the UK RSC.

13.0 Article 13 - Amendments to Policy

13.1 Any GSR can propose an amendment, and seconded by a GSR at any WMASC. Amendments can be voted on at Area and if needed, be taken back to the groups for discussion and voted on at the following months WMASC.

14.0 Article 14 – Catering at NA events

14.1 Catering requirements and food options are left to the discretion of the group or subcommittee hosting the NA event, keeping in mind the diversity of our fellowship where possible.

15.0 Article 15 – Recognition of on-line groups within the WMASC

15.1 From the Group Booklet

‘What is an NA group? When two or more(153,901),(836,995)
1. All members of a group are drug addicts, and all drug addicts are eligible for membership.
2. As a group, they are self-supporting.
3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
4. As a group, they have no affiliation outside Narcotics Anonymous.
5. As a group, they express no opinion on outside issues.
6. As a group, their public relations policy is based on attraction rather than promotion

15.2 In addition to the above they should also have: -

1. A substantial connection to the area – e.g. at least 2 or more members are from the WM ASC area
2. Be listed on the WMASC where to find
3. Meet Regularly
4. Have functioning committee
5. Attend WMASC whether that is Online or in Person

16.0 Article 16 – Bringing motions/proposals

16.1 Proposals can be made by the following;

16.1.1 GSR’s

16.1.2 Steering Committee

16.1.3 Sub Committee Chairs

(note: - Individuals wanting to bring a proposal should discuss with their group for the group to bring to WMASC).

16.2 Proposals or motion at WMASC must be seconded by a GSR before going to a vote
Version 1 adopted 25/06/17
Version 2 adopted 28/01/18 (RCM length of service & prudent reserve updated)
Version 3 adopted 25/03/18

- Article 11 budgets amended

Version 4 adopted 29/04/18

- Article 10 amended to £2k seed fund

Version 5 adopted 16/05/18

- Article 12 amended to include standing conscience that surplus funds be passed to Region

Version 6 adopted 26/08/18

- Article 14 catering at NA events added

Version 7 adopted 15/10/18 as follows:

- Article 2 amended to include Website Co-ordinator and Vice Co-ordinator and Where to Find Co-ordinator
- Article 2 moved Chairs voting privileges to Article 3
- Article 2 moved Literature from Subcommittee Chairs to Steering Committee
- Article 4 amended Area Assembly date
- Article 4 Subcommittee Chairs – added to be ratified at ASC
- Article 4 RCM amended elections to take place at a normal ASC
- Article 4 Alt RCM amended elections to take place at a normal ASC and length of service
- Article 4 amended to include Website Co-ordinator and Vice Co-ordinator and Where to Find Co-ordinator

Version 8 adopted 30 December 2018

- Article 12 amended to increase prudent reserve to £2800 and 20% of funds above this are donated to RSC UK

Version 9 adopted August 2021

Questions and summary of changes

1.4 Elaborated on the purpose of WMASC

2.1.2 Added Alternate GSR into document

2.2 Added Vices, removed Where to Find and Website coordinator

2.3.4 Updated terminology to reflect current terms used ‘Fun and Entertainment rather than Fundraising and Events’

2.3.5 Added Communications Committee into document

3.1.3 Added in quorum for voting

4.0 Where to Find and Website coordinator removed

4.1.1 Added nominations can be made by group or individual

4.2.1 Treasurer - length of service increased from one to two year

4.4 Deputise changed to Vice
4.4.1 Deputise changed to Vice
4.6.1 Changed from two years to one year
4.7.1 Changed from two years to one year
5.0 Removed role of mentoring from Vice positions
5.0 Removed Where to Find and Website coordinator
5.1.2.5 Added in ‘to be financially solvent’
5.3.1.7 Updated wording and scope
5.4.1.6 Changed scope
5.1.5.7 Updated wording and scope
5.5.2.7 Extended timeframe slightly
5.7.1.5 Added further detail
5.7.2.2 Added further detail
5.8.1.4 Added further detail
5.8.2.2 Added frequency of UK Regional meetings
5.9 Added in qualifications and duties for Literature
5.10 Added in qualifications and duties for Vice Literature
6.3 Added further detail
7.1 Added further detail
9.1 Added responsibility of Vice
11.1 Added further detail for clarity
12.1 Updated prudent reserve as of April 2021
13.1 Added further detail for clarity
15.0 Added Article 15 – Recognition of on-line group within WMASC
16.0 Added Article 16 – Bringing motions/proposals added for clarity