

*UNITED STATES
SERVICE CONFERENCE
OF
NARCOTICS
ANONYMOUS*



*Service Guide
Updated and Group Conscience
Approved October 26th 2013*

VISION

THE UNITED STATES SERVICE CONFERENCE OF NARCOTICS ANONYMOUS SHALL BE READILY AVAILABLE TO SERVE ALL ADDICTS AND GROUPS IN THE UNITED STATES BY UPHOLDING THE SPIRITUAL PRINCIPLES AND TRADITIONS OF NA.

PURPOSE

THE PURPOSE OF THE USSCNA IS TO COME TOGETHER IN UNITY TO FULFILL THE SERVICE NEEDS OF OUR MEMBER BODIES AS DIRECTED BY THE SPIRITUAL CONSCIENCE OF THE GROUPS THAT HAVE CREATED IT.

FUNCTION

OUR FUNCTION IS ONE OF SIMPLICITY; TO CARRY OUT GROUP CONSCIENCE AS DIRECTED BY THE FELLOWSHIP WE SERVE.

OUR BASIC RESPONSIBILITIES ARE:

- *TO FORM AND MAINTAIN SUBCOMITTEES AS DIRECTED BY THE U.S. FELLOWSHIP.**
- *TO PROVIDE AND MAINTAIN ANY AND ALL COMMUNICATION METHODS FOR COLLECTING AND SHARING GROUP CONSCIENCE.**
- *TO ENSURE THE CONTINUATION AND GROWTH OF NA BY ADHERING TO OUR NON-NEGOTIABLE TWELVE TRADITIONS.**

Group Conscience approved 7/15/2012

TRADITIONS

For those people whom we don't even know yet, who will help us to secure what we have found, by permitting us to share it with them. Without the Traditions this cannot happen. The Traditions truly are an individual thing. We don't all interpret them the same way but if we are to survive **WE MUST**. They are not a matter of opinion. They (Traditions) are the **FACTS IN ACTION**. If we do not abide by them we cannot succeed. If we do not practice what we have, we will lose what we have. The Traditions are the perfect elimination of wills and personalities. They succeed only when applied, as the program does "**WHEN APPLIED**". Let us not in our haste fall by the wayside, for lack of remembering what makes it possible for all good things to happen. There is no room for half hearted attempts at them. If they are not adhered to in the spirit of the program, as a gift from a loving God, then what we have is nothing, and what we offer is false and dishonest.

It is time for those who follow these tenets to recommit themselves for our survival as a spiritual organization, and for those who swell in ignorance of the Traditions to pray earnestly for the knowledge of His will for them, and the Power to carry that out, thus becoming a part of a greater "**GROUP CONSCIENCE**". Inspired by and nurtured by a loving God in the spirit of something that most will always be in wonderment of, who truly don't understand, but to those of us who think that we do. May we all find that creative spirit of good will that surely helps when the hard times come and go, and the good times are few and far between.

It is time for Narcotics Anonymous to unite if we are to survive a truly viable sweet promise of tomorrow that God most certainly intended that we are to be a part of. Please unite with us now in a sweet wish of love and unity, which we truly can do, and be all that we say that we are; all that we stand for, it is up to you.

Excerpt from Board of Trustees Report 1982
(Revised grammatical errors and punctuation)

This is a template for a basic guideline: a Service Guide for the United States Service Conference.

Simple clear descriptions and a continuing process of simplification, clarification and concision characterize our latest attempt to define service to NA at one of its broadest levels. Just as ongoing recovery is a continual process of surrender, awareness and growth so must a modern model for service be the same. Our prayer is for ever increasing simplification and brevity.

We need clean, dedicated members with a true trusted servant's temperament and genuine leadership ability. The trusted servants must fully understand and embrace the Twelve Traditions as the primary guidance necessary for service but may include the current Guide to Local Services which may go beyond the constant redefinition of their responsibilities by group conscience.

These members must never govern and never confuse service with governance. Valid experience is also a consideration. *"An ideal candidate for service in the USSCNA would possess a mixture of clean time tempered with the understanding of the core principles of service, as these are important in understanding that service is not governance"*.

United States Service

The service which the United States Service Conference offers is US Service; these are the services which deal with the situations and needs of United States Groups, Areas, Regions, and members of Narcotics Anonymous and which the Fellowship offers to its members, groups, and to society. The basic purposes of our US Services are communication, coordination, information, and implementation as directed by the groups. We provide these services so that our groups and members can more successfully carry the message of recovery, insuring that our program of recovery can be made more available to addicts everywhere.

The United States Service Conference meets annually in open conference. This branch of service is to benefit N.A. within the United States where we find new service IDEAS developing. Our US Services work for the good of NA; although all parts of our service structure affect the NA fellowship, and only at this level do we find service bodies designed to deal with situations which involve our entire United States Fellowship.

**UNITED STATES SERVICE CONFERENCE
OF NARCOTICS ANONYMOUS (USSCNA)**

SERVICE GUIDE

**To alleviate any confusion of terms the following will be the standard
throughout these guidelines.**

USSC: United States Service Committee

USSCNA: United States Service Conference of Narcotics Anonymous

USNSB: United States National Service Board

ARTICLE I

SPIRITUAL GUIDELINES

ORDER OF GUIDING DOCUMENTS

- A. The Twelve Traditions
- B. Twelve Concepts of Service of Narcotics Anonymous
- C. The approved USSCNA Service Guide
- D. The Guide to Local Service (2002)
- E. The rules contained in the current edition of "Robert's Rules of Order," newly revised
- F. The USSC and USSCNA shall not make or take any action that conflict with the Guiding Documents

ARTICLE II

PARTICIPATION

- A. The participants of the USSCNA consist of:
 - 1. United States Service Committee Officers
 - 2. Group, Area, and or Regional Elected Representatives
 - 3. Subcommittee chairs and incoming subcommittee chairs
 - 4. Guardian Committee
 - 5. United States National Service Board
 - 6. Any interested member (as an observer only)

ARTICLE III

VOTING

- A.** Voting members of the USSCNA consist of:
- 1.** A Group, Area, or Region who has registered with our secretary, using a valid email address, whose representative has been appointed or elected by that body which supports the USSCNA.
- B.** Only VOTING MEMBERS may second motions or nominations.
- C.** In the event there is a tie vote on any item, the motion is to be brought back to the floor for more discussion and then re-voted. After two ties the motion will fail due to lack of simple majority as defined in Roberts Rules of Order.
- D.** Items requiring a 2/3 majority of votes to pass:
- 1.** Removal of any Trusted Servant with just cause:
 - a.** Relapse
 - b.** Theft of NA funds
 - c.** Gross violations of Traditions
 - d.** Neglect of Duty
 - e.** Changes to these guidelines
- E.** All voting will be in a yes or no format.
- F.** All Other decisions are decided by a simple majority vote.
- G.** Approved motions of the USSCNA are determined by a majority vote.
- 1.** Majority vote means at least 50 percent plus one of registered voting members.
 - 2.** Each registered voting representative will have one and only one vote per each group conscience.
 - 3.** Registered voters VOTE ONLY THE CLEAR GROUP CONSCIENCE of members they represent.
- H.** No USSC Administrative Officer or subcommittee, USNSB Officers, Guardian Committee has a vote concerning approval of any action by the USSCNA.
- I.** ACTUAL VOTES at the USSCNA WILL BE TAKEN AS FOLLOWS:
- 1.** The Chair will call for a vote.
 - 2.** Votes will be collected by many processes.
 - a.** Voting Representative in attendance in form of group tally
 - b.** Absentee votes through electronic media

ARTICLE IV

MOTIONS

- A.** Only VOTING MEMBERS may second motions or nominations.
- B.** All presentations, motions, statements, etc., to be clearly restated by the USSC Chair and then deferred to the Guardian Committee and then to the USNSB for appropriate subcommittee review.
- 1.** After no more than sixty (60) day review the motion will be resubmitted with detailed explanations for any modifications.

- C.** Subcommittees may make motions after consulting with the Guardian Committee for adherence to the Traditions. Any USSCNA Agenda items to be included in conference that conflict with the Guiding Documents will be ruled out of order.
- D.** All motions must be: prepared on USSCNA Motion Form, seconded by a Registered Voting member, have the intent clearly stated, and a financial impact when applicable.
- E.** Any motion to be voted on shall be displayed before the vote.
- F.** Send any motions to be included in USSCNA Agenda by mail, or e-mail to the USSC Chairperson one hundred eighty (180) days prior to the USSCNA. All original motions will be kept and copies sent to all registered USSCNA participants with response from Guardian Committee for Tradition issues or USNSB with possible changes noted.
 - 1.** Motions sent in after the one hundred eighty (180) day period and conference floor new motions will be considered new business and will be acted upon at the next USSCNA.
- G.** There will be no recommendations to adopt or not to adopt any motion by the USSC or the USSCNA.
- H.** There will be no straw poll motions administered during the USSCNA.

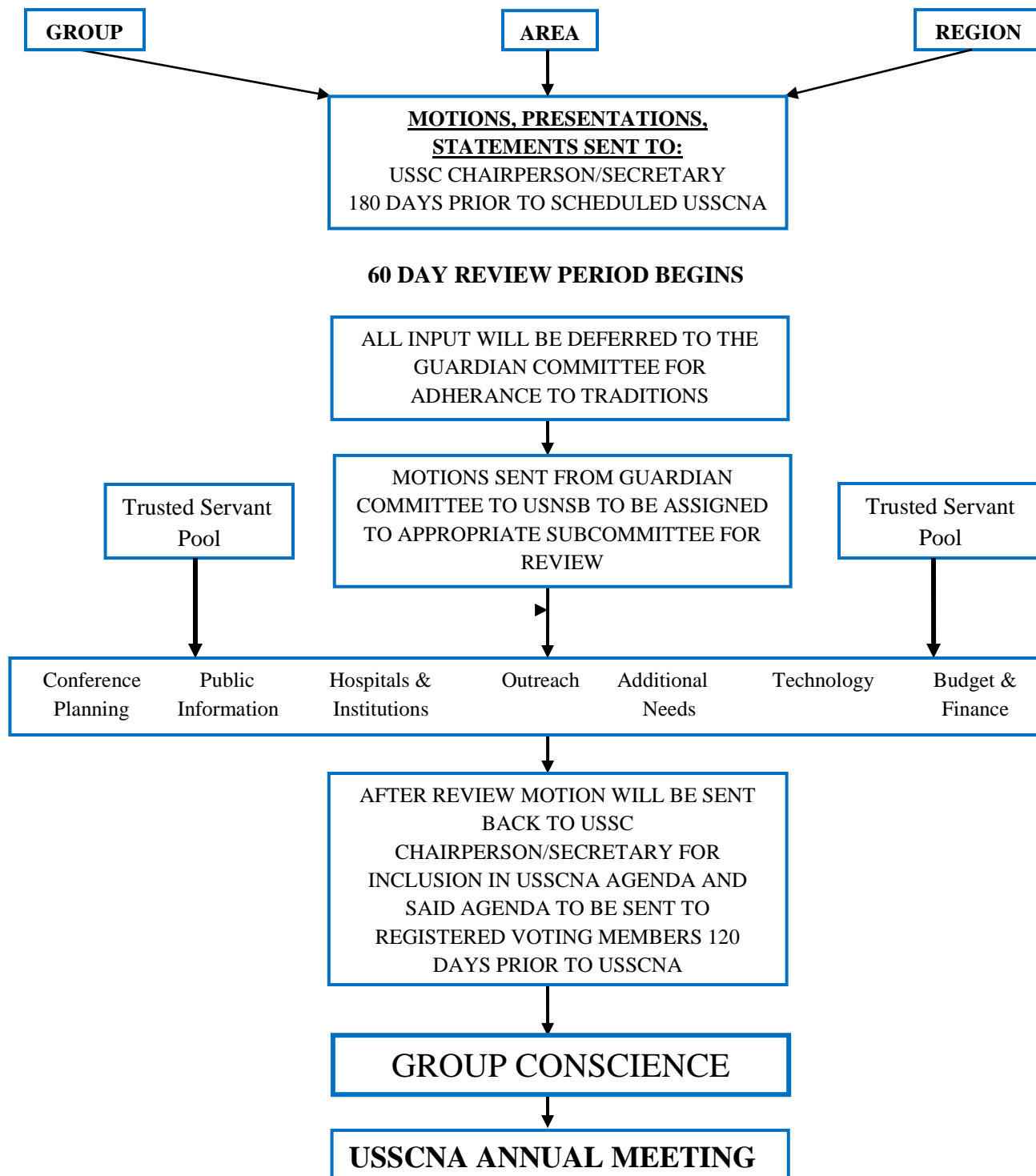
ARTICLE V **NOMINATIONS**

- A.** Only VOTING MEMBERS may second nominations.
- B.** Nominee must fill out and sign a USSC service resume.
- C.** Nominee must be present for nomination and election to all positions.
- D.** Only nominees who are members of a represented group, area, or region in support of a USSCNA are considered for any position on the USSC.
- E.** Participating members of Subcommittees are selected from a Trusted Servant Pool from nomination forms sent in from a registered group, area, and or region according to their specific field of service.
- F.** The USSC Administrative Committee Treasurer, Alternate-Treasurer and all Guardian Committee members shall have a clean time requirement of fifteen (15) years continuous abstinence from all drugs at the time of their election. All other elected trusted servant positions shall have a clean time requirement of ten (10) years continuous abstinence from all drugs at the time of their election.

ARTICLE VI

USSCNA SERVICE GUIDE FLOW CHART

Items below will be from a registered voting member Article III Subsection 1-a



ARTICLE VII

Guardian Committee

The Guardian Committee will address principle related issues with the responsibility of moving proactively on such issues by developing position papers on specific Tradition issues. The Guardian Committee provides guidance on issues identified by the US Fellowship of Narcotics Anonymous as problematic and or controversial. This Committee is the Guardians of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. The Guardian Committee will be a standing Policy and Procedures Committee of the USSC having the responsibility of safeguarding the Fellowship against any dilatory motions or actions that negotiate any Tradition in regards to the USSCNA and the United States Fellowship. This Committee deals with the policies and procedures of the USSCNA as a whole, through the general policies of NA, which are expressly stated in our Twelve Traditions and Twelve Concepts. However, the application of the Traditions and Concepts in their relation to the USSCNA is the concern of this Committee. The Committee is responsible to maintain the USSCNA Service Guide, to evaluate the effectiveness of current policies and or procedures, and recommend to the Conference any changes or modifications where appropriate. This subcommittee may also supply guidance, if requested, to Area and Regional Policy Chairpersons in the development and maintenance of their own guidelines. This Committee is not a governing body, is never autonomous, and should never be confused as such; it only acts in matters where the USSCNA charges it to do so.

The Guardian Committee will also guide the Conference in philosophical discussions that affect the continuation and growth of Narcotics Anonymous in the United States.

The responsibility of this Committee is to help deal with anything that affects N.A. in the United States; either internally or externally. All things which may endanger the existence of our Fellowship or limit our growth are of concern to the Guardian Committee. This committee does not, however, govern. Its nature is that of a custodian, providing guidance. Length of service commitment is to be for a term of three years to ensure the continuation and quality of service. For the spiritual principle of rotation and continuity of service, a Guardian may only serve for a maximum period of two terms. For purposes of unity in service the Guardian Committee works closely with the USSC, its subcommittees, and the USNSB, but functions within its own guidelines.

GUIDELINES FOR THE GUARDIAN COMMITTEE

The purpose of the Guardians is to insure the continuation and growth of Narcotics Anonymous in the United States.

THE FUNCTIONS OF THE GUARDIANS ARE:

- A.** To deal with those things, both within and outside the Fellowship, which affect the continuation and growth of Narcotics Anonymous in the United States.
- B.** To actively seek and ensure the maintenance of the Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous as applied in the United States.
- C.** To actively seek and encourage ways of carrying the message of recovery to the addict who still suffers. The Guardians are responsible to the groups through our service structure; and must remain responsive to the needs of the groups.
- D.** The Guardian Committee may generate and distribute essays/bulletins that deal with known Tradition

issues that occur or that have already occurred in regards to the United States Fellowship.

- E. The Guardian Committee should supply at least two Guardians for each subcommittee of the USSC for guidance purposes. The Guardians serves as liaisons to the subcommittees and hold no voting privileges within the subcommittee.
- F. The Guardian Committee holds regular meetings quarterly on the first Saturday of the months of January, April, July, and October.
 - 1. For the principle of prudence, electronic means of communication (conference calls, Skype, Join. Me) of meetings should be utilized at all times except for annual USSCNA meeting.
 - 2. Additional Special Meetings are held whenever needed upon two (2) weeks notification by the Guardian Committee Chairperson.

**MEMBERS OF THE GUARDIAN COMMITTEE OF NARCOTICS ANONYMOUS
CONFORMS TO THE FOLLOWING:**

- A. The number of Guardians serving at any time is limited to a maximum of fifteen (15). There need not be a full complement of Guardians serving at any given time; ultimately, the number of active Guardians will be determined by need.
- B. Guardians are all recovering addicts.
 - 1. Guardian Qualifications
 - a. Clean time requirement of fifteen (15) years continuous abstinence from all drugs.
 - b. The willingness to serve as an active member of the Guardian Committee.
 - c. Should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous as observed in their actions. To seek and share the most complete information available; and work to further the group's well-being and the Fellowship's Common Welfare.
 - d. Nomination at the USSCNA with a recommendation from their Registered Voting Group, Area or Region that supports the USSCNA.
 - e. A commitment to service as shown by experience working as a member of other NA service committees, and his or her contributions to the continuation and growth of the United States Fellowship.
 - f. Due to the extreme focus required of the Guardian Committee no Guardian may serve beyond regional service while serving as a Guardian.
 - g. The time and resources necessary for active Guardianship.
- C. Guardians will be elected in staggered terms: Eight elected in even numbered years and seven in odd numbered years.

OFFICERS OF THE GUARDIAN COMMITTEE

A. CHAIR

- 1. Presides over all Guardian Committee meetings.
- 2. Has such responsibilities and performs such duties as may be required from time to time by the Guardian Committee.
- 3. May appoint and define the duties of Guardian members as authorized by the full Guardian Committee.
- 4. Is elected by USSCNA and is a member of the Guardian Committee.

B. VICE-CHAIR

1. Performs all the duties and has all the responsibilities of the Chair in his or her absence.
2. Performs such duties as may be required from time to time by the Guardian Committee.
3. Is elected from and is a member of the Guardian Committee.

C. SECRETARY

1. Keeps a record of the proceedings of the Guardian Committee.
2. Prepares and distributes accurate minutes of the meetings of the Guardian Committee, within thirty (30) days of such meetings.
 - a. Records all conference calls and stores the recordings for archive purposes and to assist in transcribing accurate minutes of the meeting.
3. Distributes essays/bulletins that deal with known Tradition issues that occur in regards to the United States Fellowship as directed by the Guardian Committee.
4. Is elected from and is a member of the Guardian Committee.

Upon selection through the voting process of the USSCNA the members of the Guardian Committee will hold internal elections for officer positions. These positions will be rotated every three (3) years for continuity of service and rotation. Duties and responsibilities of these officers and their subcommittee assignment, not mentioned above, to be determined by the Guardian Committee.

ARTICLE VIII **OFFICERS OF THE USSC**

It is the responsibility of these officers in coordination with the Conference Planning Subcommittee to plan and arrange the next USSCNA, held annually; to maintain lines of communication between United States Service Conference participants, USSC subcommittees, and members throughout the year. It is also the responsibility of these officers to consult with the Guardian Committee in regard to any action which negotiate the Twelve Traditions. During the USSCNA the United States Service Committee consists of the newly elected USSC Officers and the current officers. The newly elected USSC officers serve the administrative needs of the United States Service Conference of NA throughout the year, prepares approved minutes and quarterly reports and acts as a resource to groups, areas and or regions of the US Fellowship of Narcotics Anonymous. For the principle of prudence, electronic means of communication (conference calls, Skype, Join. Me) of meetings should be utilized at all times except for annual USSCNA meeting.

USSCNA AGENDA

- ◆ Call meeting to order at specified time
- ◆ Open meeting with Prayer
- ◆ Read 12 Traditions and 12 Concepts of Service
- ◆ Roll call of Registered Representatives
 - Administrative Committee Roll call
 - Subcommittee chairs roll call

- Guardian Committee
- USNSB Chair
- ◆ Secretary Report
- ◆ Move to accept Secretary Report
- ◆ Move to approve or correct minutes from last meeting
- ◆ Treasurer Report
- ◆ Move to accept Treasurer Report
- ◆ Administrative Officers Reports
- ◆ Guardian Committee Report
- ◆ USNSB Administrative Report
- ◆ Subcommittee Reports
- ◆ Old Business (Gathered from subcommittee reports/unfinished business)
 - Announce results of motions and nominations
- ◆ New Business (Topics to be discussed next meeting or within subcommittees)
- ◆ Nominations/Elections
- ◆ Closing Prayer

ARTICLE IX

ELECTION PROCEEDINGS:

- A. Requirements and Responsibilities of the office to be read prior to nominations.
- B. Nominations for any elective U.S. Service Committee position are accepted from the USSCNA participants, who are willing to serve and have the time and resources necessary; service which may include extensive travel. Nominees shall be selected from current USSCNA participants and previous year's participants, including USSC subcommittee chair and vice-chairs.
- C. Nominations must be seconded by a Registered Voting participant.
- D. The nominee is entitled to decline the nominations.
- E. The names of the nominees are posted prior to the vote and each nominee will briefly qualify themselves by submitting and reading a USSC service resume **Addendum "A"**.
- F. Elections should be made on a rotating schedule: Administrative June. Subcommittees December
 - 1. The six month period will be an opportunity for mentorship of incoming committee members.
- G. Length of service commitment to be three (3) years for all positions.

United States Service Committee Administrative Officers

CHAIR

A. REQUIREMENTS:

1. Clean time requirement of ten (10) years continuous abstinence.
2. Direct service experience within their time clean such as in the Administrative Committee of a region or area.
3. Willingness to serve as an active member of the United States Service Committee.

4. Commitment to service.
5. Time and resources necessary to serve meaning they will be expected to make a considerable investment of their time and resources. They could be asked to travel and spend time away from their family, their job and home. They may also be asked to spend some of their personal funds in order to fulfill their responsibilities, perhaps to attend workshops, or other activities that could augment the growth of their area of service.
6. Should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Service of Narcotics Anonymous in their actions to seek and share the most complete information available, and work to further the group's well-being and the Fellowship's Common Welfare.
7. Be a nonvoting member of Budget & Finance Committee
8. Must fill out and sign a USSC Service Resume **Addendum "A"**

B. RESPONSIBILITIES:

1. Presides over all of the activities of the USSCNA.
2. Remains receptive to the needs of the Fellowship and seeks direction from the body in their decisions.
3. May appoint Ad hoc Committees as needed and authorized by the USSCNA.
4. Coordinates with the Secretary to compile the USSCNA Agenda from registered voting groups, areas, regions and USSC subcommittees to be sent to groups, areas, and regions one hundred and twenty (120) days prior to the USSCNA for group conscience, (although input can be made at any time).
5. Sends motions to the Guardian Committee and then to the USNSB to be assigned to the appropriate USSC Subcommittee for review and then be given to the Secretary for preparing of the USSCNA Agenda.
6. Approves USSCNA minutes before distribution.

VICE-CHAIR

A. REQUIREMENTS:

1. Clean time requirement of ten (10) years continuous abstinence.
2. Willingness to serve as an active member of the United States Service Committee.
3. Direct service experience within their time clean in the Administrative Committee of a region or area.
4. Commitment to service.
5. Time and resources necessary to serve meaning they will be expected to make a considerable investment of their time and resources. For Vice-Chairs, this means they should be prepared to attend all their scheduled subcommittee meetings. They could be asked to travel and spend time away from their family, their job and their home. They may also be asked to spend some of their personal funds in order to fulfill their responsibilities, perhaps to attend workshops, or other activities that could augment the growth of their area of service.
6. Should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Service of Narcotics Anonymous in their actions to seek and share the most complete information available, and work to further the group's well-being and the Fellowship's Common Welfare.
7. Must fill out and sign a USSC Service Resume **Addendum "A"**.

B. RESPONSIBILITIES:

1. Performs all duties of the Chair in their absence.
2. Performs such duties as may be required by the USSC.
3. Is the parliamentarian during all business proceedings of the USSCNA.

SECRETARY

A. REQUIREMENTS:

1. Clean time requirement of ten (10) years continuous abstinence.
2. Willingness to serve as an active member of the United States Service Committee.
3. Direct service experience within their time clean such as Secretary in the Administrative Committee of a region or area
4. Commitment to service.
5. Time and resources necessary to serve meaning they will be expected to make a considerable investment of their time and resources. They could be asked to travel and spend time away from their family, their job and their home. They may also be asked to spend some of their personal funds in order to fulfill their responsibilities, perhaps to attend workshops, or other activities that could augment the growth of their area of service.
6. Should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Service of Narcotics Anonymous in their actions to seek and share the most complete information available, and work to further the group's well-being and the Fellowship's Common Welfare.
7. Must fill out and sign a USSC Service Resume **Addendum "A"**.

B. RESPONSIBILITIES:

1. Responsible for written and recorded proceedings of the United States Service Conference of NA.
2. The minutes of the USSCNA are to be recorded by various means of technology; approved by the USSC Chair before copies are made, completed no later than thirty (30) days following the close of each Conference and be made available on USSCNA Website.
3. The distribution of minutes will be to the following committees and members:
 - a. Each of the voting members attending the conference
 - b. All officers and subcommittee chairs of the USSC
 - c. All officers of the USNSB
 - d. The Guardian Committee
 - e. All representatives of each region and area as well as each registered group not represented through this structure
4. Minutes and USSCNA tapes, compact disks or recordings are made available to the Fellowship; the minutes upon request and tapes, compact disks or recordings at the first reproduction.
5. After review of motions submitted by the Fellowship are deferred to the Guardian Committee and then to subcommittees by the Chair; the Secretary compiles those motions in a USSCNA Agenda list and sends to all registered groups for group conscience purposes.

ALTERNATE-SECRETARY

A. REQUIREMENTS:

1. Clean time requirement of ten (10) years continuous abstinence.
2. Willingness to serve as an active member of the United States Service Committee.
3. Direct service experience within their time clean such as Alternate-Secretary of an Administrative Committee from a region or area.
4. Commitment to service.
5. Time and resources necessary to serve meaning they will be expected to make a considerable investment of their time and resources. They could be asked to travel and spend time away from their family, their job and their home. They may also be asked to spend some of their personal funds in order to fulfill their responsibilities, perhaps to attend workshops, or other activities that could augment the growth of their area of service.
6. Should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Service of Narcotics Anonymous in their actions to seek and share the most complete information available, and work to further the group's well-being and the Fellowship's Common Welfare.
7. Must fill out and sign a USSC Service Resume **Addendum "A"**.

B. RESPONSIBILITIES

1. Assist Secretary in any and all their duties
2. In the absence of the Secretary assumes their responsibilities.

TREASURER

A. REQUIREMENTS:

1. Clean time requirement of fifteen (15) years continuous abstinence.
2. Willingness to serve as an active member of the United States Service Committee.
3. Direct service experience within their time clean such as Treasurer in the administrative committee of a region or area
4. Commitment to service.
5. Time and resources necessary to serve meaning they will be expected to make a considerable investment of their time and resources. This means they should be prepared to attend all their scheduled meetings. They could be asked to travel and spend time away from their family, their job and their home. They may also be asked to spend some of their personal funds in order to fulfill their responsibilities, perhaps to attend workshops, or other activities that could augment the growth of their area of service.
6. Should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Service of Narcotics Anonymous in their actions to seek and share the most complete information available, and work to further the group's well-being and the Fellowships Common Welfare.

7. Must submit and sign a USSC Service Resume **Addendum “A”**.

B. RESPONSIBILITIES:

1. Keeps an accurate account of the financial transactions of the USSCNA and the USSC.
2. Prepares and presents a yearly financial report at the USSCNA.
 - a. Prepares an annual budget and tracks actual and projected revenues and expenditures against the budget.
 - b. Prepares annual State and Federal tax reporting documents as requested or required by appropriate government tax authorities.
 - c. Commission periodic external audits.
3. Prepares and sends quarterly USSCNA activity reports to the groups, areas, and regions.
4. Prudently disburses monies throughout the year to the United States Service Committee officers as required and directed by an approved budget of the USSCNA.
5. Chairs the meetings of the Budget and Finance Subcommittee
6. All disbursements require the majority approval of all the USSC officers which include subcommittee chairs

ALTERNATE-TREASURER

A. REQUIREMENTS:

1. Clean time requirement of fifteen (15) years continuous abstinence.
2. Willingness to serve as an active member of the USSC.
3. Direct service experience within their time clean such as Alternate-Treasurer in the administrative committee of a region or area.
4. Commitment to service.
5. Time and resources necessary to serve meaning they will be expected to make a considerable investment of their time and resources. This means they should be prepared to attend all their scheduled meetings. They could be asked to travel and spend time away from their family, their job and their home. They may also be asked to spend some of their personal funds in order to fulfill their responsibilities, perhaps to attend workshops, or other activities that could augment the growth of their area of service.
6. Should display their spiritual integrity and fidelity by applying the principles of the Twelve Steps, the Traditions and the Twelve Concepts of Service of Narcotics Anonymous in their actions to seek and share the most complete information available, and work to further the groups well-being and the Fellowship's Common Welfare.
7. Must submit and sign a USSC Service Resume **Addendum “A”**.

B. RESPONSIBILITIES:

1. In the absence of the USSC Treasurer assumes their responsibilities
2. Assist Treasurer in any and all of their duties

Subcommittees of the United States Service Committee

The subcommittees will be handling large portion of the actual work delegated by the conference: conducting workshops; learning days; providing resources and service aids to the local NA communities; interacting with professionals interested in Narcotics Anonymous; keeping the media and the general public informed about Narcotics Anonymous; and serving as the United States Fellowships contact with the various agencies interested in our program. The following are subcommittees that would be necessary to fulfill the administration of resources and services in the United States. All Secretary's of subcommittees will make distribution of minutes to be completed no later than thirty (30) days following the close of each subcommittee meeting and be made available on USSCNA Website. For the principle of prudence, electronic means of communication (conference calls, Skype, Join. Me) of meetings should be utilized at all times except for Annual USSCNA meeting.

IN ORDER TO MINIMIZE THE TIME SPENT ON DISCUSSING AND DEBATING WITHIN THE USSCNA, A SUBCOMMITTEE SYSTEM IS USED BY THE USSC. THESE COMMITTEES ARE ADMINISTERED BY A UNITED STATES NATIONAL SERVICE BOARD (USNSB) AND ARE NEVER AUTONOMOUS. ALL INPUT TO THE BOARD INCLUDING QUESTIONS, IDEAS, MOTIONS, SUGGESTIONS, ETC., ARE DIRECTED TO SPECIALIZED SUBCOMMITTEES. THE BASIC SUBCOMMITTEES ARE THE FOLLOWING ALTHOUGH OTHER SUBCOMMITTEES CAN BE FORMED BASED ON FELLOWSHIP NEEDS: ONCE THE USNSB OFFICERS AND SUBCOMMITTEE CHAIRS ARE ELECTED BY THE USSCNA, THE SUBCOMMITTEE PARTICIPANTS WILL BE SELECTED FROM THE FELLOWSHIP TRUSTED SERVANT POOL TO FILL MEMBERSHIP OF SUBCOMMITTEE. IN THE EVENT THAT THE USNSB ADMINISTRATIVE COMMITTEE IS NOT FULLY FORMED WITH ALL SERVICE POSITIONS THE SUBCOMMITTEES WILL BE RESPONSIBLE TO THE USSC. EACH SUBCOMMITTEE WILL FORMULATE THEIR OWN GUIDELINES FROM AVAILABLE RESOURCES. LENGTH OF SERVICE COMMITMENT TO BE THREE (3) YEARS.

These Subcommittees are:

1. Conference Planning
2. Public Information
3. Hospitals and Institutions
4. Outreach
5. Additional Needs
6. Technology
7. Budget and Finance
8. Service Material Development and Distribution

Conference Planning Subcommittee

With the cooperation of the Administrative Officers of the conference, this subcommittee is responsible for the conference program and agenda. The USSCNA is the means by which we maintain "*Our common welfare*" and cultivate "*NA Unity*" as described in Tradition One. *The Spiritual Principle of Prudence should be utilized in all aspects of the planning of this committee.*

Public Information Subcommittee (PI)

This subcommittee is charged with a broad responsibility for informing the national media, all agencies, and the general public of the existence and purpose of Narcotics Anonymous. By doing so, the PI Subcommittee helps prevent misunderstandings of our fellowship and encourages the kind of broad based awareness of Narcotics Anonymous recovery that attracts more and more addicts to our meetings nationwide. This information ensures our adherence to Tradition Eleven which states: *“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”*.

Hospitals and Institutions Subcommittee (H & I)

This subcommittee focuses its attention on how to better carry the Narcotics Anonymous message into treatment and correctional facilities, by allowing us the ability to *“carry the message to the addict who still suffers,”* which is the foundation of Tradition Five. This subcommittee serves as the United States Fellowship’s representative to federal correctional and judicial authorities, national societies of treatment professionals, national correctional and judicial associations, and treatment industry organizations.

Outreach Subcommittee

In Narcotics Anonymous we use the term "Outreach" to describe an array of services designed specifically to ensure that any NA member, group, or meeting can participate in the NA service structure and receive services if they so desire. The goals of outreach service are to assist groups in solving problems that may impede their growth or threaten their survival and to help groups overcome many kinds of isolation by encouraging increased knowledge, contact, and exposure to NA as a whole and to the USSCNA Service structure.

The main responsibilities of this subcommittee are to facilitate workshops, learning days, and group, area, and regional inventories.

Additional Needs Subcommittee

This subcommittee is a resource for Narcotics Anonymous groups, areas and regions to provide recovery aids to addicts, regardless of personal ability or disability, in accordance with Tradition Three. This subcommittee assists in the promotion of awareness about addicts who need additional help finding recovery in Narcotics Anonymous.

Technology Subcommittee

This subcommittee is responsible for the development, implementation, and maintenance of the appropriate pages on the USSCNA Website. The subcommittee will post all information and documents pertinent to the fellowships primary purpose. The Technology Subcommittee is responsible to assist all committees with current electronic services to be used for quarterly meetings or any other purposes necessary between conferences.

Budget and Finance Subcommittee

In following the principles of Tradition Seven which states: *“Every N.A. group ought to be fully self-supporting, declining outside contributions,”* this subcommittee budgets all USNSB and conference operations. Chaired by the USSC Treasurer, the subcommittee reviews income forecasts, activity plans, and anticipated expenses for the upcoming year and submits recommendations at the United States Service Conference of NA.

The Budget and Finance Subcommittee is also responsible for maintaining communications with Narcotics Anonymous service committees and the United States Fellowship at large. This subcommittee provides financial information on United States Service Conference resources and services. These communications will be made available to all registered groups, area committees and regional committees.

Service Material Development & Distribution

The purpose of the USSC SMD&D Ad-Hoc is to improve, develop, update, and provide service literature that is consistent with the spiritual aim of Narcotics Anonymous to produce the most accurate and updated service material according to our Twelve Traditions. When service literature leads our fellowship away from the Traditions through affiliation to outside entities or addresses outside issues it guides the addict away from the spiritual vision encompassed through the Steps and Traditions. These are the internal and external forces that could destroy us. This subcommittee will provide guidance and assistance for all NA members and NA service committees who wish to participate in our service material development process. Through the open involvement of our entire US fellowship in all facets of writing, reviewing, and approving Narcotics Anonymous service material, we are preserving the concept upon which NA was founded; that one addict can best understand and help another addict.

ARTICLE X

UNITED STATES NATIONAL SERVICE BOARD

The 4th Concept of Narcotics Anonymous service says, *“For each responsibility, a single point of decision and accountability should be clearly defined”*. While the annual conference meeting establishes priorities for United States national services, the day-to-day responsibilities of actually administering United States national resources and services are delegated to the USNSB, but the Board cannot itself manage all the details of all the projects necessary for responsible administration of those services. To do that, subcommittees will need to be formed, each with its own sphere of responsibility; each with its own 7th Concept rights of decision, but all coordinated by and ultimately accountable to the full membership of the USSCNA. Length of service commitment is to be three (3) years for all positions. The remaining members of these subcommittees will be established by the subcommittees through their guideline. For the principle of prudence, electronic means of communication (conference calls, Skype, Join. Me) of meetings should be utilized at all times except for Annual USSCNA meeting.

The United States National Service Board Officers

A. CHAIR

1. Presides over all USNSB meetings.
2. Has such responsibilities and performs such duties as may be required, from time to time by the Board.
3. May appoint and define the duties of subcommittees as directed by the USSCNA.
4. Is elected by USSCNA, and is a member of, the Board.

B. VICE-CHAIR

1. Performs all the duties and has all the responsibilities of the Chair in his or her absence.
2. Performs such duties as may be required from time to time, by the Board.
3. Is elected from, and is a member of, the Board.

C. SECRETARY

1. Keeps a record of the proceedings of the Board.
2. Prepares and publishes accurate minutes of the meetings of the Board. Distribution of these minutes to be completed no later than thirty (30) days following the close of each USNSB meeting and be made available on USSCNA website.
3. Is elected from, and is a member of, the Board.

The Meetings of the USNSB conform to the following:

- A. The USNSB holds regular quarterly meetings on the first Saturday of the months of February, May, August, and November.
 1. For the principle of prudence, electronic means of communication of meetings should be utilized at all times except for Annual USSCNA meeting.
- B. Additional Special Meetings are held whenever needed upon two (2) weeks notification by the Chair.
- C. The regular quarterly USNSB meetings are open to members of the fellowship as non-participant observers.
- D. All elected Guardians assigned to any subcommittee are expected to attend all regularly scheduled meetings each year.
- E. A record is kept of all the meetings of the Board.
- F. Accurate minutes of all USNSB meetings are taken and published within thirty (30) days of the meeting. Copies of the minutes are sent to:
 1. Each Guardian Committee member
 2. The United States Service Committee.
 3. Each known Registered Voting Group, Area and Region.
- G. These are the only copies normally distributed; however, any member of the Fellowship may, upon request receive a copy of the minutes of USNSB meetings from the secretary.
- H. The basic format for these minutes is:
 1. Date and location of meeting
 2. Attendance
 3. The minutes from the last meeting
 4. Approval of minutes
 5. New reports or information
 6. Old business
 7. New business
 8. Date of next scheduled meeting of the Board
 9. The following action should be taken prior to the next meeting. The following items will be discussed as part of the agenda for the next meeting.

In order to better serve, we utilize a subcommittee system between the meetings of the Board.

- A. Temporary Committees are established as the need arises and exist so long as the need exists.
- B. Subcommittee Chair members are selected because of his or her experience in a specific area by the USSCNA which are nominated from their Registered Voting Group, Area or Region from their

recommendations.

C. The subcommittees have three trusted servants.

1. Chair (see number two above) (elected by USSCNA).

2. Vice-chair (elected within subcommittee according to specific qualifications in their field of service).

3. Secretary (elected within subcommittee according to specific qualifications in their field of service).

D. For the principle of prudence, electronic means of communication of meetings should be utilized at all times.

E. Minutes of all subcommittee meetings are taken and copies of these minutes are maintained by the secretary of the USNSB and by the USSC. These minutes are not published and distributed; however, any member of the Fellowship may, upon request, receive a copy from the USSC by sending a self addressed stamped envelope.

ARTICLE XI

AMMENDMENTS TO THE GUIDELINES

A. Any section or sections of these guidelines may be amended at any time by a 2/3 majority vote of the United States Service Conference of NA as a whole.

Regarding the United States Service Committee Service Nomination

Dear N.A. Member:

Before you complete your Service Resume form, we would like to ask you to look carefully at service at this level.

The position for which you may be nominated will require that you make a commitment to the registered voting groups, areas, and regions that have formed a USSCNA, with the possibility that your commitment could extend for several years. This means that you will be expected to make a considerable investment of your time and resources. For Subcommittee Chairs, the Guardian Committee; this means you should be prepared to attend all USSC meetings as well as all your scheduled committee meetings. You could be asked to travel and spend time away from your family, your job and your home. You may also be asked to spend some of your personal funds in order to fulfill your responsibilities, perhaps to attend workshops, or other activities that could augment the growth of your area of service. Certainly you will have work to do at home in your spare time such as reading or writing reports, and will spend time on the telephone with other trusted servants discussing the plans and objectives of your work.

In order to provide the USSC with the very best level of service possible, we ask that you carefully consider the responsibilities that go with the elected position for which you may be nominated. You may wish to consult your family, your sponsor or your employer. Talking with other members who have served at these levels may give you additional insights into the commitment involved. Service work has many rewards and may have a profound, positive effect on your life and personal recovery. However, it does not come without hard work, long hours, dedication and personal sacrifice.

If, after careful consideration, you feel you need to decline your nomination at this time, your peers will certainly understand and respect your decision to wait until you can freely make the necessary long-term commitment. Service to Narcotics Anonymous can take many forms, and service is but one way to carry the message of recovery.

In loving service,

United States Service Committee

ADDENDUM "A"

United States Service Committee Service Resume

(Please print legibly in ink)

Date Received: _____

Name: _____ **Clean date:** _____

Total Clean Time: _____

Address: _____

Home phone: (____) _____ **Fax:** (____) _____ **Office/Mobile phone:** (____) _____

Position nominated for: _____

Term of Commitment: _____

Nominated by: _____

Second by: _____

Please list all group, area, regional and world service positions you have held and completed and approximate dates for each period of service:

If you have not completed a term as a trusted servant or have been removed from a service position in the past, please explain:

What resources and experience (school, work, volunteer, etc) do you believe you can bring to the position for which you have been nominated:

Please include any other information which you consider relevant to your nomination:

I have read the attached letter and am willing to make the necessary commitment as a trusted servant of the United States Service Committee, and if elected, pledge to perform the duties relative to my position to the best of my ability.

I understand that any committee or person handling any NA funds is completely accountable for these funds at all times. I furthermore understand that the USSCNA has the authority to pursue legal action against any individual found misappropriating these funds.

Signed: _____

Date: _____



**United States Service Conference
of Narcotics Anonymous**

MOTION FORM

MAKER OF MOTION: _____

REGISTERED VOTING GROUP, AREA, REGION: _____

VOTING MEMBER SECOND'S NAME: _____

REGISTERED VOTING GROUP, AREA, REGION: _____

MOTION TO READ AS FOLLOWS:

INTENT OF MOTION:

FINANCIAL IMPACT: _____

DEFERRED TO GUARDIAN COMMITTEE: YES _____ NO _____

USSCNA VOTED: YES _____ NO _____

USSCNA: CARRIED _____ FAILED _____ TABLED _____

DATE SUBMITTED: _____ DATE VOTED _____



United States Service Committee NOMINATION FORM

MAKER OF NOMINATION: _____

NOMINEES REGISTERED VOTING GROUP, AREA, and or REGION: _____

VOTING MEMBER SECOND'S NAME: _____

REGISTERED VOTING GROUP, AREA, and or REGION: _____

NOMINATION TO READ AS FOLLOWS:

INTENT OF NOMINATION:

FINANCIAL IMPACT: _____

USSCNA VOTED: YES _____ **NO** _____

USSCNA: CARRIED _____ **FAILED** _____

DATE SUBMITTED: _____ **DATE VOTED** _____