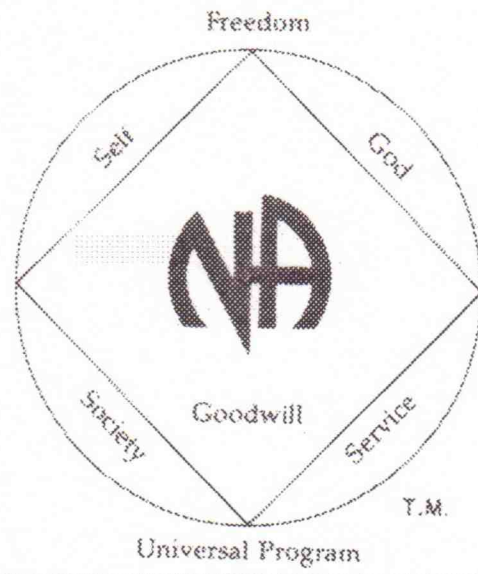
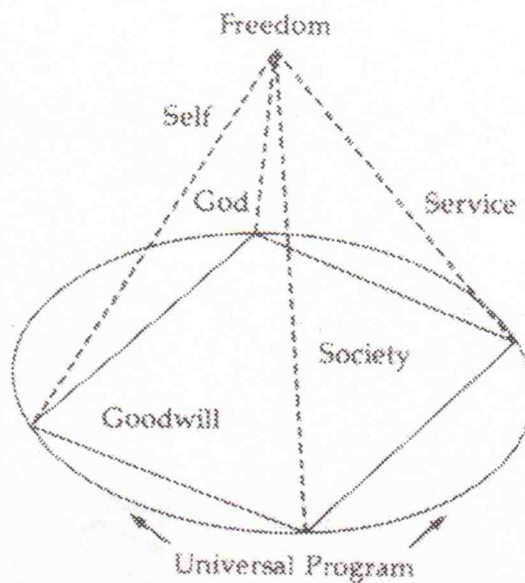


HEART OF TEXAS
AREA SERVICE COMMITTEE

GUIDELINES
December 2002



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HEART OF TEXAS AREA SERVICE COMMITTEE GUIDELINES

Heart of Texas Area guidelines were created to give direction, purpose and guidance to our Area Service Committee. They were created based on a collection of experience from Narcotics Anonymous members, a guide to Local Services manual, Lone Star Regional policy and other WSO service materials as well as the existing Heart Of Texas Area Policy. Rather than have a "hard and fast policy" we chose to create guidelines that refer to established WSO service guidelines where possible. These guidelines were written to give direction to the ASC on conducting business, electing trusted servants, handling funds and delivering services to the fellowship of Narcotics Anonymous in our Area. Common sense, direction from our Groups, and the will of a Higher Power will, hopefully, be sufficient to guide us through issues this guide does not address.

Guideline is defined as an indication or outline of future policy or conduct. Webster's Third New International Dictionary.

In Loving Service,

Heart of Texas Area Adhoc Committee
December 2002

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The Twelve Traditions

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the groups springs from our Traditions.

As long as the ties that bind us together are stronger than those that will tear us apart, all will be well.

1. Our common welfare should come first, personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority a loving God as he may express himself in our group conscience; our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is the desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
5. Each group has but one primary purpose - to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A. as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. N.A. has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Understanding these Traditions comes slowly over a period of time. We pick up information as we talk to members and visit various groups. It usually isn't until we get involved with service that someone points out that "personal recovery depends on N.A. unity" and that unity depends on how well we follow our Traditions. The Twelve Traditions of N.A. are not negotiable. They are the guidelines that keep our Fellowship alive and free.

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By following these guidelines in our dealing with others, and society at large, we avoid many problems. That is not to say that our Traditions eliminate all problems. We still have to face difficulties as they arise: communication problems, differences of opinion, internal controversies, and troubles with individuals and groups outside the Fellowship. However, when we apply these principles, we avoid some of the pitfalls

Many of our problems are like those that our predecessors had to face. Their hard won experience gave birth to the traditions and our own experience has shown that these principles are just as valid today as they were when these Traditions were formulated. Our Traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work.

The Twelve Concepts

1. To fulfill our Fellowship's primary purpose, the N.A. groups have joined together to create a structure that develops, coordinates, and maintains services on behalf of N.A. as a whole.
2. The final responsibility and authority for N.A. service rests with the N.A. groups.
3. The N.A. groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making process.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.

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11. N.A. funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, or structure should always be one of service, never of government.

Service Prayer

”God, grant us knowledge that we may act according to Your Divine precepts. Instill in us a sense of your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may be truly Your work, not ours – in order that no addict, anywhere, need die from the horrors of addiction.”

Area Service Committee Description

Introduction (taken from the Guide to Local Services pg 47-48)

“Workhorse” of the service structure- maybe that’s the best way to describe the area service committee. Most of the hands-on work of delivering NA services to the groups and the community occurs at the area level.

NA groups support meetings where addicts can share their recovery with one another. Only minimal organization is necessary to hold those meetings. But there are lots more that can be done to further the aims of Narcotics Anonymous:

- NA panel presentations at addiction treatment centers and correctional facilities can reach addicts particularly in need of what we have to offer
- Public information presentations to schools and community groups, mailings to addiction treatment professionals, meeting notices in newspapers, and public service announcements on local radio and television stations can help direct people to N.A.
- Directories showing where and when NA groups in the area hold their recovery meetings can help addicts and others find nearby meetings being conducted at times convenient to them
- A phone line service can help addicts seeking recovery find a meeting in their area. It can also provide information about NA to interested community members
- A ready supply of NA books and pamphlets can make it easier for groups to stock literature tables
- Social activities can help addicts feel more comfortable in their local NA community and increase unity and camaraderie among area members

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All of these services require a certain degree of organization, the complexity of which could easily divert NA groups from the week-in, week-out task of conducting Narcotics Anonymous meetings for their members. Most of these services also require more money and manpower than any single group could possibly muster. How do groups stay focused on their primary purpose and still see that other services are developed and maintained? In the words of NA's 9th Tradition, they "create service boards or committees directly responsible to those they serve." And the service committee closest to the groups and the community is the area service committee.

The Area Committee and Other NA Services

Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSR'S) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSR'S- and through them, in the area committee- for the necessary work to get done. NA groups also send money to the area committee, money needed to coordinate panels, maintain phone lines, and conduct public information activities. Through their contributions of money and manpower, the groups exercise both their responsibility and their authority for NA services.

Quorum

Quorum consists of one more than half participating groups in ASC. Participating groups are defined by prior months attendance. Groups are represented by elected GSR or member appointed to represent the group at ASC. ASC meetings will begin at 12:30pm the first Sunday of each month unless otherwise announced prior to the ASC. A quorum must be present to do business otherwise, business not affecting the area or fellowship as a whole may be conducted, i.e. reading of the minutes and reports.

Typical Agenda

(Reference: Guide to Local Services- pg.70)

The typical agenda for an area committee meeting often looks something like this. The committee fills it in each month with more specific topics under each heading. The chairperson should provide the area committee members with the agenda 10 days prior to the ASC.

Call to Order

- Reading of the Serenity Prayer
- Reading of the 12 Traditions and/or 12 Concepts for NA Service
- Roll call
- Recognition of new groups. Present starter kit and Guide to Local Services to new groups recognized by the area.

