

**GUIDELINES OF THE SUNCOAST AREA
FELLOWSHIP DEVELOPMENT COMMITTEE OF NARCOTICS ANONYMOUS**

® DRAFT October 21, 2008

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government. (12th Concept for NA Service)

PURPOSE OF THE FELLOWSHIP DEVELOPMENT SERVICE COMMITTEE

This section defines our purpose—the reason we exist. Our purpose is based on NA’s 5th tradition, “Each group has but one primary purpose—to carry the message to the addict who still suffers,” and the 12th step, “we tried to carry the message to the addict who still suffers”. Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery—that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live. The Suncoast Area Fellowship Development Committee is the working body for our combined group service efforts, and it is directly accountable to the ASC and the groups it represents in its actions, “The final responsibility and authority for NA Services rests with the NA Groups.” (2nd Concept)

1.01 Our fellowship development committee’s purpose is to effectively communicate and demonstrate Narcotics Anonymous ability to help addicts stop using drugs, lose the desire to use, and find a new way to live. The committee will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.

1.02 The name of this committee shall be the Suncoast Area Fellowship Development Committee of Narcotics Anonymous, hereafter referred to as the FDC.

1.03 The FDC is a standing sub-committee of the Suncoast Area Service Committee.

1.04 The FDC shall perform all functions historically performed by the Hospitals and Institutions Committee, Public Relations Committee, Activities Committee, Newsletter Committee, Phoneline Committee and Panel Committee. It will utilize the most current local, region, and world approved service handbooks and materials that are written those committees.

1.05 The FDC shall comply in all its actions with the following documents in order of priority as listed below:

1. The Twelve Traditions, Twelve Concepts, and, Twelve Steps of Narcotics Anonymous
2. The current guidelines/policy of the Area Service Committee
3. The current guidelines of the FDC
4. A Guide to Local Services in NA, and NAWS approved service handbooks

FELLOWSHIP DEVELOPMENT COMMITTEE MEETINGS & MEMBERSHIP

The FDC meeting is a resource for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers, and improve NA's reputation as a viable program of recovery in our community. It is also an opportunity for any committee member to receive information on public relations related issues they would like guidance on, and for our committee members to report on the effectiveness as well as any needs they have to continue and improve the services we currently provide. The FDC establishes a time and place to meet that accommodates the needs of the groups and current or prospective committee members.

2.01 Business meetings shall be held at least once monthly, at a time and place designated by the membership. No business meeting shall last for more than one and a half hours, except when a decision to extend this time limit is made by the members present.

2.02 Any Narcotics Anonymous member or interested person may attend the FDC meeting.

2.03 Any Narcotics Anonymous member will become a committee member by attending at least one FD orientation (normally held a half hour prior to every FDC meeting) in the previous two years and informing the Recording Secretary of their desire to be a committee member.

DECISION MAKING

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). In the event we cannot reach consensus, after the motion has been tabled, we utilize a simplified version of Roberts Rules of Orders as printed in A Guide to Local Services in NA to reach our decision. One of the reasons we try to achieve consensus is it insures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the FDC. The reason all committee members are allowed to vote is the 7th concept, which states, "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."

3.01 All FDC motions and decisions except elections will first be considered using consensus-based decision-making. For the FDC's purposes, the process for consensus-based decision-

making allows for points of view to be heard and fairly considered within the FDC. If at the end of discussion the FDC has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, the motion shall be tabled to the next FDC meeting. If the dissenters still will not assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Services in NA.

3.02 Any member of the FDC, except for the Chair, is eligible to vote at business meetings.

3.03 Any member of the FDC can make or second a motion.

3.04 Any member of the FDC may propose an amendment to these guidelines, however all FDC guideline changes are made by the Area Service Committee.

3.05 All committee members have one vote regardless of number of positions held.

ELECTIONS

In our election process we use the 4th concept, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." We trust that our committee's group conscience will select the coordinators and officers best suited to fulfill the responsibilities of the positions.

4.01 Elections of all Officers and Resource Coordinators other than Chairperson and Panel Coordinators shall be held annually in June. The Chairperson is elected by the ASC however the committee is encouraged to submit a recommendation for Chairperson to the ASC for their consideration.

4.02 Elections of all Panel Coordinators shall be held annually in January.

4.03 All terms of service are one year. In the event a member cannot complete his or her term of service, there will be a special election to complete the term. If no one is elected, the vacancy will be filled on a month-to-month basis by appointment from the FDC chairperson. The term begins at the end of that meeting.

4.04 The officers of the FDC are the Chairperson, Vice-Chairperson and Recording Secretary. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.05 The Resource Coordinators for the FDC are Hospital and Institutions Resource Coordinator, Public Relations Resource Coordinator, Literature Resource Coordinator, Phonline Resource Coordinator, Internet Technology Resource Coordinator, and Panel

Coordinators. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.06 Panel coordinators are trusted servants. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.07 No member of the FDC committee can serve in more than one elected officer position of the FDC simultaneously.

4.08 Officers of the committee cannot serve as resource coordinators. They may serve as panel coordinator or panel leader.

4.09 The Vice Chair may fill in as a resource coordinator on a month-to-month basis until someone is elected to the position.

4.10 During elections of FDC trusted servants the nominees shall leave the room following all discussion and prior to voting.

4.11 All committee members have one vote in elections for any position regardless of number of positions a committee member holds.

4.12 Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.

4.13 A FDC officer, coordinator, or leader may be removed from their office for non-compliance only after the person has been notified by either letter or phone call from the FDC Chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a motion to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes but is not limited to:

- a. Loss of abstinence from drugs
- b. Failing to perform the duties of the position
- c. Two or more consecutively missed FDC meetings

4.14 No committee member can hold the same position more than two consecutive years.

FELLOWSHIP DEVELOPMENT PLAN

In order to insure the best use of our limited resources, it is essential to use good planning in our public relations efforts. All proposed projects will be submitted to the committee using the public relations plan submission form contained in these guidelines. Using this form allows the committee to thoroughly analyze and prioritize each proposed project. The plan

submission form helps insure all our communications and interactions are professional, consistent and mutually beneficial.

5.01 All proposed FDC action plans will be submitted on the plan submission form included in these guidelines.

5.02 Each plan will be reviewed and either.

A. Approved or rejected.

B. Approved pending available resources.

C. Referred to the ASC with recommendation for approval when area policy is affected.

5.03 All plan submission forms will be kept by the recording secretary for a minimum of two years then submitted to the ASC for archive.

SPECIAL RULES

From time to time the FDC will make special rules to assist in carrying out its projects. Those that are permanent are recorded in this section of the guidelines.

6.01 Ex-residents of a correctional/treatment institution or members who may have restrictions on what kind of facilities, schools, or any other kind of professional services they may attend must notify the committee and receive approval from both the committee and outside organization or facility prior to participation in any FDC events which could be affected by their restrictions.

6.02 Only NA approved literature will be used in FDC projects, meetings, presentations, etc per ASC policy.

6.03 Fellowship Development orientation is held thirty minutes prior to the regularly scheduled monthly FD Committee meeting. The orientation will follow the format listed in Appendix B of these guidelines. At any regular FD Committee meeting the committee may choose to schedule a future Fellowship Development orientation at a place and time convenient for those attending. At least two qualified FD trusted servants (the orientation facilitator (FD Chair or appointee) and one of the following trusted servants: FD Vice-Chair, H&I Coordinator, PR Coordinator, Phoneline Coordinator) presence is required to hold a FD orientation.

TRUSTED SERVANTS

“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.” (2nd tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a FDC trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept). Once we select them, we trust our trusted servants.

7.01 Chairperson

- a. Coordinates all public relations efforts.
 - b. Presides at all regular, and special subcommittee meetings.
 - c. Makes regular reports to ASC on the status of all proposed, current or completed plans.
 - d. Represents FDC at the regular meeting of the ASC.
 - e. Attend all bi-monthly regional fellowship development meetings and as many resource coordinator meetings as possible.
 - f. If elected officer or coordinator position is vacant, insures the duties of that position are fulfilled.
 - g. Clean time requirement of two years.
 - h. Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook, A Guide to Local Service, The Twelve Traditions and Twelve Concepts, H&I Handbook, PI Handbook, and Phonline Handbook).
 - i. Facilitate or appoint someone to facilitate PR Committee Orientations.
 - j. Previous FDC or other relevant service experience.

7.02 Vice Chairperson

- a. In absence of the chairperson assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
- b. Works closely with the chairperson.
- c. Attends the regular meetings of the FDC and ASC.
- d. Works with panel leaders to assure that volunteers are placed as panel members.
- e. Attend all bi-monthly regional fellowship development meetings and as many resource coordinator meetings as possible.
- f. In absence of an elected officer or coordinator assists Chairperson in insuring the duties of that position are fulfilled.
- g. Clean time requirement of two years.
- h. Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook, A guide to Local Service, The Twelve Traditions and Twelve Concepts, H&I Handbook, PI Handbook, and Phonline Handbook).
- i. Can assist with FD Committee Orientations.
- j. Previous FDC or other relevant service experience.

7.03 Secretary

- a. Keeps a complete record in the form of minutes of every FDC meeting for minimum of two years and then submit to the ASC for archive.
- b. Maintain records of attendance at FDC meeting for one year.
- c. Provides correspondence to committee members about FDC business.
- d. Prepares written committee correspondence.
- e. Maintains files of all FDC plans, minutes, motions and correspondence.
- f. Clean time requirement of one year.

- g. Maintains record of name and contact information for committee members and oriented members.
- h. Checks Plan Submission Forms every three months as dated at top for FDC review.

7.04 Hospitals and Institutions Resource Coordinator

- a. Attend monthly FDC subcommittee meeting.
- b. Coordinates all hospital and institution activities.
 - c. Makes monthly written report to the FDC on the status of all H&I ongoing meetings and plans.
 - d. Makes monthly reports for any completed plans.
 - e. Attend all bi-monthly regional fellowship development meetings and as many H&I resource coordinator meetings as possible.
 - f. Clean time requirement of eighteen months.
 - g. Previous hospital and institution experience.
 - h. Can assist with FD Committee Orientations.
 - i. Familiarity with all H&I related NAWS handbooks.

7.05 Public Relations Resource Coordinator

- a. Attend monthly FDC subcommittee meeting.
- b. Coordinates all Public Relation activities.
 - c. Makes monthly written report to the FDC on the status of all PR ongoing meetings and plans.
 - d. Makes monthly reports for any completed plans.
 - e. Attend all bi-monthly regional fellowship development meetings and as many PR Resource Coordinator meetings as possible.
 - f. Clean time requirement of eighteen months.
 - g. Previous public relations experience.
 - h. Can assist with FD Committee Orientations.
- i. Familiarity with all related NAWS handbooks.

7.06 Literature Resource Coordinator

- a. Attend monthly FDC subcommittee meeting.
- b. Coordinates literature for ASC and FDC needs.
- c. Obtain funds from ASC treasurer and orders literature from RSO.
 - d. Makes monthly written literature report to the FDC and ASC.
 - e. Clean time requirement of eighteen months.
 - f. Familiarity with committee literature policies.

7.07 Rack Resource Coordinator

- a. Attend monthly FDC meeting.
 - b. Maintains stock of current schedules and listed IP's at all rack and schedule locations.
- c. Makes monthly written report to the FDC.
- d. Clean time requirement of eighteen months.
- e. Familiarity with committee literature policy.
 - f. Gives written record of rack and schedule location to FDC.

g. Previous FDC or other related service work.

7.08 Internet Technology Resource Coordinator (I.T.)

- a. Attend monthly FDC subcommittee meeting.
- b. Coordinates all website activities.
 - c. Makes monthly written report to the FDC on the status of the website.
 - d. Clean time requirement of eighteen months.
 - e. Previous public information or other relevant service experience.
 - f. Technical ability to update website.
 - g. Familiarity with all internet and website related NAWS handbooks.
 - h. Coordinate all password changes with FDC, Area Chair, Area Treasurer, and Regional I.T. Coordinator.
 - i. Actively trains Alternate Website Resource Coordinator in maintaining website.

7.09 Alternate Internet Technology Resource Coordinator

- a. Attend monthly FDC subcommittee meeting.
- b. Assists in coordinating websites.
- c. Clean time requirement of eighteen months.
- d. Experience in developing and maintaining a website.

7.10 Phonenumber Resource Coordinator

- a. Attend monthly FDC subcommittee meeting.
- b. Coordinates all Phonenumber activities.
 - c. Makes monthly written report to the FDC on the status of all Phonenumber meetings and plans.
 - d. Makes monthly reports for any completed plans.
 - e. Attend all bi-monthly regional fellowship development meetings and as many Phonenumber Resource Coordinator meetings as possible.
 - f. Clean time requirement of eighteen months.
 - g. Previous public relations experience.
 - h. Can assist with FD Committee Orientations.
- i. Familiarity with all related NAWS handbooks.

7.11 Panel Resource Coordinator

- a. Attend monthly FDC subcommittee meeting.
 - b. Keeps in contact and works with FDC officers, H&I Resource Coordinator and panel leaders.
 - c. Makes monthly written report to the H&I Resource Coordinator on the status of meetings.
 - d. Insures panel is filled for meetings for which he/she is coordinator.
 - e. Keep panel leaders informed of facility rules and policies.
 - f. Appoint panel leaders for meetings and notify the H&I Resource Coordinator.
 - g. Clean time requirement of eighteen months.
 - h. Familiarity with all H&I related NAWS handbooks.

7.12 Panel Leader

- a. Conducts panel meetings/presentations in facility served according to NA handbooks and service guidelines.
- b. Informs panel coordinator as soon as possible when unable to conduct meeting.
- c. Invite panel members to meeting and inform them of all applicable rules of the facilities and procedures for that meeting.
- d. Go over “Do’s and Don’ts” with panel members.
- e. Clean time requirement of one year.
- f. Maintain communication with panel coordinator about meeting.
- g. Attend one out of every three FDC subcommittee meetings and orientation.

7.13 Panel Member

- a. Participates in an active role in meeting/presentations in facility served according to NA handbooks and service guidelines.
- b. Informs panel leader as soon as possible when unable to attend meeting.
- c. Adheres to all applicable rules of the facilities and procedures for that meeting.
- d. Go over “Do’s and Don’ts” with panel leader.
- e. In order to speak on a panel you must have at least six months clean, or ninety day if you have been an observer on three H&I panels.

Appendix A

Suncoast Area Fellowship Development Plan Submission Form

SUBMISSION DATE:

Name of plan: _____

Is this plan one time or recurring? _____ If recurring, how frequent? _____

Describe plan: _____

NA member responsible to communicate with public contact: _____

Public contact name and phone: _____

Did public contact request this plan from NA? _____ If yes, when? _____

Is ongoing contact necessary or recommended? _____ If yes, how frequently and for what purpose? _____

What human resources are needed? (for example how many people are needed? How often are they needed? Are there clean-time or orientation requirements? Are any special skills, abilities or experience needed?) _____

Is NA literature needed? _____ If so, what: _____

_____ Lit. Cost: _____

Are there specific project resources other than literature (such as a meeting room or microphone) needed? If so, what are they and what are the financial costs? _____

Does the public contact or facility have any special rules or conditions for this plan? _____

Does the plan adhere to NA's traditions and concepts? _____

How does this project specifically fulfill NA's primary purpose? _____

Is any special research or planning needed to implement this plan? _____ If so, what? _____

Are there any special considerations of dress or language which will help our message be better received? _____

Should this plan be referred to the Area and/or Groups for their approval? _____

Total approximate cost: _____ Total approximate hours: _____

PLAN STATUS: ___ APPROVED ___ APPROVED WHEN RESOURCES ARE AVAILABLE ___
REJECTED ___ REFERRED TO AREA WITH RECOMMENDATION TO APPROVE

RESOURCE COORDINATOR ASSIGNED TO REPORT ON PLAN TO FDC: _____

APPENDIX B

Fellowship Development Committee Orientation Format

1. Open with serenity prayer or 3rd step prayer.
2. Welcome and Introductions
3. Read Public Relations Statement
4. Introduce Suncoast Area Public Relation Committee and distribute PR Committee Guidelines.
5. Introduce Public Relations Handbook and distribute Chapter 2 ‘Core Principles & Philosophies’ handout
6. Introduce H&I handbook and distribute ‘Sample Panel Member Orientation’ handout.
7. Introduce Phonenumber handbook and distribute ‘Phonenumber Flow Chart’ handout
8. Distribute PR Handbook FAQ (frequently asked questions) handout.
9. Distribute current PR Committee Contact sheet.
10. Distribute current Area Schedule
11. Questions and Answers
12. Close with 3rd step prayer.