

Washington Northern Idaho Region of
Narcotics Anonymous

RCM Training Packet

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WASHINGTON NORTHERN IDAHO REGION OF
NARCOTICS ANONYMOUS

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Introduction

This document is a training packet for the Washington Northern Idaho Region of Narcotics Anonymous (WNIRNA). It includes an introduction to the organization, the role of the Regional Service Committee (RSC), and the responsibilities of its members. The packet also contains a standard agenda for regional meetings, an election schedule for RSC service positions and a list of acronyms. Additionally, it provides various report forms.

The purpose of the Washington Northern Idaho Region RSC is to be supportive to its Areas and Groups and their primary purpose by linking together the Areas and Groups within the Region, by helping Areas and Groups deal with their basic situation and needs, and by encouraging the growth of the Fellowship.

Your role as the RCM

As an RCM, you have a crucial role in facilitating communication and sharing knowledge between Area and Region. During RSC meetings, you will exchange insights and experiences from your respective areas with other RCMs. Additionally, you will serve as a liaison between your area and the broader region by providing and receiving updates from other areas between meetings.

Why is it important that you attend?

The critical aspect of any RSC meeting is ensuring that all Areas within the Region are represented and have the opportunity to participate in the decision-making process. This level of service is essential for effective communication and collaboration between your Area and Region.

The Regional Service Committee

The RSC comprises Regional Committee Members (RCMs) elected by the region's member areas. These RCMs typically elect regional committee officers from within their ranks. RSCs arrange regional assemblies where RCMs deliberate on various service-related issues, encompassing those potentially brought before the World Service Conference. Additionally, they may elect a regional delegate and an alternate delegate to represent them at the WSC.

Regional Committee Meeting

During RSC meetings, the committee focuses on understanding the needs of its groups, areas, and the fellowship worldwide. Regional committee members present quarterly reports and RCM's present Area reports, followed by a briefing from the Regional and Alternate Delegate on World Service developments. The meeting then transitions into a sharing session, which serves as a foundation for discussions on service forums and other needs for the RCM's.

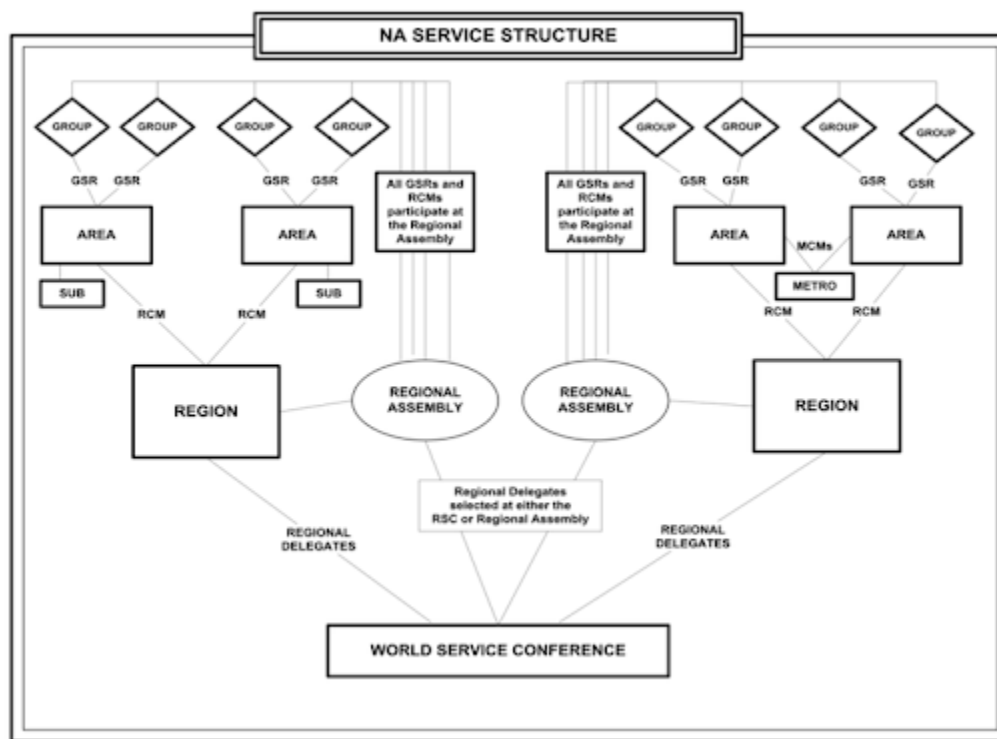


Diagram of the NA Service Structure extracted from A Guide to Local Services (p.6)

Roles and Responsibilities of WNIR Regional Members

The officers of the Committee will be a Chairperson, a Vice Chairperson, a Recording Secretary, a Treasurer, an Auditor, a Regional Delegate, and an Alternate Delegate. In addition to your WNIR regional officers, each subcommittee is represented by a Chair and Vice-Chair.

Regional Chair

The Regional Chair attends the entire RSC quarterly. He or she also prepares the agenda for and facilitates the quarterly RSC meeting.

Regional Vice-Chair

The Regional Chair attends the entire RSC quarterly. In addition to supporting the Chair during the RSC meeting, the Vice-Chair also attends and oversees the quarterly all subcommittee days.

Recording Secretary

The Recording Secretary has a tough job. He/she is responsible for taking clear, accurate minutes of the quarterly RSC meetings, compiling RCM Report forms, and distributing regional minutes to each committee member.

Regional Treasurer

The Regional Treasurer reports on all money transactions, develops the budget for Region, and writes checks for all budget and reimbursement requests.

Regional Auditor

The Regional auditor coordinates all audits for Regional service, provides all necessary financial documents, including RSC income and expenses, and ensures compliance with all Federal and State corporate tax laws.

Regional delegate (RD)

The regional delegate (RD) serves as the primary contact between NA's world services and the local NA community. On the one hand, the RD provides information on current world projects to the regional committee. On the other hand, the RD offers a local perspective to the work of world services. During the delegate's two-year term, he or she attends the World Service Conference as a fully active participant, for while the delegate is elected by and accountable to the regional assembly or RSC, he or she is not a mere messenger. The delegate is selected by the region's group representatives and/or RCMs to act in the best interests of NA as a whole, not solely as an

advocate of his or her NA community's priorities.

Alternate Delegate (AD)

The regional delegate works closely with the region's alternate delegate. Like the regional delegate, the alternate is a full participant in the regional service committee. The delegate often consults with the alternate, asking for different perspectives on world service affairs and seeking to involve the alternate in helping carry the workload.

Regional committee members (RCMs)

Regional committee members have a big job. At RSC meetings, they share with one another the information and experience of their respective Areas. Between regional committee meetings, they provide their Area with information from Region and other Areas.

Navigating your Regional Service Committee

Meeting

Remember to bring or fill out:

1. Your Regional Committee Member (RCM) Report:

- Fill out your Area Report form the Monday prior to Region via this link: <https://wnirna.org/rcmreport/>
- If you need to make a motion- fill out this form via the Regional website:
<https://wnirna.org/wnirnamotionform/>

2. Flyers:

- Bring any NA-event flyers from your area to distribute at the Regional meeting. Don't forget to pick up copies of flyers from surrounding areas if they are not already distributed.

A helpful suggestion would be to read the Guide to Local Service (GTLs), WNIR guidelines, The Twelve Traditions, and The Twelve Concepts:

- It is important to become familiar with the WNIR guidelines.
 - <https://wnirna.org/wp-content/uploads/2024/01/Regional-Service-Committee-Guidelines-2024.pdf>
- A Guide to Local Service:
 - <https://na.org/wp-content/uploads/2024/06/EN-GLS-English-Jan2024.pdf>
- The Twelve Traditions of NA:
 - <https://na.org/wp-content/uploads/2024/05/Twelve-Traditions-English.pdf>
- The Twelve Concepts for NA Service:
 - <https://na.org/wp-content/uploads/2024/05/Twelve-Concepts-English.pdf>

Helpful tips:

If you don't understand a topic or need a little clarification, don't be afraid to ask a fellow RCM. The more you understand, the more informed a decision you can make when it comes time to vote at your regional meeting.

It is really important to read the RCM guidelines in your Area's guidelines. It will help give you an understanding of your duties also.

Election Schedule for RSC Service Positions

RSC service positions **will be** elected quarterly **by the RSC** as follows:

Winter:

- Hospitals and Institutions Chairperson
- Activities Chairperson
- Treasurer
- Treasurer Trainee
- IT Services Committee Chairperson
- Alternate Delegate and Delegate Odd

Spring:

- Public Information Chairperson
- Literature Chairperson

Summer:

- Convention & Events Committee Chair - Odd Years
- Convention & Events Committee Treasurer -Odd Years

Autumn:

- Chairperson
- Vice Chairperson
- Recording Secretary Secretary Trainee
- Auditor Even Years

In cases of removal or resignation of a service member, an interim service member will be elected to serve the unexpired term, in accordance with the following: The RSC will elect an interim service member during the next RSC meeting. In cases of mid quarter removal or resignation, the RSC chairperson will appoint an interim position until the next regular RSC meeting.

WNIRNA - ACRONYMS

AD: Alternate Delegate

ASC: Area Service Committee

BT: Basic Text
C&E: Conventions & Events
CAR: Conference Agenda Report
CAT: Conference Approved Track
CBDM: Consensus Based Decision Making
FIPT: Fellowship Intellectual Property Trust
FSA: Fellowship Services Association
GLSNA: Guide to Local Services in Narcotics Anonymous
GSR: Group Service Representative
GSU: Group Support Unit (part of SSP)
GWSNA: Guide to World Services in Narcotics Anonymous
H&I: Hospitals and Institutions
IDT: Input Discussion Topic
IP: Information Pamphlet
LGBT: Lesbian Gay Bisexual Transgender
LSB: Local Service Board (part of SSP)
LSU: Local Service Unit (part of SSP)
NA: Narcotics Anonymous
NAWS: Narcotics Anonymous World Service
NCRSO: Northern California Regional Service Office
PI: Public Information
PNW: Pacific Northwest Convention of Narcotics Anonymous
PR: Public Relations
PRC: Public Relations Committee
R&I: Review & Input
RCM 1: Regional Committee Member 1
RCM II: Regional Committee Member 2
RD: Regional Delegate
RSC: Regional Service Committee
SP: Service Pamphlet
SSP: Service System Project
SWG: Step Working Guide
WB: World Board
WNIR: Washington Northern Idaho Region
WSC: World Service Conference
WSO: World Service Office

WNIRNA Meeting Acronyms

BMANA: Blue Mountain Area
CDCNA: Chelan & Douglas Counties Area

CWANA: Central Washington Area
EASC: Everett Area Service Committee
GCLANA: Greater Cascade Loop Area
GHASC: Grays Harbor Area Service Committee
LCANA: Lower Columbia Area
NIANA: North Idaho Area
NOPANA: North Olympic Peninsula Area
NEO: Northeast Oregon Area
NEWANA: Northeast Washington Area
NWSC: Northwest Washington Service Committee
PCASC: Pierce County Area
SANA: Seattle Area
SKCNA: South King County Area
SPSANA: South Puget Sound Area
SWANA: Southwest Washington Area
TCANA: TriCities Area
TLCANA: The Lewis County Area
WPSNA: West Puget Sound Area

WASHINGTON NORTHERN IDAHO REGIONAL SERVICE COMMITTEE
STANDARD MEETING AGENDA

Call meeting to order at 8:00 pm with Serenity Prayer

Reading the 12 Traditions
Reading the 12 Concepts
Reading the Vision Statement
Special announcements

For members who will be attending online, here is how the meeting will work. Everyone will be muted as soon as you join the meeting. This is to ensure we keep side talk and background noise to a minimum. Also, having your video on is optional.

If you want to share, please "raise your hand." If you are connected to this meeting virtually, you would do this by clicking or pressing on the participants tab or the three dots on the bottom right side of your screen. When you do this, you will see an option to raise your hand.

If you have questions, please use the chat option or the "raised hand" feature. Unmute yourself once you are called on to share or if you are dialed in and cannot utilize the options previously listed, feel free to speak up.

• **Are there any new RCM's 1 or 2's? We would like to welcome you and let you know that the RCM is the most important part of this RSC- without you, we cannot function.**

- Roll call
- Approval of previous sessions minutes
- Administrative reports
- Area reports
- Open Forum – if time
- Recess for evening 10:30 pm
- Meeting called to order at 8:30 am with Serenity Prayer
- Roll call
- RD time
- Open forum
- 9:45 am recess for all subs
- Reconvene at 2:00 pm
- Roll call
- All Subs Reports
- Old Business –
- Elections
- New Business –
- Motion to close the meeting.