



Washington Northern Idaho Region
Narcotics Anonymous®

RCM Orientation Packet

WNIRNA

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WASHINGTON NORTHERN IDAHO REGION OF
NARCOTICS ANONYMOUS

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Introduction

The purpose of the WNIR 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

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 areas with information and contacts from other areas.

Why is it important that you attend?

The important thing at any RSC meeting is that areas throughout the Region have a voice and a vote. Without this level of service there would be no communications between your area and the region.

The Regional Service Committee

The Regional Service Committee (RSC)

Regional service committees exist to pool the experience and resources of the areas and groups it serves. The RSC is composed of regional committee members (RCMs) elected by the region's member-areas; these RCMs usually elect regional committee officers from among themselves. RSCs organize regional assemblies at which RCMs discuss a wide range of service matters, including those likely to come before the World Service Conference, and may elect a regional delegate and alternate delegate to the WSC.

Regional Committee Meeting

At RSC meetings, the committee tries to get a sense of the needs of its own groups and areas as well as those of the fellowship worldwide. Following area committee and resource assignment reports from the RCMs, the regional delegate briefs the committee on world service developments. Much of the remainder of the meeting is spent in a sharing session that lays the groundwork for discussions of service forum and regional assembly plans at the end of the meeting.

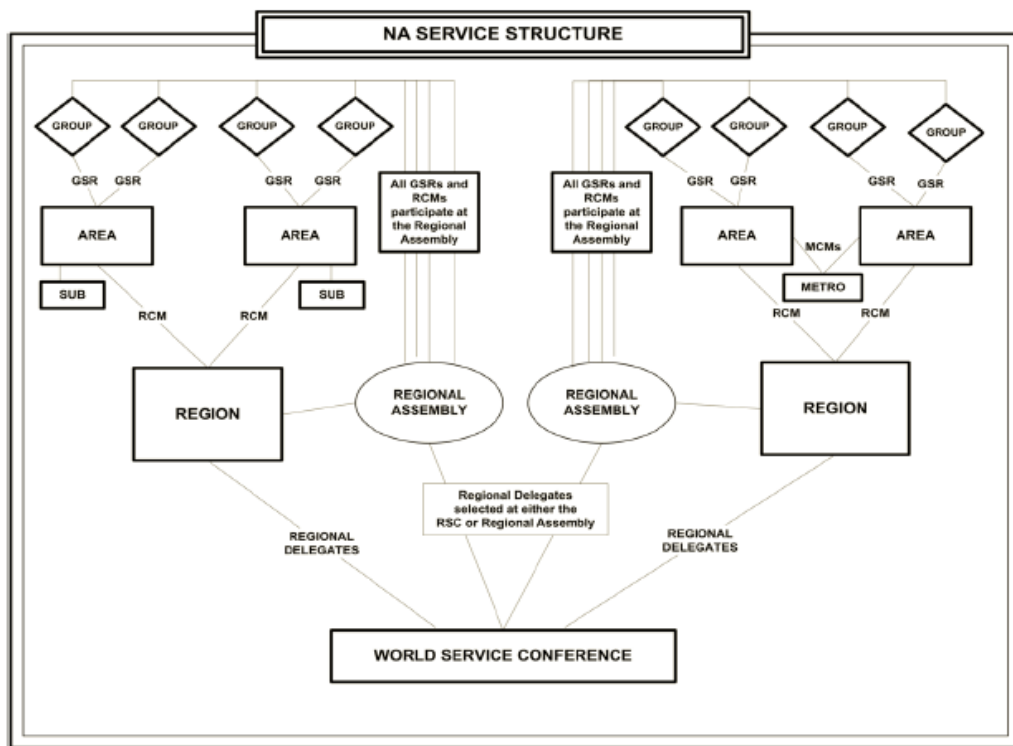


Diagram of the NA Service Structure extracted from *A Guide to Local Services* (p.6)

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 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

Description of role goes here

Regional Auditor

Description of role goes here

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, 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 areas with information and contacts from other areas.

Navigating your Regional Service Committee Meeting

Remember to Bring:

1. The Guide to Local Services (GTLS), the WNIR Regional Guidelines, and The 12 Concepts of N.A.:

- It is important to become familiar with the WNIR guidelines. (Pro tip: The 12 Concepts of N.A. can also be found in the GTLS).

2. Report Form for Regional Committee Members (RCMs):

- Fill out your Area Report prior to Region and can hand it to the Secretary.

3. 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.

Helpful tips:

- If you don't understand a topic or need a little clarification, don't be afraid to ask!
- Speak with other RCMs, members and officers of the Regional Service Committee, or anyone else during the break about current motions or topics being discussed. The more you understand, the more informed a decision you can make when it comes time to vote at your regional meeting.

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

Spring:

- Public Information Chairperson
- Literature Chairperson

Summer:

- Alternate Delegate odd years
- 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 un-expired 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
BMANA	Blue Mountain Area Narcotics Anonymous (Lagrande, Pendleton)
BT:	Basic Text
C&E:	Conventions & Events
C&F:	Clean and Free by the Sea
CAR:	Conference Agenda Report
CAT:	Conference Approved Track
CBDM:	Consensus Based Decision Making
CDCNA:	Chelan Douglas Counties Narcotics Anonymous
CWANA:	Central Washington Area Narcotics Anonymous (Ellensburg)
EASC:	Everett Area Service Committee
FIPT	Fellowship Intellectual property Trust
FSA:	Fellowship Services Association
GCLANA:	Greater Cascade Loop Area Narcotics Anonymous (Omak)
GHASC:	Grays Harbor Area Service Committee
GLSNA:	Guide to Local Services in Narcotics Anonymous
GNWSC:	Great Northwest Service Committee
GSR:	Group Service Representative
GSU:	Group Support Unit (part of SSP)
GWSNA:	Guide to World Services in Narcotics Anonymous
H&I:	Hospitals & Institutions
IDT:	Input Discussion Topic
IP:	Information Pamphlet
JCSC	Jefferson County Service Committee
LCANA:	Lower Columbia Area Narcotics Anonymous (Longview)
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
NEWANA:	North East Washington Area Narcotics Anonymous
NIANA:	North Idaho Area Narcotics Anonymous
NOPANA	North Olympic Peninsula Area Narcotics Anonymous
NPANA	Northern Panhandle Area Narcotics Anonymous
NWWSC	Northwest Washington Service Committee
PCASC:	Pierce County Area Service Committee
PCMR:	Pierce County Men's Retreat
PCWB:	Pierce County Women's Brunch
PI:	Public Information
PNW:	Pacific Northwest Convention of Narcotics Anonymous
PR:	Public Relations
PRC:	Public Relations Committee

WNIRNA - ACRONYMS

R&I:	Review and Input
RCM I:	Regional Committee Member 1
RCM II:	Regional Committee Member 2
RD:	Regional Delegate
RSC:	Regional Service Committee
SANA:	Seattle Area Narcotics Anonymous
SINAC:	Seattle international Narcotics Anonymous Convention
SIS:	Sisters in Spirit Women's Retreat
SKCNA:	South King County Area Narcotics Anonymous
SP:	Service Pamphlet
SPSANA:	South Puget Sound Area Narcotics Anonymous
SSP:	Service System Project
SWANA:	South West Washington Area Narcotics Anonymous (Vancouver)
SWG:	Step Working Guide
TCANA:	Tri-Cities Area Narcotics Anonymous
TCASC:	Tri-Cities Area Service Committee
TLCANA	The Lewis County Area Narcotics Anonymous
WB:	World Board
WNIR:	Washington Northern Idaho Region
WNIRCNA:	Washington Northern Idaho Regional Convention of Narcotics Anonymous
WPSNA:	West Puget Sound Narcotics Anonymous
WSBTW:	Working Steps Behind The Walls
WSC:	World Service Conference
WSFRBTW:	Working Steps For Recovery Behind The Walls
WSO:	World Service Office
WSR:	Working Steps For Recovery

Service Product Tip Sheet

Product Type	Product	Purpose
Book	Guiding Principles: Spirit of the Traditions	Contains tools, text, and questions meant to facilitate discussion and inspire action in our groups, in workshops, and in sponsorship. This book is a collection of experience and ideas on how to work through issues together, using the principles embodied in the Traditions.
Service Handbook	Guide to Local Service	A complete description of service on the local level including groups, areas, metropolitan services, regions, etc.,
Service Handbook	Guide to World Service	A complete description of service on the world level including the NA service structure, NA World Services, The World Service Conference, Service Units of the World Service Conference, Conference Policies, Guidelines and so much more...
Service Handbook	H&I Handbook	(Also comes with CD)
Service Handbook	Public Relations Handbook	The Public Relations Handbook is a service tool which encompasses various facets of NA public relations including planning, the media, criminal justice professionals, treatment, healthcare, phonedlines, internet technology, event planning, fellowship development, and government
Service Handbook	Public Relations Basics	
Service Handbook	Planning Basics	Discusses the Why, Who and How of planning. Contains planning steps for a service body, the Facilitator, and also provides a Service Inventory template.
Service Handbook	Group Treasurer's Workbook	The Treasurer's Handbook is meant to help us use NA's money responsibly, at all levels of service. This is an excerpt of the revised Treasurer's Handbook as adopted by the World Service Conference in 2002. It contains those parts specifically intended for use by group treasurers.
Service Handbook	Treasurer's Handbook	Contains a more detailed description of the treasurer's job and most of the forms treasurers need for keeping their records. The Treasurer's Handbook is meant to help us use NA's money responsibly, at all levels of service and is an excellent resource for groups and service committees to use in instituting accounting procedures.
Service Handbook	Area Planning Tool	Explains how to set an area up, conduct area inventories...
Service Handbook	A Guide to Phonline Service	The purpose of the Guide to Phonline Service is to provide information to members interested in starting and maintaining a phonline.
Service Handbook	Literature Committee Handbook	
Service Handbook	Handbook for NA Newsletters	Available from the World Service Office, it provides more information on the work of the newsletter subcommittee.
Service Handbook	Outreach Resource Information	
Service Handbook	Additional Needs Resource Information	
Service Handbook	Institutional Group Guide	Designed to introduce the reader to some of the aspects of the program and Fellowship of Narcotics Anonymous as well as to provide an aid to beginning and maintaining a Narcotics Anonymous meeting in a long-term setting/facility.
SERVICE PAMPHLETS	Service Pamphlets	Service pamphlets (SPs) are a resource developed by the World Board for groups and service bodies. SPs are not intended to be recovery literature for use during recovery meetings.
Service Pamphlets	Group Trusted Servants	NA service begins in the groups, which carry the message directly to still-suffering addicts. This piece describes a few basic group service positions.
Service Pamphlets	Disruptive & Violent Behavior	Groups occasionally experience challenges in maintaining an atmosphere of recovery. This pamphlet helps groups welcome members without allowing any threat to the safety of those attending a meeting.
Service Pamphlets	NA Groups & Medication	Our Twelve Traditions remind us that medication use is a member's personal decision, and is an outside issue for NA groups. This piece is intended for groups as they consider this issue. It does not address members' personal decisions, nor does it try to change members' opinions about medication.
Service Pamphlets	Social Media & Our Guiding Principles	Offers some thoughts on how to uphold our principles when interacting with one another and the general public in online forums. This pamphlet doesn't encourage or discourage use of these sites, but simply addresses using social media responsibly considering our tradition of anonymity.
Service Pamphlets	Principles and Leadership in NA Service	Explains the importance of effective leadership for quality NA services and addresses how our Twelve Concepts and principles are applied in service. Highlights some of the skills and qualities of effective leaders, and how our service bodies can attract and cultivate leaders.
Service Pamphlets	Group Business Meetings	This pamphlet includes thoughts on effective group business meetings as well as a sample format and discussion topics.
Service Pamphlets	Introduction to NA Meetings	Offers a welcoming introduction, and explains practices unfamiliar to those at their first meetings, and provides tips for groups to preserve an atmosphere of recovery.

Service Product Tip Sheet Continued...

Product Type	Product	Purpose
Electronic	NA World Services Bulletins	Provided by NA as a resource in their service delivery efforts and are offered as a reference resource. Their application is at the sole discretion of the user. They should not be considered directives or mandates from NAWS, and may be adapted or applied as the user sees fit.
Electronic	NAWS News: E-subscription	NAWS News is a short, easily translatable report that is published several times each year. It was created to allow the World Board to regularly report, particularly after its meetings. It is distributed to areas, regions, and conference participants in multiple languages. This publication is only available via email. The NAWS News in brief is in a one page format for easy printing, sharing, and is offered in several languages.
Electronic	The NA Way Magazine	The magazine provides both a forum for sharing about NA recovery, unity, and service, as well as information about world services. The magazine is edited by WSO staff and an editorial workgroup appointed by the World Board. E-subscribing is the preferred method because it reduces costs, saving valuable fellowship funds for other uses, and also offers additional content and features.
Electronic	Group and Committee registration form	You can obtain a group registration form from the World Service Office at the address listed below or on our website www.na.org . By filling it out directly online or mailing it in, you'll ensure that your group's meeting information is available via the NAWS website, www.na.org .
Informational Pamphlet	Public Information and the NA Member (IP #15)	A description of NA's public relations program and the individual member's role in that service. OR A pamphlet on personal involvement in NA's public relations program, telling the community about Narcotics Anonymous so that community members can direct addicts to NA.
Informational Pamphlet	For Those in Treatment (IP #17)	This pamphlet, offers suggestions to help the new NA member in his or her transition from treatment to continuing recovery in NA.
Informational Pamphlet	Hospitals & Institutions Service and the NA Member (IP #20)	This pamphlet provides an overview of H&I outreach to addicts in correctional facilities, addiction treatment centers, and hospitals; and the individual member's role in H&I service.
Informational Pamphlet	NA: A Resource in Your Community	This booklet provides an overview of the NA program and outlines the benefits of recovery in NA. This is a helpful tool for members providing public relations/information services for professionals and other community members interested in NA.
Service Booklet	Reaching Out	H&I committees may find this booklet beneficial for their efforts in the jail system and interaction with professionals who work with inmates. -Paper copies are free for addicts who will be incarcerated for more than 6 months -Electronic subscriptions are free – the new issue of Reaching Out will be emailed four times a year OR A newsletter for NA members who have received the NA message while incarcerated and those who have carried (or are carrying) the message to incarcerated individuals. A helpful tool for H&I subcommittees in their service efforts and for criminal justice professionals to illustrate the effectiveness of NA.
Service Booklet	H&I Basics	
Service Booklet	Behind the Walls	This simple booklet is designed specifically for individuals who are incarcerated and who may have a drug problem. Its pages reflect the experience of recovery from addiction, both in and out of jails and prisons.
Service Publication	The Conference Report	The Conference Report is released immediately before each World Service Conference. It contains information to conference participants about the activities of world services in order to help them prepare for the biennial meeting. These reports contain information on the status of major projects, suggestions for new work, and problems and successes that have been encountered.
Service Publication	The Conference Agenda Report (CAR)	The Conference Report is released immediately before each World Service Conference. It contains information to conference participants about the activities of world services in order to help them prepare for the biennial meeting. These reports contain information on the status of major projects, suggestions for new work, and problems and successes that have been encountered. It includes reports, proposals, and motions from the World Board and any proposals or motions submitted from regions.
Service Bulletins	Service Bulletins	Articles, position papers, and food for thought on a variety of NA service-related topics. A number of such bulletins are available from our World Service Office.

Washington Northern Idaho Region of Narcotics Anonymous

Report Form for Regional Committee Members

Report from: (Area) _____ Serving _____ Home Groups _____

Area Officers with phone #, email and address

RCM1: _____

RCM2: _____

Chair: _____

Vice Chair: _____

H & I Chair: _____

PI Chair: _____

Activities Chair: _____

Phoneline Chair: _____

Literature Chair: _____

Any Other: _____

Regional Donation: _____

Report on Subcommittee Activities: (H&I, PI, Activities, Phoneline, Literature)

Upcoming Events:

Area Concerns:

Do you have any ideas or topics from your Area for "Open Sharing?"

WNIRNA MOTION FORM

Made by: _____

Seconded By:

Representing: _____

Representing: _____

Make sure you say:

Who is to do something
What they are to do

If needed, also tell:

How they are to do it
When it is to be done
Why they are to do it

I Move that

Intent:

Rationale (if needed):

For Chair/ Vice Chair use only:

Major Motion _____ non-Major Motion _____

(On-going, affects operation of WNIRNA and/or FSA)

Motion requires: simple majority _____ 2/3 majority _____ Other _____

Motion must go back to Area/groups: yes _____ no _____

In-favor: _____ **against** _____ **abstention** _____

Motion disposition: passed _____ failed _____