

Working Steps for Recovery Behind the Walls

(Approved October 10, 2020)

Article

I. Purpose

Primary purpose is to communicate with incarcerated addicts via mail to work the twelve steps of Narcotics Anonymous.

- a. The name of this body shall be Working Steps for Recovery Behind the Walls hereinafter called WSFR
- b. Members who will participate in the activity of working steps with incarcerated addicts will be referred to as "Step Mentors"
- c. Incarcerated addicts who will participate in the activity of working steps with Step mentors will be referred to as "Step Workers"
- d. The WSFR Body is a Sub Committee of the WNIR PR Committee

II. Function

To work in cooperation with WNIR/PI/H&I subcommittees

- a. The purpose of this WSFR is to be supportive to the Areas, Groups and Members. In creating a pool of trusted servants that are interested in carrying the message of Narcotics Anonymous by working the twelve steps via mail with incarcerated addicts.
- b. To provide support to Areas, Groups and Members by conducting workshops on approved ways to effectively carry the message of Narcotics Anonymous to incarcerated addicts
- c. In cooperation with the PR Subcommittee, H&I Correctional panel coordinators and to provide State and County DOC Facilities with information about Narcotics Anonymous and the function of the WSFR
- d. To provide addicts incarcerated in an institution with approved NA literature needed to work the twelve steps with their WSFR Step Mentor when requested (i.e. Basic Text, It works how and why, NA Step Working Guide.
- e. The WSFR will hold an Orientation at WNIR Learning Days.

III. Spiritual Guidance

- a. The WSFR Committee shall not make any motion or take any action that conflicts with the twelve traditions or twelve concepts of Narcotics Anonymous
- b. The WSFR Committee shall comply in all it's actions with the following documents in precession a. WNIR Reginal guidelines b. WNIR Regional PR guidelines

IV. Decision Making

The WSFR Decision making policy will be based on Consensus Based Decision making. In accordance with the seventh concept “All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in the decision-making process”

V. Meetings

The WSFR Committee shall meet quarterly at WNIR All Subs and report to the WNIR PR Subcommittee. The Committee may make provisions for members to participate virtually.

VI. Members

WSFR Coordinator

1. Complete abstinence from all drugs for two (2) years.
2. One (1) year experience at Area and or Regional PR/H&I/PI Subcommittees.
3. Attends and facilitates all meetings of the WSFR with a general understanding of the function and purpose of WSFR and consensus-based decision making.
4. Attends all PR Sub-Committee business meeting quarterly and otherwise.
5. Cooperates with other RSC Sub-Committees when and where appropriate.
6. Prepares a report for each quarterly meeting of the PR Sub-Committee.
7. Prepares an agenda for each WSFR meeting
8. Prepares a Budget to be submitted by Sept 1 st for approval at the October RSC for the upcoming year
9. Obtain Check annually for WSFR **PO Box 526 Milton, WA 98254**

Vice Coordinator

1. Complete abstinence from all drugs for two (2) years.
2. One (1) year experience at Area and or Regional PR/H&I/PI Subcommittees.
3. Performs the duties of the WSFR Coordinator in their absence. Fills in for any other WSFR trusted servant position as necessary
4. Has a general understanding of the function and purpose of WSFR and consensus-based decision making.
5. Works with the coordinator to ensure the smooth operation of the WSFR.
6. Attend all meeting of the WSFR.
7. Prepares a report for each quarterly meeting of the WSFR.

Recording Secretary

1. Complete abstinence from all drugs for two (2) years.
2. Six (6) months experience at Area and or Regional PR/H&I/PI Subcommittees.
3. Records and keeps an accurate set of minutes of all WSFR meetings quarterly, They should be ready for approval by the WSFR coordinator within 14 days after the quarterly meeting for distribution to all WSFR members.
4. Keeps records of correspondence only agreements.
5. Attends all meetings of the WSFR. Prepares a report for each quarterly meeting of the WSFR.
6. Prepares a report for each quarterly meeting of the WSFR.

Letter Coordinator

1. Complete abstinence from all drugs for two (2) years.
2. One (1) year experience at Area and or Regional PR/H&I/PI Subcommittees.
3. Logs all incoming and outgoing letters by date with name, Facility and DOC Identification. number of the Inmate Step Worker as well as Name, Pen name and phone number of the Step Mentor.
4. Receives Step Workers correspondence (forwarded from the WSFR PO Box weekly) and sorts within 48 hours for Distribution to Step Mentors.
5. Reads letters from potential Step Workers and facilities and performs necessary action.
6. Is responsible for PO Box Key.
7. Attends all meetings of the WSFR.
8. Prepares a report for each quarterly meeting of the WSFR.

Step Mentor

1. Complete abstinence from all drugs for two (2) years.
2. Must have a Sponsor and have worked the twelve steps of Narcotics Anonymous.
3. Off Parole or Probation with no convictions in the last year.
4. The means to provide stationary and stamps for regular correspondence.
5. Reply to any letter you receive within two weeks and notify letter coordinator.
6. Agree to and sign the Correspondence Only Agreement.
7. Follow any and all H&I/PR/PI guidelines and DOC Facilities rules and regulations.

VII. Voting

All WSFR committee motions and decisions except elections will first be considered using consensus-based decision making.

VIII. Elections

The body shall consist of administrative officers: Coordinator, Vice Coordinator, Recording secretary and Letter Coordinator and all members interested in WSFR service work. The Only Officer affirmed by the PR Sub Committee will be the coordinator. The Vice Coordinator, Recording Secretary and Letter Coordinator will be elected by the body.

Service Commitment will be for a period of two (2) years. To be elected in alternate years of the coordinator to ensure there is always at least one officer with one year of practical experience. In keeping with the spirit of rotation and continuity there is a limit of two (2) Consecutive terms in the same position. In keeping with the spirit of the consensus-based decision-making process all members present will have the right to vote during elections. All members are free to ask as many questions of the nominees as needed to reach an informed decision, Nominees will leave the room during the discussion and voting process.

1. WSFR Coordinator will be nominated at the Fall PR Sub Committee during odd years
2. All other trusted servant positions will be nominated at the Fall WSFR Committee during even years
3. Nominees will meet all position requirements and be able to fulfill the duties of the position at the time of nominations.

IX Budget and Finance/Travel

The WSFR Committee shall have a \$350.00 Total Quarterly Budget

1. Budget requests shall be submitted at the general session of the RSC for approval by the RCM's
2. The WSFR will provide all records of their finances to the region via a coordinator report and keep copies for archival purposes and yearly audits. All audits will be documented and provided to the RSC annually.
3. WSFR Coordinator may submit a request for reimbursement for travel to WNIR All Subs consistent with current WNIR RSC Mileage reimbursement rate.