

*****The Twelve Concepts of Service Narcotics Anonymous*****

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates and maintains service on behalf of NA, as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA 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 group 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 bears substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making process.
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.
11. NA 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, our structure should always be one of service, never government.

*****Twelve Traditions of Narcotics Anonymous*****

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 NA 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 be forever non-professional, 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 to be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

*****What is Area?*****

Heart of Illinois Area (HOIA) is a committee made up of Group Service Representative's (GSR's), Area Service committee (ASC), and subcommittees from the HOI Area. The area service conference is held on the first Sunday of every month (unless otherwise voted on) at 717 Windom Street, Peoria IL, 61606, suite F. The purpose of the HOIA is to be supportive of its groups and their primary purpose by linking them together within their area, by helping with their basic situations and needs, and by encouraging the growth of the Fellowship.

*****Primary Purpose*****

The purpose of the HOIA is to be supportive of its areas and groups and their primary purpose, by linking together the areas and groups within our region, by helping areas and groups deal with their basic situations and needs, by serving as a communication link with and carrying the regional conscience to the World Service Conference, and by encouraging the growth of the fellowship.

*****Procedure and Conduct*****

To participate in HOIA meetings, there are a few things you need to know! First, there is typically a great deal of business to cover at each meeting and thus, it is extremely important to be aware of the agenda. Second, there are often many people in attendance with much movement within the room. Therefore, please consider your conduct, keeping side conversations down, respecting others in service. Do your best to place principles before personalities and be aware of the procedures.

For procedure and conduct, we look first to the Guide to Local Service, the Twelve Traditions of NA, The Twelve Concepts of Service, our HOIA Bylaws, as well as any Conference approved handbooks and any approved past major motions to guide us. We also refer to a set of procedures known as Roberts Rules (modified), which have been used for hundreds of years to help groups run meetings.

The following procedures will help guide you into active participation in HOIA meetings:

1. If you want to talk, raise your hand to be silently recognized which will catch the Vice Chair's attention. The Chair or Vice Chair will write your name down and you will be called on in order.
2. If you want the HOIA to do something, making a motion! All major motions must be in writing and anyone attending can make a motion. Motion forms are available up front. Please see the HOIA Secretary, follow instruction, be clear (vague motions can be problematic), and submit the completed motion form to the Parliamentarian for review. All motions must be "seconded" by a voting GSR before submitting the motion to the parliamentarian.
3. The HOIA Chair is responsible for running the meeting and settling disagreements. If, at any time you don't agree with the Chair's decision, challenge it by raising your hand and calling out, "I challenge the Chair's decision." At this point the entire committee will vote to either uphold the Chair's decision or your challenge.

*****Suggested Format for HOIA Meeting*****

1. Open with a moment of silence, followed by the serenity prayer
2. Read 12 Traditions and 12 Concepts
3. Greetings to new Groups.
4. Roll call
5. Read Purpose and Procedure of conduct.
6. Review last month's minutes by the secretary
7. Approve minutes by the group.
8. Review and Add to meeting Agenda. (New business)
9. Officer reports
10. Sub-committee reports
11. GSR reports
12. Open Sharing: GSR's & other members share concerns, questions and problems.
13. Old business: Table motions & continuing debate carried over from new business.
14. New business: New motions discussed and debated.
15. Honor the 7th tradition.
16. Confirmation of next month's schedule and Agenda.
17. Closing

Area Committee/Positions:

- ASC Chair
- ASC Vice-Chair
- ASC Secretary
- ASC Treasurer (ALT/ Secretary)
- RCM
- RCM (Alternative)

Subcommittees:

- Public Information
- Hospitals & Institutions
- Literature
- Activities
- Area GSR'S

ASC Chairperson:

- A. A Chairperson arranges an agenda for and presides over monthly meetings. They are also responsible for correspondence, maintaining area files and archives. The Chairperson should be one of the co-signers of the ASC's bank account. At ASC committee meetings, they can only vote in case of a tie. A Chairperson must be capable of conducting business meetings with a firm yet understanding hand. For this reason, it is suggested that they have a minimum of two (2) years continuous abstinence from all drugs.
- B. One-year commitment.
- C. Service experience preferably as a GSR, sub-committee chair or administrative committee - not required.
- D. Understanding of the 12 Traditions of NA through application.
- E. The willingness to give the time and resources necessary for the job.
- F. Upon election, he/she should resign as GSR or Alt., RCM or Alt. or sub-committee chair-person.
- G. Should have organizational skills.
- H. Must be willing to mentor the newly elected incumbent for 30 days allowing the individual to be creative.

ASC Vice-Chair:

- A. A Vice Chairperson coordinates all subcommittee functions. In the absence of the Chair, the Vice Chair shall perform the duties of the chair. The Vice Chair should be one of the co-signers on the ASC's bank account. It is suggested that Vice Chair have a minimum of one (1) year abstinent from all drugs.
- B. One year commitment.
- C. Service experience preferably as GSR, subcommittee Chair or administrative committee - not required.
- D. Understanding of the 12 Traditions of NA through application.
- E. The willingness to give the time and resources necessary for the job.
- F. Upon election, he/she should resign as GSR or Alt., or subcommittee Chairperson.
- G. Must be willing to mentor the newly elected incumbent for 30 days allowing the individual to be creative.

ASC Secretary:

- A. A Secretary keeps accurate minutes of each Business meeting, types and distributes minutes to each GSR no later than 10 days following each ASC meeting. The Chairperson should verify these minutes before copies are made. The Secretary must maintain a log of policy changing motions. It is suggested the Secretary have a minimum of one (1) year continuous abstinence from all drugs.
- B. One-year commitment.
- C. Service experience preferably GSR, subcommittee Chair, or administrative committee - not required.
- D. Understanding the 12 Traditions of NA through application.
- E. The willingness to give the time and resources necessary for the job.
- F. Must be willing to mentor the newly elected incumbent for 30 days allowing the individual to be creative.

ASC Treasurer:

- A. A Treasurer shall make a report of contributions and expenditures at every regular ASC meeting, and an annual report at the end of the year. The Treasurer shall be the other co-signer of the ASC bank account. The Treasurer can also be made responsible for bulk purchases of literature for the groups. It is suggested that a Treasurer have a minimum of two (2) years abstinence from all drugs.
- B. One-year commitment.
- C. Service experience preferable as GSR or Alt., subcommittee Chair or administrative committee - not required.
- D. Understanding of the 12 Traditions of NA through application.
- E. The willingness to give the time and resources necessary for the job.
- F. Should be gainfully employed.
- G. Should have organizational skills.
- H. Must be willing to mentor the newly elected incumbent for 30 days allowing the individual to be creative.

ALT. Secretary /Treasurer:

- A. An ALT secretary/treasurer will take role call/ take names contact information at every Area meeting turn it in to the secretary. They must also keep track of the motion slips.
- B. One-year commitment.
- C. 3 years clean.
- D. Understanding of the 12 Traditions of NA through application.
- E. The willingness to give the time and resources necessary for the job.
- F. Should be gainfully employed.
- G. Should have organizational skills.
- H. Must be willing to mentor the newly elected incumbent for 30 days allowing the individual to be creative.

Regional Committee Member (RCM):

- A. A RCM is to an ASC what a GSR (Group Service Representative) is to the group. As the representative to the area, the RCM speaks for the members and groups within the Area Service Committee. The primary responsibility of a RCM is to work for the good of NA providing two-way communications between the Area and the rest of NA, particularly with neighboring ASC's. A RCM represents the group conscience of an ASC at a Regional level and provides the Area with the agenda for the RSC at least ten days before the RSC meets. A RCM attends all RSC meetings and takes part in any decisions, which affect the Region, speaking as the voice of the ASC's group conscience. A RCM may serve on one or more of its ASC and RSC subcommittee's but not as a chairperson. The office of the RCM is immensely important for a RCM is the next link in expressing the will of a loving God. A RCM must be able to work for the common good, placing principles before personalities at all times. A RCM must be willing to mentor the newly elected incumbent for 30 days allowing the individual to be creative. Therefore, in addition to the regular qualifications for GSR's, it is recommended that the nominees to the post of RCM also have the following.
- B. Service experience.
- C. The willingness and ability to give the time and resources necessary for the job.
- D. A suggested minimum of 3 years continuous abstinence from all drugs.
- E. One year commitment.

Subcommittees

Public Information/Public Relations:

Public Relations service is performed to increase the awareness and credibility of the NA program. PI shares our message openly with the public at large, with prospective members and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the fellowship. Establishing and maintaining a commitment to these relationships, can help us to further our primary purpose.

The following points are goals that we can strive to fulfill in making NA a visible and attractive choice for addicts:

1. PI clarifies what services NA can and cannot provide to the community.
2. PI makes NA members more aware of their role in NA's public image.
3. PI aims for the public to recognize NA as a positive and reliable organization.
4. PI develops valuable relationships with professionals and the general public.

Public Relations Do's & Don'ts

PI's Do's:

1. PI members make a commitment to educate themselves with the appropriate handbooks and to follow the core Public Relations principles embodied in the Narcotics Anonymous PR Handbook.
2. PI members have NA sponsors and a working knowledge of the twelve steps and traditions of NA.
3. PI members must follow through on their plans, consistency is very important for NA's public image.
4. PI keeps updated records of their contacts, posted flyers, public service announcements (PSA's) etc.
5. PI remembers that quality is better than quantity.
6. PI members present a good image of recovery: punctual, appropriately dressed, and avoid using obscenities when we speak.
7. PI members provide regularly scheduled PR subcommittees meetings.
8. PI consults with members experienced in PI work before working with the media.

PI Don'ts

1. PI doesn't do Public Information Service alone.
2. PI doesn't abuse their precious resources. When PI doesn't complete a project, they create a negative image of NA.
3. PI doesn't present themselves as the only spokesperson for NA.
4. PI doesn't accept contributions from outside our fellowship.
5. PI doesn't state an opinion or take a stand on any non-NA or public issue.
6. PI doesn't give out personal information about individual NA members.

Public Information Chairperson Qualifications:

1. A willingness and desire to serve
2. A one year commitment
3. A minimum of 2 years clean
4. A minimum of 18 months involvement in NA service work
5. An understanding and application of the Twelve Traditions and Concepts
6. The time and resources to do the job
7. Be an active member of NA as a whole

Public Information work is very important, but often very touchy. Most of the violations of our Sixth Tradition inadvertently occur during this type of work. Drug programs, mental health groups, hospitals, criminal diversion courses and drug and alcoholism schools, as well as other organizations who have requested NA speakers or panel meetings for the benefit of their residents or members should, at times of misuse, be avoided at all times.

Duties:

The Chairperson keeps the area informed of its public awareness efforts and clears most all matters with the area before taking any action. Chairs the Public Information and Phone Line Sub-Committees. Maintains up to date meeting lists. Keeps in contact with public and private professional agencies that come into contact with addicts. Ensures that the Phone line is current and operational. Provides a written report to the HOIA. Works closely with the H&I Sub-committee. Attends the Regional PI sub-committee meeting. Must be willing to mentor the newly elected in-cumbent for 30 days allowing the individual to be creative.

Qualifications for Public Information Subcommittee Members:

1. Have a NA sponsor and a working knowledge of the twelve steps and traditions
2. Six months clean
3. Willingness to familiarize oneself with the PR Handbook, and the core Public Relations principles
4. Attend PI subcommittee meetings

Hospitals and Institutions Chairperson:

Duties:

Chairs the H&I Sub-Committee meeting. Provide a written report to HOIA. Attend the Regional H&I sub-committee meeting. Orders and distributes H&I literature. Is the contact person for facilities that are currently conducting H&I panels. Must be willing to mentor the newly elected position for 30 days allowing the individual to be creative.

Qualifications:

1. A willingness and desire to serve
2. A One Year commitment
3. A minimum One Year clean time
4. A minimum of Six Months involvement in NA service work
5. An understanding of the Twelve Traditions
6. The time and resources to do the job
7. Be an active member of NA as a whole

Literature Chairperson:

Duties:

1. Ensures that only Conference Approved NA literature is held in inventory.
2. Maintain a stockpile of adequate supply of literature and medallions.
3. Coordinates the sale of said materials.
4. Maintain a current inventory for review by any Group that so request, in a timely fashion.
5. Collects funds for literature of any NA approved items purchased and provide a paid
6. receipt to the purchaser.
7. Submits all funds collected from the sales of NA items to NAWS (or the current request from WSO).
8. Monitors request for NA items from H&I and PI subcommittees.
9. Submits a written request for funds, as needed, to replenish the stockpile of NA items.
10. Chairs the literature Sub-Committee (if one is formed at any time).
11. Provides a written report to the HOIA.
12. Must be willing to mentor the newly elected incumbent for 30 days allowing the individual to be creative.

Qualifications:

1. A willingness and desire to serve
2. A One Year Commitment
3. A minimum of Eighteen Months clean time
4. A minimum of One Year involvement in NA Service work
5. An understanding and application of the Twelve Traditions
6. The time and resources to do the job
7. Be an active member of NA as a whole

Phone line Chairperson:

Duties:

1. Hold accountability to individuals on the phone lines.
2. Overseeing the training of volunteers on the phone line.
3. Keep all phone number updated.
4. Must be willing mentor the newly elected incumbent for 30 days allowing the individual to be creative.

Qualifications:

1. A willingness and desire to serve
2. A One Year commitment
3. A minimum One Year clean time
4. A minimum of Six Months involvement in NA service work
5. An understanding of the Twelve Traditions
6. The time and resources to do the job
7. Be an active member of NA as a whole

Activities Chairperson:

Duties:

1. Chair and Coordinate the HOIA Activities meeting.
2. Provide HOIA with a monthly written report.
3. Keep lines of communication between groups open on items pertaining to HOIA Activities and be personally responsible for obtaining and making a deposit within 48 hours of any event that has raised money.
4. The Chairperson must get a second person to witness the counting of funds and also report to the HOIA Treasurer the amount of deposit within 48 hours of said de-posit.
5. Must be willing mentor the newly elected incumbent for 30 days allowing the individual to be creative.

Qualifications:

1. A willingness and desire to serve
2. A One Year commitment
3. A minimum One Year clean time
4. A minimum of Six Months involvement in NA service work
5. An understanding of the Twelve Traditions
6. The time and resources to do the job
7. Be an active member of NA as a whole

AD-HOC Committees

The HOIA shall have the authority to appoint an Ad-Hoc committee for such special purposes as may, from time to time, be deemed necessary to fulfill specific functions. The purpose, membership, and duration of the existence of any Ad-Hoc committee shall be specifically designated by the HOIA at the time of its appointment.

Elections

Elections will be held twice a year:

February

- Secretary
- Treasurer
- Alt Treasurer/ Secretary
- Phone-line Chairperson
- Activities Chairperson

August

- ASC Chairperson
- ASC Vice Chairperson
- RCM
- ALT RCM
- Public Information Chair-person
- Literature Chairperson
- H & I Chairperson