

GUIDELINES  
SOUTH KING COUNTY AREA SERVICE COMMITTEE  
Revised 08/14

ARTICLE A  
PURPOSE AND SCOPE

- Section 1        The purpose of the South King County Area Service Committee is to be supportive of the South King County NA Group in carrying out their primary purpose. They assist the Groups by associating them with one another. The Area also helps the Groups deal with its day-to-day problems and needs.
- Section 2        The SKCASC meetings will be run according to the Roberts Rules of Order revised, set forth in the "NA Guide to Local Service" (pgs 104-110), excluding voting procedures. The Area Chair will be allowed to circumvent stated procedure, with the body's consent, if it is deemed to go against NA Traditions or NA Concepts

ARTICLE B  
NOMINATIONS, ELECTIONS AND VOTING

- Section 1        The South King County Area Service Committee quorum is the GSR"s present at the time of a vote.
- Section 2        Voting on all South King County Area Service Committee motions will be done on a one group/one vote system, with the South King County Area Chairperson or Acting South King County Area Chairperson votes only to break a tie.
- Section 3        Voting procedure is defined as simple majority when counting only the Yes's and the no's. Vote's to abstain are not counted.
- Section 4        All motions must be made or seconded by a GSR.
- Section 5        The South King County Area Service Committee will regularly elect officers to serve as members of the Administrative Committee, and to coordinate its services. The Administrative Committee is comprised of the Chairperson, Vice Chairperson, Secretary, Treasurer, Treasurer Trainee, Regional Committee Member #1 (RCM #1, voting member) and RCM #2.
- Section 6        A simple majority vote is necessary for election. All nominees must be present. An Area elected trusted servant cannot also be a voting GSR.
- Section 7        All area trusted servant positions are one year. See timeline for election dates.
- Section 8        No member shall be eligible to serve for more than two (2) consecutive terms in the same position.
- Section 9        Any Area Trusted Servant may be removed from office for non- compliance after due notification. A simple majority vote is necessary for removal from office. Non-compliance includes, but is not limited to:
- a. Loss of abstinence
  - b. Non fulfillment of duties of the position
  - c. Non attendance of 2 SKCASC meetings requires written warning of non-compliance. Non attendance of 3 SKCASC meetings requires removal from service position."

- Section 10 Elections for any Officer or Subcommittee Chairperson who has resigned, or been removed from office, shall be held at the following South King County Area Service Committee meeting. The Chairperson shall appoint an interim to fill the vacancy until the election.
- Section 11 An Ad-hoc committee is a committee created for a specific, short term defined purpose. The chair of this committee is not an elected position, they are appointed by the South King County Area Chairperson. They can be removed for non-fulfillment of duties as well as loss of abstinence.
- Section 12 Retreat subcommittee chairs are elected as defined by their position in section E. Once elected, they must be confirmed at the following South King County Area Service Committee. The South King County Area Vice chair will fill in for any non-confirmed Subcommittee chair until such time as one can be confirmed.
- Section 13 Area Admin, Subcommittee chairs and retreat chairs cannot hold another Admin Subcommittee chair, or retreat chair position. Liaisons can be held by any member regardless of area level position.

### ARTICLE C OPERATING PROCEDURES

- Section 1 All moneys accumulated from Group contributions and other Narcotics Anonymous sources shall be maintained in a bank account general fund, subject to dispersal for payment of obligations. All checks require signatures of two signors of the bank account. The signors will be the SKCA Treasurer, Chairperson, Vice Chairperson and Treasurer Trainee.
- Section 2 The South King County Area Service Committee Treasury is to be audited twice a year, See Timeline. Audit is to be done by the SKCA Admin.
- Section 3 A prudent reserve of two thousand (2000) dollars will be kept by the South King County Area Service Committee in the general fund
- Section 4 At the close of the ASC meeting, any funds not obligated shall be maintained in the South King County Area Service Committee Treasurer in a separate accounting. All those funds, including the 7% Group donation to World and the 7% Group donation to Region, shall be dispersed to the appropriate bodies quarterly.
- Section 5 All motions for new money expenditures will require a majority vote
- Section 6 Events involving the SKCA and one or more other areas of Narcotics Anonymous shall be conducted using the following “Joint Venture Guidelines”
- a. We ask that regularly scheduled event meeting times not conflict with South King County Area Service Committee meetings.
  - b. The signors on the bank account will be the Event Chair, Event Vice Chair, and Event Treasurer
  - c. Any proceeds above the following year’s startup cost or any debts incurred are divided equally between the participating areas.
  - d. Should the South King County Area Service Committee have any questions or concerns, the Chairperson and the RCM 1 or 2 may meet with the event’s Executive Committee to discuss the concerns and try to correct the perceived problem.
  - e. In case of irreconcilable differences, the South King County Area Service Committee may vote to withdraw support from the event. Once support is withdrawn from an event, it shall remain withdrawn until the close of the event for the given year. Support for the event for the following year may be restored by a new vote of the South King County Area Service Committee
  - f. Should support be withdrawn, any seed money will stay with the event, and the South King County Area will not share in any proceeds or debts incurred.
  - g. No 50/50 raffles will occur.

- Section 7 Yearly, the SKCANA will conduct an inventory of all service positions. The inventory will be conducted per Timeline
- Section 8 The Administrative Committee will meet prior to the December South King County Area Service Committee meeting to set the following year's meeting schedule.
- Section 9 The SKCA Accounting will be divided and manages as follows: \$2000.00 maximum cash prudent reserve (General Fund), \$4500.00 Literature reserve (\$3500.00 stock on hand and \$1000.00 cash), \$1500.00 Activities (\$1000.00 cash reserve and \$500.00 petty cash entrusted to Activities Admin. A separate accounting will be kept, with no determined balance, for the South King County Retreats and WNIRSC donation. Travel expenses for RCM #1 and RCM #2 to RSC will be limited to \$250.00. The C&E Liaison travel expenses will be limited to \$150.00. The Secretary's monthly expense for creating the South King County Area Service Committee minutes is \$150.00. The H&I committee's literature budget is \$200.00. The PR Committee's Operating Budget is \$200.00.
- Section 10 An Emergency Budget Condition exists when the amount of the Area prudent reserve falls below one-half of the maximum cash prudent reserve (general fund) Under such condition NO money motions will be entertained. Also, under such condition, The H&I, PI and Directories committees will be limited to a maximum of one half their normal monthly budget.
- Section 11 Surplus Winter Winner Merchandise that is provided to SKCANA will be given to Activities to become part of their general inventory.
- Section 12 In monthly Minutes GSR contact sheet with phone numbers and email addresses will be included. Minutes are posted and distributed within 10 days of the ASC
- Section 13 Travel costs to all subs day will be provided to the participants upon approval of motion. This reimbursement will not impact their normal monthly budget.
- Section 14 Written reports are the only form of reports acceptable at the ASC. Reading of a previously written report is considered the standard operating procedure. Verbal reports with no written reports are not accepted.

#### ARTICLE D AMENDMENTS TO GUIDELINES

- Section 1 A proposal to change the guidelines must be submitted in writing at the South King County Area Service Committee meeting and then referred back to the Groups for approval. A simple majority is necessary for an amendment to pass.
- Section 2 Amendments to the guidelines take effect at the close of business.
- Section 3 When updating the Guidelines, the procedure shall be to incorporate the past major motions into the guidelines. Then, copies will be distributed to Group Service Representatives, Administrative Committee members and Subcommittee Chairpersons. A cover letter will be attached which explains the changes in the following manner:
1. The motion that has caused the changes to the guidelines.
  2. The location of the changes.
  3. The exact nature of the changes.
  4. An explanation of any re-wording that was necessary to make the changes fit into the guidelines in a concise and coherent manner consistent with the rest of the wording. If after review the GSRs do not offer objections and/or additions of changes to the guidelines, they shall be considered current and accurate AREA GUIDELINES to be printed and distributed as such to all appropriate ASC members.
- Section 4 The updated guidelines will go back to the groups for confirmation a minimum of once a year.

ARTICLE E  
QUALIFICATIONS AND DUTIES OF SOUTH KING COUNTY AREA SERVICE COMMITTEE  
OFFICERS

**SECTION 1: CHAIR**

PURPOSE: To facilitate the South King County Area Meeting on behalf of the groups.

*QUALIFICATIONS:*

1. Five years suggested uninterrupted clean time..
2. One-year area elected experience with the South King County Area Service Committee.
3. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
5. Familiarity with "A Guide to Local Services in NA".

*DUTIES:*

1. Conducts the monthly SKCASC meeting
2. Is responsible for all correspondence and maintains South King County Area Service Committee archives.
3. Is a co-signer on the South King County Area Service Committee bank account.
4. Is responsible for scheduling the year's SKCASC meetings (with the ADMIN committee). The ADMIN committee will meet in December to schedule the next year' meetings or to discuss Area operating procedures as needed.
5. Appoints a Group Service Representative Mentor to new GSRs as needed.
6. Ensures that Article C Operating Procedures are followed.
7. Provides a written report, including monthly budgeted expenditures, to the South King County Area Service Committee.
8. Assists the Treasurer in his/her effort to collect on NSF checks.
9. Finds a member from outside the SKCANA to facilitate the SKCANA annual inventory, and attends the SKCANA inventory. The inventory is to be held in May.

**SECTION 2: VICE-CHAIR**

PURPOSE:

*QUALIFICATIONS:*

1. Four-years minimum uninterrupted clean time.
2. Six months involvement with the South King County Area Service Committee.
3. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
5. Familiarity with "A Guide to Local Services in NA".

*DUTIES:*

1. Is a co-signer on the South King County Area Service Committee bank account.
2. Facilitates subcommittee meetings when there is no Chairperson for a particular subcommittee.
3. Attends the monthly South King County Area Service Committee meeting and assists the Chair in his/her duties.
4. Performs the Chair's duties in his/her absence.
5. Provides a written report, including monthly budgeted expenditures, to the South King County Area Service Committee
6. Attends the annual South King County Area Service Committee NA inventory.

7. Attends South King County Area Service Committee NA Administrative committee meetings as called by the Chair.
8. Learns chairs duties and responsibilities

### **SECTION 3: SECRETARY**

#### *QUALIFICATIONS:*

#### *PURPOSE:*

1. Two-year minimum uninterrupted clean time.

#### *DUTIES:*

1. Attends the monthly South King County Area Service Committee meeting and keeps accurate minutes of that meeting. Minutes will include Admin. Member, Subcommittee and Group reports; Roll Call sheet; and old and new business
2. Mails or otherwise distributes minutes to GSRs, subcommittee chairs, Admin. Members, within 10 days of the South King County Area Service Committee.
3. Assembles and distributes "new Group Service Representative" packets. Packets will include South King County Area Service Committee Guidelines, Major Motions, motion forms, group report form, literature order form, World Service Office group update form.
4. Keeps minutes of the previous six months' meetings available for South King County Area Service Committee reference.
5. Maintains South King County Area Service Committee Guidelines and Major Motions. Updates Major Motions annually. These will be provided to Admin. Committee members and GSRs. They will be added to GSR packets.
6. Provides a written report, including money expenditures, to the South King County Area Service Committee.
7. Reads old and new business portion of the minutes of the last Area Service Committee at the current Area Service Committee. Submits these to the ASC for approval.
8. Attends the annual SKCANA inventory
9. Attends SKCANA Administrative committee meetings as called by the Chair..
10. Prepares a written AGENDA for that meeting. This AGENDA should include: Opening Prayer; Reading of the 12 Traditions and 12 Concepts; Introductions; Reading/Approval of previous minutes (old and new business only); a call for reports from ADMIN members, Sub-committees, Ad-hoc committees, Joint Ventures, and others as appropriate; group reports; sharing session; break; old/new business; announcements and closing..

### **SECTION 4: TREASURER**

*PURPOSE:* To maintain the treasury reporting and bank account of the South King County Area

#### *QUALIFICATIONS:*

1. Five years minimum uninterrupted clean time.
2. One year prior involvement with the South King County Area of Narcotics Anonymous.
3. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
5. Familiarity with A Guide to Local Services in NA.

#### *DUTIES:*

1. To maintain and utilize the Area bank account in accordance with Article C Operating Procedures  
Attends each South King County Area Service Committee meeting and reports on all budgets, expenditures and contributions on the Treasurer's report form.
2. Makes deposits to the South King County Area NA bank account within two days of the South King County Area Service Committee meeting.
3. Arrives early to each South King County Area Service Committee meeting and provides a monthly written Treasurer's report to the Area.
4. Tracks the balances, incomes and expense of each subcommittee and updates the committees with this information in the monthly report to Area.
5. Is a co-signer on the South King County Area Service Committee bank account.
6. Issues receipts for all monies received.
7. Follows up on "NSF" checks with individuals or groups as required.
9. Maintains and reports all subcommittee reserves.
10. Attends the annual South King County Area Service Committee NA inventory.
11. Attends South King County Area Service Committee NA Administrative committee meetings as called by the Chair.
12. Advises the Chair with regard to account status during South King County Area Service Committee business session so as to avoid entering into Emergency Budget Conditions.
13. Trains Treasurer trainee
14. Maintains a working knowledge of NA's literature pertaining to the treasuring or handling of NA funds
15. Attends bi annual South King County Area audits.

#### **SECTION 4A: TREASURER TRAINEE**

**PURPOSE:** To learn the duties and responsibilities of the Treasurer and facilitate the transactions at the South King County Area Service Committee

#### ***QUALIFICATIONS:***

1. Four years minimum uninterrupted clean time
2. 6 months prior involvement with the South King County Area of Narcotics Anonymous.
3. Willingness to serve.
4. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
5. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
6. Familiarity with A Guide to Local Services in NA.

#### ***DUTIES:***

1. Arrives early to each SKCASC meeting
2. Counts and issue receipts for all funds transacted at the SKCASC and reconciles with the treasurer
3. Maintains a working knowledge of NA's literature pertaining to the treasurer or handling of NA funds
4. Attends bi annual SKCA Audit
5. Learns the duties, practices and responsibilities of the Treasurer.
6. . Is a co-signer on the South King County Area Service Committee bank account

**SECTION 5: REGIONAL COMMITTEE MEMBER #1 (RSC voting member).**

*QUALIFICATIONS:*

PURPOSE: To be the primary communication link between SKASC and other areas and the region

1. Five years minimum uninterrupted clean time.
2. Three-years involvement with the South King County Area Service Committee.
3. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
5. Familiarity with A Guide to Local Services in NA.

*DUTIES:*

1. Attends all South King County Area Service Committee monthly meetings and all WNIRSC meetings.
  2. Votes for the South King County Area of Narcotics Anonymous at RSC meetings.
  3. Provides a written report to the South King County Area Service Committee that describes what occurred at the RSC. This will include any motions referred back to the Area and any other pertinent business.
  4. Provides a written report to WNIRSC on the form requested by the RSC
  5. Puts on "new Group Service Representative" and "A Guide to Local Services in NA" workshops 45 minutes prior to the South King County Area Service Committee meeting.
  6. Supports South King County Area of Narcotics Anonymous groups and subcommittee meetings, upon request.
  7. Attends the annual South King County Area of Narcotics Anonymous inventory.
  8. Attends South King County Area of Narcotics Anonymous Administrative committee meetings as called by the Chair.
  9. Facilitates the distribution and education of the information provided biannually in the CAR and the CAT
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**SECTION 6: REGIONAL COMMITTEE MEMBER #2 (RCM2)**

**QUALIFICATIONS:**

1. Five years suggested uninterrupted clean time..
2. Three-year involvement with the South King County Area Service Committee.
3. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Working knowledge of Robert's Rules of Order and Parliamentary procedure.
5. Familiarity with "A Guide to Local Services in NA".

**DUTIES:**

1. Attends all monthly South King County Area Service Committee meetings.
2. Attends WNIRSC meetings.
3. Assists Regional Committee Member #1 in his/her duties.
4. Attends the annual South King County Area of Narcotics Anonymous inventory.
5. Attends South King County Area of Narcotics Anonymous Administrative committee meetings as called by the Chair
6. To attend, over their term, a wide variety of business meetings to gain a deeper understanding of the area conscious
7. Puts on "new Group Service Representative" and "A Guide to Local Services in NA" workshops 45 minutes prior to the South King County Area Service Committee meeting.

**ARTICLE F**

**Job Descriptions**

**SOUTH KING COUNTY AREA SERVICE COMMITTEE Subcommittee Chairpersons**

**ACTIVITIES CHAIRPERSON**

Purpose of this committee is to organize and facilitate the recovery oriented events for the South King County Area of Narcotics Anonymous

**Requirements**

1. Suggested 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions and Concepts
3. One year previous experience with Activities
4. One-year commitment

**Duties**

1. Oversee all South King County Area Activities and Functions (unless excused prior to event)
2. Attends all South King County Area Activities Subcommittee meetings and facilitates them
3. Attends each South King County Area Service Committee and provide them with information and flyers and a written report
4. Attends each Regional "All Subcommittee Day" quarterlies, and be the communication link between our Area and other Areas of the WNIR
5. Attends the annual SKCA Inventory
6. Provides a full financial accounting with receipts and records to the Area Activities Treasurer and the South King County Area Treasurer
7. To abide by the current Activities approved guidelines



## **DIRECTORIES CHAIRPERSON**

Purpose To maintain and produce the area directory on a monthly basis

### **Requirements**

1. Suggested 3 (three) years clean
2. Basic understanding of the Twelve Steps, Traditions and Concepts
3. 1 year previous experience with SKCANA
4. One-year commitment
5. Working knowledge of the programs used in the production of the bi area directories

### **Duties**

1. Compile and maintain a current database of SKCA area meetings
2. To act as a liaison between SKCA and Pierce County area for the purpose of updating the bi area meeting schedule
3. To Proof and Print the Area Directory every month and provide South King County Area as directed by the operating guidelines.
4. Work with the Helpline Chairperson and the Area Web Servant in updating meetings within the geographic SKCA
5. Attends each South King County Area Service Committee and provide them with a written report and receipts for each months printing of schedules
6. Attends the annual South King County Area Inventory

## **H & I CHAIRPERSON**

PURPOSE: The H& I committee provides presentations of the NA message to addicts inside hospitals and institutions.

### **Requirements**

1. Suggested 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions and Concepts
3. Previous experience with Hospitals & Institutions
4. One-year commitment

### **Duties**

1. Attends all SKCA H&I subcommittee meetings and facilitates the meeting
2. Attends each South King County Area Service Committee and provides them with a written report
3. Attends each Regional "All Subcommittee Day" quarterlies, and be the communication link between our Area and other Areas of the WNIR
4. Oversees all of the current H & I meetings within the geographic South King County Area.
5. To abide by the current H& I approved guidelines

### **HELPLINE CHAIRPERSON**

**PURPOSE:** To maintain and facilitate the answering of a phone service as a resource to the addict and as a frontline contact point to the community.

#### **Requirements**

1. 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions and Concepts
3. 6 Months Previous experience with a Phoneline Committee
4. One-year commitment

#### **Duties**

1. Attends all SKCA Helpline subcommittee meetings and facilitates them.
2. Attends each South King County Area Service Committee and provide them with a written report
3. Attends each Regional "All Subcommittee Day" quarterlies, and be the communication link between our Area and other Areas of the WNIR .
4. Attends the annual South King County Area Inventory
5. Maintain an up-to-date Twelve Step Phone Volunteer list and a Carrier Volunteer list and checks on the activity the phone service.
6. Becomes the contact person for the phone service
7. Complies with all additional requirements per the Helpline guidelines

### **LITERATURE CHAIRPERSON**

**PURPOSE:** To purpose of this committee is to purchase and distribute literature on the behalf of South King County Area Service Committee.

#### **Requirements**

1. 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions and Concepts
3. Previous experience with a Literature Committee
4. One-year commitment
5. Ability to legally transport the literature to and from SKCASC

#### **Duties**

1. Attends all South King County Area Literature subcommittee meetings and facilitates them
2. Attends each South King County Area Service Committee and provide them with a written report
3. Attends each Regional "All Subcommittee Day" quarterly, and be the communication link between our Area and other Areas of the WNIR
4. Attends the annual South King County Area Inventory
5. Provides and sell literature at each South King County Area Service Committee
6. Replenishes literature stock by ordering from NAWS
7. Provides an accurate inventory of stock and sales in the monthly report
8. Makes sure the inventory on hand and inventory ordered should not exceed 4,500.00 value
9. To be a key holder for the South King County Area Service Committee meeting place as well as the SKCA Storage unit

## **PUBLIC RELATIONS CHAIRPERSON**

PURPOSE: To act as resource to professionals and the general public regarding Narcotics Anonymous

### **Requirements**

1. 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions and Concepts
3. Previous experience with Public Information
4. One-year commitment

### **Duties**

1. Attends all South King County Area Public Relations subcommittee meetings and facilitates them
2. Attends each South King County Area Service Committee and provides them with a written report
3. Attends each Regional "All Subcommittee Day" quarterlies, and be the communication link between our Area and other Areas of the WNIR
4. Attends the annual South King County Area Inventory
5. To abide by the current PR approved guidelines
6. To be a key holder for the SKCA Storage unit

## **SASS CHAIRPERSON**

PURPOSE: To facilitate South King County Area SASS retreats, a Women's only event.

### **Requirements**

1. 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions and Concepts
3. Previous experience with SASS
4. The Chair will be elected on the month following the previous year's event. The chair will then go to Area and be confirmed by a vote of the GSR's. If the confirmation vote fails, the Vice-chair of Area will take over the committee until such time as a chair is confirmed at Area.

### **Duties**

1. Attends all SASS Retreat Subcommittee meetings and facilitates them
2. Attends each South King County Area Service Committee from April to the month following the Event and provides them a written report
3. Complies with all additional requirements per the SASS guidelines
4. Attends the annual South King County Area Inventory
5. Provides a full financial accounting (including contracts) with receipts and records to the SKCA Treasurer
6. Gets insurance binder for the event by contacting the C&E Insurance Coordinator at WNIRCNA.com

## **MENS RETREAT CHAIRPERSON**

PURPOSE: To facilitate SKC area Men's retreat, a Men's only event.

### **Requirements**

1. 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions and Concepts
3. Previous experience with Men's Retreat
4. The Chair will be elected on Saturday of the previous year's event. The chair will then go to Area and be confirmed by a vote of the GSR's. If the confirmation vote fails, the Vice-chair of area will take over the committee until such time as a chair is confirmed at Area.

### **Duties**

1. Attends all SKC Men's Retreat Subcommittee meetings and facilitates them
2. Attends each SKCASC and provide them with information, flyers and a written report from September to the month following the event.
3. Complies with all additional requirements per the Men's Retreat guidelines
4. Attends the annual South King County Area Inventory
5. Provides a full financial accounting (including contracts) with receipts and records to the SKCA Treasurer
6. Gets insurance binder for the event by contacting the C&E Insurance Coordinator at WNIRCNA.com

## **DAY OF THE DINOSAUR CHAIR**

PURPOSE: To hold an annual fundraiser for WNIRCA (convention) that showcases recovery of 20 years or more

### **Requirements**

1. 3 Years suggested uninterrupted clean time  
No previous SKCA experience required.
2. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts  
The Chair will be elected per subcommittee guidelines. The Chair will then go to Area and be confirmed by a vote of the GSR's. If the confirmation vote fails, the Vice-chair of area will take over the committee until such time as a chair is confirmed at Area.

### **Duties**

1. Oversees all DOD subcommittee meetings and functions (unless excused prior to event)
2. Attends all DOD Subcommittee meetings and facilitates them
3. Attends each SKCASC and provide them with information, flyers and a written report.
4. Complies with all additional requirements per the DOD guidelines
5. Attends the annual South King County Area Inventory
6. Provides a full financial accounting (including contracts) with receipts and records to the SKCA Treasurer
7. Gets insurance binder for the event by contacting the C&E Insurance Coordinator at WNIRCNA.com

## **CONVENTIONS AND EVENTS REPRESENTATIVE**

**PURPOSE:** To be the communication tool between the SKCNA committee and the Regional C & E Body.

### **Requirements**

1. Suggested 5 (five) years clean
2. 1 year previous SKCA experience.
3. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
4. One-year commitment
5. Availability of transportation to the quarterly C&E meeting.

### **Duties**

1. Attends every C&E and SKCANA committee meeting
2. Accepts and completes tasks assigned by the C&E committee
3. Attends all C&E hosted events and assist host committee as available
4. Provide a written report to C & E regarding South King County Area ideas and concerns
5. Provide a written report to SKCA regarding the activities and discussion at the C & E meeting
6. To maintain a knowledge of the C & E Guidelines

## **WINTER WINNERS LIAISON**

**PURPOSE:** To be the communication tool between the SKCA committee and the WW committee.

### **Requirements**

1. Suggested 3 (three) years clean
2. 1 year previous WW experience preferred, not required
3. Working knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous
4. One-year commitment

### **Duties**

1. Attends all SKCA and WW meetings.
2. Attends all WW hosted events and assist host committee as available
3. Provide a written report to WW regarding SKCA ideas and concerns
4. Provide a written report to SKCA regarding the activities and discussion at the WW meeting, and provides Event Treasurer's report along with bank statements
5. Maintains knowledge of the WW Guidelines

## **WEB SERVICES CHAIR**

**PURPOSE: To maintain and facilitate the Web services as a resource to the addict and as a frontline contact point to the community.**

### Requirements

1. One-year commitment
2. Suggested 1 (one) years clean
3. Familiarity with all internet and website related NAWS handbooks and bulletins
4. Basic understanding of the Twelve Steps, Traditions, and Concepts
5. Must have a familiarity with the most common computer software programs available

### Duties

1. Attends each SKCASC meeting and provides them with a written report
2. Attends each Regional "All Subcommittee Day" quarterly, and be the communication link between our Area and other Areas of the WNIR
3. Regularly manages the South King County Area website.
4. Check web site email and respond within 48 hours.
5. Maintain knowledge of the Web Services Guidelines
6. Keep all usernames and passwords for the SKCANA website account. SKCANA chair and vice chair will be notified of all current passwords by formal report upon election or any change.

## **CRYSTAL CLEAR RECOVERY RETREAT CHAIRPERSON**

**PURPOSE: To facilitate SKC Crystal Clear Retreat, a coed event.**

### Requirements

1. 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions and Concepts
3. Previous experience with Crystal Clear Retreat
4. The Chair will be elected on Saturday of the previous year's event. The chair will then go to the Area and be confirmed by a vote of the GSR's. If the confirmation vote fails, the Vice-chair of area will take over the committee until such time as a chair is confirmed at Area.

### Duties

1. Attends all SKC Crystal Clear Recovery Retreat Subcommittee meetings and facilitates them
2. Attends each SKCASC and provide them with information, flyers and a written report from September to the month following the event.
3. Complies with all additional requirements per the Crystal Clear Recovery Retreat guidelines
4. Attend the annual South King County Area Inventory
5. Provides a full financial accounting (including contracts) with receipts and records to the SKCA Treasurer
6. Gets insurance binder for the event by contacting the C&E Insurance Coordinator at WNIRCNA.com

**GUIDELINES  
SOUTH KING COUNTY AREA SERVICE COMMITTEE  
REVISED 08/14**

**ARTICLE G  
TIMELINE**

<b>Month</b>	<b>Type</b>	<b>Description:</b>
January:	Admin	Conduct Audit of Area Treasury
February:	Elections:	Chairperson
	Elections:	Vice Chairperson
	Elections:	Winter Winners Liaison
	Admin	Renew Area Website Hosting
	Audit:	Audit POST February ASC
March:	Admin:	Update Po Box
	Audit:	Audit WW Results
April:		
May:	Elections:	Web Services
	Admin:	Area Inventory
June:		
July:	Elections:	Treasurer
	Elections:	Treasurer Trainee
	Admin	Conduct audit of Area Treasury
August:	Elections:	H& I Chairperson
	Elections:	PR Chairperson
	Elections:	Directories Chairperson
	Admin:	Secretary Presents Major motions and revised Guidelines for review and approval
	Audit:	Audit POST August ASC
September:	Elections:	Activities
	Elections:	RCM 1
	Elections:	RCM 2
October:	Elections:	Secretary
November:	Elections:	Helpline Chair
	Elections:	Literature Chair
December:	Elections:	C & E Liaison

