

**FINGER LAKES AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS  
IN THE SPIRIT OF LOVE GUIDELINES  
REVISED 2017**

The name of this subcommittee shall be FLASCNA IN THE SPIRIT OF LOVE Subcommittee, referred to as SOL. This subcommittee is formed by and directly responsible to the FLASCNA for the fellowship of Narcotics Anonymous.

**PURPOSE**

- A. To carry the message of Narcotics Anonymous to the addicts in celebration form.
- B. These guidelines are created for the purpose of a 3 day event. Conventions are held by members of NA to bring our fellowship together in a celebration of recovery.

**OFFICERS**

Facilitator is elected by FLASCNA in accordance to their guidelines. Assistant Facilitator, Money Handler, Notetaker, and Facilitators of the Subcommittees of SOL Committee are to be elected at the subcommittee level.

**ACCOUNTABILITY**

This subcommittee shall be financially accountable to FLASCNA utilizing the misappropriation guideline.

**FINANCIAL**

A. A four-signatory bank account will be maintained. Signatories will include SOL Facilitator, SOL Assistant Facilitator, Money Handler, and Money Handler of FLASCNA. All checks shall require two signatures.

B. The SOL subcommittee shall maintain a beginning balance of \$3,000.00. All funds in excess of \$3,000.00 (with exception of the aforementioned items) shall be turned over to the ASC at the March meeting. All monies collected for pre-registration, merchandise, venue deposit, and fundraisers is held in the subcommittee account in addition to that of \$3,000.00.

C. This subcommittee shall handle all funds, deposits, proceeds and debts pertaining to all SOL business.

D. No part of any earnings or assets of SOL shall benefit any SOL committee member per FLASCNA guidelines.

**Formation of Subcommittees of SOL Committee**

If the number of members willing to serve allow, there will be the formation of subcommittees to carry out the necessary duties to help SOL. In the event of limited members, the following will be performed as a whole.

- A. Hospitality
- B. Entertainment
- C. Registration
- D. Arts & Graphics
- E. Programing
- F. Merchandise

## **MEMBERSHIP**

General membership shall be open to all members of the Finger Lakes Area of NA (FLANA) who share the stated purpose of this subcommittee.

## **CLEAN TIME REQUIREMENTS**

Facilitator - 5 Years

Assistant Facilitator – 3 YEARS

Money Handler– 5 YEARS

Notetaker– 1 YEAR

SSOLC Facilitator – 1 YEAR (excluding registration)

SSOLC Registration Facilitator – 5 YEARS

## **DUTIES OF OFFICERS**

### ***Facilitator:***

1. A willingness and desire to serve.
2. Must attend and facilitate the SOL business meeting according to the agenda and delegate responsibilities in accordance with the 12 Steps, 12 Traditions, 12 Concepts, and SOL Guidelines.
3. To be present at all monthly ASC meetings for presentation of subcommittee written report and financial report.
4. Submit with Money Handler final financial report at the March ASC meeting.
5. Time and resources necessary to be an active participant.
6. Understanding of the 12 Traditions and 12 Concepts through application.
7. Group service experience highly recommended.
8. 5 years clean time preferred, minimum 3 years clean time non-negotiable.
9. 1 year term and 2 consecutive terms maximum.
10. Must attend and facilitate the monthly subcommittee meeting as well as attend the monthly ASC business meeting. (All meetings must meet at 3000 Fallbrook St. Geneva, NY except meeting at the time of the convention at the convention)
11. In the event of absence from the ASC business meeting the ASC facilitator or assistant facilitator must be notified.
12. If unable to attend the monthly subcommittee meeting or the ASC business meeting. The subcommittee assistant facilitator must be notified of need to attend and fulfill facilitator duties.
13. Must sign both a “Misappropriation Form” and “Key Holder/Key Holder/Code Form”
14. Monthly report to include financial must be written, presented at the ASC, and submitted to the ASC note taker.
15. Must participate during semi-annual audits for inventory and each ASC bank account.
16. Fulfills all duties set forth by the guidelines of the subcommittee.
17. Present at least 15 minutes prior to the start of regularly scheduled ASC and any special meetings.
18. Facilitates the 3 day “In the Spirit of Love” convention held annually in February.
19. Active participation in the SOL convention subcommittee for at least 1 year.
20. Bank account with \$3,000.00 seed money after deposit for the venue for the next convention has been paid. All monies collected for pre-registration for the next convention are held in the subcommittee bank account.
21. The SOL facilitator takes position at the end of the March ASC and holds it until the end of the following March ASC.
22. Each year the newly elected SOL facilitator will be mentored from December to March and actively participate in all SOL subcommittee meetings with the outgoing facilitator.

23. To be liaison to the venue with another subcommittee member.
24. Required to read and be familiar with guidelines and changes.
25. Sign appropriate bank forms and be a signatory for the SOL bank account.

### **ASSISTANT FACILITATOR**

- A. Elected by SOL.
- B. In absence of Facilitator, fulfill all duties of said person.
- C. To be present at all SOL meetings unless Facilitator or other officer is notified.
- D. Sign misappropriation of funds guideline form.
- E. Sign appropriate bank forms and be a signatory for the SOL bank account.
- F. Active involvement in all established SOL subcommittees.
  - \* Suggested contact at least once a month with the Subcommittee Facilitators and assist when needed.

### **NOTETAKER**

- A. Elected by SOL
- B. Takes minutes and maintains accurate records.
- C. Obtains and maintains archives to be turned over to ASC in March.
  - \* Maintain a digital storage device for SOL archives.
- D. Maintain list of names, emails, and phone numbers of all committee members.
- E. Distributes minutes at SOL meetings.
- F. To be present at all SOL meetings unless Facilitator or other officer is notified.
- G. Sign misappropriation of funds guideline form.
- H. Email is to be used for effective communication not for decisions.

### **MONEY HANDLER**

- A. Elected by SOL
- B. Keep accurate financial records including but not limited to the checking account.
- C. Sign appropriate bank forms and be a signatory for the SOL bank account.
- D. Sign misappropriation of funds policy form.
- E. To be present at all SOL meetings unless Facilitator or other officer is notified.
- F. To be present at semi-annual audit with financial records.
- G. Submit with Facilitator a financial report at the March ASC meeting.
- H. Provide SOL Facilitator with monthly financial report.
- I. In the absence of the Facilitator and the Assistant Facilitator, assume duties of the Facilitator until action is taken by SOL or the ASC.
- J. All deposits are to be made within 48 hours of receipt as well as witnessed by a second committee member.

### **DUTIES OF SUBCOMMITTEE FACILITATORS**

- A. Elected by SOL
- B. Sign misappropriation of funds guideline forms.
- C. To be present at all SOL meetings unless Facilitator or other officer is notified.
- D. Provide monthly report at the SOL meeting.

## **Duties of Subcommittees of SOL**

### **HOSPITALITY**

- A. Members consist of Facilitator, Assistant Facilitator, Notetaker, and NA members.
- B. Hold monthly meetings.
- C. Establish budget for food, refreshments, and decorations for hospitality room. Budget needs to be submitted to the SOL committee.
- D. Organize work shifts for hospitality room.
- E. Work with arts and graphics on any flyers
- F. Submit written proposal to SOL committee for meals or catering needs. Be very conscious for any hidden cost.
- G. Set-up, organizes, and operates the hospitality room for the upcoming scheduled convention
- H. Coordinate with Arts & Graphics the design and distribution of all fliers.

### **ENTERTAINMENT**

- A. Members consist of Facilitator, Assistant Facilitator, Notetaker, and NA members.
- B. Hold monthly meetings.
- C. Submit written proposal to SOL committee for any entertainment needs.
- D. Plan and organize any fundraiser events in conjunction with Registration. This includes communicating with FLASCNA Activities and Events subcommittee.

### **ARTS & GRAPHICS**

- A. Members consist of Facilitator, Assistant Facilitator, Notetaker, and NA members.
- B. Hold monthly meetings.
- C. Submit for approval to SOL committee designs for Logo, Banner, and Program. Designs should be formatted and saved on a digital storage device designated to SOL archives.
- D. Coordinate with Registration the design and distribution of all fliers.
- E. Ensure that the NA logo is trademarked wherever necessary.
- F. Coordinate the completion of the banner including archived copy of finished product for the convention.

### **REGISTRATION**

- A. Members consist of Facilitator, Assistant Facilitator, Notetaker, and NA members
- B. Hold monthly meetings.
- C. Coordinate with Arts & Graphics the design and distribution of all fliers.
- D. Schedule work shifts for the registration table at the convention.
- E. There must be a member of the committee and a trusted servant having signed a misappropriation form at the table at all times.
- F. Work closely with SOL Money Handler concerning deposits for the convention.
- G. Participate in the planning of SOL fund-raising events.
- H. Project attendance for next year's convention based upon past convention's attendance.

## **PROGRAMING**

- A. Members consist of, Facilitator, Assistant Facilitator, Notetaker, and NA members.
- B. Hold monthly meetings.
- C. Select potential speakers, topics, and workshop chairpersons for review and approval by the SOL committee.
- D. Contact and confirm all speakers.
- E. Submit compensation proposals to SOL committee for approval.
- F. Speaker requirements include a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA. Clean time requirement for Main Speaker is 5 years. Clean time requirement for workshop speakers is 18 months. There is a 3 month clean time required to chair a workshop. All speakers will be suggested to share their experience, strength and hope on the selected topic.
- G. Inform all speakers of their topic, time, where they will speak and that they are being taped.
- H. Provide Registration Facilitator with any necessary information. This includes but is not limited to names, meals, and hotel accommodations.
- I. At the conclusion of the convention all speaker contact information will be turned over to the committee for archive purpose and future reference.

## **MERCHANDISING**

- A. Members will consist of Facilitator, Assistant Facilitator, Notetaker, and NA members.
- B. Hold monthly meetings.
- C. Find venders to contract to sell merchandise in addition to the merchandise of the SOL committee.
- D. Submit proposal for merchandise to the SOL committee for approval.
- E. Sign misappropriation of funds guideline form.
- F. Inventory all merchandise before and after the convention. Keep an accurate inventory of all merchandise throughout the convention.
- G. Must set up merchandise table, schedule work shifts, and have two members at the table at all times.
- H. If the committee so chooses, to be responsible for raffles at the merchandising table.
- I. Work closely with SOL Money Handler and Facilitator concerning the deposit for the sale of merchandise.
- J. To keep an accurate running tally of all merchandise sold.

## **VOTING**

- A. Voting members will include SOL Assistant Facilitator, SOL Note taker, SOL Money Handler, Subcommittee Facilitators, and any committee members.
- B. Any NA member who attends three consecutive SOL monthly meetings will be given voting privileges at their fourth consecutive SOL meeting.
- C. Any voting member from the previous year's committee who has attended two out of the last four meetings.
- D. To maintain voting rights, you must be present at three out of the last four monthly SOL meetings.
- E. SOL committee will select and present a nominee for the position of SOL Facilitator during the normal election cycle at the ASC meeting.
- F. All SOL officers and Subcommittee facilitators will step down at the conclusion of the March ASC meeting.
- G. All committee decisions will be made by consensus. If consensus is not reached, a simple majority vote is needed

## **ELECTIONS**

- A. SOL Facilitator will be elected at the December ASC meeting. A two-month mentorship will follow.
- B. Nominations for all other SOL officers and Subcommittee facilitators will be open at the March SOL meeting.
- C. All nominees must be present to accept nominations.
- D. All nominees shall submit written and verbal qualifications as well as answer any pertinent questions. Facilitator may deem any question irrelevant/inappropriate. This decision can be overturned by a simple majority vote of present voting members.

## **REMOVAL OF OFFICERS AND SUBCOMMITTEE FACILITATORS**

- A. Upon relapse.
- B. Misses three consecutive SOL meetings unexcused.
- C. Does not fulfill duties in accordance to the 12 Traditions, 12 Concepts, and SOL Guidelines.
- D. Misappropriation of NA funds in accordance to the guideline form.
- E. Upon submission of written and verbal resignation in cooperation with the relinquishing of any and all position related material.
- F. All removals for misappropriation are to be reported to the ASC Facilitator as well as documented in the SOL report at the next scheduled ASC meeting.