

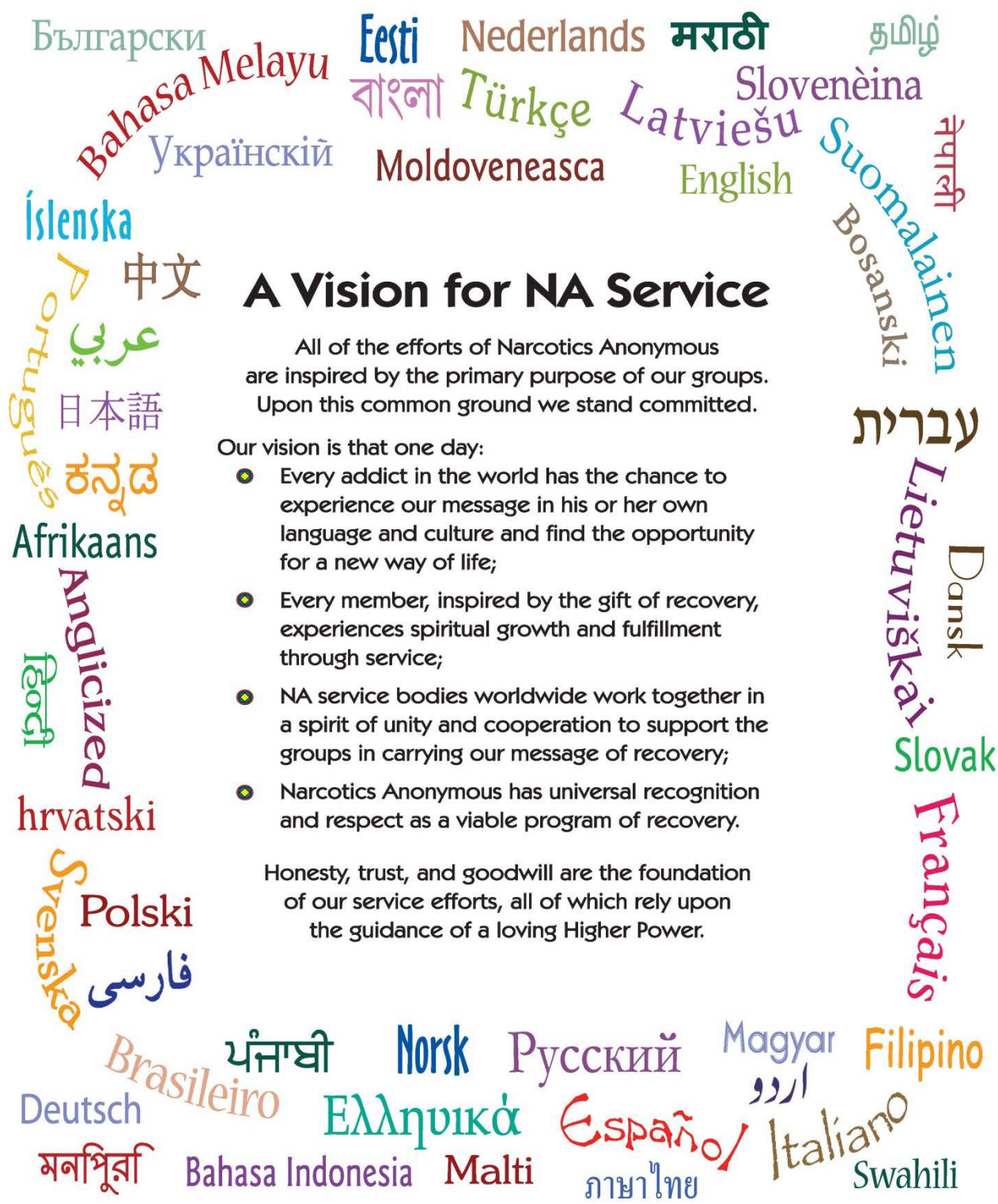
# *Central Atlantic Region*

## REGIONAL COMMITTEE MEMBER (RCM)

### ORIENTATION PACKET

*This packet was created as an informational resource to help RCMs effectively serve their Areas. It is not meant to be the final word or a complete description of their duties but merely a suggested guide and should not override any group/area autonomy. We hope this will be an inspiration to more effectively serve in the RCM position.*





# A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.



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## **Regional Committee Members (RCMs)**

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Regional committee members serve as the core of the regional service Committee, a body that coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves as a contact point between NA world and local services. Detailed information on the services provided by regional committees can be found in the guide for local services.

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.

Both the region and its areas depend on RCMs to be well-versed in NA service practices and principles. RCMs should be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. Familiarity with all published service manuals and bulletins puts the resources of the whole fellowship at the RCM's fingertips.

RCMs should carefully study the reports from their own areas' groups, officers, and subcommittee chairs so that they can pass their areas' experience on to others at the regional meeting. RCMs will be more effective contacts between their areas and the regional committee if they take time to talk personally with other participants in their area committees. That way, they can get a better idea of what needs and concerns the regional committee should address.

Most areas have one RCM and one alternate that helps the regional conference maintain a balance between experienced members and those just learning the ropes.

## **RCM Orientation Sheet**

### **What is a RCM?**

- A trusted servant of their Area.
- The voice of their Area at the Regional Service Conference. (RSC)
- The voice of Region at their Area.
- May be financial link between their Area and the Regional Service Conference.
- The Area's main source of information about service, activities, and events.
- The Area's source of information on how to get involved in Regional service work.
- An important source of information for the Area about the traditions, area policy and the 12 concepts.
- They serve as part of the core of the RSC along side of their neighboring area R.C.M.'s.

### **How do they do it?**

- Attend their home group meeting regularly.
- Attend their entire ASC meeting monthly.
- Attend the entire RSC meeting bi-monthly.
- Report to the RSC the Area status, events, donation, problems, and concerns.
- Could perform a Group Service Representative (GSR) orientation prior to their ASC.
- Bring issues from the RSC to the Area for an Area conscience and report back to the RSC.
- Learn about the subcommittees of the RSC.
  - What types of subcommittees
  - What do these subcommittees do?
  - When do they meet?
  - May attend?
- May attend subcommittee meetings / support in absence of area sub-committee chair
- Learn what the RSC, Zonal Forums, WSC, WSO, etc are.
- Study the Guide to Local Service and the RSC Policy guidelines.
- Help keep meeting information updated for Region and NAWS databases via web contacts /RMD chair

## **RCM Orientation Sheet**

### **Qualifications for a RCM**

- Is an addict.
- Has a willingness to serve.
- Has three years clean time. (suggested only)
- Has knowledge of the service structure of NA or the willingness to learn it.
- Has an understanding of or the willingness to learn the duties of a RCM.

### **Should a RCM hold more than one group office?**

- It is suggested that members seriously consider holding more than one service position.

### **How does an area communicate concerns to the RCM?**

- The area or any member may bring concerns to the RCMs attention at the area meeting.

### **How do you let the area know who the RCM is?**

- Members may attend the area meeting. Members may also review the area minutes at their homegroup to read the RCMs report.

### **What about RCM reports? How often?**

- RCMs makes a report at the monthly ASC meeting.
- RCM makes a report at the bi-monthly RSC meeting.

### **What is an area conscience?**

- An informed vote taken by the area as a whole.
- An expression of God's will.
- Is the practice of placing principles before personalities. (Tradition 12)

### **How does the Regional donation get from the Area to the Region?**

- The area decides how much of a donation they can make to the RSC. A check or money is prepared and the area determines mode of delivery.

# **RCM Orientation Sheet**

## **What should an RCM report include? (ASC)**

- Number of Areas that attended the RSC.
- All open positions at the RSC.
- Information about RSC sub-committees.
- Time and place for the next RSC meeting.
- Regional events, i.e. GSR Assembly, Conventions, PI H&I presentations, Zonal Forums, CAR Workshop etc.
- When the Regional Elections are held.
- All motions sent back to Areas for a vote with information discussed on the conference floor
- Contents of major discussion/concerns at the RSC
- Any other information regarded as important by the R.C.M.s conscience.
- Events happening in other Areas.
- Events happening around the world. Usually found within the Regional Delegate report.

## **What should an RCM report include? (RSC)**

- Area events, i.e. Learning days, picnics, campouts, sporting events, conventions etc.
- Their donation (if any), problems and concerns.
- The number of groups that are a part of their area.
- The number of groups who have been attending their last two ASC meetings.
- The announcements of the status of their area positions.
- Any new groups that have joined their Area.
- Any address changes to groups who may have moved.
- Any other group information that may affect NA as a whole.
- When the ASC elections are drawing near with time and place of said elections.
- The mailing address for the area.
- Where and when the ASC is held.
- Any other information that may benefit NA as a whole. Ie. A list of facility mailing address' and contacts for all H&I commitments.



## **List of suggested tools** **for Regional service work**

- 1.) Step Work
- 2.) Prayer
- 3.) Calling Sponsor
- 4.) A Dictionary
- 5.) Twelve Concepts for NA Service
- 6.) Twelve Traditions
- 7.) A Guide Local Services in NA (Pages 88-102)
- 8.) Copy of Area and Regional Guidelines / Policy
- 9.) Area and Regional Minutes
- 10.) The Group Booklet (Revised)
- 11.) IP #2 The Group
- 12.) Trusted Servant Workshops
  - a) Conference Agenda Report
  - b) Multi Regional Learning Event
  - c) Twelve Concepts Workshop
  - d) GSR Assembly
  - e) Zonal Forums
- 13.) Conventions
- 14.) Learning Days
- 15.) Networking in the Fellowship
- 16.) Traveling outside of home area (i.e. Speaker “Jams”, Conventions, WSC. etc.)
- 17.) Phone Calls
- 20.) The service prayer of NA, Page xxvi of our Basic text.
- 21.) Any other spiritual, creative action you can think of.

# AGENDA

## # Regional Service Conference

### Central Atlantic Region of Narcotics Anonymous

#### Date and Location

**Open Forum from 11 am till 12 noon. RSC starts at 12:15 pm.**

1. Serenity Prayer
2. Reading of Purpose, Traditions, And Concepts
3. Roll Call:      Quorum Call      1    2    3    4    Quorum Call      1    2    3    4

Chair					Almost Heaven				
Vice Chair					Appalachian				
Secretary					Beach Area				
Treasurer					Blue Ridge				
RD					Gateway to Freedom				
RDA					New Dominion				
RDA-2					New River Valley				
VRCC Chair					Outer Limits				
Activities-RSC Chair					Peninsula				
Hospitals & Institutions Chair					Piedmont				
Policy Chair					Rappahannock				
Public Relations Chair					Richmond				
Speaker Jam Chair					Roanoke Valley				
					Shenandoah Valley				
					South Side				
					Tidewater				
					Tri-Cities				

4. **Any area that missed two consecutive RSC's will be referred to the Outreach Subcommittee.**

5. Recognition of new attendees
6. Establishment of Quorum
7. Reading and Approval of Minutes
8. Trusted Servant Reports
9. RCM/RCM Alternate Reports
10. Old Business

a. (ex.) Motion 141-18 Purchase Insurance (old Motion)
b. (ex.) Motion 147-13 Policy Change for Prudent Reserve

11. Nominations and Elections


12. New Business:

a.	
b.	

13. Planning for Next RSC
14. Closing with Serenity Prayer

Motion Number: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_

Area: \_\_\_\_\_

Area: \_\_\_\_\_

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## Amendment

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## Vote Talley

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Tabled: \_\_\_\_\_ To Policy \_\_\_\_\_ To Home Groups: \_\_\_\_\_

## **Motion Table**

<b>TYPE OF MOTION</b>	<b>PURPOSE</b>	<b>INTERRUPT</b>	<b>SECOND</b>	<b>DEBATABLE</b>	<b>VOTE</b>
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules or order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information	Yes	No	No	None
Main Motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

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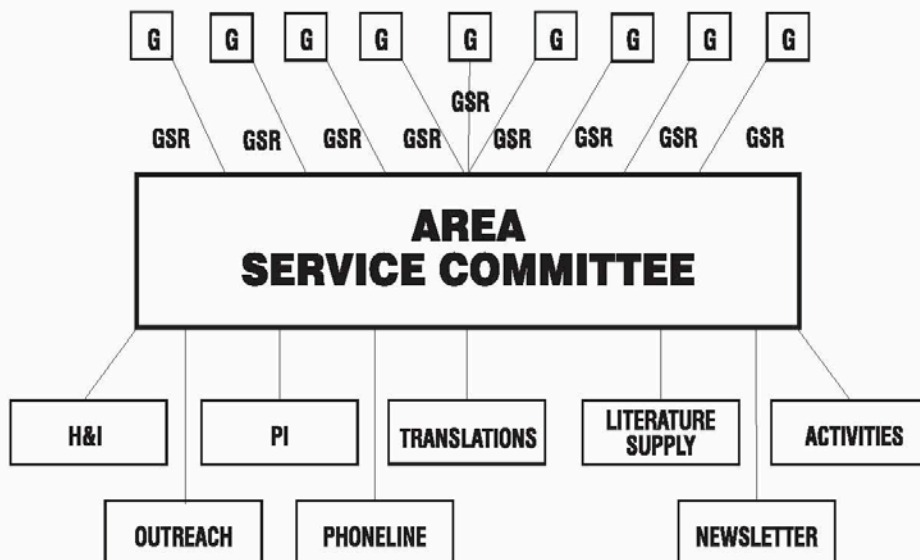
## SUBCOMMITTEES

In some ways, the relationship between an ASC and its subcommittees is very similar to the relationship between NA groups and their ASC; in others, it is quite different. Just as groups create an area committee to help them fulfill their primary purpose, so the ASC creates subcommittees to do the actual work involved in delivering its direct services—H&I, PI, phonelines, activities, and the rest. If area subcommittees are to serve effectively, the ASC must delegate them sufficient authority to exercise their best judgment in fulfilling their duties. However, because an area committee must account to the groups for the actions of its subcommittees, ASCs generally maintain a somewhat tighter rein on their subcommittees than groups do on their area committees.

The balance between accountability and delegation is a delicate one. If an area committee exerts too much control over its subcommittees, those subcommittees will not be able to serve well. If the ASC delegates too much authority to its subcommittees, on the other hand, the area committee will not be able to account fully for itself to the groups it serves. An ASC should pay careful attention to the Twelve Concepts, especially Concept Five, when creating subcommittees, giving them sufficient liberty to serve freely while still maintaining their accountability.

The ASC is responsible not only to develop and maintain subcommittees in each field of service but also to coordinate the work of each of those subcommittees with the work of the others. For these reasons, all area committee participants need to become as informed as they can possibly be about subcommittee activities. Area committees devote significant portions of their meetings to reports from subcommittee chairpersons and discussions of subcommittee activities. Handbooks are available from the World Service Office for most of the subcommittees listed below. Specific directions for subcommittees in your area can be found in your log of policy actions and (if applicable) your area guidelines.

Most newly formed area service committees will probably not be able to support the same wide range of subcommittee services as a longer-established committee. Rather than attempt to set up all their subcommittees at once, it's recommended that new area committees take their time. Make sure the responsibilities of new subcommittees are well coordinated with those of existing ones. Bring subcommittees on line one at a time and give a great deal of attention to developing each subcommittee before bringing on another.

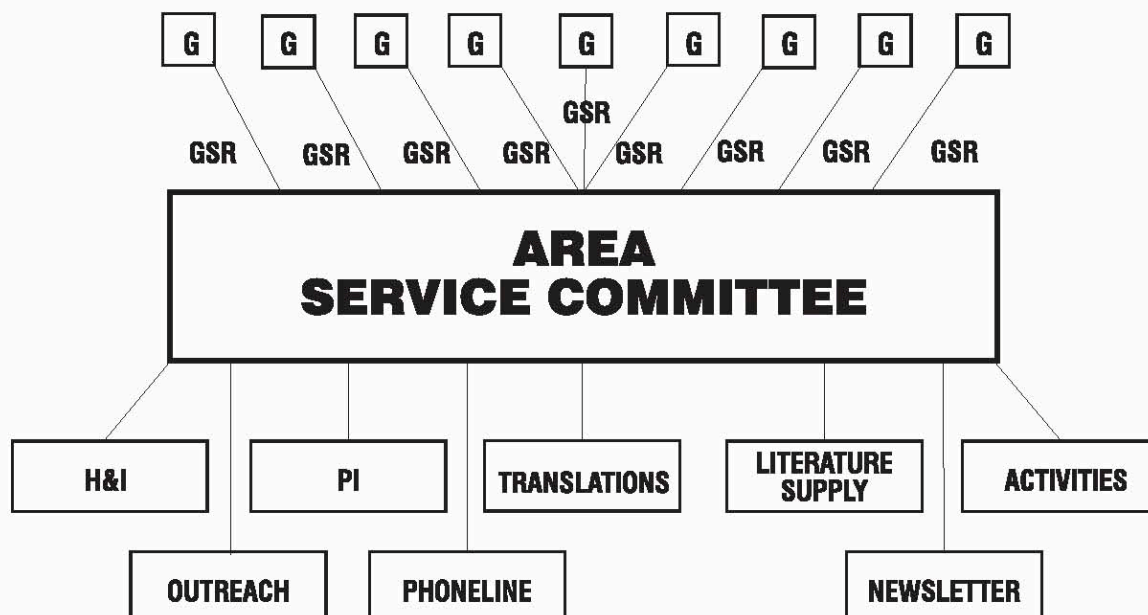


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## VARIATIONS ON THE BASIC REGIONAL MODEL

### REGIONAL SUBCOMMITTEES

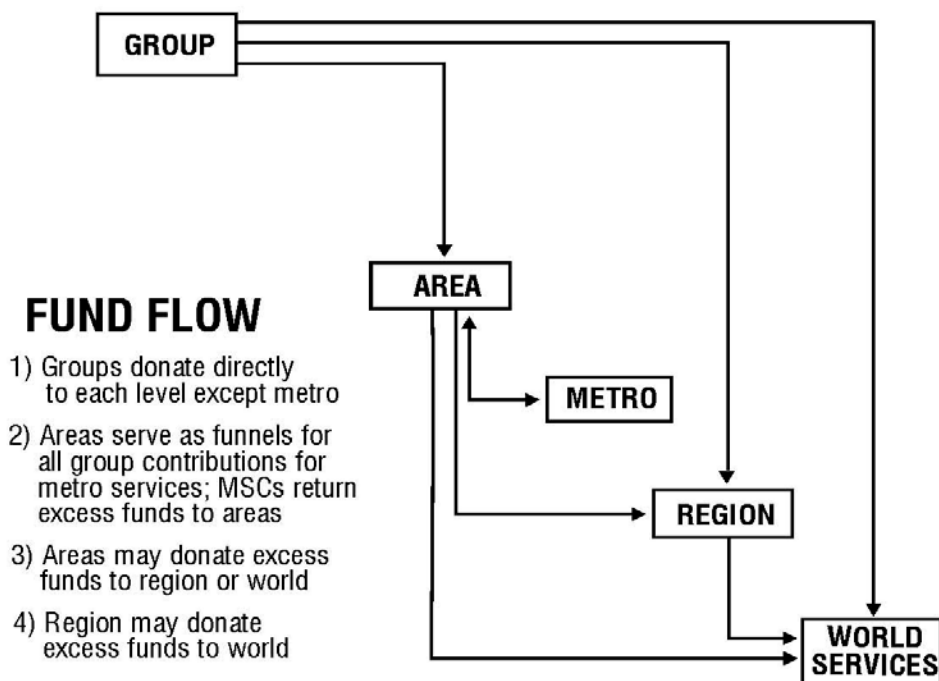
The regional service committee is a resource pool, gathering service information and



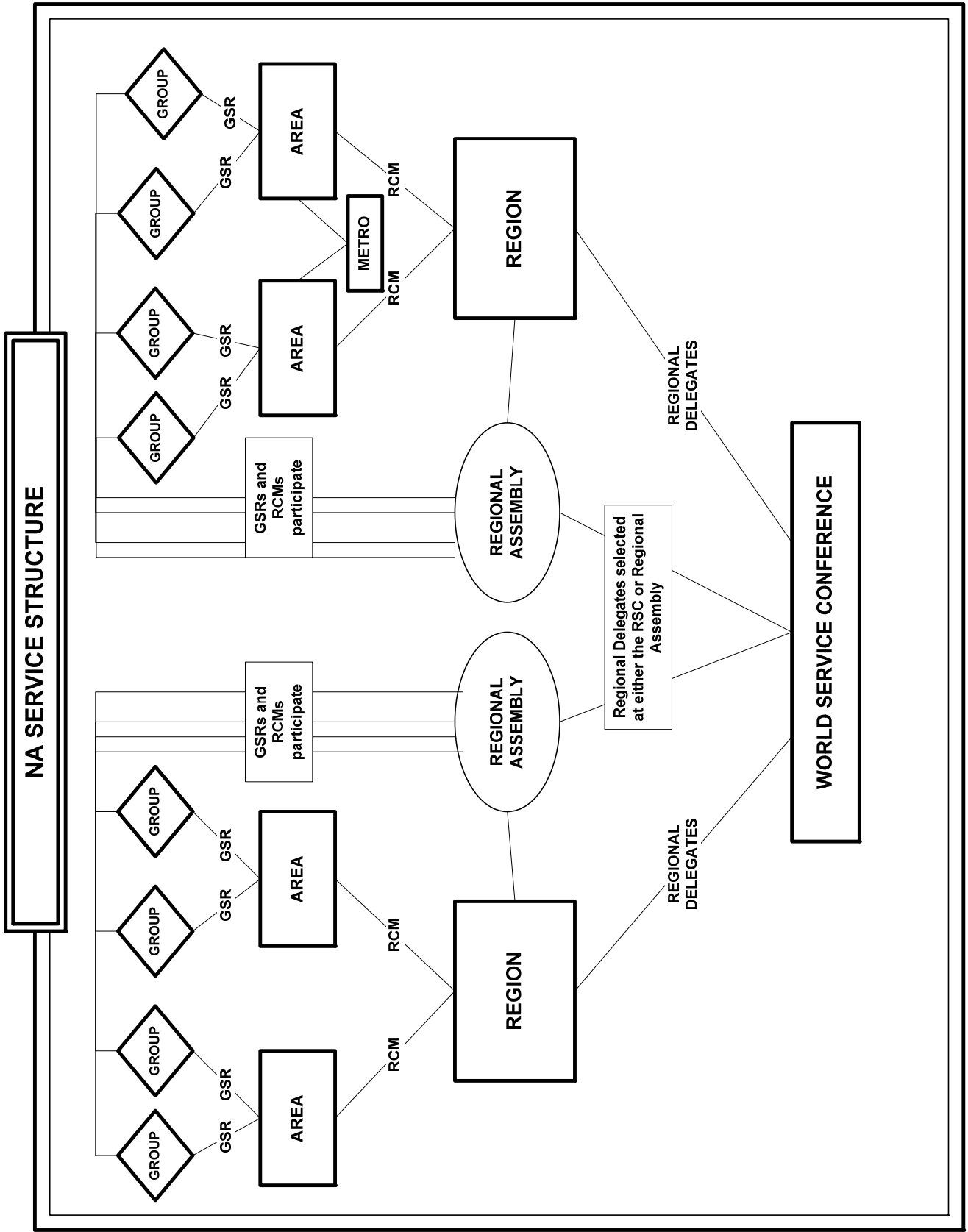
experience to guide and strengthen the areas it serves. To do this, each regional committee organizes itself and performs its duties differently, according to the needs of its member-areas.

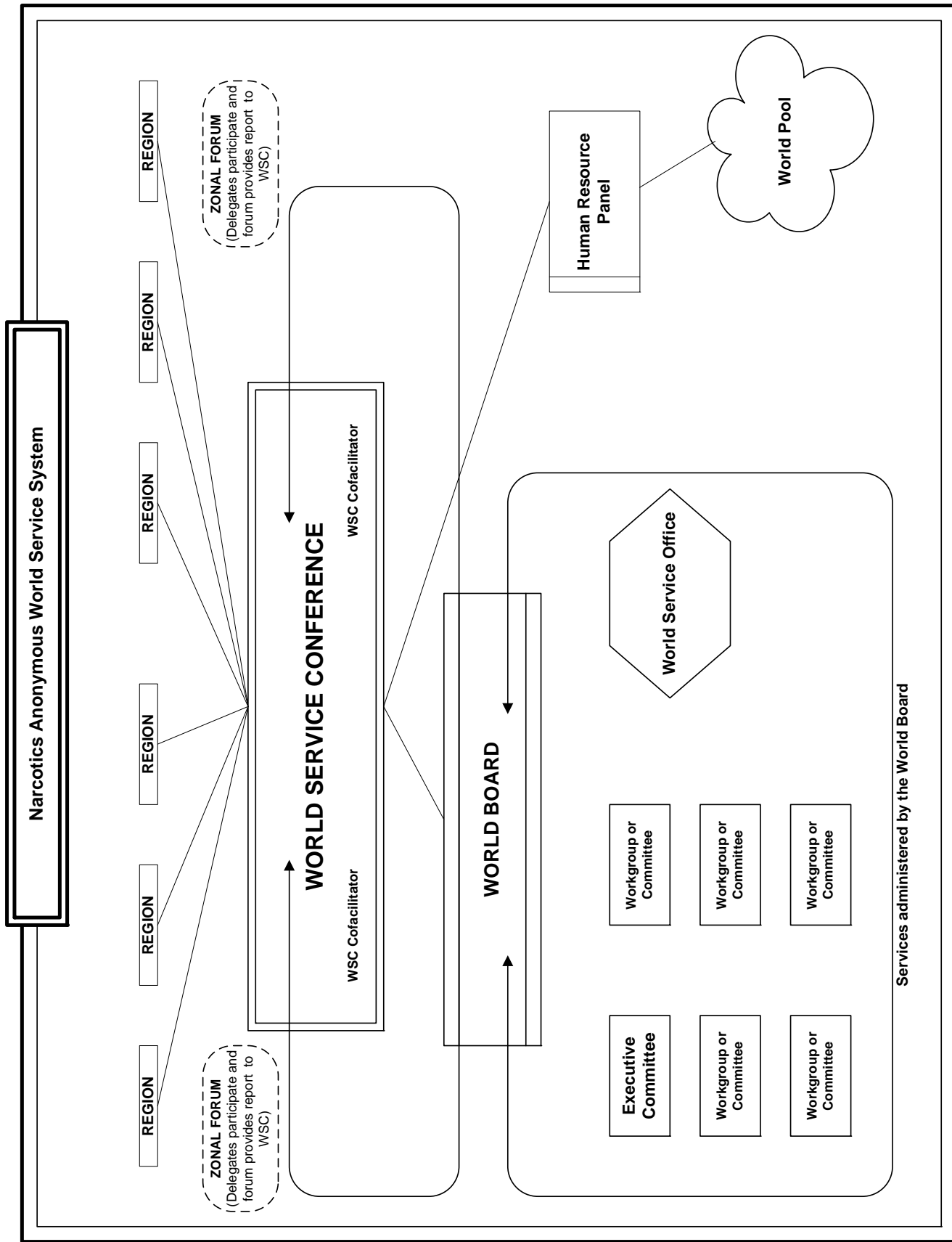
At least once a year, the group service representative attends the regional assembly. Each group is encouraged, if at all possible, to take the necessary steps to cover the expenses associated with its GSR's attendance at the regional assembly. Some groups will choose to set aside money each month toward this expense.

After paying expenses and setting aside a small emergency reserve, most groups contribute their surplus funds directly to the area committee, the regional committee, and Narcotics Anonymous World Services. For more discussion of the principles underlying group contributions to the rest of the service structure, see the essay on our fellowship's Eleventh Concept for NA Service elsewhere in this guide. For assistance in managing the details of direct contributions, see the *Treasurer's Handbook*, available from your area committee or by writing our World Service Office.









## **Good Questions To Discuss With Others**

- 1.) Why do we have suggested clean time with positions?
- 2.) If you were asked to express your feeling of what area conscience means to you, what would you say?
- 3.) What are your priorities at a meeting of the Regional Service Committee?
- 4.) What is the open forum for? And is it just for RCMs?
- 5.) Do you understand what discussion on a motion is for? If yes, write it out.
- 6.) How do your principles influence your voting?
- 7.) What are the reasons for abstentions? List them.
- 8.) What are my expectations before, during, and after an RSC meeting? List them.
- 9.) Is policy important? Why?
- 10.) Do I get confused at a regional meeting? If so, how can we change that?
- 11.) What is the purpose of having a Regional Service Committee?
- 12.) What is the CAR and how are you involved as a member of NA?
- 13.) What is the role of the 7<sup>th</sup> tradition in the area and NA as a whole?
- 14.) What are the responsibilities of your position? List them.
- 15.) Where do spiritual principles play a part in service?



## Twelve Concepts for NA Service

### First Concept

*To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.*

The primary responsibility of an NA group is to conduct its recovery meetings, carrying the message directly to the addict who still suffers. Groups join their strength in the service structure, ensuring that other services—H&I, PI, literature development, for example—are fulfilled effectively and without distracting the groups from their own primary purpose.

### Second Concept

*The final responsibility and authority for NA services rests with the NA groups.*

The groups have final responsibility for and authority over the service structure they have created. By fulfilling their responsibility to provide their service structure with the conscience and ideas, people, and money it needs, the groups also exercise their authority. Conversely, the service structure must always look to the groups for support and direction.

### Third Concept

*The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.*

In day-to-day matters, the groups have given our service boards and committees the practical authority necessary to do the jobs assigned them. This is not a blank check issued to the service structure; the groups still bear final authority. To make Concept Three work, we must carefully select trusted servants.

### Fourth Concept

*Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.*

Leadership is very important to the welfare of our fellowship. The essay on this concept describes an array of leadership qualities to be considered when selecting trusted servants.

### Fifth Concept

*For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.*

In defining a single point of decision for each service assignment, we eliminate confusion about who has authority to do what. We also clarify accountability for our services: whoever is given the authority for a particular task will be held accountable for the fulfillment of that task.

### Sixth Concept

*Group conscience is the spiritual means by which we invite a loving God to influence our decisions.*

Group conscience is the means by which we bring the spiritual awakening of the Twelve Steps to bear in making service-related decisions. It is fundamental to our fellowship's decision-making process. It is not, however, merely a euphemism for "voting" and is not itself the NA decision-making process.

### Seventh Concept

*All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.*

All members of a service body bear substantial responsibility for that body's decisions; therefore, all of them should be allowed to fully participate in its decision-making processes. NA service is a team effort. The full participation of each member of the team is of great value as we seek to express the collective conscience of the whole.

### Eighth Concept

*Our service structure depends on the integrity and effectiveness of our communications.*

Regular communication is essential to the fulfillment of all these concepts, and to the integrity and effectiveness of our services themselves.

### Ninth Concept

*All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.*

To check judgment, to guard against hasty or misinformed decisions, and to invite the sharing of new ideas, our services must consider all viewpoints when making plans. This is essential to the development of a fair, wise, balanced group conscience.

### Tenth Concept

*Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.*

The Tenth Concept encourages us to treat each other with respect in the service environment, and provides us with a means of making amends when we wrong others. The essay describes ways in which an individual who feels he or she has been wronged can go about seeking redress of his or her grievance.

### Eleventh Concept

*NA funds are to be used to further our primary purpose, and must be managed responsibly.*

The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability. Direct contributions to each level of service help us focus on our primary purpose, and enhance accountability.

### Twelfth Concept

*In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.*

Within the context of the Twelve Concepts, as a body, this concept serves much the same function as Tradition Twelve in the context of the traditions. It brings our consideration of concepts for NA service back to the spiritual root of selfless service. "A structure based on that foundation could only be one of service, never of government."

