

Ohio Valley Area of Narcotics Anonymous

Policies and Procedures Manual

Last Edited December 2025



Area Service Committee Readings

Twelve Traditions:

1. Our common welfare should come first; personal recovery depends on NA 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 a 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 NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Twelve Concepts:

1. 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.
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 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 bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
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 processes.
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 of government.

Narcotics Anonymous Service Prayer:

God, grant us the knowledge that we may act according to your divine precepts Instill in us a sense of your purpose, make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, so that no addict, anywhere, need die from the horrors of addiction.



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Definition of an Area Service Committee

An Area Service Committee (ASC) is a committee made up of Group Service Representatives (GSR) from the groups within a designated area, administrative committee and subcommittee chairpersons, which meet monthly for the express purpose of serving the needs of its members' groups.

The most important service that an ASC provides is that of its group's needs. Whenever a group has a specific situation or need that it has been unable to handle on its own, it can come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions, which are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its groups. To provide these services, an ASC needs the active participation of its GSR. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an area grows, the financial needs of the community also grow. To provide a full line of services, it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

In the event that a policy or procedure is not addressed in the area P&P manual, then the ASC will revert to A Guide to Local Service in Narcotics Anonymous (WSO lit.) until a policy is established for the Ohio Valley Area of NA.

Purpose and Function of OVANA ASC

1. Unify its groups and support its members
2. Carry the message through subcommittees

3. Support other local ASC's and its Regional Service Committee

Definition and use of Consensus-Based Decision-Making (CBDM):

OVANA will use the process of CBDM when making decisions, instead of the previous Robert's Rules of Order. (See Guide to Local Service from NAWs for specific details).

What is Consensus-Based Decision Making?

CBDM is a method of making decisions that attempts to hear all voices and synthesize participants' views in order to come to a resolution or decision acceptable to the group. CBDM does not require unanimity the way that strict consensus does. It might be more accurate to say in a CBDM body, we "aspire" to consensus.

Ideally, the discussion that takes place when using a consensus-based model is an evolutionary process. There is a common misconception that building consensus is easy or quick and painless when in truth, it is a building process that takes time and faith. Rather than speaking for or against a static proposal, participants in a CBDM body try to work together to build a proposal that the body or most of the body can agree upon. Of course, that's an ideal, and the reality is that CBDM isn't always that productive or harmonious, but the discussion in a CBDM body is designed to hear and synthesize the range of ideas rather than just listen to "pros" and "cons." It's about building consensus, not winning or losing a debate.

A proposal may be brought before the ASC by a home group or trusted servant of the OVANA ASC.

- The use of CBDM will be employed, and members present at the ASC are free to voice opposition or support
- After all opinions are heard, the chair may conduct a straw poll to understand the feelings of the ASC
- If, after discussion, an agreement is made to support the proposal, the voting groups may decide if this decision should be sent to home groups or not for further discussion.

- If it is a split decision about the need for home group discussion, either a quorum of voting GSR's present and/or the ASC chair may declare the need to return to home groups for discussion.
- If the proposal was submitted by a home group and the proposal is changed, the amended proposal will return to the original home group for their consideration to ensure continued support.

Format of Area Service Meeting

Before ASC begins, GSR and/or Sub-Committee Chairs need to do following:

- a. Sign in to receive minutes
- b. Turn in Literature Order forms to Literature Chair
- c. Submit group donations to the Treasurer.

Meeting format:

1. ASC opens with the Serenity Prayer
2. Read the Twelve Traditions, Twelve Concepts, and the Service Prayer
3. Welcome and Introductions
4. Roll Call
5. Minutes from the previous meeting- Secretary Report
6. Chairperson's Report
7. Treasurer's Report
8. RCM Report/RCMA Report
9. Sub-Committee Reports:
 - a. Activities
 - b. H&I
 - c. Literature
 - d. P&P
 - e. PI
 - f. Webmaster
10. Group reports
11. Open Forum
12. Old Business
13. New Business
14. Any other business that needs to be addressed

15. Establish next meeting time and place
16. Close Meeting with Serenity Prayer

Reports from officers/subcommittee chairs: These will be provided in writing to the secretary at the ASC meeting. If the chair/officer is unable to attend, a report can be submitted via email or by proxy to the secretary for inclusion in the minutes, to be read by a 3rd party. This will count as attendance at ASC.

For inclusion on the meeting list: The group (via GSR) will remain in contact with OVANA's representative to LASCNA to maintain that group on the LASCNA meeting schedule.

A member of the executive committee will be the OVANA representative to LASCNA, in the event there is not another position created to fulfill this duty.

The executive committee is comprised of the Chair, Vice Chair, Secretary, Treasurer, RCM and RCM-A.

General Policy:

Modifications to policy

1. A modification to policy must be presented as a proposal on the area approved proposal form in the exact language that will be in the policy and procedure manual
2. A modification to policy always goes back to home groups for review and approval before adoption
3. The Policy and Procedures subcommittee can make modifications to grammar, punctuation, typos, and formatting without going back to home groups for approval
4. Changes to policy must be reviewed and approved by the following groups in this order
 - a. P&P subcommittee - Perform the first review of policy to save time of the executive committee and home groups
 - b. Executive committee - Perform the second review to save the time of home groups
 - c. Home groups - Perform the third review to approve or deny the policy
5. Policy changes proposed by a home group cannot be rejected by anyone other than the voting home groups (i.e. Executive committee can review the policy but not reject it).

Policy Edits

1. If the modification changes an existing policy, the new proposed policy must be presented alongside the old policy
2. It must be easy to tell what the change to policy is. One recommendation is to use ~~striketrough~~ to mark out the removed text and **highlights** to show the new text. For example:
 - a. Attendees to area must not bring ~~small pets~~ **pet monkeys** to the area service committee meeting
3. Policy edits must be broken down into logical units of approval and voted on independently, rather than voting on a whole policy. For example, a policy edit that changes the policy about the budget and the clean time requirement for a position must be presented as two different proposals. This ensures the home groups have the most say in what is approved policy and can expedite portions of policy to be approved

Conducting Business

1. Open Forum
 - a. 10-minute limit
 - b. Any NA member who doesn't usually have a voice on the floor may introduce a topic of discussion at this time (3-minute limit each)
2. New Business: The following can put forth a proposal:
 - a. Administrative Committee
 - i. Chair
 - ii. Vice Chair
 - iii. Secretary
 - iv. Treasurer
 - v. RCM and RCMA
 - b. GSRs (GSRAs in their absence)
 - c. Subcommittee chairs, only concerning their committee (vice chairs in their absence)
3. Any NA member has the right to participate in the discussion.
4. Only GSRs (GSRAs in their absence) have the right to participate in straw polls if a clear consensus has not been reached.

Proposals

1. Proposals will be given in writing to the Secretary during the ASC meeting.

Quorum and Voting

1. An official quorum is reached when one more than half of the member groups' GSR/GSRAs are present.
2. An official quorum must be reached by fifteen minutes after the scheduled starting time.
 - a. Quorum must be reached to conduct old and new business. However, if there is a statewide emergency, business shall be allowed to proceed regardless of quorum.
 - b. For a modified consensus, 80% will be derived from the attending GSRs (GSRAs) who make up the quorum.
3. Any group that is not present for two consecutive ASC meetings will not be on the roll call. Once they return to the area meeting, they will be included again.
4. Any new group (GSR) that joins the ASC may be recognized that day by the area body but will not be allowed to participate in straw polls until the next meeting.
5. Any trusted servant leaving the ASC early should notify the Secretary before leaving.
6. GSR's or GSR-A's only may vote for matters that affect NA as a whole.
7. OVANA will use Consensus-Based Decision-Making when possible, allowing all present to have a voice in matters being addressed
8. Loss of voting status for a group is the result of missing 3 consecutive ASC meetings. After the 2nd consecutive absence, a member of the Executive Committee will contact that group/GSR in concern.
9. To regain voting status, the GSR or GSRA needs to attend 2 consecutive ASC meetings. Voting status is achieved at the beginning of the second consecutive meeting attended

Reports

1. Each monthly report is limited to five minutes. All reports are to be written or typed.
2. Questions from the area body shall be limited in scope to the reports given that day.
3. Yearly reports shall be presented at the December ASC meeting. At this meeting, the ASC will begin at 1 p.m. to accommodate reports and elections.
 - a. Administrative Committee
 - i. ASC Facilitator: Compile a report consisting of the past year's activity, accomplishments, specific problems, situations, and guidance for the coming year.
 - ii. Regional Committee Member: Compile a summary of proposals and decisions that went between the RSC and ASC.
 - iii. Secretary: Compile a list of proposals from the past year's minutes.
 - iv. Treasurer: Compile a yearly report consisting of the past year's activity (a financial record). Also, make an annual projected budget with suggested prudent reserves.
 - b. Subcommittee:

All reports will consist of accomplishments from the previous year, guidance for the upcoming year, and a proposed budget.

Nominations

1. Nominations will be announced in October, brought to the floor in November, and voted upon in December.
2. Nominations should be solicited by GSRs of each group and any area member after the October meeting.
3. Each nominee for an area position must be present at the November ASC meeting. Written and verbal qualifications are made at this time.
4. The Policy Chair should be available to answer any questions the nominees have of the responsibilities and duties of the positions in person at the October and November Area meetings.
5. All positions with nominations in November will then be closed to further nominees at the end of the Area meeting.
6. Should a position remain open due to a lack of nominees, new nominees may be presented at any time throughout the year to facilitate the continuation of business. These nominees must be present for both their nomination and election.
7. Their vice-counterpart shall fill any administrative position after their term, subject to a vote of confidence.
8. The vice-chair of any subcommittee is an automatic nominee for chairperson.
9. All nominations presented in November shall be taken back to the groups for voting.
10. If a trusted servant becomes unable to fulfill their duties, their vice-counterpart shall take over their position at the next area meeting, subject to a vote of confidence.

Elections

1. Elections will be the exception to consensus-based decision-making and will be decided based on a plurality of votes taken by a secret paper ballot.
2. A plurality is the one that receives the most, but not necessarily more than half, of the votes.
3. GSRs or GSRAs are the only voting participants of the ASC (exception: the facilitator will vote in the event of a tie).
4. Any new group that comes to the ASC may be recognized that day but will not gain voting privileges until the next area meeting.
5. Stand-asides are not counted as a vote.
6. Once a vote is taken, votes may not be changed.
7. All ASC trusted servants' positions should take effect after the close of that business day.

Funds

1. The ASC will maintain a prudent reserve in the amount of \$100.00. The amount of the annual prudent reserve will be updated and reviewed every fiscal year. The prudent reserve will be defined as the dollar amount needed to operate the ASC for two months. The prudent reserve should be considered as a savings account to be used only in emergencies.
2. The ASC will establish a discretionary fund for activities at \$250.
 - a. Any leftover funds or profits made after the activity will be returned to the area.
3. After paying the bills, meeting the priorities, and establishing and maintaining a prudent reserve, all remaining funds will be earmarked for the next level of service.
4. Regional donations will be electronically transferred.
5. The administrative committee and each subcommittee chair may request funds from their budget at each ASC. The ASC must approve requests.

6. Any request for funds not included in the budget over \$25.00 must go back to the home groups for approval and be voted on at the next ASC.
7. Budgets must be submitted by the end of January ASC and go back to home groups for approval.
8. Misappropriation or theft of funds: any time misappropriation or theft of funds are reported against an individual, the administrative committee must meet immediately and decide the validity of the report. If it is determined that the funds have been misappropriated or stolen, the administrative committee will call an emergency ASC meeting to report the findings. The ASC will decide if reporting the misappropriation or theft should be made to the appropriate authorities (including banks, police, etc.). All fillings and findings will be reported at the next ASC meeting.
9. Funds for Regional Delegates
 - a. The money will be reimbursed upon presentation of receipts.
10. A donation of 25.00 will be made monthly to the hosting facility of the ASC meeting.

Subcommittees

1. Each subcommittee is autonomous but responsible to the area. To be of better service, a subcommittee will elect its own trusted servants (other than the chairperson).
2. Each subcommittee chair will nominate and elect a vice-chairperson who meets the qualifications of the sub-chair, with the exception of half the clean time requirement.
 - a. They may also elect a secretary if they deem it necessary.
3. Each subcommittee chairperson must submit a verbal and written report to the ASC. This report must include a summary of area subcommittee meetings, plans, ideas, proposals, a financial report along with relevant receipts and documentation, and any written budget requests. In a subcommittee chair's absence, a written report must be submitted to the ASC by a subcommittee member.
4. A consensus must be reached to eliminate a subcommittee.
5. All subcommittee meetings or activities should end 15 minutes before the ASC monthly meeting.

6. No committee shall take any action that conflicts with the policy and procedure manual.

Executive Committee

Purpose of the committee:

To serve the administrative needs of the area. The committee consists of the Chairperson, Vice-chairperson, Secretary, Treasurer, and Regional Committee Member (RCM).

Responsibilities of the Executive Committee:

1. This committee shall meet directly before each ASC to prepare budgets.
2. Discuss business for the upcoming ASC.
3. This body, as a committee, per the suggestion of the ASC as a whole, may appoint "special committees" to meet a specific need for a specified time. (ex: ad hoc committee).

Trusted Servant requirements and duties

Chairperson

1. Clean time requirement is 3 years in Narcotics Anonymous.
2. Minimum of one year of active service involvement in NA (I.e. having served as a Group or Area Trusted servant)
3. This is a one-year commitment.
4. Presides over monthly ASC meetings in a firm but understanding manner, while also being tolerant, objective, and maintaining an orderly flow of business while avoiding personal input.
5. Regular attendance at ASC meetings is required.
6. Prepares an agenda for ASC meetings prior to the ASC.
7. The Chairperson (or Vice Chair in the Chair's absence) must vote to break any ties.
8. Chairperson is to ensure that the ACS policy and Procedures, the Twelve Traditions, and the Twelve Concepts of Service of Narcotics Anonymous are upheld in all matters pertaining to ASC business.
9. Chairperson is a signatory to the ASC checking account.
10. Have the willingness and resources necessary to be an active participant.
11. Reports any pertinent correspondence received and works closely with the ASC secretary in answering and/or making necessary correspondence replies and/or queries.
12. Furnishes the Vice-Chair with the agenda and any other necessary material when going to be absent.

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Vice Chairperson

1. Clean time requirement is 2 years in Narcotics Anonymous
2. Minimum of 1 year in NA service involvement
3. This is a 2-year commitment (one as vice chair, the second as Chair)
4. Regular attendance at ASC meetings is required
5. Serves as Chairperson in the absence of the regular chairperson.
6. Although the vice chair is not expected to attend all subcommittee meetings, keeping in regular contact with the chairpersons is suggested. The Vice Chairperson serves as a coordinator of any subcommittee that has no chair.
7. Vice Chairperson is a signature on the Area checking account

Secretary

1. Clean time requirement is 2 years in Narcotics Anonymous
2. Must demonstrate a willingness to serve by attendance to at least two ASC meetings before accepting this position.
3. This is a one-year commitment.
4. Regular attendance at ASC meetings is required.
5. Responsible for recording the course of business at each ASC meeting. These minutes should include all proposals, points of discussion, group reports forms, nomination forms, ballots, attendance record of groups and trusted servants, and flyers of upcoming events, etc. They should be typed and distributed to all of the GSR's trusted servants no later than 10 days following the ASC meeting date.
6. Secretary has the option of asking for proposals. ASC reports should be submitted in writing or via email.

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7. Maintains the ASC archives, which should include all ASC minutes and written reference materials.
8. Maintains an up-to-date mailing list to include phone numbers, addresses and email addresses of the ASC trusted servants. This list of phone numbers, addresses and email addresses is for service use only and not to be included in the minutes.
9. Willingness to serve and provide the time and resources necessary to be an active participant.
10. Secretary is a signature on the area checking account

Treasurer

1. Clean time requirement is 5 years in Narcotics Anonymous.
2. This is a one-year commitment
3. Maintains the ASC checking account
4. Regular attendance at ASC meetings is required.
5. Presents a written report of monthly transactions for inclusion in the minutes.
6. Provides a copy of the bank statements for inclusion in the minutes.
7. Distributes funds necessary to subcommittees as requested, when financially prudent. These requests should be made at regular ASC meetings.
8. Pays all invoices, rent, post office box rents, etc. in a timely manner.
9. Treasurer gives and gathers all receipts for all transactions of the ASC and is responsible for accounting for all funds and materials entrusted to the position.
10. Treasurer is a signature to the ASC checking account but does not act as a signature.
11. There are to be 2 signatures on all checks. The bank does not recognize the 2

signature checks, but this is required at the area level to hold each other accountable and so the finances will be transparent.

12. No spouse or significant other is to be on the checking account together, regardless of positions.
13. Checks can only be written during the course of business at the regular monthly ASC.
14. There will be no electronic activity or debit cards on the area checking account.
15. All outgoing money will be in check form. In the event of any cash transactions, a receipt will be given by the treasurer.

RCM

1. Clean time requirement is 3 years.
2. RCM is a signature on the area checking account
3. RCM shall attend ASC regularly, in addition to regular attendance at RSC
4. RCM is a 1-year commitment.
5. RCM shall coordinate activities with the RSC to ensure activities are well attended, as well as to ensure OVANA participates in activities in other areas.
6. RCM will have a working understanding of the KRCNA policy and procedures to help ensure OVANA follows as suggested.
7. RCM will coordinate and communicate with OVANA and GSR's to ensure rotation of meetings, fundraising events and conventions are held per KRCNA policy.
8. Submits budget for area for the fiscal year in accordance to the budgeting timeline in area policy (see budget section). This budget should include reimbursement for travel to regional meetings

RCM-A

1. Clean time requirement is 2 years
2. RCM-A is a signature on the area checking account
3. RCM-A shall attend ASC regularly, in addition to regular attendance at RSC
4. RCM-A is a 2-year commitment, one year as RCM-A and the second as RCM
5. RCM-A shall coordinate activities with the RSC to ensure activities are well attended, as well as to ensure OVANA participates in activities in other areas.
6. RCM-A will have a working understanding of the KRCNA policy and procedures to help ensure OVANA follows as suggested.
7. RCM-A will coordinate and communicate with OVANA and GSR's to ensure rotation of meetings, fundraising events and conventions are held per KRCNA policy.
8. RCM-A will work closely with RCM to learn the duties of RCM and about how best to carry the messages from KRCNA to OVANA, so that GSR's are informed about issues/situations and activities in other areas in the KRCNA boundaries.

OVANA will reimburse RCM/RCM-A/designated person for required attendance at the Regional Committee meeting @ 10% over gas receipts. Persons requesting this must present a gas receipt for the cost of gas to and from the required meeting at the next ASC.

Hospitals and Institutions (H&I)

Purpose of the Subcommittee:

To facilitate communication between the fellowship and the public and disseminate any information needed to help spread the message of recovery.

Responsibilities of the PR Subcommittee:

Develop and maintain a plan to handle all requests for information about the NA Fellowship.

Provides community awareness of what NA is and how, when, and where NA is available.

H&I Chair requirements and duties:

1. Clean time requirement is 1 year in Narcotics Anonymous.
2. This is a one-year commitment.
3. Willingness to provide the time and resources necessary to be an active participant.
4. Regular attendance at ASC meetings is required
5. Prepares a written report for each ASC meeting and makes all motions on behalf of and is the voice of the ASC H&I subcommittee.
6. Responsible for chairing the monthly H&I subcommittee meetings.
7. Maintains contact with the LACNA H&I subcommittee chair and other KRCNA subcommittee Chairs to avoid any duplication of services.
8. Submits budget for area for the fiscal year in accordance to the budgeting timeline in area policy (see budget section). This budget should include all money for H&I literature

Public Information/Public Relations (PI/PR)

Purpose of the Subcommittee:

To facilitate communication between the fellowship and the public and disseminate any information needed to help spread the message of recovery.

Responsibilities of the PR Subcommittee:

1. Develop and maintain a plan to handle all requests for information about the NA Fellowship.
2. Provides community awareness of what NA is and how, when, and where NA is available.
3. Coordinates with the efforts of the H&I committees.

PR Chair requirements and duties:

1. Clean time requirement is 1 year in Narcotics Anonymous.
2. This is a 1-year commitment
3. Willingness to provide the time and resources necessary to be an active participant.
4. Regular attendance at ASC meetings is required.
5. Prepares a written report for each ASC meeting and makes all motions on behalf of and is the voice of the ASC PI subcommittee.
6. Responsible for chairing the monthly PI/PR subcommittee meetings.
7. Maintains contact with the LACNA PI/PR subcommittee chair and other KRCNA subcommittee chairs to avoid any duplication of services.
8. Submits budget for area for the fiscal year in accordance to the budgeting timeline in area policy (see budget section). This budget should include all expenses PR projects to have
9. Is responsible for the website and meeting schedules of the area
 - a. Making sure website and printer gets paid
 - b. Submitting policy change of fixed expenses if the expense of the website or meeting schedules changes

Activities

Purpose of the Subcommittee:

To coordinate and plan activities that promote unity and fellowship in the NA program. All activities must be held following the Twelve Traditions of Narcotics Anonymous.

Responsibilities of the Activities Subcommittee:

Will plan and execute at a minimum 4 area activities per year.

- a. One will be a KRCNA fundraiser
- b. One will be a NAWS fundraiser held on Unity Day

At the Area Meeting, following an activity, all receipts and money generated will be given to the treasurer.

Activities Chair requirements and duties:

1. Clean time requirement is 2 years in Narcotics Anonymous.

2. This is a 1-year commitment
3. Willingness to provide the time and resources necessary to be an active participant.
4. Regular attendance at ASC meetings is required.
5. Prepares a written report for each ASC meeting and makes all motions on behalf of and is the voice of the ASC PI subcommittee.
6. Responsible for chairing the monthly PI/PR subcommittee meetings.
7. Maintains contact with the LACNA PI/PR subcommittee chair and other KRCNA subcommittee chairs to avoid any duplication of services.
8. Submits budget for area for the fiscal year in accordance to the budgeting timeline in area policy (see budget section). This budget should include all seed money for the fiscal year

Literature

Purpose of the Subcommittee:

Will handle all ordering and distribution of literature at the Area level.

Responsibilities of the Literature Subcommittee:

1. Literature shall be ordered within ten days of receiving lit orders at the ASC.
2. Report monthly to the ASC the amount of literature on order and the literature prudent reserve.

Literature Chair requirements and duties:

1. Clean time requirement is 3 years in Narcotics Anonymous.
2. This is a 1-year commitment
3. Willingness to provide the time and resources necessary to be an active participant.
4. Regular attendance at ASC meetings is required.
5. Prepares a written report for each ASC meeting, to include financial accounting of all sales and purchases from literature stock.

6. Maintains the literature stock of the ASC literature. Orders material from WSC to maintain the groups with needed literature.

Webmaster

Maintains Area website and meeting schedule.

1. Clean time requirement is 2 years in Narcotics Anonymous.
2. This is a 1-year commitment
3. Willingness to provide the time and resources necessary to be an active participant.
4. Regular attendance at ASC meetings is required.

Convention Chairperson (from KRSCNA policy)

1. Clean time requirement is 3 years in Narcotics Anonymous.
2. This is a 18-month commitment
3. Must provide the time and resources necessary to be an active participant.
4. It is strongly suggested to have active service involvement with a previous Narcotics Anonymous convention and to have previously completed a service commitment.
5. Regular attendance at (ASC and) KRSC meetings is required.
6. Prepares a written report for each KRSC (and ASC) meeting and makes all motions on behalf of and is the voice of the convention subcommittee.
7. Ensures that the funds, books, receipts, and archives are to be turned over to the KRSC within ninety days after the Kentuckiana Regional Convention of Narcotics Anonymous (KRCNA), in order to be presented to the next convention chairperson.

8. All convention subcommittee chairpersons must submit a detailed report of their committee functions and budget requirements at the KRSC meeting following the convention. This time limit is not to exceed the ninety-day time limit set forth in their requirements and duties.
9. Demonstrated stability in the local community and administrative abilities.
10. Organize subcommittees and delegate major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provides help when needed.
11. Helps resolve personality conflicts.
12. Keep activities within the principles of the Twelve Traditions of Narcotics Anonymous and in accord with the purpose of the convention.
13. Monitors fund flow and overall convention costs and helps organize the subcommittees' budgets. Prepares a budget for the Executive Committee functions.
14. Prevents important questions from being decided prematurely in order to foster understanding by the entire committee prior to action.
15. Allows the subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
16. Prepares agenda for the convention committee meetings and the Executive committee meetings.
17. Votes only to break a tie.
18. Chair the convention as well as the convention committee meetings.
19. Acts as liaison between the KRSC and the Convention committee.

Policy and Procedure (P&P)

Purpose of the Subcommittee:

To develop and maintain the guidelines of the Ohio Valley Area Service Committee.

Responsibilities of the P&P Committee:

1. Update policy as needed on the OVANA website.
2. Will make recommendations concerning violations of the Twelve Traditions and Twelve Concepts within the area when they cannot be resolved at the group or area levels.
3. Will research and seek guidance to better understand the application of the Twelve Traditions and Twelve Concepts related to the ASC.
4. The Policy Committee Chairperson will chair the area meeting in the event of the Chairperson and Vice-Chairpersons absence.
5. Will evaluate the validity of personal grievances filed against the ASC and present those deemed to be valid to the ASC.
6. The Policy Chair shall assist the Chairperson by acting as a resource on area policy.
7. Shall review all policy changes, except for obvious conflicts in the policy.
8. All policy changes must go back to home group for approval.

P&P Chair requirements and duties:

1. Clean time requirement is 2 years in Narcotics Anonymous.
2. This is a 1-year commitment
3. Willingness to provide the time and resources necessary to be an active participant.
4. Regular attendance at ASC meetings is required.
5. Keeps an updated and accurate copy of the Policy and Procedure Manual for the ASC in both hard copy and digital format.
6. Responsible for chairing the monthly Literature subcommittee meetings.
7. Reviews and proposes all amendments to the Policy and Procedure Manual so as to ensure purpose, intent, and outcome.

Ad-Hoc Chairperson

1. Clean time requirement is 1 year in Narcotics Anonymous.
2. Willingness to provide the time and resources necessary to be an active participant.
3. Commitment to serve until the fulfillment of the subcommittee's objective.
4. Regular attendance at ASC meetings is required.
5. Prepares a written progress report for each ASC meeting and prepares a final report when the subcommittee completes its objective.

Trusted servant's resignation and impeachment

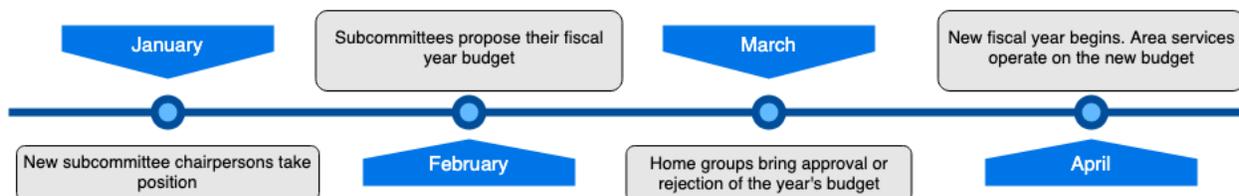
1. Relapse constitutes an automatic and immediate resignation from office.
2. In the event an officer/chair person is unable to perform their duties, or fails to attend 3 consecutive ASC meetings a vote to impeach will be held.
3. A letter of concern may be mailed to the person after the 2nd absence, prior to the next ASC, instead of personal contact or the chair or other designated person will reach out to the person to inquire about wellbeing and intention to fulfill commitment to ASC.
 - a. Dear_____, the Ohio Valley Area Service Committee of Narcotics Anonymous would like to express concern about your participation at the ASC. You have not had representation since_____. Is there any way we can serve you better? Is there anything we can do to extend a helping hand? We love you and we are concerned, please tell us if there is anything we can do. With hope and encouragement, OVANA.
 - b. If this letter is being sent to a group the following statement will be included: If your group has no representation at the next ASC meeting, you will be considered inactive. Voting status will be resumed at the second consecutive ASC meeting.
4. At the third consecutive absence of a group or officer/chairperson they will be

deemed inactive. Inactive groups are not counted as part of the quorum. If it is known to members of the ASC that the group is still meeting and following the principles of NA, it will still be reported to other areas as an active NA meeting and will continue to be listed on the meeting schedule. If it is unknown to be active, a member of the ASC may go to the meeting to inquire about the meeting, and to confirm it is following NA guidelines to remain on the meeting schedule. If it is apparent to members of the ASC it is not following NA guidelines (use of non NA literature or other egregious violation of traditions) it will be removed from the local NA meeting schedules.

Budget

Fiscal Year and Timeline

- The Fiscal Year for the Area Budget will be April 1st through March 31st
- Subcommittee chairs will submit their fiscal year budgets at the February area service committee meeting to the treasurer. The treasurer combines the subcommittee budgets into a single area budget to go back to home groups for voting on
- Home groups vote on the budget at their March business meetings and return their votes to the March area
- If approved, in the April area service committee meeting, area will operate on the new budget
- If not approved, area can only spend money on Fixed Expenses as outlined in the Policy and Procedure manual



Fixed Expenses

These expenses were calculated to include a 5% discrepancy then rounded to the nearest \$10 to ensure slight increases are coverable and necessary business function can occur. Changing fixed expense items follows the process of changing policy.

- PO Box - \$150 annually
- Website - \$150 annually
- Rent - \$30 monthly
- Helpline - \$60 annually
- Donation to a new Home group - \$80 annually

- Meeting Schedules - \$140 quarterly

Income

The projected yearly income on the yearly OVANA budget should be based on the previous year's:

- 7th Tradition collected at Area Service Committee meetings
- Home group donations to area
- Money earned at activities including returned seed money

Example

From April 1st 2024 to March 31st 2025 the area made \$200 of 7th tradition collected at ASC meetings, \$1500 collected from home group donations, and \$2000 from activities (including returned seed money). For the April 1st 2025 to March 31st 2026 budget, the income would be $\$200 + \$1,500 + \$2,000 = \3700

New Group guidelines

New Groups to the Ohio Valley Area of Narcotics are welcome to join this area, simply by attending our monthly ASC meeting, usually the last Sunday of each month at the Floyd County Token Club (no affiliation) upstairs. If a new group forms and requests assistance from OVANA a new group starter kit which includes a set of readings, several IP's, treasurer work book, and group schedules will be provided at no charge to the new group. The group may also request NA Basic Texts, Just For Today meditation book, key tags as well as other literature as requested and as available as a donation to the new group to help with startup. This cost will come out of the Area's banking account and will not exceed \$80.

Glossary of Terms:

Activities: Coordinates and plans activities which promote unity and fellowship in the NA program, as well as generates funds. All activities are to be held in accordance with the 12 Traditions of NA.

Ad-Hoc Committee: An Ad-Hoc committee is set up for a specific purpose and has a limited life. When the committee has finished its job, it is disbanded. In creating an ad-hoc committee, the ASC should clearly specify what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. Then the area chair will appoint a chairperson who will put the ad hoc committee together later. Once the ad-hoc committee's work is completed, the committee is dissolved.

Area Service Committee (ASC): A committee created to provide common services for NA groups in a specific locale. Composed of GSR, ASC officers and sub-committee chairpersons, usually part of a region to which it sends the RCM.

Group Service Representative (GSR)*: Is elected by an NA group to participate on the groups' behalf in the ASC and the Regional (GSR) Assembly.

GSR Report: An optional oral and/or written report given by GSR that includes problems, gratitude and calls of unity.

Public Information/Public Relations: A field of service devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping profession, and the community at large so that addicts seeking recovery will be referred to Narcotics Anonymous. Produces quarterly meeting schedules, as well as the Ohio Valley Area Newsletter.

Hospitals & Institutions: Coordinates all local Narcotics Anonymous Hospitals & Institutions meetings. Carries the message, via meetings, to those addicts who cannot attend outside meetings, in accordance with our Fifth Tradition. A field of service usually covered by one ASC sub-committee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

Literature: Maintains an accurate inventory and purchases literature for our Area monthly. Distributes this literature, as well as, any other literature from

Region at our monthly ASC meetings. Supplies new groups with starter kits as needed.

New Business: Issues or concerns regarding business that is new to this committee.

Old Business: A tabulation of votes and/or continued discussion and or decisions on previous month's business.

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Policy & Procedures (P&P): Ensures that all business conducted in our monthly ASC meetings are followed in accordance with our Areas Policy & Procedures, guide to Local Service, 12 Concepts and 12 Traditions.

Regional Service Committee (RSC): A body that draws together the combined service experience of a number of adjoining areas or those areas mutual support. Composed of RCMS, the Regional and Alternate Delegate, and others as needed.

