

The High Desert Region Guidelines



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Nar-Anon Family Groups
High Desert Region
Future Website Address

Nar-Anon Family Group Headquarters, Inc.
22527 Crenshaw Blvd. Suite 200B
Torrance, CA 90505
(310) 534-8188 – (800) 477-6291
www.nar-anon.org

Table of Contents

Preamble, Mission Statement, Vision Statement.....	3
Geographical Boundaries.....	4
Introduction.....	4
Membership in Nar-Anon & Narateen.....	4
Diagram: Service Structure.....	5
Anonymity.....	6
Regional Service Structure.....	8
Policies & Procedures.....	13
Budget & Finance.....	17
Sub-Committees.....	18
The Twelve Steps of Nar-Anon Family Groups.....	20
The Twelve Traditions of Nar-Anon Family Groups.....	21
The Twelve Concepts of Nar-Anon Service.....	22
Sample Committee Meeting Agenda.....	23
GSR Report.....	24
GSR Registration Form.....	25
GSR Substitution Form.....	26
Group Treasurer Report.....	27
Group Registration Form.....	28
Conventions/Events Budget Form.....	29
Proposed Annual Budget Form.....	30
Reimbursement Form.....	31
Count Sheet.....	32
Acronyms.....	33

Preamble

The Nar-Anon Family Groups (NFG) are a worldwide fellowship for those affected by someone else's addiction.

As a twelve step program – we offer our help by sharing our experience, strength, and hope.

We carry the message of hope by letting others know that they are not alone; by practicing the Twelve Steps of Nar-Anon; and by changing our own attitudes.

We will respect your anonymity.

Our program is not a religious one, but a spiritual way of life.

Mission Statement

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a Twelve Step Program, we offer our help by sharing our experience, strength, and hope.

Vision Statement

We will carry the message of hope throughout the world to those affected by the addiction of someone near to them.

We do this by:

- Letting them know they are no longer alone.
- Practicing the Twelve Steps of Nar-Anon
- Encouraging growth through service.
- Making information available through Outreach encompassing Public Information, Hospitals and Institutions and websites; and
- Changing our own attitudes.

Geographical Boundaries

This body shall be known as the High Desert Region (HDR) of Nar-Anon. This group shall serve Nevada and Southern Utah. The region is comprised of Nar-Anon group meetings within the geographic boundaries described above.

Introduction

The High Desert Region of Nar-Anon Guidelines are for members of the fellowship in Nevada and Southern Utah who have found personal growth and continuous recovery from taking an active role in the Nar-Anon program. This guide is one of many Nar-Anon tools that can be used on the road to recovery.

These guidelines, along with the NFG Guide to Local Services, can serve as a vehicle to the many ways Nar-Anon members can be of service to the fellowship. Service is a wonderful way to give back to the program for the peace and serenity members receive when using the tools of Nar-Anon.

While Tradition Nine states in part, “Our groups as such, ought never to be organized,” it does suggest that an orderly structure and reasonable procedures will make it possible for Nar-Anon to carry the message with maximum effectiveness.

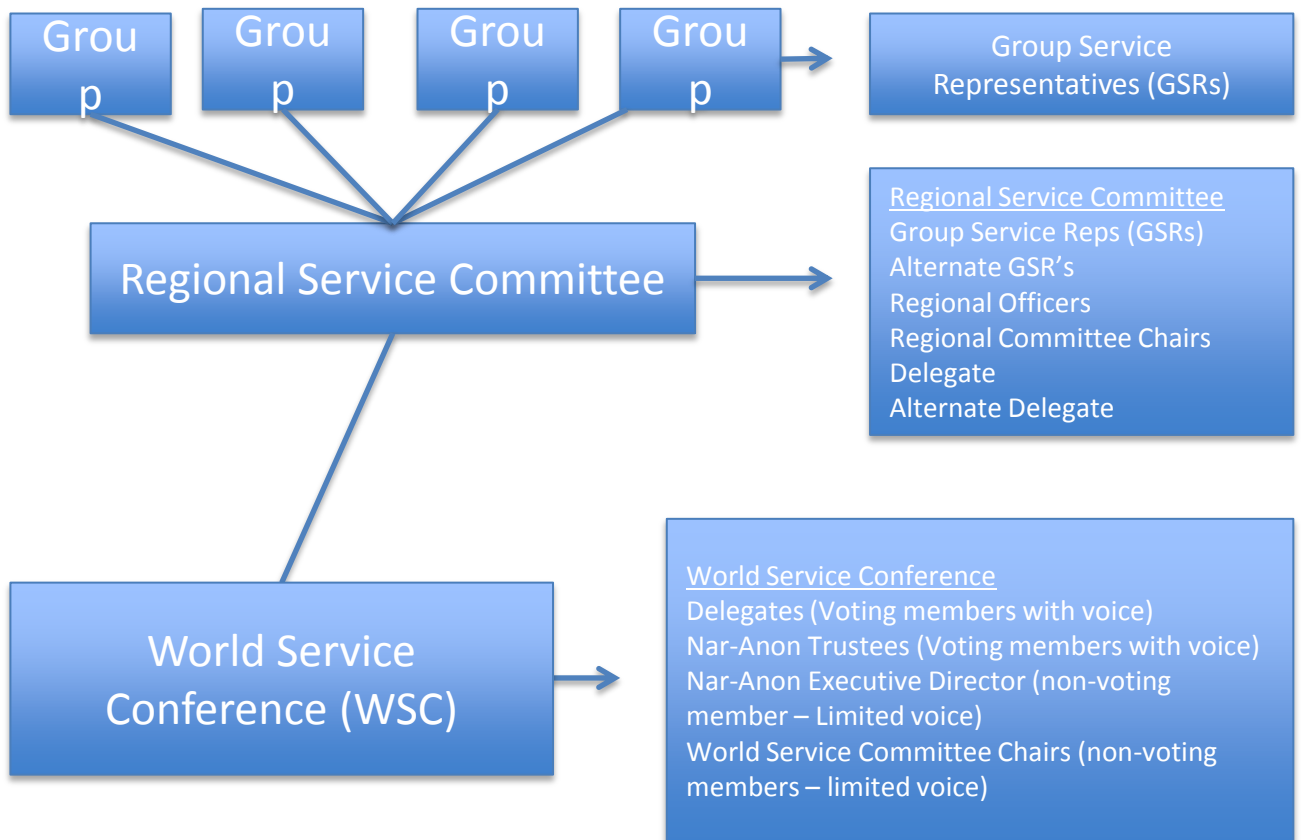
This guide is a resource to those in Nevada and Southern Utah committing themselves to providing services necessary to carry the message to the families and friends of addicts.

Membership in Nar-Anon and Narateen

Anyone who feels their life is or has been affected by close contact with an addict is eligible for membership in Nar-Anon.

Narateens are members of the Nar-Anon Fellowship and, as the name implies, Narateen is designed for members in their teens. Members beyond the teen years are encouraged to attend Nar-Anon meetings. Family members below teen years may not be ready for the Narateen self-help program. Such children may have to depend on others to choose what they learn. This dependency could lead to the development of a teaching program rather than a shared learning experience. “Teaching” is not compatible with the Nar-Anon principle of sharing. There are, however, younger children who need and are ready for sharing in Narateen. It is within the autonomy of each group to lower the age limit or divide into groups according to age. Whatever the decision, all such groups will be registered as “Narateen” at the World Service Office (WSO).

High Desert Region of Nar-Anon Service Structure



Anonymity

The experience of our groups suggests that the principle of anonymity, which is summed up in Tradition Twelve as “the spiritual foundation of all our traditions,” has three elements: anonymity as it applies outside Nar-Anon, anonymity within the fellowship, and anonymity as it contributes to our personal growth.

Anonymity Outside Nar-Anon

Tradition Eleven gives us specific guidelines, “we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media.” This gives potential members confidence their identity will not be revealed when they join Nar-Anon.

When speaking or writing as a Nar-Anon/Narateen member at the public level, only first names or pseudonyms are used. In photographs for publication or in television appearances, faces can be blurred or turned away from the cameras so they are unrecognizable.

Any Nar-Anon/Narateen member may write an article about the fellowship for local or national publication and may be financially remunerated. Personal anonymity should be maintained by signing anonymously or using a pseudonym.

A member appearing on a television program can face the camera and give his full name, providing he does not reveal his membership in Nar-Anon or Narateen.

It is important to make Nar-Anon known through public information work with professionals who come in contact with families suffering from the effects of addiction. Such contacts may make it necessary for involved Nar-Anon and Narateen members to give their full names to interested doctors, spiritual leaders, school, or industrial personnel.

Anonymity Within Nar-Anon

Members have the right to use their full names within the fellowship. The degree of anonymity a member chooses (first name, pseudonym, or full name) is not subject to criticism.

Regardless of our personal choice, we guard the anonymity of others in the fellowships of Nar-Anon/Narateen and NA. This means not revealing to anyone, even to relatives, friends, and other members, who we see and what we hear at a meeting.

Anonymity goes well beyond mere names. All of us need to feel secure in the knowledge that nothing seen or heard at a meeting will be revealed. We feel free to express ourselves among our fellow Nar-Anon members because we can be sure that what we say will be held in confidence.

At open Nar-Anon meetings, group anniversaries, conventions, or workshops where non-members may be present, Nar-Anon and Narateen members are free to decide how much anonymity they prefer. It is well to open such meetings with a brief explanation of the Eleventh and Twelfth Traditions. One suggestion is as follows:

There may be some who are not familiar with our tradition of personal anonymity at the public level. If so, we respectfully ask that no NA, Nar-Anon or Narateen speaker or member be identified by full name or picture in published or broadcasted reports of our meeting.

The assurance of anonymity is essential to our efforts to help other families and friends of addicts, and the Twelfth Tradition reminds us that Nar-Anon and Narateen principles come before personalities.

When members serve beyond the group service level, it is practical to use full names and addresses to facilitate communication. Letters (including the return address) to a Nar-Anon or Narateen member should never have the name Nar-Anon on the envelope. Letters to the Newsletter should give full names and addresses. Material which is published will be signed in the way the writer wishes: first name and initial, initials only, "Anonymous" – either with or without geographical location. Regional newsletter editors usually follow this procedure.

Anonymity in Our Personal Growth

While each member has the right to make their own decision regarding personal anonymity within the fellowship, the use of first names only reminds us we are equals in Nar-Anon. We share as equals, regardless of social, educational or financial position. Anonymity provides the freedom and security Nar-Anon assures each member. Our spiritual growth in humility is rooted in the principle of anonymity.

Regional Service Structure

The Region is comprised of groups located within its geographic boundaries. The Region supports groups by providing opportunities for them to communicate with each other, acting on behalf of their common interest and encouraging growth of the fellowship. Unlike the Nar-Anon World Service Structure, High Desert Region has organized itself to combine the Regional World Service Committee and the Regional World Service Assembly into one entity herein after referred to as The Committee.

The Committee's purpose is to plan for the general improvement of groups by holding regular business meetings. Members of the Committee perform the duties described in these guidelines and follow any parliamentary procedures (*Robert's Rules of Order*) adopted. Its members strive to work for the common good of Nar-Anon as a whole, guided by the conscience of their groups. All members and officers should be bound by Nar-Anon's Twelve Traditions and Twelve Concepts of Service.

Committee Members

- 1) Regional officers: chair, vice chair, secretary and treasurer
- 2) Delegate and alternate delegate
- 3) Group service representatives and alternate group service representatives or their substitute representative
- 4) Sub-committee chairs

Quorum

Only GSRs or their alternate/substitute are allowed to vote. A quorum, defined as 51% of the voting members, needs to be present to conduct official business.

Committee Officers

Officers of the Committee are the chair, vice chair, secretary and treasurer. In the absence of a chair or vice chair, there may be an interim chair until an election assembly is held. Officers are elected to serve for two (2) years. The term of service shall begin following the election.

Chair

The chair should have leadership and organizational abilities and be capable of conducting business meetings. The recommended experience for this position is three (3) years continuous service in Nar-Anon.

Duties

- Presides over all Committee meetings
- Stays informed of all subcommittee activities and is available for support with any concerns
- When a new subcommittee is created the chair will appoint the interim chair of the committee.
- Calls for a meeting after the WSC to hear the delegate's report
- Calls for a meeting whenever the Committee or delegate deems it necessary
- Is an authorized signer on the Committee bank account, and signs off on bank accounts reconciliations on a quarterly basis to ensure accuracy of funds in account
- Prepares a special appeal letter, as needed, to be sent to all groups requesting contributions to cover Committee expenses
- Co-administrator of the website and digital storage cloud
- Holds a post office box key

Vice Chair

The vice chair should be willing to become chair at the end of the current chair's term. If the chair is unable to fulfill the position, the vice chair assumes the chair's position for the duration of the term or until an election is held. The recommended experience for this position is two (2) years continuous service in Nar-Anon.

Duties

- Acts as parliamentarian for the Committee as needed
- Stays informed of all subcommittee activities and is available for support with any concerns
- Maintains an index of motions made at the Committee meetings for the current and previous years
- May be asked to become a signer on the Committee bank account.

Secretary

The secretary keeps accurate minutes of each Committee meeting. The recommended experience for this position is one (1) year of service in Nar-Anon.

Duties

- Works with the Committee officers to plan meeting agendas
- Responsible for keeping accurate minutes of each regular Committee meeting
- Distributes minutes of Committee meetings and assemblies to members of the Committee
- Maintains archives of Committee meeting minutes to be passed to the incoming secretary
- Updates a log of all approved Committee and policy motions and distributes it as needed
- Handles all Committee correspondence
- Keeps a current directory of Committee
- Submits a copy of the approved minutes to the WSC Committee (wscconference@nar-anon.org) verifying the election or continued endorsement of the delegate and alternate delegate prior to each conference
- Keeps attendance of meetings
- Gathers and distributes all necessary reports relevant to the Committee (e.g., GSR reports, financial reports, and sub-committee reports)
- May be asked to be a signor on the Committee bank account
- Provides GSRs and Alternate GSRs a registration forms; keep completely current forms on file

Treasurer

The treasurer is the custodian of the Committee's finances and bank account. The recommended experience for this position is two (2) years continuous service in Nar-Anon.

Duties

- Follows financial policies and procedures
- Maintains accurate records of Committee financial transactions
- Issues receipts for any contributions received
- Makes disbursements to cover Committee expenditures and any and all donations
- Submits a written report at each Committee meeting of all financial transactions that have occurred since the prior meeting
- Presents an annual summary of income and expenses to the Committee for budget planning in the fall of each year
- Reports the Committee's current financial status at the committee meeting
- Responsible for the preparation of current financial statements prior to each meeting and a final report at the end of office term
- At the final meeting of each year, a separate summary report shall be prepared as a recap of the two prior committee meetings. This report will be used as the basis for future budget planning

- Proposes an annual budget to the Committee
- Presents the Committee's proposed budget at the committee meeting for approval
- Forwards the delegate's equalized expense sum to WSO by the established deadline as set forth by the WSC committee
- Is a co-signer of the Committee bank account
- Responsible for the safe keeping of all financial archival records
- Opens and holds a post office box key

Regional Delegates

The delegate serves as the primary contact between the worldwide Nar-Anon fellowship and local groups. The Regional delegate and alternate delegate should be members who have a minimum of three (3) years continuous service as GSRs in Nar-Anon. When elected as delegates and alternate delegates, they can no longer hold office in the region. Delegates and alternate delegates are elected to serve for two (2) years. The term of service begins following the election. Alternate delegates should be willing to become delegates at the end of their delegate's term, upon Committee approval.

Delegate

Duties

- Work for the good of Nar-Anon, providing two-way communication between the Region and Nar-Anon as a whole
- Provide a written report to the World Service board of trustees on region and delegate activities
- Speak for members and groups within the Region at the World Service level
- Attend all regular meetings of the Committee and the WSC
- Work closely with GSRs, the Committee, and sub-committees
- May serve on sub-committees, although not as chair
- Contact inactive groups to determine their status at the region level
- Serves as a source of information regarding the Twelve Traditions and Concepts, providing input in matters which concern them
- Keep the region informed of the *Conference Agenda Report (CAR)* as soon as it becomes available, prior to the WSC
- Coordinate and facilitate as many sessions as the Committee requests to review the *CAR*
- Obtain a group conscience at committee meetings to vote on items in the *CAR* and a vote of confidence for items not in the *CAR*
- Visit groups to report on the WSC in cooperation with GSRs within the region
- Become active members of a World Service Committee – current committees are Budget and Finance, Events (World Service Conference and World Convention), Literature, Narateen, Newsletter, Outreach, Policy and Guidelines, Resource Development, Website, and World Pool
- Provide written report after attending the Word Service Conference

Alternate Delegate

Duties

- In the delegate's absence, perform the duties of the delegate as previously listed
- In the event the delegate is unable to fulfill the duties of their position, assume the duties of the delegate until an election can be held
- Attend all regular Committee meetings
- May serve on one or more of the Committee's subcommittees
- May attend the WSC with their delegate, funding permitted
- May join world service committees, which are listed under Delegates

Removal of Committee Officers

Committee officers may be removed from their positions after written notification of non-compliance. A two-thirds (2/3) majority of the voting members is required for removal of any Committee officer. Non-compliance includes, but is not limited to, failure to fulfill the duties of their positions, and failure to attend two consecutive regular Committee meetings without prior notification to the chair. It is within the discretion of the Committee to accept a written report in lieu of attendance.

If removals or resignations occur during a Committee meeting, that position shall be filled by special election on an interim basis until the next election is held. If removals or resignations occur between regularly scheduled Committee meetings, the chair will call an interim meeting for a special election to fill the position until the next election is held.

Committee Meetings

Committee meetings are held to discuss the business of regional and group matters as described below. These meetings are attended by officers, GSRs, regional sub-committee chairs, the delegate and the alternate delegate. All Nar-Anon members are welcome to attend. At the discretion of the chair, speaking by non-committee members may be limited (refer to policies and procedures). These meetings are a vital link between groups and the Region where members conduct business as follows, but not limited to:

- Hears and discusses Region and GSR reports
- Hears subcommittees reports and reviews their activities
- Hears and discusses the delegate report
- Reviews ways of keeping the groups informed and unified
- Establishes subcommittees
- Develops policies for Committee approval
- Develops the region's budget
- Raises funds for the delegate's equalized expenses to attend the WSC
- Drafts a slate of nominees eligible for election
- Sets policies for the Region
- Receives, discusses, and votes on proposed motions from groups to be submitted to the WSC
- Reviews and votes on the *Conference Agenda Report (CAR)*
- Gives a vote of confidence to the delegate to vote his/her conscience at the WSC on items not in the *CAR*
- Hears group and sub-committee reports
- Hears the delegate's report
- Elects officers of the Committee, the delegate, and alternate delegate
- Approves the Region's budget developed by the Committee
- Sets geographical boundaries within the region

Voting

To conduct business, a quorum of the region's GSRs voting their group's conscience will be necessary. A tie vote will be taken back to the groups for their consideration if time permits. If time does not permit, refer to tie breakers under Committee policies.

Only recognized GSRs are considered voting members, or in their absence, alternate GSRs. This is consistent with one vote per group. This recognition is gained by filing a GSR registration form with the Committee prior to the vote being taken (a sample form is found at the end of this guide).

The regional secretary will provide a form to each group for registering GSRs and alternate GSRs at the Region level. Each group is responsible for reproducing and completing a form for each GSR/alternate GSR. Only those names appearing on these forms will be recognized as voting members at the Committee meeting. If a GSR or alternate GSR is not able to attend a Committee meeting and a group sends a substitute, a substitution form must be filled out and presented to the Committee before that representative can be recognized as a voting member.

Committee Meeting Agendas may include but may not be limited to the following:

- Read Nar-Anon's Twelve Traditions
 - Read Nar-Anon's Twelve Concepts of Service
 - Approval of prior Committee meeting minutes (additions or corrections are made)
 - Chair's report
 - Delegate's report
 - Secretary's report
 - Treasurer's report
 - GSRs' reports
 - Sub-committee chairs' reports
 - Time for GSRs to discuss ideas, offer opinions, and ask questions
 - Workshops on topics, such as traditions and concepts
- (A sample agenda is located in the forms section of these guidelines.)

Elections

Every second year the Region holds elections for Committee officers, the delegate, and alternate delegate positions. All GSRs, being voting members, are encouraged to attend.

Nominations

The Committee may form an adhoc nominating subcommittee to draft a slate of nominees for officers, delegate, alternate delegate, and adhoc committee chairs prior to the election. Names may be added from the floor. Any member of the Committee may nominate a qualified individual for a position. It is recommended that all nominees meet the recommended experience for the position. The following past or current service members are eligible for nomination: officers of a Region, subcommittee chairs, and GSRs.

No member shall hold more than one (1) office at a time. No member shall serve more than two (2) consecutive terms in the same position. The delegate cannot serve for two consecutive terms but may be elected again after a two year break.

No member can be a GSR and officer at the same time. A GSR may be nominated for officer with the understanding that if they win the election they must step down as GSR.

All meetings are held, as needed, between regularly scheduled meetings, to discuss matters affecting the Region.

Interim Committee Meetings

Interim Committee Meetings are held, as needed, between regularly scheduled meetings, to discuss matters affecting the region.

Policies & Procedures

Spiritual Guidance

The Region shall be guided by principles of unity, group conscience and the spiritual nature of our fellowship.

Compliance of the Regional Committee

In all of its actions the Region shall comply with the following:

The Twelve Traditions

The Twelve Concepts of Service

The Nar-Anon Family Group Guide to Local and World Services

A current edition of parliamentary procedures (Robert's Rules of Order)

Past High Desert Region adopted motions

Administrative

Meeting Calendar/Location

Committee Meetings: Standing High Desert Region Committee meetings are scheduled from 1 pm to 3 pm on the second Sunday of each quarter. Quarters run as follows: Jul-Sept, Oct-Dec, Jan-Mar, Apr-Jun.

Location: Location of all meetings is to be announced by the Secretary via email/phone calls.

Meeting Format

Regional meetings follow the pattern set in the agenda, which typically includes: Roll call/quorum establishment, opening prayer, reciting the NFG 12 Traditions, NFG 12 Concepts of Service, the approval of minutes, formal reports by the Officers, GSRs and Sub-Committee Chairs, resolving old business, addressing new business, scheduling the next meeting, and closing prayer. (A sample meeting agenda can be found in the forms section of these Guidelines.)

The only attendees who are allowed to speak are Committee members (Officers, Sub-committee Chairs, GSRs, or their official substitutes). Allowance for an open forum for members other than Regional members to discuss any concern they may have is at the discretion of and moderated by the chair.

Quorum

Only GSRs or their alternate/substitute are allowed to vote. A quorum, defined as 51% of the voting members, needs to be present to conduct official business.

Minutes

Meetings will be recorded by the secretary and the resulting minutes distributed to members of the Committee. Upon request, any Nar-Anon member can be given a copy of the minutes. No official business will be conducted without written record of the transaction. A motion may be made and passed for general discussions to be off the record.

Motion

Only voting members may make motions. Motions may be amended at any time prior to voting. A motion to amend must have a second to pass.

Tie Breakers

In case of a tie vote on any motion, a body of three (Chair, Treasurer and Secretary) shall cast one vote each to decide the issue. If one or more of these officers are absent, the Vice Chair, Delegate, and Alternate Delegate (in this order), shall replace the missing officer(s). Tie breaker privileges do not apply in actions requiring a 2/3 (two-thirds) majority.

Special Rules of Order (New Business)

New business resulting from a member's report or recommendation is to be taken up in new business.

World Service Conference

The Region will support Nar-Anon as a whole by sending a delegate and/or alternate delegate to the biennial WSC held in California, USA. Proper notification must be given to WSC Committee (wsconference@nar-anon.org) by submitting Committee minutes delineating the election of the delegate and alternate delegate.

Loss of Good Standing/Re-Instatement

1. Quorum Participation: May be rescinded by a Regional Committee vote, should a group not be represented for 3 consecutive meetings.
2. Delisting: The Region may move to remove a group from regional meeting lists in these two situations: Lack of attendance at three consecutive Regional meetings and/or indifference to Nar-Anon 12 Traditions & 12 Concepts.
3. WSO Recommendation: The Region may also recommend delisting said group at the Nar-Anon World Service office should it deem a group's action harmful to the Nar-Anon fellowship.
4. Re-Instatement: A group can be re-instated in good standing once the aforementioned situations are resolved with consistent group participation in Regional meetings, adherence to Nar-Anon 12 Traditions and 12 Concepts of Service.

Removal of Elected Regional Servants

At any time during a term of office, an elected regional servant may be removed from service by the Regional Committee for the following reasons:

1. Lack of attendance at (2) two consecutive meetings
2. Misappropriation of funds and/or supplies
3. Failure to fulfill the duties required by the position
4. Resignation

Sub-Committees

Sub-committees are created and supported to respond to the needs of the Region. Ad Hoc or Select Sub-Committees may be formed by motion and approval of voting members to carry out short term goals as requested by the Committee. Standing Regional sub-committees are as follows:

Hospitals/Institutions

Public Information

Literature

Convention/Events

Website

Archival Policy

Committee officers and sub-committee chairs are to submit records of: minutes of meetings, financial reports, policy and procedures, guidelines, WSO reports and materials, copies of all written and electronic correspondence, final reports, inventory or property, and any items that may have historical value. Records are to be submitted to the Webmaster to be categorized, and stored digitally. Hard copies are to be returned to the original trusted servant.

Prudent Reserve

A prudent reserve is an agreed upon amount to be held in reserve for operating expenses in the Region.

The GLS suggests that a prudent reserve equal at least three (3) months of our Region's operational expenses, which may include the following:

- Rent for meeting space
- Literature for meetings
- Committed outreach projects at regional level
- Photocopying and postage and PO box
- Checking account expense
- Regional website expense
- Non-profit filing expense
- Delegate and alternate delegate expenses

The GLS suggests that each region should decide upon their prudent reserve items and confirm the prudent reserve amount to be set for a fiscal year with a group conscience and majority vote.

The GLS suggests that all monies accumulated in excess of the prudent reserve be sent to the next service level based on a group conscience.

Use of Group Funds

Though the following list is not all-inclusive, it serves to provide a perspective on approval of use of group funds by the High Desert Region.

Post Office Box

The Treasurer will establish a post office box to be a point of contact with the Region. This box may be shared with a group if convenient and the cost is divided between them. The box may be changed as deemed necessary by the current service body. Notice shall be sent to GSRs when current information has been changed.

Website

The webmaster will develop and maintain a HDR website, and a read-only, digital file system to maintain archival records on a cloud storage site. GSRs and regional officers will have digital access to all records. The regional chair serves as co-administrator to all digital sites.

Contributions to HDR and WSO

Group support of the fellowship is accomplished through regular donations to the HDR and WSO. It is suggested that groups allocate a portion of their budget to these donations. The Region will make regular donations to the WSO of all funds over its established prudent reserve. The schedule and donation amount is voted on by the Committee at quarterly meetings.

Meeting Space

The Seventh Tradition suggests groups pay for their meeting space. At locations where monetary payments may not be acceptable, providing a supply of Nar-Anon conference-approved literature (CAL) to the facility would be an appropriate alternative.

Literature

High Desert Region can purchase Nar-Anon conference-approved literature (CAL) from WSO to sell to their groups at no-profit to the Region. Donations to WSO may be included with literature orders. No other literature may be purchased with group funds.

Travel Expenses

Funds may be used to pay for delegate and/or alternate delegate's travel expenses to World Service Conferences. We should always exercise prudence in spending group funds by obtaining the best rates possible. Air and/or ground travel, hotel accommodations and meal reimbursements are to be calculated and approved by the Regional Committee in advance of Conferences.

Refreshments & Supplies

Group funds may be used to purchase refreshments and supplies upon approval.

Childcare

Regional meetings may be attended by members who must bring their children. Using group funds or taking a special collection to pay for childcare at meetings is within the Region's scope, should special circumstances warrant it.

Gifts to members

Group funds are only used for group purposes, not for personal gifts to members; such as baby showers, flowers for the sick or financial assistance to needy members.

Donations to Outside Agencies

Contributions to any outside agency, activity or program cannot be made from group funds which are for Nar-Anon purposes only. This includes donations, other than rent, to the facility where a group is holding its meeting.

Payment for Speaking

In keeping with the Eight Tradition, Nar-Anon speakers are reimbursed for expenses only. When members speak to outside organizations, the member may suggest that payments in excess of their expenses be used by the organizations to purchase CAL for distribution as an educational service. (i.e., Should a host agency offer \$20 above the \$10 that cover expenses, the speaker should refuse the contribution and/or suggest that literature for the agency be purchased instead.)

Public Meetings

A basket may be passed at open meetings to which the public is invited, but it should be stated that the fellowship depends on its own voluntary contributions. Reading the Seventh Tradition accomplishes this.

Selling Products

No articles (e.g., Nar-Anon related items, praying hands, steps, traditions) may be sold at meetings, conventions or conferences for personal gain. Nar-Anon is not a market place for the sale of services or products for profit by an individual. Members may not solicit on behalf of any outside organization. The newcomer would be confused about Nar-Anon's true purpose. Nar-Anon members refrain from solicitation or the sale of products at N.A. meetings. This would violate Tradition Seven.

Financial Policies

All monies accumulated from group contributions and other Nar-Anon sources shall be maintained in a bank account.

Budgeted Funds

The annual regional budget is proposed by the treasurer and presented to the Committee for approval at the April meeting.

Expenditures

All expenditures made by the Committee shall be recorded. No expenditure shall be made from the treasury without receipt or proof of payment.

World Service Donations

Donations to WSO are to be made quarterly. The amount of the donation is to be determined by the GSRs at the committee meeting.

Non-Budgeted Funds

Non-budgeted expenses will not be reimbursed without pre-approved motion from the Committee.

Budget Changes

All motions requiring modification to the budget require a two-thirds (2/3) majority of the voting Committee members.

Bank Account

The Region shall establish a prudent reserve to cover its budgeted business expenses. Funds shall be maintained in a bank account. The account shall be readily available to the person with signature authority only if the treasurer is unavailable. Funds from donations made to the Region shall be deposited in the account no later than 30 days from the date of receipt.

Signatures on the Bank Account

Only 2 of 4 positions listed below need to be signors on the account at any one time. The first signor must be the treasurer, then chair, vice chair and secretary (in this order).

All checks shall require one (1) signature by one of the following:

Chair

Vice Chair

Treasurer

Secretary

Absence of the Treasurer

In the treasurer's absence at the Committee meeting, the chair, vice chair, or secretary (in this order) shall obtain the checkbook and take custody of all monies collected.

Financial Processes

- A request/reimbursement form is to be submitted to the treasurer. Sample forms can be found in the forms section of these guidelines.
- A receipt is to be provided or received by the treasurer for all donations.
- Disbursement of money is made by check and made out to the individual member. An original receipt for all money spent is due to the treasurer quarterly.
- Within a week of the end of a signor's term, he/she is to be removed from the bank account.
- Sub-committees are to submit a proposed annual budget in April for review, revisions and approval by the regional committee. Sub-committees may request more funds as needed. A sample budget can be found in the forms section of these guidelines.
- The treasurer and the chair are to reconcile funds on a quarterly basis using approved budget, bank statements, signed receipts and any other related documents.
- Convention/Events sub-committee is to reconcile funds with the treasurer within 2 weeks after an event.
- All sub-committees are to reconcile funds with the treasurer quarterly.
- The treasurer's annual budget report is to be submitted using The Proposed Annual Budget Form. This form can be found in the forms section of these guidelines.
- All financial statements and documents are to be saved to the digital cloud.
- A Conventions/Events Budget Form is available in the forms section for sub-committees to use.

Sub-Committees

The Committee may establish sub-committees to carry out the work of the Region. These sub-committees shall include, but are not limited to: Hospitals & Institutions, Public Information, Literature, Convention & Events, and Website. When a new sub-committee is formed, an interim chair shall be appointed by the regional chair at the committee meeting until the sub-committee can meet and hold their own elections. Once a chair is chosen, the sub-committee may elect its own officers. Ideally, regular meetings are to be held in a central location. Each sub-committee submits written reports of their activities and finances at Committee meetings. An itemized budget is to be prepared by the sub-committee chair to submit to the Committee for the approval process.

Special Guideline Recommendations for All Sub-Committees

1. Follow Nar-Anon's Twelve Concepts of Service
2. Vote in Officers: chair & secretary, more if needed.
3. Create a list of goals and objectives.
4. Create operational guidelines
5. Create a proposed budget to be submitted to the Committee for approval.
6. Post announcements to the WSO and HDR websites.

Hospitals & Institutions (H&I)

This sub-committee acts as a resource to groups and members in an effort to carry the Nar-Anon message into hospitals and institutions to those who may not be aware of Nar-Anon, keeping in mind the Twelve Traditions.

Public Information (PI)

This sub-committee acts as a vital link between individuals seeking help and Nar-Anon members who share their experience, strength and hope. Its mission is to provide information regarding Nar-Anon to agencies and the public, following the PI guidelines. PI is responsible for keeping the region's meeting directory current with information provided by the GSRs. The Region recommends adopting Section 10 of the GLS as part of the Public Information Committee Guidelines.

Literature

This sub-committee meets regularly to develop new ideas and new literature proposals to be submitted to the World Service Literature Committee. Its mission is to be an instrument to produce literature for the Nar-Anon fellowship as a whole, thereby helping the overall unity. In an effort to involve all members, the sub-committee may hold workshops at conventions or other Nar-Anon events. This sub-committee may serve as a literature distribution point for the Region. The Region recommends adopting Section 9 of the GLS as part of the Literature Committee Guidelines.

Conventions & Events

This sub-committee plans, organizes and hosts regional conventions and events. The Region recommends adopting Section 11 and pages 8-2 (Fundraising) of the GLS as part of the Convention and Events Committee Guidelines. This sub-committee is to reconcile funds with the treasurer within two weeks after an event.

Website

This sub-committee is responsible for maintaining the Region's website ensuring its content is in keeping with Nar-Anon's Twelve Traditions and includes up-to-date information of interest to all Nar-Anon members, our trusted servants, professionals, and the general public. It works in conjunction with regional service Committee and sub-committees to better understand their website needs. The sub-committee keeps abreast of innovations in information technology and is a resource, recommending suitable software and hardware upgrades as the need arises.

Ad Hoc and/or Select Subcommittees

Ad hoc or select sub-committees may be formed, as needed, by motion and approval of the voting members of the Committee. The purpose of ad hoc or select committees is to carry out a short-term goal as requested by the Committee. These sub-committees present a report to the Committee after each meeting until the completion of their assignment. The regional chair appoints the ad hoc or select sub-committee chair.

The Twelve Steps of Nar-Anon Family Groups

1. We admitted we were powerless over the addict – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to others, and to practice these principles in all our affairs.

The Twelve Traditions of Nar-Anon Family Groups

Our group experience suggests that the unity of the Nar-Anon Family Groups depends upon our adherence to these traditions.

1. Our common welfare should come first, personal progress for the greatest number depends on unity.
2. For our group purposes there is but one 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 relatives of addicts, when gathered for mutual aid, may call themselves a Nar-Anon Family Group, provided that as a group, they have no other affiliation. The only requirement for membership is that there be a problem of addiction in a relative or friend.
4. Each group should be autonomous except in matters affecting other Nar-Anon Family Groups, or NA as a whole.
5. Each Nar-Anon Family Group has but one purpose; to help families of addicts. We do this by practicing the Twelve Steps of Nar-Anon, by encouraging and understanding our addicted relatives, and by welcoming and giving comfort to families of addicts.
6. Our Family Groups ought never endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim; but although a separate entity, we should always cooperate with Narcotics Anonymous.
7. Every group ought to be fully self-supporting, declining outside contributions.
8. Nar-Anon Twelfth Step work should remain forever non-professional, but our service centers may employ special workers.
9. Our groups, as such ought never to be organized, but we may create service boards or committees directly responsible to those they serve.
10. The Nar-Anon Family Groups have no opinion on outside issues; hence our 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, films, internet, and other forms of mass media. We need guard with special care the anonymity of all NA members.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities.

THE TWELVE CONCEPTS OF NAR-ANON SERVICE

Just as freedom for the individual comes from the Twelve Steps and freedom for the group springs from the Twelve Traditions, so freedom for the service structure flourishes from the Twelve Concepts.

1. To fulfill our fellowship's primary purpose, the Nar-Anon Family Groups have joined together to create a structure that develops, coordinates, and maintains services on behalf of Nar-Anon as a whole.
2. The final responsibility and authority for Nar-Anon services rests with the Nar-Anon Family Groups.
3. The Nar-Anon Family Groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Nar-Anon. 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 incite a loving Higher Power to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decision and should be allowed to fully participate in its decision-making processes.
8. Regular, two-way communications are essential to the fulfillment of all these concepts and the integrity and effectiveness of our services themselves.
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. Nar-Anon funds are used to further our primary purpose to carry the message, and must be managed responsibly.
12. In keeping with the spiritual nature of Nar-Anon, our structure should always be one of service, never of governance.

Sample Committee Meeting Agenda

Call to order

- Reading of a Nar-Anon Prayer
- Reading of the Twelve Traditions and Twelve Concepts of Service
- Roll Call/Quorum Verification
- Approval of latest meeting's minutes (additions or corrections are made)

Reports

- Officers' Reports
 - Chair
 - Secretary
 - Treasurer
- Sub-Committee Reports
- GSR Reports
- Delegate's Report

Old Business

- Previously tabled business

New Business

- Recommendations, suggestions, workshop ideas, etc.

Announcements

Schedule next meeting

Adjournment

- Reading of a Nar-Anon Prayer



High Desert Region of Nar-Anon Family Groups

GSR Report

Group Name: _____

Meeting Day: _____ Meeting Time: _____

Last Business Meeting: _____

Average Attendance (since last report): _____

Number of New Members (since last report): _____

Other group business (i.e. group conscience, problems and/or resolutions, and experience that would benefit others.): _____

Motions: _____

Summary _____

: _____

_____ Y _____ N _____ A _____

Summary _____

: _____

_____ Y _____ N _____ A _____

Summary _____

: _____

_____ Y _____ N _____ A _____

Summary _____

: _____

_____ Y _____ N _____ A _____

Donation WSO (since last report) _____

Donation HDR (since last report): _____

Submitted by: _____ Date: _____



Group/Alternate Group Service Representative Registration Form

The area submits the following name to the region for acknowledgment as an authorized group/alternate group service representative, until notified otherwise.

Check one: Group Service Representative [] Alternate GSR []

Name: _____

Address: _____

—

Phone Number: _____

Region: _____

Group: _____

Complete the following if registering a new group service representative:

Previous GSR: _____

Effective Date: _____

Submitted By:

Name: _____

Committee Position: _____

Signature: _____ Date: _____



Group/Alternate Group Service Representative Substitution Form

For purposes of group representation at the assembly, the area hereby submits the following name(s), acting on behalf of the groups(s) in place of the group service representative/alternate group service representative(s) for the following group(s):

Name: _____

Group: _____

Name: _____

Group: _____

Name: _____

Group: _____

Region: _____

—

Submitted by:

Name: _____

Committee Position: _____

Signature: _____ Date: _____



Group Treasurer Report

Date: _____ Chair/Leader: _____

—
Topic for

Discussion: _____

Member: _____

Newcomers: _____

Total Attendance: _____

Itemized Expenses:

Rent: _____ Balance brought forward: _____

Literature: _____ Collection: _____

Refreshments: _____ Book Sales: _____

Donations to Region: _____ New Balance: _____

Donations to World: _____ Total Expenses: - _____

Total Expenses: _____ New Balance to Carry Forward: _____

SESH Inventory: _____ Treasurer Signature: _____

Chair/GSR Signature _____

Group Treasurer Report

Date: _____ Chair/Leader: _____

Topic for Discussion: _____

Member: _____

Newcomers: _____

Total Attendance: _____

Itemized Expenses:

Rent: _____ Balance brought forward: _____

Literature: _____ Collection: _____

Refreshments: _____ Book Sales: _____

Donations to Region: _____ New Balance: _____

Donations to World: _____ Total Expenses: - _____

Total Expenses: _____ New Balance to Carry Forward: _____

SESH Inventory: _____ Treasurer Signature: _____

Chair/GSR Signature _____



GROUP REGISTRATION FORM – WORLD SERVICE OFFICE

Groups are registered with the World Service Office (WSO) with the understanding that they will abide by all the Nar-Anon traditions and have no outside affiliation.

The following information will bring our files up to date. Please fill out and return as soon as possible.

Please notify this office of all changes as they occur. Thank you.

Date Group Started _____

Group _____ Day _____ Time _____

Meeting Location _____

Street Address

City

State

Zip

Secretary _____

Full Name

Telephone

Email

Street Address

City

State

Zip

Treasurer _____

Full Name

Telephone

Email

Street Address

City

State

Zip

GSR _____

Full Name

Telephone

Email

Street Address

City

State

Zip

Alternate GSR _____

Full Name

Telephone

Email

Street Address

City

State

Zip

We need a few people from each group who are willing to have their names and phone numbers listed with us. Newcomers often need directions to a meeting in your area. Thank you for your help.

12 Step Contact _____

First Name & Last Initial

Telephone

12 Step Contact _____

First Name & Last Initial

Telephone

12 Step Contact _____

First Name & Last Initial

Telephone



Nar-Anon Family Groups, Inc.
22527 Crenshaw Blvd., Suite
200 B Torrance, CA 90505 310-
534-8188 / 800-477-6291
www.nar-anon.org
Email: WSO@nar-anon.org

For Office Use Only

Conventions/Events Budget Form

Line	Revenue	Amount
1	Funds from Region	
2	Donations	
3		
4		
5	Total Revenue	
Line	Expenses	Amount
6	Rent	
7	Printing	
8	Signage	
9	Postage	
10	Workshops	
11	Food	
12		
13		
14		
15		
16		
17	Total Expenses	
18	Revenue over Expenses	



HIGH DESERT NAR-ANON REGION: PROPOSED ANNUAL BUDGET

REVENUE Description:	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Meeting Contribution:												
Sub-committee: H&I												
Sub-committee: PI												
Sub-committee: Literature												
Sub-committee: Conventions/Events												
Sub-Committee: Website												
REVENUE TOTALS:												

EXPENSE Description:	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Rental Fees: Meeting Location												
Rental Fees: P.O. Box Postage												
Bank Fees												
Conference & Travel												
Legal/Audit Fees												
Office Supplies												
Donations to WSO												
Sub-Committee: H&I												
Sub-committee: PI												
Sub-Committee: Literature												
Sub-Committee: Convention/Events												
Sub-Committee: Website												
Misc.												
EXPENSES TOTAL:												





High Desert Region of Nar-Anon Reimbursement Form

Name: _____ Date: _____

List of Receipts (please attach receipts to form):

Receipt:	Amount:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Amount of Reimbursement: _____

Reason for Reimbursement:

For Officer Use Only:
Paid
to: _____
Form of Payment: _____
Person Giving Reimbursement: _____
Trusted Service Position: _____
Signature: _____

Notes:

Nar-Anon



Paper

- X \$1.00 = \$ _____
- X \$5.00 = \$ _____
- X \$10.00 = \$ _____
- X \$20.00 = \$ _____
- X \$50.00 = \$ _____
- X \$100.00 = \$ _____

Coin

- X \$0.01 = \$ _____
- X \$0.05 = \$ _____
- X \$0.10 = \$ _____
- X \$0.25 = \$ _____
- X \$0.50 = \$ _____
- X \$1.00 = \$ _____

Total: \$ _____

Date: _____

Meeting: _____

Signature 1: _____

Signature 2: _____

Notes: _____

Nar-Anon



Paper

- X \$1.00 = \$ _____
- X \$5.00 = \$ _____
- X \$10.00 = \$ _____
- X \$20.00 = \$ _____
- X \$50.00 = \$ _____
- X \$100.00 = \$ _____

Coin

- X \$0.01 = \$ _____
- X \$0.05 = \$ _____
- X \$0.10 = \$ _____
- X \$0.25 = \$ _____
- X \$0.50 = \$ _____
- X \$1.00 = \$ _____

Total: \$ _____

Date: _____

Meeting: _____

Signature 1: _____

Signature 2: _____

Notes: _____

Nar-Anon



Paper

- X \$1.00 = \$ _____
- X \$5.00 = \$ _____
- X \$10.00 = \$ _____
- X \$20.00 = \$ _____
- X \$50.00 = \$ _____
- X \$100.00 = \$ _____

Coin

- X \$0.01 = \$ _____
- X \$0.05 = \$ _____
- X \$0.10 = \$ _____
- X \$0.25 = \$ _____
- X \$0.50 = \$ _____
- X \$1.00 = \$ _____

Total: \$ _____

Date: _____

Meeting: _____

Signature 1: _____

Signature 2: _____

Notes: _____

Nar-Anon



Paper

- X \$1.00 = \$ _____
- X \$5.00 = \$ _____
- X \$10.00 = \$ _____
- X \$20.00 = \$ _____
- X \$50.00 = \$ _____
- X \$100.00 = \$ _____

Coin

- X \$0.01 = \$ _____
- X \$0.05 = \$ _____
- X \$0.10 = \$ _____
- X \$0.25 = \$ _____
- X \$0.50 = \$ _____
- X \$1.00 = \$ _____

Total: \$ _____

Date: _____

Meeting: _____

Signature 1: _____

Signature 2: _____

Notes: _____

Acronyms

- CAL – Conference Approved Literature
- CAR - Conference Agenda Report
- GLS – Guide to Local Services
- GSR – Group Service Representative
- H&I – Hospitals and Institutions
- HDR – High Desert Region
- NA – Narcotics Anonymous
- NFG – Nar-Anon Family Groups
- NSO – National Service Office
- P&G – Policy and Guidelines
- PI – Public Information
- RSA – Regional Service Assembly
- RSC – Regional Service Committee
- RWSA – Regional World Service Assembly
- RWSC – Regional World Service Committee
- SESH – Sharing Experience, Strength & Hope in Nar-Anon (our daily reader)
- WSC – World Service Conference
- WSO – World Service Office