

**TAR-ROANOKE AREA SERVICE MINUTES**

**Saturday January 11, 2013**

**Trinity Lutheran Church 433 South Winstead Ave. Rocky Mount, NC 27804**

- Meeting was called to order at 1:02pm by Michael Mc
- Twelve Traditions was read by: Mary T
- Twelve Concepts was read by: Phillip B
- Minutes accepted by Phillip B. with amendment
- Roll Call

<b>POSITIONS</b>	<b>NAME</b>	<b>ATTENDANCE</b>																
Chairperson 225 885-6769	Tony M	Not Present, No report																
Secretary 252 320-6420	Mary T	Present, no report	1/11															
Alternate Secretary 252 955-3378	Willy A	Not Present, no report	1/11															
Treasurer 252 943-7707	Eric W Tony M rep	Present, written report	1/11															
Policy Chair 252 538-1199	Sabrina Mc	Present, written report	1/11															
Outreach Chair 252 567-3411	Michael J	Present, written report	1/11															
H&I Chair	Phillip B	Present, written report	1/11															
Public Relations Chair 252 904-1427	John K	Present, written report	1/11															
RCM 847 508-8505	Michael Mc	Present, no report	1/11															
<b>HEMIGROUPS</b>	<b>GSR or Rep</b>	<b>ATTENDANCE</b>																
Circle of Hope	Robert S	Present, w/report	1/11															
Courage to Change	John K	Present w/report	1/11															
Keeping It Real	Michael Mc	Present w/report	1/11															
New Horizons	Michael J Tony M	Present w/report	1/11															
New Life	James H	Not Present, no report																
Primary Purpose	Open/Sabrina	Present, w/report	1/11															
Recovery Road	Phillip B Billy G	Present w/report	1/11															
Saturday Night Miracle	Billy Ray	Present w/report	1/11															
Serenity Seekers	Marsha C.	Present, w/report	1/11															
Walk Your Talk	Chris C	Present, w/report	1/11															

Total of 13 people in attendance, 9 groups represented

**Reports**

**Chairperson:**

No report.

**Secretary:**

No report.

**Alternate Secretary:**

No report.

**Treasurer:**

Written report attached. **Consensus of GSRs present is to send area donation to the region for this month.**

**Policy Chair:**

Written report attached.

**Outreach Chair:**

No report.

**Hospitals & Intuitions Chair:**

Written report attached.

**Public Relations Chair:**

Written report attached.

**Regional Committee Member:**

No report.

**Circle of Hope Group**

Written report attached.

**Courage to Change Group**

Written report attached.

**Keeping It Real Group**

Written report attached.

**New Horizons Group**

Written report attached.

**New Life Group**

No report.

**Primary Purpose Group**

Written report attached.

**Recovery Road Group**

Written report attached.

**Saturday Night Miracles Group**

Written report attached

**Serenity Seekers Group**

No report.

**Walk Your Talk Group**

Written report attached.

**Discussion**

Open discussion held.

**Topic 1:** GSRs shouldn't be told that they can't vote or must abstain. Coaching of new GSRs done on the floor in the middle of a vote. This emphasizes the need for a new GSR orientation committee.

**Topic 2:** Should NA birthdays or clean dates of individual members be included on the area webpage? What do you do if members relapse? Should phone numbers be included? Should this section be included or ex

**Eleventh concept** read by Mary T. Discussion on Concept Eleven.

### **Unfinished Business**

**Motion 1:** Motion Tabled and sent back to home groups because it affects policy and/or has financial impact. Original motion form attached. “To accept a GSR orientation packet.” **Motion passes** 3-1-5

**Motion 2:** Motion Tabled and sent back to home groups because it affects policy and/or has financial impact. Original motion form attached. “To remove “Example- Treasury expenses (\$25.00/month)” from Section VII Tar-Roanoke ASC Treasurer Procedural Manual, Reporting Expenses, #2. (page 17 of the draft given to everyone)” **Motion passes** 6-0-3

**Motion 3:** Motion tabled and sent back to home groups because it affects policy and/or has financial impact. Original motion form attached. “Revisit motion 5# from 9/7/13 regarding removing Section II-Subcommittees.” **Motion passes** 5-1-3

### **Elections**

*(only 8 groups were present for elections)*

Service resume received from Mary T. for Chairperson Position. Elected

Service resume received from Michael J. for Outreach chair position. Elected

Service resume received from Phillip B. for H&I chair position. Elected

Service resume received from John K. for Public Relations chair position. Elected

**No other old business.**

### **New Business**

**Motion 1:** “The region donation should be on a monthly basis.” Intent is to establish a schedule for the treasurer. Original motion form attached. Tabled and sent back to homegroups because it affects policy and/or has financial impact.

**Next ASC meeting:**

**February 1 at Macon United Methodist Church 107 Church Street Macon, NC 27551**

### **Announcements:**

➤ **AREA POSITIONS ARE AVAILABLE. SECRETARY, TREASURER & RCM. PLEASE TAKE TO HOMEGROUPS.**

➤ **Meet 1 hour prior to ASC for Policy and Outreach subcommittees and to support and form any others. Anyone interested on serving on committee or has questions concern subcommittee need to attend.**

**Subcommittees meeting February 1 at 107 Church Street Macon, NC 27551 at 12 noon**

Meeting Adjourned 3:30pm

# Tar-Roanoke Area

## 2014 Meeting Schedule

The area meeting for the Tar-Roanoke Area of NA will be held on the first Saturday of the month at 1pm except in the months of January, July and December when it will be held on the second Saturday of the month. Subcommittee meetings will begin at 12pm before the area meeting.

January 11, 2014- Trinity Lutheran Church 433 South Winstead Ave. Rocky Mount, NC

February 1, 2014- Primary Purpose Group in Macon, NC

March 1, 2014-Recovery Road in Tarboro, NC

April 5, 2014- Circle of Hope in Rocky Mount, NC

May 3, 2014- Serenity Seekers Group in Roanoke Rapids, NC

June 7, 2014- Primary Purpose Group in Macon, NC

July 12, 2014- Recovery Road Group in Tarboro, NC

August 2, 2014- Serenity Seekers Group in Roanoke Rapids, NC

September 6, 2014- Circle of Hope in Rocky Mount, NC

October 4, 2014- Primary Purpose Group in Macon, NC

November 1, 2014- Recovery Road Group in Tarboro, NC

December 13, 2014- Circle of Hope in Rocky Mount, NC

### Approved Agenda

Call to Order

Serenity Prayer

Read 12 Traditions

Read 12 Concepts

Roll Call

Recognize new groups

Approve minutes

Administrative reports

Sub-committee reports when established

Home group reports

Sharing session/ Single concept reading and discussion

Unfinished Business

New Business

Announcements

Adjourn

# Tar-Roanoke Area

## Home Group Address List\*

Circle of Hope Group  
Community Center  
341 McDonald Street  
Rocky Mount, NC 27804  
Contact: Robert S. (252) 314-3090

Courage to Change Group  
Nashville United Methodist Church  
209 East Washington Street  
Nashville, NC 27856  
Contact: Will J. (252) 450-0642

Keeping It Real Group  
District 19 Community Service Board  
1101 Greensville County Circle  
Emporia, VA 23847  
Contact: Michael Mc. (847) 508-8505

New Horizons Group  
Sunset Avenue Baptist Church  
3732 Sunset Avenue  
Rocky Mount, NC 27804  
Contact: Steve W. (252) 903-5621

Recovery Road Group  
1803 Sunset Ave, Ext (Yellow house across from  
church)  
Tarboro, NC 27886  
Contact: Phillip B. (252) 886-3317

Primary Purpose Group  
Macon United Methodist Church  
107 Church Street  
Macon, NC 27551  
Contact: Sabrina Mc. (252) 538-1199

Saturday Night Miracle Group  
Coastal Plains Hospital  
2301 Med Park Drive  
Rocky Mount, NC 27804  
Contact: Dyrll S. (252) 822-1922

Serenity Seekers Group  
Stanley White Presbyterian Church  
601 Ashton Street  
Roanoke Rapids, NC 27870  
Contact: Marsha C. (252) 532-6963

Walk Your Talk Group  
Word of Tabernacle Church (in R.E.A.C.H. house)  
705 Paul Street  
Rocky Mount, NC 27803  
Contact: Sonya B. (252) 886-2576

New Life Group  
Church of God  
58 Ellington Street  
Emporia, VA 23847  
Contact: Jimmie A. (434) 594-2815

\*(these are meeting addresses NOT mailing addresses)

Tar-Roanoke Area of NA  
Policy Report  
January 11, 2014

Hello Family,

As this is my final policy report, I would first like to thank this ASC for allowing me to serve as the policy chairperson. It has been my pleasure to be of service.

I have emailed the attached Policy Draft, along with this report to the secretary. I did not print out copies of this draft for everyone due to the approved motions from December needing to be added. Unfortunately, that will be the job of the incoming Policy chair to complete, copy, and distribute.

What was done to the draft so far is the addition of the "Motions and Voting Procedures" that was approved in December. That was added as a new part of Section I. Also, there was some grammatical and format cleanup to have the policy look consistent.

Again, it has been my pleasure to service this ASC and I look forward to its continued growth.

Thank you for allowing me to serve.

In Loving Service,

Sabrina Mc.

# H<sub>1</sub>I subcommittee

1-7-14

I and <sup>2</sup> another addicts started out today reading the H<sub>1</sub>I Handbook to get better understanding of H<sub>1</sub>I also talked with P I about in the foter makeing contact with jails for H<sub>1</sub>I meeting

Shelly B.

PR report

11 Jan 2014

Hello

The meeting schedules are accurate & up to date  
The World & Region & Area web sites are linked and  
each have correct meeting schedules.

The PR Team hosted a PR website party at  
captured several opportunities for improvement for  
simplicity & organization

The PR subcommittee team met and read chapter  
2 & ~~studied~~ studied core principles - especially Humility  
& Anonymity.

We learned about cooperation & communication with  
other subcommittee & communicated w/ H&I & Outreach  
to perform presentations

We also read about public relations w/ treatment counselor  
and probation officers & how they can refer clients to NA.

Our going forward plan is to seek out to Area home  
group too identify & supply Treatment, Probation & other  
services & submit to us for us to send NA info to.

We will research how to do presentations, practice &  
practice in front of Area.

We will also research NA form letter get PR committee  
to approve & send NA letter & meeting schedules to Services

We will work with H&I & Outreach to schedule NA  
presentations.

Sincerely

I am hoping to ~~continue~~ continue

P.S. Also need to start  
GSR orientations

John K PR Chair

2014

**Tar-Roanoke Area**  
**GSR REPORT FORM**



DATE: 1-10-14

GROUP NAME: CIRCLE OF HOPE

LOCATION: 341 McDonald Street Rocky Mount NC 27804

RENT PAID: YES  NO

MEETING TYPE: Open (book study) de Basic text, Living clean, traditions, IP's

AVERAGE ATTENDANCE: 35 # NEWCOMERS: 6

DONATION TO AREA \$ 20.00

BUSINESS MEETING HELD: YES  NO

GROUP POSITIONS OPEN:  
N/A

NA BIRTHDAYS (Will be celebrating: Yrs, Name and initial) N/A

GROUP CELEBRATIONS (Date, time, location)  
N/A

BUSINESS, PROBLEMS OR SITUATIONS:  
Change Robert S. name as Circle of Hope GSR  
Tim Timpleton is new GSR for Circle of Hope.

Send correspondence to A e-mail address: use phone no. (252) 985-1650 or (910) 431-6467  
United Community Ministry 611

GSR: Jim Timpleton

ALT GSR: Daniel D.

Tar-Roanoke Area

GSR REPORT FORM



DATE: 11 Jan

GROUP NAME: Courage to Change

LOCATION: ~~Nashville~~ Nashville Methodist ch

RENT PAID: YES  NO

MEETING TYPE: Open candlelight meeting Living room 2nd flt

AVERAGE ATTENDANCE: 15 # NEWCOMERS: 12

DONATION TO AREA \$ 25

BUSINESS MEETING HELD: YES  NO

GROUP POSITIONS OPEN: Secretary

NA BIRTHDAYS (Will be celebrating: Yrs, Name and initial) John K 1/29 15yr  
Will J ~~1/29~~ 1/29 4yr

GROUP CELEBRATIONS (Date, time, location)

BUSINESS, PROBLEMS OR SITUATIONS:

we need on home group membership level

GSR: Paul D. P. P. Dudley P.

ALT GSR: Scott K.

# **TAR ROANOKE GSR REPORT FORM**



**DATE:** January 11, 2014

**GROUP NAME:** Keeping It Real

**LOCATION:** 1101 Greensville County Circle, Emporia VA 23847

**RENT PAID:** YES  NO

**MEETING TYPE:** Open/ Literature study

**AVERAGE ATTENDANCE:** 8 **# NEWCOMERS:** 2

**DONATION TO AREA \$** 20.00

**BUSINESS MEETING HELD:** YES  NO

**GROUP POSITIONS OPEN:** none

**NA BIRTHDAYS /CELEBRATIONS** (Will be celebrating: Yrs., Name and Initial): none

**BUSINESS, PROBLEMS OR SITUATIONS:** none

**GSR:** Michael Mc

**ALT GSR:**

**Tar-Roanoke Area**

GSR REPORT FORM



DATE: 11/11/14

GROUP NAME: New Horizons

LOCATION: Sunset Baptist Ch. Rocky Mt.

RENT PAID: YES  NO

MEETING TYPE: Tues - Book & 1P Study Fri. - Open Discussion

AVERAGE ATTENDANCE: 25 # NEWCOMERS: \_\_\_\_\_

DONATION TO AREA \$ 150

BUSINESS MEETING HELD: YES  NO

GROUP POSITIONS OPEN:  
None.

NA BIRTHDAYS (Will be celebrating: Yrs, Name and initial)

\_\_\_\_\_

\_\_\_\_\_

GROUP CELEBRATIONS (Date, time, location)

Today 11/11/14

BUSINESS, PROBLEMS OR SITUATIONS:

None

\_\_\_\_\_

\_\_\_\_\_

GSR: Steve W / John H.

ALT GSR: Mike J.

**Tar-Roanoke Area**

**GSR REPORT FORM**



DATE: 1/11/14

GROUP NAME: Primary Purpose

LOCATION: MAcon, NC

RENT PAID: YES  NO

MEETING TYPE: Variing Format / Open

AVERAGE ATTENDANCE: 21 # NEWCOMERS: 1

DONATION TO AREA \$ 22<sup>00</sup>

BUSINESS MEETING HELD: YES  NO

GROUP POSITIONS OPEN: None

NA BIRTHDAYS (Will be celebrating: Yrs, Name and initial)  
NO

GROUP CELEBRATIONS (Date, time, location)  
April 4<sup>th</sup> 6yrs

BUSINESS, PROBLEMS OR SITUATIONS:  
NO  
3 Black, 3 IFR + 3 90 DAY KEY TAGS

GSR: SABRINA McBride

ALT GSR: \_\_\_\_\_

**Tar-Roanoke Area**

**GSR REPORT FORM**



DATE: 1-11-14

GROUP NAME: Recovery Road

LOCATION: Tarboro Nc

RENT PAID: YES  NO

MEETING TYPE: ~~Book~~ Lit. study Monday, Thurs. open discussion

AVERAGE ATTENDANCE: 14 # NEWCOMERS: 0

DONATION TO AREA \$ 100.00

BUSINESS MEETING HELD: YES  NO

GROUP POSITIONS OPEN:  
NONE

NA BIRTHDAYS (Will be celebrating: Yrs, Name and initial)  
NONE

GROUP CELEBRATIONS (Date, time, location)  
Feb ~~20~~ 8, 2014 3:00 meetg rent 5 Food 6:30 speaker

BUSINESS, PROBLEMS OR SITUATIONS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GSR: Phillip B

ALT GSR: \_\_\_\_\_

**Tar-Roanoke Area**

**GSR REPORT FORM**



DATE: Jan 11-2014

GROUP NAME: Saturday Night Miracles

LOCATION: Coastal Plains Hospital

RENT PAID: YES  NO

MEETING TYPE: ~~IP~~ IP / Step / Beginner / Speaker

AVERAGE ATTENDANCE: 30 # NEWCOMERS: None

DONATION TO AREA \$ 10.00

BUSINESS MEETING HELD: YES  NO

GROUP POSITIONS OPEN:  
\_\_\_\_\_  
\_\_\_\_\_

NA BIRTHDAYS (Will be celebrating: Yrs, Name and initial) None  
\_\_\_\_\_  
\_\_\_\_\_

GROUP CELEBRATIONS (Date, time, location)  
None  
\_\_\_\_\_

BUSINESS, PROBLEMS OR SITUATIONS:  
None  
\_\_\_\_\_  
\_\_\_\_\_

GSR: Billy Ray Johnson

ALT GSR: Darby Smith

**Tar-Roanoke Area**

GSR REPORT FORM



DATE: 6-11-14

GROUP NAME: Jezebel Seekers

LOCATION: Stanley White / Roanoke Rapids

RENT PAID: YES  NO

MEETING TYPE: MON-How & Why Wed-Candlelight-SAT Basic Text

AVERAGE ATTENDANCE: 6 1/2 # NEWCOMERS: 3

DONATION TO AREA \$ 0 / Flood

BUSINESS MEETING HELD: YES  NO

GROUP POSITIONS OPEN:  
most ALT Sec ALT Treasury  
Held Elections

NA BIRTHDAYS (Will be celebrating: Yrs, Name and initial)

Mike S 14 years March 1  
I Believe Celebrat on March 1

GROUP CELEBRATIONS (Date, time, location)

BUSINESS, PROBLEMS OR SITUATIONS:

Attendance / Chair / Group losing  
everything!  
Flood /

GSR: Marsha Collier

ALT GSR: Ruben / Mike

Thanks For allowing me to service

**Tar-Roanoke Area**

**GSR REPORT FORM**



DATE: 1-11-14

GROUP\_NAME: W Y T

LOCATION: Roady MT

RENT PAID: YES  NO

MEETING TYPE: \_\_\_\_\_

AVERAGE ATTENDANCE: 20 # NEWCOMERS: 0

DONATION TO AREA \$ 0

BUSINESS MEETING HELD: YES  NO

GROUP POSITIONS OPEN:

\_\_\_\_\_

NA BIRTHDAYS (Will be celebrating: Yrs, Name and initial) VINCE B 1 YR  
ROBERT M 1B

GROUP CELEBRATIONS (Date, time, location)

7-31-14 Walk Your T All

BUSINESS, PROBLEMS OR SITUATIONS:

none

GSR: VINCE B

ALT GSR: ROBERT ID.

# Tar-Roanoke Area MOTION FORM

Motion # 1

Date: 1/11/14

Mover - New Horizons

Seconded - Sabrina M<sup>c</sup> Primary Purpose

**Motion:**

The Region donation should be on  
a monthly basis.

**Intent:**

To establish a schedule for the  
Treasurer Treasury.

**Amendment:**

**Financial Impact:**

**Policy Affected:**

Vote: Pass/ Fail    \_\_\_ For    \_\_\_ Against    \_\_\_ Abstain

Amendment: Pass/ Fail    \_\_\_ For    \_\_\_ Against    \_\_\_ Abstain

*Is this a POLICY change motion?*

Tar Roanoke Area of NA  
Treasurer's report  
January 11, 2014

Master  
Copy

Dear Family,

Thank you for the opportunity to be of service. I hope everyone had a great holiday season. I have enjoyed my tenure as the ASC Treasurer, and welcome anyone that would like to learn more about the role as we move into 2014.

The ASC's P.O. Box 8036 will expire on 01/31/14. Prior to expiration, I will make arrangements to ensure it is extended for 6 months at a cost of \$62.00. In addition, signatures are needed at BB&T to establish a new Commercial Deposit Processing Agreement. This agreement will allow us continued access to the overnight deposit box at the Winstead Ave. branch of BB&T in Rocky Mount. The new ASC Treasurer will need to ensure this agreement is updated as soon as possible.

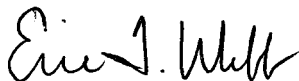
In the attached report, you will see a detailed description of how much money was received at last month's area meeting, which home groups made the donations, and what the cost was associated with each expense.

In reconciling the bank statement, you will notice all outstanding checks and deposits listed that do not appear on the statement.

In reviewing the treasurer's report, you will notice there was a donation of \$75.67 made to the NC Region of NA per the recent financial policy update. We are currently operating at our prudent reserve with a period closing balance of \$750.00.

Please do not hesitate to ask me if you have any questions.

Thank you for allowing me to be of continued service,



Eric T. Webb  
Area Treasurer  
252-943-7707 (cell)  
[etwebb1@gmail.com](mailto:etwebb1@gmail.com) (email)



**TAR ROANOKE AREA OF NARCOTICS ANONYMOUS  
TREASURER REPORT JANUARY 2013**

**BEGINNING BALANCE** **\$700.67**

**INCOME**

Contributions from Groups \$ 237.00

**TOTAL INCOME** **\$ 237.00**

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**TOTAL BEGINNING BALANCE Plus INCOME** **\$937.67**

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**EXPENSES**

Ck # \$ -

**AREA SERVICE COMMITTEE**

Area Rent - Sunset Church of God Ck # 144 \$ 50.00

PO Box Expense - USPS Ck # 146 \$ 62.00

Secretary Expenses Ck # \$ -

Policy Expense Ck # \$ -

ASC Meeting Schedule Print Expenses Ck # \$ -

NC Region Meeting Travel Expense Ck # \$ -

Bank Service Charges - N/A \$ -

REGIONAL DONATION 100% Ck # \$ 75.67

WORLD DONATION 0% Ck # \$ -

**TOTAL EXPENSES** **\$ 187.67**

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**ENDING BALANCE** **\$ 750.00**

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185-02-01-00 94902 U D C 001 26 T 63 002  
 TAR ROANOKE AREA OF NA  
 PO BOX 8036  
 ROCKY MOUNT NC 27804-1036

# Your account statement

For 11/29/2013

## Contact us



BBT.com



(800) BANK-BBT or  
 (800) 226-5228

### Enjoy fast access to your business

If you are accepting credit and debit cards today, but are not processing them, you are not having access to your funds sooner and more safely.

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■ COMMUNITY CHECKING 0005200279265

### Account summary

Your previous balance as of 10/31/2013	\$1,412.00
Checks	- 552.33 ✓
Other withdrawals, debits and service charges	- 0.00
Deposits, credits and interest	+ 0.00 ✓
Your new balance as of 11/29/2013	= \$859.67 ✓

### Checks

DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)
11/07	138	163.00 ✓	11/07	140	80.00 ✓	11/04	*143	50.00 ✓
11/12	139	50.00 ✓	11/08	141	50.00 ✓	11/04	*145	159.33 ✓
						Total checks		= \$552.33

\* indicates a skip in sequential check numbers above this item

Tar Roanoke Area		
Checking Account Reconciliation Report Jan 2013		
<b>Bank Balance</b>		<b>\$859.67</b>
Outstanding Checks		
142	\$319.00	NAWS
144	\$50.00	Rent
146	\$62.00	USPS
147	\$75.67	NC Region
<b>Total Outstanding Checks</b>		<b>-\$506.67</b>
Outstanding Deposits		
20-Dec	\$160.00	
20-Dec	\$237.00	
<b>Total Outstanding Deposits</b>		<b>\$397.00</b>
<b>Actual Balance</b>		<b>\$750.00</b>



## Questions, comments or errors?

Member FDIC

For general questions/comments or to report errors about your statement or account, please call BB&T Phone24 at 1-800-BANK BBT (1-800-226-5228) 24 hours a day, 7 days a week. BB&T Phone24 Client Service Associates are available to assist you from 6 a.m. until midnight ET. You may also contact your local BB&T financial center. To locate a BB&T financial center in your area, please visit BBT.com.

### Electronic fund transfers

In case of errors or questions about your electronic fund transfers, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, contact us as soon as possible. You may write to us at the following address:

BB&T Liability Risk Management  
 P.O. Box 996  
 Wilson, NC 27894-0996

You may also call BB&T Phone24 at 1-800-BANK BBT or visit your local BB&T financial center. We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the error or problem appeared. Please provide the following information:

- Your name and account number
- Describe the error or transfer you are unsure about, and explain in detail why you believe this is an error or why you need more information
- The dollar amount of the suspected error

We will investigate your complaint/concern and promptly take corrective action. If we take more than ten (10) business days to complete our investigation, your account will be credited for the amount you think is in error, minus a maximum of \$50 if we have a reasonable basis to believe that an unauthorized electronic fund transfer has occurred. This will provide you with access to your funds during the time it takes us to complete our investigation. You may have no liability for unauthorized Check Card purchases, subject to the terms and conditions in the current BB&T Electronic Fund Transfer Agreement and Disclosures. If you have arranged for direct deposit(s) to your account, please call BB&T Phone24 at 1-800-BANK BBT to verify that a deposit has been made.

If your periodic statement shows transfers that you did not make, tell us at once. If you do not inform us within sixty (60) days after the statement was mailed to you, you may not get back any money you lost after sixty (60) days. This will occur if we can prove that we could have stopped someone from taking the money if you had informed us in time. If a good reason kept you from informing us, we will extend the time periods.

### Important information about your Constant Credit Account

Once advances are made from your Constant Credit Account, an **INTEREST CHARGE**

will automatically be imposed on the account's outstanding "Average daily balance." The **INTEREST CHARGE** is calculated by applying the "Daily periodic rate" to the "Average daily balance" of your account (including current transactions) and multiplying this figure by the number of days in the billing cycle. To get the "Average daily balance," we take the beginning account balance each day, add any new advances or debits, and subtract any payments or credits and the last unpaid **INTEREST CHARGE**. This gives us the daily balance. Then we add all of the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "Average daily balance."

### Billing rights summary

#### In case of errors or questions about your Constant Credit statement

If you think your statement is incorrect, or if you need more information about a Constant Credit transaction on your statement, please call 1-800-BANK BBT or visit your local BB&T financial center. To dispute a payment, please write to us on a separate sheet of paper at the following address:

BankCard Services Division  
 P.O. Box 200  
 Wilson, NC 27894-0200

We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the error or problem appeared. You may telephone us, but doing so will not preserve your rights. In your letter, please provide the following information:

- Your name and account number
- Describe the error or transfer you are unsure about, and explain in detail why you believe this is an error or why you need more information
- The dollar amount of the suspected error

During our investigation process, you are not responsible for paying any amount in question; you are, however, obligated to pay the items on your statement that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount in question.

### Mail-in deposits

If you wish to mail a deposit, please send a deposit ticket and check to your local BB&T financial center. Visit BBT.com to locate the BB&T financial center closest to you. Please do not send cash.

### Change of address

If you need to change your address, please visit your local BB&T financial center or call BB&T Phone24 at 1-800-BANK BBT (1-800-226-5228).

How to Reconcile Your Account		Outstanding Checks and Other Debits (Section A)			
		Date/Check #	Amount	Date/Check #	Amount
1. List the new balance of your account from your latest statement here:					
2. Record any outstanding debits (checks, check card purchases, ATM withdrawals, electronic transactions, etc.) in section A. Record the transaction date, the check number or type of debit and the debit amount. Add up all of the debits, and enter the sum here:					
3. Subtract the amount in line 2 above from the amount in line 1 above and enter the total here:					
4. Record any outstanding credits in section B. Record the transaction date, credit type and the credit amount. Add up all of the credits and enter the sum here:					
5. Add the amount in line 4 to the amount in line 3 to find your balance. Enter the sum here. This amount should match the balance in your register.					
For more information, please contact your local BB&T relationship manager, visit BBT.com, or contact BB&T Phone24 at 1-800-BANK BBT (1-800-226-5228).		Outstanding Deposits and Other Credits (Section B)			
		Date/Type	Amount	Date/Type	Amount

## SECTION I: FUNCTION AND PURPOSE

**1. Function:** The function of an area is to bring cohesiveness among groups in a geographical area. The NA Groups have banded together to create an area to provide services that these groups could not provide by themselves. This area was formed to be directly responsible to the member Groups. Its sole reason for existence is to be of service to its member Groups.

### **2. Motions and Voting Procedures:**

- A. All original copies of any motion are to be included in ASC meeting minutes. (approved 7/13/2013)
- B. All policy changes must be in a written motion form (itemized) and sent back to the home groups for approval. (approved 7/13/2013)
- C. Anyone may submit a motion but it must be seconded by a GSR. (approved 12/14/13)
- D. To vote on motion, quorum of over 50% of active home groups must be in attendance. (approved 12/14/13)
- E. All non-policy motions are simple majority of voting members. Policy motions are 2/3 majority of votes received from home groups. (approved 12/14/13)
- F. A motion may be made to send any motion back to home groups. All discussion on main motion is suspended until motion to table is voted on.

**3. Description:** An area is a geographical district of NA groups. This area is called the Tar-Roanoke ASC of Narcotics Anonymous. The Tar-Roanoke ASC belongs to the North Carolina Region of NA (NCRNA).

The members of the ASC are:

- A. The GSRs (or GSR alternates in the absence of the GSR) from groups in the area.
- B. The following officers: Chairperson; Vice-Chairperson; RCM; RCM Alternate; Secretary; Secretary Alternate; Treasurer; Treasurer Alternate; and Policy Chair. The ASC may create other offices from time to time as it see fit.
- C. The Chairpersons from the following standing subcommittees (or Vice Chairpersons in the absence of the Chair): Hospitals & Institutions (H & I); Public Information (PI); Convention; and Outreach. The ASC may create new subcommittees from time to time as it see fit. The ASC Chair may also create temporary or ad hoc subcommittees from time to time as he or she see fit.
- D. The Finance subcommittee is not a standing committee and does not have a Chair or a vote at the ASC.

**4. The Group Service Representative:** Each group elects one group representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in service committee meetings, attending forums and assemblies at both the area and regional levels and sometimes joining in the work of an ASC subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will nourish, inform and support the groups in the same way that the groups nourish and support the structure.

Group Service Representatives bear great responsibility. While GSR's are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities. For this reason, GSRs cannot serve as an ASC Officer or Alternate (Chair, Treasurer, or Secretary).

As participants in the area committee, GSRs need to be as well informed as they can be concerning the affair of the committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions which form the group conscience of the entire committee.

Group Service Representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, GSR's make available fliers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee during the "Group Concerns" portion of the committee's agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

**5. Term of Office:** The term of office for all ASC officers, alternates, and subcommittee chairpersons is one (1) year, and runs from January to December of each year. Any officer, alternate, or subcommittee chairperson who is elected at any point during a term is elected to finish out only the rest of that term.

## 6. Elections

- A. Elections are held annually (January), or as needed if position becomes available.
- B. All of the officers and subcommittee chairpersons are elected by the ASC.
- C. All nominees for ASC offices (including subcommittee chairpersons) must be present to be elected.
- D. All nominees for ASC offices (including subcommittee chairpersons) must complete a service resume form. The resume will be read prior to any vote.
- E. All ASC Officers and Subcommittee chairpersons are non-voting positions.
- F. The Convention Subcommittee Chairperson shall remain in office for 60 days after the close of the convention. This allows them to close old business and the new chairperson to begin service.
- G. Elections are by GSR votes only, that includes the following: GSRs, Alternate GSRs in their absence, or a member designated proxy by group in the absence of a GSR or Alternate.

## SECTION II: DESCRIPTION OF OFFICERS

**1. Chairperson (required clean time 2 years):** The area committee chairperson is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. At committee meetings they can vote only in case of a tie. A chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. After two absences of any officer or subcommittee chair, the ASC Chair will make contact. The chairperson shall publish a schedule of meetings of the ASC for the coming year.

**2. Vice Chairperson (required clean time 1 year):** The vice chairperson is responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings in the chairperson's absence.

The vice chairperson keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. In the absence (vacancy) of a subcommittee chair, the vice chairperson fills in until position is filled.

**3. Secretary (required clean time 1 year):** The secretary keeps accurate minutes of each ASC business meeting, types and distributes copies of these minutes to each GSR, ASC officer and ASC subcommittee chairperson within one (1) week after the ASC meeting. A complete set of minutes will be emailed to all of the above mentioned or mailed via post office for those who don't have email access.

The secretary will maintain a directory of ASC officers, subcommittee chairs and GSRs addresses and phone numbers, as well as maintain ASC archives. The secretary will provide all group updates to WSO.

**4. Alternate Secretary (required clean time 1 year):** The Alternate Secretary provides any assistance needed to the Secretary and covers for Secretary in his/her absence. (revised & approved 9/7/13)

**5. Treasurer (required clean time 2 years):** The Treasurer shall submit a report of contributions and expenditures at every regular ASC meeting.

A. In addition, the Treasurer will make a monthly donation of \$50 to the meeting place of the ASC.

B. The treasurer shall, monthly, remit all funds in excess of the prudent reserve of \$750.00 to North Carolina Region of NA (NCRNA) (%) and World Services (%). If the ASC body is made aware that upcoming expenses warrant a higher prudent reserve these donations may not be remitted.

- C. The Treasurer will ensure that a copy of the ASC financial report, the Group Donations Report, and the Monthly Balanced Bank Statement goes to the ASC Secretary by the end of the meeting for inclusion in the ASC minutes.
- D. The Treasurer shall balance the ASC checkbook every month and fix any accounting errors.
- E. The Treasurer works closely with subcommittee chairs when they prepare their annual reports and budget proposals.

*NOTE: The Treasurer is also responsible for all of the functions listed under the section of ASC Financial Policies and Treasurer Procedural Manual.*

**6. Alternate Treasurer (required clean time 2 years):** The Alternate Treasurer lends much needed assistance to the Treasurer as well as cover for him/her in their absence. (revised and approved 4/6/13)

**7. Regional Committee Member (RCM) (required clean time 3 years):** A Regional Committee Member (RCM) is to an ASC what a GSR is to a group. As the representative of the area, the RCM speak for the members and groups within the ASC. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between the Area and the rest of NA, particularly with neighboring ASC's. They represent the group conscience of an ASC at a regional level and provide the area with the agenda for the RSC at least ten days before the RSC meets. An RCM attends all RSC meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's group conscience. An RCM may serve on one or more of its ASC and RSC subcommittees, but not as a chairperson. Therefore, in addition to the regular qualifications for GSR's it is recommended that nominees to the post of RCM also have service experience and the willingness to give the time and resources necessary for the job.

In addition, the RCM will hold a workshop for the express purpose of covering the Conference Agenda Report (CAR) to familiarize our GSR's with motions in the report and to ease the voting process.

**8. Alternate RCM (required clean time 2 years):** The Alternate RCM will attend all ASC and RSC meetings as well as fill in for the RCM if he or she is absent or for any reason unable to complete the term of office.

**9. Policy:** The Policy subcommittee consists of a chairperson who will maintain the ASC Policy Handbook to ensure it is up-to-date with any policy changes. The policy chairperson assists at the ASC to ensure that policy procedures are being upheld and answer questions regarding policy. As the ASC Policy Handbook was established and approved through the ASC, with the help of willing addicts, it is now only necessary to establish a full subcommittee on an as needed basis. Tools to provide adequate guidance for most issues/questions will be

addressed through the following steps: Tar-Roanoke Policy Handbook; The 12 Concepts; and The Guide to Local Service. It should be remembered that this policy and guidelines are designed to help keep things simple.

**10. Other ASC Officers:** The ASC may create other offices when and if the need arises by a majority vote.

**11. Attendance Policy for ASC Officers:** All ASC officers are required to attend all ASC meetings. Failure to attend two consecutive meetings or a total of four meetings during a term of office is considered grounds for removal. Officers who are going to be absent are required to notify the ASC Chairperson and to submit a normal written report. The ASC may excuse an absence if it so desires

**12. Removal of ASC Officers:** Any officer may be removed by a simple majority vote of the ASC. Grounds for removal can include (but are not limited to): failure to perform duties as indicated in this manual (or as assigned by ASC), failure to follow ASC attendance policy, misappropriation or embezzlement of ASC funds, or relapse. A motion to remove an ASC officer shall be handled in accordance with normal ASC procedure. It is recommended that such a step not be taken lightly. The ASC should determine the validity of any charges before voting on a motion to remove any officer.

### SECTION III: SUBCOMMITTEES

In some ways, the relationship between an ASC and its subcommittees is very similar to the relationship between NA groups and their ASC; in others, it is quite different. Just as groups create an area committee to help them fulfill their primary purpose, so the ASC creates subcommittees to do the actual work involved in delivering its direct services—H&I, PI, phone lines, activities, and the rest. If area subcommittees are to serve effectively, the ASC must delegate them sufficient authority to exercise their best judgment in fulfilling their duties.

However, because an area committee must account to the groups for the actions of its subcommittees, ASCs generally maintain a somewhat tighter rein on their subcommittees than groups do on their area committees.

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

**Hospitals and Institutions:** Hospitals and institutions subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing our message.

*Treatment panels* are conducted for patients at addiction treatment centers, mental health facilities, and therapeutic communities. *Correctional panels* are held for inmates at jails, prisons, and forensic hospitals. The *Hospitals and Institutions Handbook*, available from your local H&I subcommittee or by writing the World Service Office, explains more about how to conduct panels, interact with facility administrators, and organize subcommittee work. The amount of work your local H&I subcommittee does will depend on a variety of factors: the number of treatment and correctional facilities in your area, the number of NA members in your area who are interested in H&I service, and the amount of collective experience in H&I work in your NA community.

H&I subcommittee responsibilities sometimes overlap those of the local public information subcommittee. For this reason, we encourage H&I and PI subcommittees to closely cooperate with one another. In some areas, H&I and PI subcommittees regularly send one or two members to each other's meetings to maintain communications, thereby minimizing the potential for conflict in these two key fields of service.

**Public Relations:** The general mission of your area public relations subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous.

Services provided by PR subcommittees vary widely from area to area. The simplest kind of PR project is the production and distribution of fliers throughout the community announcing that NA is available and that more information can be had either by calling the local NA information phone line or by attending an NA meeting. As PR subcommittees become better developed, they often conduct public meetings for community members, distribute public service announcements to local radio and television stations, and respond to public media inquiries. Some PR subcommittees develop separate working groups called CPC panels (short for *cooperation with the professional community*) to focus especially on the NA community's relations with local treatment professionals. *A Guide to Public Information*, available from your local PR subcommittee or by writing the World Service Office, provides detailed information on conducting a wide range of projects designed to increase community awareness of Narcotics Anonymous.

Many public relations projects serve primarily to encourage people to call the local phone line for more information on NA. Because of the close link between PI and phone line work, it will often benefit these two subcommittees to cultivate close relationships with one another. Some phone line and PR subcommittees make it a standard policy to send members to one another's meetings to better facilitate communication between the two. In some areas, a single subcommittee administers both the phone line and NA's public relations program.

**Activities:** Dances, picnics, campouts, special speaker meetings—these events are put on by area activities subcommittees. Activities like these can provide a greater sense of community for the local NA Fellowship and produce additional area income. It should always be kept in mind, however, that these functions are designed to enhance NA's primary purpose, not to replace group contributions in funding area services.

A couple of remarks must be made regarding legalities relevant to NA activities. Most activities subcommittees distribute fliers announcing their next event to NA groups in the area. If your subcommittee's flier displays one of the NA logos, a small circled letter "R" (it looks like this: ®) should appear to the right of the logo. This mark shows that the logo is a registered trademark of Narcotics Anonymous worldwide and helps protect the logo from misuse outside the fellowship. For more information, see the bulletin, *Internal Use of NA Intellectual Property*, at the end of the Local Guide to Service (page 112).

Some activities subcommittees have conducted raffles of one sort or another either as separate fundraising efforts or as parts of another activity. It should be noted that in many US states and in some other countries such raffles are considered gambling and, as such, are illegal. Activities subcommittees should also consider whether raffles, especially cash raffles or lotteries,

appeal more to the spirit of self-interest than the spirit of voluntary support implicit in our Seventh Tradition.

**Outreach:** Outreach subcommittees serve as the outstretched hand of an established NA community to isolated groups and addicts, particularly in large rural areas. By phone, by mail, and by car they make sure that no group and no addict has to go through it alone if at all possible. The subcommittee helps keep geographically isolated groups and addicts in touch with the mainstream of the NA Fellowship.

The outreach subcommittee is not the only subcommittee concerned with reaching out to isolated addicts. Sometimes addicts are isolated by factors other than geography: social, economic, and cultural factors, for instance. PI, H&I, and phone line subcommittees can help an area committee focus additional attention on the needs of addicts in our own communities who, for one reason or another, have not found NA accessible. Area service committees and their subcommittees need to do whatever they can to ensure that recovery is available to any addict who seeks it, “regardless of age, race, sexual identity, creed, religion, or lack of religion.” Area subcommittees engaging in community outreach activities may find help by contacting the World Service Office.

## SECTION IV: AREA INVENTORY

Some area committees set aside one day each year for conducting an area service inventory. Why? For much the same reason as NA members do personal inventories: to stop, consider their actions and attitudes, and rededicate themselves to their ideals. The area inventory considers three general topics:

A. How well has the area committee done this year at serving the *groups*, and how can it better serve them in the coming year?

B. How well has the area committee served the larger *community*, and how can the committee better serve the community-at-large?

C. How well has the area committee done at supporting NA's *regional and world services*? How can the area provide better support for these services?

A substantial amount of preparation is required on everyone's part for an effective area inventory. GSRs, officers, and subcommittees must take a fearless, searching look at their work over the last year and come to the inventory session prepared to review their roles on the committee. GSRs should spend time with their groups considering what needs might be addressed by the area committee in the next year and come to the inventory session with ideas in hand. Officers and subcommittees should take the time to look at the make-up of the larger community in which they live, ask themselves how NA could be more effective in reaching out to that community, and be prepared to share their thoughts with the entire area committee. And perhaps most importantly, all area committee participants should make an extra effort to prepare themselves spiritually to make the most of the area inventory meeting. Materials available from your World Service Office may provide additional help, especially in developing an agenda for your inventory session.

Having conducted an area inventory, many committees will come to the conclusion that certain aspects of their work need to be altered. It should be remembered that there is no one model for area service committees that will be completely appropriate to all areas. A number of factors will affect the kinds of services an area committee offers and the ways in which it offers them: community size, number of meetings, availability of experienced NA members, geography, local laws and customs, and other such considerations. What works in a major metropolitan setting probably won't work at all in a rural community.

What will work in any setting is an effort to maintain sensitivity to the needs of the groups and the community. Each area committee will, to a great degree, have to find its own way of effectively providing services to those groups and the larger community of which those groups are a part.

Versatility is called for. Area committees in small or mid-sized communities may see fit to combine the work of some subcommittees, while well-established metropolitan committees might find themselves with a large number of highly specialized subcommittees, each with its own specific focus. Given reasonable consideration, an area committee should not be afraid to configure its services in whatever way it sees fit so that it may help carry the NA message in the most effective way possible.

## SECTION V: AREA BUDGETING

A budget helps an area committee be a better manager of the funds it receives. The basic process for developing an area committee budget is pretty simple; for your convenience, a budget worksheet has been included in the *Treasurer's Handbook*, available from your World Service Office. On a quarterly or annual basis, administrative officers and subcommittee chairpersons present their plans for the next work period along with estimates of how much that work will cost. By comparing the projected work plans and expenses with income reports from the last work period, the area committee will have a pretty good idea of how feasible the budget proposal is and can vote to either adopt it or alter it.

Narcotics Anonymous groups directly support area, regional, and world services from money left over after covering their own expenses. Area committees, after setting money aside to cover budgeted expenses, are encouraged to do the same with their surplus funds, sending it on to the other levels of the service structure.

### FUND FLOW

- A. Groups donate directly to Area
- B. Areas serve as funnels for all groups
- C. Areas may donate excess funds to region or world
- D. Region may donate excess funds to world

## SECTION VI: TAR-ROANOKE ASC FINANCIAL POLICIES

- A. The Area shall place all funds in a non-interest earning account, in keeping with our seventh tradition.
- B. There shall be two signatures required on all checks. One signature must be the treasurer or alternate treasurer. The other signature must be either the chairperson or secretary.
- C. Reimbursement to subcommittee chairs shall be made by check.
- D. Anyone needing money from the Treasurer must fill out a motion form. Receipts will be required when requesting reimbursement for approved expenses and/or after an advance has been made. They are to be submitted to the Treasurer at the next ASC meeting after the funds have been spent. Receipts are required for gas or mileage. Whenever an advance is made, the treasurer will not advance any further funds until the appropriate receipts are received.
- E. If a subcommittee or member needs more money than the amount in their pre-approved monthly budget, it shall require a two-thirds majority vote of the ASC.
- F. The ASC Treasurer will administer pre-approved subcommittee allocations in the following amounts:
- Treasury Expenses (\$25.00/month) (approved 4/7/2012)
  - Secretary Expenses
  - Policy Expenses
  - H&I Expenses
  - Activities Expenses
  - Outreach Expenses (\$25.00/month) (approved 9/7/13)
  - Public Relations Expenses (\$20.00/month) (approved 11/2/13)

Funds not used in a given month will be added to the next month. No funds will be retroactive past three months unless approved by the ASC. If necessary, the monthly budgets may be decreased on a temporary basis by a simple majority vote of the ASC without affecting pre-approved guidelines.

- G. The ASC fiscal year shall run from January 1 to December 31.
- H. ASC Travel Funding Policy (All persons traveling for Area business are urged to be prudent with ASC funds. Any monies not used must be returned to the ASC).
1. The ASC will provide travel funding to the RCM, RCM-Alternate and subcommittee chairpersons that are required by policy or asked by this body to travel to regional or other meetings. Funding for travel will be as follows: current

Federal guideline for mileage reimbursement from home physical address. There will be no meal or overnight expenses. However, in an event of an overnight situation, the ASC will take a vote. Travel verification by MapQuest printout. (approved 7/13/13)

2. All travel expenditures are tied to the availability of funds and may be limited or reduced based on such availability.
  - I. Any expense that will take us below prudent reserve needs to be presented to this body for approval prior to writing check.
  - J. It is suggested that each home group make regular contributions to the ASC, in an amount determined by the group. The Treasurer must give receipts to GSRs who make donations.
  - K. Each group is responsible for its own tax liability.
  - L. The Treasurer shall submit, with their monthly written report, a monthly financial statement to the Tar-Roanoke ASC. This statement shall include a reconciled copy of the previous month's bank statement.

## SECTION VII: TAR-ROANOKE ASC TREASURER PROCEDURAL MANUAL

Upon new election of officers, the Treasurer is to obtain a new signature card from the bank and have all appropriate officers sign it and then return it to the bank as soon as possible.

### **Preparing Report**

#### Reporting Income

- 1- The beginning balance of the report is always the ending balance of the previous months report. \*Bank statements will e presented to this body one month in the rears due to the timeline they are mailed out they are not always available prior to ASC, and when they are it puts a burden on treasurer to have to wait to last minute to do report (approved by consensus 6/20/12).
- 2- Enter the beginning balance as a line item.
- 3- Enter all income on separate line items.
  - All group donations
  - All returns
  - All other income with a description
- 4- Add all income to the beginning balance and show income total on a line item.
  - All transactions prior to the area meeting are to be reported for that area meeting.
  - All Transactions at the area meeting are to be reported at the next area meeting.

#### Reporting Expenses

- 1- All checks require a check request form turned in to the treasurer before checks will be written.
- 2- Please refer to the area policy for current subcommittee monthly budgets.

Example:

- ~~Treasury Expenses (\$25.00/month)~~
- 3- All subcommittees must have a receipt for monies advanced at the next area meeting before any further checks will be written.
  - 4- Enter all expenses on separate line items.
    - All checks
    - All cash disbursements
    - All miscellaneous expenses with a description
  - 5- Subtract all expenses from the beginning balance and show expenses total on a line item.
    - All transactions prior to the area meeting are to be reported for that area meeting.
    - All Transactions at the area meeting are to be reported at the next area meeting.

### Ending Balance

- 1- The ending balance includes the beginning balance plus total income minus total expenses.

### Area Subcommittees

- 1- Please refer to the area policy guidelines on expense reimbursement.

### Area Expenses

- 1- Monthly rent to hosting facility (\$50.00)
  - Mail to: Hosting facility
- 2- Treasurer's expenses (envelopes, stamps, etc.)
  - Must have receipts
- 3- Area meeting directories check written.
  - Receipt required for check amount
- 4- Post office box fees are due every 6 months.
- 5- All monies above prudent reserve (\$750.00) to be donated to NA World Services as follows:
  - NA World Service – 100%  
Mail to:  
NAWS  
PO Box 9999  
Van Nuys, Ca 91409-9999

### Group Donation Report

Take in all money from group G.S.R.'s at the Area Meeting. Count money in front of the G.S.R. If they try to walk away, tell them to wait and watch you count and record the money they are donating to ensure it is correct. We accept checks, money orders, and cash. If you are given a check, stamp the back with the deposit only stamp. We DO NOT accept coins of any kind. The bank does not allow coins in the night depository. Record the amount donated under the proper home group and month. After all monies are collected, total it on the bottom of the donation sheet. Count money donated again to ensure it matches the total on the bottom of the donation sheet. Fill out a bank deposit slip from the check book, fill out a deposit bag, and tear off the plastic tab to retain for our records. Fill out the front of the bag completely with the bank name, account name, amount deposited, and account number. Put all money and deposit slip in the bag and seal it.

Write out receipts from the receipt book with the home group's name, date, amount donated, ASC donation and sign the receipt. Give receipts to a G.S.R. to pass around the meeting. Collect any receipts not taken and put them back in the receipt book to be given out again the following month.

Take the filled out deposit bag to BB&T on Winstead Ave in Rocky Mount, NC, and deposit it into the night depository box.

#### Balancing the Check Book

- 1- A bank statement from the previous month will be used for reconciliation of the check book.
- 2- Check all cleared checks & deposits to make sure the bank and Treasurer recorded them correctly and there are no errors.
- 3- On the bank statement, record all deposits that are not reported on the statement and total them on a single line item.
- 4- On the bank statement, record all outstanding checks that are not reported on the statement and total them on a single line item.
- 5- Take the bank statement closing balance, add the total outstanding deposits, and subtract the total outstanding checks. This balance should match the ending balance in the check register and the ending balance of the Treasurer's Report.

#### Area P. O. Box

The Tar-Roanoke ASC's mailing address is P.O. Box 8036 Rocky Mount, NC 27804. The mail is to be retrieved prior to generating the Treasurer's Report.

#### Area Reporting

Take Treasurer's Report Letter, Treasurer's Report, Bank Statement with reconciliation, and the Home Group Donation Sheet to a copying center and make the appropriate number of copies based on the registered number of Home Groups. This is to be stapled together and handed out to all G.S.R.'s and a copy must be given to the Area Secretary to be included in the Area Minutes. Also the Treasurer shall keep the originals of the report to be filed with the treasurer's records.

## SECTION VIII: LEARNING DAYS, WORKSHOPS

Learning days and workshops sponsored by area subcommittees are valuable tools for increasing area members' awareness of the work conducted by the area committee. For most fields of service—H&I, PI, phone lines, etc.— complete descriptions of how to conduct local learning days and workshops are provided in the respective service handbooks. Many area committees also conduct topical workshops on the Twelve Traditions and Twelve Concepts for NA Service, sponsorship, and other subjects. If experience in a particular subject or field of service is low in your area, you can work with your regional committee to organize a workshop to help strengthen understanding of that branch of service in your area.

Group service workshops can help trusted servants of local groups focus on their primary purpose and the tools available for fulfilling it. Some group service workshops begin with members of the area committee sharing their experience in different group service positions, using the chapter on the NA group from *A Guide to Local Services* as a reference. The workshop can then be opened for discussion or questions from those attending. Others break up into small groups to review different topics relevant to group services—meeting formats, for example, relations with the community, or group business meetings. However it's conducted, a group service workshop is one direct way for the members of an area committee to share their experience with the groups they serve.

## SECTION IX: CREATING NEW AREA COMMITTEES

As Narcotics Anonymous grows, groups are formed each year where no area service structure exists. The first priority of such groups is, of course, getting the group on its feet and developing stable meetings. In larger communities, a stable group often sprouts new groups and new meetings. At some point, those groups begin to think about creating a common committee for themselves—what we call an area service committee—to serve their mutual needs and make it easier for them to pool their efforts in reaching out to the community. Groups considering the formation of a new area committee can tap the experience of their regional service committee or, if no regional service committee exists, the World Service Office.

Some new area committees try to start up all at once with a full complement of administrative officers and subcommittees, monthly dances, a convention, and a local service center. Area committees, which try to do this, may sorely disappoint themselves. Remember: first things first.

Area committees are formed, first, to strengthen the groups that create them. Before an area committee can start serving the community, the groups, which make up that area must be on solid footing. An area committee just beginning its service journey may exist primarily as an environment in which groups can share their strengths and solutions with one another. The new area committee might also consider focusing a considerable amount of its attention on the study of NA's Twelve Traditions and Twelve Concepts for NA Service. An area committee that takes care to establish a firm foundation before attempting to erect even a simple service structure will not be likely to regret the time taken in doing so.

Once the new area committee has established a pattern of facilitating communication among the groups and nurturing an understanding among its members of the principles behind NA service, it will be ready to begin providing simple direct services to the groups and the community. Fellowship gatherings—learning forums, cooperative speaker meetings, dances, picnics, and the like—require a minimum of organization yet can go a long way toward increasing unity among the groups in the area. Meeting lists and posters distributed in the community can help direct more addicts to more meetings. Direct services don't have to be grand, complicated, expensive enterprises to be effective in promoting unity and carrying the recovery message. New area committees will do well to start with simple projects.

There are a few more things a new area committee will want to keep in mind, both in its initial formation and in its first few years of operation. First is the need to share the workload, ensuring that no one person is burdened with most of the area committee's work. Not all NA members in the area will be interested in serving on the area committee; most, in fact, will be

satisfied to fulfill their primary commitment to their groups, leaving the area service committee to others. But those who are involved in the area committee should see to it that committee work is divided evenly among them. A committee supported primarily by one member is too vulnerable to collapse should that lone individual begin to suffer from “trusted servant burnout” or become unavailable for some other reason. If only a few members are involved in an area committee, they should consider keeping their workload light rather than overreaching their capacity.

A second consideration for new area committees is the idea of making a commitment to meet regularly—once a month, if possible. Most new committees will be occupying themselves primarily with developing means of supporting member-groups and the study of NA traditions and concepts of service. Those agenda items require regular, concentrated attention as the area committee establishes its foundation. A commitment to meet regularly, right from the start, helps keep that need in the foreground.

Finally, the new area committee will greatly benefit from continued contact with its regional service committee, with neighboring area committees, and in some cases with groups and service committees in neighboring countries. Just as individual addicts don’t often make it on their own, area committees can greatly benefit from the shared experience, strength, and hope of those who’ve gone before them. None of us has to do it alone—not anymore.