

# COASCNA-- Area All Service Learning Day

March 04, 2018

## MATERIALS

### Guide to Local Service

<https://www.na.org/admin/include/spaw2/uploads/pdf/GLS.pdf>

### 12 Concepts

[https://www.na.org/admin/include/spaw2/uploads/pdf/litfiles/us\\_english/Booklet/Twelve%20Concepts.pdf](https://www.na.org/admin/include/spaw2/uploads/pdf/litfiles/us_english/Booklet/Twelve%20Concepts.pdf)

## STRONG GROUPS

### The Group Guide

[https://na.org/admin/include/spaw2/uploads/pdf/litfiles/us\\_english/Booklet/Group%20Booklet.pdf](https://na.org/admin/include/spaw2/uploads/pdf/litfiles/us_english/Booklet/Group%20Booklet.pdf)

### Group Trusted Servants: Roles and Responsibilities

[https://na.org/admin/include/spaw2/uploads/pdf/litfiles/us\\_english/Booklet/Group%20Booklet.pdf](https://na.org/admin/include/spaw2/uploads/pdf/litfiles/us_english/Booklet/Group%20Booklet.pdf)

### Definition and Purpose

NA groups are local, informal associations of recovering addicts. They are the foundation of the NA service structure. Groups are formed for the primary purpose of carrying the NA message of recovery, and all their activities should reflect that purpose.

NA groups—not NA meetings—are the foundation of the NA service structure.

Conducting Narcotics Anonymous meetings is the primary activity of an NA group. The group may conduct its own affairs in whatever way seems fit to its members, provided the group's actions are consistent with NA's Twelve Traditions, and do not adversely affect other groups or the entire NA Fellowship. In the conduct of the affairs of NA as a whole, the groups delegate to the rest of the service structure the responsibility for the fulfillment of NA services. Group service representatives (GSRs) are elected to participate on behalf of the groups in the area committee and the regional assembly.

### The Home Group

In some NA communities, it has become customary for members of the fellowship to make a personal commitment to support one particular group—their “home group.” Though this custom is not universal, many believe its practice can benefit the individual member as well as the group. For the

individual member, it can provide a stable recovery base, a place to call “home,” a place to know and be known by other recovering addicts. For the group, it ensures the support of a core of regular, committed members. A strong home group can also foster a spirit of camaraderie among its members that makes the group more attractive to and more supportive of newcomers.

The home group provides many opportunities for us to involve ourselves in the NA Fellowship, making it a great place for us to start giving back what Narcotics Anonymous has so freely given us. In committing to our home group, we make a personal commitment to NA unity. That commitment not only enhances our own recovery, it helps ensure recovery is available for others. Our home group also gives us a place in which to participate in NA’s decision-making processes.

Rotation is the practice many groups have of electing new people to service positions at set intervals rather than having the same person serve in the same position year after year. Rotation offers very definite benefits for the groups who practice it. By providing diversity in leadership, it helps a group stay fresh and energetic. It provides assurance that no one individual exercises so much influence that the group becomes a mere extension of his or her personality. The practice of rotation also reinforces the NA emphasis on service rather than the servant, consistent with our belief in the value of spiritual anonymity—what’s important is the job being done, not the particular person doing it.

### What responsibility does an NA Group have?

The first and most important responsibility of any NA group—its “primary purpose,” according to the Fifth Tradition—is “to carry the message to the addict who still suffers.” And the single most important thing a group can do to fulfill that primary purpose is to conduct meetings that provide a welcoming atmosphere in which NA recovery can be effectively shared between addicts. Groups conduct the details of their meetings in very different ways, but all of them seek the same end: to make recovery from addiction available to any addict in the community who seeks it.

As the foundation of the worldwide NA service structure, groups have another responsibility: to help their members develop an understanding of the Twelve Traditions and the Twelve Concepts for NA Service. By doing so, groups take part in the continuing evolution of the Fellowship of Narcotics Anonymous as well as providing for themselves an understanding of how the highest ideals of our fellowship can be applied in their activities.

### HOW CAN OUR GROUP SUPPORT OTHER NA SERVICES?

The Second Concept for NA Service says that the NA groups bear the final responsibility and authority for all the services of the extended NA Fellowship. Each group should send stable, active GSRs to participate in the work of the

service structure on the group's behalf. And each group should consider how best to provide the funds the NA service structure needs to do its work.

## HOW THE GROUPS CREATE AND GUIDE THE ASC

Groups create the ASC to carry the message to the addict who still suffers, and the message of our existence to the general public, in ways that the group would find difficult if not impossible, and which would detract them from directly carrying the message via NA Meetings.

Groups have the responsibility to fund the ASC for it to carry out the direction of the groups (taking meetings to treatment centers, developing Public Service Announcements, hosting activities like the Addithon and Unity Day, maintaining an office and a 24/7 phone line, etc). These funds come in the form of donations from the groups, which come from the 7<sup>th</sup> tradition basket that is passed at each meeting.

Groups also have the responsibility to give the ASC direction and oversight, while still giving the ASC enough flexibility to carry out its mission. The Groups do this by electing a GSR who attends the monthly ASC meetings. The GSRs are the only voting members of the ASC body, and so they ultimately direct ASC in everything it does.

## CHAIR / VICE CHAIR / ADMIN BODY

The chair/vice chair/admin body facilitate the ASC meetings so they run smoothly as a business meeting, starting and ending on time, and are productive. They admin body is entrusted by the entire ASC service body to keep things moving.

The area committee is the primary means by which the services of a local NA community are administered. The area committee is composed of group service representatives, administrative officers (chairperson, vice chairperson, secretary, treasurer), subcommittee chairpersons, and the area's regional committee members. The area committee elects its own officers, subcommittee chairpersons, and RCMs. Nominations are in May, and voting is in June.

Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs—and through them, in the area committee—for the necessary work to get done.

NA groups also send money to the area committee, money needed to coordinate panels, maintain phonedlines, and conduct public information

activities. Through their contributions of money and manpower, the groups exercise both their responsibility and their authority for NA services.

## RCM

Regional committee members are just that: They serve as the core of the regional service committee, a body which coordinates service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly. The regional committee also serves year around as a contact point between NA world and local services.

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

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

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

## TREASURER

The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren't properly accounted for. It's recommended that areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful.

The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area

committee at each of its meetings. As the administrator of the area’s unified general fund, the treasurer is also responsible to prepare an annual budget for the area committee. The Treasurer’s Handbook, available from the World Service Office, contains a more detailed description of the treasurer’s job and most of the forms treasurers need for keeping their records.

## ADDITHON – AD HOC

The Addithon is a yearly marathon of meetings held during the Christmas holiday. It starts at 9am on Christmas Eve, and last for 39 hours, until midnight on Christmas Day. There are round-the-clock meetings conducted by area groups that have signed up for a specific time slot. There’s food, speaker meetings, dancing, and lots of fun times with your recovery family.

## HOSPITALS & 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.

Here are the current commitments covered by our H&I subcommittee:

Facility	Day of Week	Time	Frequency	Panel
CBCF – Men (Community Based Correctional Facility)	Alternates; Friday on one week and then on Saturday the next week. So the meeting is once per week, but it alternates between Friday and Saturday.	7:00 p.m.	Bi-weekly	Chuck M
CBCF (Women)	Thursday	6:00PM	Weekly	Samantha
Corrections Reception Center	Wednesday	6:00 p.m.	2nd and 4th	Fred P
Delaware County Jail	Saturday	6:00	Weekly	Larry K
Delaware County Jail	Sunday	6:00	Weekly	OPEN
Dublin Springs	Tuesday	7:00pm	Weekly	Yusuf E
FCCCI – Franklin Co.	Monday	7:00	Weekly	Terence H

London OH Correctional Institution	Thursday	6:00 p.m.	3rd Week	John G
Madison OH	Tuesday	6:30	Weekly	OPEN
Maryhaven (Detox)	Sunday	12:30	Weekly	Patti H.
ORW (Ohio Reformatory for Women; in Marysville, OH)	Monday	6:00 p.m.	3rd and 4th	Vicky J
Parkside – Detox	Friday	7:30	Weekly	Ben P
Parkside – Information	Monday	6:00	Weekly	Andrew W
Pickaway Co. Jail (in Circleville)	Tuesday	6:00 p.m.	Bi-weekly	Troy S / Chuck H
Recovery Works – treatment center on the north outerbelt	Thursday	7:00pm	Weekly	Patrick H
Salvation Army	Thursday	7:30	Weekly	Thomas
Workhouse – Men (aka, FCCC – II, on Jackson Pike)	Saturday	1:30 p.m.	Weekly	Terence H
Workhouse – Women	Saturday	12:00	Weekly	Vicky J /

## OFFICE

The office is staffed with volunteers who are NA members. During business hours (which are posted on the homepage of our website), groups and individuals can come and purchase literature, keytags, medallions, and the like. They can also print fliers for upcoming events to take to their groups and pick up copies of paper schedules. The office does about \$4,000 in sales each month.

The office also maintains a phonenumber that is staffed by NA volunteer members. The phone line is available 24/7.

The office can be used rent free as meeting space for subcommittees. It can also be used as a storage area for some items.

The Area Office is a non profit (which is helpful in many ways probably, but also helps the PR subcommittee get not-for profit PSAs done with the media).

## 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.

Many groups also put on activities, some as fundraisers and some as low-key safe spaces for addicts to gather.

## NEWSLETTER

Some areas form subcommittees which publish local newsletters which list area and regional events. Some newsletters also run articles on local service activities and members' recovery experiences. Keep in mind that NA newsletters are often read as if they speak for Narcotics Anonymous as a whole, no matter how many disclaimers the newsletter subcommittee prints. That's why we encourage the area committee to take special heed of the Fifth Concept when creating this subcommittee, ensuring the newsletter has a responsible editorial policy. A Handbook for NA Newsletters, available from the World Service Office, provides more information on the work of the newsletter subcommittee.

## 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. PR, H&I, and phonline 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.”

## COACNA

COACNA stands for the Central Ohio Area Convention of Narcotics Anonymous. It is held once every two years. The next one will be early January, 2020. It is called COACNA 28; the theme has not been decided yet (see below for more info about the 2020 theme).

There are many subcommittees and individual positions within the COACNA Committee: Registration, programing, fundraising, welcoming, treasurer, secretary, hotel hospitality, merchandising, serenity keepers, arts & graphics. It takes a lot of work, organization, coordination and cooperation to pull off a great conference.

One of the main goals of many of us who work on, or do work on behalf of, the COACNA committee is to foster a sense of unity, diversity and inclusion among the wild, weird wonderful world of our fellowship.

Many of the larger Areas in our Ohio Region have conventions. Dayton has one in July and Cincinnati has one in November. The Ohio Region also has a yearly convention, usually in May.

Other nearby Regions, and Areas within those regions also have conventions.

COACNA hosts many fundraising and speaker jam events throughout the 2 year cycle to build and maintain enthusiasm for the Convention (which is always very popular and well attended). They are planning on having a chili cook off fundraiser in April or May. NA Groups in our Area can enter a chili, and each group that does so can also pitch its idea for the theme of the convention (each group will be allowed one person to speak briefly on their idea for the 2020 theme). More details to come, but please plan on joining us.

## PUBLIC RELATIONS

### PR Handbook

[https://www.na.org/admin/include/spaw2/uploads/pdf/PR/PR\\_Handbook\\_2016.pdf](https://www.na.org/admin/include/spaw2/uploads/pdf/PR/PR_Handbook_2016.pdf)

### PR Basics

[https://na.org/admin/include/spaw2/uploads/pdf/PR/PR\\_Basics.pdf](https://na.org/admin/include/spaw2/uploads/pdf/PR/PR_Basics.pdf)

The 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 phoneline, visiting the website, or by attending an NA meeting.

We also organize community presentations that are open to the public, or arrange to give talks to individual groups, such as the Columbus Dispatch brown bag lunch and learn, and the 4-H and Ohio Farm Bureau.

We staff tables such as at Gay Pride in June and at the African American Male Wellness Walk in August, and attend and staff Opioid Epidemic Summits and other events.

We give interviews to magazines and radio stations, and work on developing relationships with educators, treatment centers, youth drop in centers, etc.

Also, we do work to help NA be a credible program of recovery. With help from PR one group did numerous speaker panels on things like NA and Persons Receiving Medically Assisted Treatment; being a GSR; youth in recovery; traditions; service work through H&I, etc. (Other groups, not affiliated with PR, do a number of events that strengthen our fellowship too. Better Late Than Never has biennial fund raisers with service-related themes and speakers; the Wednesday night Grandview meeting had a spiritual retreat last summer; the Thursday Grandview meeting has an annual "Friendsgiving" on Thanksgiving Day, and many groups have low-key anniversary parties that help bring the fellowship together.)

The PR subcommittee also organized the precursor to this event, which was a service party in October 2016. We also put on a Regardless Of party to promote unity in May of 2017.

Lately we are putting some focus on shoring up our website. Last October we moved it to a WordPress platform so that it would be compatible with all devices. This helps our credibility, and makes it easier for addicts to find us. It also allows for easier rotation of service since you don't need to know computer programming to maintain the website. We have also set up a Twitter and Instagram account, and a Facebook PR page, so that people can follow us and get up-to-the minute info on meeting changes, office closures, and upcoming events. The Twitter account has a number of Arabic followers, we believe because they saw a specific flier at the four libraries we're stocking. You can follow us on Twitter, Instagram and FB by going to our website and clicking on the appropriate icon.

Finally, we keep the paper schedule up to date. (Just a quick note... NA groups, treatments centers and the like can print up-to-date paper schedules directly from our website, rather than having to go to the Area Office. You just need a printer and 8.5 x 11 paper (also known as legal size paper).

## UNITY DAY – AD HOC

Unity Day is held once per year. There's also an NA World Unity Day held every year in early September. Here is a link to their announcement from 2017:  
[https://www.na.org/admin/include/spaw2/uploads/pdf/nawsevents/2017 UnityDay.pdf](https://www.na.org/admin/include/spaw2/uploads/pdf/nawsevents/2017%20UnityDay.pdf)

## NEW YEAR'S EVE – AD HOC

New Year's Eve is similar to the Addithon in that it gives us addicts a safe place to gather during a holiday that might be difficult for many in the fellowship. There's food, dancing, games and other merriment. The chairperson is elected each year a few months prior to the event.

## SECRETARY

Area secretaries handle all their committees' paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within a reasonable period of time after each meeting.