

***CENTRAL OHIO AREA OF NARCOTICS ANONYMOUS
WRITING STEPS FOR RECOVERY GUIDELINES; Revised 3/2023***

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**I. Writing Steps for Recovery (WSR) Subcommittee
General Purpose**

Our primary purpose is to provide a Step Guide to work the Twelve Steps of Narcotics Anonymous to those people who are incarcerated in an institution and are not able to meet potential Step Guides at their local N.A. meetings. WSR services are provided by mail only.

Step guidance is provided until release.

Our mission is to help ensure that any addict seeking recovery through a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous has the opportunity to do so, even in an institution.

**II. WSR Subcommittee
Address**

Writing Steps for Recovery (WSR) Subcommittee
% COAONA
1313 E. Broad St.
Columbus, OH 43205-1503.

**III. WSR Subcommittee
Membership**

The WSR subcommittee shall consist of the administrative officers: Chairperson, Vice-Chairperson, Secretary/Web Servant/Archivist, Alt. Secretary/Web Servant/Archivist, Clerks (when working with office volunteers), Step Guides, as well as any interested NA members. All WSR subcommittee members except the Chairperson may bring motions to the floor. All voting members may participate in the decision-making process in order to arrive at a group conscience.

**IV. WSR Subcommittee
Functions**

A. Committee

1. All letters will be received via the Area Service Office and logged by the WSR subcommittee.
2. No personal last names, addresses, or phone numbers of the Step Guides, committee members, or anyone else will be given to the Step writer.
3. Step Guides will use an alias only, as decided by the Step Guide and approved by the WSR subcommittee. It is required that the alias includes a first and last name (no nicknames).
4. A "Correspondence Only" agreement will be filed with the WSR subcommittee, prior to participation in step guidance.
5. Will screen potential Step Guides as to their willingness to follow the WSR Guidelines and Procedures.
6. Step guidance is provided until release, or at the discretion of the WSR subcommittee in specific cases requested by the Step Guides.
7. Will screen potential Step Writers and assign them to a Step Guide.
8. Is a resource to assist Areas and other NA service bodies in their WSR efforts by providing information and guidance (e.g. learning days, informational panels).

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B. Step Guides

1. Step Guides will have a Step Writer assigned by the WSR subcommittee.
 2. The Step Guide must have had no prior knowledge of their assigned Step Writer. This means they should never have met the person they will be assigned to guide at any time during their life.
 3. Step Guides will carry a clear NA message while working steps with their Step Writer. If the step Writer needs guidance, the subcommittee has resources available on options for writing steps through the mail.
 4. Step Guides will confirm with the Step Writer if they have access to literature, and if not, will instruct them on how to receive free IP's and a free book from NAWS. (The NAWS information is included on the resource sheet in the Step Writer's first response from the WSR, though the Step Guide may help suggest which book to order to help with step work)
 5. Upon completion of the Twelve Steps, if requested, the Step Writer may continue WSR correspondence to work the Twelve Traditions or start over on the Twelve Steps as the Step Guide suggests.
- C. No arrangements for rides, visits, loans, phone calls, materials for corresponding (including specific institutional guidelines), photos, books, drawings, tapes, or contacting family members/friends/lawyers/Parole Board will be made between the Step Guide and Step Writer.
- D. All rules and regulations of the facility will be followed.
- E. After the WSR committee member or Clerk(s) reads the first letter and pre-assignment work, all correspondence between the Step Guide and Step Writer is confidential.
- F. All correspondence will be sorted, and then distributed accordingly upon completion of assignments. Those who write in who do not complete the pairing process will have their initial letters filed. These will be held for 6 months and then shredded.
- G. Only inmate Step Writers with one (1) year or more remaining to serve will be assigned a Step Guide.
- H. The Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service will be followed.
- I. Only women will write women and only men will write men. LGBTQ+ Step Writer requests will be addressed on a case-by-case basis.
- J. The WSR committee will meet monthly or quarterly as determined by the subcommittee.
- K. All members of the WSR subcommittee are expected to attend meetings virtually, in person or by phone, or notify the Chair, Vice-Chair, or Secretary of their absence.
- L. Loss of clean time, non-fulfillment of duties, or missing two consecutive subcommittee meetings without prior notification to the Chairperson, Vice-Chairperson, Secretary may result in being removed from their commitment.
- M. The WSR subcommittee shall meet as needed to review guidelines and other business.
- N. The WSR subcommittee shall archive all contacts and procedures for use by future participants.

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V. WSR Subcommittee

Voting/Elections

- A. Voting members of the WSR subcommittee shall be the Vice-Chairperson, Secretary/Web Servant/Archivist, Alt. Secretary/Web Servant/ Archivist, active Step Guides and active members.
 - 1. Active members are WSR subcommittee members who have attended two (2) consecutive WSR subcommittee meetings.
 - 2. Voting members lose their vote upon the absence of two (2) consecutive meetings. Voting privileges will be reinstated after attendance of two (2) consecutive meetings.
- B. The Chairperson only has a vote in the case of a tie.
- C. In the spirit of rotation, all officers are elected for a term of one (1) year and are eligible for a second term of one (1) year.
- D. Nominations shall take place in May for all positions and elections shall take place in June for all positions except for Chairperson.
- E. Outgoing committee members are strongly encouraged to mentor their replacement for at least two (2) months.

VI. WSR Subcommittee

Qualifications and Responsibilities of Officers, Step Guides, and Members

A. Chairperson

Qualifications:

- 1. Is nominated by the WSR group conscience and must be elected by the COASCNA.
- 2. Complete abstinence from all drugs for three (3) years.
- 3. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.

Responsibilities:

- 1. Mediates all WSR subcommittee meetings with a general understanding of agreed-upon Parliamentary Procedures.
- 2. Is expected to attend each COASCNA meeting (or designates another member from the committee to attend); prepare, present, and archive written Chair Report, and adhere to all COASCNA guidelines.
- 3. With the assistance of the Secretary, helps set the Agenda.
- 4. Is a contact person for emails to/from the COASCNA website WSR address (wsrnaoh@gmail.com).
- 5. Sets up the facilities or an online platform for subcommittee meetings as needed.
- 6. Prepares a budget with the WSR subcommittee to be submitted for the approval of the COASCNA for their upcoming quarter/year.
- 7. Coordinates and is responsible for all work done by the WSR subcommittee.
- 8. Ensures that COASCNA and WSR guidelines and NA Traditions and Concepts are being followed.
- 9. Coordinates the Step guide screening process.
- 10. Maintains communications with all Step Guides and Officers.
- 11. Holds keys to the Area Office and picks up all mail regularly (coordinating all mail distribution accordingly, or designating committee help to coordinate all mail when there are no clerks).

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12. Is available to answer questions, give presentations, and participates (or delegates participation) in any WSR related panels or learning days.
13. Is responsible for reconciling and submitting invoices to the COASCNA Treasurer in a timely manner.
14. If necessary, may be removed by a simple majority vote of the WSR subcommittee or COASCNA.

B. Vice-Chairperson

Qualifications:

1. Is elected by the WSR subcommittee.
2. Complete abstinence from all drugs for two (2) years.
3. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service

Responsibilities:

1. Works with the Chairperson to ensure the smooth operation of the WSR subcommittee, using a general understanding of agreed-upon Parliamentary Procedures.
2. Performs the duties of the Chairperson when absent.
3. Is expected to attend COASCNA meetings and adhere to all COASCNA Guidelines if the chairperson cannot (or designates another member from the committee to attend).
4. May assist as contact person to/from the COASCNA website WSR address.
5. Order and inventory literature and maintain all receipts and submit accordingly.
5. If necessary, may be removed by a simple majority vote of the WSR subcommittee.

C. Secretary/Web Servant/Archivist

Qualifications:

1. Is elected by the WSR subcommittee.
2. Complete abstinence from all drugs for two (2) years.
3. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Clerical skills are highly suggested.
5. Must have knowledge of, and access to, computers and available web technologies, a valid email address, and printing capability.

Responsibilities:

1. Must keep an accurate set of minutes of all WSR subcommittee meetings; they should be ready and given to all committee members who request it within 14 days.
2. Creates the Agenda with the assistance of the Chair.
3. Files and archives the minutes and agenda with COASCNA at coascnasec@gmail.com, Step Guide report log, and contacts list.
4. Maintains (or delegates) Step Guide report log.
5. Will maintain an accurate and up-to-date list of all WSR Step Guides, their aliases, their addresses, and their phone numbers.
6. Ensures there is an electronic backup of documents available to the subcommittee.
7. Assists chair with online WSR step guide submissions or other website concerns.
8. Works with Area website host to maintain the WSR website tab.
9. Coordinates transfers of all information to the drive or COASCNA website.
10. Gives a report if necessary.
11. Is expected to train the incoming Secretary/Web Servant/Archivist.

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12. If necessary, may be removed by a simple majority vote of the WSR subcommittee.

D. Alt. Secretary/Web Servant/Archivist

Qualifications:

1. Is elected by the WSR subcommittee
2. Complete abstinence from all drugs for one (1) year.
3. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
4. Clerical skills are highly suggested.
5. Must have knowledge of and access to computers and available web technologies, a valid email address, and printing capability.

Responsibilities:

1. Performs the duties of the Secretary/Web Servant/Archivist when absent.
2. Assists Secretary/Web servant/Archivist with duties throughout term.
3. If necessary, may be removed by a simple majority vote of the WSR committee.

E. Clerk(s) (Area Office Volunteers)

Qualifications:

1. Volunteers at Area Office.

Responsibilities:

1. See Area Office Volunteer Policy and Clerks Procedure (when applicable).
2. Is posted at area office (when applicable)

F. Step Guides

Qualifications:

1. Complete abstinence from all drugs for two (2) years.
2. Must have completed all Twelve Steps with a NA Step Guide.
3. Must have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
4. Can utilize the *NA Step Working Guides*, *Narcotics Anonymous (Basic Text)*, *It Works: How and Why, Just for Today*, and *The Guiding Principles: The Spirit of Our Traditions* or any other NA approved literature.
5. Must be off parole/probation.
6. No convictions for at least one year

Responsibilities:

1. Step Guides must attend WSR subcommittee meetings either in person, by phone, virtually, or by submitting a written report.
2. Must meet all of the requirements of the screening process.
3. Must read and sign the WSR subcommittee Correspondence Only Agreement.
4. Must have an NA Sponsor and carry a clear NA message.
5. Must always keep in mind that we are members of the WSR subcommittee and NA as a whole when interacting with Step Writers.
6. A willingness and availability to reply to any letter within two weeks or less from the date the Step Guide receives the letter.
7. The Step Guide is responsible to report when he/she is no longer available to be a Step Guide to his/her assigned Step Writer(s) and to the WSR subcommittee.
8. Must abide by the guidelines of the WSR subcommittee and the rules of the institutions.
9. Provide instruction to each Step Writer in the ways to obtain literature that is required for step writing and institutionally appropriate.

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10. Provides current Step Writer information and updates the Step Guide Mail Log when picking up mail at the area office.
11. If necessary, may be removed by a simple majority vote of the WSR subcommittee.

G. Designated Committee Member

1. A member of the committee who voluntarily serves as representative of the group at the Area Service Committee meeting at the request of the chair or vice-chair.

H. Member

1. Any member of the NA fellowship who wishes to better carry the message by participating in the WSR subcommittee

VI. Attachments available upon request

1. Clerks' Procedures
 - 1.1. Step Writer First Letter
 - 1.2. Resource Sheet
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