

DASCNA Policy Subcommittee Guidelines 2014/2015

PURPOSE:

- To consider motions that will affect the policy of the Daytona ASC, and to consider whether or not the motion facilitates, inhibits, or has no effect on the ASC's ability to serve its member groups. To this end, we invite a loving God into the process, and ask:
 1. Does the motion conflict with any of the Twelve Steps, Twelve Traditions, or Twelve Concepts?
 2. Does the motion change or establish policy?
 3. What impact the motion may have on Daytona Area, (i.e. financial, spiritual, time etc.)
- To maintain current DASCNA Policy to help expedite DASCNA business effectively and efficiently.

RESPONSIBILITIES:

The policy subcommittee is responsible to review all motions that change or amend current DASCNA Policy and determine the specific part of policy that it affects, amends, or revises and to determine if the intent of the motion is in conflict with the Twelve Traditions, Twelve Concepts, A Guide to Local Service, or the current DASCNA Policy. The Policy Subcommittee will also transform the new amendments and revisions into clear and concise language in the part of the DASCNA policy that the motion amends or revises and create updated pages to be given to the members of the DASCNA.

Policy subcommittee will submit an annual updated policy package to all trusted servants of the DASCNA area floor, and update monthly as needed, by distributing only the revised pages of the policy package to all trusted servants. This is to include categorizing all approved motions into (i.e. voting, qualifications, duties and responsibilities, elections, subcommittee policy, etc.) so the ASC will be able to read and understand the Policy. The policy subcommittee will be responsible for keeping yellow copy of ASC motion forms and evidence of motions that effect policy change have been passed by the groups. The policy subcommittee will be responsible for keeping policy change records for the Policy Committee. The Policy Committee will also be responsible for maintaining the DASCNA archives and keeping them in order, in protective containers, at the DASCNA storage. The policy subcommittee will be responsible for keeping one motion form to be reproduced when supplies run low, and will be responsible for the task of having them reprinted.(Motion form printing is not included in Policy Budget as it is not an annual task.)The policy committee will be responsible for keeping the webpage information up to date by working with the DASCNA web servant.

MEMBERSHIP:

The Policy Committee is open to all members of N.A.

VOTING:

Any recovering addict who attends a Policy Sub-Committee meeting shall have a voice. Questions, differences in perspective, thoughtful discussion, and the presence of a loving God allows for a true group conscious.

QUALIFICATIONS AND RESPONSIBILITIES :**A. Chairperson:**

1. Two years suggested clean time.
2. Suggested one year prior experience in the Policy Committee, or similar related experience.
3. Should be actively involved in Narcotics Anonymous.
4. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Daytona Area Service Committee Policy.
5. The Policy Chair may not have another position on the DASCNA. (ASC members cannot hold two positions at ASC.)
6. The Policy Chair is required to attend, or send a policy committee representative, to all DASCNA business meetings, and Policy meetings.
7. The Chair Person shall facilitate the monthly Policy Sub-Committee meeting.
8. The Policy Committee Chairperson shall present at each ASC Meeting:
 - a) An oral report to the Area Floor, recapping Policy activities since the last ASC;
 - b) A written (typed) report submitted to the ASC Secretary, recapping Policy activities since the last ASC;
 - c) Will transmit the written report to the ASC Secretary via email within one week of the ASC meeting.
9. The Policy Chair is required to obtain all yellow copies of the ASC motion slips that pertain to DASCNA Policy changes to be given to the Policy Committee Secretary for records.
10. This is a one year commitment.
11. The Policy Chair will act as policy secretary if there is no policy vice chair or policy secretary.
12. If Policy Chairperson misses two consecutive ASC meetings the person shall be removed from the Policy Chairperson position.
13. The Policy Chair must remain for the duration of the entire ASC meeting. Leaving early from the ASC meeting two consecutive times will result in forfeiture of the Policy Chair position. Exceptions will only be considered in the event of an emergency.

B. Vice Chairperson:

1. There is a two year suggested clean time requirement. At the end of the first year, a vote of acclimation will be considered by the ASC, and Vice Chair shall become Chair.
2. Either a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Daytona Area Service Committee Policy, or a willingness to learn and grow.
3. The Policy vice chair should not hold another position at the DASCNA meeting.
4. The Policy Vice Chairperson will be required to attend the DASCNA meetings, if the Policy chair is going to be absent from the ASC meeting, and will be the acting Policy Chair at the ASC level.
5. The Policy Vice chair is responsible to act as policy secretary if there is no policy secretary.

C. SECRETARY:

1. There is a one day clean time requirement for this position.
2. The ability to listen, take notes and ask questions is considered highly valuable in this position.
3. Organizational skills will also be helpful in this position.
4. Willingness to learn and increase knowledge and understanding of the 12 Steps, 12 traditions, 12 Concepts, and the DASCNA Policy.
5. Being actively involved in Narcotics Anonymous is encouraged.
6. The Policy Secretary will be responsible for taking minutes during the policy subcommittee business meeting and forwarding copies to all policy subcommittee members.
7. The Policy secretary is responsible for keeping all minutes and records on file for at least one year before archiving.
8. The Policy Secretary is responsible for forwarding updated DASCNA policy to the DASCNA web page, and communicating with the web servant to maintain updated policy.

D. Budget:

The Policy Subcommittee will submit a budget to the DASCNA at the November business meeting for the following twelve month period. These budgets are to include all printing fees, meeting space fees, pertaining to the Policy Subcommittees' Business meeting.