

Daytona Area Fellowship Development Guidelines 2015

I). The Purpose of Fellowship Development:

The Daytona Area Fellowship Development Committee (hereafter referred to as FDC) is a group of volunteers comprised of members from the fellowship of Narcotics Anonymous. The purpose of Fellowship Development Committee (FDC) is to develop educational and training resources for all trusted servant positions within the Daytona Area and to use those resources to provide education and training opportunities for all members. Educational opportunities will focus on Home Group, Sub-committee and ASC positions. All activities directed toward that end shall be carried out in accordance with the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service, "A Guild to Local Services" book, and all Narcotics Anonymous published information.

The Fellowship Development Committee shall maintain effective communication and cooperation with the DASCNA. Meetings are open to all members of NA.

II). Functions of the Subcommittee:

- A) To educate the fellowship at large and train volunteers for all service positions.
- B) To develop training manuals, power points presentations and other resources for educational/training purposes.
- C) To hold regularly scheduled meetings.
- D) To communicate and disburse all information to and from all volunteers.
- E) To provide representation for participation in the Daytona ASC.
- F) To elect and/or appoint members to fulfill the needs of the FD Committee.
- G) To maintain an archive of all minutes.
- H) To assist, if possible, other NA service bodies upon their request.
- I) To provide a FD Committee member to the Daytona ASC monthly meeting for orientation of new GSR's.

III). Structure of elected Positions:

The elected Positions of the Committee shall consist of a Chairperson, Vice-Chairperson, and Secretary. All positions, with the exception of the Chairperson, who is elected by the Daytona ASC, are elected by a consensus/vote of the FD Committee.

All terms of office are one (1) year with eligibility for a second term of one (1) year (if there is no Vice-Chairperson).

If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next Daytona ASC meeting where a new Chairperson will be elected or appointed.

IV). Qualifications and Duties of Elected Committee Members:

A). FD Leader: elected by the Daytona ASC. Suggested clean time requirement of three years, preferably with two years of service experience. Responsibilities of the FD Leader include:

- 1) Preside at FD Committee meetings
- 2) Prepare an agenda for each meeting
- 3) Maintain order at the meeting
- 4) Provide a report and representation of the FD Committee at the monthly Daytona ASC meeting.
- 5) Attends all FD Committee activities.
- 6) Submits a yearly budget of the committee for approval by the Daytona ASC, timing of submission will be in accordance with Daytona Area Policy.
- 7) Work with volunteers to ensure that they are trained and willing to meet their responsibilities.
- 8) Maintains possession of all training materials.

B). FD Co-leader: Suggested clean time requirement of two years, preferably with one year of service experience. Responsibilities of the FD Co-leader include:

- 1) Assume the duties of Chairperson in the Chairpersons absence.
- 2) If the office of chairperson should become vacant, the Vice-Chairperson assumes the duties of the Chairperson until a Chairperson is elected or appointed by the Daytona ASC.
- 3) Works closely with the Chairperson to become familiar with all aspects of the Chairpersons responsibilities.
- 4) Work with volunteers to ensure that they are trained and willing to meet their responsibilities.
- 5) Attends all FD Committee activities.

C). Secretary: Suggested clean time requirement of one year. Responsibilities of the Secretary include:

- 1) Record minutes of all meetings of the FD Committee and maintains archives of prior meeting minutes and related materials.
- 2) Copy and distribute minutes from FD Committee meetings.
- 3) Keep current records of all FD Committee members including address, phone numbers and email addresses.
- 4) Is responsible for any printing or copying (flyers etc.).

V). Meetings and Membership

The FD Committee shall meet at a scheduled time and place that is well publicized, encouraging all members of the Fellowship to attend. Meetings may include, but are not limited to training about:

- 1) Service positions within the Daytona Area
- 2) Development of Educational Materials

- 3) Focus issues (i.e.: making service attractive, encouraging service participation, conflict resolution, etc.)
- 4) Conference Agenda (CAR) Reports