

# GPANA HOWL COMMITTEE GUIDELINES

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## ARTICLE I. Introduction

The following policy is for the HOWL spiritual retreat of the Greater Pensacola Area of Narcotics Anonymous (GPANA). The guidelines are intended to provide continuity, guidance, and structure to the HOWL Committee (HC). In support of our 2<sup>nd</sup> Tradition, these guidelines should support, but not restrict, our trusted servants. The HOWL spiritual retreat shall be held the first week of October to celebrate the anniversary of the first Narcotics Anonymous (NA) meeting in Pensacola.

## ARTICLE II. Purpose of the HOWL Committee

The purpose of the HOWL Committee shall be to coordinate, plan, and conduct the annual spiritual retreat. In accordance with the Third and Fifth Concept, this policy allows this committee to have the authority necessary to fulfill the responsibility assigned to it and to clearly define a single point of decision and accountability.

In addition, the HOWL Spiritual Retreat shall help foster the unity of purpose written of in the First Tradition by creating an event that allows all members of Narcotics Anonymous to come together to celebrate the spiritual principles found within the Steps, Traditions, and Concepts of the Fellowship. Everything the HOWL Committee accomplishes must be guided by our Fifth Tradition which states “each group has but one primary purpose—to carry the message to the addict who still suffers.”

***“Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers.”***

***Basic Text pg. xxvi***

## ARTICLE III. The HOWL Committee

The HOWL Committee shall consist of active members of NA. The HOWL Committee shall consist of the following trusted servants -

### Section 3.01 Administrative Committee

- (a) Facilitator
- (b) Co Facilitator
- (c) Treasurer
- (d) Vice Treasurer
- (e) Secretary

### Section 3.02 Subcommittee Chairpersons

- (a) Registration
- (b) Hospitality
- (c) Merchandise
- (d) Programming
- (e) Fundraising

## ARTICLE IV. Quorum & Conducting Business

Quorum is defined as a simple majority of the current number of voting members.

- Voting members are the Subcommittee Chairs and all members of the administrative committee with the exceptions of the Facilitator and Vice-Facilitator.

The order of trusted servants to conduct HOWL Committee business will be Facilitator, Co Facilitator, Treasurer, Vice Treasurer, Secretary, Registration, Merchandise, Programming, Fundraising, Hospitality.

## ARTICLE V. Discussions and Proposals

At the start of each HOWL Committee year, the HC will decide if CBDM (Consensus Based Decision Making) or Robert's Rules of Order will be used for decision making processes. If the HC is unsure how to conduct business, the GPASC guidelines can be referred to for guidance.

The following NA members have a voice on the floor:

- Administrative Committee Members

- Subcommittee Chairpersons
- Any member of the HC
- Any NA member at the discretion of the Facilitator.

## ARTICLE VI. Nominations and Elections

The HOWL Facilitator shall be elected at the GPASC. Willing members must present a letter of willingness at the ASC in the month of September.

The nomination shall be held in September, and the Facilitator shall be elected in October. It is recommended that the Co Facilitator continues with the HOWL with a vote of confidence from the HC. Historically, the HC gives their recommendation of a current HC member as the new HOWL Facilitator. As soon as the new Facilitator is elected by the GPASC, the new Facilitator should coordinate with the outgoing Facilitator to have the final meeting of the previous HOWL and the first meeting of the upcoming HOWL (at the same time to help ensure continuity). All other positions will be filled on the HOWL Committee after the Facilitator has been elected.

All willing members must present a letter of willingness and be prepared to answer questions regarding their qualifications and service experience.

- For the purposes of the first HOWL meeting **only** with regards to voting in new HC members, out of those who are present, voting members will be the previous HOWL committee and other NA members who intend to be on the HC this year. After this first HOWL meeting where new committee members are decided, the HC will return to normal voting procedures.

AC members and SUB Chairs have a “term limit” of two consecutive years in the same position.

## ARTICLE VII. Establishing Seed Money and Contributions to GPASC

### Section 7.01 Seed Money

- (a) In keeping with past practice and in order to ensure the HOWL has sufficient money to pay yearly increases in the event facility's pricing and to serve the ever-growing number of addicts who come each year, the seed money will grow by 10% each year for the next 3 years.
  - (i) The seed money for HOWL 44 (2023) is \$5,000.00
  - (ii) The seed money for HOWL 45 (2024) is \$5,500.00
  - (iii) The seed money for HOWL 46 (2025) is \$6,050.00
- (b) Though the HC recommends that this practice continue, we recommend revision in 2025 to take into account changes in pricing or attendance.

### Section 7.02 Contributions to GPASC

- (a) At the end of the HOWL, the next year's event is paid for *or* the money is set aside for use to secure the event facility as soon as the event facility is decided (in this scenario, before contributing to GPANA, the money that is set aside is subtracted from the funds over the seed money). This money is not subtracted from the seed money unless the funds over the seed money do not cover the cost of the facility reservation.

## ARTICLE VIII. Qualifications of Trusted Servants

### Section 8.01 Facilitator

- (a) Time and willingness to serve, this is a one year commitment.
- (b) Resources required to be an active participant.
- (c) Minimum of three years clean time. This is an unwaivable requirement.
- (d) Minimum of one year NA service experience including previous involvement with the HOWL committee.
- (e) Must have completed the Twelve Steps. Work on Traditions and Concepts is recommended.
- (f) Must have an understanding of the HOWL Guidelines.
- (g) Should hold no other position at GPASC.

## Section 8.02 Co Facilitator

- (a) Time and willingness to serve.
- (b) Resources required to be an active participant.
- (c) Minimum of three years clean time. This is an unwaivable requirement.
- (d) Minimum of one year NA service experience including previous involvement with the HOWL committee.
- (e) Must have completed the Twelve Steps. Work on Traditions and Concepts is recommended.
- (f) Must have an understanding of the HOWL Guidelines.
- (g) Should hold no other position at GPASC.

## Section 8.03 Secretary

- (a) Time and willingness to serve. This is a one year commitment.
- (b) Resources required to be an active participant.
  - (i) Access to a laptop to record minutes is strongly recommended.
- (c) Minimum of two years clean time.
- (d) Minimum of 1 year NA service experience.
- (e) Should be actively working the Twelve Steps. Work on Traditions and Concepts is recommended.
- (f) Should have good written communication skills.
- (g) Must have an understanding of the responsibilities outlined for this position within HOWL Guidelines.

## Section 8.04 Treasurer and Vice Treasurer

- (a) Time and willingness to serve. This is a one year commitment.
- (b) Resources required to be an active participant.
- (c) Minimum of three years clean time. This is an unwaivable requirement.
- (d) Minimum of one year NA service experience.
- (e) Must have completed the Twelve Steps. Work on the Traditions and Concepts is recommended.
- (f) Should have a competent understanding of procedures involved in handling large amounts of money.

- (g) Must have an understanding of the responsibilities outlined for this position within HOWL Guidelines.

#### Section 8.05 Subcommittee Chairs

- (a) Time and willingness to serve.
- (b) Resources required to be an active participant.
- (c) Minimum of two years clean time.
- (d) Minimum of one year NA service experience.
- (e) Should be actively working the Twelve Steps. Work on Traditions and Concepts is recommended.
- (f) Must have an understanding of the responsibilities outlined for desired position within HOWL Guidelines.

### ARTICLE IX. Duties and Responsibilities

#### Section 9.01 Administrative Committee

The Administrative Committee (AC) carries out the group conscience of the overall committee. The AC of the HOWL may hold periodic, separate meetings. Part of its function is to ensure that the Subcommittees get the support they need. It may be necessary for the AC to involve itself in the specific duties of each Subcommittee. As soon as possible, the AC drafts a tentative schedule of meeting dates for the HOWL. This schedule is then approved by the HC and distributed to all members, as well as the GPASC. It is advisable to choose the same day and time of every month. Historically, the HC meets once a month until August; in August the HC meetings twice and in September the HC meets every week.

(a) Facilitator

- (i) Prepares an agenda prior to each meeting.
- (ii) Stays informed of the activities of each Subcommittee and provides help when needed.
- (iii) Monitors the dispersal of funds and overall HOWL expenses.
- (iv) Conducts the meeting in accordance with HOWL guidelines.
- (v) Is fair and impartial ensuring practicing principles before personalities.
- (vi) Cosigns on the HOWL bank account and is the second signature on any check written to a person or place unless the check is written to the Facilitator, in which case the Co Facilitator will be the second signature.
- (vii) Prepares a monthly HOWL report for and attends GPASC.
- (viii) Will be the point of contact for the event facility.
- (ix) Passes the end of year reports from each Subcommittee to the next Facilitator.
- (x) Coordinates the with the ASC Webmaster to update pertinent HOWL information on the GPANA website.
- (xi) Coordinates with the ASC Secretary to check the PO Box for mail in HOWL Registrations.
- (xii) Has access to the HOWL Gmail account.
- (xiii) Delegates to the Co Facilitator as necessary.

(b) Co Facilitator

- (i) Assumes all duties of the Facilitator in the Facilitator's absence including reporting to and attending GPASC.
- (ii) Works closely with the Facilitator to delegate responsibilities to Subcommittee Chairpersons and is the primary point of contact for the Subcommittee Chairs to the administrative committee.
- (iii) In the event that a Subcommittee Chair remains vacant, the Co Facilitator assumes all responsibilities of that Chairperson.
- (iv) Cosigns on the HOWL bank account and is the second signature on any check if the Facilitator is unavailable or if the check is due to the Facilitator.
- (v) Has access to the HOWL Gmail account.

(c) Treasurer and Vice Treasurer



- (i) Cosigners on the HOWL bank account and are trustees of the HOWL PayPal account.
  - (ii) Ensures that all signature cards are updated.
  - (iii) Ensures that each check issued has two signatures from the Treasurer and Vice Treasurer or the Facilitator or the Co Facilitator.
  - (iv) Keeps an accurate record of all transactions including receipts for income and disbursements.
    - 1) When a check or money is dispersed, the requestor must return all unused funds and receipts (totaling the amount dispersed) at the next HOWL meeting. This is a requirement or no new funds will be dispersed.
  - (v) Prepares a detailed report for each HOWL meeting.
  - (vi) Is subject to an audit at any time.
  - (vii) Collects all contributions and proceeds, and works closely with the Fundraising, Merchandise, and Registration Chairs to ensure proper money handling practices.
  - (viii) Advises on proposed Subcommittee budget requests.
  - (ix) When money is turned in after a fundraiser or each night of the HOWL, the Treasurer and/or Vice Treasurer will count the money with the SUB Chair who turned in the money. A receipt will be provided.
  - (x) Coordinates with the HOWL Facilitator to donate any funds over and above the prescribed seed money for the following year to GPASC.
  - (xi) Has access to the HOWL Gmail account.
- (d) Secretary
- (i) Keeps an accurate record of all HOWL meetings and Subcommittee reports.
  - (ii) Maintains HOWL files and archives and coordinates passage of these to the next Facilitator and/or Secretary.
  - (iii) Makes available minutes for members who request them.
  - (iv) Distributes minutes to all HC members within 10 days of the last meeting.
  - (v) Has access to the HOWL Gmail account. Regularly checks the HOWL email account and keeps the HC informed of any communications received therein.
    - 1) It is recommended to continue use of the HOWL Google Drive for storage and continuity.

## Section 9.02 Subcommittee Chairs

Subcommittee Chairs should form their own committees to carry out the duties assigned to them. Careful consideration should be paid to the clean time and service experience of members when delegating responsibilities. These respective committees should have their

own meetings to discuss and decide how to carry out their responsibilities and Subcommittee Chairs should prepare a written report for each HC meeting including a budget for any requested funds. Subcommittee Chairs must be willing to work closely and cooperatively with the other Subcommittee Chairs.

(a) Fundraising Committee

The fundraising committee will stay in active discussion with the HOWL Facilitator, Co Facilitator, Treasurer and Vice Treasurer to determine if fundraising events are necessary. Sometimes, though certainly motivated by excitement, fundraising efforts of the HOWL could detract from its primary purpose. If the HC finds that it is not necessary to generate considerable sums of money to cover expenses, then the fundraising efforts should be kept to a minimum. Some things to be considered in these discussions (derived from World Service Board Of Trustees Bulletin #21):

- Are the funds provided and collected from HOWL seed money, Registration & Merchandise sales, and 7<sup>th</sup> tradition contributions enough to support the service committee's actual needs?
- Are *wants* supplanting *needs*?
- Is the need for the fundraiser of such a nature that not holding it will result in our primary purpose going unfulfilled?
  - (i) Organizes any fundraising deemed necessary for the HOWL.
  - (ii) Distributes flyers and information regarding fundraisers to GSRs and all GPANA homegroups.
  - (iii) Coordinates with the Treasurer/Vice Treasurer to ensure proper handling of funds.
  - (iv) Coordinates with the Merchandise and Registration Chairs to have tables at any fundraisers.

## (b) Hospitality Committee

- (i) Ensures coffee, food, drinks, and snacks are available to all registered HOWL participants.
- (ii) Meals provided must include Friday dinner, Saturday breakfast, lunch, and dinner, and Sunday breakfast.
- (iii) Reviews prior Hospitality budgets and HOWL attendance numbers in order to make responsible decisions regarding meal planning.
- (iv) Careful records should be kept and passed along to the Secretary and for inclusion in the end of year report.
- (v) It is recommended that the Hospitality Subcommittee Chair have prior experience in food service for large groups.

## (c) Merchandise Committee

The focus of any spiritual retreat is the celebration of our shared recovery, not to make large amounts of money. The merchandising effort should be based strictly on the need to generate funds to ensure the continuation of the event. Too often the merchandising efforts of the HOWL detract from the primary purpose. If the HC finds that it is not necessary to generate considerable sums of money to cover expenses, then the merchandising effort should be kept to a minimum. It is always better to not order enough than to order too much.

- (i) Reviews prior Merchandise budgets and year-end inventories in order to make responsible decisions regarding ordering.
- (ii) Solicits the fellowship for logo ideas and brings those ideas to the HC for approval.
  - 1) Digital artwork for HOWL logo submissions should be in PNG format with a transparent background, at least 4500px by 5400px, and at least 300 dpi.
  - 2) Historically, artwork is voted on by July so that Merchandise can be ordered in a timely manner.
- (iii) Solicits bids from at least three vendors for items to be ordered.
- (iv) All Merchandise expenditures must be approved by the HC.
- (v) All Merchandise orders must be placed by August 1.
- (vi) Coordinates with the Hospitality, Programming, and Registration Chairs to establish store hours during the HOWL.

- (vii) During store hours, Merchandise Subcommittee members will be needed to work the store. A member with at least three years clean time should be responsible for the cash drawer and for ensuring the cash is accounted for at all times and turned in to the Treasurer or Vice Treasurer.
- (viii) Should there be inventory remaining at the conclusion of HOWL, the Merchandise Chair will coordinate with the Treasurer for either selling the remaining Merchandise at a reduced price or turning the remaining inventory over to the next HOWL Committee for sale the next year.
- (ix) Careful records should be kept and passed to the Secretary for inclusion in the end of year report.

(d) Programming Committee

- (i) Competency in tech and av equipment is recommended for the Chair and/or members of this committee.
- (ii) Organizes all speakers and activities during HOWL.
- (iii) Reviews previous HOWL schedules and year end reports for suggestions and ideas for the activities.
- (iv) Arranges for Chairpersons for the meetings at HOWL.
- (v) Arranges for proper av equipment at each meeting and activity if necessary.
- (vi) Coordinates with the Registration Chair and Facilitator to ensure the two out of town speakers (Friday night and Saturday night) receive lodging and Registration.
- (vii) Arranges for replacement speakers in the event a speaker is unexpectedly unable to attend.
- (viii) Careful records including a copy of the schedule should be kept and passed to the Secretary for inclusion in the end of year report. The programming committee can refer to previous schedules for ideas for time slots and activities.
- (ix) Guidelines For The Selection Of Speakers:
  - 1) Two local speakers - one Saturday afternoon, one Sunday morning. Local is defined as an active member of a GPANA home group.
  - 2) Two out of town speakers - one Friday night, one Saturday night. Out of town is defined as an active NA member outside of GPANA.
  - 3) The Programming Committee sources and recommends the speakers. All speakers must be approved by the HC.
  - 4) Out of town speakers must have a minimum of five years clean, identify themselves as addicts (only), and work a strong program of NA Recovery.

- 5) The above applies to the local speakers with the exception of the clean time requirement. Local speakers must have a minimum of three years clean.
- 6) Speakers will not be members of the HC.
- 7) Speakers will not have spoken at HOWL in the last five years.

#### (e) Registration Committee

Very often, the first people that HOWL attendees come into contact with regarding the HOWL are members of the Registration Committee. How well they are greeted and how efficient the Registration process is in many ways sets the tone for the HOWL. Careful organization, planning, and cooperation with the AC and other Subcommittee Chairs is very important.

- (i) Reviews previous Registration end of year reports, forms, flyers, purchases, and inventories.
- (ii) Develops a paper Registration form for HOWL. The Registration form should be clear, informative, and need not be ornate or expensive. Registration forms should include a statement on the importance of Registration and a request for newcomer donations and any special needs requests. Requests for funds to cover special needs should be made to the HC at large.
  - 1) Coordinates with the ASC Webmaster for placing the online Registration form at [PensacolaNA.org/theHOWL](http://PensacolaNA.org/theHOWL)
  - 2) Coordinates the with the ASC Webmaster to update pertinent Registration information.
- (iii) Registration fees will be reviewed by the Registration committee and changes must be approved by the HC.
- (iv) Coordinates closely with the Treasurer on proper handling of funds received.
- (v) Registration committee should be present at any fundraising events to announce and encourage HOWL Registrations. They will have a laptop or cell phone to assist with the online Registration process for addicts who may need help. The Registration committee will also have paper Registration forms available.
- (vi) Keeps careful records as each Registration is received either by mail, direct sale, or online and issues a receipt by email if necessary.
  - 1) Has access to the HOWL Gmail account.
- (vii) Keeps careful records of any free Registrations given out at fundraisers or other events.

- (viii) Prepares a budget for proposed items to include in the Registration packets. Reviews previous Registration bag items and costs for ideas. Coordination with the Merchandise Chair may allow for money to be saved with bulk ordering or combined shipping. Some type of Registration badge must be included with all Registration packets.
- (ix) HC must approve any Registration expenditures.
- (x) Prepares at least 25 newcomer Registration packets as no addict is turned away.
  - 1) Keeps a list of addicts who need to stay in the bunkhouse.
  - 2) For the purposes of the HOWL, a newcomer is defined as an addict with 1 year (365 days) or less of clean time.
    - a) The bunkhouse is first come first serve for newcomers who cannot afford lodging. Bunkhouse reservations can begin 30 days prior to the HOWL.
    - b) The newcomer registration packets are first come first serve at the howl for newcomers who cannot afford registration.
- (xi) Coordinates with Merchandise, Programming, and Hospitality to establish hours for Registration during HOWL and arranges for at least two Registration Subcommittee members to work those hours. For the protection of members and HOWL funds, at least one person with three years clean time must always be at the Registration table.
- (xii) Should there be Registration packets remaining at the conclusion of HOWL, the Registration Chair will coordinate with the Treasurer for either giving away the remaining items included in the packets or turning the remaining inventory over to the next HOWL committee for use the next year.

## ARTICLE X. Removal and Resignation of Committee Members

A service member is automatically removed from office for loss of abstinence.

A service member may be removed for noncompliance. Consensus of the voting members is required for removal. Noncompliance includes but is not limited to non-fulfillment of the duties of their position.

If an ACM or SUB Chair is not in attendance for two (2) consecutive HC meetings or three (3) total absences during their term, the HC member or SUB Chair will be asked to report to the service body regarding their ability to fulfill the remainder of their service term. After hearing the elected servant's commitment level and resolute explanation, the service body shall reach a consensus for dismissal or ask the trusted servant to remain in their commitment.

- If a member cannot, or does not, report to the HC, the HC may call a vote using consensus to remove that member.

An AC member or SUB Chairpersons may resign by providing written notice to the HC Chair.

In the event that the HOWL Facilitator resigns or is removed from office, the Co Facilitator will assume the duties of the Facilitator for the duration of the original Facilitator's commitment or until a new Facilitator is elected.

In the event of a sudden vacancy, the HOWL Facilitator may assign a current HC member to assume the duties of the vacant position, per the order of trusted servants defined in Article IV, until said position is filled.

## ARTICLE XI. APPENDIX

### Section 11.01 Questions for Potential Trusted Servants

#### (a) Questions For All Positions

- (i) Have you read the HOWL guidelines, qualifications, and responsibilities for this position? Do you understand them?
- (ii) What work have you done on the Steps, Traditions, and Concepts?
- (iii) Have you discussed this service work with your sponsor?
- (iv) Have you completed all previous service commitments? If not, why.
- (v) Are you willing and able to practice anonymity by placing principles before personalities in order to exercise the selfless service desired of this committee?

#### (b) Questions for Facilitator/Co Facilitator

- (i) Do you currently hold another position at the ASC level? If so, are you prepared to resign from that position?

#### (c) Questions for Secretary

- (i) Do you have the written/typing skills to take notes at HOWL meetings and prepare minutes to be distributed in a timely manner?

#### (d) Questions for Treasurer/Vice Treasurer

- (i) Have you ever misused NA funds? If so, how long ago and what has your amends process looked like?
- (ii) Do you know how to balance a bank account with large amounts of money?
- (iii) Do you know how to write checks and use electronic fund transfers?

## Section 11.02 Suggested Meeting Format

(a) Date & Time the Meeting Opened

(b) Attendance

(i) Facilitator

(ii) Co Facilitator

(iii) Secretary

(iv) Treasurer

(v) Vice Treasurer

(vi) Registration

(vii) Merchandise

(viii) Fundraising

(ix) Hospitality

(x) Programming

(xi) Others in Attendance

(c) Reports

(i) Facilitator

(ii) Co Facilitator

(iii) Secretary

(iv) Treasurer

(v) Vice Treasurer

(vi) Registration

(vii) Merchandise

(viii) Fundraising

(ix) Hospitality

(x) Programming

(d) Open-Forum

(e) Nominations/Voting

(f) Next Meeting Will Be

(g) Close Meeting Time



### Section 11.03 Acronyms

- (a) AC - Administrative Committee
- (b) ASC - Area Service Committee
- (c) CBDM - Consensus Based Decision Making
- (d) GPANA - Greater Pensacola Area of Narcotics Anonymous
- (e) GPASC - Greater Pensacola Area Service Committee
- (f) GSR – Group Service Representative
- (g) HC -HOWL Committee
- (h) HOWL - Honesty Openmindedness Willingness Love
- (i) NA - Narcotics Anonymous
- (j) SUB – Subcommittee

## Section 11.04      12 Traditions

- (a) 1. Our common welfare should come first; personal recovery depends on NA unity.
- (b) 2. For our group purpose there is but one ultimate authority— a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
- (c) 3. The only requirement for membership is a desire to stop using.
- (d) 4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
- (e) 5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
- (f) 6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
- (g) 7. Every NA group ought to be fully self-supporting, declining outside contributions.
- (h) 8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
- (i) 9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
- (j) 10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
- (k) 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
- (l) 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities

## Section 11.05      12 Concepts for NA Service

- (a) 1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
- (b) 2. The final responsibility and authority for NA services rests with the NA groups.
- (c) 3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
- (d) 4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
- (e) 5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
- (f) 6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
- (g) 7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
- (h) 8. Our service structure depends on the integrity and effectiveness of our communications.
- (i) 9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
- (j) 10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
- (k) 11. NAFunds are to be used to further our primary purpose, and must be managed responsibly.
- (l) 12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.