



# July 2025

## TREASURE COAST AREA OF NARCOTICS ANONYMOUS, INC Area Service Policy & Guidelines

*This policy provides addicts with the policies and guidelines of  
Treasure Coast Area of Narcotics Anonymous, Inc.*

**Version Control**

<b>Date Created/Modified</b>	<b>Version History</b>	<b>Author/Updates</b>	<b>What Changed/Added/Deleted</b>
01/14/24	1.13	Jan 24 min	P.11.e TCCNA Chairperson must have 1 year prior exp w/conv
01/14/24	1.14	Jan 24 min	P.8.d RCM change to RCM Team RCM & RCMA
2/1/24	1.15	Feb 1 , 24	P.9 Added Area Vice chair qualifications and responsibilities
4/24/24	1.16	April 14, 24	P.6.a.vii Web Servant added to voice on the floor.
4/24/24	1.17	April 14, 24	P.7.b.i Area positions that cannot be GSR
4/24/24	1.18	April 14, 24	P.8.15.a Line Of Succession
4/24/24	1.19	April 14, 24	P.6.c.ix Motions to stay in effect passed or failed for 3 months
4/24/24	1.20	April 14, 24	P.6.b Motions to be submitted prior to start of ASC
4/24/24	1.21	April 14, 24	P.12 Policy is a sub-committee
4/24/24	1.22	April 14, 24	P.9.b.c.&g Qualifications & Responsibilities of ASC Admin will be listed on ASC bank, In case of tie vote will be Secretary, Treas, and
4/24/24	1.23	April 14, 24	P.9.f added Vice chair as signature on ASC bank
4/24/24	1.24	April 14, 24	P.10. Add point e: Sec must have own access to computer, and maintains and arranges for printing of the Area list, Agendas, Area Policy, , and necessary forms.
4/24/24	1.25	April 14, 24	P.11 Web Servant will upload a copy of redacted Area minutes not including names or phone numbers to Area website.
6/9/24	1.26	June 9, 24	P.12 Qualifications sub-committees
8/11/24	1.27	Aug 11, 24	P.6.6 Motions, i. The only exception to this would be motion to close. (Page now is 5)
8/11/24	1.28	Aug 11, 24	P.7.7 Election of Officers Open in Oct, discuss in Nov, vote in Dec (Page now is 6)
8/11/24	1.29	Aug 11, 24	Policy has removed version 22,23 leaving only 2024, staying in the present. 2023 policy always available.
8/11/24	1.29b	Line 162, P.8.13.	P.8.13 line 162 Printing of meeting list will now be quarterly, every 3 months, Jan, April, July, Oct
9/9/24	1.30	Sept 9, 24	Added Line numbers for easier locating
9/9/24	1.31	Line 127	Check Auth changed to check and Finances
9/9/24	1.32	Line 129	8.b. All money collected from events, including seed money, will be turned over to ASC within 72 hours (per policy) business days after the event
10/13/24		Line 39	Subcommittee Reports must be emailed to the Secretary within 3 days after the area meeting so that the secretary can have accurate notes.

# Treasure Coast Area of Narcotics Anonymous, Inc. Area Service Policy and Procedures

July 14, 2025

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1      **General Policy**

2      1) All Area Service Committee (ASC) Meetings will be held 2<sup>nd</sup> Sunday of the month except for the  
3      month of May which will be held the 1<sup>st</sup> Sunday. All meetings are open to ANY Member of NA.  
4      2) All Members of the ASC should familiarize themselves with Area Service Policy, Traditions,  
5      Concepts, and the procedures followed by the ASC.  
6      3) Quorum is required to hold an ASC Meeting or to vote on any Motions. Quorum consists of one  
7      more than half of the Regular Voting Members (Active GSRs).  
8              a. Active Group Services Representatives (GSRs) are the ONLY Regular Voting Members  
9              (Alternate GSRs may vote in the GSRs absence and are then counted in the Quorum).  
10              b. A new Group ONLY becomes a regular voting member at the 2<sup>nd</sup> consecutive ASC  
11              Meeting which its GSR attends.  
12              c. A Group that misses two consecutive ASC Meetings will be removed from the Quorum  
13              count.  
14                      i. A group will regain voting privileges at the second consecutive ASC Meeting  
15                      which the GSR attends.  
16              d. In case of absence of GSR (Alternate GSR) or Sub-committee Chairperson (Vice  
17              Chairperson), a group or committee will be marked absent, but report may be given at the  
18              ASC by any Member.  
19              e. ASC Officers do not represent any Group, therefore, have no vote at ASC  
20                      i. In case of tie, a closed vote will be held among Vice-Chair, Secretary, and Treasurer.  
21              f. Removing a Group from the meeting list requires a 2/3<sup>rd</sup> majority vote.

22      **4) New Groups**

23              a. Will be given a copy of the ASC Policy & Guidelines, The 12 Concepts for NA Service  
24              booklet, and A Guide to Local Service book.  
25              b. A New Group Starter Kit is automatically available from the Literature Sub-Committee  
26              consisting of \$50 worth of literature to be determined by the Group.  
27              c. Are responsible for ensuring their Group's Place of Meeting is clearly and neatly written  
28              or printed in the GSR Report Form that the ASC Web Servant may add Group to current  
29              meeting list.

30      **5) Reports**

31              a. **GSR Reports** should be neatly written, typed, or emailed so the Secretary can have  
32              accurate notes.  
33                      i. Day, Time, and Place of Meeting  
34                      ii. Average Monthly Attendance of Meetings  
35                      iii. Number of Homegroup Members  
36                      iv. Amount of Literature Order  
37                      v. Amount of 7<sup>th</sup> Tradition Donation  
38                      vi. Situations, Problems or Changes  
39                      vii. Group Conscience Decisions

40 b. **Sub-committee Reports** Subcommittee Reports must be emailed to the Secretary within  
41 3 days after the area meeting so that the secretary can have accurate notes. A reason for  
42 absence should be given to the Vice-Chair person prior to the ASC Meeting, if applicable.  
43     i. Day, Time, and Place of Meeting  
44     ii. Number of attendees  
45     iii. Committee Activities, Accomplishments, and Specific Problems or Situations  
46     iv. Plans for the upcoming month  
47     v. Motions for Group Conscience  
48     vi. List of Income and Expenses

## 49 6) Motions

50 a. ONLY these positions listed may create or second Motions. Also, have automatic Voice  
51 on the Floor (A raised hand is always mandatory and others may speak at the discretion of  
52 the Area Chair).  
53     i. GSR (Alternate GSR in case of absence)  
54     ii. Regional Committee Member (RCM) (Alternate RCM in case of absence)  
55     iii. Sub-committee Chair (Vice Chair in case of absence)  
56     iv. Vice Chairperson  
57     v. Secretary  
58     vi. Treasurer  
59     vii. Web Servant

60 b. **All Motions** should be submitted in writing on Motion Form to Secretary **prior to the**  
61 **start of the Area meeting**. Motions dealing with an issue already on the Floor will be  
62 recognized by the Area Chair and require a verbal second.  
63     i. The only exception to this would be a motion to close, which can be made at any  
64 time.

## 65 c. Procedural Sequence of Motions

66     i. Creator of Motion speaks to its intent.  
67     ii. Upon hearing intent, the Floor will be open for discussion consisting of two pros  
68 and two cons.  
69     iii. A Simple majority is required to pass a Motion (except Motions that change or  
70 waive policy require a 2/3<sup>rd</sup> majority). Motions to change policy MUST go back to  
71 groups. Abstentions are counted with the majority of voting members.  
72     iv. A Motion to Amend may be necessary and may be made ONLY by the creator of  
73 the original motion.  
74     v. A Motion to Table may be entertained after hearing pros and cons.  
75     vi. Motions and issues falling under the responsibility of an existing Sub-committee  
76 will be tabled to that Sub-Committee.  
77     vii. All Tabled Motions automatically become part of next month's ASC Meeting's  
78 Old Business.

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- viii. Any motion pertaining to money in excess of \$250.00 must go back to groups.
- ix. **Any motion that passes or fails**, will stay in effect for at least 3 months before any changes can be requested in the form of a motion.

## 7) Elections of Officers and Subcommittee Chairs

a. Nominations for ASC Officers and Convention Chair are open in October, at this time the nomination process will be followed accepting nominations from groups and members. These nominations will be sent to groups. In November, GSR's will have the opportunity to ask questions from their groups to the nominees and bring the responses back to their groups. Nominations will be voted on in December. In January the new Officers and Convention Chairs will assume their positions.

Sub-committee Chairs are open just as above except the month cycle will be May, June, take position in July.

**b. Area Positions that cannot hold a GSR position:**

i. Chair, Vice-chair, RCM Team, Treasurer and Alt Treasurer.

### **c. Procedural Sequence of Nominations and Elections**

- i. The position is announced, and nominations are taken (an explanation of the Office or Chair is read from the Area Service Guidelines to establish each position's responsibilities).

- ii. Nominations for ALL ASC Officers and Sub-committee Chairs may ONLY be solicited from Regular Voting Members (Active GSRs).

iii. Each nomination **MUST** be seconded.

- iv. After accepting nominations from Regular Voting Members (Active GSRs) carrying a Group Conscience, the Chair will ask the Floor if there are any other nominations.

v. At the time of nomination, each nominee should state in person and submit in writing their qualifications for serving the Fellowship through the position in question. At a minimum, the following topics should be addressed:

1. Clean time of Nominee
2. Past Fellowship service experience
3. Reason Nominee has the desire to serve.
4. For more information please see: Principles & Leadership in NA Service, Fourth Concept

vi. A motion is made to close nominations and must be seconded.

vii. All nominations will be tabled to the Groups for regular vote.

viii. Nominees for ASC Offices or Sub-Committee Chairs must be present to be voted upon. At which time the new Officers will assume the position in January and or July.

#### **d. Removal of Officers**

i. Voluntary: Given in writing to ASC Chair prior to next ASC meeting

ii. Involuntary:

1. Two consecutive meetings missed without reasonable explanation

120 (reasonability to be determined by the ASC body) without prior notice  
121 given to any Administrative Committee Member

122 2. Relapse during term.

123 iii. Impeachment (In case of failure to perform duties or violation of Traditions/  
124 Concepts):

125 1. Notice of intent to pursue an Impeachment must be provided minimum 7  
126 days prior to next ASC by Chairperson

127 2. Motion must be presented at ASC along with due cause (intent) by any  
128 member.

129 3. Respondent (person being impeached) is given time to respond.

130 4. A vote is taken, and 2/3<sup>rd</sup> majority is required for successful impeachment.

## 131 8) TCASC Check Authorization, Finances and Square:

132 a. One of the signatures must be either Area Chair, Vice-Chair or Treasurer.

133 b. All money collected from events, including seed money, will be turned over to ASC within  
134 72 hours (per policy) business days after the event.

135 c. "Square is a merchant services provider and payment processor, that accepts credit cards  
136 for payment."

137 Exceptions: Convention and Serenity In The Swamp subcommittees will retain all funds  
138 collected from fund raisers until after their main event. At that time, all funds will be  
139 turned over to ASC within 72 hours minus their prudent reserves. Prudent reserves will be  
140 kept in their dedicated bank accounts.

## 141 9) Donations

142 a. The area treasurer is to donate any area funds after expenses and prudent reserve to our  
143 Regional Service Body and follow the proper flow of funds each month.

144 10) **Sub-Committees** will be allowed to meet at whatever time they choose. Meaning their meeting  
145 times might well conflict with regularly scheduled NA meetings.

146 11) **Budgets** for Sub-Committees will be submitted, reviewed, and voted on by the ASC annually.  
147 The Sub-Committee budget as of January 2024 are as follows:

148 a. **Activities:** \$840 seed money for annual 5 events, not to exceed \$4200 per year. to be  
149 collected after estimated expenses are presented to ASC, seed money to be returned with  
150 all proceeds from an activity.

151 b. **Serenity in the Swamp** to have \$3000.00 prudent reserve to be held by ASC in the  
152 Serenity bank account which is attached to a square. "Square is a merchant services  
153 provider and payment processor, that accepts credit cards for payment."

154 c. **H&I:** \$200 monthly for subcommittee expenses, this includes any basic texts as needed.

155 d. **Website:** \$150 as needed

156 e. **RCM Team:** RCM and RCMA: two hotel rooms (one per gender), 2 room nights every  
157 month and mileage at a rate of 50% of the allowable IRS rate based on MapQuest's  
158 shortest route.

159 f. **Treasure Coast Convention NA:** TCCNA does not have an area budget and is to set their  
160 prudent reserve in their own subcommittee meetings. TCCNA subcommittee will make

161 all financial decisions in their subcommittee meetings and does not need approval at the  
162 ASC. At the conclusion of the TCCNA event, TCCNA subcommittee will determine how  
163 to allocate any funds profited from the event at their subcommittee meeting with the only  
164 requirement being that funds must stay within NA (i.e. used for next event/budget increase,  
165 donations made to area/region, donations straight to subcommittee such as H&I, etc).

166 g. **PR:** \$200 as needed for PR related materials and functions

167 12) 200 Meeting Lists per month will be made available to H&I. 250 Meeting Lists will be made  
168 available to GSRs quarterly, Jan, April, July, Oct.

169 13) Treasure Coast Area **Treasurer** and **Literature** will be audited every January and/or whenever  
170 the position changes hands. This is to be done by an AD-HOC committee consisting of at least  
171 one Admin.

172 **14) Line of Succession:**

173 a. The line of succession for holding the Chair position in case of their absence or in  
174 situations in which the Chairperson must step aside are as follows: Vice-Chairperson,  
175 Treasurer, RCM, Web Servant, Policy Chair, H&I Chairperson, PR Chairperson,  
176 Activities Chairperson, and Literature Chairperson.

177 b. For the position of Vice-Chairperson, the line of succession is the same.

178 c. If the position of Treasurer/Alt Treasurer is unfilled or the Treasurer/Alt is unable to  
179 temporarily fulfill the duties assigned, the Chairperson and Vice-Chairperson will take  
180 over the responsibilities.

181  
182 **Treasure Coast Grievance Policy**

183 Any member of a service body in an Area of Narcotics Anonymous can petition that service body, and  
184 if needed the Area Service Committee (ASC), for the redress of a personal grievance, without fear of  
185 reprisal. \*Before bringing a grievance to ASC, we ask that an aggrieved member read the 10th Concept,  
186 pray, align with their sponsor, and meditate. We also ask that they attempt to resolve the grievance  
187 within the service body.

188 If a member decides to file a formal grievance within the Treasure Coast Area Service Committee the  
189 policy to do so is as follows:

190 1. The member should alert the Area Chairperson at least 3 days prior to the ASC Meeting to  
191 inform them of the grievance being filed and provide a copy of their written grievance.

192 2. New Grievances should be presented at ASC during Open Forum. To be heard, a grievance  
193 must:

194 a. Be written with a copy provided to the ASC Chairperson and Secretary

195 b. Clearly state the problem

196 c. Propose a resolution

197 3. The ASC will discuss and attempt to resolve the grievance in Open Forum in the following  
198 manner:

199 a. The 10th Concept shall be read in its entirety.

200 b. The aggrieved individual shall have up to 5 minutes to state how they feel they have  
201 been wronged and to propose a solution.

202 c. The ASC body as a whole may ask the Chairperson questions (The Chair may address  
203 clarifying questions to the aggrieved or other involved party or request additional details  
204 as needed).

4. There will be a 10-minute time limit per grievance discussion.
5. After the 10 minutes, a moment of silence shall be observed.
6. At the conclusion of the discussion, voting members of the ASC will vote on whether to accept the proposed resolution.
7. If the aggrieved party is not satisfied with the ASC's resolution, they may request a review by panel. The Aggrieved and the Alleged Offending Party will be in attendance at the Review Panel meeting to address additional questions. Review Panels will consist of:
  - a. ASC Chair
  - b. ASC Vice Chair
  - c. Policy Chair
  - d. RCM
  - e. Three randomly chosen GSRs– blind drawing by the ASC Chair.

**Note:** If one of the area officers is unable to participate, the Policy Vice Chair, Alt. RCM, Secretary, and Treasurer, in that order will replace the missing officer(s). \*\*These trusted servants should use their discretion and disqualify themselves if, for any reason, they cannot fully operate under the spiritual principle of “principles before personalities.”

8. The panel shall be moderated by the ASC Chair, Vice Chair, Policy Chair, or RCM. All who are listed in #7 in attendance at the panel shall have a voice. Those mentioned in #7 (a-e) above will have a vote. This panel's decision will be final.

## Qualifications & Responsibilities of ASC Administration

## 227 Area Chairperson:

1. The Qualifications of the Chairperson are:
  - a. Mandatory TWO years abstinence from all drugs
  - b. Active for a minimum of ONE year in the Treasure Coast Area NA Service Structure at Area Level
  - c. Willingness and desire to give the time and resources required by the position.
  - d. Working knowledge of the 12 Traditions & Concepts
  - e. Leadership ability, able to organize and communicate effectively.
2. The Responsibilities of the Chairperson are:
  - a. Arranges and presides over the monthly ASC Meeting
  - b. Will be listed on the ASC bank account as a possible signer.
  - c. In Case of Tie will hold closed vote between Secretary, Treasurer, and Vice-Chairperson
  - d. Enforces rules of decorum and discipline during ASC Meeting
  - e. Clarifies ASC Policy questions.
  - f. Places Principles before Personalities (Attempts to be fair and impartial, working for the common good)
  - g. To organize and facilitate admin meetings as needed.

245 **Area Vice-Chairperson:**

- 246 1. The Qualifications of the Vice-Chairperson are:
  - 247 a. Mandatory TWO years abstinence from all drugs
  - 248 b. Active for a minimum of ONE year in the Treasure Coast Area NA Service Structure
  - 249 c. Willingness and desire to give the time and resources required by the position.
  - 250 d. Working knowledge of the 12 Traditions & Concepts
  - 251 e. Leadership ability, able to organize and communicate effectively.
- 253 2. The Responsibilities of the Vice-Chairperson are:
  - 254 a. Coordinate's the area subcommittees.
  - 255 b. Keep in regular touch with the chairpersons of each of the subcommittee's staying
  - 256 informed of their projects and problems, attending subcommittee meetings whenever
  - 257 possible.
  - 258 c. When disputes arise within a subcommittee or between subcommittees, the ASC vice
  - 259 chair helps find solutions.
  - 260 d. Works closely with subcommittee chairs when they prepare their annual reports and
  - 261 budget proposals.
  - 262 e. The vice-chair person is also responsible to assist the chairperson in conducting area
  - 263 committee meetings and to conduct ASC meeting in Chairperson's absence.
  - 264 f. Will be listed on the ASC bank Account as a possible signer.

265

266 **Secretary & Alternate Secretary:**

- 267 1. The Qualifications of the Secretary & Alternate are:
  - 268 a. Mandatory 1 year abstinence from all drugs
  - 269 b. Willingness and desire to give the time and resources required by the position.
  - 270 c. Working knowledge of the 12 Traditions & Concepts
  - 271 d. Leadership ability, able to organize and communicate effectively.
  - 272 e. Must have their own access to a computer and be proficient on that computer.
- 273 2. The Responsibilities of the Secretary and Alternate are:
  - 274 a. Keeps all records of the ASC, accurate records of each ASC Meeting, compiles and
  - 275 maintains the Area files and Archives.
  - 276 b. Distributes Minutes to GSRs & Sub-Committees no later than 2 weeks after ASC
  - 277 Meeting
  - 278 c. Types and sends any letters the ASC dictates.
  - 279 d. Maintains and arranges for printing of the Area Meeting list (Quarterly), Agendas,
  - 280 Area Policy, and all necessary area forms.

281 **Treasurer & Alternate Treasurer:**

- 282 1. The Qualifications of the Treasurer and Alt-Treasurer are:

283 a. Mandatory 2 years abstinence from all drugs  
284 b. Willingness and desire to give the time and resources required by the position.  
285 c. Working knowledge of the 12 Traditions & Concepts  
286 d. Leadership ability, able to organize and communicate effectively.

287 2. The Responsibilities of the Treasurer and Alt-Treasurer are:  
288 a. Reports contributions and expenses at every ASC Meeting  
289 b. In addition, also makes quarterly and annual reports about the ASC's finances.  
290 c. Attempts to make sure each Group contributes their fair share to support ASC  
291 services.  
292 d. Maintains a Prudent Reserve plus operating expenses adequate to serve the Area.  
293 e. All monies are channeled through the Treasurer.  
294 f. Pays the bills, and Sub-committee Budget amounts as needed, by check.  
295 g. All checks are signed at the ASC Meeting  
296 h. Is a co-signer of the ASC bank account.  
297 i. Maintain relationship with tax professionals to maintain yearly 501-3C non-profit  
298 status.  
299 j. All monies are to be deposited into the ASC bank account by a signer on the account,  
300 within 3 business days of area unless a holiday falls within that.

301 **Regional Committee Member & Alternate Regional Committee Member:**

302 1. The Qualifications of the RCM and Alt RCM are:  
303 a. Mandatory 2 years abstinence from all drugs  
304 b. Willingness and desire to give the time and resources required by the position.  
305 c. Working knowledge of the 12 Traditions & Concepts  
306 d. Leadership ability, able to organize and communicate effectively.

307 2. The Responsibilities of the RCM and Alt RCM are:  
308 a. Represents Group Conscience of the ASC at the Regional Service Conference (RSC)  
309 b. Provides, for the ASC's consideration, all pertinent RSC Agenda items. This includes  
310 motions requiring Area Group Conscience and these must be brought to the ASC that  
311 immediately follows RSC allowing enough time for consideration and voting by the  
312 Groups.  
313 c. Attends all RSCs and takes part in any discussion affecting the Region.  
314 d. Speaks at RSC as the voice of the ASC's Group Conscience  
315 e. Places Principles before Personalities (Attempts to be fair and impartial, working for  
316 the common good)  
317 f. RCM or Alternate will always have a "Vote of Confidence" at RSC to vote on issues  
318 that the Area did not vote on

319 **Web Servant & Alternate Web Servant:**

320 1. The Qualifications of the Web Servant and Alt are:

321 a. Mandatory one year abstinence from all drugs  
322 b. Willingness and desire to give the time and resources required by the position.  
323 c. Working knowledge of the 12 Traditions & Concepts  
324 2. The Responsibilities of the Web Servant and Alt are:  
325 • Maintain the domain name's registration.  
326 • Website Updates  
327 a. Updates website with required changes including meeting lists.  
328 • Performs routine maintenance monthly including a full backup of the site.  
329 • Maintain Google Workspace for each subcommittee and admin body.  
330 • Will upload a copy of redacted minutes (not to include last names or phone numbers)  
331 to the Area's website.

## **Qualifications & Responsibilities of Subcommittees**

### **335 All Subcommittee Chairpersons:**

336 1. The Qualifications of the Subcommittee's Chairperson are:

337 Mandatory 2 years abstinence from all drugs except **i. Literature Chair requirement is  
338 18 months clean & Lit Vice Chair is 12 months clean.**

339 All Subcommittee chairs should have a willingness and desire to give the time and  
340 resources required to the position as well as a working knowledge of the 12 Traditions  
341 and Concepts. Leadership abilities should be carefully considered when selecting trusted  
342 servants. It is important that subcommittee chairs are able to be organized and  
343 communicate effectively. The specific qualifications and responsibilities for each  
344 subcommittee chairperson can be found in that subcommittee's policy. Below are the  
345 qualifications for each subcommittee chairperson as per their specific policies.

346 It is also suggested that all sub-committees hold workshops to promote an awareness of how  
347 they function within the Fellowship. Each subcommittee will submit a monthly budget annually, one  
348 month after ASC elections.

### **349 Policy Subcommittee Chair & Vice Policy Chair:**

350 1. The Qualifications of the Policy Chair and Vice Chair are:

351 a. Mandatory TWO years abstinence from all drugs  
352 b. Willingness and desire to give the time and resources required by the position.  
353 c. Working knowledge of the 12 Traditions & Concepts

354 2. The Responsibilities of the Policy Chair and Vice Chair are:

355 a. Enforce rules of decorum and discipline during Area Service Committee meeting  
356 b. Places Principles before personalities (attempts to be absolutely fair and impartial,  
357 working for the common good)  
358 c. Clarify TCANA policy questions.

359                   d. Update policy as required and submit a PDF and/or Word document to the Web  
360                   Servant within 14 days of approval.  
361

362 **Hospitals & Institutions Subcommittee:**

363                   The H&I Subcommittee at the Area Level is in charge of carrying the message of recovery to  
364                   the addict that cannot come to us or to an institution where for any reason there are restrictions that  
365                   differ from the 12 Traditions. The Area's H&I Subcommittee keeps records of H&I meetings,  
366                   coordinates panels, and establishes new meetings in as many hospitals and institutions as possible.  
367                   They are also accountable for all disbursed literature, and for expenditure of their budgeted funds, in a  
368                   written report to be presented at each ASC. They will be in contact with Regional H&I Coordinator  
369                   and Corrections Coordinators.

370 **Literature Subcommittee:**

371                   The Literature Subcommittee at the Area Level is primarily responsible for the purchase and  
372                   distribution of NA literature to the Groups within the Treasure Coast Area. A minimum of one  
373                   month stockpile of literature adequate to supply the Groups will be kept on hand. The sub-committee  
374                   fills the Groups literature orders at the ASC then replenishes the stockpile via the Regional Service  
375                   Office or the WSO (World Service office NAWS) finding the best possible price. New Group Starter  
376                   Kits are automatically provided to a New Group. The Literature Sub-committee is accountable for  
377                   the inventory in a report given to the ASC. Distributes literature after all business is conducted.

378 **Activities Subcommittee:**

379                   The Activities Subcommittee coordinates and plans activities that promote unity and  
380                   fellowship in the NA Program, will also rotate locations of activities in our tri-county, ensuring  
381                   unity. Any functions planned by this subcommittee are to be brought to the ASC for a vote. The  
382                   Activities subcommittee is accountable to the ASC for expenditure of their budgeted funds and for  
383                   any receipts from events, in a written report submitted to the ASC.

384 **Treasure Coast Convention Subcommittee:**

385                   The Treasure Coast Convention subcommittee is responsible for scheduling, planning,  
386                   promoting, and generally facilitating the bi-annual Area Convention. The TCCNA subcommittee  
387                   may work in unison with the Activities subcommittee on fundraising events to promote and  
388                   finance TCCNA. The TCCNA subcommittee is accountable to the ASC and will provide a  
389                   written report subsequent to each TCCNA.

390 **Public Relations/ Helpline Subcommittee:**

391                   The Public relations/ Helpline subcommittee responsible for informing the public about  
392                   recovery from the disease of addiction through the Twelve Steps and Twelve Tradition of

393 Narcotics Anonymous. This subcommittee is also responsible for maintaining an open line of  
394 communication 24 hours a day, 365 days a year to assist addicts in finding meetings and  
395 information about Narcotics Anonymous.

396

397 **Serenity in the Swamp Subcommittee:**

398 The Serenity in the Swamp Subcommittee is responsible for scheduling, planning,  
399 promoting, and generally facilitating the annual Area Serenity in the Swamp campout. TCSITS  
400 will open a separate account housed under the area bank account for Serenity in the Swamp.  
401 Also providing a written report to ASC when activity is completed.