

AREA SERVICE COMMITTEE(ASC)

The ASC is a committee made up of group service representatives (GSRs) from all groups in the West Tennessee Area, which meets monthly for the express purpose of serving the specific needs of all area groups, group activities, and common group needs. They also help groups share their experience with one another, provide tools that help groups function better and attract new members to group recovery meetings by carrying the message to the still-suffering addicts.

The ASC coordinates efforts to Community public information services, telephone contact lines, and panel presentations to addicts in treatment centers and jails are three ways in which most area committees carry the message either directly to the addict who still suffers or to those who may refer an addict to an NA meeting. Lessen the burden on groups so that they can focus on their primary purpose, to carry the message to the addict who still suffers.

The ASC is directly responsible and accountable to the Groups. It is made up of GSRs, elected officers, and committee chairs which are voted on by the GSRs.

Here is a list of all the elected positions of our Area Service Committee, a brief description of the position and their clean time requirements. All the positions require attendance at all ASC meetings from beginning to end.

ASC OFFICERS

ASC Chair: 2 Years clean time. The Chairperson arranges an agenda in cooperation with the ASC Secretary and ASC Treasurer, presides over monthly meetings and is responsible for correspondence and maintaining area files.

ASC Vice-Chair: 1 Year clean time. The Vice-Chair assists all subcommittee functions as needed. In the absence of a subcommittee chair, the vice chair will perform the duties of the chairperson as needed.

ASC Secretary: 1 Year clean time. The Secretary keeps accurate minutes of each business meeting, and relays reports from groups and subcommittees "AS WRITTEN". Minutes are to be typed and distributed to each GSR, subcommittee chair, and web coordinator no later than ten days following each ASC meeting.

ASC Alternate Secretary: 1 Year clean time. In the absence of the secretary, the alternate secretary will perform the duties of the secretary.

ASC Treasurer: 3 Years clean time. The Treasurer is responsible for maintaining Area financial records. Sufficient bookkeeping/accounting experience is suggested.

ASC Alternate Treasurer: 2 Years clean time. The Alternate Treasurer is responsible for assisting the Treasurer in maintaining Area financial records. In the absence of the Treasurer, will act from ASC meetings, will act as Treasurer. Sufficient bookkeeping/accounting experience is suggested.

RCM: 3 Years clean time. An RCM is to an ASC what a GSR is to the group. As the representative of the area, the RCM speaks for the members and groups within the ASC. Works for the good of NA providing two-way communication between the area and the rest of NA, particularly with neighboring ASC's and Regions.

RCM Alternate: 2 Years clean time. Become familiar with RCM responsibilities and fills in for RCM if he/she is absent or for any reason is unable to complete the term of office.

Archivist: 5 Years clean time. Must have service experience. Must have an interest in the history of NA. Must have a desire to preserve items of historical significance with NA, particularly in preserving the history of NA in West Tennessee. Shall maintain an inventory of stored items that have been deemed of historical interest to the West Tennessee Area.

Hospitals & Institutions: 2 Years clean time. The H&I Chair facilitates carrying the message to the addict who still suffers and is confined in a jail, institution, or treatment center. They coordinate the development of any new H&I presentations, workshops, or learning days.

Sub-Committees:

No Sub-Committee should be a one-person operation. They require NA members to volunteer and support them.

Public Relations (PR): 1 Year clean time. PR informs the public that NA exists, providing information on how and where to find it. They carry this message in accordance with the Twelve Traditions of NA and maintain and coordinate an effective 24-hour, 7 days-a-week hotline. This allows the H&I Committee to form a link between Narcotics Anonymous and the public seeking help and/or information about recovery.

Activities: 1 Year clean time. To coordinate and plan activities which promote unity and fellowship in the NA program, as well as to generate funds.

Literature: 1 Year clean time. The purpose of the Literature Sub-committee is to carry the message of recovery in written form to still-suffering addicts by providing literature for all the NA groups in the Area. They also review and encourage the writing of and input in literature from and for the NA Fellowship.

Newsletter: 1 Year clean time. The Newsletter Chair is responsible for compiling and producing regularly printed newsletters as well as providing them to the trusted web servant for inclusion on the WTASC of NA website.

Outreach: 1 Year clean time. Outreach: 1 Year clean time. Provide service to all the Area groups which help to strengthen and unify the West TN Area NA in keeping with the 12 Traditions and 12 Concepts of Service, and offer support, compassion and guidance.

NA in May: 2 Years clean time. The chair is responsible for filling their committee with qualified people to organize and put on the Area's annual NA in MAY event.

Policy & Procedures: 4 Years clean time. The WTASC Policy Subcommittee deals with those things that are within the policy guidelines of the WTASCNA. The general policies of NA are expressly stated in the Traditions; however, the application of these Traditions at the local level is the concern of this committee.