



Tri-Area
Shared Services
Committee of Narcotics Anonymous
Guidelines

Approved by the three Areas
March 2015

**Guidelines and Policies
Affecting the
Tri-Area Shared Services Committee of Narcotics Anonymous**

Approved March 2015

TABLE OF CONTENTS

I.	Name	3
II.	How the Shared Services Committee is formed	3
III.	Purpose.....	3
IV.	Budgeting and Financial Guidelines	3
V.	Boundaries	4
VI.	Procedural References	4
VII.	Meetings.....	4
	a. Special / Emergency Meetings.....	4
VIII.	Participants.....	5
	a. Designated Participants.....	5
	b. Observers	5
	c. Volunteers	5
	d. Voting Participants	5
IX.	Voting Procedures.....	6
X.	Quorum and Attendance	6
	a. Quorum	6
	b. Attendance Policy	6
XI.	Nominations and Elections	7
	a. Vacancies of a Inter-Office Trusted Servant.....	7
	b. Vacancies of a Shared Service member from one of the 3 Areas	7
	c. Removal of Inter-Office Trusted Servants.....	7
	d. Miscellaneous	7
XII.	Trusted Servants	8
	a. Requirements for all Trusted Servants.....	8
	b. Duties Common to all Trusted Servants	8
XIII.	Inter-Office: Trusted Servant Positions	9
	a. Chairperson.....	9
	b. Vice Chairperson	9
	c. Treasurer	10
	d. Secretary	11
	e. Negotiating Team Leader	11
	f. Web-Master	12
	g. Site Liaison	12
	h. Section containing general purpose statements	13
XIV.	Tri-Area Convention Committee	13
	a. Purpose.....	13
	b. Function	14
	c. Election of the Tri-Area Convention Committee.....	14-15
	d. Glossary	16
	e. Memorandum of Financial Responsibility.....	17

I. Name

The name of this committee is the “Tri-Area Shared Services Committee of Narcotics Anonymous”. For the purpose of these guidelines, the term “SSC” may be used.

II. How the Tri-Area Shared Services Committee is formed

The Tri-Area Shared Services Committee of Narcotics Anonymous is a committee formed from the three (3) Areas. PASCNA, PICANA and SWANA. These Area Service Committees (ASC) has come together in the spirit of unity and cooperation to coordinate and conduct the Tri-Area Convention.

The Tri-Area Shared Service Committee will consist of nine (9) members. The breakdown of those members will be:

Three (3) members from PASCNA

Three (3) members from PICANA

Three (3) members from SWANA

These member will be elected at their respective Area Service Committee (ASC) meeting by the GSR's of said Area. Any interested members of said Area, with the appropriate clean time can be a part of the Tri-Area Shared Service Committee by coming before the GSR's of said Area and following the election process of that Area.

Once these members are elected; 3 from each Area. The Tri-Area Shared Services Committee will come together to elect within itself the Trusted Servants of this committee. These positions will self nominating positions. (Please refer to XI. Inter-Officer Positions page 7)

III. Purpose

The purpose of the SSC:

All of the efforts of the PASCNA, SWANA and PICANA Areas are inspired by the primary purpose we serve. Upon this common ground we stand committed to every addict seeking recovery, have the chance to experience our message and find the opportunity for a new way of life.

The Host Area of PASCNA, SWANA or PICANA work together in the spirit of unity and cooperation to carry our message of recovery at our Tri-Area Convention.

The Tri-Area Shared Service Committee host workshops promoting service and continue informing the Areas on how and why this committee was built.

As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust and goodwill are the foundations of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

IV. Budgeting and Financial Guidelines

The Host Area Convention Committee Treasurer and the Tri-Area Shared Services Treasurer shall work together to prepare the preliminary budgets as soon as possible. Prior to the budget being approved, the Host Area shall submit any necessary expenses to the Tri-Area Shared Services Committee. After the budget has been set, any requests for funds by the Host Area that fall within

the approved budget will automatically be paid by either the Host Area Convention Committee Treasurer or the Tri-Area Shared Services Treasurer, assuming funds are available. Any requests by the Host Area Convention Committee which go above any line item in the budget, or for any items which are not in the budget, must be approved by the Tri-Area Shared Services Committee before payment can be made.

The Tri-Area Convention Committee bank account shall maintain an operating balance of no more than \$5,000.00. When funds are low, the Convention Treasurer should notify the Tri-Area Shared Services Treasurer and request to have funds transferred. Funds will only be transferred by Tri-Area Shared Services Committee Treasurer after a detailed report is received which includes a breakdown of expenditures and the amount of the remaining budget. After paying all expenses from the Host Area convention, the remaining funds will be divided as follows:

40% (not to exceed \$5,000.00) to be held by the Tri-Area Shared Services Committee for the following year's convention. Operating expenses (to include taxes, insurance, legal fees, etc) for the Tri-Area Shared Services Committee as determined by the Tri-Area Shared Services budget; and the remaining

60% will be divided

20% for PASCNA,

20% for SWANA

20% for PICANA.

At the end of the three years with each Area having hosted the convention, 100% of the remaining funds will be divided evenly between the three Areas.

V. Boundaries

This committee will encompass the Three (3) Areas of PASCNA, PICANA, SWANA

VI. Procedural References

The rules contained in the current edition of "Robert's Rules of Order, Newly Revised Edition" shall be utilized to expedite the business of SSC in cases to which they are applicable and where they are not inconsistent with the Twelve Traditions or the Twelve Concepts of Narcotics Anonymous, our current service manuals, these guidelines, and any special rules which SSC may adopt.

VII. Meetings

The regular meeting of the SSC shall be held monthly on the third Saturday at 2:00 p.m. whenever feasible. A special meeting may be held without prior notice at such time and place as the SSC Trusted Servants may fix from time to time.

A. Special / Emergency Meetings

A special / emergency meeting of SSC may be called by the SSC Chair, or any Trusted Servant of that committee, after consultation with other participants, including the SSC Chair, whenever possible.

Written notification, including the purpose of the special / emergency meeting must be emailed to all participants of the SSC at least one week prior to the date of the special / emergency meeting.

A special / emergency meeting must be called for a specific purpose. Any business conducted at this special / emergency meeting will not include policy changes, and will only be related to the specific purpose for which it was called.

VIII. Participants

Participants elected to the SSC shall be known as “Trusted Servants” SSC shall be comprised of the following participants:

- Chair
- Vice Chair
- Treasurer
- Secretary
- Negotiating Team Leader
- Web-Master
- Site Liaison
- At Large Member
- At Large Member

A. Designated Representatives

Any vacant position of a Inter-Office Trusted Servant of the SSC may be filled by the SSC Chairperson from a Trusted Servant of the SSC, with communication of the other Trusted Servants, until the next meeting of the Shared Services Committee. This Trusted Servant will have the rights and responsibilities at the SSC meeting.

B. Observers

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be referred to as “observers”. Observers have the right to request the floor, and the Chair has the right to grant or deny that request. Observers do not have the right to make or second motions, or to vote.

C. Volunteers

The Shared Service Committee can unitize "any" Narcotics Anonymous member in this fellowship. A Narcotics Anonymous volunteer must get the approval of the full body of the Shared Service Committee before performing any task. From time to time that volunteer may be ask to come before the Shared Service Committee to give a report on the service task they have been assigned to accomplice. All Volunteers will be required to sign the Tri-Area Shared Service Committee "Memorandum of Financial Responsibility". (Please refer to page 17) Volunteers have the right to request the floor, and the Chair has the right to grant or deny that request. Volunteers do not have the right to make or second motions or vote at the Shared Service Committee meeting.

D. Voting Participants

Any individual classified as a participant of the SSC (Section VI.) with the exception of the Chair, may make or second motions. The chairperson may only vote in the case of a tie. Voting is done by a show of hands, or voting members may request votes to be taken by roll call.

IX. Voting Procedures

- All Trusted Servants of the Shared Services Committee may vote yes, no, or abstain.
- Votes cast as abstentions will not be counted. Majorities, whether simple, 2/3 or 3/4, will be determined by the number of yes or no votes cast.
- In the event that a motion is not on the agenda, and needs to be dealt with at hand, a 3/4 majority vote will be needed to pass.
- A 2/3 majority vote is required to create policy, or to change existing policy.
- The SSC Chair will announce before each vote the majority required: simple majority, 2/3 majority or 3/4 majority.
- 30 days advance notice to the Three (3) Area Service Committees, shall be required to change existing policy or create new policy.
- That items of Shared Services Committee business directly affecting groups and members be scheduled for decision at the Shared Services Committee meeting allowing enough time for the item to appear on the agenda for group discussion and input.

X. Quorum and Attendance

A. Quorum

- A quorum is necessary to conduct the business of the SSC. At a regular meeting of the SSC, quorum will be 51% of the Trusted Servants of the Tri-Area Shared Services Committee, with all fractions rounding up to the next highest number. No business (Except fulfilling financial responsibilities) may be conducted without quorum, including making motions. No votes may be taken without quorum. The Trusted Servants reports may still be given.

The Chair and Vice Chairperson of the Tri-Area Convention Committee will be a part of the Quorum ONLY on Convention Committee issues and shall a vote, ONLY on Convention Committee motions.

- At a special / emergency meeting of the SSC, quorum will be 2/3 of the Trusted Servants of the Tri-Area Shared Services Committee.

B. Attendance Policy

- That any Trusted Servant missing (any) two meetings of their term, without prior approval from the SSC will automatically resign their positions. Also, a letter will be written to the prospective Area asking for their removal from their Shared Service Committee position at their Area.
- Meetings are defined as completion from beginning to end.
- Excused absences will not count against the attendance policy.
- Excused absences are those absences which the SSC have voted to excuse based on scheduling conflicts.

XI. Nominations and Elections

There shall be Nine (9) Trusted Servants of the Tri-Area Shared Services Committee. The Trusted Servants of the Tri-Area Shared Services Committee are elected at their prospective Home Areas. There will be Three (3) Trusted Servants elected at the PASCNA Area, There will be Three (3) Trusted Servants elected at the PICANA Area, and there will be Three (3) Trusted Servants elected at the SWANA Area. Each nominee must adhere to the election process of that particular Area Service Committee.

Once these Trusted Servants are elected at their Home Areas, this committee will come together to elect within itself the Trusted Servant positions of this committee. (Section VI. Participates) This is a self nomination process.

All Trusted Servants of the Tri-Area Shared Service Committee will be required to sign the Tri-Area Shared Service Committee's "Memorandum of Financial Responsibility" (*please refer to page 17)

Terms of the inter-office Trusted Servants of the SSC : Trusted Servants shall be elected for the term of One (1) year.

A. Vacancies of a Inter-office Trusted Servants positions of the SSC

If for any reason the position of SSC Chair becomes vacant during the term, the Vice Chair will assume the duties of that vacancy. Vacant inter-office positions of the SSC can be filled through interim appointments made by the SSC Chair in consultation with the SSC Trusted Servants.

B. Vacancies of a Shared Service Member from one of the three (3) Areas

Anytime a vacancy occurs of a Shared Service member from one of the three Areas, another election at the Home Area will take place at least 30 days after known vacancy. It is the duty of the SSC Chairperson to provide notice to all AREAS, and ask that the Area needing another Trusted Servant, to put on their agenda to elect another Trusted Servant, or the Chair of that Area can appoint someone to the Tri-Area Shared Services Committee (with consultation of the SSC Trusted Servants) until the next election of that Area Service Committee.

C. Removal of Inter-Office Trusted Servants

A simple majority vote of all SSC Trusted Servants, shall be required to remove a SSC Trusted Servant from their position prior to the expiration of their term.

Loss of abstinence is considered an automatic resignation for any position including, but not limited to, the SSC Convention chair. Trusted Servants may also be removed due to :

1. Non-fulfillment of duties
2. Theft of funds
3. Lack of participation and not providing a written report.

No Trusted Servant shall be removed without cause.

D. Miscellaneous

If a Trusted Servants Home group leaves the Tri-Area Shared Services Boundaries a majority vote will decide whether that Trusted Servant may continue to serve the SSC.

XII. Trusted Servant

Trusted Servants of the SSC are elected to provide the Tri-Area Shared Services Committee and Tri-Area Convention Committee with effective leadership and should have the ability to organize and provide direction for the SSC efforts. These Trusted Servants should provide guidance, support, and understanding, as well as being a resource to the Tri-Areas.

A. Requirements for All Trusted Servants

- A commitment to service, as indicated by previously fulfilled positions.
- Knowledge of the 12, Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous
- The willingness to give the time and resources necessary to fulfill the position.
- A home group within the PASCNA, PICANA and SWANA Areas.
- Willingness to travel as necessary.
- Must be present from start to finish of SSC meeting.
- All Trusted Servant of the SSC will be required to sign the "Memorandum of Financial Responsibility" (please refer to page 17)
- Provide proper receipts with all requests for reimbursement (forms to be supplied by the Treasurer). *
Trusted Servants are responsible for advanced and/or reimbursable funds where proper receipts are not provided.

B. Duties Common to All Trusted Servants

- Participation in all SSC meetings and applicable sub-committees.
- Be familiar with all SSC guidelines and the currently approved service manuals.
- Submit typewritten, or legibly handwritten, reports (as directed by this policy) to the SSC, with copies distributed to each Trusted Servant of the SSC and all motions will be submitted in writing. Reports must be accepted, rejected or amended immediately after being presented.
- That any SSC Elected Trusted Servants (except Treasurer) may be a signatory on the SSC Checking account, as long as they are not responsible for maintaining the PO Box key and the collection and distribution of all correspondence held within.

XIII. Inter-Office: Trusted Servant positions

The following is an outline of the specific requirements and duties for each Trusted Servants position of the SSC.

A. Chairperson

- Requirements
 1. 5 years clean time.
 2. Previous experience in service committee meetings.
 3. Ability and willingness to remain fair and impartial when conducting the business of the SSC.
 4. Working knowledge of Robert's Rules of Order.
 5. Working knowledge of SSC Policy
 6. Working knowledge of the Tri-Area Shared Services Convention Policy

- Duties
 1. Chair SSC meetings
 2. Attend all meetings pertaining to this committee.
 3. Appoint all Ad Hoc Committees of SSC
 4. Fill vacancies in accordance with Section IX.A.
 5. Can be a signatory on the SSC bank account.
 6. If a signatory on the SSC bank account, CAN NOT have password access to the online account, and not hold the PO Box key.
 7. Work closely with the Tri-Area Shared Service Convention Committee
 8. Must provide a typewritten report at every SSC meeting with copies for each Trusted Servant.
 9. The Chairperson does not have a vote, except in case of a tie.
 10. Must give a final report of the prior year

B. Vice Chairperson

- Requirements
 1. 5 years clean time.
 2. Previous experience in service committee meetings.
 3. Ability and willingness to remain fair and impartial when conducting the business of the SSC.
 4. Working knowledge of Robert's Rules of Order.
 5. Working knowledge of SSC Policy
 6. Working knowledge of the Tri-Area Shared Services Convention Policy.

- Duties
 1. Chair SSC meetings in the absence of the Chair.
 2. Attend all meetings pertaining to this committee.
 3. Help coordinate all Sub-Committees of Tri-Area Shared Services Convention.
 4. Chair all sub-committee meetings that are without a chair or an interim chair.
 5. Can be a signatory on the SSC bank account.
 6. If a signatory on the SSC bank account, CAN NOT have password access to the online account, and not hold the PO Box key.
 7. Work closely with the Tri-Area Shared Service Convention Committee

8. Must provide a typewritten report at every SSC meeting with copies for each Trusted Servant.
9. Must give a final report of the prior year

C. Treasurer

The SSC Treasurer will be provided with, and abide by, the most recent guidelines adopted by NAWs.

The SSC bank account shall have two signatures required for check cashing. These signatures will not include that of the Treasurer. All checks made out to SSC will be stamped, "For Deposit Only". The prudent reserve for SSC will be set at \$2,000.00. Budgetary motions that change policy regarding prudent reserve are exempt from being placed on the SSC agenda for approval. Such motions will be considered for action immediately at the SSC meeting.

An audit will be conducted yearly, and or, prior to the books changing hands.

- Requirements for Treasurer position
 1. 5 years clean time.
 2. Previous service experience at the home-group or area level.
 3. Previous experience as a treasurer, or knowledge of accounting.
 4. Gainful employment.
 5. Capable and willing to maintain accounts in accordance with SSC policy.

- Duties of Treasurer
 1. Attend all SSC meetings.
 2. Maintain the SSC bank account.
 3. Provide financial reports at SSC meetings with copies for each Trusted Servant.
 - a. The Treasurer will provide a report to the SSC to include a copy of the following documents:
 - 1. current Monthly Treasurer's Report
 - 2. current bank statement (with all but the last four numbers of the account blackened out),
 - 3. current Account Transaction (Checkbook Register)
 - 4. current Check Book at Glance report.
 - Must provide these written reports at every SSC meeting
 - Must give a final report of the prior year
 4. Provide the SSC budget at the first meeting of the year.
 5. Provide financial information as needed to SSC.
 6. Present a quarterly balance sheet at the SSC with the Treasurer's report.
 7. Provide a year-end financial report, from the previous year, at the LAST yearly SSC meeting.
 8. Provide forms for reimbursement/advances, upon request, and disburse funds related to said request. Reimbursement will only be provided with proper receipts.
 9. SSC Treasurer work closely with the Tri-Area Convention Treasurer.
 10. SSC Treasurer is also directed to give receipts for all donations to ensure accountability.
 11. Excel shall be the financial software used by the SSC Treasurer, and Tri-Area Convention Treasurer as to provide a uniform system of accounting and financial reporting.

12. The current Treasurer of SSC create and maintain the password for the SSC and the Tri-Area Convention online accounts. This password will be changed as the new Treasurer is elected.
13. The Chairperson of the SSC shall have password access to the SSC, and Tri-Area Convention online accounts.

D. Secretary

Roll call will be taken and recorded by the secretary following the opening of each SSC meeting and upon request of any Trusted Servant of the SSC.

All minutes of the SSC will be written anonymously – that is, deleting names in reference to reports, motions, etc, and using service title as marked on pad. Vote tallies of SSC elections will not be included in SSC minutes.

- Requirements
 1. 4 years clean time
 2. Typing and some secretarial skill
- Duties
 1. Attend all meetings pertaining to this committee.
 2. Keep minutes of all SSC meetings.
 3. To email minutes to SSC participants, and all Three (3) Areas PASCNA, PICANA and SWANA members .
 4. To compile a email directory with the cooperation of the Three (3) Areas, of members who want to receive the minutes of our meeting.
 5. Provide all Trusted Servants and Areas with the agenda and minutes of the previous meeting 10 days prior to the next SSC meeting.
 6. Email copies of all written reports submitted at the SSC meeting to Areas members. These reports will be included with the emailing of the agenda and minutes for the next meeting.
 7. Must provide a typewritten report at every SSC meeting with copies for each Trusted Servant.

E. Negotiating Team Leader

- Requirements
 1. 4 years clean time
 2. Past service experience at the home-group and area level.
 3. Ability to communicate effectively.
 4. Willingness to travel as necessary.
- Duties
 1. Attend meetings pertaining to this committee.
 2. Represent the SSC pertaining to all contracts, even those of the Tri-Area Convention Committee.
 3. Must not sign any contracts without prior permission of the SSC.
 4. Maintain effective communication with the Tri-Area Convention.
 5. Provide a typewritten report at each SSC meeting with copies for each Trusted Servant.
 6. Provide copies of all pertinent contractual information when feasible (With regards to cost and efficiency), or upon request.

7. Must give a final report of the prior year

F. Web-Master

- Requirements
 1. 4 years clean time
 2. Past service experience at the home-group and area level
 3. Knowledge of building and maintaining the SSC web-site
 4. Knowledge of SSC policy and guidelines.
 5. Knowledge of the Tri-Area Convention Committee.
- Duties
 1. Shall have all passwords and account information of the web-site.
 2. Must maintain web-site monthly with updates of minutes, fliers ect.
 3. Provide a typewritten report at each SSC meeting with copies for each Trusted Servant.
 4. The purpose of the web-site is to serve as a central source of information for all things directly pertaining to NA in the Tri-Area. These things include an accurate schedule of the meeting and activities of the SSC and the Tri-Area Convention taking place within the three Areas. PASCNA, PICANA and SWANA. Only activities and meetings within the Tri-Area will be listed on the web-site.
 5. Must give a final report of the prior year.

G. Site Liaison:

- Requirements
 1. 4 years clean time
 2. Past service experience at the convention and area level.
 3. Ability to communicate effectively.
 4. Willingness to travel as necessary.
- Duties
 1. Attend meetings pertaining to this committee.
 2. Can represent the SSC pertaining to all contracts, even those of the Tri-Area Convention Committee.
 3. Must not sign any contracts
 4. Maintain effective communication with the Tri-Area Shared Service and the Tri-Area Convention.
 5. Provide a typewritten report at each SSC meeting with copies for each Trusted Servant.
 6. Provide copies of all pertinent contractual information when feasible (With regards to cost and efficiency), or upon request.
 7. Must give a final report of the prior year
 8. Must present himself/herself to the facility in a business like manner.
 9. Help coordinate all facility needs for Host Area Convention Committee.
 10. Help coordination of all activities in the facility during the convention as well as ensuring meeting rooms are set up properly.

I. Contained within this section are general purpose statements regarding the SSC, along with specific guidance for the Tri-Area Convention Committee regarding those committees.

- That the Tri-Area Convention be a ‘registration-only’ convention. Registration only indicates that for any activity outside of meetings, an individual would need to register to purchase tickets.
- Maintain a permanent mailing address (such as a PO Box) for SSC and the Tri-Area Convention purposes.
- That a SSC Trusted Servant representing the PASCNA Area, and a SSC Trusted Servant representing the PICANA Area, and a SSC Trusted Servant representing the SWANA Area, report to the three (3) Area Service Committee, and provides full financial reports and other information pertaining to the SSC meetings and the Tri-Area Convention Committee meeting. This to foster cooperation through communication.
- **Expenses for copies and supplies shall be reimbursed by filling out the appropriate forms (supplied by the Treasurer) with proper receipts.**
*See Section XIII. - C. - 8
- That the SSC set policy to get any agreements or contracts with outside vendors or entertainers be in the form of a written contract, in order to safeguard the SSC and the Tri-Area Convention Committee funds and develop comprehensive financial guidelines.
- The Serenity Prayer will be the closing prayer at all meetings, workshops and fundraisers of the SSC and the Tri-Area Convention Committee and no speakers from outside the Narcotics Anonymous fellowship will be used at workshops and conventions.

XIV. The Tri-Area Convention Committee is directly responsible to the Tri-Area Shared Services Committee and here are some of the policies pertaining

If the policies you are looking for are not contained in this document please refer to the Tri-Area Convention Guidelines

The Tri-Area Convention Committee is directly responsible to the Tri-Area Shared Services Committee (SSC), particularly on financial matters. The Tri-Area Convention Committee is accountable to the Tri-Areas, PASCNA, PICANA, and SWANA particularly on philosophical matters.

A. Purpose

The purpose of the Tri-Area Convention is to come together with members of the PASCNA, PICANA and the SWANA Areas of Narcotics Anonymous to bring a celebration of recovery to the Areas. Meeting, workshops and other activities are scheduled to encourage unity and fellowship among our members along with carrying the message. Because convention are hosted by service committees of Narcotics Anonymous, they should always conform to the NA principles and reflect our primary purpose. The Tri-Area

Convention guidelines do not supersede the PASCNA, PICANA and SWANA Area Service Committee guidelines. If the need for further clarification ever arises regarding convention policy, refer to Narcotics Anonymous "Convention Guidelines".

B. Function

The Tri-Area Committee Convention of Narcotics Anonymous functions with the support of the three areas involved. PASCNA, PICANA, SWANA and the Tri-Area Shared Services Committee (SSC)

C. Elections of the Tri-Area Convention

The Tri-Area Shared Services Committee (SSC) will be the body that elects the Trusted Servants of the Convention Committee. The Tri-Area Convention will be comprise of 10 members, as follows.

All Trusted Servants of the Tri-Area Convention Committee will be required to sign the Tri-Area Shared Service Committee's "Memorandum of Financial Responsibility" (*please refer to page 17)

- All appointments and election votes are to be by written ballot.

Chair:	4 years clean	Tickets & Registration:	3 years clean
Vice Chair:	4 years clean	Merchandise	3 years clean
Treasurer:	4 years clean	Programming	3 years clean
Secretary:	2 years clean	Convention Information	3 years clean
Site Liaison:	4 years clean	Fundraising	3 years clean

The Chairperson and Vice Chairperson of the Tri-Area Convention Committee will be appointed by the SSC Committee. That appointment of the SSC Committee comes from two members the Host Area that will be conducting that years convention. The Chairperson and Vice Chairperson of the Tri-Area Convention must attend the SSC meeting. The Chairperson and Vice Chairperson will have a vote at the SSC meeting only on issues pertaining to the Tri-Area Convention.

- Requirements
 1. A home-group with the Tri-Area. PASCNA, PICANA, SWANA.
 2. Previous Convention or relevant service experience.
 3. Willing to travel as necessary
 4. Must be present for start to finish of the Convention Committee Meeting.
 5. Provide proper receipts with all requests for reimbursements (forms to be supplied by the Treasurer).
 6. Provide a year end financial report after each Convention.
- Duties Common to All Trusted Servants
 1. Attend and participate in all Tri-Area Convention Meetings and applicable sub-committee meetings.
 2. Be familiar with all SSC and Tri-Area Convention Committee guidelines and policies, and currently approved service manuals.
 3. Submit typewritten or legibly handwritten reports (as directed by this policy) by SSC and the Tri-Area Convention, with copies distributed to each member of the Tri-Area Convention Committee.

4. All reports must be accepted, rejected or amended immediately after being presented.
5. All motions must be submitted in writing.
6. That any Tri-Area Convention Committee Trusted Servant (except Treasurer) may be a signatory on the Tri-Area Convention Committee checking account, as long as they are not responsible for maintaining the P.O. Box key and the collection and distribution of all correspondence held within.

Sub-committee Chairs are subject to the same general requirements and duties as all Trusted Servants previously outlined. Additional requirements and duties common to all sub-committee chairs are outlined below.

- Tickets and Registration Chair have some experience in excel spreadsheets.
- Merchandise Chair have some experience in excel spreadsheets.
- Schedule and chair adequate sub-committee meetings.
- Attend All Tri-Area Convention Committee meeting following their election.
- Provide a typewritten, or legibly handwritten, report at each Tri-Area Convention Committee meeting, with copies for each participant.
- **Sub-committees and sub-committee chairs are accountable to the SSC, and shall provide full disclosure of the work that they do, and intend to do.**
- Sub-committee meetings will be required to be scheduled on the SSC web-site calendar in advance.
- Each subcommittee of the Tri-Area Convention Committee, should have an adequate set of guidelines (developed by that sub-committee) outlining its purpose and function, membership, trustee servants responsibilities and a schedule of meetings. These guidelines should be developed through consultation with the current approved service manuals and appropriate approved handbooks. Said guidelines shall be submitted for SSC approval.

GLOSSARY

PASCNA : Pittsburgh Area Service Committee of Narcotics Anonymous

PICANA : Pittsburgh Inner City Area of Narcotics Anonymous

SWANA : South West Area of Narcotics Anonymous

Area : A defined territory that is supported by its' Homegroups. There are 48 homegroups that serve the PASCNA Area. There are 17 homegroups that serve the PICANA Area and there are 20 homegroups that serve the SWANA Area.

Tri-Area : It encompasses the (3) Areas. PASCNA, PICANA and SWANA.

Shared Service : The PASCNA, PICANA and SWANA Areas, with the conscience vote of the homegroups in all (3) Areas, have join together to collectively to conduct and coordinate a Tri-Area Convention. Also share service where possible, H&I, PI, Outreach, Activities etc.

SSC : Shared Service Committee

Shared Service Committee : The Shared Service Committee consist of (9) members. Here is the breakdown of the 9 members. (3) members from PASCNA, (3) members from PICANA and (3) members from SWANA. These members are elected at their respective area service meeting by the GSR's of said Area.

Trusted Servant : Participants elected to the Shared Service Committee shall be know as Trusted Servant.

Inter-office Trusted Servants : The Trusted Servants that are elected within the Shared Service Committee.

At Large Member : There are (7) inter-office position of the Shared Service Committee for (9) members. The (2) members that do not have a position will be know as an At Large Member.

Volunteers : The Shared Service Committee can unitize "any" Narcotics Anonymous member in this fellowship. A Narcotics Anonymous volunteer must get the approval of the full body of the Shared Service Committee before performing any task. From time to time that volunteer may be ask to come before the Shared Service Committee to give a report on the service task they have been assigned to accomplice. All Volunteers will required to sign the Tri-Area Shared Service Committee's "Memorandum of Financial Responsibility". (please refer to page 17) Volunteers have the right to request the floor, and the Chair has the right to grant or deny that request. Volunteers do not have the right to make or second motions or vote at the Shared Service Committee meeting.

Tri-Area Convention : The purpose of the Tri-Area Convention is to come together with members of the PASCNA, PICANA and SWANA Areas of Narcotics Anonymous to bring a celebration of recovery to the three (3) Areas. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members along with carrying the message.

TRI-AREA SHARED SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

MEMORANDUM OF FINANCIAL RESPONSIBILITY

I, _____, a trusted servant of the fellowship of the Tri-Area, PASCNA, PICANA and SWANA Areas of Narcotics Anonymous, agree to properly and safely use any money or other assets entrusted to me by the fellowship of NA.

I agree to use fellowship money or other assets only as directed by the fellowship of NA.

I agree that if I misappropriate or misuse fellowship money or other assets because of my personal negligence or dishonesty, I will accept full responsibility for their replacement.

While in service at any time, or if I am removed from service or leave service, I agree to promptly turn over any Fellowship money, assets, records or any other fellowship property.

I have agreed to follow and adhere to the Tri-Area Financial Responsibility Policy as outlined on the Financial Responsibility Addendum.

Signed _____ (Trusted Servant)

Date: _____

Print name: _____

OVERSEEN BY SSC MEMBER _____ DATE: _____

TITLE: _____

This document was created to implement the Tri-Area Shared Service Financial Responsibility Policy. The Tri-Area Shared Service Committee has adopted guidelines and operational policies, which apply to and shall guide the conduct of our NA Trusted Servants. Current Copies of these documents are available on request.

This agreement shall be held in the Tri-Area Shared Service Committee Archives.