

WISCONSIN REGIONAL SERVICE CONFERENCE GUIDELINES

3/20/2010

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ARTICLE ONE: Name

1.01 This body shall be known as the Wisconsin Regional Service Conference Incorporated, here after referred to as the WRSC.

ARTICLE TWO: Purpose

- 2.01 The purpose of the WRSC is to be supportive of its areas and groups and their primary purpose, by linking together the areas and groups within our region, by helping areas and groups deal with their basic needs, by serving as a communication link with and carrying the regional conscience to the World Service Conference, and by encouraging unity and growth of the fellowship.
- 2.02 The WRSC shall maintain a mailing address and a bank account.
- 2.03 This body recognizes itself as a service committee of Narcotics Anonymous,(NA) and thereby adheres to the Twelve Steps, Twelve Traditions and Twelve Concepts of N. A..

ARTICLE THREE: Meetings

- 3.01 The WRSC shall meet every two months on the weekend of the third Sunday and will take rescheduling into consideration when meetings are in conflict with other important events.
- 3.02 WRSC meetings shall rotate among the areas as follows:
- | | | | |
|--------|------------------------|------|--------------------|
| Jan. | WSNAC Hosting Site | May. | WSNAC Hosting Site |
| March. | a. Northern Lights | July | a. Badgerland |
| | b. Inland Lakes | | b. BASIC |
| | c. Northeast Wisconsin | | c. Scenic Bluffs |
| | d. North Central | | d. Rock River |
| Sept. | a. Chippewa Valley | Nov. | a. Milwaukee |

- b. Big Rivers
- c. Wood & Waters.
- d. Upper peninsula

- b. South East Family
- c. Kettle Moraine
- d. Inner City

Newly seated areas will be added to the end of the list of the appropriate quadrant. Areas within a quadrant may trade slots with consent of their ASCs. When member areas of WRSC are deemed inactive three RSCs prior to hosting, the vacancy in hosting rotation is presented to other ASCs within that quadrant. If no ASC within the quadrant has the ability to host, the opportunity to host is then presented to the WRSC as a whole.

The January and May RSC will meet at the host site of WSNAC for that year as determined by the WSNAC BOD.

The January and May meeting and functions will be set up and coordinated by the host committee of WSNAC and WRSC activities subcommittee.

1) The January function will be designated as the “Free To Be We” Regional fundraiser/function. All expenses and excess funds will be the responsibility of the WRSC.

2 The May function will be designated as a “WSNAC Awareness”_fundraiser/function. All expenses and excess funds will be the responsibility of the WSNAC BOD.

3.03 WRSC meetings shall be open to all members of Narcotics Anonymous.

3.04 Regularly scheduled meetings of the WRSC (Saturday & Sunday) are non-smoking. There may be a designated smoking area outside of the main room.

3.05 **WRSC Weekend Agenda Tools**

Ground rules

Stay open minded

Listen and share the time.

Remember to play well with others.

Don't forget why we're here.

Stay focused on the subject at hand.

Lively conversation is productive.

To agree and to disagree... that's the process.

One more time- Avoid reepeettiitioonn.

It's important to start and stop on time.

NO KICKING, SCRATCHING.OR BITING ALLOWED...!

?? Room layout options

RCM's up front

Round table discussion

Theatre/panel presentations

Room space for Basic services, i.e. things that need to be done every meeting and for issues that come up unexpectedly

?? Other tools.

?? 1 Event /Topic per time slot “Preset times outline” of entire weekend to fill with topics/projects

?? Longer time slots

?? Open forums

?? Rotation of Weekend focus / Preset topic Rotation

?? Mobil panels

?? More on line / between meeting work done Workgroups/ Project ad hocs

?? Outside participation / Help.

?? Recovery Meetings

?? Free time /nap time, dinner.

ARTICLE FOUR: Participants

- 4.01 Regional Committee Members (RCM) of the Wisconsin Region constitute the participating members of the WRSC. The Board of Directors of the WRSC shall be composed of the RCMs from the various member areas
- 4.02 In the event of an RCM's absence, that area's duly elected RCM-Alternate shall have all the rights and responsibilities of the RCM.
- 4.03 WRSC trusted servants and the ratified trusted servants from WSNAC BOD and WRSO BOD, when requested participate in the discussion of regional business.
- 4.04 RCM's shall be given first priority by the WRSC Facilitator in the discussion of any motions that come before the assembly.
- 4.05 The Facilitator may recognize any one in attendance at the WRSC. Members of Narcotics Anonymous are encouraged to use an RCM or WRSC trusted servant as a channel through which to communicate.

ARTICLE FIVE: Trusted Servants

- 5.01 Trusted Servants of the WRSC shall consist of a Facilitator, Vice-Facilitator, 2 Co Secretaries, Treasurer, Vice-Treasurer, Regional Delegate, Regional Delegate-Alternate, Committee Chairs, ad-hoc chairs and all representatives elected by the WRSC. The WRSC will ratify one member from the WSNAC BOD and one from WRSO BOD. Ratified trusted servants will only be required to attend the RSC when requested; and will be considered the same as WRSC elected trusted servants when present at the RSC.
- 5.02 The RCM's elect all WRSC trusted servants.
- 5.03 No trusted servant elected by the WRSC shall serve for more than two consecutive terms in the same position.
- 5.04 No elected trusted servant may hold two-WRSC elected service position at the WRSC,

ARTICLE SIX: Qualifications, Duties and Responsibilities of Trusted Servants

- 6.01
 - 1. The willingness and desire to serve;
 - 2. Understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous
 - 3. The time and resources to be an active participant.
 - 4. Presents and submits a written report at each WRSC on all activities pertaining to said position.
 - 5. All service positions are fourteen (14) month commitments, with the following exceptions; RD - 24-month term, RDA - 24-month term and WSNAC Representatives, which are also 24 month commitments-one elected per year.
- 6.03 In addition to the qualifications listed above, further requirements for each service position and job description are as follows:

?? 1. Role of Facilitator

Document all topics then have group prioritize

Repeat the group's objective in each time slot and how much time available.

Keep discussion focused on topic.

Clearly define objectives thru brainstorming

Lead the group in summarizing the discussion.

A facilitator is the custodian of the consensus process, a trusted servant whose purpose is to help the group make the best decisions possible. A facilitator is a guide, he or she must be assiduously neutral about the outcome of topics being discussed and fair in the treatment of all members of the group.

- 1. A minimum of three years of continuous clean time;
- 2. A minimum of two years of NA service experience;
- 3. A working knowledge of WRSC consensus process;
- 4. The ability to facilitate and maintain order.

5. Presides over all meetings of the WRSC;
6. Announces in proper sequence all stages of conference business according to the agenda, suspending the order of the day when necessary to accommodate special business;
7. Recognizes participants or observers who are entitled to the floor;
8. Reports the number of RCMs needed to establish a quorum;
9. Decides all questions of order, subject to appeal, unless it is preferable to submit such a question to the assembly for a decision;
10. Responds to inquiries pertaining to conference procedure or factual information bearing on conference business;
11. Expedites business in every way compatible with the rights of all participants and observers;
12. Appoints all WRSC add-hoc committees;
13. Compiles a pre-arranged agenda prior to each WRSC meeting(see addendum-A)
14. Ex officio non-voting member of all committees;
15. Co-signer of the WRSC bank account;
16. Is the corporate president of WRSC Inc. for the purposes of the annual filing.

2. Vice facilitator

1. Minimum of two years of continuous clean time;
2. A minimum of one year of NA service experience;
3. A working knowledge of WRSC consensus process;
4. Performs all duties and responsibilities of the Facilitator, with all rights and powers held therein, in the absence of the Facilitator;
5. Ex officio non-voting member of all committees.
6. Coordinates the functions of WRSC committees in the absence of their Chairperson and Vice Chairperson;
7. Co-signer of the WRSC bank account.
8. Is the corporate vice-president of WRSC Inc. for the purposes of the annual filing.

3. Co-Secretaries

1. A minimum of two years of continuous clean time.
 2. A minimum of one year of NA service experience.
 3. The ability to take notes of proceedings and type report
- Co-Secretaries work together to:
4. Be responsible for written record of all WRSC meetings.
 5. Maintain a mailing list of all WRSC Trusted servants and Areas throughout the Wisconsin Region.
 6. Type and distribute minutes no later than fourteen (14) days following each WRSC meeting.
 7. Sends copies of WRSC minutes to the following:
 - a. All WRSC Trusted Servants, RCMs and RCMA's.
 - b. The World Service Office of Narcotics Anonymous.
 - c. Anyone requesting minutes (one copy per each request).
 - d. The RSCs of the Midwest Forum.
 - e. Wisconsin Regional Service Office.
 - f. WSNAC BOD Chairperson.
 - g. WRSC web page for posting.
 8. Keep the updated WSNAC and WRSO pool list.
 9. Co-signer of the WRSC bank account.
 10. Is the corporate secretary of WRSC Inc. for the purposes of the annual filing.

4. Treasurer

1. A minimum of four years of continuous clean time.
2. A minimum of three years of NA service experience.
3. The ability to balance an account and keep records.
4. Personal financial stability is required.

5. Custodian of all funds of the WRSC.
6. Signs all WRSC bank account checks along with one other designated trusted servant, except in cases where the check is made out to the Treasurer, in which case two other designated trusted servants must sign the check.
7. Keeps an accurate record of all transactions.
8. Presents and submits a written report that shall include a regional financial report for inclusion in the minutes; to include copies of the bank statements and the reconciliation statement completed accurately.
9. Collects and deposits into the WRSC bank account all donations from individuals, groups, areas and committees within two business days of receipt of said donations.
10. Supplies copies of receipts for all income and disbursements, and keeps copies of receipts dating back seven (7) years.
11. Prepares and presents an annual financial report to be audited by an ad-hoc committee of the WRSC.
12. The Treasurer will disburse all funds according to the current set of financial guidelines as adopted by the WRSC.
13. The WRSC treasurer acts as the corporate treasurer of WRSC Inc. for the purposes of the annual filing.
14. See financial guidelines for additional information.

5. Vice Treasurer

1. A minimum of three years of continuous clean time.
2. A minimum of two years of NA service experience.
3. The ability to balance an account and keep records.
4. Personal financial stability is required.
5. Assists in the preparation of treasurer's reports, the organization of records, and the handling of receipts when requested by the WRSC Treasurer.
7. In the absence of the WRSC Treasurer, performs all duties and responsibilities of that office during the WRSC meeting.
8. Is a co-signer of the WRSC bank account with the same restriction on signing checks as the Treasurer that being that they may not sign a check to themselves.
9. See Financial Guidelines for additional information.

6. Regional Delegate (RD)

1. A minimum of four years of continuous clean time.
2. A minimum of three years of NA service experience, including at least one year of involvement as a WRSC trusted servant.
3. The ability to attend the World Service Conference and to travel as directed by the WRSC, or as requested by any Area in the Wisconsin Region.
4. Strives to embody and express the group conscience of the Wisconsin Region in all NA service activities.
5. Represents the WRSC at the World Service Conference.
6. Attends ASC meetings whenever possible and when requested by an Area of the Wisconsin Region.
7. In cooperation with the RDA, produces and presents a schedule for C.A.R. workshop Quadrant meetings . The Regional RCM Assembly date and its funding must be set by the date the C.A.R. is released. The RCM Assembly date is to be set at least 30 days prior to WSC.
10. Maintains lines of communication between the WRSC and other NA regions throughout the world. Provides news of their activities (conferences, conventions, etc.).
11. Avails to the WRSC correspondence from meetings of:
 - a. The World Service Conference.
 - b. The World Board.
12. Attends as many regional functions as possible.
13. Attends all formal meetings of the Midwest Zonal Forum.
14. Performs all duties and responsibilities of the Facilitator in the absence of the Facilitator and Vice Facilitator.

7. Regional Delegate-Alternate (RDA)

1. A minimum of three years of continuous clean time.
2. A minimum of two years of NA service experience.
3. The ability to travel as directed by WRSC or requested by any Area in the region.
4. Works closely with the RD, practicing the duties and responsibilities of the RD in preparation for potential

- election to the office.
- 5. Assists the RD in attending ASC meetings throughout the Wisconsin Region.
- 6. In cooperation with the RD, produces and presents a schedule for C.A.R. workshop Quadrant meetings to the RCMs.
- 7. Assists the RD in attending the WSC, serving in conjunction with the RD in representing the Group conscience of the region.
- 8. Assists in communication between the WRSC and other service boards or committees of Narcotics Anonymous.
- 9. Attends as many regional functions as possible.
- 10. Attends all formal meetings of the Midwest Zonal Forum.
- 11. Performs all duties and responsibilities of the RD at an WSC or WRSC meeting that takes place in the absence of the RD.,

8. WSNAC Representative

There are two positions for the WSNAC Representative. When considering nominations and election for this position, one needs to consider at least six (6) weekends, sometimes Saturdays and Sundays away from home. Also required is a working knowledge of conventions and/or business. This Representative is a member of the WSNAC Board of Directors, Work includes writing guidelines, providing input on convention matters, and all business, financial and contractual matters

- 1. A minimum of two years of continuous clean time.
- 2. A minimum of one year of NA service experience.
- 3. Previous convention involvement.
- 4. Represents the WRSC at all WSNAC planning meetings.
- 5. Maintains lines of communication between the WRSC and the WSNAC Board of Directors.
- 6. Reports to the WRSC all relevant information pertaining to the WSNAC Convention.

9. Committee Chairperson

- 1. A minimum of two years of continuous clean time.
- 2. A minimum of one year of NA service experience.
- 3. Previous committee involvement.
- 4. See individual committee guidelines for additional info.

10. Committee Trusted Servants

- 1. A minimum of one-year continuous clean time.
- 2. A minimum of six months of NA service experience.
- 3. See individual committee guidelines for additional info.

11. Add hoc committees

- 1. A minimum of two years of continuous clean time.
- 2. A minimum of one year of NA service experience.
- 3. This committee shall consist of the ad-hoc chair, which shall be appointed by the WRSC chairperson and any other positions the ad-hoc committee deems necessary.
- 4. Ad-hoc chairpersons shall have equal status as WRSC elected trusted servants.
- 5. This committee shall perform the task(s) as requested by the conference and/or the WRSC Facilitator, report back to the conference when finished and then be dissolved at the direction of the WRSC.

ARTICLE SEVEN: Consensus Procedures

- 7.01 A quorum must be established for business to proceed at any WRSC meeting.
- 7.02 A quorum shall consist of a simple majority of active member Areas. If a member Area is not represented at two consecutive WRSC meetings, it shall be accorded "inactive" status for the sake of quorum computation at the end of the second meeting. Active status shall be returned upon said Area's representation at the WRSC.
- 7.03 Consensus exists when each member of the group can say:
 - 1. I have had the opportunity to voice my opinions.
 - 2. I believe the group has heard me.

3. I can actively support the group's decision as the best possible action at this time, even if it is not my first choice.

7.04 **Ground Rules** for Participants in Consensus

1. Begin and end on time
2. One speaker at a time
3. Speak only for yourself
4. No put-downs
5. No blaming
6. No interrupting
7. Everyone may participate
8. No one may speak twice on a subject until everyone who wants to speak for the first time has spoken
9. Silence equals assent

7.05 **Consensus Process**

- A.) Motion presented, Read out loud by facilitator.
- B.) Discussion (See below*1)
- C.) Facilitator asks for RCM Action Options (See below *2) on the motion.
Without endorsement the motion fails
Without objection the motion passes
- D) Once the decision has been made, act upon what you decide.

***1-Procedure for discussion:**

1. Define the problem or decision.
2. Figure out what must be done to reach a solution.
3. Brainstorm possible solutions.
4. Discuss pros and cons attempt to narrow down the list of ideas/solutions.
5. Adjust, compromise and fine tune so all members are satisfied.
6. Go back to C. If consensus not reached repeat steps 1-5

Brainstorming Guidelines

One good idea leads to another... Good idea.

“No” and “Can’t” do not exist

Creativity has no limits.

Be part of-participate.

Think fast, analyze later...

Judging evaluating. and criticizing is NOT brainstorming..

HAVE FUN

***2- RCM's Action Options**

1. To Give Consent (yes)
2. To Stand Aside (abstain)
3. To Block (no)

3. To Give Consent.

When everyone in the group (except those standing aside), says, “yes” to a motion, consensus is achieved. To give one's consent does not necessarily mean that one loves every aspect of the motion, but it does mean that one is willing to support the decision and stand in solidarity with the group, despite one's disagreements.

2. To Stand Aside.

An individual stands aside when he or she cannot personally support a motion, but feels it would be all right for the rest of the group to adopt it. Standing aside is a stance of principled nonparticipation, which absolves the individual from any responsibility for implementing the decision in question. If there are more than a few stand asides, consensus has not yet been reached. The Facilitator will determine this.

3. To Block.

This step prevents the decision from going forward, at least for the time being. Blocking is a serious matter, to be done only when one truly believes that the pending proposal, if adopted, would violate the morals, ethics or safety of the whole group.

Some would say one probably has a lifetime limit of three to four blocks,

So... If you frequently want to block or continually find yourself being the only one blocking, you may wish to reconsider your continuing participation in the group.

- 7.06 All motions and amendments, except those dealing with immediate procedure, must be submitted to the WRSC Co-secretaries using the approved form. All motions will be placed on the topic list for prioritization by the RCMs.
- 7.07 All motions shall include estimated financial impact whenever appropriate. The WRSC Treasurer shall be consulted for any budgetary expenditure motions.
- 7.08 Only RCMs, RCM-Alternate and WRSC trusted servants make or second motions at WRSC meetings.
- 7.09 Procedural votes shall be cast by voice and substantiated by a show of hands, if necessary.
- 7.10 Only reaching another consensus can change a consensus decision

ARTICLE EIGHT: Elections

- 8.01 All votes shall be cast by ballot, unless a vote of acclimation is passed by a 2/3 majority of RCMs present by a show of hands.
- 8.02 All elections are decided by a simple majority.
- 8.03 If there are more than two (2) nominees for the same position with no clear majority, the two nominees receiving the most votes would move on to a secondary vote.
- 8.04 In the event of a tie vote during an election, nominations will be held open until the next meeting of the WRSC.
- 8.05 Nominations shall be open to all members of Narcotics Anonymous as long as they meet the qualifications stated in Article Six.
- 8.06 All nominees must be present at the time of their election or submit a completed service resume and a letter of intent to accept the position.
- 8.07 In the event of a vacated office, the Facilitator may fill that position until the next regularly scheduled election.
- 8.08 The terms of all trusted servants, excluding the RD, RDA, and WSNAC Representatives shall be fourteen (14) months (seven WRSC meetings), so that the two terms overlap for one meeting. On the weekend that the terms overlap, the outgoing servant shall hold all duties and responsibilities of the position so as to train the newly elected servant. In the event of the absence of the outgoing servant on the overlapping weekend, the newly elected servant shall carry out all duties and responsibilities of that service position. Pool members are exempt from two-term limit.
- 8.09 When elections are held for a RD, the RDA shall be given priority consideration by a vote of acclimation; if a 2/3 majority of RCMs present is not achieved, the position shall be opened to the floor for further nominations.
- 8.10 Elections for all trusted servants listed in Article Five shall be held as follows: Nominations shall begin the regional meeting prior to election and continue until the position is filled.

January: Activities Chair, , Co-Secretary JA

March: Literature Chair Policy Chair

May: RD, RDA

July: Outreach Chair Public Relations Chair Co-Secretary JU

September: , Hospitals and Institutions Chair. Registered Agent

November: WRSC Facilitator and Vice Facilitator WRSC Treasurer and Vice Treasurer
WSNAC Representative (odd and even years)

- 8.11 WRSC trusted servants should take office directly following the WRSC meeting at which they are elected.
- 8.12 Committee may elect Committee trusted servants within committee.

ARTICLE NINE: Removal of Trusted Servants

- 9.01 The WRSC may declare vacant the office of any elected WRSC trusted servant who has been found
1. Absent for two WRSC meetings within their term.
 2. Found unfit as determined by the WRSC as a whole.
- 9.02 The WRSC may declare vacant the office of any WRSC committee Chairperson who has been absent for two meetings of the Committee for which she or he has been elected to serve.
- 9.03 The WRSC may not remove any trusted servant without cause
- 9.04 A consensus of RCMs present shall be required for the removal of any WRSC trusted servant.
- 9.05 The willful use of any drug as defined by Narcotics Anonymous while serving, as a WRSC trusted servant can constitute an automatic resignation from that service position and will be dealt with on an individual basis.

ARTICLE TEN: Committees / Ad-hoc committee

- 10.01 In order to minimize the amount of time spent debating in WRSC meetings, and to further achieve our primary purpose, a committee system shall be used by the WRSC.
- 10.02 It is important to note that committees cannot do the day-to-day work; only members can do this, which means that each committee requires the active participation of NA members throughout the region.
- 10.03 Our committees are responsible for the planning and implementation of specific tasks charged them by the WRSC. The initiation and finalization of such projects takes place at regular WRSC meetings.
- 10.04 When a motion is referred to a WRSC committee, the committee shall have two regions to review it and bring the motion with recommendations back to the floor of the WRSC.
- 10.06 Each committee is autonomous, but is directly responsible to the WRSC. In order to better serve, a Committee may opt to elect its own trusted servants to whom particular responsibilities are delegated.
- 10.07 Each committee shall develop and review guidelines that include a statement of purpose, and they must submit these guidelines in written form to the WRSC.
- 10.08 Each committee shall submit a written report at each WRSC meeting. These reports are to include minutes of committee meetings, committee plans and proposals, and financial reports when applicable.
- 10.09 Each committee shall have a budget, a list of goals, and updates on such items to be included in all committee reports.
- 10.12 The duties and responsibilities for which each WRSC committee was specifically established are as follows:

A.) POLICY COMMITTEE GUIDELINES

I. Purpose

- a. This subcommittee deals with the policies and procedures of Narcotics Anonymous. The general policies of NA are expressly stated in our Twelve Traditions; however, the application of these Traditions in relation to the WRSC and its member areas is the concern of this committee.
- b. This committee is responsible to maintain, revise each March and make our Regional Guidelines and procedures available; to evaluate the effectiveness of the current WRSC policy and/or procedure and recommend to the RSC any changes or modifications where appropriate, and for supplying guidance, if requested, to Area Policy Chairpersons in the development and maintenance of their own Area Guidelines.
- c. This subcommittee also deals with violations of the Twelve Traditions within the region. When a violation occurs and it cannot be resolved at the group, Area or regional level, this committee shall write a detailed letter describing the alleged violation and the circumstances involved, then give a copy to the RD for review, and mail another copy to the World Board for a final decision.
- d. This committee is not a governing body and ought never be confused as such. It only acts in matters where the WRSC charges it to do so. At no time should the policies of the WRSC, our subcommittees, or any other NA service board or committee conflict with the Twelve Traditions and/or Twelve Concepts of Narcotics Anonymous.

B. PUBLIC RELATIONS GUIDELINES

I. Name

The name of this work group shall be the "Wisconsin Regional Public Relations Work Group", hereafter referred to as WRPR. WRPR is formed by and is directly responsible to the Wisconsin Regional Service Conference of the Fellowship of Narcotics Anonymous (WRSC), and is a work group of the WRSC.

II. Purpose

WRPR's primary purpose is to carry the message to addicts who still suffer by informing the public that Narcotics Anonymous exists and that NA offers recovery from the disease of addiction by offering information that includes where and how NA meetings can be found. The WRPR responds to any and all requests for information. In addition, the WRPR is responsible for developing and implementing Regional Public Relations projects and cooperating with neighboring Regions in joint PR efforts. All PR efforts will be carried out in strict accordance with the Twelve Traditions of Narcotics Anonymous. This work group acts as a resource for all who wish to carry the NA message of hope and the promise of freedom through public information activities.

Responsibilities of this work group include:

1. WRPR acts as the liaison between NA and our society as a whole.
2. WRPR shall operate, maintain, and coordinate the Regional Website.
3. WRPR shall be the primary operator and administrator of the Regional "Help line".
4. WRPR will be responsible for the updating and printing of new Regional Meeting Lists as directed by the WRSC. WRPR is responsible for compiling, printing and distributing a regional meeting list at least twice each year.
5. WRPR shall designate 2 members to coordinate with and regularly update the NAWS meeting database by means of the WRSC meeting database. This will be done in cooperation with the Areas' designated representatives.
6. WRPR shall seek out and attend professional conferences, bringing NA literature and informational displays to further the purpose of informing the professional public about NA.
7. Supplying information and guidance to Areas for all forms of public service announcements and all related media contact.
8. Setting up displays for special open meetings and possibly arranging for a speaker on the regional convention program.
9. Direct mailings (bulk rate or non-profit) to establish lines of communication, cooperation, but not affiliation, between any NA groups interested in helping the addict who still suffers, and regional or state wide agencies, associations, organizations and facilities (private or government-assisted);
10. Coordinating public speaking engagements with any requesting facility or organization, and setting up special committees to do the same at any convention related to helping addicts or concerned with the disease or treatment of addiction;
11. Arranging for approval and permission for health service professionals within the region to attend NA meetings for informational purposes;
12. WRPR is responsible for stockpiling, maintaining and coordinating distribution of all the above information, archives on past experiences, guidelines, phone services, help lines, examples of letters used in direct mailings to professionals, public service announcements, posters and leaflets for public display, stickers, cards and contact numbers and any other tools useful to the PR committee.

IV. Position Descriptions

1. Chairperson:
 - A. Arranges an agenda for and presides over the regular meetings;
 - B. Reports to the WRSC at its regularly scheduled meeting;

- C. Coordinates the Web Group:
 - D. Coordinates the Helpline/ Phoneline Group
 - E. Coordinates publication of the Regional meeting directory:
 - F. Coordinates the NAWS database update group:
 - G. Coordinates the activities of Area subcommittees, as needed;
 - H. Initiates and maintains contact with neighboring Regional PR committees;
 - I. Delegates work as necessary to keep the work groups functioning smoothly.
2. A Vice-chairperson and/or Secretary may be elected by the work group as needed.

VI. Web Group

I. Purpose:

The primary purpose of the WRSC web site is to carry the message to addicts and the public at large by informing the public that NA exists in the Wisconsin Region and that NA offers a method of recovery from the disease of addiction.

II. Work Group:

This work group shall consist of Webservants and web coordinators as deemed necessary and appropriate by the WRPR. All Area webservants are encouraged to participate in the Web Group.

- 1. A report will be given at each regional meeting.
- 2. Meetings (on-line or in person) will be held as needed.

III. Content:

A. Meeting List:

- 1. Searchable by city.
- 2. Updated regularly by way of Area on-line submissions.
- 3. Meeting list updates shall be accepted from Area RCM'S or designated Area representatives via the web coordinator link on the website.
- 4. If on-line submissions are unavailable, special accommodations can be made by phone or mail.
- 5. The WRSC may, at its discretion, direct the web group to include on the Regional meeting list any meeting within the geographical boundaries of the WRSC.
- 6. The Web servants shall maintain the Meeting List and regularly submit a complete updated meeting list to the PR Chair and Areas by request.
- 7. A printable meeting list shall be posted on the meeting list page.

B. Calendar

- 1. Updated regularly by way of Area on-line submissions.
- 2. Calendar events and flyers shall be accepted from Area RCM'S or designated Area representatives via the web coordinator link on the website.

C. Conference Page

- 1. Updated after each WRSC
- 2. Link to Conference flyer
- 3. Conference hosting schedule
- 4. Conference hosting guidelines
- 5. WRSC minutes shall be posted minus the contact list and treasurer's report.

D. Hot Links:

All links must be approved by the WRSC. The committee may create area "sub sites" as part of the regional site. The WRSC website shall provide links to the following:

- 1. NAWS
- 2. WSNAC
- 3. Midwest Zonal Forum
- 4. Area websites within the Wisconsin Region which are sanctioned by that Area's service committee.

E. Contact

- 1. wrsca@wisconsinna.org will go to the Regional Facilitator, Vice Facilitator, RD and RDA of the WRSC.
- 2. webservant@wisconsinna.org will go to the webservants/coordinators.
- 3. Link to email for the Wisconsin Regional Service Office

F. Miscellaneous Content:

The WRSC may, at its discretion, direct the WRPR web group to include content other than described above. All other content must be approved by the WRSC.

C.) HOSPITALS AND INSTITUTIONS GUIDELINES

I. Purpose

- A. The H&I subcommittee serves the need of all the areas within the Wisconsin Region by conducting activities that promote the growth and strength of all H&I efforts and needs within the region and the fellowship.
- . This committee acts as a resource for NA members, groups and areas in their efforts to carry the NA message of hope and the promise of freedom to those who cannot attend regular NA Meetings. .

This committee serves a number of purposes;

1. Provides a resource for the members, groups and areas in their H&I efforts by providing supplies, literature, information and other materials necessary to better carry the message .
2. Maintains an updated listing of all appropriate facilities within the Region and records which ones are serviced as well as which area committees and type of services that are performed. This committee is responsible for compiling, maintaining and up dating lists of all institutions in the Wisconsin Region where a suffering addict might be found. These usually fall into the following categories: hospitals, treatment facilities, detoxification facilities, correctional facilities, armed services and related facilities and drug diversionary or criminal diversionary programs
3. This committee attempts to make NA available to any addict seeking recovery from addiction through mutual cooperation from facilities by starting meetings, making literature available, arranging forums and establishing contacts. Since many meetings held in institutions cannot function within our Traditions, such meetings should operate under the guidelines of local area and regional Hospitals and Institutions committees.
4. Provides a forum or pooling place for Area H&I committees
5. Conducts and/or coordinates projects that carry the message into facilities that cannot be served by an area committee.
6. Conducts workshops to address and/or work on problems confronting the member area and to discuss new methods of H&I work.
7. Maintains communication with the World Board so that the member areas may be informed of its activities.
8. Reviews guidelines periodically which will be submitted at the first Regional in January of each year.
9. Coordinates “Writing Steps For Recovery” committee (see guidelines-addendum #?)

Members

Chairpersons of area H&I committees or their representatives and anyone interested in carrying the message thru H&I.

D.) ACTIVITIES COMMITTEE GUIDELINES

I. Purpose

The purpose of the Activities committee is to promote unity among areas and groups within the Wisconsin Region through the coordination of area and regional functions and thereby generate funds to further achieve our primary purpose.

II Participants / Members

This WRSC committee shall consist of a Chairperson, a Vice Chairperson, all Area Activities committee Chairs or their designated representatives and any interested members of Narcotics Anonymous. For matters of procedure, please refer to the WRSC guidelines

III. Operating Functions

1. This committee is responsible for holding regional activities (dances, parties, picnics, events, etc.) that are attractive to the newcomer. The primary purpose of this committee is to reach out to addicts in our region and elsewhere, and to help promote NA unity.
2. The secondary purpose of this committee is to raise funds for regional needs. All proceeds from these fundraisers shall be turned over to the WRSC and distributed under its direction by procedural vote. Monies coming into Activities from any source must be mailed to the WRSC Treasurer on the following business day.

3. To sponsor a maximum of four regional functions per year in addition to at least three joint functions. Function prices shall be set according to the operating cost
4. This committee is responsible for the creation and distribution of flyers announcing regional functions, as approved by the group conscience of its members.
5. The purchase and sale of all merchandise approved by this committee shall be the responsibility of our designated participants
- 6 Coordinates with the Web group on the regional Calendar.

E.) LITERATURE COMMITTEE GUIDELINES

1. Purpose

- A.. This committee deals with our primary purpose as it is achieved through writing.
- B. To serve as a communication link in all matters of literature between the group and literature committees on all levels; area, region and world.
- C. To provide a forum and atmosphere where members may contribute to the development and creation of literature

2. FUNCTION / RESPONSIBILITIES

- A. Serves and assists the Area Literature Committee (ALC's) within the Wisconsin Region on all literature needs.
- B. Provides a place for ALC chairs and all interested persons to come together and share their experience, strength and hope with each other. This committee seeks input from NA members, groups and areas and then compiles, edits and reviews such material. This material is then forwarded to the World Board for its use.
- C. Supports ALC's by assigning projects, hosting regional literature workshops and serving as a resource of strength, hope and experience for all ALC's to use.
- D. Informs RSC of all happenings in area, regional and world literature and encourages support from members through announcements, flyers and reports.
- E. May propose and develop ideas for new literature submitted by members of the fellowship.
- F. This subcommittee encourages development of new literature by holding literature conferences to complete proposed material and holds various workshops as needed. It is the responsibility of this committee to work closely with the World Board to help in their efforts to accomplish these goals.
- G. This subcommittee is also responsible for coordinating the review of unapproved literature within the Wisconsin Region and for forwarding input on literature for approval to the World Board.
- H. Accepts projects from the WB.

3. Participants / members

- A. Consists of a Chairperson, Vice Chairperson, Secretary, ALC Chairpersons and/or representatives and any other NA members interested in participating in the literature process.
- B. All officers, other than the Chairperson, are elected from the members of the WRSCLC.

4. Requirements and Responsibilities of officers of WRLC.

Chairperson (one year position)

1. A minimum of two years continuous clean time;
2. A minimum of one year NA service experience;
3. Previous subcommittee involvement.

A. Responsibilities:

1. Serves as a link between RSC and the WB so that the region's experience, strength and hope may be represented on any new literature projects the WB entrusts to us for development;
2. Sets up and schedules regular meetings and directs the focus of each meeting;
3. Attends the RSC and reports to that body on the goals and progress of the WRSCLC;
4. Initiates all correspondence between WRSCLC and the WB.
5. Ultimately is responsible for the files and written records of the work of the RLC.

INSTRUCTIONS FOR NEW CHAIRPERSON

- A. Contact previous RLC Chairperson, get an overview of committee procedures and work in progress, obtain all files, supplies and funds in order to effect a smooth transition.
- B. Register with the World Board by contacting the World Board by phone at the WSO to insure that the committee receives all correspondence from the World Board.
- C. If necessary, orders the current Handbook for NA Literature Committee and the NA Newslines.
- D. Become familiar with all files, handbooks, procedures and policy guidelines of the RLC.
- E. Contact ALC Chairpersons and neighboring Regional Literature Chairpersons to open lines of communication, foster cooperation and build unity and support.

Vice Chairperson (one year term)

1. A minimum of one-year continuous clean time;
2. A minimum of six months of NA service experience, preferably on the WRSCLC;
3. Working knowledge of the Twelve Steps, Twelve Traditions and other NA literature;
4. Ability to act as Chairperson in the Chairperson's absence. Responsibilities:
 - a. Conducts the monthly meeting of the WRSCLC;
 - b. Carries out tasks as delegated.

Secretary (one year position)

1. A minimum of one year continuous clean time;
2. A minimum of six months of NA service experience;
3. Good note taking and typing skills;
4. Access to typewriter/word processor, etc.
5. Takes an accurate set of minutes at each committee meeting and distributes a copy to each member by mail in a timely fashion;
6. Forwards a copy of all minutes and finalized literature review work to the World Board on a periodic basis as directed by the WRSCLC.
7. Works with the Chairperson to prepare final copies of all correspondence and input reports.

5. TYPICAL MEETING AGENDA

- A. Open with the Serenity Prayer, reading of the Twelve Traditions and the Service Worker's Prayer and the WRSCLC's Statement of Purpose. It is an option to read the day's entry from the Just For Today book.
- B. Roll call/introductions.
- C. Secretary's report.
- D. Chairperson's report.
- E. Conduct committee's business by establishing an agenda.
- F. Agree upon member assignments for next meeting.
- G. Closing prayer/Twelfth Tradition.

F.) OUTREACH-COMMITTEE GUIDELINES

I. PURPOSE: TO REACH OUT AND HELP SPREAD THE MESSAGE OF UNITY BY:

- A. Providing a forum for areas to share their experience, strength and hope at the regional level;
- B. Attending area Outreach-Unity committee meetings to gain input and to share experience;
- C. Helping interested areas form Outreach-Unity committees;
- D. Communicating with other regions and the fellowship as a whole regarding Outreach-Unity issues.
- E. To ensure that any NA member, group or meeting within the WRSC boundaries, can participate in the NA service structure and receive NA services.

II. PARTICIPANTS

- A. This subcommittee welcomes input from any interested addict.
- B. Participants shall be:
 1. Area Outreach-Unity committee Chairpersons or
 2. A representative directed by an area if there is no Chairperson or if no Outreach Unity committee exists.

III. Helpful hints

1. Communication and open mindedness are the keys.
2. What is good for one Outreach-Unity meeting is not necessarily good for others. We are not trying for conformity, but rather laying the foundations for meetings to grow and for members of the groups to grow as individuals.
3. When starting a new meeting, remember that it is not the meeting of the church, the hospital or the halfway house. It is merely an NA meeting held on that property with their permission and under the condition of rent or payment by doing some work of equal value.
4. It is never MY meeting, YOUR meeting or ANYONE ELSE'S MEETING. IT IS AN NA MEETING.
5. Should an area in the WRSC not attend 2 concurrent WRSC meeting rotations, this sub-committee will make every attempt to attend the absent ASC meeting to ensure that there is knowledge of how to get word to the WRSC if this absent ASC may be in need of assistance. In the event that a visit in person is not possible before the next WRSC cycle, a phone call will be made to the chair or acting chair of this ASC to allow them the opportunity to receive any assistance they may need from the WRSC.

ARTICLE ELEVEN: FINANCIAL GUIDELINES

ARTICLE ONE: Definition

- F1.01 This set of guidelines shall serve as a written set of instructions for the dispersal of WRSC funds.
- F1.02 These guidelines shall set forth the procedures for documentation of all expenses and revenues and to assure a complete and accurate record of WRSC finances

ARTICLE TWO: General Guidelines

- F2.01 All funds shall be combined into one bank account to be managed by the WRSC treasurer.
- F2.02 The WRSC Treasurer, Vice Treasurer, Facilitator, Vice Facilitator, and the Co-Secretaries shall be designated as the co-signers of the WRSC bank account.
- F2.03 Checks drawn on the WRSC bank account shall require two signatures for any and all transactions.
- F2.04 No two signers of the WRSC bank account may reside in the same household.
- F2.05 No Trusted Servant may sign a check made out to themselves.
- F2.06 The WRSC shall audit the books once a year utilizing an ad-hoc committee comprised of at least the WRSC Facilitator, the Regional Delegate, and an outside professional auditor, if the WRSC body of the whole deems it necessary. The audit shall commence two regional service conferences prior to the end of the current Treasurer's term and shall report on the last RSC of the Treasurer's term. This audit shall follow the currently approved audit format.

ARTICLE THREE: Reserves and Allowances

- F3.01 At the beginning of the calendar year, each subcommittee and trusted servant, except delegate team shall submit a budget to the Treasurer. These budgets shall be due by the first RSC of the year, except the delegate team, which will be due the region after election of said positions and input and approval at the following RSC. Note: These budgets are simply a projection of anticipated projects and expenses for the year. All funding needs over the working reserves will still need to be brought before the WRSC for approval.
- F3.02 Working reserves shall be established from these budgets for the purpose of regular administrative costs incurred by the committee or Trusted Servant (ie. copies, phone calls, mileage) during each two-month period between Regional meetings. (These figures may be adjusted if necessary at the beginning of the next budget year.) The delegate reserve allotment amount is established from projected total expenditures for attendance at World Service Conference meetings, including quarterlies, divided by twelve.
- F3.03 Expenses in excess of these reserves, or requests for funds by other individuals directed to, or required to travel, will be reimbursed after a motion to reimburse the expense is brought by the individual, or a designated party, to the WRSC and approved.
- F3.04 Mileage will be reimbursed at the following rate of \$.25 per map mile.
- F3.05 The current working reserves are as follows: AS OF March 2010 (See Addendums)**

WRSC Fund	\$2,000.00	
Conference Participant Reserve	\$ 900.00	
Administrative Committee	\$ 400.00	
Secretary	\$ 130.00	
WSNAC Representative	\$ 124.00	
WRSC Delegate Team	\$ 87.80	
Additional Needs Subcommittee	\$ 10.00	
Activities Subcommittee	\$ 75.00	
Hospitals and Institutions Subcommittee	\$ 545.00	
Literature Subcommittee	\$ 30.00	
Policy Subcommittee	\$ 46.67	
Public Information Subcommittee	\$ 322.00	
PI-Monthly	\$ 450.00	
Unity / Outreach Subcommittee	\$ 25.00	
Web Page Subcommittee	\$ 57.00	
SUB-TOTAL	\$5202.47	
DELEGATE TRANSFER	\$ 372.25	
TOTAL	\$5574.72	

* These working reserves are divided between the representatives to be used by any one, however the reps decide # per each Regional. The Delegates reserve balance will be reflected in the Treasurer's report.

F3.06 The Treasurer shall be able to disburse funds up to \$400 to cover the meeting room expenses at the RSC meeting.

F3.07 The Treasurer shall be able to disburse fund for Delegate travel to World Service Conference, Mid-west Zonal Forum and U.S. Regional Assembly for the expenses in the following amounts:

1. Mileage/tickets: Restricted to the amount necessary to provide the least costly transportation to the conference in a timely fashion.
2. Lodging: Amount necessary to provide the lodging at the conference hotel.
3. Meal allowances \$30 a day maximum.

F3.08 The RD and RDA must give unanimous consent to any members occupying the room paid for by the WRSC.

F3.09 Any Trusted Servant of the Region who would be reasonably thought to be entitled to reimbursement of expenses at a later date may request an advance to cover these expenses. This will be recorded as an advance with that Trusted Servant being liable for the full amount until a valid expense report is turned in or until the cash is returned.

F3.10 Any WRSC participant as defined in Article 4.01 and any WRSC elected trusted servant as defined in Article 5.01 may request funds for participating in the WRSC meeting for up to \$50.00 per regional meeting. Participating expenses are limited to travel, lodging and /or meals.

ARTICLE FOUR: Procedures

F4.01 Revenues:

1. All revenues received shall be recorded in the current receipt book for the WRSC.

- 2 .A copy of each receipt shall be returned to the addict, group, area, subcommittee or other entity which donated or generated the money.
3. A copy of the receipt shall be returned to the WRSC chair for all such revenues that come from the body as a whole, such as 7th Tradition or interest earned.

F4.02. Expenses:

1. All expenses will be reimbursed up to the levels set out in Article Three of these Financial Guidelines.
2. All reimbursements will require legal valid receipt from a place of business.
3. All reimbursements will require an expense report to be completed before a check will be issued.
4. All expenses of the WRSC as a whole, such as donations, RSC room rent and/or all other valid RSC expenses shall have an expense report filled out by the Treasurer to reflect the payment for the records.
5. WRSC Room rent is to be paid directly to the facility by the WRSC Treasurer upon notification by the hosting area.
6. All revenues and expenses shall be recorded in the general ledger of the region in order to maintain a permanent record of transactions.
7. Use active and inactive reserves. Do not fill a reserve if the position is not filled or the Committee is not active.
8. The Treasurer shall be responsible for making sure that these procedures are followed.

ARTICLE FIVE: Expenditures

F5.01 Expenses will be paid on a "cash available basis". No expenditures will be made unless there is sufficient money available to pay for them. This is to keep the name of WRSC and NA as a whole above reproach.

F5.02 WRSC expenditures shall be dispersed in accordance with the following list of priorities:

1. Donate 7.5% of donations to NAWS and 2.5% to MZF.
2. meeting lists and Outstanding bills as per previous WRSC motions.
3. Reimburse working reserve expenses incurred between meetings:
 - a. Recurring monthly expenses
 - b. Reimbursements
4. Reimburse expenditures of Trusted Servants working without a reserve.
5. Place \$515.71 in Delegate reserves.
6. Replenish working reserves.
7. Disburse funds as per present WRSC motions.
 - a. and subcommittee literature requests.
 - b. All other financial motions.
8. Donate to N.A.W.S. all general funds remaining.

ARTICLE TWELEVE: WSNAC and WRSO BOD Pools

12.01 WRSC pool eligibility requirements:

1. WRSC pool members must have a minimum of two years clean

12.02 Criteria for selection of nominees:

- 1.. Each of the respective Board of Directors (BOD) may develop qualifications of their own not presented here.
2. The WRSC secretary will keep the updated qualifications on file. The following circumstances and qualities will be considered by the WRSC when electing to the pool.

- a. The need for balance between rotation (new people and fresh experience) and continuity in NA service efforts.
- b. Recovery experience.
- c. Service interests and experience.
- d. Pool members fall under election guidelines for trusted servant.
- e. Geographic diversity will be an important factor only if all other considerations are equal.

12.03 Administrative policy for WRSC pool.

1. The WRSC administers the pool.
WRSC guidelines are the criteria for *election and removal* of trusted servants
2. All information in the WRSC pool is kept in strictest confidence.
3. Increasing the membership of the WRSC pool is high priority.
4. Pool members must be re-elected every two years
5. The WRSC policy committee is responsible for creating and maintaining the WRSC pool resume.
6. The WRSC provides a current list of all pool members to WSNAC/WRSO on a yearly basis
7. Each BOD may re-elect members within committee without member returning to the pool procedure.
Members not re-elected must be reinstated to pool by the WRSC.

ARTICLE THIRTEEN Hosting Regional Meetings

13.01 When we meet.

The WRSC shall meet every two months on the weekend of the third Sunday rescheduling into consideration when the WRSC meeting is in conflict with other important events. Advance planning is the key here. If negotiations are made well in advance you have a much better chance of getting the necessary facilities and reasonable prices.

13.02 Who’s responsible The hosting committee will coordinate with the Regional Vice Facilitator on the agenda of the weekend.

A) See Article 3.03 for the entire ASC Host rotation schedule.

13.03 Financial information.

The WRSC may provide the hosting area with up to \$400 toward meeting room costs. Upon finalization of negotiations with the facility, the Area contact person is to notify the WRSC Treasurer with the facility address, phone number, contact person and cost. Do not guarantee these rooms and sign anything that would indicate a guarantee. Please refer to WRSC ARTICLE TWELVE Financial Guidelines, 4.02 (5).

13.04 Hotel room setup requirements

When negotiating with facilities it is always best to have no less than two addicts present. Having someone with knowledge of how to negotiate with hotels is helpful. You can usually get the meeting rooms at a reduced cost by letting the hotel know that we will be renting rooms and eating at their restaurant (if they have one).

A.) Every effort should be made to insure that ALL facilities used are wheelchair accessible.

B.) Regularly scheduled meetings of the WRSC are non-smoking. There may be a designated smoking area outside of the main room.

13.05 Sleeping rooms

We will need between ten and twenty rooms on Friday and Saturday night. Keep in mind some ASCs and their members simply cannot afford \$90 a night hotel rooms. If secondary, lower cost lodging is available nearby, include this information in your flyers

13.06 Meeting space

A.) Saturday meeting space

There should be a minimum of 2 rooms that hold 30 people, with tables set up in a closed U shape. These rooms need to be available Saturday from 9:00 a.m. to 6:00 p.m. We need 1 table for the Treasurer We also need a “flyer table” somewhere near the meeting rooms. It is suggested that the hosting area provide a lunch or dinner, if possible. It is the feeling of the Region that a meal helps promote unity and is a good opportunity for the hosting area to raise funds. It is not suggested that you book meals with the hotel, as those that do usually lose money

B.) Saturday evening

A room is needed which is large enough to hold a speaker meeting and a dance. We need this room from 6:00PM-1:00AM (unless facility restrictions dictate another closing time). We need 4-6 tables for the WRSO literature/merchandise and for entertainment. Chairs and tables are also needed for the speaker/dance. (Approximately 100-150 people)

C.) Sunday meeting space

The Sunday meeting room should be spacious and capable of comfortably accommodating fifty people. Tables should be in a closed U shape with chairs around the table and around the outside of the room. The room should be secured from 8:00 a.m. to 7:00 p.m. on Sunday

13.07 Flyers

All the necessary info should be completed and submitted to region six months in advance. With flyers out no later than the WRSC prior to hosting the WRSC weekend. A list of addicts available to act as local information guides included on the maps is greatly appreciated

13.08 Helpful hints

If possible, use a facility that includes hotel rooms and meeting rooms. It is always tempting to use a number of facilities to keep costs down; however cost has to be weighed against convenience. If it just isn't possible to hold the entire weekend event at one location no more than one other facility should be used, and there should be detailed maps at all locations.

Electrical outlets nearby and wi-fi internet access would be helpful.

***Addendum -A**

WISCONSIN REGIONAL SERVICE CONFERENCE AGENDA.

I. Opening:

- A. Recovery meeting-1 Hour (local flavor)**
- B. Moment of Silence**
- C. Reading of the Servant Worker's Prayer**
- D. Introductions**
- E. Roll Call**
- F. 7th Tradition**
- G. Reading of Concept**
- H. Review-Adjust Agenda**
- I. Special Business.**

II. TRUSTED SERVANTS REPORTS:

- A. FACILITATOR:**
- B. VICE-FACILITATOR:**
- C. JANUARY SECRETARY:**
- D. JULY SECRETARY:**
- E. TREASURER:**
- F. VICE-TREASURER:**
- G. REGIONAL DELEGATE:**
- H. REGIONAL DELEGATE ALTERNATE:**
- I. WRSO RADIFIED TRUSTED SERVANT:**
- J. WISCONSIN NA CONVENTION Even REP:**
- K. WISCONSIN NA CONVENTION Odd REP:**

III. AREA REPORTS:

- A. BADGERLAND:**
- B. BASIC:**
- C. BIG RIVERS:**
- D. CHIPPAWA VALLY:**

- E. INLAND LAKES:
- F. INNER CITY:
- G. KETTLE MORAINES:
- H. MILWAUKEE:
- I. NORTH CENTRAL:
- J. NORTHEAST:
- K. NORTHERN LIGHTS:
- L. ROCK RIVER:
- M. SCENIC BLUFFS:
- N. SOUTHEAST FAMILY:
- O. WOODS & WATERS:
- P. UPPER PENINSULA:

IV. SUBCOMMITTEE / ADHOC REPORTS:

- Q. ACTIVITIES
- R. HOSPITALS AND INSTITUTIONS
- S. LITERATURE
- T. POLICY
- U. PUBLIC RELATIONS
- V. Adhocs...
- W.

* see note below.

V. BASIC SERVICES:

A. Approve previous month minutes

B. ELECTIONS: Position (month term starts/ends)

1. Facilitator & Vice Facilitator (Nov.)
2. Jan Secretary (Jan.)
3. July Secretary (July)
4. Treasurer & Vice Treasurer (Nov.)
5. Regional Delegate and alt. (May)
6. Activities (Jan.)
7. Additional Needs (Jan.)
8. Hospital & Institutions (Sept.)
9. Literature (March)
10. Policy (March)
11. Public Relations (July)
12. Registered Agent (Sept.)
13. WSNAC Rep (Nov. Even year)
14. WSNAC Rep (Nov.Odd year)
15. WRSO Pool (every month)
- 16.** WSNAC Pool (every month)

C. Financial business:

1. BUDGETS:
2. Disbursements / Motions.
3. NEXT ___ MEETINGS: Issue-Topic, location(s)

VIII. Closing business:

- ??Read topics and other business for next cycle.
- ??Announce next meeting location; all other announcements.
- ??Closed with a group hug& prayer.

?? *After reports are completed RCM's prioritize Topics for decision and discussion.

?? **After lunch on Saturday we will have the issue discussion session(s)