

Trinity Area Policy

Agenda

1. Open meeting with Serenity Prayer
2. Readings
 - a. Service Prayer
 - b. Twelve Traditions
 - c. Twelve Concepts
 - d. Mission Statement
3. Roll Call
 - a. Facilitator
 - b. Co-Facilitator
 - c. Notetaker
 - d. RCM
 - e. RCMA
 - f. Member Groups
 - i. GSR/GSRA
 - g. H&I Panel Leader
 - h. Visiting members
4. Reports
 - a. Facilitator/Co-Facilitator
 - b. Notetaker
 - c. Treasurer/Treasurer Alternate
 - d. RCM/RCMA
 - e. Member Groups
 - i. GSR/GSRA
 - f. H&I Panel Leader
 - g. Webservant
5. Old Business
6. New Business
 - a. Idea Proposals
 - b. Elections, or any open positions mid-year
 - c. Open Forum
7. Announcements
 - a. Next TA date
8. Close

General Guidelines

1. CBDM (Consensus Based Decision Making) will be the area's decision-making method.
2. TASC meetings will be held virtually the last Saturday of the month @ 10:00 am (except the month's Lone Star Regional Service Conference is held which are January, May, September)
3. Idea Proposals & Voting
 1. In order to vote must be one of the following:
 - a. GSR, GSRA or group approved Proxy
 2. Idea proposals must be turned in to the Facilitator before the start of the meeting
 3. If everyone consents, an idea may be accepted on the day it is presented. If one voting member objects, the idea will be postponed and posted until the next ASC.

4. Ideas generated from reports may be considered on the day they are presented
5. A $\frac{2}{3}$ majority is implemented should an idea reach voting status
6. All ideas must be supported by at least one (1) tradition or concept

Rules of Order

1. Remarks should be confined to the pending question and refrain from speaking adversely about a prior idea. Members should avoid requesting the floor for repeating a previously stated position without additional relevant information.
2. Members are reminded to treat one another with respect. This includes active listening to those speaking so that the issue at hand and the time being used may be efficiently addressed. Another member's motive may not be attacked.
3. All remarks must be addressed through the Facilitator. Any member(s) speaking must yield to the Facilitator if directed to do so.

Open Forum

The primary intent of Open Forum is to explore ideas before a formal idea proposal is drafted, or to address concerns any member may have regarding the mission of Trinity Area. The body will discuss whether there is a common desire for the item(s) under consideration to be addressed along with gathering information that may be useful in forming a consensus.

Open Forum may also be exercised to explore any concerns or ideas that directly involve the body or member groups. Most importantly, any topic submitted should take into consideration the overall needs of the body/groups while guided by the 12 Traditions and 12 Concepts of NA.

TRUSTED SERVANTS

Requirements – All Positions

1. Must be an NA member
2. Must have an NA sponsor
3. Must have a reliable means of transportation
4. Must have willingness, resources, and desire to serve
5. Must currently be working NA steps
6. Must regularly attend meetings
7. Any trusted servant or volunteer handling money for any affair must have one (1) year of clean time

Clean Time Requirements

Facilitator	2 years
Co-Facilitator	2 years
Notetaker	1 year
Treasurer	3 years
Treasurer Alternate	3 years
RCM (Regional Committee Member)	3 years
RCMA (Regional Committee Member Alternate)	3 years
H&I Panel Leader	1 year
Webservant	1 year
Public Relations Chair	2 years

Elections

All positions are open for elections at the December TASC unless a position becomes open during the year before December. Upcoming elections shall be announced from October until December.

Procedures for elections are:

1. Position is announced.
2. Automatic nominations for alternate positions now running for the primary position are announced.
Note: Alternates receive automatic nominations for primary positions.
3. Duties and requirements of the position at hand are read from policy.
4. Any other nominations or volunteers are accepted or announced for the position.
5. Proposed nominees state their acceptance or declination.
6. Nominee(s)/volunteer(s) qualify himself/herself.
7. Questions are invited by the body and answered by the running member(s).
8. Nominees have the option of staying present or stepping outside during the voting process.
9. A simple majority vote is taken when two (2) or more members are running for a position. A $2/3$ majority is utilized when there is one (1) member running.
10. Member (if they stepped out) is brought back in to announce a pass or failed election.

Facilitator

1. Required clean time is two (2) years.
2. Will conduct area meetings with concise, firm direction while maintaining a calm spirit and an open mind. Most import is to keep the meeting on focus with at atmosphere of recovery according to spiritual principles.
3. Must have an understanding of the Consensus Based Decision Making (CBDM) process.
 - a. Unless having already taken one, will attend a CBDM Workshop within 60 days, or as soon as possible after elected.

Co-Facilitator

1. Required clean time is two (2) years.
2. Assist the Facilitator with his/her duties.

Notestaker

1. Required clean time is one (1) year.
2. Responsible for area minutes sent out within five (5) days of each area meeting.
3. Assist with TA policy updates.

Treasurer

1. Required clean time is three (3) years.
2. Be responsible for accounting funds of the Trinity Area.
3. Give a monthly written report. The monthly report will account for the activity period from area meeting to area meeting with one (1) copy of the bank statement for the archives.
4. Will open the area bank account in his/her name along with the Treasurer Alternate & RCM
5. Reconcile the checkbook on a monthly basis.

6. Will give \$300 each annual quarter for H&I panel leaders to utilize for literature.
7. Will give \$50 each annual quarter for Phone Line & Public Relations Committee to carry the message.
8. Maintain a prudent reserve of \$500, along with \$2000 for special event(s) and \$150 monthly expenses. Anything above this, after all subcommittees and expenses are fulfilled, 10% of that is to be donated to Lone Star Region.
9. Reside in DFW Metroplex

Treasurer Alternate

1. Required clean time is three (3) years.
2. Assist the Treasurer with his/her duties.
3. Will add his/her name to bank account along with Treasurer and RCM.
4. Reside in DFW Metroplex.

RCM (Regional Committee Member)

1. At least three (3) years clean time
2. At least one year (1) involvement with NA service
3. Must have time and resources to serve (i.e. travel expenses)
4. Basic understanding of the 12 Traditions and 12 Concepts
5. The RCM will attend all meetings of the Lone Star Regional Service Conference (LSRSC) while representing the Trinity Area to keep the Trinity Area informed of all regional and NA World-pertinent affairs.
6. Will add his/her name to bank account along with Treasurer and Treasurer Alternate.
7. Reside in DFW Metroplex.

RCMA (Regional Committee Member Alternate)

1. At least three (3) years clean time
2. Will fulfill all the same duties and requirements of the RCM while not only assisting the RCM, but able to perform the primary position should he/she be absent.
3. Reside in DFW Metroplex

H&I Panel Leader

1. At least one (1) year clean time
2. Will be not only available for the assigned facility's day/time meetings, but be available as a form of contact between the TA and the facility
 - a. Must know the facility's requirements for NA H&I meetings
3. Provide literature and meeting schedules
4. Must have had an H&I orientation

Web Servant

1. Required clean time is one (1) year.
2. One (1) year commitment.
3. Responsible for maintaining up-to-date and detailed meeting schedules for the TASC.
4. Responsible for adding new Narcotics Anonymous related events to the 'Google' Event Calendar on behalf of the entire DFW Metroplex.
5. Responsible for monitoring and answering all incoming TASC emails via the TrinityAreaNA.org contact form.
6. Must have willingness to learn and train with previous web admin, unless already having prior experience with software such as Wix.com, Microsoft Excel, Word, and Google equivalents.

Public Relations Chair

1. Required clean time is two (2) years.

Grounds for Removal of Trusted Servants

1. If the trusted servant misappropriates ASC funds
2. If the trusted servant misses two (2) ASC meetings in a row without prior notification of absence
3. If a total of four (4) absences are acquired during the term of the position
4. Conduct not consistent with the role of a trusted servant position