

AUTONOMY ZONAL FORUM GUIDELINES

Autonomy Zonal Forum (AZF) Mission and Purpose:

The Autonomy Zone brings all elements of Narcotics Anonymous (NA) from its participating regions together to further the common welfare of NA by providing events which:
Create an opportunity for Regions to come together to exchange experience, strength, and hope and collectively express itself on matters affecting Narcotics Anonymous as a whole.
Train, mentor and/or inform participants about the fellowship of Narcotics Anonymous.
The AZF is ultimately responsible to the groups it serves inspired by the joy of selfless service, and the knowledge that our efforts make a difference. *[July 2018]*

Guidelines

1. The Hosting Region Facilitates the Zonal Meeting. *[July 2004]*
2. The agenda for the upcoming AZF is to be set at the current AZF. *[January 2005]*
3. Our purpose is to develop {and support} our local communities.
4. The hosting region provides a secretary for each meeting and the template is to be used to take minutes.
5. Our goal is to have one event per year. *[July 2016]*
6. All are welcome to participate in the AZF, it is up to the facilitator to make a decision about who speaks when, with priority given to RDs and ADs during discussion. *[Jan 28, 2017]*
7. Decisions may be made on zoom calls providing each region has at least one representative on the call. *[May 2, 2018]*

SECRETARY - DUTIES AND QUALIFICATIONS *[7-29-2016]*

Each Hosting Region will be responsible to provide a secretary for the meeting they facilitate. This person will meet the following qualifications:

The Secretary:

- Will have a minimum of 5 yrs clean time
- Commitment is a non-funded volunteer commitment (there will be no reimbursement of travel expenses)
- Will record accurate minutes using the template provided (<http://autonomyzonalforum.org/wp-content/uploads/AZF-Minutes-Template.pdf>)

- Will provide an accurate summary of the discussions of the meeting as well as the final outcomes of such discussions.
 - Will include all submitted written submissions to the meeting such as reports, pros and cons.
 - Will maintain and update the AZF contact list
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- Distribution of the minutes requires the secretary to:
 - a. Send to every person on our contact list an electronic version of the minutes within two weeks following the meeting/teleconference.
 - b. If requested will mail hard copy to anyone who provides a self-addressed stamped envelope and requests hard copy be sent.
 - c. Will send an approved copy of the minutes to NAWS (FSTeam@na.org) within two weeks following the AZF meeting in which the minutes are approved.
 - d. Will send an approved copy to the Webservant for posting on the website and for archival purposes within two weeks following the AZF meeting in which the minutes are approved.