

AZF Service Committee/Workgroup Internal¹Guidelines

I. Purpose

The Autonomy Zonal Forum (AZF) Service Committee/Workgroup's purpose is to effectively increase the awareness and recognition of NA as a viable program of recovery through collaborating with the groups and service bodies. Through this collaboration, we hope to improve our service delivery's effectiveness and efficiency throughout the Zone. We will actively work to search and build effective relationships within the AZF and seek opportunities to provide fellowship development services to our membership as needed. We will help our members and groups become more aware of how FD can better carry our message.

II. Functions and Responsibilities

The Service Workgroup/Committee will be a plan and purpose-driven, project based and task-oriented committee accountable to the AZF. Our annual planning, goals, and work plan would align with the strategies and priorities established at the AZF planning sessions.² The AZF Strategic Planning sessions provide initial direction for the committee to work towards throughout the year.

- A. Develop an annual work plan aligned to zonal strategic plan to achieve priorities, service requests, goals, and measure results.
- B. Prioritize and delegate tasks.
- C. Utilize surveys and other communication tools to continue being responsive to member areas/regions.
- D. As we work through our work plan, all unplanned activities will be measured against our priorities, current service requests, and resources.
- E. Actively collaborate within AZF and with other zones
- F. Service requests
 1. Utilize the NEZF Fellowship Development Service Request process
 2. Support the NEZF Fellowship Development Service Volunteer pool
- G. Maintains communications tools and shared resources
 1. Google Drive
 2. Slack
 3. AZF Website

¹ "Internal" within this committee does not mean the committee is fully autonomous from the Zone, it only means these Guidelines describe how the committee functions internally. They can be amended by the committee with concurrence of the zone

² The Service committee will be proposing this as a change to the AZF, to add Strategic Planning on a regular basis.

III. Qualifications/Duties of Committee Officer and Membership

A. Chairperson

1. Service committee chairperson carries a six-year minimum clean time requirement and is elected by the AZF
2. Time and ability to fulfill the tasks that fall within the SWG Chairperson responsibilities as well as delegate tasks where needed
3. A working knowledge and application of the 12 Steps/12 Traditions/12 Concepts
4. Attends all AZF in-person and virtual meetings
5. Attends all committee in-person and virtual meetings
6. Proven track record of leadership, facilitation and consensus building skills
7. Prepare agenda for and facilitate committee meetings
8. Provide leadership, organizational guidance, and training for the committee
9. Serves as link between AZF and committee by providing a status report of ongoing FD activities, planned activities, projects and budget expenses/trends
10. Oversee initiation and maintenance of communication, cooperation and collaboration with area, regional and other zonal subcommittees, or task forces
11. Ensure a work group leader is delegated for any tasks or projects

B. Vice Chair

1. Elected by the committee for a two (2) year term; Suggest five (5) years clean time
2. A working knowledge and application of the 12 Steps, 12 Traditions, 12 Concepts
3. Work closely with the Chairperson in facilitating and carrying out the duties of the committee; will carry out duties of chair in their absence
4. Provide leadership, organizational guidance, and training for the committee
5. Attends all AZF in-person and virtual meetings
6. Attends all committee in-person and virtual meetings

C. Secretary

1. Elected by the committee for a one (1) year term; Suggested one (1) year clean time
2. Work closely with the Chairperson and Vice Chair in carrying out the duties of the subcommittee as needed
3. Ability to develop written material in a clear and concise manner
4. Record and keep accurate minutes of all committee meetings
5. Keep accurate attendance records of all committee meetings
6. All minutes, reporting will be posted in the established Google drive account with AZF@gmail.com within the appropriate folder
7. Maintain and update an internal list of addresses, phone numbers and email addresses of all committee members
8. Handle all correspondence for the committee as requested by the chairperson, including distribution of meeting minutes within two (2) weeks following the meeting

D. General Membership

1. Any interested NA member, including RDs, can be a member

E. Workgroups and Task Teams General Membership

Workgroups are generally for longer-type projects, while a task team is more suited for shorter-type tasks. A workgroup can utilize a task team in the completion of a project.

- Service committee workgroups and/or task teams are all project based; assigned by the zones or

to response to a service-related request

- Can help organize and coordinate learning days, presentations, and workshops; all presentations all done with concurrence of the point person and subcommittee
- Workgroups/task teams provide a range of specific expertise and experience.
- Can include members from AZF, other zones and other interested members
- Directly accountable to the committee
- A point person is delegated to facilitate the workgroup
- As the work moves forward, adjustments may be made to the workgroup's direction via input from the committee or AZF
- Once the assigned task has been completed, the workgroup/task team will be dissolved

Point Person

- Provides specific strategic oversight of the task
- Provide updates of the workgroup's progress
- Serve as the link between the workgroup and the committee
- Required to attend all service committee regular meetings and provide updates
- A full participant of the WG, even as facilitator
- Schedules the workgroup/task team meeting
 - All requests to and from the committee and/or AZF go through the point person

F. Removal of Officers/Coordinators

Removing someone from an elected position of service should be taken after deliberate and thoughtful discussion that leads to a consensus of the body. Anyone elected by this subcommittee (excluding Chairperson) is subject to be relieved of their responsibilities for any of the following reasons:

- Relapse
- Failure to attend two (2) consecutive subcommittee meetings
- Failure to carry out assigned duties or responsibilities including refusal to comply to guidelines

IV. Committee Meeting

In keeping with our purpose, our meetings will be focused on serving our member areas in their service efforts by providing solutions, ideas, collaboration, and training. The chairperson may call a special meeting to meet a specific need. The agenda itself will be driven by updates/tasks/projects and sharing rather than strictly reports. It will be flexible enough to be responsive to our member's needs while cultivating unity and inclusiveness. The general format of the agenda will be:

- A Vision for NA Service
- Attendance/Roll call taken
- Minutes from previous meeting sent out and approved immediately after last meeting
- Budget expenditures report
- Tasks/Project Updates
- Open Forum
- New Proposals
- Training/Orientation as needed

V. Decision Making

One of the reasons we try to achieve consensus is it ensures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." Additionally, CBDM is more consistent and aligned with our spiritual principles of discussion and working together for our common welfare.

- As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). The consensus within this committee refers to an explicit agreement.
- Often, the 80% agreement is considered a consensus; if this is unclear, the topic will be withdrawn from the discussion until a later meeting or dropped altogether.
- All committee ideas and proposals, except for elections³, will first be considered using consensus-based decision-making. Suppose the subcommittee has not reached an agreement at the end of the discussion. The process will be as follows:
 - those dissenting from the majority will be asked to state the reason for their dissent if they choose.
 - Should the rationale not persuade the majority to change their view, in that case, the dissenting member(s) may be asked if they can support the majority view, even though they disagree.
 - In matters where the dissenters cannot assent to the majority, a decision will be reached according to the Facilitator's choice of traditional voting with a simple majority as a conscience to bring this motion to the AZF main meeting for a final decision or to drop the topic altogether.
- Voting
 - Any voting member is eligible to vote, as needed, at business meetings.
 - Any voting member may propose an amendment to these guidelines.
 - All committee officers (excluding chairperson), and Workgroup Coordinators are considered voting members.

³ Elections will follow a tradition voting procedure where a simple majority will be considered as the voice of the committee

- Other interested NA members in attendance will be required to attend two consecutive subcommittee meetings to exercise voting privileges. This does not limit their ability to participate in all discussions fully.
- All ideas or proposals should be submitted to the Vice-Chairperson or Secretary before New Business begins and should be written on an appropriate proposal form. Ideas and proposals do not need to be seconded by another member.

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AZF Service Proposal Submission Form

Name of proposal: _____

Modifications (if any): _____

Disposition:

_____ Approved _____ Approved when resources are available Not approved _____