

EASC GUIDELINES

EVERETT AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS (EASC)

(Revised 01/17/2024)

Everett Area NA is made up of the NA Groups located in Snohomish County.

INTRODUCTION: WHAT IS A GROUP CONSCIENCE?

In NA we are concerned with protecting ourselves from ourselves. Our Second Tradition is an example of this. By nature, we are strong-willed, self-centered people.

We rely on a loving God, as He expresses Himself in our group conscience, rather than on personal opinion or ego. We must be constantly on guard that our decisions are truly an expression of God's will. True spiritual principles never conflict and never contradict any of our Traditions.

Self-seekers soon find that they are on the outside, causing dissension and eventually disaster for themselves.

At EASC, we express Group conscience by taking a show of hands. Many times the agenda of the meeting will have Old Business, New Business, and open positions. You can bring these to your Group business meetings and carry their conscience directly. Sometimes you won't get a chance to take it back to the Group, you will be trusted to express your Group conscience at the moment; keep in mind the Twelve Traditions, our primary purpose, your Group's feelings, and God's will as you understand it.

GUIDELINES

Article I. Name

Section 1: The Name of this committee will be the Everett Area Service Committee of the Fellowship of Narcotics Anonymous (EASC).

Article II. The EASC Purpose and Function

Section 1: The purpose and function of the EASC is to carry the message to the addict who still suffers. EASC does this by associating the Groups locally, by helping the Groups deal with day-to-day problems and needs, and by providing services and Subcommittees.

Section 2: The purpose and function of the EASC is to be stated by the Chair at the beginning of each EASC meeting.

Article III. EASC Spiritual Guidance

Section 1: The EASC will not make any motions that conflict with The Twelve Traditions of Narcotics Anonymous.

Section 2: The EASC will be guided in all its actions by the following, in this order:

- 2.1. The Twelve Traditions of Narcotics Anonymous.
- 2.2. The EASC Guidelines.
- 2.3. The Twelve Concepts of Narcotics Anonymous.
- 2.4. The Narcotics Anonymous Guide to Local Service (to include its successors).
- 2.5. Other Narcotics Anonymous Service Manuals (to include revisions and successors)
- 2.6. Robert's Rules of Order Newly Revised.

Article IV. EASC Members

- Section 1: EASC membership is open to all individuals who share its stated purpose and function.
- Section 2: Voting membership in the EASC will be open to a Group's designated representative (See Article VI. EASC Voting and Amendments to Guidelines).
- Section 3: The Triumvirate will be made up of the Chair, Vice Chair, and RCM I. If one or more of these is not present, the RCM II, Treasurer, and Secretary (in that order) will make up the Triumvirate.
- Section 4: In the event that an area position is vacated for any reason, the position shall be fulfilled by the trainee for that position in the interim. If no trainee exists at the Area level then the Vice Chair of Area shall perform the duties of that position until nominations and an election can be held. No more than one interim position can be held at a time; if there is more than one vacancy, the remaining positions must be filled. The following is the chain of order for filling interim positions: Vice Chair, RCM I, RCM II, Treasurer and Secretary until all the Area positions are filled.

Article V. EASC Meetings

- Section 1: The EASC will meet the first Saturday of each month at the Chair's discretion for emergency changes in schedule. The EASC will be a non-smoking meeting with breaks at the Chair's discretion. The Chair will secure the meeting place for the monthly EASC meeting.
- Section 2: Special meetings may be called by the Chair and will be called upon the written request of five Everett Area NA Group Service Representatives (GSRs). The purpose, place, and time of the meeting will be stated in the call. Except in cases of emergency, at least seven days' notice will be given.
- Section 3: The EASC will make contact with an Everett Area NA group that is not participating in the message of recovery at an Area level after a period of absence of 3 consecutive months. One letter of concern or verbal equivalent a month will be given to that group for no more than a period of 3 consecutive months. If all attempts of assisting that group to re-establish participation fail,

or help is unwanted by that group, the group conscience of the voting members of the EASC may remove that group from the benefits of being an active group within the area, which will then allow that meeting to remain autonomous to themselves as an NA meeting in our geographic area.

- Section 4: The Chair and Secretary will include an EASC meeting agenda in the previous month's minutes.
- Section 5: Officer reports (or other reports) given at the EASC meeting should be submitted in writing prior to the end of that meeting to the Secretary. All EASC Officers are to include in their monthly reports a detailed financial statement, including beginning balance, operating expenses, income and ending balance.
- Section 6: Group reports (or other reports) given at the EASC meeting should be submitted in writing prior to the end of that meeting to the Secretary.
- Section 7: We will read "A Vision for NA Service" at the beginning of each EASC meeting to center us each month and remind us what it actually means to serve, and that our fellowship is truly global.

Article VI. EASC Voting and Amendments to Guidelines

- Section 1: Voting on all EASC motions and elections will be limited to one vote per each NA Group. When counting votes, the abstention votes will be subtracted from the total count.
- Section 2: The order of succession for voting membership will be as follows: GSR, GSR Alternate, NA Group Secretary, NA Group Treasurer, NA Group designated member (specifically designated by that Everett Area NA group).
- Section 3: Voting membership in the EASC is open to one designated representative per each Everett Area NA Group (Article IV. Section 2). **Each person may carry only ONE NA Group's conscience.** EASC Officers will be allowed to represent their home groups if their current GSR is absent in order to carry their home group's vote (no more than two consecutive months or a total of three times per year).
- Section 4: Any member of Narcotics Anonymous may make a motion or participate in discussion. Seconds on motions must be made by an EASC voting member.
- Section 5: At minimum, discussion of motions will be limited to three pros, three cons, and three minutes per speaker. At the discretion of the Chair, a reasonable amount of time will be allowed for questions.
- Section 6: In the case of a tie vote on any motion or election, the Triumvirate will cast one vote each to decide the issue. The Triumvirate will be made up of the Chair, Vice Chair, and RCM I. If one or more of these is not present, the RCM II, Treasurer, and Secretary (in that order) will make up the Triumvirate.
- Section 7: The EASC quorum (the number, as a majority, of officers or members of a

body that when duly assembled, is legally competent to transact business) consists of the voting members present.

Section 8: Amendment of EASC Guidelines:

- 8.1. Voting members at an EASC meeting may temporarily approve an amendment to the EASC Guidelines with a two-thirds majority vote. The amendment must then be taken back to the Groups for approval.
- 8.2. Any member of Narcotics Anonymous may propose an amendment to the EASC Guidelines at a regular EASC monthly meeting. The proposal or motion must be submitted in writing then referred to the NA Groups for approval within one month. A two-thirds majority vote is required to amend the guidelines.
- 8.3. All amendments to the EASC Guidelines will go into effect immediately upon adoption, unless the motion specifies otherwise.
- 8.4. EASC Subcommittee Chairs will submit in writing annually, for review and vote by the Group Service Representatives, any updates or changes to a Subcommittee's Guidelines (EASC Guidelines supersede any subcommittee guidelines).

Article VII. Service Subcommittees of the Everett Area

- Section 1: The EASC will have standing subcommittees: H&I, Literature, Activities, Public Information (PI), Phone Line, and Schedules.
- Section 2: All EASC subcommittees will be autonomous in carrying out their assigned functions, but are accountable to EASC.
- Section 3: Subcommittees of the EASC shall comply with Article VI Section 8.4 EASC Voting and Amendments to Guidelines.
- Section 4: The EASC may establish ad hoc Committees as needed. The EASC Chair will appoint ad hoc Committee Chairs.

Article VIII. Funds

- Section 1: All EASC and Subcommittee bank accounts will be at the same bank, will add EASC Chair and EASC Vice Chair as signers to the accounts, and will **turn in a written financial report every month to be posted in the minutes.**
- Section 2: All monies accumulated from Group contributions and other NA sources will be maintained in a bank account and subject to disbursement for paying EASC obligations.
- Section 3: EASC will not spend monies in deficit (money not in hand will not be spent).
- Section 4: All major treasury expenses will be approved at the EASC and a check written that day and given to the appropriate person.
- Section 5: EASC will pay \$40 per month to store area archives in the Activities locker.
- Section 6: EASC will automatically pay back rent for defunct Groups as per our Fourth

- Tradition.
- Section 7: EASC and EASC Subcommittees will pay rent for meeting space per our Seventh Tradition, with the exception of any subcommittees having rental provisions within these guidelines.
- Section 8: Signature of the EASC Treasurer will be required on all disbursements in addition to the signature of one of the following EASC Officers: Chair, Vice Chair, Treasurer Trainee.
- Section 9: Literature Chair is responsible for income and expenses of the literature funds. Literature funds will be kept separate from the EASC General Funds and the Literature Subcommittee Chair will be responsible for collection, disbursement, financial reports, and the EASC Literature debit card. Literature will donate their extra monies to EASC after meeting their \$500.00 prudent reserve.
- Square account will be used to sell NA literature at NA events only. Square account is not for personal use. Statements of all transactions will be made part of the monthly/annual audit.
- Literature subcommittee will be responsible for storing EASC archives.
- Section 10: A prudent reserve of \$3,050.00 will be kept by EASC whenever possible.
- Section 11: Activities Committee prudent reserve will be \$2,275.
- Section 12: EASC will limit the total budget and expenses for “Hope For The Holidays” to \$8,000.00.
- Section 13: All motions requiring new monetary expenditures require a two- thirds majority vote.
- Section 14: All money above the EASC prudent reserve, not encumbered, will be donated to Region on a quarterly basis and delivered by the RCM I or RCM II.
- Section 15: Printing costs for minutes and agendas are to be reimbursed from the general funds.
- Section 16: A sum of \$100.00 will be allocated monthly in the budget for the Secretary for printing, with the exception of January, when \$200.00 will be allocated for printing annual revised guidelines.
- Section 17: EASC will pay costs of operating the Phone Line and \$30 to \$36 in insurance costs.
- Section 18: An audit will be held yearly at the time of the transfer of the office of the EASC Treasurer.
- Section 19: An audit will be held yearly at the time of the transfer of the office of Literature Chair.
- Section 20: An audit will be held yearly at the time of the transfer of the office of Activities Treasurer.
- Section 21: No financial reimbursement will be made without some form of written receipt.

- Section 22: A sum of \$500.00 will be allocated monthly in the budget for literature for H&I.
- Section 23: A sum of \$650.00 will be allocated quarterly in the budget for Schedules.
- Section 24: A sum of \$1,350.00 will be allocated quarterly in the budget for literature for P.I. P.I. will provide Area with financial plans monthly prior to expenditures.
- Section 25: All Treasurers will deposit all monies into the night deposit box right after the EASC or event with a deposit filled out. This will be done with another committee member.
- Section 26: All monies received at the Area level are to be counted by two people. No area monies will be collected and/or held by anyone other than area Officers, approved for handling monies, as appointed by the Subcommittee.
- Section 27: Supply the RCM I and the RCM II quarterly with sufficient funds for lodging and travel/gas to go to the Region Service Committee meeting. EASC will pay for half of a double occupancy room for each RCM and 0.25 cents per mile for each position requiring travel to Region.
- Section 28: The RCM I will provide EASC with flyers for Regional C.A.R. workshops for each Group. The RCM I will provide EASC with electronic access of CAR motions for each Group (a reimbursable expense).
- Section 29: All EASC positions have a required clean time of two years with the exception of all Trainee positions, which require one year clean time. Treasurer Trainee will be the exception and will require two years clean time.
- Section 30: Treasurer(s) are responsible for all discrepancies in account(s) during their term in office. (Keep written records of the finances, including bank statements.)
- Section 31: Each month a reconciled copy of the bank statements from the Activities, Literature, and Area accounts will be turned into the EASC Secretary for the archives. The account number needs to be blacked out on these copies.
- Section 32: Give new Group meetings a starter kit. New Group starter kits will be available at EASC for new Groups upon request. EASC Literature Subcommittee will keep two starter kits in reserve.
- Section 33: Provide schedules, free of charge, to the Groups on a quarterly basis. Schedules will be ordered by GSRs at EASC and printed by the Schedules Committee as needed.
- Section 34: EASC Treasurer & Subcommittee Treasurers will submit monthly financial reports via email on a typed spreadsheet format provided by the EASC Treasurer.
- Section 35: EASC will contribute \$300 annually for H&I Facility Rental Budget, if/as needed
- Section 36: EASC will pay \$20 monthly to store H&I literature in the Activities locker.
- Section 37: EASC will contribute \$50 quarterly to the coffee fund at the Monroe Prison.

Section 38: EASC will pay storage cost for Literature locker.

Section 39: EASC will reimburse Literature for providing new homegroups a packet of readings that are not included in the new homegroup packet from World literature order.

Article IX. EASC Officers

Section 1: An EASC officer is any person elected to a service position by the EASC. The officers of the EASC will be the Chair, Vice Chair, Secretary, Secretary Trainee, Treasurer, Treasurer Trainee, Regional Committee Member (RCM I), Regional Committee Member Alternate (RCM II), Hospitals & Institutions (H&I) Chair, Public Information (PI) Chair, Phone Line Chair, Literature Chair, Literature Vice Chair, Activities Chair, Activities Treasurer, Schedules Chair, Schedules Trainee, Web Servant, Web Servant Trainee and C&E Representative.

Section 2: Any member of the EASC may nominate a qualified individual for an EASC Officer position. A simple majority of voting members is required to elect an EASC Officer. The nominee must be present at the EASC meeting for nomination & election.

Section 3: Upon election, an EASC Officer must resign their GSR position, as soon as possible. If elected to a GSR position during their term of office, they must resign their EASC office at the next EASC meeting. No member will hold more than one EASC service position at a time.

Section 4: An Officer will be elected to serve for one year or until a successor is elected. Their term of office will begin at the close of the meeting at which they are elected. No member will be eligible to serve more than two consecutive terms in the same office. The terms of elected positions at Area, except those with a trainee position, shall be 13 months.

Section 5: The EASC Chair and the Phone Line Chair or their committee designees are responsible for checking, maintaining, and retrieving messages in a timely fashion from the Phone Line voicemail boxes. All other voicemail functions and maintenance will be the responsibility of the Phone Line subcommittee or their designees.

Section 6: Every committee Chair will use area email for area business, not personal email addresses.

Section 7: Elections will be held as follows:

7.1. January (nominate in December): Treasurer, Treasurer Trainee, H&I Chair, Schedules Chair, Schedules Trainee, Phone Line Chair, Activities Chair and Activities Treasurer

7.2. February (nominate in January): PI Chair, Web Servant, and Web Servant Trainee (the Web Servant and Web Servant Trainee will be every two years as

of 2019)

- 7.3. April (nominate in March): Secretary and Secretary Trainee
 - 7.4. August (nominate in July): RCM I, RCM II, Literature Chair, and Literature Vice Chair
 - 7.5. October (nominate in September): C&E Representative (every two years as of 2019)
 - 7.6. November (nominate in October): EASC Chair and EASC Vice Chair
- Section 8: If a person is unable to fulfill a service position, a new EASC member will be elected to fulfill that position during the interim until the next regular election is held.
- Section 9: A two-month moratorium from any EASC service position will be required for any officer resigning or removed from office prior to completion of their term. The only exception will be when the resignation is to fill a newly elected Area position.
- Section 10: Any EASC Officer may be removed from office for non-compliance. Non-compliance includes loss of abstinence, non-fulfillment of duties, or lack of attendance at EASC (See below).
- 10.1. Loss of abstinence - immediate dismissal from office and a new officer will be elected.
 - 10.2. Non-fulfillment of duties - shall be approached by:
 - (a) First Offense - A motion of censure that will include a letter of concern sent by the Chair and put into the archives or a motion for immediate dismissal.
 - (b) Second Offense - Motion for immediate dismissal.
 - 10.3. Non-attendance at:
 - (a) One EASC meeting – phone call by Chair or Vice Chair.
 - (b) Two consecutive EASC meetings – letter of concern sent.
 - (c) Three EASC meetings in a one-year period - letter of non-compliance sent, plus removal from office.
- Section 11: Questions to ask nominees:
- 11.1. Why do you accept this nomination?
 - 11.2. How much clean time do you have? Do you have a sponsor? Are you attending meetings?
 - 11.3. Are you working the 12 steps, and do you have working knowledge of the traditions, concepts, and EASC guidelines?
 - 11.4. What other positions have you held in the program?
 - 11.5. Have you ever not fulfilled your commitment/term? If yes, can you elaborate?
 - 11.6. Do you understand the time constraints this position may entail? (i.e.: meetings, events, etc.)
 - 11.7. Have you ever lost, stolen, borrowed or misused any NA funds? If so, did you

- pay it back? If yes, can you elaborate?
- 11.8. Are you aware you could be handling NA funds?
- 11.9. Do you have a bank account?
- 11.10. Are you willing to sign an agreement stating that you have read the guidelines and are willing to adhere to them?
- 11.11. Are you willing to sign a financial responsibility agreement if your position requires you to be responsible for any NA funds? If those funds are lost, stolen, misused, borrowed, etc the situation shall be presented at area level and outcomes will be decided per case.
- 11.12. Mandatory Officer guidelines training and review of our guidelines. (Optional for everyone else) The training will happen after area on a quarterly basis (January, April, July, October).

Article X. EASC: Officer Qualifications and Duties

Section 1: EASC Chair

1.1. Qualifications

- (a) The completion of previous Area service.
- (b) Required clean time of two years.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.

1.2. Duties

- (a) Facilitate monthly EASC meeting.
- (b) Attend yearly audits of Treasurer, Activities Treasurer, and Literature.
- (c) Schedule and attend Admin meetings as needed.
- (d) Review Article II. Section 2.
- (e) Review Article V. EASC Meetings.
- (f) Review Article VI. EASC Voting and Amendments to Guidelines.
- (g) Review Article VII Service Subcommittees of the Everett Area.
- (h) Comply with Article VIII Funds
- (i) Review any and all bank statements per Article VIII Sec. 31.
- (j) Review Article IX EASC Officers.

Section 2: EASC Vice Chair

2.1. Qualifications

- (a) The completion of previous Area service.
- (b) Required clean time of two years per Article VIII section 29.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.

2.2. Duties:

- (a) Responsible for one of three EASC Storage Locker keys.

- (b) Assist Chair in all their duties and assume responsibilities
- (c) Attend the EASC meeting monthly.
- (d) Attend all yearly audits of Treasurer, Activities Treasurer, and Literature.
- (e) Attend and oversee as many EASC Subcommittee meetings as possible.
- (f) Attend Admin meetings.
- (g) Fulfill the duties of the Triumvirate as needed, see Article VI EASC Voting and Amendments to Guidelines Section 6 and Article IV Sections 3&4 EASC Member.
- (h) Review Article V EASC Meetings.
- (i) Comply with Article VIII Funds
- (j) Review Article IX EASC Officers.

Section 3: Secretary

3.1. Qualifications:

- (a) Completion of previous Area service.
- (b) Required clean time of two years.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.

3.2. Duties:

- (a) Attend the entire EASC meeting monthly.
- (b) Take clear and accurate minutes of the monthly EASC meeting.
- (c) Within ten days of the EASC meeting, email the monthly EASC minutes and agenda to all EASC Officers, GSRs, Sub Committee Chair's, the WNIR Service Committee of NA, and the World Services Office of NA. If requested, email EASC minutes and agenda to other NA areas and NA members.
- (d) Monthly emailing must include minutes (old business, area motions, open forum, new business, elections, nominations, officer reports, and group reports), up to date contact of EASC officers and GSRs, a calendar of Activities and group events, subcommittee meetings and upcoming events. Events and birthdays must be provided to the Secretary at least one month in advance.
- (e) Provide a monthly written report to EASC; see Article V EASC Meetings Section 5.
- (f) January: Schedule and facilitate annual guideline review meeting with no fewer than 5 EASC officers in attendance for the duration.
- (g) February print and distribute updated EASC Guidelines to all EASC Officers and Groups.
- (h) Quarterly (March, June, September and December) compile and distribute a passed motions list.
- (i) Attend Admin meetings as scheduled and record minutes.

- (j) Fulfill the duties of the Triumvirate as needed, see Article VI EASC Voting and Amendments to Guidelines Section 6 and Article IV Sections 3&4 EASC Member.
- (k) Adequately train the proposed successor including at least three months hands on application if possible.
- (l) Review Article V EASC Meetings.
- (m) Comply with Article VIII Funds
- (n) Review Article IX EASC Officers.

Section 4: Secretary Trainee

4.1. Qualifications:

- (a) Past Participation in service.
- (b) Required clean time of one year.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.
- (d) Basic computer skills.

4.2. Duties:

- (a) Assist the Secretary in all their duties and assume responsibilities when the Secretary is not present.
- (b) Attend the entire EASC meeting monthly.
- (c) Review Article V EASC Meetings.
- (d) Comply with Article VIII Funds
- (e) Review Article IX EASC Officers (see pertinent Sections).

Section 5: Treasurer

5.1. Qualifications:

- (a) Completion of previous Area service.
- (b) Required clean time of two years.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and Area service structure.
- (d) A working knowledge of the Treasurers Handbook.

5.2. Duties:

- (a) Responsible for one of two EASC PO Box keys.
- (b) Check PO Box weekly and report any pertinent information to the Chair or Sub Committee.
- (c) Attend the entire EASC meeting monthly.
- (d) Provide a monthly written report to EASC; see Article V EASC Meetings Section 5.
- (e) Keep written records of EASC finances. Turn in current bank statements to Chair of EASC for review.

- (f) Turn in previous month reconciled bank statements, to EASC Secretary for archives.
- (g) Be willing to be placed on Phonenumber “Hotline Account” as contact, for billing discrepancies.
- (h) Review Article V EASC Meetings.
- (i) Comply with Article VIII Funds.
- (j) Review Article IX EASC Officers.
- (k) Fulfill the duties of the Triumvirate as needed; see Article VI Section 6 EASC Voting and Amendments to Guidelines and Article IV Sections 3&4 EASC Member.
- (l) Adequately train the Treasurer Trainee including at least three months hands on application if possible.
- (m) Attend Admin meetings.
- (n) Assist all subcommittees in money matters as needed.
- (o) Provide EASC with a year-end treasury report. Conducts a yearly audit in January with the Chair, Vice Chair, RCM I, RCM II, and Treasurer Trainee. Term is completed upon attendance at yearly audit. At which time transfer signee names and physical address for banking.
- (p) Attend yearly audits of Activities Treasurer, and Literature Chair.
- (q) Past Treasurer to take newly elected Treasurer to PO Box and change name on account.

Section 6: Treasurer Trainee

6.1. Qualifications:

- (a) Completion of previous Area Service.
- (b) Required clean time of two years.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.

6.2. Duties

- (a) Hands on Training for at least three months
- (b) Perform Treasurer duties under supervision of current Treasurer for at least one month prior to assuming Treasurer position and Assist Treasurer in all of their duties
- (c) Attend the entire EASC meeting monthly.
- (d) Review Article V EASC Meetings.
- (e) Comply with Article VIII Funds.
- (f) Review Article IX EASC Officers.
- (g) Attend Admin meetings
- (h) Assist EASC Treasurer with all Subcommittees in money matters as needed.
- (i) Attend yearly audits of EASC Treasurer, Activities Treasurer, and Literature

Chair.

Section 7: RCM I

7.1. Qualifications:

- (a) The completion of previous Area service.
- (b) Recommended clean time of two years
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.
- (d) Past participation in Region service.
- (e) Willingness to travel to the quarterly WNIR Service Committee meeting regularly and Region Subcommittee meetings.

7.2. Duties:

- (a) Attend the entire EASC meeting monthly.
- (b) Provide a monthly written report to EASC; see Article V Section 5.
- (c) Attend WNIR Service Committee meetings quarterly and provide a detailed report to EASC.
- (d) Fulfill the duties of the Triumvirate as needed; see Article VI Section 6 and Article IV Sections 3 and 4.
- (e) Attend yearly audits of EASC Treasurer, Activities Treasurer, and Literature Chair.
- (f) Attend Admin meetings as scheduled.
- (g) Adequately train the proposed successor including at least three months hands on application if possible.
- (h) Review Article V EASC Meetings.
- (i) Comply with Article VIII Funds
- (j) Review Article IX EASC Officers.
- (k) Attend and represent our area at the F.S.A. (Fellowship Services Assoc.) annually and provide a detailed report to the EASC.

Section 8: RCM II

8.1. Qualifications:

- (a) The completion of previous Area service.
- (b) Required clean time of two years, per Article VIII, Section 29.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.
- (d) Willingness to travel to quarterly WNIR Service Committee meetings regularly and Region Subcommittee meetings as needed.

8.2. Duties

- (a) Assist RCM in all their duties and assume responsibilities when RCM is not

present.

- (b) Attend the entire EASC meeting monthly.
- (c) Fulfill the duties of the Triumvirate as needed. See Article VI EASC Section 6 and Article IV Sections 3 and 4 EASC.
- (d) Attend yearly audits of Treasurer, Activities Treasurer, and Literature Chair.
- (e) Attend Admin meetings as scheduled.
- (f) Review Article V EASC Meetings.
- (g) Comply with Article VIII Funds
- (h) Review Article IX EASC Officers

Section 9: H&I Chair

9.1. Qualifications:

- (a) A minimum of one year H&I service activity.
- (b) Required two years' clean time..
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.
- (d) Working knowledge of the H&I Guidelines and H&I Handbook.
- (e) Willingness to travel to quarterly Region H&I Committee meetings.

9.2. Duties:

- (a) Attend EASC meeting monthly
- (b) Provide a monthly written report to EASC. See Article V section 5.
- (c) Schedule and facilitate monthly H&I Service Committee meetings.
- (d) Attend quarterly Region H&I Service Committee meetings.
- (e) Each month purchase, distribute, and keep an inventory of the H&I area literature.
- (f) Cooperate with other subcommittees/committees when and where needed.
- (g) Coordinate and be responsible for all work done by H&I.
- (h) Compile and maintain files of all information pertinent to H&I area service.
- (i) Review Article V EASC Meetings.
- (j) Review Article VII Service Subcommittees of the Everett Area,
- (k) Comply with Article VIII Funds
- (l) Review Article IX EASC Officers.
- (m) Attend Admin meetings as scheduled

Section 10: Public Information Chair (P.I., Phone Line, & Schedules Committee)

10.1. Qualifications:

- (a) Minimum of six months' experience in P.I. service.
- (b) Required clean time of two years, per Article VIII, Section 29.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.

- (d) Working knowledge of the P.I. Guidelines and P.I. Handbook.
- (e) Willingness to travel to quarterly Region P.I. Service Committee meetings.

10.2. Duties:

- (a) Attend EASC meeting monthly.
- (b) Provide monthly written report to EASC Secretary. See Article V section 5
- (c) Schedule and facilitate monthly P.I. Service Committee meetings.
- (d) Attend quarterly Region P.I. Service Committee meetings.
- (e) Purchase, distribute, and keep inventory of P.I. area literature.
- (f) Cooperate with other subcommittees/committees when and where needed.
- (g) Coordinate and be responsible for all work done by P.I.
- (h) Compile and maintain files of all information pertinent to P.I. service.
- (i) Work closely with the Phone Line Committee in P.I. service.
- (j) Review Article V EASC Meetings.
- (k) Review Article VII Service Subcommittees of the Everett Area.
- (l) Comply with Article VIII Funds
- (m) Review Article IX EASC Officers Section.
- (n) Attend Admin meeting as scheduled.

Section 11: Phone Line Chair (P.I., Phone Line, & Schedules Committee)

11.1. Qualifications:

- (a) Minimum of six months' Phone Line experience.
- (b) Required clean time of two years, per Article VIII, Section 29.
- (c) Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service, EASC guidelines and the Area service structure.
- (d) Working knowledge of the Phone Line/P.I. Guidelines and Phone Line/P.I. Handbooks.
- (e) Willingness to travel to quarterly Region Phone Line/P.I. Service Committee meetings.

11.2. Duties:

- (a) Attend EASC meeting monthly.
- (b) Provide a monthly written report to the EASC Secretary. See Article V section 5
- (c) Schedule and facilitate monthly Phone Line Service Committee meetings and provide a written report for the Everett Area Phone Line Committee Status.
- (d) Attend monthly P.I. meeting and provide written report.
- (e) Attend quarterly Region P.I. (Phone Line) Service Committee meetings and provide a written report on the Everett Area Phone Line Committee status.
- (f) Cooperate with other subcommittees/committees when and where needed.
- (g) Coordinate and maintain communication with the Phone Line Carrier and Voicemail System.

- (h) Check messages on the Phone Line voicemail daily.
- (i) Supervise and assist in the duties of the other Phone Line committee members.
- (j) Designate duties to the Phone Line Vice Chair and members as needed.
- (k) When the Chair is finished with term, they are to contact carrier and change authorization of contacts on accounts.
- (l) Review Article V EASC Meetings.
- (m) Review Article VII Service Subcommittees of the Everett Area.
- (n) Comply with Article VIII Funds
- (o) Review Article IX EASC Officers.
- (p) Attend Admin meeting as scheduled.

Section 12: Schedules Chair (P.I., Phone Line, & Schedules Committee)

12.1. Qualifications:

- (a) Past experience in Area service.
- (b) Required clean time of two years, per Article VIII, Section 29.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.

12.2. Duties:

- (a) Attend EASC meeting monthly.
- (b) Provide a monthly written report to EASC Secretary. See Article V section 5.
- (c) Attend P.I. meeting monthly.
- (d) Cooperate with other subcommittees/committees when and where needed.
- (e) Schedules should indicate time and place of EASC meetings, service subcommittee meetings and any handicapped access to meetings.
- (f) Update the Area and Region schedule information before every printing.
- (g) Review Article V. EASC Meetings.
- (h) Review Article VII Service Subcommittees of the Everett Area.
- (i) Comply with Article VIII Funds
- (j) Review Article IX EASC Officers.
- (k) Adequately train the proposed successor including at least three months' hands on application if possible.
- (l) Attend Admin meeting as scheduled.

Section 13: Schedules Trainee (P.I., Phone Line, & Schedules Committee)

13.1. Qualifications:

- (a) Past experience in service.
- (b) Required clean time of one year, per Article VIII, Section 29.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.

(d) Basic computer skills.

13.2. Duties:

- (a) Attend EASC meeting monthly.
- (b) Provide monthly written report to EASC Secretary; see Article V section 5.
- (c) Attend PI meeting monthly.
- (d) Assist the Schedules Chair in all their duties and assume responsibilities when Schedules Chair is not present.
- (e) Review Article V. EASC Meetings.
- (f) Review Article VII. Service Subcommittees of the Everett Area.
- (g) Comply with Article VIII Funds section 7, 13, 16, 17, 21 and 32.
- (h) Review Article IX EASC Officers.
- (i) Attend Admin meetings as scheduled.

Section 14: Web Servant (P.I., Phone Line, & Schedules Committee)

14.1. Qualifications:

- (a) Experience in P.I. service.
- (b) Required clean time of two years, per Article VIII. Section 29.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.
- (d) Working knowledge of the P.I. Guidelines and P.I.

14.2. Duties:

- (a) Attend EASC meeting monthly.
- (b) Provide monthly written report to EASC Secretary; see Article V section 5.
- (c) Attend P.I. meeting monthly.
- (d) The EASC website and all responsibilities carried to that end shall fall under the PI subcommittee and shall be carried out in accordance with any available NAWS website guidelines.
- (e) Updating, maintain and keeping the Area webpage current and compliant with NAWS website.
- (f) Updating and keeping NAWS informed on behalf of the Everett Area.
- (g) Cooperate with other subcommittees/committees when and where needed.
- (h) Review Article V. EASC Meetings.
- (i) Review Article VII Service Subcommittees of the Everett Area.
- (j) Comply with Article VIII. Funds.
- (k) Review Article IX. EASC Officers.
- (l) Attend Admin meeting as scheduled.
- (m) Willing to attend web servant meeting at region every quarter on the 2nd Saturday of January, April, July, and October

Section 15: Web Servant Trainee (P.I., Phone Line, & Schedules Committee)

15.1. Qualifications:

- (a) Experience in P.I. service.
- (b) Required clean time of one year, per Article VIII, section 29.
- (c) A working knowledge of the 12 Traditions, 12 Concepts, EASC guidelines, and the Area service structure
- (d) Working knowledge of the P.I. guidelines and P.I.
- (e) Willingness to work with current web servant to learn how the website works and how to make changes to it
- (f) Working knowledge of computers, MS Office, Adobe
- (g) Willingness to take over when current web servant term is over

15.2. Duties

- (a) Attend EASC meeting monthly
- (b) Provide monthly written report to EASC Secretary; see Article V section 5.
- (c) Attend P.I. meeting monthly
- (d) The EASC website and all responsibilities carried to that end shall fall under the P.I. subcommittee and shall be carried out in accordance with any available NAWS website guidelines
- (e) Updating, maintaining and keeping the area webpage current and compliant with NAWS website
- (f) Updating and keeping NAWS informed on behalf of the Everett Area
- (g) Cooperate with other subcommittees/committees when and where needed
- (h) Review Article V EASC Meetings
- (i) Review Article VII Service Subcommittees of the Everett Area
- (j) Comply with Article VIII Funds
- (k) Review Article IX EASC Officers
- (l) Attend admin meetings as scheduled
- (m) Willing to go to quarterly Regional subcommittee meetings as scheduled

Section 16: Literature Chair

16.1. Qualifications:

- (a) Past experience in Area service.
- (b) Required clean time of two years, per Article VIII, Section 29.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.
- (d) Willingness to travel to quarterly Region Literature Service Committee meetings.
- (e) Ability to lift and carry 50 lbs.

16.2. Duties:

- (a) Attend EASC meeting monthly.
- (b) Provide monthly written report to EASC Secretary; see Article V section 5.

- (c) Attend quarterly Region Literature Service Committee meetings.
- (d) Maintain communication with Region and World Literature committees on current literature projects.
- (e) Schedule and facilitate monthly Literature Service Committee meetings.
- (f) Cooperate with other subcommittees/committees when and where needed.
- (g) Purchase, distribute, and inventory EASC literature monthly.
- (h) Keep written records of Literature finances, including bank statements.
- (i) Schedule and facilitate yearly Literature audit in August. Service commitment is complete upon attendance at yearly Literature audit.
- (j) Adequately train the proposed successor including at least three months' hands on application if possible.
- (k) Review Article V. EASC Meetings.
- (l) Review Article VII Service Subcommittees of the Everett Area.
- (m) Comply with Article VIII. Funds.
- (n) Review Article IX. EASC Officers.
- (o) Attend Admin meeting as scheduled

Section 17: Literature Vice Chair

17.1. Qualifications:

- (a) Past experience in NA service.
- (b) Required clean time of one year, per Article VIII. Section 29.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC Guidelines, and the Area service structure.
- (d) Ability to lift and carry 50 lbs.

17.2. Duties:

- (a) Attend EASC monthly.
- (b) Provide monthly written report to EASC Secretary; see Article V section 5.
- (c) Assist Literature Chair in all their duties and assume responsibility when Literature Chair is not present.
- (d) Attend yearly Literature audit in August.
- (e) Review Article V. EASC Meetings.
- (f) Comply with Article VIII.
- (g) Review Article IX EASC Officers.

Section 18: Activities Chair

18.1. Qualifications:

- (a) Minimum of six months' experience in Activities service.
- (b) Required clean time of two years, per Article VIII. Section 29.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.

- (d) Willingness to travel to quarterly Region Activities Service Committee meetings.

18.2. Duties:

- (a) Attend EASC meeting monthly.
- (b) Responsible for one of two PO Box keys.
- (c) Provide monthly written report to EASC Secretary; see Article V section 5.
- (d) Check PO Box weekly and report any pertinent information to the Chair or Subcommittee.
- (e) Responsible for one of three EASC Storage Locker Keys
- (f) Schedule and facilitate monthly Activities Service Committee meeting - once a month minimum.
- (g) Coordinate and be responsible for all Everett Area Activities.
- (h) Compile and maintain files of all information pertinent to Everett Area Activities.
- (i) Attend quarterly Region Activities Service Committee meetings.
- (j) Cooperate with other subcommittees/committees when and where needed.
- (k) Attend yearly Activities audit in January. Service commitment is complete upon attendance at yearly Activities audit.
- (l) Review Article V. EASC Meetings.
- (m) Review Article VII Service Subcommittees of the Everett Area.
- (n) Comply with Article VIII Funds
- (o) Review Article IX. EASC Officers.
- (p) Attend Admin meeting as scheduled.

Section 19: Activities Treasurer

19.1. Qualifications:

- (a) Past experience in service.
- (b) Required clean time of two years, per Article VIII. Section 29.
- (c) A working knowledge of the Twelve Traditions, Twelve Concepts, EASC guidelines, and the Area service structure.
- (d) Working knowledge of the Treasurers Handbook.

19.2. Duties:

- (a) Attend EASC meeting monthly.
- (b) Provide monthly written report to EASC Secretary; see Article V section 5.
- (c) Keep written records of Activities finances, including bank statements. Turn in current bank statements to EASC Chair for review.
- (d) Turn in previous month reconciled bank statements, to EASC Secretary for archives.
- (e) Attend the Activities Service Committee meetings.
- (f) Cooperate with other subcommittees/committee when and where needed.

- (g) Coordinate and be responsible for all Activities finances, including expenses, deposits, refunds, Activities ad hoc committees, and financial statements. Include in the Activities quarterly financial report and yearly audit an accounting of ad hoc committee funds.
- (h) Schedule and facilitate yearly Activities audit in January. Service commitment is completed upon attendance at yearly Activities audit.
- (i) Recommended to attend quarterly Region Activities Service Committee meetings.
- (j) Adequately train the proposed successor including at least three months' hands on application if possible.
- (k) Review Article V EASC Meetings.
- (l) Review Article VII Service Subcommittees of the Everett Area.
- (m) Comply with Article VIII. Funds sections 1, 5, 7, 11-13, 20, 21, 24 and 28-30.
- (n) Review Article IX. EASC Officers.
- (o) Responsible for one of three EASC storage locker keys.
- (p) Attend Admin meetings as scheduled.

Section 20: Conventions and Events Committee Representative

20.1. Qualifications

- (a) Clean time requirement of two years.
- (b) Working knowledge of the Twelve Steps, the Twelve Traditions, EASC Guidelines, and the Area service structure.
- (c) Convention or other qualifying experience.
- (d) Previous Area experience.
- (e) Willingness to travel to quarterly Regional C&E meeting.
- (f) Willingness to serve a two-year term.

20.2. Duties

- (a) To attend each Regional Conventions and Events Committee Meeting.
- (b) Provide monthly written report to EASC Secretary; see Article V section 5.
- (c) Attend each Regional Conventions and Events Committee Meeting.
- (d) Serve on Subcommittees of the Conventions and Events Committee.
- (e) To be willing to attend C&E hosted events and assist Host committees where directed by the Liaison or Treasurer.
- (f) To provide a written member's report at each Conventions and Events committee meeting.
- (g) To be thoroughly familiar with the contents of the C&E Committee guidelines.
- (h) To attend each EASC with a written report.
- (i) Review Article V EASC Meetings.

- (j) Review Article IX EASC Officers.
- (k) Attend Admin meeting as scheduled.