



Narcotics Anonymous®

Nebraska Regional Service Committee

July 21st, 2018

Grand Island, NE

(3:02PM) Kirby Z. opened the meeting with a moment of silence followed by the Serenity Prayer.

Twelve Traditions: Diane K.

Twelve Concepts: Taylor Y.

Purpose: Kirby Z.

Executive Committee:

Chairperson: Kirby Z.

Vice Chair: Monica T.

Treasurer: Dean B.

Secretary: Kendra D. Proxy

RD: Brian S.

Alt RD: Open

Area RCM's:

Columbus: Brent D.

Central: Tracy Alt RCM: Brenda D.

Eastern: Diana B. Alt RCM: Alycia M.

Elkhorn Valley: John G.

Fremont: Tammy B.

Great Plains: Deborah T. Alt RCM: Kendra D.

Platte Valley: Absent

Southeastern: Shelly H. (Proxy)

Sub- Committees:

NRCNA 35: Deborah T.

NRCNA 36: Dawn B.

General Assembly: Diane K.

Outreach: Open

Policy: Diane K. (Acting)

P.I.: Tommy N.

I.T.: Sam S.

H&I: Tara N.

Archives: Monica T.(Proxy)

Visitors: Taylor Y. Christine F., Barry B., Jeff, Lucille H., Mark B., Amanda M., Todd K., Shawn, Donald P., Eric, Anna F., Dean M.

Proposal to accept April minutes: General Assembly Information announced for July 21, 2018 is incorrect. It was not the CAR report, but the NRCNA Guidelines. Brenda D.is the Alt. RCM for Central not the RCM. **Proposal to accept minutes as corrected passed by consensus.**

Treasurer's Report:

NRSCNA Treasurer Report			
RSC Meeting Date:	7/21/2018	RSC Meeting Beginning Balance:	\$4,651.99
		Prudent Reserve:	\$6,360.00
Donations		Expenses	

Area, Group, or Other	Amount	Chk #	Written To - Description/Purpose	Amount
ENNA	\$2,536.51	1272	Post Office (PO Box)	\$104.00
ENNA	\$545.90	1273	CNASC (rent)	\$50.00
Elkhorn Valley	\$75.00	1274	Tommy Newcombe (PI)	\$200.00
Day by Day	\$40.00	1275	Terra Newcombe (H&I)	\$599.38
Clean Way Club	\$193.00	1278	Kendra Dike (Secretary)	\$50.00
Fremont Area	\$200.00			
Voided check 1271 (PO Box)	\$76.00			
			checks 1276 & 1277 VOIDED	
			EXPENSES SUBTOTAL:	\$1,003.38
		1279	NAWS (WORLD) DONATION:	\$955.02
TOTAL DONATIONS:	\$3,666.41		TOTAL EXPENSES:	\$1,958.40
<u>RSC MEETING SUMMARY REPORT</u>				
BEGINNING BALANCE:	\$4,651.99			
TOTAL DONATIONS:	\$3,666.41			
TOTAL EXPENSES:	-\$1,958.40			
ENDING BALANCE:	\$6,360.00			

ILS, Dean B.

Area Reports:

Columbus: Hello family, the Columbus Area is doing well. Home group participation is on the rise though Area business meeting attendance is declining again. Unity in the meetings has been improving lately. The Columbus area 8 PM meetings consists mostly of members with less than a year clean and would stand to benefit tremendously should members from outside the area stop in for a meeting or bring a flood meeting from outside the area, any outside support is greatly appreciated. Thank you for the opportunity to serve. ILS, Brent D.

- Proposal 1: Abstain
- Proposal 2: Yay
- Proposal 3: Yay
- Proposal 4: Yay
- Proposal 6: Yay

Central: Hello family. Central Area is doing well. Our meetings are carrying the message and attendance has been awesome in all meetings. We have a new PI chair Shannon O. and she is looking into starting a new young persons meeting in Grand Island. More will be revealed. Aurora Step Takers hosted an H&I training day and fundraiser raising \$752.88, which has given us the opportunity to put NA Basic Texts into our treatment facilities. We also had an H&I training only day in June. There is also a new hispanic meeting on Sunday at 5pm at Unity Hall. In Loving Service, Tracy K.

Eastern: We are humbly presenting today a check in the amount of \$3,082.41, largely due to a donation from the 2018 Close Encounters Convention. Close Encounters 2019 signed a contract with the Omaha Hilton. Again, we are super excited about having this venue. Don't forget to register soon if you haven't already. Our Activities Committee is going strong, with three events announced recently; Our Farewell Summer Beach Bash in Louisville, NE on August 18th, the First Rock 'n' Ride & Sock Hop Dance on September 15th and the Third Annual Halloween Dance and Costume Event on October 27th. A local workgroup is being formed to host the Multi-Zonal Service Symposium. Anyone interested either talk to Amanda M or sign up .at host@mzssna.org. You may also register online at this address. This is a great opportunity not only for our area but our region as well. I encourage anyone in service or not to attend. Alycia and I come today with a vote of confidence from our area regarding our vote today on the proposals taken back to the groups.

In Loving Service,
Diana B, RCM
Alycia M, Alt RCM

Elkhorn Valley: Hello family, Everything is well in the EVANA area. We have 2 area events coming up. The annual steppin at the lake men's campout will be held July 28-29 at Maskenthine Lake, 10 miles east of Norfolk. Also, the 1st Annual EVANA clean float will be August 24-26 at Sparks campground in Sparks, NE. I have fliers available for both of these events. The EVANA Area is also starting up a new noon meeting beginning July 30th. It will be held at the Anchor House Clubhouse, 1108 West Norfolk Ave on Monday, Wednesday, and Friday. We are donating \$75.00 to Region today. Thank you for letting me serve. In Grateful Service, John G.

Fremont: Hello Family! All is good in Fremont. On June 9th we had our 3rd Annual Pie in the Face NRCNA Fundraiser. We donated \$674.00 this year. Special thanks to all the faces that got pied and thanks to all who showed up. We are also making a \$200.00 donation to Region today. Our next event is Sept. 22nd this is a fundraiser for our 32nd Freeze out dates to be set soon. H&I would like to extend a special thank you to Mark B and P3. We had 3 inmates receive basic texts. In Loving Service, Tammy B.

Great Plains: Hello family, I am an addict named Deborah. Great Plains Area hosted Midsommers Night camp out in July. We had about 40 members in attendance for the Saturday night speaker meeting. Thank you again to Mark and Amanda for sharing their ES&H. The event made enough to cover expenses and donated \$50.00 to Project Primary Purpose. Kearney meetings are going great. North Platte does have one group struggling with members stepping up to be of service. They are reaching out and looking for solutions to their problems. We have women's H&I in Buffalo County going strong with 12-18 inmates per meeting. The men and women in Lincoln County are going great as well, they go in once a week. Great Plains is hosting Cruzin N Recover today in Kearney, that will be a NRCNA 35 fundraiser. We have a \$40.00 donation today from the Day By Day group. Thank you for letting me be of service. Deborah T.

Platte Valley: Absent

Southeastern: Things are going smooth with SENANA right now. We are continuing our H&I efforts and our new phone line service is a GREAT very reasonably priced resource. Please get in touch with us if

you'd like more information on how simple and cost-effective this is. Shellie H. - Proxy, Chad J. - SENANA RCM. We are also needing service at the Area level.- Shellie H.

Regional Votes & Nominations are included below:

Chair Monica T.- Pass 8-0-1

Vice Chair Diane K.-Pass 8-0-1

Proposal #1: Passes 7-0-2

Proposal #2: Passes 8-0-1

Proposal #3: Passes 7-0-2

Proposal #4: Passes 5-2-2

Proposal #5: Passed by consensus @ Region

Proposal #6: Passes 9-0-0

SENANA Functions- Flyers can ALWAYS be found @ sena-na.net or nebraskana.org.

RD Report: Hi Family, I'll start with saying the WSC I attended was the most gratifying one ever! I really feel as though we moved more toward fulfilling our vision statement of becoming a worldwide fellowship as much as ever. I left the WSC with a sense of honor to be allowed to serve our Region at that level. Thank you for that gift! I have all the passed motions and literature survey results in hard copy or you can go to www.na.org. Go to 'For Members'. Click 'World Service Conference' and then under 'WSC 2018 Post Conference Material', you will find the second draft summary of decisions. It has the full report of motions that failed 2 breakout sessions. 36 motions of the proposed, passed and 21 failed. 7 proposals were withdrawn or not brought to the floor. I could talk for hours but I will move on. At Zonal, we are going to make our Zonal business meetings available on Zoom. There are available Zoom spots throughout the Zone. I hope our Region will look at using this service provided by our Zone. Barry B was elected by the Zone to participate in the future of the WSC workgroup. Our next Zonal meeting will be at the Multi-Zonal Service Symposium (M.Z.S.S.) on November 2-4, in Omaha, NE. I highly recommend that you attend this event, if possible. I started with a balance of \$2,197.97. It cost \$631.33 for the hotel, \$351.29 for luggage and food. This brings the grand total to \$982.62. I already turned in the airfare last quarter of \$420.48. This would bring the cost of the WSC trip to \$1,403.10. I have a remaining balance of \$2,215.35. Once again it has been an honor to serve the Nebraska Region at this position. ILS Brian S. (Passed out First Draft Summary Of Decisions from the WSC 2018 to RCMS)

Alt RD Report: Open

Sub- Committees:

NRCNA XXXV: Hello family I am an addict named Deborah. Convention planning is coming along on schedule. Our hospitality chair is asking for help with hosting the hospitality room. If your area or group would like a time slot, please contact Kris K @ 402-860-0951. All prepaid hoodies are in. If you have one, please get with Brian P. We will also have a limited supply of long sleeve black t-shirts available at the convention only. As of today we have 156 pre-registrations. Please get registered and book your room ASAP mentioning NRCNA 35. Financial Report to date is \$5,676.28. Fremont had a fundraiser that brought in \$674.00. Rock N Ride function Sept. 15th at 4PM at the Unity Church in Omaha is the next fundraiser. Entertainment and speakers are locked in. We are looking forward to a great weekend of recovery and fellowship. ILS, Deborah T.

NRCNA XXXVI: All is going well with NRCNA 36. Everyone is where we need to be with the timeline. We all are very excited about the upcoming convention. ILS, Dawn B. NRCNA 36 Chair

General Assembly: Approximately 12 members were present to assist in working on the NRCNA Convention Guidelines. We made it through the job description for the Treasurer and will continue working on this project at the October General Assembly. We discussed waiting for the Convention Tool Box to be completed to see if there are specific guides. We discussed that guidelines are needed with help from the Regional Treasurer to provide direction on setting up NRCNA bank accounts, since we are a subcommittee of the NRSC, as well as, format for records to appease the IRS reporting. ILS, Diane K.

H&I: Hey Family, I received a report today from the Central, Fremont, EANA, and Great Plains Areas. Central is doing really well and recently had an H&I training. Central was able to get a bunch of Basic Texts for their H&I locations. Great Plains is doing really well also. They have been taking meeting lists to probation. They have also been noticing P3 Basic Texts in Jail meetings. EVANA is doing really well also and recently had an H&I training in O'Niell. Fremont is doing well. SENANA is in a period of change and is hoping to get back to regular soon. Columbus is doing well as well. I just recently did an H&I training in Sioux Falls, who has been struggling and asked for some assistance. Overall, things are going well. Gratefully In Service Tera N.

Outreach: Open

Policy: Nothing To Report. All is well. Diane K. (Acting)

PI: The PI Subcommittee met today. SENANA and Central Areas were represented. SENANA has an updated website. They also switched their phone line to Grasshopper and it is working great while saving about \$400.00 per month. SENANA PI will try to get involved with a project dealing with homelessness next year. They were involved in the past, but did not get an invitation this year. They also updated their area meeting list to reflect the fact that some meetings no longer wish to be a part of SENANA. Central Area has a new PI chair. Welcome Shannon O. She has been learning about PR and started reaching out to professionals in the community and other NA members. Central held a PR subcommittee meeting at which 7 members committed to serving on the PR's subcommittee began work on their first project of starting a young person's meeting. They will hold their next PR meeting on July 22nd, 2018 at 1:15 PM at Unity Hall. Don't forget about the MZSS in Bellevue, NE in November. There will be a PI presentation at the Fremont Freeze Out in March as well. ILS Tommy. I.L.S Tommy N.

IT: Hello all, it has been a busy couple months for IT. This time of year always has lots of events and activities posted. Please continue to send those flyers to activities@nebraskana.org. Please remember to provide all needed information on flyers: time, date, place, city/town, cost if any, etc, etc. New website has been built and is up and running smoothly. If you have any questions or suggestions pertaining to the website you can contact me at IT_committee@nebraskana.org or ssherman@inebraska.com. In loving service, Sam S.

Archives: If you have any photos to submit for our memory wall, please mail or email them. Please include the person's name and the years that they were involved. The Area/ Group that they are from would be helpful. Please do not send anything bigger than a 5x7 as we do not have enough room. ILS, Monica T. (Proxy)

Old Business:

Proposal #1: To approve proposed budget for the 2018-2020 Plains State Zonal Forum. Intent: To allow the zones to provide services to the regions it serves. **Passed by Consensus**

Proposal #2: Change to Policy III, D, b2 –“Responsible for maintaining updated policy changes and posting them on the nebraskane.org website.” Currently reads, “Responsible for updating and printing of regional policies.” Intent: Clarify how quarterly updates will be provided to the membership Maker: Diane K. **Passed By Consensus**

Proposal #3: Change to Policy III, D, b3-“Will incorporate all past year updates to the Regional Policy document at least once per year (January Quarter) and post it on the nebraskana.org website.” Currently reads, “ Will print Regional Policies with changes at least once per year (January Quarter)” Intent: To avoid the cost of printing policies for all members, and leave that responsibility on the individual service member to print their own copy, or have access to it on their electronic devices. Maker: Diane K. **Passed By Consensus**

Proposal #4: To make a proposal to create a position at the region for a liaison for SBTW that is reportable to region 4 times a year and stay in contact with SBTW workgroup. Maker: Tracy K. **Passed By Consensus**

Proposal #6: To host the NRCNA Convention 2020 in Grand Island at the Grand Hotel (previously the Midtown Holiday Inn) on October 16-18, 2020, with Donald P as Chair (Bio Included). Intent: To sponsor an event to bring our fellowship together to celebrate recovery from the disease of addiction. Financial Impact: Unknown at this time Submitted by: Donald P, Brenda D. **Passed By Consensus**

Nomination For Vice-Chair Diane K.: **Passed By Consensus**

Nomination For Monica T. for Chair: **Passed By Consensus**

Break: 4:01 PM

General Discussion (Open Floor 4:18 PM):

- Diane K. would like to make a proposal to see if the Region would consider sending the Treasurer, Secretary, H&I, PI, Sponsorship Behind the Walls Liaison etc to have a room for the women and a room for the men at the M.Z.S.S., since this will be held in Omaha this year.
- We voted to have a liaison for Sponsorship Behind The Walls however, we do not have any guidelines. There are some on the Multi-Zonal web page. We would like to research these to see if these would be adaptable for our Region. This would need to go back to groups for voting to borrow the Multi-Zonal policies for the Region S.B.T.W position. A proposal needs to be submitted to be voting. The service time for this position is 2 years on the Plains State Zonal Forum’s guidelines These would be the requirements and duties of the SBTW liaison and are found on page 7:

Regional Liaison (one for each region within zone)

Position Description: Is the communication link between SBTW zonal workgroup and respective Region service bodies. Responsible for orienting/ training sponsor volunteers within respective Regions.

Recommended requirements:

1. Three (3) years of clean time.
2. One (1) year experience on SBTW zonal workgroup.
3. Experience sponsoring a SBTW sponsee.

Duties: • Responsible for orienting/ training sponsor volunteers within respective Regions in SBTW, and yearly thereafter • Keep records of orientations given • Attend all SBTW workgroup meetings • Report to your region and give updates on SBTW • Maintain current records of sponsors in your region & their sponsee(s) • Keep in contact with Sponsor Communications coordinator and give regular updates • Assist with institution communications, if requested by SBTW facilitator • Encourage members in your region to volunteer for sponsorship & create/maintain awareness of the sponsorship service opportunity within region/zone

- 3/11 of the envelopes that we received as mail for P3 were asking for Sponsors. There is a huge need out there for Sponsors now that they have the Basic Texts. Information for this can be found at <http://www.pszfna.org/>.
- The ideal for S.B.T.W came from the M.Z.S.S. Please go online and register for the M.Z.S.S. in Omaha. Amanda is in charge of the host committee if you are interested in helping. If any of your Areas would like to try zoom for this, please contact Barry B. for instructions for the use of this online.
- If you have meetings that have folded or are new groups, please email meetinglists@nebraskana.org so that the meeting lists can be updated. This is printed on the meeting schedule. Also, please have new groups register with the www.naws.org world website. The meeting does not have to have a time guideline for a group's existence, to be added to our meeting lists. The world website may have one that would be posted on the website or call the 1-800 number and ask them directly.
- Amanda, S.B.T.W. Workgroup Facilitator: SBTW zonal workgroup meet once a month online. It is the first Wednesday of the month at 7:30 PM. Elections are coming up for workgroup positions, besides the Regional position. Flyers have been passed to the RCM's to notify your groups in case they would like to get involved. Sponsor Orientation Classes: NRCNA 35 in person and in September we will start doing online groups. The dates for this will be announced in future flyers.

New Business:

Proposal #1: For Region To Pay For Regional Treasurer, Secretary, Chair, and Sub- Committee Chairs to attend the 2018 Multi-Zonal Service Symposium, November 2-4th, 2018.

Intent: To take advantage of training and networking opportunity. Region will pay basic registration and purchase of 2 hotel rooms (1 male/ 1 female).

Financial Impact: \$600.00

Submitted By Diane K.

Please Take This Back To Your Groups To Vote

Proposal #2: To have EVANA host the next regional business meeting in Norfolk on October 13th at the Grace Community Church, 321 West Norfolk Avenue.

Intent: To host the Regional business meeting and have a NRCNA fundraiser.

Financial Impact: \$50.00 for rent

Submitted By John G.

Passed By Consensus

Proposal #3: To adopt the job description guidelines from the Plains State Zonal Forum for the new Sponsorship Behind The Wall Liaison position. This would fall into the 2 year term given to our Sub-Committees.

Intent: Clarification

Submitted By Diane K.

www.pszfna.org or at the bottom of the Regional web page is where these can be found.

Please Take This Back To Your Groups To Vote.

Nominations:

We are in need of a Secretary because we have no one except for volunteers. The S.B.T.W. is a brand new position. Therefore these positions are open for nominations. After the next NRSC if there are no new nominations, these positions will be closed.

S.B.T.W Liaison:

Tera would like to nominate Tommy for the SBTW Region position.

Tommy accepts the nomination.

Bio For Tommy N.: My Clean Date is 10-5-12. I have a sponsor in NA and have worked all 12 steps. I sponsor men in Narcotics Anonymous. I was the GSR for the Survivor's Group from 2014-2017, EVANA H&I Chair from 2013-2015, Panel leader for lots of H&I panels over many years, and the PI Chair for NRSCNA since 2013. ILS. Tommy N.

Anita T. was nominated by herself and Alycia M. for the SBTW Region Liaison position.

Anita accepted the nomination.

Bio For Anita T.: Clean date May 24th 2001. Service positions held:

I lived in northern Minnesota until 2006 where there wasn't any NA meetings or service I could do. I then moved to Council Bluffs, Iowa in 2006.

I was secretary of SWINA area in 2006-2007 as both acting secretary and vice secretary because I had to learn the position.

2007 - 2008 Chairperson at miracles group/ GSR for miracles group/ secretary. At one point, I was treasurer for the group and held all positions separately at different times.

I opened a meeting called the Rebellion in Council Bluffs at the Lighthouse which ran 7 days a week at 9 pm. I ran that meeting from 2009 to summer of 2010.

2011 I was the GSR for primetime. 2012 i was the Treasurer for primetime. 2013 i was the secretary for primetime. I was chairperson for miracles group in 2012 after, they moved back to omaha until they got other willing bodies. I was the secretary for the CECK 2015 convention committee. I was the hugger chair for the CECK 2015 convention committee until that position was filled later in the year. I was the vice chair of registration 2015 while I was the secretary because they couldn't find a secretary. I was the registration

chair for the CECK 2016 convention committee. I was secretary and backup secretary for most of the 2016 convention committee. I was Alt. RCM for the first part of this term and then took on the RCM position. I have been in this position for 1 1/2 terms and my term is up in December. I am the women's panel leader for the Douglas County Jail here in Omaha and have been in this position for 1 year now. I have a sponsor who has a sponsor who has a sponsoretc...etc.....and a whole sponsorship family. I have worked the 12 steps 3 times now and am on step 8 in my 4th set. I have sponsored many many women over my 16 years clean.

Please take these back to groups for a vote.

Deborah T. nominates Kendra D. to be the Region Secretary.

Kendra D. Accepts the nomination.

Bio For Kendra D.: Hello Family, my clean date is February 23, 2016. I have served as a chairperson for the Ties That Bind Group early on in my recovery for a 3 month term. I opened the Chain Breakers meeting in North Platte, NE in July 2016. This ran for 2 nights a week that has now grown to 3 nights a week. I served as a Chairperson for 2 out of the 3 nights, from July 2016 to August of 2017. Currently, I serve as my home group's treasurer and acting secretary, until we have a nomination for a new secretary. I have also served as the GSR for this group from July 2016 - July 2017 (approx.). I have also held a keyholder position several times for this group and currently am serving in this position. I have served as the Great Plains Area Secretary since October of 2016 to the present. I have announced my resignation from this position but am still serving as acting secretary for the next several months. I am presently, the Great Plains Area Alt. RCM and have held this position since Nov. 2016. I have proxied as Region secretary twice and I serve as the NRCNA 35 Secretary since this committee's formation. I have a sponsor whom I work steps and maintain regular contact with. I am currently working through my second set of steps. I sponsor as well and work steps with my sponsees. The skills that I have learned from service work have allowed me to succeed in other portions of my life. I am truly grateful for the gifts that this program has given me. Thank you for your consideration of my interest in the NRSC Secretary Chair Position. With Gratitude In Service, Kendra D.

Please take this back to the groups for a vote.

Regional Nominations Are Still Open For The Following:

Outreach & Alt RD

Motion To Close Passed By Consensus (5:14PM)

NEXT NRSC BUSINESS MEETING WILL BE HOSTED BY EVANA IN NORFOLK ON OCTOBER 13TH AT THE GRACE COMMUNITY CHURCH, 321 WEST NORFOLK AVENUE. GENERAL ASSEMBLY AT 11AM WILL BE THE CONTINUATION OF THE PROPOSED REVISIONS OF THE NRCNA POLICIES.



Plains States Zonal Forum (PSZF)

Sponsorship Behind The Walls (SBTW) Workgroup Guidelines:

PURPOSE:

To carry the message of recovery to the addict who still suffers behind the walls and allow them to experience the miracle of recovery and a new way to live through the 12 steps of NA, despite their limited access to Narcotics Anonymous and sponsorship while incarcerated. To efficiently utilize limited human resources within region members and provide a wider range of service opportunities to members of PSZF regions.

WORKGROUP PARTICIPANTS:

SBTW workgroup administrative officers (elected workgroup members) shall consist of a Facilitator, Co-Facilitator, Secretary, Sponsor Communications Coordinator, Postal Coordinator, Postal Co-Coordinator, and Regional Liaisons. In addition, there will be sponsors and workgroup members at large.

Attendance:

Regular attendance is essential to the effective functioning of the workgroup. Virtual attendance is required by all administrative officers at each regularly scheduled SBTW workgroup meeting. If, for extraordinary reasons, an officer is unable to attend a meeting, a written report may be submitted to the Facilitator prior to the meeting. If an administrative officer misses two consecutive meetings the workgroup may vote to replace or retain the administrative committee member/coordinator.

SBTW WORKGROUP POSITIONS:

All workgroup elected positions:

- Willing and able to meet virtually, and communicate to facilitator if unable to attend a workgroup meeting;
- Have working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous through application;
- Access to internet communications – i.e., e-mail, video conferencing;
- Elected by Sponsorship Behind The Walls PSZF workgroup (except Facilitator elected by PSZF);
- Serve two (2) year term;
- May be removed by consensus of the workgroup.

Facilitator

Position Description: Is the point of accountability for the Sponsorship Behind The Walls zonal workgroup, and as such, facilitates workgroup meetings and coordinates all positions within workgroup, and is the communication link to PSZF, institutions within our zone, as well as NAWS. Responsible for preparing reports and budgets, and is able to attend zone in person at least once a year, and via phone/internet at other zonal meeting times. Mentors co-facilitator.

Recommended requirements:

1. Five (5) years clean time;
2. One (1) year NA Public Relations (or Public Information) service experience at area, regional, and/or zonal level(s);
3. Two (2) years' experience in an elected position within this workgroup;
4. Experience sponsoring a SBTW sponsee;
5. Organizational and time management skills;
6. This position is elected by the zonal body.

Duties:

- Facilitate all SBTW workgroup meetings using Consensus Based Decision Making, as outlined in our guidelines;
- Coordinate and responsible for all work done by the workgroup;
- Maintain communication with all workgroup member positions;
- Oversee all correspondence is correctly logged;
- Prepare agenda and email to workgroup members two (2) days prior to each workgroup meeting;
- If using shared web services, reserve workgroup meeting time on online zonal calendar
- Prepare budget with workgroup to be submitted for approval at the PSZF summer/fall meeting for the upcoming year [or 2 year cycle?];
- Keep accurate record of funds received and spent by SBTW workgroup;
- Obtains check from PSZF at winter zone for yearly payment of SBTW mailbox [due by July 31]
- Submit a report for each Plains States Zonal Forum (PSZF) business meeting-failure to submit a report to any two consecutive PSZF meetings would necessitate a replacement;
- Attend PSZF business meeting annually;
- Available via phone or internet at all PSZF meeting times if not in attendance in person;
- Hold a SBTW mailbox master key (3rd keyholder);
- Maintain communications with NAWS;
- Maintain Sponsorship Behind The Walls email address (sbtw@pszfna.org) and is responsible (along with Co-Facilitator) for communications to/from email;
- Act as a public relation liaison between institutions located within our zone for SBTW workgroup;
- Mentor/train the Co-Facilitator in all duties.

Co-Facilitator

Position Description: The Co-Facilitator provides support to and acts in the absence of the Facilitator and is in training to assume the position of the Facilitator. Works in close contact with Sponsor Communication Coordinator, Postal Coordinator, Regional Liaisons, and zonal web servant as necessary to fulfill responsibilities and provide orientations.

Recommended requirements:

1. Three (3) years clean time;
2. One (1) year NA Public Relations (or Public Information) service experience at area, regional, and/or zonal level(s);
3. Two (2) years' experience within this workgroup;
4. Experience sponsoring a SBTW sponsee;
5. Organizational and time management skills.

Duties:

- Work with Facilitator to ensure smooth operation of workgroup;
- Advise and coordinate with zonal web servant with any workgroup updates to website;
- Maintain Sponsorship Behind The Walls email address (sbtw@pszfna.org) and is responsible (along with Facilitator) for communications to/from email;
- Fill in for any other trusted servant's workgroup position as necessary;
- With the Sponsor Communications Coordinator, provide orientation to Regional Liaisons;
- In coordination with Facilitator, perform tasks delegated/shared by Facilitator, or in case of Facilitator absence:
 - Facilitate all workgroup meetings using Consensus Based Decision Making, as outlined in our guidelines;
 - Coordinate and responsible for all work done by the workgroup;
 - Maintain communication with all workgroup member positions;
 - Oversee all correspondence is correctly logged;
 - Prepare agenda and email to workgroup members two (2) days prior to each workgroup meeting;
 - If using shared web services, reserve workgroup meeting time on online zonal calendar
 - Prepare budget with workgroup to be submitted for approval at the PSZF summer/fall meeting for the upcoming year [or 2 year cycle?];
 - Keep accurate record of funds received and spent by SBTW workgroup;
 - Obtains check from PSZF at winter zone for yearly payment of SBTW mailbox [due by July 31]
 - Submit a report for each Plains States Zonal Forum (PSZF) business meeting-failure to submit a report to any two consecutive PSZF meetings would necessitate a replacement;
 - Attend PSZF business meeting annually;

- Available via phone or internet at all PSZF meeting times if not in attendance in person;
 - Maintain communications with NAWS;
 - Act as a public relation liaison between institutions located within our zone for SBTW workgroup
- In the event the Facilitator position becomes vacant, serve as Facilitator until elected by PSZF body or a new Facilitator is elected.

Secretary

Position Description: Records and distributes minutes from all SBTW workgroup meetings

Recommended requirements:

1. Two (2) years clean time;
2. One (1) year NA service experience at area and/or regional level(s);
3. Clerical skills.

Duties:

- Attend and keep minutes for all SBTW workgroup meetings;
- Send minutes within fourteen (14) days or less, as needed, to all workgroup members;
- Keep records organized and pass on to the next member that holds this position.

Sponsor Communications Coordinator

Position Description: The Sponsor Communications Coordinator is responsible for maintaining the list of sponsor contact information and assigned sponsee information. Responsible for logging outgoing sponsor communications and also for monitoring the timing of sponsor/ sponsee communication to ensure accountability. [With the Co-Facilitator,] provides orientation to Regional Liaisons. Initial sponsee point of contact. Communicates with multiple facilities as necessary and outlined below.

Recommended requirements:

1. Four (4) years clean time;
2. Previous Sponsorship Behind the Walls workgroup experience;
3. Previous Public Relations experience;
4. Experience sponsoring a SBTW sponsee;
5. Organizational and time management skills.

Duties:

- Maintain database of sponsor-sponsee assignments, including contact information;
- Maintain database of facility contact information and communications with facility;
- Maintain a sponsor-sponsee communication log (shared with Postal Coordinator) and is responsible for inputting all data on *outgoing* sponsor response letters by date, with name and facility of sponsee, as well as sponsor's contact information, and logging any other *outgoing* workgroup communications with facilities, etc.;

- Provide introductory, follow-up, and sponsee assignment communications to facility, including providing info (if approved by prison) for prisoners to request the *Reaching Out* subscription;
- Assign sponsor-sponsee relationships;
- With the Co-Facilitator, provide orientation to Regional Liaisons;
- Provide a Correspondence Only Agreement to facility contact upon new sponsee assignments;
- Contact Regional Liaisons if, within two weeks, notice of return correspondence to sponsee has not been received.
- Notify Co-Facilitator and Regional Liaison if sponsor is failing to promptly communicate with sponsee.
- Maintain regular communication with SBTW Co-Facilitator and Postal Coordinator;
- May provide orientation to Sponsor volunteers if Regional Liaison is unavailable;
- Attend all SBTW workgroup meetings.

Postal Coordinator

Position Description: The Postal Coordinator holds one of the SBTW mailbox keys and is responsible for collecting the mail from the SBTW mailbox, mailing/scanning correspondence to assigned sponsor, logging incoming communications. The Postal Coordinator is responsible for mentoring the Postal Co-Coordinator.

Recommended requirements:

1. Three (3) years clean time;
2. Previous Sponsorship Behind the Walls zonal experience;
3. Experience sponsoring a SBTW sponsee;
4. Organizational and time management skills
5. Preferred to live in vicinity of SBTW mailbox and willing and able to check it weekly.

Duties:

- Collect mail from the SBTW mailbox on at least a weekly basis;
- Scan & email (mail, if necessary) sponsee letters to assigned sponsor within 48 hours of receipt;
- Scan & email new sponsee letters to Sponsor Communications Coordinator within 48 hours of receipt;
- Maintain a sponsor-sponsee communication log (shared with Sponsor Communications Coordinator) and is responsible for inputting all data on all *incoming* letters by date, with name and facility of sponsee, as well as sponsor's contact information
- Maintain regular communication with Postal Co-Coordinator, SBTW Co-Facilitator and Sponsor Communications Coordinator; and Regional Liaisons;
- Attend all SBTW workgroup meetings;
- Mentor/train the Postal Co-Coordinator in all duties.

Postal Co-Coordinator

Position Description: The Postal Co-Coordinator provides support to and acts in the absence of the Postal Coordinator and is the holder of one of the SBTW mailbox keys and is in training to assume the position of the Postal Coordinator.

Recommended requirements:

1. Two (2) years clean time;
2. Previous Sponsorship Behind the Walls zonal experience;
3. Experience sponsoring a SBTW sponsee;
4. Organizational and time management skills
5. Preferred to live in vicinity of SBTW mailbox and willing and able to check it weekly.

Duties:

- Under the supervision of the Postal Coordinator, perform tasks as assigned by the Postal Coordinator;
- In the absence of the Postal Coordinator:
 - Collect mail from the SBTW mailbox on at least a weekly basis;
 - Scan/mail sponsee letters to assigned sponsor within 48 hours of receipt;
 - Scan/mail new sponsee letters to Sponsor Communications Coordinator within 48 hours of receipt;
 - Maintain a sponsor-sponsee communication log (shared with Sponsor Communications Coordinator) and is responsible for inputting all data on all *incoming* letters by date, with name and facility of sponsee, as well as sponsor's contact information
 - Maintain regular communication with SBTW Co-Facilitator and Sponsor Communications Coordinator
- Maintain regular communication with Postal Coordinator;
- Attend all SBTW workgroup meetings.

Regional Liaison (one for each region within zone)

Position Description: Is the communication link between SBTW zonal workgroup and respective Region service bodies. Responsible for orientating/training sponsor volunteers within respective Regions.

Recommended requirements:

1. Three (3) years of clean time;
2. One (1) year experience on SBTW zonal workgroup;
3. Experience sponsoring a SBTW sponsee.

Duties:

- Responsible for orientating/training sponsor volunteers within respective Regions in SBTW, and yearly thereafter;
- Keep records of orientations given;
- Attend all SBTW workgroup meetings;

- Report to your region and give updates on SBTW;
- Maintain current records of sponsors in your region & their sponsee(s);
- Keep in contact with Sponsor Communications coordinator and give regular updates;
- Assist with institution communications, if requested by SBTW facilitator;
- Encourage members in your region to volunteer for sponsorship & create/maintain awareness of the sponsorship service opportunity within region/zone.

[Literature Coordinator]

NOTATION — More will be revealed...

SPONSOR-SPONSEE REQUIREMENTS AND DUTIES

Sponsor

Position Description: Sponsors make this workgroup possible. Once assigned a sponsee behind the walls, the sponsor guides the sponsee through the 12 Steps of Narcotics Anonymous via mail, never in person, responding within 2 weeks of receiving a sponsee's letter. Sponsor is also responsible for maintaining communication, accountability, training, and logging response dates to SBTW workgroup. An NA member does not need to be living within a region of the PSZF in order to become a sponsor through this workgroup. Ideally, a sponsor will only have one sponsee through this SBTW workgroup, but if the need arises and the sponsor is able and willing, up to 3 SBTW sponsees may be assigned to a sponsor.

Requirements:

1. Three (3) years clean time;
2. Have worked through the 12 steps of Narcotics Anonymous
3. Is currently working with an NA sponsor and has ability to carry clear NA message
4. Previous/current experience being a sponsor outside the walls;
5. Ability to pay for own postage.

Duties:

- Must go through SBTW orientation before beginning sponsorship volunteering, and once annually after that;
- Reply to any letter within two weeks or less from the date the Sponsor receives the letter;
- Confirm via email to the Sponsor Communications Coordinator each time a letter has been replied to (scc@pszfna.org)
- Report when/if they are no longer available to be a Sponsor to their assigned Sponsee(s);
- Must abide by the guidelines of the SBTW Subcommittee and the rules of the institutions;
- Don't send sponsee any books, tapes, and items of this nature. NA book literature may be sent to the sponsee by a distributor only. The sponsee may request a free Basic Text from the P3 committee (contact information will be sent to sponsee in 2nd response letter from Sponsor Communications Coordinator). Other NA literature (ex: *Step Working Guides* or *It Works: How and Why*) may be ordered and sent directly from a distributor (this includes an NA regional service office or NA World Services). It can not be mailed from an individual's

home. Sponsors will first contact the Sponsor Communications Coordinator for all options and any facility restrictions specific to their sponsee's location.

- If the sponsor has questions about any of the processes, their main points of contact are the sponsor communications coordinator and their region's SBTW Regional Liaison.

Sponsorship Behind The Walls Dos and Don'ts:

- In keeping with Tradition Twelve, we respect the anonymity of our correspondents. All correspondence from sponsees will be sent to the SBTW mailbox. Postal Coordinator to forward mail to other members who are participating in the SBTW Program.
- There should be no personal contact in person or by phone (including after release) between sponsor and sponsee.
- Never give out your address, phone number, home group, Area, Region, etc.
- For your own anonymity and protection, you will be required to use your first name only or a pen name if you choose to do so.
- When we engage in this type of service, it should always be men writing to men and women writing to women. We believe it is best that no romantic involvements develop.
- Never write anything you don't want the world to read. All correspondence is opened and subject to monitoring by the institution.
- You must work a Narcotics Anonymous program using only current fellowship-approved literature.
- NA members with correctional facility clearances may not correspond with inmates in those facilities.
- We introduce ourselves briefly in our opening letter so the addict can get to know and identify with us. We always stay focused on recovery.
- Remember, it only takes two addicts to have a meeting. Writing is no different, so let the inmate know that as in all forms of sharing, corresponding helps us as much as it helps him/her. Let them know they are never alone. We share our experience, strength, and hope, and being clean in recovery. Since change happens as a result of working/applying the principles behind the Twelve Steps of NA, we encourage you to be a guide through the step-writing process.
- Encourage the inmate to participate in Twelve Step meetings available to them in their facility.
- Prior to their release, we strongly suggest requesting an Area/Regional meeting schedule be sent to them for the location they are being released in. The SBTW Board can assist you in finding the appropriate schedule to send. It is important for the inmate to have a "game plan" and knowledge of meeting locations for the first day they are released.

Sponsee

Plains States Zonal Forum's Sponsorship Behind the Walls is only available as a resource to those who are requesting sponsorship within the zone's regional range. If we are contacted by an interested sponsee outside of our zonal regions, we will do our best to refer them to a region that may be a resource for their location.

Requirements:

1. Potential sponsee is currently incarcerated with one or more years remaining in custody;
2. Seeking recovery and freedom from active addiction through working the 12 Steps of Narcotics Anonymous;
3. Willing to abide by the guidelines of the SBTW Subcommittee and the rules of their institution.

Duties/Responsibilities:

- Communication via mail with sponsor to work the 12 steps of Narcotics Anonymous;
- Sponsee understands NO Personal Contact with sponsor is allowed during incarceration or after the sponsee has been released;
- Sponsee understands that the only correspondence will be through the SBTW mailbox, with no last names, personal addresses, phone numbers, or any other personal details provided from sponsor;
- No arrangements for rides, visits, loans, phone calls, photos, drawings, tapes, non-NA approved literature, contacting family members or friends will be made between sponsor and sponsee;
- Never write anything you don't want the world to read. All correspondence is opened and subject to monitoring by the institution;
- Sponsee understands that circumstances may arise that may require the sponsee to be reassigned to a different sponsor, in which case the sponsee will be notified from the Plains States Zonal Sponsorship Behind the Walls coordinator.

Removal from Program as a Sponsee:

- Requesting sponsor to provide personal information or relay messages, packages or letters to anyone;
- Requesting sponsor to arrange any meetings with sponsee upon their release from custody;
- Sponsee released from custody.

DECISION MAKING:

Definition: Consensus Based Decision Making

Consensus is defined as the decision making process used by the PSZF SBTW workgroup in which discussion and compromise are used to reach agreement. For example, if a proposal / topic is introduced to change, or create a practice of the Plains States Zonal Forum SBTW workgroup and consensus is not reached, the practice will continue as it currently stands or will not be implemented.

General Description:

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). One of the reasons we try to

achieve consensus is that it insures 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.” By carefully discussing and respectfully listening to all points of view, we try to make sure this happens in the SBTW workgroup. All SBTW workgroup proposals and decisions, except elections and when narrowing down multiple options (facilities to add, etc.), will be considered using consensus based decision making. Because we do not meet in person but via video/conference call, extra care should be taken to be considerate and allow everyone a chance to speak. When speaking, please make sure to speak loudly and clearly in order to be heard.

Procedure: Consensus Based Decision Making

- 1) Proposal / Topic is introduced
- 2) The facilitator opens the dialogue. Begin with the maker of the proposal / topic.
- 3) Clarifying questions are taken. This is when questions are asked to ensure that all participants understand the proposal / topic. This is not the time for general discussion.
- 4) Facilitator asks for concerns or reservations (General Discussion). This is when modifications may be made to the proposal / topic in an effort to address expressed reservations or concerns.
- 5) Facilitator asks for Consensus.

There are four (4) positions a SBTW Workgroup member may take on a proposal / topic.

ASSENT: Agree with proposal / topic.

ASSENT with RESERVATION: Although there are reservations or concerns, the individual will trust and go along with the body’s decision.

STAND ASIDE: Based in strong personal reservations which prevents support for the proposal / topic.

BLOCK: (NO) Based on spiritual principals expressed in our Traditions or Concepts. A block must be followed by speaking to the specific Tradition or Concept, which would be violated. A block will prevent a proposal / topic from being adopted.

A block may be overridden by the body: If the validity of a block is not questioned, the block will stand and the proposal / topic is not adopted. If the validity of a block is not questioned, the body must then reach consensus on whether the block should stand. The same process is used for this as for reaching consensus on the proposal / topic. If the block is overridden, the facilitator will again ask for consensus on the proposal / topic.

CONSENSUS is reached when 75% of the SBTW Workgroup members Assent or Assent with Reservation. The number which represents 75% shall be determined based on the number of SBTW workgroup members present at the start of old business at a SBTW virtual workgroup meeting.

Non-consensus based decisions are as follows:

Elections with more than one nominee, and when narrowing down multiple options, will be performed by members typing in their vote (state aloud if do not have typing capabilities).

- (1) The Facilitator or acting Facilitator shall cast their ballot before the vote is collected. This

vote shall be used only in the event of a tie;
(2) A plurality will determine elections.

Elections:

In order to maintain the distinction in service between principles and personalities, it is important to observe the practice of rotation. Members may self-nominate to any position (except Facilitator) by presenting a service resume. Officers are confirmed by the SBTW workgroup, following established guidelines. When a position has been vacated, the election of the new officer or task group coordinator will be conducted at the next meeting. In the event that the Facilitator position becomes vacant, the Co-Facilitator will preside as Facilitator until a new Facilitator can be elected the next PSZF business meeting.



SERVICE RESUME FORM

Name: _____
Address: _____
Address: _____
Phone Number: _____
Email Address: _____

Clean Date: _____
Position Desired: _____

Group Service (List position and approximate dates served/serving):

Area Service (List position and approximate dates served/serving):

Regional Service (List position and approximate dates served/serving):

Zonal Service (List position and approximate dates served/serving):

World Service (List position and approximate dates served/serving):

What are your current service positions?

Have you failed to complete, or been removed from a service position in the last 5 years? Please Explain:

Have you ever stolen or misappropriated funds or merchandise from NA? If yes, please explain:

Do you regularly attend NA Meetings?

Do you work with a NA sponsor?

Do you have a working knowledge of the 12 Steps, and an understanding of the 12 Traditions and the 12 Concepts of NA Service?

Are you willing to uphold and abide by the 12 Steps, 12 Traditions, and 12 Concepts of NA, and of the guidelines of the Sponsorship Behind The Walls Workgroup?

Have you reviewed the Guidelines in respect to this service position?

What skills, training, and/or experience do you have to assist you in this commitment?

Have you looked at how this commitment will impact other commitments or your personal life?

Do you have the time and resources necessary to complete the service position to which you may be nominated? Please explain:

Do you have experience sponsoring a SBTW Sponsee?

This workgroup meets and communicates virtually. Do you have access to internet communications (email, video conferencing, etc.)? And are you willing and able to meet virtually?
