



# RECOVERY • UNITY • SERVICE

NAR-ANON WORLD SERVICE CONFERENCE 2018

## CONFERENCE AGENDA REPORT

### GREETINGS FROM THE NAR-ANON 2018 WORLD SERVICE CONFERENCE COMMITTEE,

We are sending this report to all registered regions, delegates, alternate delegates, world service committees and the board of trustees of Nar-Anon Family Groups in preparation for the 2018 Nar-Anon World Service Conference (WSC) "Recovery · Unity · Service," to be held from April 27 through April 30 at the DoubleTree by Hilton Hotel Torrance – South Bay, Torrance, California, USA. This *Conference Agenda Report (CAR)* will only be available in English, but registered non-English speaking regions may translate it into their own language.

The WSC is the time when the WSO staff, board of trustees, world service committee members, regional delegates, alternate delegates, and any other interested Nar-Anon members join together to pursue our fellowship's growth. As we continue to grow and develop in our fellowship, our primary purpose "to offer support to friends and families of addicts" and to listen to the group conscience of the Nar-Anon Family Groups will remain unchanged.

Nar-Anon Family Groups have held World Service Conferences every two years since 2006. Each WSC has seen increased participation from regions around the world. The upcoming WSC will be our 7th conference. Information about previous and upcoming conferences can be found at <http://www.nar-anon.org/world-service-conference/>

Delegates, alternate delegates, trustees, and observers came from all over the world to attend the conference in 2016, "Strength Through Service". The diversity brought by each perspective contributed to the debate and the success of the conference. The conference considered and voted on 60 CAR motions, 4 items of Conference Approval Track (CAT) material, and 7 new business floor motions.

The *CAR* is a tool by which we are able to communicate the issues that we will address at the WSC. We ask that each region distribute the *CAR* to all of its groups, so that every member of the worldwide fellowship may have an opportunity to review it and have their voice heard at the group level. Our hope is that each group's conscience will then be carried to the area and to the region, so that every regional delegate and alternate delegate will be able to fully represent their region. The regional delegate and/or alternate delegate will then attend the WSC 2018 and vote on behalf of their region. If a region does not have a delegate or alternate delegate, they may send a representative who will have a voice, but not a vote. Only regional delegates (and alternate delegates while serving in place of their delegates) and trustees will have a vote at the conference.

The deadline for receiving motions in final form was October 9, 2017. The motions received from WSC 2016, regions, world service committees, and board of trustees appear at the end of this report.

### GOALS OF THE WSC 2018

Three words that exemplify our fellowship's message world-wide are recovery, unity, and service. Through each member's recovery, whether in Japan, Russia, or in-between, we gain inspiration to grow and preserve the unity of our program. Service is a natural outpouring of the message we all share. The sincerity of purpose shown in Nar-Anon's Twelve Traditions and Twelve Concepts of Service depends on our members across the world. We come together to address the needs of the fellowship through honest debate and consensus based decision-making.

## **RECOVERY LITERATURE PRIORITY LIST**

At WSC 2014, a motion was approved for creation of a recovery literature priority list. Attached to the CAR is a list compiled from requests and submissions to the World Service Literature Committee. We ask that delegates review and prioritize this list with input from their regions. The completion of any recovery literature is dependent upon submission of writings from our fellowship. We encourage delegates to solicit writings to help accomplish the goals of the WS Literature Committee.

## **ELECTIONS**

At the WSC, the voting members of the conference elect nominees to the World Pool, which is a group of Nar-Anon members who have applied and are eligible to serve on the board of trustees. Voting members of the WSC elect one-third (up to five) of the trustees from the World Pool and the board of trustees (BOT) elects two-thirds (up to ten) of the trustees from the World Pool, as provided in our bylaws. The maximum number of seats on the BOT is fifteen.

At WSC 2018, there will be nine vacancies on the board. The existing BOT includes one trustee elected by a previous conference. The WSC will elect four trustees from the World Pool to the BOT, for a total of five WSC directly elected trustees. The BOT will fill the remaining vacancies from the World Pool.

The Conference Facilitator for the next conference is also elected during the WSC.

## **REPORTS**

Each region, whether represented at the WSC or not, is asked to prepare a regional report and submit it to the WSC committee at [wscconference@nar-anon.org](mailto:wscconference@nar-anon.org) no later than February 26, 2018. The committee will compile the regional reports for presentation with reports from the WSO, board of trustees and world service committees, along with budgets and agendas. The regional report should offer information regarding the number of groups, how many meetings are held, region structure, and events each region has participated in since the last conference. A template will be provided. Please submit reports as a Word document. Sharing your report with the WSC, even if your region is not attending, provides important information about regions around the world and allows us to better serve our fellowship.

## **PROPOSED CONFERENCE RULES OF ORDER**

The intent of using rules of order is to provide an orderly way to conduct business, to protect each member's rights, to protect the WSC's rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance, not hinder, the accomplishment of the business of the WSC. The WSC Facilitator chairs the conference using the WSC Standing Rules of Order and *Robert's Rules of Order (Robert's)*.

At the opening of the WSC, all regional delegates, alternate delegates, and representatives will be polled to establish that those present have submitted proper minutes necessary to be recognized at the WSC.

To conduct business, the conference utilizes the following WSC Standing Rules of Order, adapted from *Robert's*, in conjunction with the following Floor Motion Criteria. The WSC Standing Rules of Order have been found to meet the general needs of the conference when they are not in conflict with other conference policies, the Twelve Traditions, or the Twelve Concepts of Nar-Anon Service.

In cases where the WSC Standing Rules of Order are not comprehensive enough, *Robert's* is used. In cases of a conflict or discrepancy between the two, WSC Standing Rules of Order will take precedence.

After adequate discussion and debate have occurred, the conference formalizes its consensus by taking a vote. The WSC's consensus is determined by a majority vote, except for those decisions that require a 2/3 vote as defined in the WSC Standing Rules of Order. All activities of the WSC strive to achieve the spirit of consensus-based decision making.

## **WSC STANDING RULES OF ORDER**

1. Each WSC delegate and trustee will have a voice and a vote. Alternate delegates and representatives will have a voice. An alternate delegate has a vote in the absence of their regional delegate. Representatives have no vote. World service committee chairs have voice limited to their committee report and questions regarding their committee's activities. The WSO Executive Director has a voice limited to his/her report and questions regarding WSO activities.
2. No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. A region's delegate and alternate delegate are considered to be the same member when speaking on a motion.
3. There is a time limit on debate by any member. No member may speak longer than three minutes on a motion each time they are recognized by the facilitator. However, the facilitator may exercise discretion to extend the time limit when, in the facilitator's opinion, such action is warranted. To otherwise extend debate, a motion from the floor to do so must be adopted.
4. There is a limit on the number of speakers on any motion. No more than three members may speak in favor of (pro) and no more than three members may speak in opposition to (con) any motion. Debate may be extended when a motion from the floor to extend debate is made and adopted.
5. Every main motion from the floor must be presented on a WSC motion form and contain the names and positions of the members proposing and seconding the motion. A region's delegate and alternate delegate are considered to be the same member when making or seconding motions. Motions presented by the BOT do not require a second. Motions should be worded in the positive to provide clarity on the effect of the motion. A motion should be clear, concise, comprehensive, and have its intent visibly reflected, as the members will be voting on the actual wording of the motion, not the maker's intent of its effects. Motions must be turned in to the motions table before the facilitator will recognize the maker. All motions are displayed in writing before debate or voting. After a motion is made and seconded, the facilitator restates the motion clearly to the conference. The motion is now pending and before the conference; it is only at this point that the motion belongs to the conference and must be disposed of in some manner.
6. Every amendment to a main motion must be presented on a WSC motion form and contain the names and positions of the members proposing and seconding the amendment. A region's delegate and alternate delegate are considered to be the same member when making or seconding amendments. Any second merely indicates that another member wishes the matter to come before the conference; it does not necessarily mean that the member who seconds the motion is in favor of the motion. Amendments presented by the BOT do not require a second. Amendments must be turned in to the motions table before the facilitator will recognize the maker. All amendments are displayed in writing before debate or voting.
7. Debate follows if the motion is debatable. Debate will also follow the making of an amendment to the motion, if the motion is amendable. Debate addresses the motion or amendment, not the member making it. Motives should never be questioned. Members should address each other through the presiding facilitator. The facilitator addresses members by name and position. Discussion (debate) is not between two members but through the facilitator.
8. When ready, the conference votes to adopt (carry) or reject (fail) the motion or amendment. This is also known as the facilitator putting the question. The member who is chairing the conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity. Voting shall be by a voice vote while standing. All in favor of the item are asked by the facilitator to stand and remain standing for a count of the vote. Those in favor are then seated, and the process is repeated for those opposed and in abstention to the item in question.
9. A majority vote (simple majority) is a vote of more than one-half of the votes cast.

10. Every motion to make or amend policies and guidelines must be carried by 2/3 of the voting body as polled in each session. When a 2/3 majority of those present or eligible to vote is required, abstentions count as 'nay' votes.
11. Any motion submitted in the *CAR* for the current conference and approved at the conference becomes effective at the conclusion of the conference, unless otherwise specified in the motion.
12. These standing rules of the conference are applied in conjunction with the Twelve Traditions of Nar-Anon Family Groups, the Twelve Concepts of Nar-Anon Service, and *Robert's Rules of Order*.

## **FLOOR MOTION CRITERIA**

The agenda for the World Service Conference (WSC) includes several sessions where the conference participants address different types of business.

The Old Business session addresses the motions that were presented to the Nar-Anon Family Groups in the *Conference Agenda Report (CAR)*. The fellowship has had an opportunity to consider and evaluate these motions. Regions have held assemblies to discuss the *CAR* so their regional delegates can come to the WSC with an awareness of the group conscience of their regions. During the Old Business session, any motions raised that were not contained in the *CAR* must fall into specific categories in order to be considered.

Acceptable motions from the floor during the Old Business session would include amendments to or withdrawals of motions in the current *CAR* and motions regarding the daily conference agenda, conference rules of order or general operations of the current conference, such as motions to adjourn or motions to accept minutes of the prior day's business.

During the Old Business session, the WSC Facilitator will rule out of order any motions from the floor of the conference that substantially change the intent of a motion presented in the *CAR*; attempt to change the Twelve Steps, Twelve Traditions or Twelve Concepts of Service; or attempt to change Nar-Anon's name, nature or purpose. Motions of this nature require review by the fellowship and will be dealt with under New Business.

The WSC cannot approve new recovery literature or changes to existing conference approved recovery literature unless the new literature or changes to existing literature have been presented to the fellowship with the *CAR*. Recovery literature is simply defined as the conference approved literature that groups use in their meetings to work on recovery. This would include step and tradition books, daily readers, pamphlets on recovery topics, the Blue Booklet, step workbooks, etc. Changes to conference approved recovery literature require fellowship approval. Motions from the floor that attempt to change conference approved recovery literature will be dealt with under New Business.

The WSC also hears various reports from world service committees, WSO, or the board of trustees. Any motions that arise as a result of these reports will fall under New Business.

The New Business session of the WSC deals with budgets, projects planned for the next conference cycle, approval of new service and outreach material presented within the conference approval track (CAT) timeframe, and the evaluation of new ideas which have come about during the current conference, including changes to conference approved recovery literature as mentioned above. After discussion of ideas which have come about during the current conference, the WSC decides whether these ideas or proposals will be included in the *CAR* for the next conference cycle or whether no action will be taken. New ideas that are brought before the fellowship at this time must follow the same criteria as *CAR* motions and are submitted on a fully completed floor motion form.

## WSC 2018 MOTIONS

In addition to one motion postponed from WSC 2016 and five motions originating from WSC 2016, there are eight motions from regions around the world, eighteen from world service committees and one from the board of trustees to be considered at WSC 2018. At the conference the motions will be dealt with as time permits. Although all motions are important - especially to the regions or committees that submitted them - time to address each motion could be an issue, therefore we would like to accomplish this in as fair and equal a manner as possible.

### **POSTPONED & NEW BUSINESS MOTIONS from WSC 2016 Floor motions passed at WSC 2016 require ratification by the fellowship**

**Motion A-1: That the tally process be initiated (the Guide to World Services, page 20) to amend Tradition 4 from "Each group should be autonomous except in matters affecting other Nar-Anon Family Groups, or NA as a whole" to "each group should be autonomous except in matters affecting other Nar-Anon Family Groups or Nar-Anon as a whole".**

*WSC Committee note:* After being tabled at WSC 2014, WSC 2016 postponed motion A-1 to WSC 2018 to allow an ad hoc committee to be formed to evaluate costs and/or an alternative tally process for the conference to vote on.

*Board of Trustees comment:* This motion requires the initiation of the tally process which can be found on page 23 of the Guide to World Services. The estimated cost to initiate the tally process is between 12,000 and 16,000 US dollars.

**Motion 1: Develop a process to process multiple motions from world service committees on one document or book. Allowing the piece or book to be submitted in its entirety with changed sections highlighted or italicized. Only section being changed that are highlighted would be affected by amendments. Any other changes from the floor on sections not being proposed to be changed would have to be submitted as floor motions or CAR motions for the next conference. All amendments to proposed changes would be handled in order processing through the piece from start to finish. Each sectioned proposed being could be numbered to expedite the clarity of amendments. When the amendments have all been made the final motion would be to approve the book with all accepted changes. Any sections that motions to amend failed would stay as currently written.**

*Maker:* WSC 2016, Floor Motion #1.

*Intent:* To streamline the motions into the actual document to make it easier for the readers to understand the proposals by seeing the material in its actual location in the documents. Also reduces the reading of individual motions multiples times yet allows the amend of proposed changes to be dealt with individual.

*Rationale:* None given.

*Financial Impact:* None given.

**Motion 2: To amend the Guide to Local Services, page 3-9 (now page 3-11), section Suggested Programs for Nar-Anon Family Group Meetings, subsection Open/Closed Meetings:**

**Remove:**

Closed meetings are only for Nar-Anon members; anyone whose life is or has been deeply affected by close contact with an addict. Open meetings may be attended by anyone interested in Nar-Anon or Narateen.

**Replace:**

Open meetings may be attended by anyone interested in Nar-Anon. Closed meetings are only for Nar-Anon members. Nar-Anon meetings are for those whose lives have been deeply affected by someone else's addiction. Narateen meetings are closed, except by group conscience. Please refer to Narateen section.

*Maker:* WSC 2016, Floor Motion #2.

*Intent:* To bring the GLS wording consistent with our Preamble and Mission Statement.

*Rationale:* Keeping consistency with all our literature.

*Financial Impact:* None.

**Motion 3: Motion to accept prayer composed at WSC 2016**

Higher Power, guide me on my journey to peace and serenity. Help me let go of self-will and turn my life over to your care.

*Maker:* WSC 2016, Floor Motion #3.

*Intent:* None given

*Rationale:* None given.

*Financial Impact:* None given.

**Motion 4: In the GLS, GWS and all other Literature, including conference approved literature, when using abbreviations for Narateen, use "Nt", not "N".**

*Maker:* WSC 2016, Floor Motion #4.

*Intent:* To standardize the abbreviation for Narateen, and distinguish Narateen from Nar-Anon when using abbreviations.

*Rationale:* With Narateen gaining popularity, both abbreviations "Nt" (for Narateen) and "N" (for Nar-Anon) can be used while maintaining clarity of which arm of the Nar-Anon Fellowship is being referenced.

*Financial Impact:* None given.

*Board of Trustees comment:* This action has already been done per **motion 30** as amended –WSC 2016. Motion 30 - In the Guide to Local Services, page 13-7, Section Acronyms, add Narateen acronyms

NTPP Narateen Process person

NTASC Narateen Area Safety Coordinator

NTSC Narateen Safety Coordinator

**Replace NASC where found with NTASC in GLS and GWS.**

**Replace NSC when it refers to Narateen State or Safety Coordinator with NTSC in GLS and GWS.**

**Replace NPP with NTPP where found in the GLS and GWS and other literature.**

**Motion 30, as amended -- CARRIED, 29/0/0**

Any future acronyms for Narateen will use "NT", not "N".

**Motion 5: Motion to identify in the GLS, GWS, and other documents that have policies and guidelines, those parts that are policies.**

*Maker:* WSC 2016, Floor Motion #7.

*Intent:* None given.

*Rationale:* None given.

*Financial Impact:* None given.

*Board of Trustees comment:* Further clarification is required for this motion; service members' time and cost must also be considered.

## REGIONAL MOTIONS

**Motion 6: For the Twelve Concepts for NA Service (from NA literature) to be used in our groups and areas until the Nar-Anon 36 is completed.**

*Motion applies to:* Literature, Policy and Guidelines.

*Maker:* Argentina Region, Motion #1.

*Intent:* This will facilitate the better understanding of the Twelve Concepts for Services and the formation of service members.

*Rationale:* Due to the lack of Nar-Anon literature based on the Twelve Concepts of Service - because the Twelve Concepts are the principles that allow for the maintenance of the structure of Nar-Anon and members unity and orientation based on literature is essential for the comprehension of the concepts.

*Financial Impact:* Item will be purchased from Nar-Anon just as Paths to Recovery is purchased. Cost to be determined.

*Board of Trustees comment:* Nar-Anon does not have permission from NA to use or sell this literature. The Twelve Concepts of Service are for service members and most likely are not recovery meeting topics. We are trying to move in a direction of self-support and carrying the Nar-Anon message, not the message of other fellowships. Tradition Six: *Our Family Groups ought never to endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim; but although a separate entity, we should always cooperate with Narcotics Anonymous.*

**Motion 7: We ask to change Step 1: "We admitted we were powerless over the addict...." And to replace it by the following expression: "We admitted we were powerless over addiction...."**

*Motion applies to:* Literature, Policy and Guidelines.

*Maker:* Argentina Region, Motion #2.

*Intent:* To follow a similar structure and program as NA and not to follow the program of AA since Step 1 of NA states: "We admitted we were powerless over our **addiction....**"

*Rationale:* Because we would confirm the following suggestion of our program in our first Step "to separate the person from the disease" and continue along the same line of NA and not AA.

*Financial Impact:* If WSC 2018 approves this motion, it would then require initiating the tally process described in the GWS. The tally process will have a financial cost to be determined.

*Board of Trustees comment:* This motion requires the initiation of the tally process which can be found on page 23 of the Guide to World Services. This motion would not take effect until completion of the process and not at the end of the 2018 conference. This motion changes the nature of our program as laid out in our mission and vision statement and can impact the language in our literature as how it relates to the first step. Additionally, the estimated cost to initiate the tally process is between 12,000 and 16,000 US dollars.

**Motion 8: In the Guide to Local Services, page 6-3, section Regional Structure, subsection RSC Meetings, second paragraph, give the delegate and alternate delegate the same voting rights in the RSC as the other members of the RSC by removing the following language: "The delegate and alternate delegate are not voting members of the RSC."**

*Motion applies to:* Literature, Policy and Guidelines

*Maker:* North & South Carolina Region, Motion #1

*Intent:* This action will bring this section of the GLS in line with Concept 7. Concept 7 states, "All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes." Without a vote, the delegate and alternate delegate cannot fully participate in the decision-making process of the RSC. They still will not have a vote at the Regional Assembly, similar to other RSC members.

*Rationale:* This makes the delegate and alternate delegate full voting members of the RSC. The delegate and alternate delegate have a long list of duties to accomplish and having a vote in the RSC assists them in accomplishing these duties.

*Financial Impact:* No financial impact other than the update to the Guide to Local Services.

**Motion 9: In the Guide to Local Services, page 2-1, section How to Start a Nar-Anon Group, subsection Registration of Groups, give priority to the use of the Traditions when making decisions to start new meetings by inserting the following language after paragraph 1.**

If there are established NFG groups in your community application of Tradition 1 "Our common welfare should come first; personal progress for the greatest number depends on unity" and Tradition 4, "Each group should be autonomous except in matters affecting other Nar-Anon Family Groups, or NA as a whole," support the idea that open communication with established Nar-Anon group(s) is essential when starting a new meeting. In order to avoid having a negative effect on established meetings, check with other NFG group(s) in the vicinity and cooperate with them in decisions and details that may affect other group(s) e.g., day of week, time and location of a new meeting and association with an area/region, etc. When making these decisions, members need to consider the welfare of all the groups affected."

*Motion applies to:* Policy and Guidelines

*Maker:* Northern California Region, Motion #1.



*Intent:* The intent is to promote Nar-Anon principles early on.

*Rationale:* As we grow world-wide and new meetings start-up early awareness of the principles of Nar-Anon at the group level may prove invaluable to prevent discord between NFG meetings, Areas, and Regions.

*Financial Impact:* None

*Board of Trustees comment:* Concept 2: *The final responsibility and authority for Nar-Anon services rests with the Nar-Anon Family Groups.* This concept states the responsibility is within the group. The action in this motion is calling on groups to answer to other groups in regard to time, location etc. The spirit of Tradition Four is changing literature and the nature of the program, etc. What one meeting does nearby as far as meeting time goes does not affect another group. Groups don't serve other groups and are independent in the structure, hence autonomy. This policy would take away the top level of the service structure and make each group in essence part of the service structure serving other groups. The Fourth Tradition does not support the language being proposed. The very examples are exactly where the groups have autonomy. Time and location have no effect on another group. Areas and regions should not control time or location of groups. These are the fundamental parts of a group's autonomy.

**Motion 10: In the Guide to Local Services, page 5-1, section Area Structure, revise the first two paragraphs by adding 2 sub-section headings and 2 sentences:**

Areas are convenient segments into which a region may be divided. Approval for the formation of an area rests solely with the groups within the proposed area.

The Area Service Committee (ASC) meeting is held in a central location within an area to hear reports and to discuss area and group matters. ASC meetings are attended by area officers, GSRs, and subcommittee chairs. These meetings are open to all Nar-Anon members. A sample ASC meeting agenda may be found at the end of this section.

**Replace with:**

### **Organizing or Joining a Nar-Anon Area**

Areas are convenient segments into which a region may be divided. Approval for the formation of an area rests solely with the groups within the proposed area. **Areas are formed for the benefit of all nearby groups so that groups have representation, mutually supported business meetings and the opportunity for mutually beneficial joint activities.**

**When groups choose to form a new area or a group chooses to withdraw from an area or changes affiliation from one area to another, it is suggested that careful consideration be given to seek the most beneficial impact on all of the affected local groups within their communities and to support the unity and welfare of Nar-Anon as a whole.**

### **Area Service Committee**

The Area Service Committee (ASC) meeting is held in a central location within an area to hear reports and to discuss area and group matters. ASC meetings are attended by area officers, GSRs, and subcommittee chairs. These meetings are open to all Nar-Anon members. A sample ASC meeting agenda may be found at the end of this section.

*Motion applies to:* Policy and Guidelines

*Maker:* Northern California Region, Motion #2.

*Intent:* This motion is proposed in the hope that it will encourage healthy relationships between local groups that can overcome individual differences and provide for mutual support that will help Nar-Anon to strengthen and grow.

The motion first establishes that the purpose of area formation is the mutual benefit of all of the groups within a community. On that foundation, it asks a group to consider the welfare of all the groups affected by its actions concerning areas.

In the context of area formation, the actions of a group can have a profound effect on its neighbors. This motion reaffirms group autonomy, but suggests that a group recognize its responsibility to take actions that benefit not only itself, but also the welfare of all the groups within its community and Nar-Anon as a whole.

*Rationale:* The motion preserves a group's right to autonomy while emphasizing the groups responsibility to pursue unity in its relationships with other nearby groups and with Nar-Anon as a whole.

*Financial Impact:* Minimal; nominal costs of time and materials to the World Service Committees to effect the changes.

*Board of Trustees comment:* As per Tradition Four, groups have autonomy. Although the action of forming a new area may impact the budget, quorum, or services of the existing regional service structure that the groups are a part of, it will not affect the other groups themselves.

All levels of service, including regions and areas, are created by groups to serve the common good of the groups and are accountable to those groups. See service structure in The Guide to Local Services – page 1.2. This process proposes to make the groups accountable to the areas.

The decision to form an area or change areas rests solely with the groups, in keeping with Concept 2 and the GLS, page 5.1 which states "Approval for the formation of an area rests solely with the groups within the proposed area."

Concept 2 speaks to the final authority for Nar-Anon services rests with the Nar-Anon Family Groups. This motion would be in direct violation. The board released a bulletin in regard to new regions starting from existing ones. This same spirit applies to new area formation. The bulletin can be found <http://www.nar-anon.org/board-of-trustees/>

**Motion 11: In the Guide to Local Services, page 6-9, section Regional Structure, subsection Assemblies, add the words in bold to the following paragraph.**

To conduct business, a quorum of the region's GSRs, registered at the assembly, voting their group's conscience will be necessary. A tie vote will be taken back to the areas for their consideration if time permits. If time does not permit, refer to tie breakers under RSC policies above.

The only voting members of the assembly are GSRs, or in their absence, alternate GSRs or group substitutes. This is consistent with one vote per group. Only recognized GSRs are considered voting members. This recognition is gained by filing a GSR/Alternate GSR Registration Form or an Assembly Registration Form with the RSC, **at the assembly**, prior to the vote being taken (sample forms are found at the end of this guide).

*Motion applies to:* Policy and Guidelines

*Maker:* Southern California Region, Motion #1

*Intent:* To confirm that the registration is done at the assembly being attended.

*Rationale:* The first paragraph states that the forms are to be given at the assembly – the second paragraph states only that the forms are to be given to the RSC. Both paragraphs need to be consistent.

*Financial Impact:* No financial impact.

**Motion 12: To make the following changes and additions to the Event Planning Handbook, S-320:**

Add the following section after One Day Events (in bold) Page 5

**AREA/REGION ONE DAY EVENTS**

**Some areas/regions also hold single day events which are smaller than conventions, cover a larger geographical area than a local event, and are considered recovery events such as a Narathon or Unity Day. (See Event Descriptions on page 14). Planning for these events requires a committee, most likely on a smaller scale than a convention such as those suggested above for local one day events. Ideas from both convention and local event committee guidelines can be used depending on the needs of the event.**

**Area/region events are always planned using the traditions, concepts of service, and group conscience in the decision making process.**

Add the following descriptions (in bold) Page 14

**EVENT DESCRIPTIONS**

**Workshops: Recovery workshop events can include member participation focused on program topics such as service or sponsorship, writing literature, step studies, or tradition studies.**

**Narathon: A day of recovery event that can be hosted by an area or region with continuous speakers. May include a potluck, opportunity drawings and/or seventh tradition. Can be used for fund raising and outreach activities that are consistent with our traditions and concept of service.**

*Motion applies to:* Other

*Maker:* Southern California Region, Motion #2.

*Intent:* To add additional language to the event handbook which explains events held in Nar-Anon in addition to those already mentioned, and additional event descriptions that were omitted.

*Rationale:* There are events held in other parts of the world in addition to those mentioned in the first handbook. This will include those events and descriptions to make the handbook more comprehensive to all geographical areas of the world.

*Financial Impact:* None expected.

**Motion 13: In the Guide to Local Services, page 5-1, section Area Structure, add additional wording.**

Areas are convenient segments into which a region may be divided. Approval for the formation of an area rests solely with the groups within the proposed area. **Groups interested in participating in an area can take a group conscience to decide if they wish to be part of an area.**

**If this is a new area or an area that is not currently active, the interested groups can meet to elect such Area officers as are needed. Following the election, the Area Service Representative (ASR) should contact their region and/or WSO to register the Area and the Area Officers.**

*Motion applies to:* Policy and Guidelines

*Maker:* Southern California Region, Motion #3.

*Intent:* Expanding the initial sentences in the GLS regarding Areas with additional wording may assist those who desire to create or divide a Nar-Anon Area.

*Rationale:* Members working to create active areas have asked for additional elaboration on the wording in this section of the GLS in order to help them in their efforts.

*Financial Impact:* None expected.

<b>WORLD SERVICE COMMITTEE MOTIONS</b>
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**Motion 14: In the Guide to World Services, page 24, section Nar-Anon Recovery Literature and Service Materials, subsection Recovery Literature, add to the end of the second paragraph:**

Submissions received by the committee, not on the Priority List, can be reviewed, expanded, and/or edited if material is not available for Priority List items.

*Motion applies to:* Literature, Policy and Guidelines.

*Maker:* World Service Literature Committee, Motion #2.

*Intent:* This will allow writings not on the Priority List to be edited, reviewed, and submitted for approval at the next WSC.

*Rationale:* The literature committee has received writings that need editing. Because the submissions were not on the Priority List, they could not be worked on. This additional language would allow for more recovery literature to be presented to the fellowship.

*Financial Impact:* No financial impact.

**Motion 15: In the pamphlet The Twelve Tools of Recovery, P-115, insert additional language below.**

Anonymity: Anonymity as a tool assures us the freedom to speak openly, without fear of gossip or fear of being judged. Only the individual member has the right to divulge his or her membership **with exceptions at the level of press, radio, films, internet and other forms of mass media. In these instances we need always maintain personal anonymity.** We need guard with care the anonymity of all Nar-Anon members.

Our fellowship's primary purpose is to help families and friends of addicts. The spiritual principle of anonymity assures no one member or problem is greater or less than any other.

*Motion applies to:* Literature

*Maker:* World Service Literature Committee, Motion #3.

*Intent:* To correct the language on anonymity that is in conflict with Tradition Eleven.

*Rationale:* This is a popular pamphlet and should be a true reflection of our tools.

*Financial Impact:* None known.

**Motion 16: In the Guide to World Services, page 24, section Nar-Anon Recovery Literature and Service Materials, subsection Recovery Literature, revise the last sentence of the second paragraph.**

After the WSC determines the priorities, the request or submission then goes to the World Service Literature Committee to be written, reviewed, expanded, and/or edited before going through the approval process for recovery literature (see below).

**Change to:**

**After the WSC determines the priorities, the request or submission is sent to the World Service Literature Committee for further development, which includes being reviewed, expanded on, and edited, before going through the approval process for recovery literature (see below).**

*Motion applies to:* Literature

*Maker:* World Service Literature Committee, Motion #5.

*Intent:* To more accurately reflect the role of the World Service Literature Committee in the recovery literature process.

*Rationale:* This will provide a clear understanding of the recovery literature review process.

*Financial Impact:* This has no financial impact.

**Motion 17: To approve the reading card, We've Been There, PD-135, attachment 2.**

*Motion applies to:* Literature

*Maker:* World Service Literature Committee, Motion #6.

*Intent:* This will add a new reading card to be used in meetings directed at the newcomer, offering words of encouragement and support.

*Rationale:* This reading card has gone through the entire recovery literature approval process and is the voice of the fellowship.

*Financial Impact:* This will generate income from the sale of the reading card.

**Motion 18: To approve the booklet, Men Sharing Their Experience, Strength, and Hope, BD-216, attachment 3.**

*Motion applies to:* Literature

*Maker:* World Service Literature Committee, Motion #7.

*Intent:* This will add a new piece of literature written by and for the men of our fellowship.

*Rationale:* This booklet has gone through the entire recovery literature approval process and is the voice of the fellowship.

*Financial Impact:* This will generate income from the sale of the booklet.

**Motion 19: In the Guide to Local Services, page 2-2, section How to Start a Group, remove subsection Narateen Groups.**

### **Narateen Groups**

If you are a teenager and someone important to you is an addict, you can find help by attending Narateen meetings. If there is no group near you, talk to someone in a Nar-Anon meeting and ask if they would be willing to facilitate a Narateen group. It may be a good idea to hold Narateen meetings at the same time and location as the Nar-Anon or NA meeting. A weekly meeting will give members a better opportunity to apply and practice the Narateen program in their lives on a day-to-day basis.

Every Narateen group has a Nar-Anon facilitator. There must be at least two certified facilitators registered for each Narateen meeting. An NA member may assist a group. If, however, NA members are also Nar-Anon members, they may serve as the facilitator of a Narateen group by virtue of their Nar-Anon membership. Emphasis should be placed on the Nar-Anon program at all times. Narateen facilitators should help to facilitate, not rule, the meetings by keeping the group focused and on topic.

It is best if a facilitator is not a parent of a Narateen member as members of the group may not feel free to speak openly. Facilitators should be those who are active in Nar-Anon and continue to attend their own meetings. Groups are more successful if a facilitator is willing to serve in this capacity for one year, preferably two. It is the facilitator's responsibility to find a substitute if unable to be present at a meeting.

All Narateen facilitators must register with WSO and agree to submit to a background check.

**Insert the new section for Narateen Groups after Section 3 "Suggested Programs for Nar-Anon Family Group Meetings". Move the "Sample Format for Narateen Meetings" from GLS Page 3-4 to the end of new section. Renumber all sections following the new Narateen section 4.**

## **NARATEEN GROUPS**

Narateen groups, which are part of the Nar-Anon fellowship, are formed to provide support to teenage family members and friends of addicts. A Narateen group is a safe environment where teenagers can share and work on their recovery. The principles that apply in the Nar-Anon fellowship, such as honesty, trust, confidence, safety, and anonymity, also apply to Narateen as do the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

### **Registration of Groups**

#### **Area/Region Requirements**

A group is considered a Narateen group when it meets the following requirements:

- Has an assembly elected Narateen Process Person (NTPP).
- NTPP submits Narateen Facilitator Registration Form and Narateen Group Registration Form to WSO.
- Develops and submits Narateen Safety Policies for review to the WS Narateen committee.  
Safety Policy includes:
  - NTPP is voted in by assembly
  - Background checks are passed by all Facilitators

- State, county, province or country laws are reviewed and incorporated into the policy
- Safety policy is approved by assembly

Note: For legal purposes the region should have documented proof in their regional minutes to support all the above.

In the absence of an area or region, a group will be responsible for meeting the above requirements.

Once these requirements are met the group will be listed on the Nar-Anon world service website. It is important that any changes in group information are kept up to date with WSO.

Narateen Group Registration Form can be found online at [www.nar-anon.org/Narateen/](http://www.nar-anon.org/Narateen/) and at the back of this guide.

### **Group Requirements**

- Group registration with WSO
- Have at least two certified facilitators registered with WSO
- Adhere to local-Narateen safety policies
- Notify the NTPP of any group changes

### **How to Start a Narateen Group**

To begin a meeting, you are encouraged to reach out to your area or region Narateen subcommittee, when there is one, or the World Service Narateen committee so they can explain the process and offer support. You will need two certified facilitators registered with WSO and it is suggested that each group have at least four certified facilitators available (two committed to regular attendance). Suggestions for starting a group,

- Review Group Requirements above under Registration of Groups.
- Contact your region for assistance and ask if they have assembly approved region Narateen guidelines.
- Contact your region to inquire about the availability of startup funds for new groups before purchasing a new group packet from the WSO.
- Choose a location and time that coincides with a Nar-Anon or NA meeting, as it will help teens with transportation and the availability of facilitator substitutes.
- Encourage Narateens to choose a group name by group conscience.
- Notify nearby Nar-Anon and NA meetings of your Narateen meeting.
- Visit Outreach page on Nar-Anon website for letters and table cards that can be used to announce the new meeting.

### **Membership in Narateen**

It is suggested that Narateen membership begins at the age of 13. Narateen groups may allow pre-teens to attend based on group conscience. Continued participation is permissible up to the age a person is considered an adult in the country in which they reside. Once becoming an adult, they may attend Nar-Anon meetings.

### **Narateen Meetings**

Narateen meetings are closed meetings, except by group conscience. Only adults who have been certified and registered with WSO may attend a Narateen meeting unless invited by a group conscience.

Narateen meetings in schools, hospitals, juvenile centers, and other professional settings allow access for teens that might not otherwise be able to attend. These meetings are often closed or limited access meetings only open to the youth at these schools or facilities. Access by teens outside of these facilities may be allowed at the discretion of a facility. Some facilities require that a counselor or other staff member attend the meeting. In such cases, the meeting can be

considered open only to required personnel who have been informed of Nar-Anon's Twelve Steps and Traditions, particularly the Twelfth Tradition:

*"Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities."*

### **Meeting Safety and Member Conduct**

It is suggested that a code of conduct be developed by the group during the first few Narateen meetings. The code of conduct may be in the meeting format and read aloud before each meeting. In this way, members know what is expected of them during a meeting. All Narateen groups are autonomous and free to develop their own code of conduct. It is the facilitator's responsibility to remind the group of their code of conduct and recovery principles, while modeling boundaries with respectful and kind communication.

### **Funding and Seventh Tradition**

To get started and maintain a Narateen group, there may be a lack of the necessary funds to pay rent, buy literature, etc. The local Nar-Anon group, area, or region may purchase literature or give donations to help a Narateen group. Each Narateen group is encouraged to participate in area or region fundraising. The goal of each Narateen group is to become fully self-supporting as suggested by the Seventh Tradition.

### **Transporting Minors**

Nar-Anon Family Group Headquarters, Inc. does not recommend Narateen Facilitators transport minors to meetings or any Nar-Anon events.

## **Narateen Service Positions**

### **Narateen Process Person**

The Narateen Process Person (NTPP) is elected by the area or region to be responsible for the confidential records, including the completed forms and background checks, of facilitators. Duties include:

- Coordinate required background checks.
- Register certified facilitators with WSO.
- Register groups with WSO.
- Keep all facilitator information secure-

It is suggested the NTPP be certified in the same way as a Narateen facilitator. The NTPP is elected by assembly. When there is a Narateen subcommittee, the NTPP may be a member of this subcommittee and may also serve as chair.

Facilitator Registration Forms must be completed and sent to WSO annually for renewal in June and whenever any changes occur. The NTPP is also responsible for registering all Narateen groups with WSO, thus verifying the availability of at least two certified facilitators for each group. Regions may determine other Narateen positions and support services.

### **Narateen Facilitator**

The Narateen facilitator is an active member of Nar-Anon, who has attended Nar-Anon meetings on a regular basis and has a working knowledge of Nar-Anon's Twelve Steps, Twelve Traditions, and Twelve Concepts of Service. Narateen facilitators do not dominate the meetings, but facilitate to keep the group focused on the topic. An NA member can be a Narateen facilitator provided they are also a member of Nar-Anon. Emphasis should, at all times, be placed on the Nar-Anon/Narateen program.

Duties include:

- Protect the anonymity of all Narateen members.



- Attend Narateen Subcommittee meetings.
- Guide the group in the development of the group's conduct guidelines.
- Become familiar with the NFG Guide for Local Services and the NFG Guide to World Services
- Be consistent in following the group's format
- Be willing to serve for a minimum of one year

**Narateen Sub-committee chair and members:**

An area or region may elect to have a Narateen Subcommittee to support local Narateen groups.

**"Sample Format for Narateen Meetings"**

(All readings are from the Nar-Anon Blue Booklet)

Leader/Chair: Hello, my name is \_\_\_\_\_. Let's open the meeting with a moment of silence followed by the Serenity Prayer.

At this time, we ask you to please silence your cell phones and avoid texting during the meeting.

**In Narateen we have a group agreed upon code of conduct to keep this meeting a safe place for us all to share and grow. We read it at the beginning of every meeting.**

***Read code of conduct here...***

Is anyone here for their first, second, or third meeting? If so, please introduce yourself by your first name only so we may welcome you.

Leader/Chair: Read the Nar-Anon Newcomer's Welcome (Blue Book).

Leader/Chair: Ask members to introduce themselves, using first names only.

Leader/Chair: Ask members to read the following:

Page 7 Twelve Steps

Page 8 Twelve Traditions

Page 12 Keeping Our Meetings Healthy

Leader/Chair: Ask members to read one or more of the following:

Page 2 Mission Statement; Vision Statement

Page 4 The Family

Page 5 Changing Ourselves

Page 6 About Addiction

Page 15 Just for Today

Leader/Chair: Once the meeting has opened, we only read from conference approved literature (CAL) listed on the NFGH literature order form located on the Nar-Anon World Service website. If you wish to purchase literature, please visit the literature table.

Leader/Chair: Ask for Secretary's report and Narateen related announcements.

Leader/Chair: Ask meeting facilitator(s) if he/she has any announcements.

Leader/Chair: Our Seventh Tradition says that every group ought to be fully self-supporting. We pass the basket around for contributions to be used for purchasing literature from WSO (World Service Office), to pay rent, and to make donations to service areas beyond the group level.

Leader/Chair: Anything you hear today is strictly the opinion of the person sharing. The principles of Narateen are found in our Twelve Traditions and Twelve Steps. If a member says something

here you cannot accept, remember they are merely speaking from their own experience. They are not speaking for Narateen. When you leave the meeting take home those thoughts that will be most helpful to you, forget those you feel will not be helpful, and keep coming back.

Leader/Chair: During the meeting only one person speaks at a time; we do not engage in crosstalk. We speak only about our own experiences and feelings. We accept without comment what others say because it is true for them. We will be happy to discuss your questions after the closing prayer.

Leader/Chair: Introduce the speaker or announce and share on the topic.

The topic for this meeting is \_\_\_\_\_.

Leader/Chair: Open the sharing to the other members.

Please try to limit sharing to between three and five minutes per person. The last 15 minutes of the meeting can be reserved for newcomers to share.

At the close of the meeting, leader/chair says: Let's thank everyone for a great meeting.

As this is an anonymous program, we ask all members and visitors to respect our anonymity. The stories you heard were told in confidence and should not be repeated outside. They are told so we may better understand this program and ourselves and to give encouragement and help to the new members.

After a moment of silence, close the meeting in any manner consistent with our traditions and the principles of Nar-Anon.

*Motion applies to:* Narateen, Policy and Guidelines.

*Maker:* World Service Narateen Committee, Motion #1.

*Intent:* This new section establishes policy in the Guide to Local Services to be used along with guidance provided in the World Service Narateen Safety Guidelines (S-332) to provide regions, areas and groups with information and minimum requirements to hold meetings for Narateen. It also clarifies the purpose and responsibilities of the new Narateen service positions.

*Rationale:* This section was submitted in the WSC 2016 Conference Agenda Report (CAR) as Motion 34 where the Conference voted to commit this motion for further development. It is being submitted to WSC 2018 for vote of approval.

*Financial Impact:* Reprint of the Guide to Local Services.

**Motion 20: Delete the current WS Narateen Safety Guidelines, S-332.**

**WORLD SERVICE NARATEEN SAFETY GUIDELINES**

**Helping Teens Together**

Narateen groups, which are part of the Nar-Anon Fellowship, are formed to provide support to teenage family members and friends of addicts. A Narateen group is a safe environment where teenagers can share. The principles that apply in the Nar-Anon fellowship, such as honesty, trust, confidence, safety, and anonymity, also apply to Narateen.

These Narateen guidelines were created to ensure the safety of Narateen members, facilitators, and Nar-Anon/Narateen as a whole. In addition, each Narateen group must adhere to the policies of their local Nar-Anon area and region, as well as any regulations in their state, province, or country concerning adults working with youths.

## **FACILITATING A NARATEEN GROUP**

A Narateen facilitator should be an active member of Nar-Anon attending meetings on a regular basis. All Narateen facilitators must register with the WSO and should agree to submit to a background check, even if their local area, state, region, province or country's guidelines do not require one.

Narateen facilitators should not dominate the meetings, but facilitate to keep the group focused on the topic. It is suggested that a facilitator not be the parent of a Narateen member in their group, as members of the group may feel uncomfortable speaking freely and openly. An NA member can be a

Narateen facilitator provided they are also a member of Nar-Anon. Emphasis should, at all times, be placed on the Nar-Anon/Narateen program.

It is recommended that Narateen facilitators be consistent in following the group's guidelines. The rationale is that many Narateen members may have been exposed to a lack of consistency in their home environment. They are likely to attend meetings with an atmosphere of safety and familiarity. Groups are also more successful when a facilitator is willing to serve for a period of one or two years.

### **WHY IS HAVING TWO FACILITATORS NECESSARY?**

It is highly recommended that every Narateen Group have two certified facilitators at every meeting, preferably one male and one female. The teens and facilitators are protected when two facilitators are in the room. Also, if a situation arises where a facilitator must leave the room, another is there to continue the meeting. If one facilitator is unable to attend, it is recommended that he/she call another certified Narateen facilitator to substitute. If a replacement second facilitator is unavailable, a group conscience may be taken to continue or cancel the meeting.

### **NARATEEN FACILITATOR CERTIFICATION**

Each local Nar-Anon area or region shall develop a process to define and certify Narateen facilitators based on these World Service Narateen Safety Guidelines in accordance with the local area, state, region, province, or country's laws. It is important to check into the legal requirements for adults working with youths. Certification is a formal acknowledgement that a member has met the requirements for being of service to Narateen.

A Narateen process person (NPP), chosen by the area or region, is responsible for the confidential records, including the completed forms and background checks of facilitators. The NPP communicates with potential facilitators and local or state agencies.

It is suggested the NPP be certified in the same way as a Narateen facilitator. An alternate delegate or alternate chair is often utilized for this position. This allows for communication between the NPP and the regional service committee (RSC) to flow more effectively.

Once a certification process is in place at the area/region level, a list of certified Narateen facilitators shall be kept by the NPP. This list must be sent to WSO annually and when changes occur.

### **HELPING FACILITATORS GROW**

One of the best ways to get feedback from others on what is and isn't working is two way communication between facilitators in the area/region. Holding a Narateen facilitator workshop is a great way to get feedback from others. These can be held at an area or region convention or meeting. Inviting interested Nar-Anon members to attend can help expand your facilitator base.

### **MEETING SAFETY AND MEMBER CONDUCT**

It is suggested that behavior requirements be drawn up during the first few Narateen meetings and read aloud before each meeting. In this way, members know what is expected of them during

a meeting. All Narateen groups are autonomous and free to develop their own code of conduct. It is the facilitator's responsibility to gently remind the group of the best practices, principles, and standards.

Narateen members may have been exposed to violence, drug abuse, weapons, verbal abuse, emotional disorders, and law enforcement issues. The facilitator's job is to help teens cope with their feelings regarding addiction using the tools of Narateen/Nar-Anon. Parents who leave a child at a Narateen meeting are entrusting facilitators with the safety of their child during the meeting. It is the responsibility of the facilitators to maintain order during the meeting according to the behavior requirements. Any disciplinary action to be taken by facilitators is explained in the requirements. An example of possible disciplinary actions would be a verbal warning for the first offense.

Before and after the meeting, it is the parents' responsibility to discipline their children and they should not be questioned by the facilitator. If a member must be removed from a meeting due to disruptive behavior, a facilitator should stay with the child until released to their parent.

It is important that all facilitators know what to do if an emergency situation arises, whether it is within the meeting or an environmental emergency from natural disasters. These emergency plans should be worked out prior to starting a new Narateen meeting.

When facilitators must protect themselves from personal harm, accusations, or threats, even if totally blameless, they should consider the members' safety when deciding to become or continue as facilitators. If a facilitator decides to step down, the NPP should assist in finding a new facilitator.

It is important that mandatory reporting laws, such as those for child abuse, be reviewed for your city, county, state, or province and incorporated into your guidelines. Always consult your NPP or other Narateen facilitators before taking any action regarding reporting.

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Conference Approved  
S-332 ~ 14-08-26  
Nar-Anon Family Group Headquarters, Inc.  
23110 Crenshaw Blvd. Suite A  
Torrance, CA 90505  
(310) 534-8188 — (800) 477-6291  
www.nar-anon.org

### **Replace with:**

## **WORLD SERVICE NARATEEN SAFETY POLICY AND GUIDELINES**

### **PURPOSE:**

The World Service Narateen Safety Policy and Guidelines are created to ensure the safety of Narateen members, facilitators, and Nar-Anon/Narateen as a whole. In addition, each Narateen group must adhere to the policies of their local Nar-Anon area and region, as well as any regulations in their state, province, or country concerning adults interacting with youth.

### **Helping Teens Recover Together**

Narateen groups, which are part of the Nar-Anon Fellowship, are formed to provide support to teenage family members and friends of addicts. A Narateen group is a safe environment where teenagers can share. The principles that apply in the Nar-Anon fellowship, as outlined in our Twelve Steps, Twelve Traditions, Twelve Concepts, Guide to Local Services and Guide to World Services, also apply to Narateen and include honesty, trust, confidence, safety, and anonymity.

## **SAFETY POLICY:**

### **Area/Region Requirements**

A group is considered a Narateen group when it meets the following requirements:

- Has an assembly elected Narateen Process Person (NTPP).
- NTPP submits Narateen Facilitator Registration Form and Narateen Group Registration Form to WSO.
- Area or Region develops and submits Narateen Safety Policies for review to the WS Narateen committee. Safety Policy includes:
  - NTPP is voted in by assembly
  - Background checks are passed by all Facilitators
  - State, county, province or country laws are reviewed and incorporated into the policy
  - Safety policy is approved by assembly

Note: For legal purposes the region should have documented proof in their regional minutes to support all the above.

In the absence of an area or region, a group will be responsible for meeting the above safety requirements. Refer to the Narateen section in the Guide to Local Services for additional policy and safety information.

Once these requirements are met the group will be listed on the Nar-Anon WS Website.

### **Group Requirements**

- Group Registration with WSO
- Have at least two certified facilitators
- Adhere to area/region for copy of regional safety policies
- Notify the NTPP of any group changes

### **Local Safety Policy:**

As identified above, each group, area or region is required to create their own assembly approved safety policy to define service positions, facilitator certification process and support the Narateen program.

### **FACILITATING A NARATEEN GROUP**

A Narateen facilitator should be an active, adult member of Nar-Anon who attends meetings on a regular basis. All Narateen facilitators must be registered with the WSO after being certified by NTPP or Narateen Subcommittee in accordance with their local group, area or region's safety policy, which must include successful completion of a background check.

Narateen facilitators should not dominate the meetings, but rather facilitate to keep the group focused on the topic. It is suggested that a facilitator not be a relative or legal guardian of a Narateen member of the group, as members of the group may feel uncomfortable speaking freely and openly. An NA member can be a Narateen facilitator provided they are also an active member of Nar-Anon. Emphasis should, at all times, be placed on the Nar-Anon/Narateen program.

### **WHY IS HAVING TWO FACILITATORS NECESSARY?**

It is highly recommended that every Narateen Group have two certified facilitators at every meeting, preferably one male and one female. The teens and facilitators are protected when two facilitators are in the room. Also, if a situation arises where a facilitator must leave the room, another is there to continue the meeting. If one facilitator is unable to attend, it is recommended that he/she call another certified Narateen facilitator to substitute. If a replacement second facilitator is unavailable, a group conscience, including the available facilitator, may be taken to decide whether to continue or cancel the meeting.

## **NARATEEN FACILITATOR CERTIFICATION**

Each local Nar-Anon area or region shall develop and define a process to certify Narateen facilitators based on these World Service Narateen Safety Policy in accordance with the local area, state, region, province, or country's laws. It is important to check into the legal requirements for adults interacting with minors. Certification is a formal acknowledgement that a member has met the requirements for being of service to Narateen. A process for recertification should also be defined.

## **NARATEEN PROCESS PERSON**

The Narateen Process Person (NTPP) is elected by the area or region, to be responsible for the confidential records, including the completed forms and background checks of facilitators. Duties include:

- Coordinate required background checks
- Register certified facilitators with WSO
- Register groups with WSO
- Keep all facilitator information secure

It is suggested the NTPP be certified in the same way as a Narateen facilitator. The NTPP is elected by assembly. The NTPP may be a member of the Narateen committee and may also serve as chair.

Facilitator Registration Forms must be completed and sent to WSO annually for renewal in June and whenever any changes occur. The NTPP is also responsible for registering all Narateen Groups with WSO, thus verifying the availability of at least two certified facilitators for each group. Regions may determine other Narateen positions and support services.

## **MEETING SAFETY AND MEMBER CONDUCT**

It is suggested that behavior requirements be drawn up during the first few Narateen meetings and read aloud before each meeting. In this way, members know what is expected of them during a meeting. All Narateen groups are autonomous and free to develop their own code of conduct. It is the facilitator's responsibility to gently remind the group of the best practices, principles, and standards.

Narateen members may have been exposed to violence, drug abuse, weapons, verbal abuse, emotional disorders, and law enforcement issues. The facilitator's job is to help teens cope with their feelings regarding addiction using the tools of Narateen/Nar-Anon. Family members or guardians who leave a child at a Narateen meeting are entrusting facilitators with the safety of their child during the meeting. It is the responsibility of the facilitators to maintain order during the meeting according to the behavior requirements. Any disciplinary action to be taken by facilitators is explained in the requirements. An example of possible disciplinary actions would be a verbal warning for the first offense.

Before and after the meeting, it is the family member's or guardian's responsibility to discipline their children and they should not be questioned by the facilitator. If a member must be removed from a meeting due to disruptive behavior, a facilitator should stay with the child until released to their parent.

It is important that all facilitators know what to do if an emergency situation arises, whether it is within the meeting or an environmental emergency from natural disasters. These emergency plans should be worked out prior to starting a new Narateen meeting and should be included in the local safety guidelines.

When facilitators must protect themselves from personal harm, accusations, or threats, even if totally blameless, they should consider the members' safety when deciding to become or continue as facilitators. If a facilitator decides to step down, the NTPP or regional Narateen sub-committee should assist in finding a new facilitator.

It is important that mandatory reporting laws, such as those for child abuse and neglect, be reviewed for your city, county, state, province or country and incorporated into your safety guidelines. You are encouraged to consult other Narateen facilitators or Narateen service members before taking any action regarding reporting.

*Motion applies to:* Narateen, Policy and Guidelines.

*Maker:* World Service Narateen Committee, Motion #2.

*Intent:* Update Safety Guidelines to be consistent with motions passed at WSC 2016 and include World Service policy. Changed the name from "Narateen Safety Guideline" to "Narateen Safety Policy and Guidelines".

*Rationale:* The current Safety Guidelines are not consistent with motions passed at the WSC 2016 and does not include World Service policy. In addition, the Narateen committee reviewed and revised this document to align it with the new Narateen section (original Motion 34 submitted at WSC 2016) in the Guide to Local Services. WS Safety Policy and Guidelines are needed to support the Narateen program.

*Financial Impact:* Reprinting of current guidelines and updating WS Website links

**Motion 21: Revise the tri-fold, Facilitating a Narateen Group, S-330 as follows:**

Change the title from "Facilitating a Narateen Group" to "Narateen Group Information".

Revise "What is a Narateen group?" section as follows: **Narateen is a part of the Nar-Anon program for teens affected by someone else's addiction.** Narateen Meetings are closed except by group conscience and limited to teenagers who are coping with the addiction problem of a family member or friend. Facilitators guide and share knowledge of the Twelve Steps and Twelve Traditions by keeping meetings and groups focused and on topic."

*Motion applies to:* Narateen

*Maker:* World Service Narateen Committee, Motion #3.

*Intent:* Add a definition for a Narateen group. The original first sentence was removed because it found to be plagiarized from Al-Anon/Alateen at WSC 2016 and changed the title to be consistent with the information provided in the document.

*Rationale:* Insertion of this description is consistent with wording used in Motion 25 to describe a Narateen group as approved at WSC 2016. Changing the title provides a better description of the information contained in this document.

*Financial Impact:* The cost to reprint S-330, unknown.

**Motion 22: In the Guide to Local Services, page 13 –5, Narateen Group Registration Form, revise the opening paragraph as follows:**

Narateen Groups are registered with the World Service Office (WSO) with the understanding that they will abide by the Nar-Anon **Twelve Traditions, Twelve Concepts of Service, Nar-Anon Family Groups Guide to Local Services and Narateen Safety Policy and Guidelines (S-332)**. This form MUST be submitted to WSO by the region Narateen Process Person (NTPP).

*Motion applies to:* Narateen

*Maker:* World Service Narateen Committee, Motion #4.

*Intent:* Add a reference to Nar-Anon Family Groups Guide to Local Services on the Narateen Group Registration Form, page 13-5, and spell out the Twelve Traditions, and Twelve Concepts of Services.

*Rationale:* Provide a reference to the Nar-Anon Guide to Local Services. This will allow the areas and regions to have access to all pertinent information associated with the Narateen program.

*Financial Impact:* Reprint the Guide to Local Services, cost unknown

**Motion 23: In the Guide to Local Services, page 6-8, section Regional Structure, subsection Regional Delegates, revise the last bullet under Delegates and add the World Service Committee email list at end of the guide.**

**Remove:**

- Become active members of a World Service Committee – current committees are Budget and Finance, Events (World Service Conference and World Convention), Literature, Narateen, Newsletter, Outreach, Policy and Guidelines, Website, and World Pool

**Replace with:**

- Become active members of a World Service Committee. Committee list is found in the back of this book.

**Add:** World Service Committees email list to back of book.

**WORLD SERVICE COMMITTEE EMAIL ADDRESSES**

World Service Budget and Finance Committee	<b>BudgetAndFinance@nar-anon.org</b>
World Service Conference Committee	<b>wscconference@nar-anon.org</b>
World Service Convention Committee	<b>wccommittee@nar-anon.org</b>
World Service Literature Committee	<b>LitCom@nar-anon.org</b>
World Service Narateen Committee	<b>narateen@nar-anon.org</b>
World Service Newsletter Committee	<b>newsletters@nar-anon.org</b>
World Service Outreach Committee	<b>outreach@nar-anon.org</b>
World Service Policy & Guidelines Committee	<b>pandgcommittee@nar-anon.org</b>
World Service Website Committee	<b>webcommittee@nar-anon.org</b>
World Service World Pool Committee	<b>worldpool@nar-anon.org</b>

*Motion applies to:* Policy and Guidelines

*Maker:* World Service Policy and Guidelines Committee, Motion #1.

*Intent:* This makes it easier when needed to update the names of committees if they change in the future.



*Rationale:* As the Fellowship grows, committees may be either added or eliminated, and it is advisable for delegates to be informed of current WS Committees without changing the delegate information each time.

*Financial Impact:* None

**Motion 24: In the Guide to World Services, page 30, section World Service Board of Trustees, subsection Qualifications of a Trustee, the first bullet:**

**Remove:**

- Nar-Anon service history as either an area/regional officer, delegate, or alternate delegate

**Replace with:**

- Six years of Nar-Anon service which includes serving as either an area/regional officer, delegate, or alternate delegate

*Motion applies to:* Policy and Guidelines

*Maker:* World Service Policy and Guidelines Committee, Motion #2.

*Intent:* Make the service requirement clear.

*Rationale:* The six years of service is listed on the by-laws but not clearly stated under the qualifications of a trustee.

*Financial Impact:* None known

**Motion 25: In the Guide to Local Services, pages 7-1, 7-2, section Anonymity:**

**Remove:**

**ANONYMITY**

The experience of our groups suggests that the principle of anonymity, which is summed up in Tradition Twelve as “the spiritual foundation of all our traditions,” has three elements: anonymity as it applies outside Nar-Anon, anonymity within the fellowship, and anonymity as it contributes to our personal growth.

**Anonymity Outside Nar-Anon**

Tradition Eleven gives us specific guidelines, “we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media.” This gives potential members confidence their identity will not be revealed when they join Nar-Anon.

When speaking or writing as a Nar-Anon/Narateen member at the public level, only first names or pseudonyms are used. In photographs for publication or in television appearances, faces can be blurred or turned away from the cameras so they are unrecognizable.

Any Nar-Anon/Narateen member may write an article about the fellowship for local or national publication and may be financially remunerated. Personal anonymity should be maintained by signing anonymously or using a pseudonym.

A member appearing on a television program can face the camera and give his full name, providing he does not reveal his membership in Nar-Anon or Narateen.

It is important to make Nar-Anon known through public information work with professionals who come into contact with families suffering from the effects of addiction. Such contacts may make it

necessary for involved Nar-Anon and Narateen members to give their full names to interested doctors, spiritual leaders, school, or industrial personnel.

### **Anonymity Within Nar-Anon**

Members have the right to use their full names within the fellowship. The degree of anonymity a member chooses (first name, pseudonym, or full name) is not subject to criticism.

Regardless of our personal choice, we guard the anonymity of others in the fellowships of Nar-Anon/Narateen and NA. This means not revealing to anyone, even to relatives, friends, and other members, who we see and what we hear at a meeting.

Anonymity goes well beyond mere names. All of us need to feel secure in the knowledge that nothing seen or heard at a meeting will be revealed. We feel free to express ourselves among our fellow Nar-Anon members because we can be sure that what we say will be held in confidence.

At open Nar-Anon meetings, group anniversaries, conventions, or workshops where non-members may be present, Nar-Anon and Narateen members are free to decide how much anonymity they prefer. It is well to open such meetings with a brief explanation of the Eleventh and Twelfth Traditions. One suggestion is as follows:

*There may be some who are not familiar with our tradition of personal anonymity at the public level. If so, we respectfully ask that no NA, Nar-Anon or Narateen speaker or member be identified by full name or picture in published or broadcasted reports of our meeting.*

The assurance of anonymity is essential to our efforts to help other families and friends of addicts, and the Twelfth Tradition reminds us that Nar-Anon and Narateen principles come before personalities.

When members serve beyond the group service level, it is practical to use full names and addresses to facilitate communication. Letters (including the return address) to a Nar-Anon or Narateen member should never have the name Nar-Anon on the envelope. Letters to the Newsletter should give full names and addresses. Material which is published will be signed in the way the writer wishes: first name and initial, initials only, "Anonymous" – either with or without geographical location. Regional newsletter editors usually follow this procedure.

### **Anonymity in Our Personal Growth**

While each member has the right to make their own decision regarding personal anonymity within the fellowship, the use of first names only reminds us we are equals in Nar-Anon. We share as equals, regardless of social, educational or financial position. Anonymity provides the freedom and security Nar-Anon assures each member. Our spiritual growth in humility is rooted in the principle of anonymity.

#### **Replace with:**

### **ANONYMITY**

The experience of our groups suggests that the principle of anonymity, which is summed up in Tradition Twelve as "the spiritual foundation of all our traditions," has three elements: anonymity as it applies outside Nar-Anon, anonymity within the fellowship, and anonymity as it contributes to our personal growth.

### **Anonymity Outside Nar-Anon**

Tradition 11- "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet and other forms of

mass media. We need guard with special care the anonymity of all NA members." This speaks directly to the protection of anonymity outside of the Nar-Anon fellowship.

Tradition Eleven gives us specific guidelines, "we *need always* maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media." This means that at all times we need to protect our personal anonymity in the public forum.

When speaking as a Nar-Anon/Narateen member at the public level, only first names or pseudonyms are used. In photographs for publication or in television appearances, faces may be blurred or turned away from the cameras so they are unrecognizable.

Any Nar-Anon/Narateen member may write an article or give an interview about the fellowship for local or national publication. Personal anonymity should be maintained by signing anonymously or using a pseudonym.

Mass media includes the various forms of social media, internet articles, and blogs. Individually, members can use social media for private communication but are cautioned not to use the Nar-Anon name or logo because there is no protection of anonymity. Anything expressed on the internet may be difficult or impossible to remove and could have potential harm to members and others.

It is important to make Nar-Anon known through public information work with professionals who come into contact with families suffering from the effects of addiction. Such contacts may make it necessary for involved Nar-Anon and Narateen members to give their contact information to interested doctors, spiritual leaders, school, or industrial personnel.

### **Anonymity Within Nar-Anon**

We guard the anonymity of others in the fellowships of Nar-Anon/Narateen and NA. This means not revealing to anyone, even to relatives, friends, and other members, who we see and what we hear at a meeting.

Anonymity goes well beyond mere names. All of us need to feel secure in the knowledge that nothing seen or heard at a meeting will be revealed. We feel free to express ourselves among our fellow Nar-Anon members because we can be certain that what we say will be held in confidence.

At open Nar-Anon meetings, group anniversaries, conventions, or workshops where non-members may be present, Nar-Anon/Narateen members are free to decide how much anonymity they prefer. It is well to open such meetings with a brief explanation of the Eleventh and Twelfth Traditions. One suggestion is as follows:

*There may be some attending who are not familiar with our tradition of personal anonymity at the public level. If so, we ask you to respect our anonymity, and not identify any Nar-Anon, Narateen, or NA speaker or member by name or picture in published or broadcast reports of our meeting.*

The assurance of anonymity is essential to our efforts to help other families and friends of addicts, and the Twelfth Tradition reminds us that the spiritual base of Nar-Anon and Narateen principles are found in the equality expressed in anonymity. Our principles come before personalities.

### **Anonymity in Our Personal Growth**

We identify ourselves by our first names to remind us we are equals in Nar-Anon. We share as equals, regardless of social, educational or financial position. Anonymity provides the freedom and security Nar-Anon assures each member. Our growth in humility is rooted in the spirit of anonymity, always reminding us to place principles above personalities. Open-mindedness and the willingness to listen to each other are the practical applications of the spiritual principle of anonymity.

*Motion applies to:* Policy and Guidelines

*Maker:* World Service Policy and Guidelines Committee, Motion #3.

*Intent:* Provide information that is more consistent with our traditions and recovery principles.

*Rationale:* Need changes to the section because some of the language does not reflect what our traditions teach about anonymity, and some of the information really doesn't belong in this section.

*Financial Impact:* None known

**Motion 26: In the Guide to Local Services, page 2-1, section How to Start a Nar-Anon Group, subsection Registration of Groups:**

**Remove:**

The establishing of a group and its functions are the responsibility of those qualified for membership. Anyone who has an addicted relative or friend or is concerned about the effects of drug addiction in others in any way may start a group. WSO will register any group designating itself a Nar-Anon Family Group (NFG) or Narateen group with the understanding that it will abide by the Twelve Traditions and the Twelve Concepts of Service and meetings will be open to any Nar-Anon or Narateen member.

**Replace with:**

The establishing of a group and its functions are the responsibility of those qualified for membership. Anyone who has an addicted relative or friend or is concerned about the effects of drug addiction in others in any way may start a group. WSO will register any group designating itself a Nar-Anon Family Group (NFG) with the understanding that it will abide by the Twelve Traditions and the Twelve Concepts of Service and meetings will be open to any Nar-Anon member.

*Motion applies to:* Policy and Guidelines

*Maker:* World Service Policy and Guidelines Committee, Motion #5.

*Intent:* Removal of Narateen because it is covered in the new Narateen section.

*Rationale:* New Narateen section in GLS.

*Financial Impact:* None known

**Motion 27: In the Guide to Local Services, page 9-1, section Literature, after subsection Conference Approved Literature (CAL), add new subsection:**

**Draft Recovery Literature/Fellowship Review of New Service and Outreach Literature**

Recovery literature sent out in draft and fellowship review literature/materials are not permitted to be posted on group, area, regional or NSO websites. These pieces are for review and input. For complete policy on literature posting, see the Guide to World Services, section Nar-Anon Recovery Literature and Service Materials.

*Motion applies to:* Policy and Guidelines

*Maker:* World Service Policy and Guidelines Committee, Motion #6.

*Intent:* Advise that review draft materials and fellowship review materials are not permitted to be posted on websites other than the WSO website, since they are not conference approved or fully copyright protected.

*Rationale:* The review draft materials and fellowship review materials may not be used as CAL until actual conference approval.

*Financial Impact:* None known

**Motion 28: In the Guide to World Services, page 26, section Nar-Anon Recovery Literature and Service Materials, subsection Development and Approval Process for New Service and Outreach Literature/Materials, third paragraph:**

**Remove:**

After BOT's final review, the literature/material will be stamped "Approved for Fellowship Review" and sent to WSO for publishing. Each piece is then given a minimum of twelve months for review by the fellowship. During this time, the fellowship can use the piece, and the BOT will accept suggestions and comments from the fellowship and make changes as they and the developing committee deem appropriate. If necessary, BOT approved literature/material can be easily changed or pulled from inventory if there are concerns from the fellowship. When the literature/material has met the minimum review requirements, the BOT or the appropriate world service committee takes responsibility for submitting the final draft as CAT (Conference Approval Track) literature/material. At the WSC, the piece is then voted on for conference approval.

**Replace with:**

After BOT's final review, the literature/material will be stamped "Approved for Fellowship Review" and sent to WSO for publishing. Each piece is then given a minimum of twelve months for review by the fellowship. *Recovery literature sent out in draft and fellowship review literature/materials are not permitted to be posted on groups, areas, NSO's or regional websites.* These pieces are for review and input. During this time, the fellowship can use the piece, and the BOT will accept suggestions and comments from the fellowship and make changes as they and the developing committee deem appropriate. If necessary, BOT approved literature/material can be easily changed or pulled from inventory if there are concerns from the fellowship. When the literature/material has met the minimum review requirements, the BOT or the appropriate world service committee takes responsibility for submitting the final draft as CAT (Conference Approval Track) literature/material. At the WSC, the piece is then voted on for conference approval.

*Motion applies to:* Policy and Guidelines

*Maker:* World Service Policy and Guidelines Committee, Motion #7.

*Intent:* Advise fellowship review materials are not fully copyright protected or considered conference approved and not permitted to be posted on websites other than WSO.

*Rationale:* The new service and outreach literature process has prompted the use of sending out new material for the fellowship to review before being fully copyright protected or received conference approval.

*Financial Impact:* None foreseen.

**Motion 29: In the Guide to Local Services, page 11-1, section Conventions and Events, subsection Narateen Participation:**

**Remove:**

**Narateen Participation**

Since Narateen is part of the Nar-Anon Fellowship, its members are included in Nar-Anon activities whenever possible. It is within the discretion of the planning committee to determine whether Narateen members have a separate agenda.

**Replace with:**

**Narateen Participation**

Narateen participation should be included in Nar-Anon activities whenever possible. A Narateen service member should be part of the event planning committee and all Narateen participation is

conducted under the guidance of Narateen Facilitators. For more information on Narateen service members, see the Narateen Section in this guide.

*Motion applies to:* Policy and Guidelines

*Maker:* World Service Policy and Guidelines Committee, Motion #8.

*Intent:* Narateen may be included in events and the planners need to be aware of guidance in compliance with Narateen member safety.

*Rationale:* Narateen service members will be included in event planning where Narateen has been invited to participate at Nar-Anon events.

*Financial Impact:* None foreseen.

**Motion 30: In the Guide to World Services, page 24, section Nar-Anon Recovery Literature and Service Materials, subsection Approval Process for Recovery Literature:**

**Remove:**

After recovery literature has been reviewed and edited, it is forwarded to the BOT for approval before it is sent to the fellowship for a preliminary review. This allows the fellowship time to review the literature and forward suggestions to the World Service Literature Committee for further editing. The World Service Literature Committee will make necessary revisions and submit recovery literature to the fellowship not less than 150 days prior to the WSC with the CAR for approval at the WSC. Once approved, literature will be sent to WSO for publishing. Should a piece of literature not be approved by the WSC, and the World Service Literature Committee has been directed to make changes, it will be revised and sent to the fellowship for another review. The recovery literature approval process will be repeated. Any recovery literature released for preliminary review should not be displayed or used in Nar-Anon meetings. Recovery literature sent with the CAR for conference approval shall not be used in Nar-Anon meetings, although it may be displayed and distributed to members at Nar-Anon meetings.

**Replace with:**

After recovery literature has been reviewed and edited, it is forwarded to the BOT for approval before it is sent to the fellowship for a preliminary review. This allows the fellowship time to review the literature and forward suggestions to the World Service Literature Committee for further editing. The World Service Literature Committee will make necessary revisions and submit recovery literature to the fellowship not less than 150 days prior to the WSC with the CAR for approval at the WSC. Once approved, literature will be sent to WSO for publishing. Should a piece of literature not be approved by the WSC, and the World Service Literature Committee has been directed to make changes, it will be revised and sent to the fellowship for another review. The recovery literature approval process will be repeated. Any recovery literature released for preliminary review should not be displayed or used in Nar-Anon meetings. *These pieces marked draft literature are not permitted to be posted on websites, since they have NOT received conference approval.* Recovery literature sent with the CAR for conference approval shall not be used in Nar-Anon meetings, although it may be displayed and distributed to members at Nar-Anon meetings.

*Motion applies to:* Policy and Guidelines

*Maker:* World Service Policy and Guidelines Committee, Motion #9.

*Intent:* Advise fellowship of recovery review materials are not considered conference approved and not permitted to be posted on websites other than the WSO.

*Rationale:* The recovery literature process has prompted the use of sending out new material for the fellowship to review before being fully copyright protected or receiving conference approval.

*Financial Impact:* None foreseen.

**Motion 31: Replace the current Website Handbook, S-318, with attachment 4.**

*Motion applies to:* Website

*Maker:* World Service Website Committee, Motion #1.

*Intent:* The current version of the Website Handbook contains references to outside resources, outdated technologies, and content that belongs in other documents. The organization of the current version is confusing. The intent of this motion is to do a complete replacement with one motion rather than a number of separate motions for each item of content that is proposed to be changed.

*Rationale:* The proposed version of the Website Handbook removes references to outside resources, outdated technologies, and content that belongs in other documents. The organization of the current version is streamlined and more reader friendly.

*Financial Impact:* The only expected cost is the time and effort required to replace the version that is currently posted on the World Service website. WSO does not print this document in bulk, but only as needed. Because this is service literature, there is no income expected from this effort or this document.

<b>BOARD OF TRUSTEES MOTIONS</b>
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**Motion 32: In the Guide to World Services, pages 35-38, section World Service Committees, remove the World Service Committee descriptions and replace with:**

**WORLD SERVICE COMMITTEES**

World service committees are directly responsible to the BOT as described in the Bylaws. The world service committees and the BOT are responsible to the fellowship as directed by the WSC.

In accordance with Concept Four, effective leadership qualities such as humility, open mindedness, integrity, trustworthiness, and a strong commitment to open communication are essential qualities for members of world service committees.

**General Requirements**

**Desired Qualifications**

- Attend Nar-Anon or Narateen group meetings regularly
- Have completed three years of service in Nar-Anon
- A working knowledge of Nar-Anon's Twelve Steps, Traditions, and Concepts of Service
- Have the ability to work independently and as a team member, make proposals/suggestions, be flexible in the decision making process, and complete assignments within deadlines
- Be available to attend scheduled committee meetings using the technology pre-determined for such meetings (e.g., conference calls, internet calls, committee web forums, email)

**General Committee Duties**

- Hold regularly scheduled committee meetings
- Be accountable for assignments given to the committee
- Keep records of the committee's actions and make them accessible to the fellowship

- Communicate the activities of the committee to the fellowship through the Nar-Anon World Service Website and newsletter articles
- Submit quarterly committee reports to the BOT and biennially to the WSC

The working language of the world service committees and the WSC is English.

## **World Service Committees**

### **World Service Budget and Finance Committee**

Duties and responsibilities: The responsibility of the World Service Budget and Finance Committee is to maintain a regular review of the financial affairs of NFGH, Inc. The committee will review income, production costs, operating expenses, and changes in assets and liabilities as checks and balances, and make recommendations or suggestions to the BOT of any cost savings or adjustments that would affect the financial position of the corporation.

The committee will prepare a budget for each upcoming year to present to the BOT for approval, based on their review of income, production costs, operating expenses, the needs and requirements of WSO, the world service committees, and the fellowship as a whole.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have an understanding of Concept Eleven: Nar-Anon funds are used to further our primary purpose to carry the message, and must be managed responsibly. Members should have knowledge and understanding of, or an interest in financial matters.

### **Events – World Service Conference Committee**

Duties and responsibilities: The WSC Committee coordinates all aspects of the WSC. The committee prepares and distributes the conference invitation, receives and reviews motions for the *CAR*. Confirms that all motions meet the criteria for placement in the *CAR* before distribution. The committee is responsible for verifying eligibility of voting members attending the conference. A copy of the minutes showing the decisions made at the WSC is sent to the fellowship following the conclusion of the conference. Communicate regularly with the World Service Board of Trustees, world service committee chairs, national service offices, regional service committees, regional delegates, and members of the fellowship as needed.

A member of this committee serves as the chair of the WSC.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, ideally new members will have attended at least one WSC and have a working knowledge of *Robert's Rules of Order*.

### **Events – World Service Convention Committee**

Duties and responsibilities: The World Service Convention Committee plans and hosts a Nar-Anon world convention in cooperation with the NA world convention. In preparing for a convention, the committee works closely with the host city's area or regional service committee, where one exists. It also works with WSO, which is the liaison between the NA and Nar-Anon World Service Convention Committees. The committee recruits volunteers and speakers, plans the program schedule, hospitality, entertainment, meetings, and registration. For the convention flyers and merchandise, the World Service Convention Committee designs a logo based on the theme.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members will have previously served on a fellowship event planning committee.

### **World Service Literature Committee**

Duties and responsibilities: The purpose of the World Service Literature Committee is to compile, review, and edit literature to be presented to the fellowship for approval. This includes recovery, service, and outreach literature, or other literature developed at the suggestion of the fellowship. The committee is responsible for ensuring that all literature conveys the Nar-Anon message in



accordance with the steps, traditions, concepts, policies, and guidelines; is correctly presented with regard to grammar, spelling, and format; and does not contain plagiarism in any form. The committee is also responsible for updating existing literature affected by conference approved changes where similar wording is used.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should be familiar with the steps, traditions, and concepts; have experience reviewing and editing literature with regard to grammar, spelling, punctuation, and writing; and be proficient in the use of current technology.

#### **World Service Narateen Committee**

Duties and responsibilities: The purpose of the World Service Narateen Committee is to develop policy, support group, area, and region Narateen efforts, and advance the growth of Narateen. This is done by being of service to area and region Narateen efforts through meetings, events and activities (e.g., conventions, unity days, fundraisers, and Narateen weekends). The committee is available to review proposed region guidelines for compliance with World Service Narateen Safety Policy. The committee informs the worldwide fellowship about Narateen through websites, mailings, newsletter, and presentations. The committee also encourages Narateen members to submit writings for Narateen literature.

Qualifications for membership: Members should meet the general requirements for serving on a world service committee. Members with Narateen service or adults with experience working with minors are highly desired.

#### **World Service Newsletter Committee**

Duties and responsibilities: The World Service Newsletter Committee produces a quarterly newsletter for the Nar-Anon Fellowship. The committee is responsible for ensuring that the newsletter conveys the Nar-Anon message in accordance with the steps, traditions, concepts, policies, and guidelines; is correctly presented with regard to grammar, spelling, and format; and does not contain plagiarism in any form; reports the business of the fellowship; and includes upcoming world, region, or area events such as conventions, workshops, or recovery days. The committee is responsible for publishing the newsletter in a timely manner. The committee ensures the newsletter expresses the Nar-Anon message of recovery; reports the business of the fellowship; and includes upcoming world, region, or area events such as conventions, workshops, or recovery days. The committee is responsible for publishing the newsletter in a timely manner.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have experience reviewing written material with regard to spelling, grammar, punctuation, and content and have access to a computer and the internet. Committee members are required to attend quarterly meetings. Members should be willing to assist the committee in accumulating articles and information from the worldwide fellowship.

#### **World Service Outreach Committee**

Duties and responsibilities: The purpose of the World Service Outreach Committee is to serve as a resource for areas and regions in order to help carry the Nar-Anon message of hope throughout the world. This is done by developing and compiling outreach literature and material used to raise public awareness about the Nar-Anon program. The committee also carries the Nar-Anon message through outreach efforts directed towards national and international organizations which might come in contact with friends and families of addicts.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have a thorough understanding of Tradition Eleven, *"Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media. We need guard with special care the anonymity of all NA members."*

### **World Service Policy and Guidelines Committee**

Duties and responsibilities: The purpose of the World Service Policy and Guidelines Committee is to research, develop, and review all policies and guidelines proposed for fellowship approval at the WSC. The committee will update existing policies and guidelines as directed by the WSC.

The committee is a resource for the fellowship to clarify the policies and guidelines found in our service documents.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have at least four years of continuous service in Nar-Anon.

### **World Service Website Committee**

Duties and responsibilities: The World Service Website Committee is responsible for the content and consistency of the world service website, [www.nar-anon.org](http://www.nar-anon.org). Duties include ensuring its content is in keeping with Nar-Anon's Twelve Traditions and Twelve Concepts, has up-to-date information of interest to all Nar-Anon members and trusted servants, and acts as an outreach tool to carry the Nar-Anon message on the internet.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have an adequate working knowledge of the internet and its usage.

### **World Service Human Resource Committee**

Duties and responsibilities: The purpose of the World Service Human Resource Committee is to screen candidates applying to become members of the World Service Board of Trustees and for the positions of Conference Secretary and Conference Facilitator.

Duties of the committee are to develop, maintain, and implement a nominations process to identify the most qualified candidates for service. The committee notifies the Nar-Anon Fellowship of open positions and the qualifications to serve in these positions. The committee screens applications for those most qualified for election to the BOT and the Conference Facilitator; interviews potential candidates; checks references; and forwards a list of the most qualified applicants to the WSC for election.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have five years of continuous service in Nar-Anon, including world service experience. Members of this committee must also agree to protect confidential information obtained in the application process.

World service committee email addresses are listed at the end of this guide.

*Motion applies to:* Policy and Guidelines

*Maker:* World Service Board of Trustees, Motion #6.

*Intent:* Update and correct the World Service Committees' information in the GWS.

*Rationale:* The duties, responsibilities and information were incorrect in the GWS and needed updating.

*Financial Impact:* None known

<b>ATTACHMENTS TO THE CAR</b>
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1. Recovery Literature Priority List
2. We've Been There, PD-135 (motion 18)
3. Men Sharing Their Experience, Strength, and Hope, BD-216 (motion 19)
4. Website Handbook, S-318, (motion 32)